

Municipality of Chatham-Kent

Infrastructure and Engineering Services

Engineering and Transportation Division

To: Mayor and Members of Council

From: Chris Thibert, P.Eng.
Director, Engineering and Transportation

Date: September 7, 2018

Subject: Request for Proposal Award: RFP R17-334, Victoria Avenue
Infrastructure Renewal, Community of Chatham

Recommendations

It is recommended that:

1. The proposal in the amount of \$285,890.00, including HST for the Victoria Avenue Infrastructure Renewal, Community of Chatham be awarded to R.C. Spencer Associates Inc.
2. The Mayor and Clerk be authorized to enter into the recommended contracts.

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 represents a continuation of capital projects associated with the Van Allen Avenue Area Storm Sewer System. The outlet point for the Victoria Avenue storm sewer at Forest Street was completed in 2006.

The Request for Proposals focused strictly on the procurement of consulting engineering services associated with the reconstruction design of the sanitary sewer, storm sewer, watermain, asphalt paved road surface, bike lanes, concrete curbs, sidewalks, street lights and boulevard preservation and restoration along Victoria Avenue from Thames Street to McNaughton Avenue East.

The Respondents were to provide a detailed design (construction ready) including a phasing proposal for the reconstruction as required of the existing infrastructure and preservation of existing natural amenities along Victoria Avenue.

Engineering and Transportation Division had identified the subject project as part of the 2017 and 2018 Capital Budgets. It is the intention of the Municipality that the consulting engineering services be initiated and completed during the 2019 calendar year. Construction activities associated with the project can then proceed in multiple phases occurring in future years as determined by the Municipality.

Comments

Five (5) separate proposals were received by the Purchasing Officer on August 22, 2018 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 five proposals submitted were from, Baird AE Inc., Dillon Consulting Limited, IBI Group Professional Services (Canada) Inc., Mooney Metaxas Engineering and RC Spencer Associates 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
<i>Experience and Qualifications of the Project Team</i>	Project Manager and Senior Designers	18
	Technical Support Staff Design	8
	Contract Administration & Tech Support	5
	Sub Consultants	5
<i>Management Qualifications</i>	Experience on Similar Projects	15
	Availability of Key Staff	5
	Local Office	3
<i>Project Implementation</i>	Approach and Methodology	15
	Scheduling / Understanding Key Activities	12
	Project Quality Assurance	12
<i>Price</i>	Project Fee	42
	TOTAL	140

Table 2: Summary of Evaluation Scores

Rank	Submitting Firm	Office Location	Final Score
1.	RC Spencer Associates	Chatham, ON	1043
2.	IBI Group Professional Services	London, ON	1003
3.	Dillon Consulting	Chatham, ON	954
4.	Baird AE	Chatham, ON	736
5.	Mooney Metaxas Engineering	Waterloo, ON	571

Four of the proposals submitted adhered to the requested content of the RFP. The submission from Mooney Metaxas Engineering was deemed to provide insufficient information, therefore their financial proposal was not opened.

The proposal submitted by RC Spencer Associates 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 RC Spencer Associates 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, Manager of Parks and Open Spaces and the Director of Engineering and Transportation.

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:

2018 Capital Budget
2018 Lifecycle Water Replacement Budget
2018 Lifecycle Sanitary Sewer Replacement Budget
2018 Lifecycle Storm Sewer Replacement Budget
2018 Lifecycle Road Resurfacing Budget

The specific details surrounding the funding of the tendered construction project will be presented to Council in detail upon receipt of bids for same.

Proposal R17-334
Engineering Services for Victoria Avenue Infrastructure Renewal
Community of Chatham

A) Engineering Services Fee	
Description	Total
Recommended RFP	\$253,000.00
Plus HST 13%	\$32,890.00
Less HST Rebate 11.24%	\$- 28,437.20
Total Current Project Costs	\$257,452.80
B) Estimated Project Funding	
Description	Total
2018 Capital Budget – 20%	\$51,500.00
2018 Water Lifecycle Budget – 25%	\$64,400.00
2018 Sanitary Lifecycle Budget – 15%	\$38,600.00
2018 Storm Lifecycle Budget – 30%	\$77,200.00
2018 Road Lifecycle Budget – 10%	\$25,800.00
Total Current Project Funding	\$257,500.00

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

The recommendation in this report has an associated financial implication of \$257,452.80 in consulting fees. This fee covers all aspects of the project from the completion of the tender ready engineering design.

Prepared by:

Reviewed by:

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Engineering Technologist
Engineering and Transportation

Chris Thibert, P.Eng.
Director
Engineering and Transportation

Reviewed by:

Thomas Kelly, P.Eng., MBA
General Manager
Infrastructure and Engineering Services

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

Tim Sunderland
General Manager
Chatham-Kent Public Utilities Commission

Jennifer Scherle
Purchasing Officer
Finance, Budget & Information Technology Services

Attachment(s): None

REF: P:\RTC\Infrastructure and Engineering\I & ES\2018\4038 – R17-334 Victoria Avenue
Infrastructure Renewal community of Chatham