

Municipality of Chatham-Kent

Infrastructure and Engineering Services

Engineering and Transportation Division

To: Mayor and Members of Council

From: Mark McFadden, P.Eng.
Manager, Engineering (Traffic & Underground Infrastructure)

Date: May 5, 2021

Subject: Request for Proposal Award: RFP R21-205, Consulting Engineering Services for Southwest Chatham Servicing Study, Community of Chatham

Recommendations

It is recommended that:

1. The proposal in the amount of \$289,395.26, including HST for the Southwest Chatham Servicing Study, Community of Chatham be awarded to AECOM Canada Ltd.
2. The Mayor and Clerk be authorized to sign the necessary agreement.

Background

On February 10th, 2020, Council approved the CK Growth Plan to support enhanced quality of life in Chatham-Kent through increases in population, jobs, and new tax assessment. On September 28th, 2020, Council hosted a strategy session with a focus on growth and recovery from the COVID-19 pandemic. In this session, planning for growth and financing growth was discussed. On October 19, 2020, Council approved undertaking the Development Charges Background Study that has since commenced and will be delivered back to Council in the spring of 2021. This study will include recommendations to enact having growth pay for a portion of growth, rather than relying fully on existing taxpayers to fund growth infrastructure as has occurred in the past.

On December 14, 2020, Council approved funding of up to \$800,000 for projected 2021 Growth Plan Servicing Studies with financing being accomplished by:

- a. The Public Utilities Commission funding 25% of the cost to be recovered through PUC Development Charges once approved at a future PUC meeting,
- b. 25% of the costs be recovered through future municipal Development Charges if implemented by Council in 2021,
- c. The remaining 50% be funding from the Growth Plan Reserve.

The Southwest quadrant of Chatham and northern area of South Kent, north of the 401, was one of three areas identified in the report as an area needing extensive work in the short term. This area requires a detailed servicing study to determine the future infrastructure needs in the area between the 401 and southwest Chatham, where a high amount of growth is currently occurring with services needing to be extended in short order.

Comments

The Southwest Chatham Servicing Study encompasses the Southwest quadrant of Chatham and northern area of South Kent, north of the 401, and will include servicing strategies for water, sanitary, and stormwater. It will highlight and address present servicing constraints, with recommended short term solutions, as well as recommend intermediate servicing strategies and infrastructure improvements for future growth needs. The Chatham-Kent Transportation Master Plan will be utilized as a key asset to developing strategies within this study.

Two (2) separate proposals were received by the Purchasing Officer on April 7, 2021 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 two proposals submitted were from, AECOM Canada Ltd., and The Municipal Infrastructure Group, a T.Y. Lin International Company (TMIG).

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

Table 1: Evaluation Matrix

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

Rank	Submitting Firm	Office Location	Final Score
1.	AECOM Canada Ltd.	London, ON	1156.1
2.	The Municipal Infrastructure Group, a T.Y. Lin International Company (TMIG)	Vaughan, ON	1127.8

Both proposals submitted adhered to the requested content of the Request for Proposal (RFP). The proposal submitted by AECOM Canada Ltd. illustrated the staffing resources, methodology and quality controls necessary to initiate and successfully complete this project. Based on the panel review process, the proposal submitted by AECOM Canada Ltd. 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, Director of Planning Services, Manager of Engineering (Traffic & Underground Infrastructure), Manager of Engineering (Roads & Bridges) and an Engineering Technologist of the Engineering and Transportation Department.

Financial Implications

Costs associated with engineering consulting fees and disbursements related to same will be funded via the Public Utilities Commission, Municipal Development Charges, and the Growth Plan Reserve

**Proposal R21-205
Engineering Services for Southwest Chatham Servicing Study
Community of Chatham**

Description	Total
A) Project Costs	
Recommended RFP	\$256,102.00
Plus HST 13%	\$33,293.26
Less HST Rebate 11.24%	-\$28,785.86
Total Project Costs	\$260,609.40
B) Estimated Project Funding	
Public Utilities Commission – 25%	\$65,152.35
Municipal Development Charges – 25%	\$65,152.35
Growth Plan Reserve – 50%	\$130,304.70
Total Project Funding	\$260,609.40

The tender bid submitted by AECOM Canada Inc. was within the budget estimate.

The recommendations in this report have an associated financial implication of \$260,609.40 in consulting and investigation fees. This fee covers all aspects of the project.

Prepared by:

Reviewed by:

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

Chris Thibert, P.Eng.
Director, Engineering
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
Financial Services

Attachments: None

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