



**COMMUNITY INFRASTRUCTURE & ENVIRONMENTAL
SERVICES
REPORT CIES-2017-020**

To: Committee of the Whole Council

Date: October 17, 2017

Subject: Request for Proposal award for P-2017-019, Storm Water Assessment and Operational Plan

Origin: Community Infrastructure & Environmental Services
Operations Branch

RECOMMENDATIONS

1. **THAT** Community Infrastructure & Environmental Services Report CIES-2017-020, dated October 17, 2017, regarding the Request for Proposal award for Contract P-2017-019, Storm Water Assessment and Operational Plan be received; and
2. **THAT** Council award Contract P-2017-019, Storm Water Assessment and Operational Plan to AECOM Canada Limited in the amount of \$307,113 (plus applicable taxes); and
3. **THAT** the approved budget for the Storm Water Assessment and Operational Plan be increased by \$92,100, and the budget for the West Street Pumping Station Retrofit be increased by \$75,000, funded from the General Capital Reserve; and
4. **THAT** the General Manager, Community Infrastructure and Environmental Services, be authorized to execute an agreement with AECOM Canada Ltd. for Contract P-2017-019; and
5. **THAT** the recommendations of this report be ratified at the Council meeting to be held on October 17, 2017 in order to secure contractual arrangements.

PURPOSE

The purpose of this report is to seek Council's approval to award Contract P-2017-019, Storm Water Assessment and Operational Plan and execute the contract documents.

BACKGROUND

The Town completed its Storm Water Master Plan in 2012. This master plan included an inventory of all town storm water management facilities at that time as well as a preliminary assessment of each pond.

In 2016 the Federal Government announced the establishment of the Clean Water Wastewater Fund (CWWF) to provide up to \$570 million in federal funding and up to \$270 million in funding from the Province of Ontario for eligible water/waste water projects. In anticipation of a successful application, staff included capital project 17-060 in the 2017 Capital Budget which was approved by Council subject to the CWWF grant funding. The Town subsequently applied for CWWF funding.

In June 2017, the Province advised the Town that it was successful on its application and details of this grant were provided to Council in report CIES-2017-020, Clean Water and Wastewater Fund – Transfer Payment Agreement. In accordance with the above report, the Transfer Payment Agreement has been executed and the federal and provincial governments will each provide 50% and 25% respectively towards the eligible costs for the project up to a maximum of \$320,000 for their combined proportionate share.

ANALYSIS

The RFP for the Storm Water Assessment and Operational Plan (P-2017-019) was publicly advertised in the Era Banner Town page, Biddingo and the Town's web site on September 7, 2017. Thirteen (13) proponents picked up the RFP documents. The RFP closed on September 28, 2017 and one (1) proposal was received from AECOM Canada Ltd.

The RFP was structured as a two envelope proposal requiring each proponent to submit a technical proposal and a separate cost proposal. Under the oversight of the Manager of Procurement, the single submission was evaluated based on the following evaluation criteria:

Stage 1: Evaluation of Technical Submission (75 Points)

Stage 2: Evaluation of Pricing Submission (25 Points)

AECOM has conducted many similar projects as was evident in the quality of the proposal. AECOM met the requirements of the Envelope 1 scoring.

Staff reviewed the Pricing Submission included in Envelope 2 and are confident the price is reasonable based on fair market value for projects of this type.

AECOM met the specifications on the evaluation performed by the committee and it is recommended that the project be awarded to AECOM Canada Inc. in the amount of \$307,113 plus applicable taxes.

FINANCIAL IMPLICATIONS

The terms of the grant funding were detailed in report CIES-2017-020, Clean Water and Wastewater Fund – Transfer Payment Agreement. The CWWF grant awarded to the Town totals almost \$898,000. The grant funding has been applied to two projects, the West Street Sanitary Pumping Station Retrofit and the Storm System Assessment & Maintenance Plan.

In order to better understand the funding requirements for the System Assessment, it is important to clarify the ways in which the total CWWF grant has been applied to both projects. Budget sheets for have been included as Attachments 1 and 2 to this report and the project funding is summarized below.

PROJECT I: West Street Pumping Station Retrofit	
Estimated Project Costs (\$000s)	
Tender Award	\$844.3
Contract Admin	\$90.0
Project Management & Grant Application Support	\$65.7
Total	\$1,000.0
PLUS Additional Provision for Project Management & Contingency	\$75.0
Revised Total	\$1,075.0
Project Funding	
CWWF Grant	\$695.8
General Capital Reserve – Prior Council Approval	\$304.2
General Capital Reserve – Additional Provision Requested	\$75.0
Total	\$1,075.0

PROJECT II: Storm System Assessment & Maintenance Plan	
Estimated Project Costs (\$000s)	
Tender Award	\$307.1
Project Management & Grant Application Support	\$16.9
Total	\$324.0
PLUS Additional Provision for Project Management & Contingency	\$50.0
Revised Total	\$374.0
Project Funding	
CWWF Grant	\$201.9
General Capital Reserve – Prior Council Approval	\$80.0
General Capital Reserve – Additional Provision Requested	\$92.1
Total	\$374.0

The CWWF grant was secured with assistance from Fairtax Funding & Taxation Experts. Due to the tight timelines and increased administration and reporting associated with the grant funding, staff plan to outsource the overall project management of Project II to Municipal Engineering Solutions (MES) in accordance with the Shamrock service delivery model and as MES is already engaged by the Town on another CWWF grant funded project for the Town. These project costs are eligible for funding through the grant monies received. Staff recommend that the approved budget be increased by \$92,100 to ensure there are sufficient funds for the project’s contingency and project management. These additional costs are to be funded from the General Capital Reserve.

A summary of the estimated costs and proposed funding for both of the CWWF grant funded projects is provided below.

SUMMARY TOTALS		
Estimated Project Costs (\$000s)		
Project I: West Street Sanitary Pumping Station Retrofit	\$1,075.0	
Project II: Storm System Assessment & Maintenance Plan	\$374.0	
Total	\$1,449.0	
Funding Sources		
CWWF Grant	\$897.6	62%
Town General Capital Reserve	\$551.4	38%
Total	\$1,449.0	

NEED FOR PUBLIC CONSULTATION

Although formal public consultation is not required for this matter, all agendas, reports and minutes are made available to the public through posting on the Town’s website.

ALIGNMENT WITH STRATEGIC PLAN

The recommendations of this report align with the following Strategic Pillar(s):

- #2. Building a complete community that provides healthy places to live, work, play and learn
- #3. A high performance municipal organization committed to service and excellence

CONCLUSION

AECOM Canada Limited was the only submission meeting specification and is recommended for project award.

Award at this time will ensure that the project is completed within the timelines established by the Clean Water Wastewater Fund.

Prepared By,

Original signed by

Larry Hollett, C.E.T., Director of Operations
Community Infrastructure &
Environmental Services

Reviewed By,

Original signed by

Carolyn Brown
Manager, Development Finance

Approved and Recommended By,

Original signed by


Mike Molinari, P. Eng., General Manager
Community Infrastructure &
Environmental Services

Approved for Submission By,


Original signed by

Thomas R. Webster
Chief Administrative Officer

Attachment 1

17-058				
Corporation of the Town of East Gwillimbury				
Capital Project Detail 2017 Capital Budget				
Department/Branch	CIES - Water / Wastewater			
Project Type	Repair & Replacement			
Project Name	West Street Sanitary Pumping Station Retrofit - Holland Landing			
Project Description				
West Street Sanitary Pumping Station Retrofit				
Project Justification				
Detailed design drawings and tender documents were completed for the West Street Sanitary Pumping station retrofit in 2013. During the design the public was consulted and their input/comments at that time were incorporated into the design. The construction of this project was planned to coincide with an infrastructure program within a 5 year timeframe; however, with grant funding now available it is being proposed for construction in 2017. This retrofit project replaces infrastructure which is at the end of its useful life.				
CAPITAL COST				
	2017	2018	2019+	Total
Equipment/Vehicle				-
Materials				-
Land				-
Construction	\$ 900,000			\$ 900,000
Consulting/Engineering	\$ 100,000			\$ 100,000
Legal				-
Contingency				-
Other				-
Total Capital Costs	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
FUNDING SOURCE (specify)				
Tax Levy				-
Water Rates				-
Wastewater Rates				-
Development Charges				-
Community Contribution				-
Reserves/Reserve Funds				-
Gas Tax				-
Grants:				-
Developer Contribution				-
Long Term Debt				-
Other:				-
Total Capital Funding Sources	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
ANNUAL OPERATING BUDGET IMPACT				
Increase / (Decrease) - TCA Reserve		\$ 14,000	→	\$ 14,000
Long Term Debt Repayments				-
Total Net Annual Budget Impact	\$ -	\$ 14,000	\$ -	\$ 14,000
Other Information				
Grant application submitted to the Clean Water & Wastewater Fund. Successful/unsuccessful projects will be identified in Q1 2017. Operating costs include contribution to reserves.				

Attachment 2

17-060				
<p>Corporation of the Town of East Gwillimbury Capital Project Detail 2017 Capital Budget</p> 				
Department/Branch	CIES - Roads			
Project Type	New Initiatives - Statutory Requirement			
Project Name	Storm System Assessment and Maintenance Plan			
Project Description	Storm Water System Assessment and Operation, Monitoring and Maintenance Plan (OMM)			
Project Justification	Consultant services to assess the current state of the Town's storm system infrastructure including linear works and storm water management facilities, and to assist in the development of an OMM Plan that will satisfy the Lake Simcoe Region Conservation Authority's published 2016 Technical SWM Guidelines and the MOECC Storm water Management Planning. Additionally, this project will identify critical, short term and long term infrastructure repairs during the assessment. This project is mandated by the MOECC to satisfy Environmental Compliance Approvals on storm water management ponds.			
CAPITAL COST	2017	2018	2019+	Total
Equipment/Vehicle				-
Materials				-
Land				-
Construction				-
Consulting/Engineering	\$ 320,000			320,000
Legal				-
Contingency				-
Other				-
Total Capital Costs	\$ 320,000	\$ -	\$ -	\$ 320,000
FUNDING SOURCE	<i>(specify)</i>			
Tax Levy				-
Water Rates				-
Wastewater Rates				-
Development Charges				-
Community Contribution				-
Reserves/Reserve Funds	General Capital			\$ 80,000
Gas Tax				-
Grants:	Clean Water & Wastewater Fund			\$ 240,000
Developer Contribution				-
Long Term Debt				-
Other:				-
Total Capital Funding Sources	\$ 320,000	\$ -	\$ -	\$ 320,000
ANNUAL OPERATING BUDGET IMPACT				
Increase / (Decrease)				-
Long Term Debt Repayments				-
Total Net Annual Budget Impact	\$ -	\$ -	\$ -	\$ -
Other Information	Grant application submitted to the Clean Water & Wastewater Fund. Successful/unsuccessful projects will be identified in Q1 2017.			