

Minutes Regular Meeting

Chatham Water Treatment Plant

April 18, 2019
3:03 pm

Present: Chairperson Carmen McGregor, Mayor Darren Canniff, Commissioners Jamie McGrail, Mark Authier, Marjorie Crew, General Manager Tim Sunderland, Area Manager (South/Central) Robin Dudley, Area Manager (North/Central) Darren Galbraith, Manager Compliance & Monitoring Lilly Snobelen, Facility and Systems Manager Rob Bernardi, General Manager John Norton, Community & Development, Manager Dave Taylor, Legal Services & CAO Don Shropshire

Absent: Commissioners Trevor Thompson, Steve Pinsonneault

1. Call To Order

Chairperson Carmen McGregor called the meeting to order at 3:03 pm.

2. Disclosures of Pecuniary Interest (Direct or Indirect) for Open Session Agenda Items and the General Nature There Of

- none

3. Approval of Minutes

a) January 17, 2019 - Regular Meeting

Moved by Commissioner Crew and seconded by Commissioner McGrail
“That the minutes of January 17, 2019 Regular Meeting be approved.”

b) January 17, 2019 - Closed Session

Moved by Commissioner Crew and seconded by Commissioner McGrail
“That the minutes of January 17, 2019 Closed Session be approved.”

c) March 4, 2019 - Special Meeting

Moved by Commissioner Crew and seconded by Commissioner McGrail
“That the minutes of March 4, 2019 Regular Meeting be approved.”

d) March 4, 2019 - Closed Session

Moved by Commissioner Crew and seconded by Commissioner McGrail
“That the minutes of March 4, 2019 Closed Session be approved.”

4. Reports

a) 2019 CK PUC Vehicle Replacement

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Tim Sunderland,
General Manager
Chatham-Kent Public Utilities Commission
Date: April 4, 2019

Subject: 2019 CK PUC Vehicle Replacements

Recommendation

It is recommended that:

1. Administration be authorized to request Fleet Services to prepare tender documents and manage the tendering process for the replacement of four (4) CK PUC vehicles.

Background

The Chatham-Kent Public Utilities Commission (CK PUC) began 2019 with a fleet of 33 vehicles. The CK PUC follows the Municipal Fleet policy regarding vehicle replacement. This policy states that there can be vehicle replacement after 8 years of service, dependent on maintenance costs and vehicle mileage. Based on this policy, there are 12 CK PUC vehicles due for possible replacement in 2019. However, Administration looked at the current fleet of CK PUC vehicles and considered the condition and use of each vehicle due for replacement, and decided that four (4) vehicles require replacement in 2019, maintaining a current CK PUC fleet of 33 vehicles.

Comments

The CK PUC vehicles in need of replacement are:

- Three (3) 4x2 pick-ups
- One (1) 4x4 pick-up

These vehicles have been in service for eight (8) years or more.

Administration is seeking Commission's approval to request Fleet Services to tender for four (4) extended cab half ton 4X4 pick-up trucks. Fleet has estimated that the replacement cost per vehicle is approximately \$38,000. A report will be brought back to Commission outlining the tendering results once the process has been completed.

Fleet costs approved in the 2019 budget are \$467,507. This amount includes \$152,000 for vehicle replacements. CK PUC fleet reserves at the end of 2018 are at \$335,236.56.

Consultations

Area Manager (South/Central), CK PUC
Area Manager (North/Central), CK PUC
Manager (A) Fleet Services, Municipality of Chatham-Kent
Financial Analyst 1, CK Financial Services

Financial Implications

There are no financial implications associated with the approval of the recommendation contained in this report.

Prepared by:

Tim Sunderland
General Manager
Chatham-Kent PUC

**Motion by Commissioner Authier and seconded by Commissioner Crew;
"That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. Administration be authorized to request Fleet Services to prepare tender documents and manage the tendering process for the replacement of four (4) CK PUC vehicles."**

Motion carried

b) DWWWQMS Communications and Annual Information Report 2018

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission
Information Report

To: PUC Chairperson and Commission Members
From: Lilly Snobelen
Manager, Compliance & Quality Standards
Chatham-Kent Public Utilities Commission
Date: April 9, 2019
Subject: Drinking Water and Wastewater Quality Management System
Communication and Annual Information Report 2018

This report is for the information of the Chatham-Kent Public Utilities Commission.

Background

Establishing, maintaining and continually improving a Quality Management System (QMS) based on the requirements of the Drinking Water Quality Management Standard (DWQMS), is a mandated requirement in Ontario for Owners and Operating Authorities of municipal residential drinking water systems.

The DWQMS outlines a framework for planning, documenting and continually improving the management systems in place to support the production and delivery of safe drinking water.

The Operating Authority is required to document in its Quality Management System, a Communication Procedure which indicates that:

1. The Commission is notified through an Information Report, at a scheduled Commission Meeting, that the Drinking Water QMS Operational Plan is available on the Municipality of Chatham-Kent website.
2. At the least, a Drinking Water QMS Annual Information Report, outlining the results of the Management Review process, will be submitted to the CK PUC General Manager and the Commission by the Manager, Compliance and Quality Standards.
3. As the Operating Authority has mirrored the Quality Management System for Wastewater, the results of the Management Review process relating to Wastewater are also included in the Report.

Comments

In order to comply with the Communication Procedures, Commission is provided with the following documentation:

1. A screen shot of the Drinking Water QMS Operational Plan on the website.
2. A screen shot of the Wastewater QMS Operational Plan on the website.
3. The Drinking Water and Wastewater Communication and Annual Information Report 2018 outlining the results of the Management Review process.

Consultations

The following consultations were made during the preparation of this report:

- QMS Representative
- Compliance/Backflow Prevention Officer
- Environmental Compliance Technicians

Financial Implications

There are no financial implications associated with this report.

Prepared by

Lilly Snobelen
Manager, Compliance & Quality Standards
Chatham-Kent PUC

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Motion by Commissioner McGrail and seconded by Commissioner Authier; “That the Chatham-Kent Public Utilities Commission (CK PUC)

To receive item 4 b) for information.”

Motion carried

c) Tender Award T19-199 Chatham WTP Centrifugal Air Blower

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Darren Galbraith
Area Manager - North Area and Chatham Water
Chatham-Kent Public Utilities Commission
Date: April 9, 2019
Subject: Tender Award for Contract T19-199 – Chatham WTP Centrifugal Air Blower Pre-Purchase

Recommendations

It is recommended that:

1. Tender T19-199 in the amount of \$121,672.75 including HST for the Chatham Water Treatment Plant (WTP) Centrifugal Air Blower Pre-Purchase tender be awarded to Atlas Copco Compressors Limited.

2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.

Background

The Chatham Water Treatment Plant was built in early 1971. The filter media and underdrains, in all four water filters, are original. The filters will be upgraded over the next three years in order to restore the filter capacities, which includes the existing conventional dual media gravity filters with new low profile stainless steel, gravel-less filter underdrain systems and filter media. The new filter underdrain system includes air scour backwashing that requires the installation of a centrifugal blower and air supply piping. During the fall of 2019, the first filter will be upgraded. The delivery time of the blower is approximately 24 weeks. This is the reason the blower needs to be pre-purchased ahead of the filter rehabilitation contract award, so the blower will be available to be installed on time for the commissioning of the filter.

Comments

A total of two (2) quotations were received and they are summarized in the following table.

Tender Award for Contract T19-199 Chatham WTP Centrifugal Air Blower Pre-Purchase		
Rank	Tenderer	Tender Amount <i>including Contingency and HST</i>
1	Atlas Copco Compressors Limited	\$121,672.75
2	McRae Engineering Equipment Limited	\$194,041.34

CH2M Hill Canada Ltd has reviewed the tenders and found them to be complete in all respects.

It is recommended that the Chatham-Kent PUC award Contract T19-199 to Atlas Copco Compressors Limited at a quoted price of \$121,672.75 and that the Chairperson and General Manager be authorized to complete the necessary agreements.

Consultations

The tenders were opened by the Purchasing Officer and reviewed by CH2M Hill Canada Ltd.

CH2M Hill Canada Ltd provided a Letter of Tender Submission Review and Recommendation for the pre-purchase of the centrifugal air blower equipment.

Financial Implications

Cost associated with this project in the amount of \$121,672.75 will be funded by CK PUC Facility 2019 Lifecycle budget.

Prepared by:

Darren Galbraith, CET
Area Manager- North & Chatham Water
Chatham-Kent PUC

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Attachment: CH2M Hill Canada Ltd provided a Letter of Tender Submission Review and Recommendation

**Motion by Commissioner Crew and seconded by Commissioner McGrail;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. Tender T19-199 in the amount of \$121,672.75 including HST for the Chatham Water Treatment Plant (WTP) Centrifugal Air Blower Pre-Purchase tender be awarded to Atlas Copco Compressors Limited.**
- 2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.”**

Motion carried

d) RFP Award R19-047 Chatham Combined Sewer Investigation

Municipality of Chatham-Kent
Infrastructure and Engineering Services
Public Utilities Commission

To: PUC Chairperson and Commissioners
From: Matthew Link, A.Sc.T.
Engineering Technologist, Engineering and Transportation
Date: March 22, 2019
Subject: Request for Proposal Award: RFP R19-047, Combined Sewer Investigation Program, Community of Chatham

Recommendations

It is recommended that:

1. The proposal in the amount of \$740,504.82, including HST for the Combined Sewer Investigation Program, Community of Chatham be awarded to Andrews Infrastructure.
2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.

Background

In the 1970's, the former City of Chatham retained Gore and Storrie Limited - Consulting Engineers to conduct and complete a survey of the municipal sewerage systems serving the former City of Chatham. These studies identified, among other things, strategies for the separation of combined sewers. In recent years, the Municipality of Chatham-Kent has continued with the implementation of a proactive program related to the separation of storm and sanitary flows from existing combined sewers. This project is being undertaken as a means of supporting the goals of this program while providing a higher level of service to residents residing within the subject catchment area.

This project will investigate the structural and operational conditions of the existing combined sewers throughout Chatham. The consultant will also provide digital records of the existing combined structures and overflows.

CK PUC wishes to remain proactive in response to increased demands from the Province in regards to water quality. A procedure to capture and record wastewater samples from our collection system will be developed as part of this project, a Pollution Control Plan.

The Request for Proposals focused on the procurement of consulting engineering and inspection services associated with the combined sewer inspection program, determining the structural and operational grades which will assist in developing a combined sewer maintenance and separation program. The firm would also have to have experience in developing a Pollution Control Plan.

The CK PUC along with Engineering and Transportation identified the subject project to be part of the 2019 combined sewer, sanitary sewer and storm sewer lifecycle budgets. It is the intention of the Municipality that the consulting engineering and inspection services be initiated in 2019 and completed during the 2020 calendar year.

Comments

Two (2) separate proposals were received by the Purchasing Officer on March 6, 2019 and forwarded to Engineering and Transportation Division for review and evaluation by the evaluation panel using the Council approved evaluation matrix as provided in the proposal call to all submitting firms. The two proposals submitted were from, Andrews Infrastructure and Hurricane SMS Inc.

The proposals were received using a two-envelope system with the fee schedule submitted in a separate envelope opened by the panel only after the ratings had been determined.

Table 1: Evaluation Matrix

Qualification Category	Qualification Criteria	Weighting	Percentage
Company Profile & Qualifications of Project Team	Project Manager Experience and Qualification	10	8%
	Technical Staff Experience and Qualification	10	8%
	Sub-consultants	5	4%
Management Qualifications	Experience on Similar Projects	20	15%
	Quality Assurance	10	8%
	Local Office	3	2%
Project Implementation	Approach and Methodology	20	15%
	Scheduling	10	8%
Price	Project Fee	42	32%
	TOTAL	130	100%

Due to the complexity of the project and the specialized nature of the work that was required to complete this project the respondents were required to achieve a 70% grade threshold. Submissions must score at least 70% of the maximum on the evaluation matrix to have their fee envelope opened. Failure to achieve this grade will result in a non-compliant submission.

Table 2: Summary of Evaluation Scores

Summary of Evaluation Scores			
Rank	Submitting Firm	Office Location	Final Score
1.	Andrews Infrastructure	Toronto, ON	1142
2.	Hurricane SMS Inc.	Amherstburg, ON	NC*

* Non-Compliant

One of the proposals submitted adhered to the requested content of the RFP. The submission from Hurricane SMS Inc. was deemed to be non-compliant, therefore their financial proposal was not opened.

The proposal submitted by Andrews Infrastructure illustrated the staffing resources, methodology and quality controls necessary to initiate and successfully complete the project. Based on the panel review process, the proposal submitted by Andrews Infrastructure was deemed to be the preferred submission ranked highest by the panel.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

Consultation

The proposals were received, opened and distributed to Engineering and Transportation Division by the Purchasing Officer. Proposals were reviewed, evaluated and ranked by a panel consisting of Engineering Technologists and Manager, Infrastructure Services of the Engineering and Transportation Division.

The General Manager, Chatham-Kent PUC was consulted in the preparation of this report and supports the recommendations.

Financial Implications

Costs associated with engineering consulting fees and disbursements related to same will be funded via the following sources:

- 2019 Lifecycle Sanitary Sewer Replacement Budget
- 2019 Lifecycle Storm Sewer Replacement Budget
- 2019 Lifecycle Combined Sewer Replacement Budget

Proposal R19-047 Engineering Services for Chatham Combined Sewer Investigation Community of Chatham		
(A) Engineering Services Fee	Description	Total
	Recommended RFP	\$ 655,314.00
	Plus HST 13%	\$ 85,190.82
	Less HST Rebate 11.24%	\$ - 73,657.29
	Total Current Project Costs	\$ 666,847.53
(B) Estimated Project Funding	Description	Total
	2019 Sanitary Lifecycle Budget – 50%	\$ 333,423.77
	2019 Storm Lifecycle Budget – 28%	\$ 186,717.31
	2019 Combined Lifecycle Budget – 22%	\$ 146,706.46
	Total Current Project Funding	\$ 666,847.53

NOTE: Final percentages will be calculated once the project is designed.

The low tender bid submitted by Andrews Infrastructure was within the budget estimate.

The recommendation in this report has an associated financial implication of \$666,847.53 in consulting and investigation fees. This fee covers all aspects of the project.

Prepared by:

Matthew Link, A.Sc.T.
Engineering Technologist
Engineering and Transportation

Reviewed by:

Chris Thibert, P.Eng.
Director
Engineering and Transportation

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

**Motion by Commissioner McGrail and seconded by Commissioner Authier;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. The proposal in the amount of \$740,504.82, including HST for the Combined Sewer Investigation Program, Community of Chatham be awarded to Andrews Infrastructure.**
- 2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.**

Motion carried

e) Adelaide St Waterline Project Community of Harwich Twp

Municipality of Chatham-Kent
Public Utilities Commission

To: PUC Chairperson and Commissioners
From: Jasen Pidlisnyj, C.E.T.
Engineering Technologist
Chatham Kent Public Utilities Commission
Date: April 11, 2019
Subject: Adelaide Street Waterline Project (Community of Harwich Twp.)

Recommendations

It is recommended that:

1. The proposed Adelaide Street Waterline extension project be approved to proceed.
2. Administration prepare a report to Chatham-Kent Council for authorization for the preparation of the necessary by-law under Part XII of the Municipal Act, 2001
3. The property owners in this area be informed by letter of the vote results and the Chatham-Kent Public Utilities Commission (CK PUC) action.

Background

In July 2018, a petition was submitted to CK PUC requesting water service for Adelaide Street in Shrewsbury. See attached map. The petition results were in favour of not proceeding with the project and at the March 4, 2019 Commission meeting, it was approved not to proceed with the waterline extension.

With the interest of a property owner to construct a house on one of the vacant properties, CK PUC conducted further studies that resulted in a need to clean up existing water service connections north of the proposed project and to create a loop in the existing watermain system to ensure water quality.

Comments

The proposed water distribution system would meet present and future demands associated with the service area.

The system would continue south from the existing 50mm diameter watermain at the intersection of Adelaide Street and Metcatfe Street and tie into the existing 150mm diameter watermain on Peel Street.

The six property owners will be given the opportunity to buy into the project to acquire a water service connection at an estimated cost of \$13,681.48 which includes the 2019 Part 12 Charge (\$10,906.48+\$2,775.00).

The costs of this proposed project will be financed by CK PUC and six (6) properties within the project boundaries. These residential properties along Adelaide Street would be given the option to connect or not to connect, except for the property owner who voted in favour of the waterline. See attached map for proposed assessed properties.

The estimated cost for the waterline installation, including engineering, MOE approvals and HST was \$65,438.87.

Consultation

Engineering and Transportation Division prepared the preliminary engineering information.

Financial Implications

The cost allocated to CK PUC is estimated to be \$54,532.39 and will be recovered through future residential assessments.

Prepared by:

Jasen Pidlisnyj, C.E.T.
Engineering Technologist
CK PUC

Reviewed by:

Tim Sunderland

Reviewed by:

Rob Bernardi, P.Eng.
Manager, Facilities & Systems
CK PUC

General Manager
CK PUC

**Motion by Commissioner Authier and seconded by Commissioner McGrail;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. The proposed Adelaide Street Waterline extension project be approved to proceed.**
- 2. Administration prepare a report to Chatham-Kent Council for authorization for the preparation of the necessary by-law under Part XII of the Municipal Act, 2001**
- 3. The property owners in this area be informed by letter of the vote results and the Chatham-Kent Public Utilities Commission (CK PUC) action.”**

Motion carried

f) Tender Award T19-189 Churchill Devon and Sussex Watermain

Municipality of Chatham-Kent
Infrastructure and Engineering Services
Public Utilities Commission

To: PUC Chairperson and Commissioners
From: Brendan Falkner, P.Eng.
Engineering Technologist
Date: April 11, 2019
Subject: Tender Award: Contract T19-189, Churchill, Devon and Sussex Watermain and Road Improvements, Community of Chatham

Recommendations

It is recommended that:

- The tender in the amount of \$1,898,400, including HST for Churchill, Devon and Sussex Watermain and Road Improvements in the Community of Chatham be awarded to Clarke Construction Inc.
- The Chatham-Kent Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.

Background

The Municipality of Chatham-Kent is experiencing operational and condition issues with the watermain along Churchill Street, Devon Road and Sussex Street. The existing 150mm cast iron watermain was installed in the 1950s and is due for replacement. The road surface has been negatively impacted by the condition of the watermain due to the number of repairs that have been required. In addition, the road surface on Sussex Street and Devon Road consists of a substandard urban cross section and is in extremely poor condition with a Pavement Condition Index (PCI) rating less than 30.

This project is to be part of the 2019 PUC Watermain Lifecycle Budget by the Public Utilities Commission (PUC), the 2019 Storm Sewer and Roads Lifecycle Budgets and through Local Improvement charges.

Comments

The watermain portion of this project consists of 440m of 200mm diameter PVC watermain replacing the existing cast iron watermain along Churchill Street and 530m of 150mm diameter PVC watermain replacing the existing cast iron watermain on Devon Road and Sussex Street. A total of 72 water services will be replaced along with 6 fire hydrants.

The residents along Churchill Street, Devon Road and Sussex Street successfully petitioned for additional improvements for the construction of curb and gutter. The Construction and Assessment By-law for the installation of new curb and gutters as a Local Improvement was approved by Council at the January 22, 2019 meeting.

The concrete sidewalk along Churchill Street will be replaced and extended to Grand Avenue East. Driveway approaches and the asphalt roadway will be replaced as part of the reconstruction.

The engineering, contract administration and inspection on this project are being carried out by the Chatham-Kent Engineering and Transportation Division.

The Purchasing Officer received and opened tenders for the work on Thursday, March 21, 2019. The results are as follows:

Contract T19-189
Churchill, Devon and Sussex Watermain and Road Improvements
Community of Chatham

Rank	Tenderer	Tender Amount incl. HST
1	Clarke Construction Inc. Blenheim, ON	\$1,898,400.00
2	Henry Heyink Construction Ltd. Chatham, ON	\$1,957,685.68

Rank	Tenderer	Tender Amount incl. HST
3	Elgin Construction St. Thomas, ON	\$2,031,789.29 ^A
4	Nevan Construction Inc. Kingsville, ON	\$2,064,736.00 ^A
5	SLR Contracting Group Inc. Windsor, ON	\$2,388,226.75

^A A mathematical error was corrected but it did not impact the tender outcome.

The Engineering and Transportation Division has reviewed the tenders and found them to be complete in all respects

It is the recommendation herein that the contract be awarded to Clarke Construction Inc. who submitted the lowest tender bid.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

Consultation

The tenders were opened by the Purchasing Officer and reviewed by the Engineering and Transportation Division.

The General Manager of the Chatham-Kent PUC and the Purchasing Officer were consulted in the preparation of this report.

Financial Implications

This project is being funded through the 2019 PUC Watermain Lifecycle Budget by the Public Utilities Commission (PUC), the 2019 Storm Sewer and Roads Lifecycle Budgets and through Local Improvement charges.

The project summary is set out in the following table:

Contract T19-189
Churchill, Devon and Sussex Watermain and Road Improvements
Community of Chatham

	Description	Total
(A) Project Costs	Low Tender, with HST	\$1,898,400.00
	Engineering & Admin, with HST	\$80,000.00
	Less HST Rebate (11.24%)	\$(196,789.52)
	Approval Fees	\$2,300.00
	Project Total	\$1,783,910.48
	Description	Total
(B) Project Funding	2019 Water Lifecycle Budget	\$1,059,683.30
	2019 Storm Lifecycle Budget	\$86,153.67
	2019 Road Lifecycle Budget	\$491,073.51
	Local Improvement Charges	\$147,000.00
	Funding Total	\$1,783,910.48

The low tender bid submitted by Clarke Construction was within the budget estimate.

Prepared by:

Brendan Falkner, P.Eng.
Engineering Technologist
Engineering and Transportation

Reviewed by:

Mark McFadden, P.Eng.
Manager, Infrastructure Services
Engineering and Transportation

Reviewed by:

Chris Thibert, P.Eng.
Director
Engineering and Transportation

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

**Motion by Commissioner Crew and seconded by Commissioner McGrail;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. The tender in the amount of \$1,898,400, including HST for Churchill, Devon and Sussex Watermain and Road Improvements in the Community of Chatham be awarded to Clarke Construction Inc.**
- 2. The Chatham-Kent Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.”**

Motion carried

g) Tender Award T18-480 Park St Watermain

Municipality of Chatham-Kent
Infrastructure and Engineering Services
Public Utilities Commission

To: PUC Chairperson and Commissioners
From: Debbie Cooper, C.Tech
Engineering Technologist, Engineering and Transportation
Date: April 11, 2019
Subject: Tender Award: Contract T18-480, Park Street Watermain Replacement
Community of Dresden

Recommendation

It is recommended that:

1. The tender in the amount of \$229,729.00, including HST for the Park Street Watermain Replacement, Community of Dresden be awarded to Delway Contractors Ltd.
2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.

Background

The Municipality of Chatham-Kent has experienced slope failure along the south bank of the Sydenham River, north of Park Street in proximity to the location of the existing watermain.

The project to replace this watermain has been approved as part of the 2019 PUC Watermain Lifecycle Budget by the Public Utilities Commission (PUC).

Comments

The project consists of 426 m of new 200mm diameter PVC watermain to be installed along Park Street from Wilson Street to approximately 426 m to the west. The existing watermain that runs along the riverbank will be abandoned.

The engineering, contract administration and inspection on this project are being carried out by the Chatham-Kent Engineering and Transportation Division.

This project is to be part of the 2019 PUC Watermain Lifecycle Budget.

The Purchasing Officer received and opened tenders for the work on Thursday, April 11, 2019. The results are as follows:

Bidder	Location	Bid (including HST)
Delway Contractors Ltd.	Chatham, ON	\$229,729.00
Clarke Construction Inc.	Blenheim, ON	\$237,187.00
H.E. Construction Co. Ltd.	Thamesville, ON	\$285,320.09
Aar-Con Excavating	Delaware, ON	\$299,900.00
Henry Heyink Construction	Chatham, ON	\$360,470.00
Murray Mills Excavating & Trucking (Sarnia) Ltd.	Sarnia, ON	\$360,681.87
Elmara Construction Co. Ltd.	Old Castle, ON	\$565,461.25 ^A

^A A mathematical error was corrected but it did not impact the tender outcome.

The Engineering and Transportation Division has reviewed the tenders and found them to be complete in all respects.

It is the recommendation herein that the contract be awarded to Delway Contractors Ltd. who submitted the lowest tender bid.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

Consultation

The tenders were opened by the Purchasing Officer and reviewed by the Engineering and Transportation Division, Infrastructure and Engineering Services.

Financial Implications

This project is being funded through the 2019 PUC Watermain Lifecycle Budget by the Public Utilities Commission.

The project summary is set out in the following table:

Financial Implications
T18-480 Park Street Watermain Replacement, Community of Dresden
Project Costs

Recommended Tender (Including HST)	\$229,729.00
Engineering & Administration (Including HST)	\$11,000.00
Less HST Rebate 11.24%	-\$23,945.08
Approvals	\$1,200.00
Total Current Project Costs	\$217,983.92
Project Funding – 2019 Lifecycle Road Budget	\$217,983.92

The low tender bid submitted by Delway Contractors Ltd. was within the budget estimate.

Prepared by:

Reviewed by:

Debbie Cooper, C.Tech
Engineering Technologist
Engineering and Transportation

Mark McFadden, P.Eng.
Manager, Infrastructure Services
Engineering and Transportation

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Motion by Commissioner Canniff and seconded by Commissioner Authier;

“That the Chatham-Kent Public Utilities Commission (CK PUC)

- 1. The tender in the amount of \$229,729.00, including HST for the Park Street Watermain Replacement, Community of Dresden be awarded to Delway Contractors Ltd.**
- 2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreements.”**

Motion carried

h) South Water Treatment Plant Remove and Repair 125 HP Low Lift Pump

Municipality of Chatham-Kent
Public Utilities Commission

To: PUC Chairperson and Commissioners
From: Mario Murru
Supervisor South/Central CK-PUC
Date: April 12, 2019
Subject: South Chatham-Kent Water Treatment Plant Remove and Repair 125 HP Low Lift Pump

Recommendations

It is recommended that:

1. Chatham Kent Public Utilities Commission (CK PUC) approve Sulzer -Rotating Equipment Services to remove and repair 125 HP Low Lift Pump #1 at the South Chatham-Kent Water Treatment Plant for the price of \$92,672.00 (plus HST).

Background

The South Chatham-Kent Water Treatment Plant (WTP) and the Chatham Water Treatment Plant (WTP) both draw raw water from a single intake 700 metres into Lake Erie. Inside the Low Lift building there are two (2) pump chambers, each chamber has three (3) low lift pumps. There are three (3) pumps for the South Chatham-Kent WTP and three (3) for the Chatham WTP. These six (6) pumps provide roughly 70% of all the water used in Chatham-Kent. Two (2) of the pumps run on a rotating basis 24/7, with the other pumps operate on as needed basis.

The pumps are inspected on a yearly basis, to extend the life cycle of these pumps. An assessment is then made on their condition and a recommendation is provided on any repairs.

Comments

Sulzer -Rotating Equipment Services, which was the original supplier of the pumps was contacted and visited the South Chatham-Kent WTP for the inspection process for 2018. It was determined that the 125 HP pump was in need of repair. Sulzer -Rotating Equipment Services provided a quotation for the necessary repairs.

Repairs on the 125 HP Low Lift pump #1 include motor rebuild and a complete rehabilitation of the pump. This pump and motor are original to the plant (1974) and the last rebuild was 2003. This 125 HP pump does the majority of the pumping work at this location and the repairs are considered a part of normal wear.

Consultations

Area Manager, South/Central C-K PUC

Financial Implications

Costs associated with the removal and repair of the 125 HP Low Lift pump #1 will be funded from CKPUC 2019 facility lifecycle budget.

Prepared by:

Reviewed by:

Mario Murru
Supervisor, South/Central
Chatham-Kent PUC

Robin Dudley
Area Manager, South/Central
Chatham-Kent PUC

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

**Motion by Commissioner Crew and seconded by Commissioner Authier;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

1. Chatham Kent Public Utilities Commission (CK PUC) approve Sulzer -Rotating Equipment Services to remove and repair 125 HP Low Lift Pump #1 at the South Chatham-Kent Water Treatment Plant for the price of \$92,672.00 (plus HST)."

Motion carried

i) Insurance Coverage Claims Costs – 2018

Municipality Of Chatham-Kent
Community Development
Legal Services

To: Public Utilities Commission
From: David V. Taylor, Manager, Legal Services
Date: February 12, 2019
Subject: Insurance Coverage and Claims Costs - 2018

Recommendation

It is recommended that:

1. \$12,891.81 be transferred to the Municipal Insurance Reserve for claims occurring in 2018

Background

The Municipality's insurer is the Frank Cowan Company.

Legal Services manages the insurance and claims reserve for the Municipality, including all boards and committees of Council. This includes the Public Utilities Commission ("PUC").

In most instances, in order to provide better service and at no cost to the PUC, Legal Services will defend claims on behalf of the PUC rather than send claims out to external legal counsel. Only in rare situations will a PUC claim be sent to external legal counsel, such as a very large claim which clearly exceeds the insurance deductible, or where very specialized legal knowledge is necessary. No current PUC files are assigned to external counsel.

Insurance Coverage

Insurance is the transfer of risk from one entity to another. The PUC transfers the risk of future unknown litigation to its insurance company. The cost of purchasing this transfer of risk is the insurance premium that is paid annually to the insurance company.

Not all risk is covered by insurance. Some claims against the PUC, such as punitive damages or Human Rights complaints, are not covered by the insurance policy. Insurance for these types of claims cannot be purchased in the marketplace. These types of claims remain the risk of PUC but can be handled internally by Legal Services on behalf of the PUC. This is similar to the service provided by Legal Services to the Municipal Corporation.

The main area of litigation risk for the PUC is general liability, such as the escape of water damaging someone's home. This area of risk is protected through the purchase of insurance. The PUC transfers the liability risk for claims above \$250,000 and below \$50 million to the insurance company, through the payment of the insurance premium. The risk for the first \$250,000 and above \$50 million belongs to the PUC.

Current Claims

In Closed Session, PUC members will receive a report of the current files, and those that closed in 2018, against the PUC.

Claims Costs 2018

The 2018 claims costs for PUC were:

- \$131,534.61 Insurance Premium paid to insurance company.
- \$12,891.81 Liability - Amount spent from the Municipal Claims Reserve for PUC claims during 2018 for Liability related claims (including payments for deductible insured claims and payments for uninsured claims).

It is therefore recommended that \$12,891.81 be transferred to the Municipal Insurance Reserve for amounts spent in 2018.

Consultation

Financial Services was consulted in the preparation of this report and confirmed that the amounts recommended for transfer to the Municipal Insurance Reserve are accurate.

Prepared by:

Reviewed by:

David V. Taylor
Manager, Legal Services

John Norton
General Manager, Community
Development and Chief Legal Officer

Consulted and confirmed the content of the consultation section of the report by:

Hayley Wilbur, Financial Analyst, Financial Services

cc: Tim Sunderland, General Manager, PUC

**Motion by Commissioner McGrail and seconded by Commissioner Authier;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. \$12,891.81 be transferred to the Municipal Insurance Reserve for claims occurring in 2018.”**

Motion carried

j) Summary report – Q18-464 Applewood Sewer Investigation

Municipality of Chatham-Kent
Infrastructure and Engineering Services
Public Utilities Commission

To: PUC Chairperson and Commissioners
From: Matthew Link, A.Sc.T.
Engineering Technologist, Engineering and Transportation
Date: April 5, 2019
Subject: Summary Report for Information Purposes
Contract Q18-464 - Applewood and Park Ave Sanitary Sewer Investigation Community of Chatham

Recommendation

It is recommended that:

1. The findings of the investigation associated with Contract Q18-464 – Applewood Sanitary Sewer Investigation be referred to the sanitary sewer lifecycle program for inclusion in same.

Background

The Municipality of Chatham-Kent has experienced sanitary flow irregularities along Park Avenue West, east of Howard Road and at the north trunk (Irwin extension). There also had been some reported issues within the private development Applewood Townhomes along McIntosh Avenue.

The Request for Quotation focused on the procurement of sewer investigation services associated with the flushing of sanitary sewer lines, CCTV inspection, maintenance hole inspection and flow monitoring.

Permission from the owner of Applewood Townhomes, First Family Homes, was granted to investigate their sanitary sewers.

The project to investigate these irregularities was part of the 2018 PUC Sanitary Sewer Lifecycle Budget by the Public Utilities Commission (PUC).

Comments

Work identified under this contract was commenced in February 2019. The CCTV footage and reports (mainline sewers and maintenance holes) were delivered to Engineering and Transportation at the end of the month. Engineering and Transportation staff have reviewed the camera footage and inspection reports and other information provided by the Contractor.

The results of the CCTV investigation showed that the sanitary sewers are structurally sound with only minor defects reported. The sewers operational grades were also sufficient but the sewer along McIntosh Avenue from Johnathon Street to the east termination had some excessive build-up of solids. These findings will be forwarded to the owners of the development. See attached Appendix A - Map.

The project also consists of sewage flow monitoring along Park Avenue West and Howard Road. This work is to take place in April and May of 2019 to better represent wet weather flow conditions. This portion of the project has no direct effect on the work described herein.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The General Manager, Chatham-Kent PUC was consulted in the preparation of this report and supports the recommendations.

Financial Implications

There are no direct financial implications associated with this report. The sewer conditions identified as part of this project will be made available to the operators of the Applewood Townhome Development.

An additional information report will be submitted to the PUC Commission upon review of the sewage flow monitoring to be completed in the spring of 2019.

Prepared by:

Matthew Link, A.Sc.T.
Engineering Technologist
Engineering and Transportation

Reviewed by:

Chris Thibert, P.Eng.
Director
Engineering and Transportation

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

**Motion by Commissioner Crew and seconded by Commissioner Canniff;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

- 1. The findings of the investigation associated with Contract Q18-464 – Applewood Sanitary Sewer Investigation be referred to the sanitary sewer lifecycle program for inclusion in same.**

Motion carried

5. Information Reports

- a) Student design competition article – Influents Magazine

6. Verbal Reports

none

7. New Business

none

8. Recess to Closed Session

Litigation or potential litigation, including matters before administration tribunals, affecting the Municipality or local board, and advice that is subject to solicitor client privilege, including communications necessary for that purpose, with respect to claims and litigation brought against the PUC, s.239 (2) (e) and (f)

9. Resolution Special Meeting and Adjournment

Moved by Commissioner McGrail and seconded by Commissioner Crew

“That Chatham-Kent Public Utilities Commission adjourn, its next Regular Meeting to be held on Thursday, May 16th, 2019 in the PUC Boardroom and that the PUC Commission authorize itself to meet in closed session on that day to discuss any matters permitted by the Municipal Act.”

Motion carried