

## **COMMITTEE OF THE WHOLE – MAY 10, 2011**

### **AWARD OF REQUEST FOR PROPOSAL 11-076 CITY-WIDE STORM DRAINAGE / STORM WATER MANAGEMENT MASTER PLAN STUDY SELECTION OF CONSULTANT CITY WIDE**

#### **Recommendations**

The Director of Development / Transportation Engineering, in consultation with the Director of Purchasing Services and the Director of Reserves and Investments, recommends:

1. THAT Cole Engineering Group Ltd. (Cole) be retained to provide the necessary engineering services in connection with the completion of the City-Wide Storm Drainage / Storm Water Management Master Plan Study (Capital Project DT-7033-09), for an estimated cost of \$333,410 (excluding HST);
2. That a contingency allowance of \$33,500 (excluding HST) be approved for Capital Project DT-7033-09 within which the Commissioner of Engineering and Public Works or designate is authorized to approve amendments to the Contracts;
3. That the budget for Capital Project DT-7033-09 be increased from \$257,500 to \$286,600 to cover the estimated cost of completing the City-Storm Drainage / Storm Water Management Master Plan Study with funding from Development Charges;
4. That the inclusion of this matter on a Public Committee or Council agenda with respect to increasing the capital budget identified as the City-Wide Storm Drainage / Storm Water Management Master Plan Study (DT-7033-09), is deemed sufficient notice pursuant to Section 2(1)(c) of Bylaw 394-2002; and
5. That the Mayor and Clerk be authorized to sign the necessary agreements and documents in connection with Capital Project DT-7033-09.

#### **Contribution to Sustainability**

The City's Community Sustainability and Environmental Master Plan (Green Directions Vaughan, April 2009) objectives will assist in guiding the completion of the Storm Drainage / Storm Water Management Master Plan Study. The conclusions and recommendations of this study will have regard for:

- Reducing greenhouse gas emissions and moving towards carbon neutrality for the City of Vaughan's facilities and infrastructure;
- Supporting enhanced standards of storm water management and working with others to care for Vaughan's watersheds;
- Achieving sustainable growth and development;
- The creation of a City with sustainable built form; and
- Sharing sustainable best practices and ideas between and among municipal staff and the community.

#### **Economic Impact**

The duration of the above noted assignment will be approximately 18 months. Based on the results of the Request for Proposal process, the undertaking of the City-Wide Storm Drainage / Storm Water Management (SWM) Master Plan Study is estimated to cost \$384,600.

The following approved Capital Budget Projects allocate funds for the completion of the City's municipal servicing master plan study:

- DT-7033-09 Storm Drainage / SWM Master Plan \$257,500
- DT-7030-09 Jane/Rutherford Focus Area Strategy \$ 98,000

Total Available Capital Funding: \$355,500

The approved budget amount estimates committed to the Master Plan Study falls short. The approximate funding shortfall for this Study is \$29,100. Accordingly, it is recommended that the budget for Capital Project DT-7033-09 be increased by \$29,100 to cover the funding shortfall and to ensure there are sufficient funds to complete this study. The additional funding for the Master Plan Study will come from the engineering component of the City-Wide Development Charges.

Required updates to the engineering component of the City's Development Charges will be completed within the initial phases of the Master Plan Study work in order to facilitate the anticipated schedule for completion of the City's Development Charges Background Study update.

### **Communications Plan**

The City-Wide Storm Drainage / Storm Water Management Master Plan Study will undergo a comprehensive public consultation program that will include community information meetings at key stages throughout the study. In addition, stakeholder consultation groups and technical advisory committees will be established to receive input from the various stakeholders throughout the duration of this study.

Development / Transportation Engineering Staff will ensure that all public communication and consultation is closely coordinated with interest and ratepayer groups, stakeholders and agencies in accordance with the Master Plan requirements of the Municipal Class Environmental Assessment (Class EA) process.

A Notice of Study Commencement will be issued as the first point of contact with the public and relevant stakeholders. This notice will be placed in local press and is intended to allow the public to participate from the beginning of the Study, resulting in a proactive, transparent consultation process. In addition, a communications database will be established and kept up to date of all agencies, stakeholders, property owners and other individuals contacted over the duration of the study. An interactive project web site will also be maintained throughout the course of the Study.

### **Purpose**

The purpose of this report is to seek Council approval to retain Cole Engineering Group Ltd. to complete the City-Wide Storm Drainage / Storm Water Management Master Plan Study based on the results of the Request for Proposal 11-076.

### **Background**

On April 13, 2010, Council approved the Terms of Reference for the City-Wide Storm Drainage / Storm Water Management Master Plan Study, and authorized staff to initiate the process of retaining a qualified engineering consulting firm to complete the study.

The Storm Drainage / Storm Water Management Master Plan Study will include a comprehensive City-Wide evaluation of the storm drainage / storm water management infrastructures needed to efficiently accommodate the population and employment growth projections resulting from the implementation of the City's Growth Management Strategy / Official Plan 2010. A key component

of the Master Plan Study will be the coordination and integration with current sustainable initiatives by the Toronto and Region Conservation Authority (TRCA). It is expected that staff will work closely with the TRCA to ensure all final master plan recommendations are consistent with and complimentary to TRCA initiatives.

The Master Plan areas of study will encompass the entire City of Vaughan and will be premised upon the new Vaughan Official Plan and a planning time horizon of 2031. The Study will also consider a full build-out scenario to 2051.

### Request for Proposal Process

On March 16, 2011, the Purchasing Services Department issued a Request for Proposal (RFP11-076) for the retention of a consulting engineering firm to assist the City in undertaking this study. In accordance with the City's Purchasing Policy for projects of this magnitude, the RFP was publically advertised using the following publication sources:

- City Website
- Ontario Public Buyer's Association Website
- Electronic Tendering Network (Biddingo)

A total of 8 documents were picked up for the Storm Drainage / SWM Master Plan. Of these documents, 6 proposals were received from the following companies before the closing schedule:

- Cole Engineering Group Ltd.
- MMM Group Ltd.
- The Sernas Group Inc.
- XCG Consultants Ltd.
- AECOM
- Aquafor Beech Ltd.

All proposals submitted were considered compliant and further evaluated by the evaluation committee comprising of staff from the TRCA and the City's Development Planning, Development/Transportation Engineering and Purchasing Services Departments. The proposals were evaluated based on the following criteria as provided in each of the RFP documents:

- Qualifications and Experience – 40%
- Quality of the Proposals – 25%
- Project Management – 15%
- Financial – 20%

Based on the evaluation committee's review of the proposals, it was determined that Cole Engineering Group Ltd. scored the highest ranking for this Study, and successfully fulfilled all of the City's technical requirements and qualifications related to this project. As a result, the evaluation committee is satisfied that Cole Engineering Group Ltd. has met all the required qualifications to successfully complete this study.

The total estimated cost to complete this study including engineering consulting services, a contingency allowance, applicable taxes (HST) and treasury administration is summarized in Table 1 below:

**TABLE 1  
PROJECT FUNDING SUMMARY**

<b>RFP11-076 City-Wide Storm Drainage / SWM Master Plan</b>	
<b>Financial Summary</b>	<b>Cole Engineering Group Ltd.</b>
RFP Cost	\$333,410
Contingency Allowance (10%)	\$33,500
<b>Sub-Total</b>	<b>\$366,910</b>
Non-Rebateable Portion of HST (1.76%)	\$6,458
<b>Sub-Total</b>	<b>\$373,368</b>
Treasury Administration (3%)	\$11,201
<b>Total Cost (Rounded)</b>	<b>\$384,600</b>
Total Approved Funds	\$355,500
Recommended Increase	\$29,100

Given the magnitude, duration and the anticipated level of public interest in this study, it is recommended that a contingency allowance of 10% be carried to cover unexpected costs which may arise during the course of the study.

**Relationship to Vaughan Vision 2020 / Strategic Plan**

In consideration of the strategic priorities related to Vaughan Vision 2020, the recommendations of this report will assist in:

- The pursuit of excellence in service delivery;
- Ensuring and enhancing community safety, health and wellness;
- Planning and managing growth and economic vitality;
- Leading and promoting environmental sustainability;
- Ensuring and enhancing community safety, health and wellness;
- Ensuring financial stability; and
- The demonstration of leadership and promotion of effective governance.

This report is therefore consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

**Regional Implications**

There are no Regional implications associated with this study.

## **Conclusion**

The City-Wide Storm Drainage / Storm Water Management Master Plan Study will include a detailed evaluation of the infrastructure needed to efficiently accommodate the population and employment growth resulting from the implementation of the City's Growth Management Strategy. This study will be carried out in accordance with the Master Plan process as outlined in the Municipal Engineers Association Municipal Class Environmental Assessment document with full stakeholder and public involvement in accordance with the Environmental Assessment Act. The public shall be involved from project inception to project completion.

Based on the results of the Request for Proposal RFP11-076 process, Cole Engineering Group Ltd. scored the highest ranking, successfully fulfilled all of the City's technical requirements and qualifications related to the project, and had the best overall proposal. Accordingly, it is recommended that Cole Engineering Group Ltd. be retained by the City to provide the necessary engineering services in connection with the completion of the City-Wide Storm Drainage / Storm Water Management Master Plan Study, and that the Mayor and Clerk be authorized to sign the necessary documents.

Should Council concur with the additional funding request, this action would be considered as an amendment to the Capital budget. Pursuant to the Municipal Act, before amending a budget, a municipality shall give notice of its intention to amend the budget at a Council meeting. Where a Capital project has been subject to a public meeting during the adoption of the approved Capital budget and where additional funding is required to complete the approved works, inclusion of the matter in a Staff report requesting additional funding on a Public Committee or Council Agenda is deemed sufficient notice pursuant to Section 2(1)(c) of Bylaw 394-2002.

## **Attachments**

N/A

## **Report prepared by:**

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Respectfully submitted,

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