

**Municipality of Chatham-Kent**  
**Infrastructure and Engineering Services**  
**Engineering and Transportation**

**To:** Mayor and Members of Council  
**From:** Mark McFadden  
Manager, Infrastructure Services  
**Date:** February 11, 2020  
**Subject:** Request for Proposal Award: RFP R19-175, Ridgetown Stormwater Master Plan, Community of Ridgetown

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**Recommendations**

It is recommended that:

1. The proposal in the amount of \$466,577.00, including HST for the Ridgetown Stormwater Master Plan, Community of Ridgetown be awarded to Ecosystem Recovery Inc.
2. The Mayor and Clerk be authorized to sign the necessary agreements.

**Background**

The existing stormwater collection system that services the community of Ridgetown is made up of both closed pipes and open drains. All of the drainage catchments either drain to a Natural Watercourse or to a Municipal drain, which in turn drains by gravity to the Thames River. Water levels in the creeks and open drains will have a direct impact on the efficiencies of the existing storm sewer collection system. A significant amount of the sewers are more than 50 years old and were constructed to (or below) the standards of the day and struggle to convey the recent rain events that have been occurring more frequently and with more intensity than in the past. The scope of this project will also include the CCTV video evaluation and GPS survey of the entire storm water collection system. This project is being undertaken as a means to evaluate the existing collection system and develop a strategy for the conveyance of the rain water in the short-term and for long-term implementation in Ridgetown. Support of the goals of this Master Plan will provide a higher level of service to residents and businesses residing within the subject catchment areas.

This Master Plan will identify areas of need and how best to invest in the development of new and replacement stormwater infrastructure.

The Request for Proposals focused on the procurement of consulting engineering services associated with the development of a Stormwater Master Plan from their experiences with similar type projects and working with the Ministry of the Environment, Conservation and Parks and the Municipal Class Environmental Assessment process.

The subject project is to be part of the 2020 storm sewer lifecycle budget. It is the intention of the Municipality that the consulting engineering services be initiated in 2020 and completed during the 2021 calendar year.

**Comments**

Four (4) separate proposals were received by the Purchasing Officer on January 15, 2020 and forwarded to the 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 four proposals submitted were from, AECOM Canada Ltd., Dillon Consulting Limited, Ecosystem Recovery Inc., and Stantec Consulting Ltd.

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

Table 1: Evaluation Matrix

| <b>Qualification Criteria</b>                                   | <b>Weighting</b> | <b>Percentage</b> |
|---|------------------|-------------------|
| <b><u>Experience and Qualifications of the Project Team</u></b> |                  |                   |
| Project Manager and Senior Designers                            | 15               | 11%               |
| Technical Support Staff Design                                  | 8                | 6%                |
| Contract Administration & Tech Support                          | 8                | 6%                |
| <b><u>Management Qualifications</u></b>                         |                  |                   |
| Experience on Similar Projects                                  | 20               | 14%               |
| Availability of Key Staff                                       | 5                | 4%                |
| Local Office  | 3                | 2%                |
| <b><u>Project Implementation</u></b>                            |                  |                   |
| Approach and Methodology  | 15               | 11%               |
| Scheduling / Understanding Key Activities                       | 12               | 9%                |
| Project Quality Assurance                                       | 12               | 9%                |
| <b><u>Price</u></b>   |                  |                   |
| Project Fee   | 42               | 30%               |
| <b><i>TOTAL</i></b>   | <b>140</b>       | <b>100%</b>       |

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 on their technical proposal submission. 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

| Rank | Submitting Firm           | Office Location | Final Score |
|------|---------------------------|-----------------|-------------|
| 1.   | Ecosystem Recovery Inc.   | London, ON      | 1151        |
| 2.   | AECOM Canada Ltd.         | London, ON      | 1121        |
| 3.   | Dillon Consulting Limited | Chatham, ON     | 1088        |
| 4.   | Stantec Consulting Ltd.   | London, ON      | 1033        |

The proposal submitted by Ecosystem Recovery Inc. (ERI) 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 ERI 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 the Engineering and Transportation Division by the Purchasing Officer. Proposals were reviewed, evaluated and ranked by a panel consisting of the Director of Engineering and Transportation, Manager of Infrastructure Services, Manager of Public Works South, a Drainage Superintendent and an Engineering Technologist of the Infrastructure and Engineering Department.

The Purchasing Officer was consulted in the preparation of this report.

**Financial Implications**

Costs associated with engineering consulting fees and disbursements related to same will be funded via the 2020 Lifecycle Storm Sewer Replacement Budget.

**Proposal R19-175  
Engineering Services for Ridgetown Stormwater Master Plan  
Community of Ridgetown**

| Description                         | Total               |
|-------------------------------------|---------------------|
| <b>A) Project Costs</b>             |                     |
| Recommended RFP                     | \$412,900.00        |
| Plus HST 13%                        | \$53,677.00         |
| Less HST Rebate 11.24%              | -\$46,409.96        |
| <b>Total Project Costs</b>          | <b>\$420,167.04</b> |
| <b>B) Estimated Project Funding</b> |                     |
| 2020 Storm Lifecycle Budget – 100%  | \$420,167.04        |
| <b>Total Project Funding</b>        | <b>\$420,167.04</b> |

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

The recommendation in this report has an associated financial implication of \$420,167.04 in consulting and investigation fees. This fee covers all aspects of the project.

Prepared by:

Reviewed by:

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Thomas Kelly, P.Eng.,MBA  
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Consulted and confirmed the content of the consultation section of the report by:

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Jennifer Scherle  
Purchasing Officer  
Financial Services

Attachments:       None

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