

## **COMMUNICATION 132044**

Received From: Guy Bourgon, Director of Public Works  
Addressed To: Committee of the Whole  
Date: March 23, 2021  
Topic: Award of RFP#2021-WWW

## **BACKGROUND**

The Request for Proposal (RFP) for the Water/Wastewater Master Plan, Water Treatment Plant Environmental Assessment, Wastewater Treatment Plant Environmental Assessment and Water Storage Environmental Assessment was issued January 27<sup>th</sup>, 2021. It was advertised on our website and through the Ottawa Construction Association.

## **COMMENT**

By the closing of the RFP on March 4<sup>th</sup>, 2021, two (2) submissions were received by the Town: J.L. Richards and Associates Ltd. and Stantec Consulting Ltd. A three (3) person proposal evaluation team was assembled and each submission was evaluated individually by the team members in accordance with the terms specified in the RFP based on the following criteria:

1. Experience and Qualifications of Team Members 20%
2. Understanding of Objectives 10%
3. Quality of Approach and Methodology 25%
4. Proposed Work Plan, Schedule and Level of Effort 25%
5. Financial Proposal 20%

The scores of the individual team members were averaged and subtotaled for criteria 1 through 4. In order for the consulting firms' financials to be considered, they needed to score a minimum score of 60 in Parts 1 through 4.

At the conclusion of the evaluation, the proposal submitted by Stantec scored highest in overall quality and value. Stantec is a well-respected firm with considerable experience in the preparation of Water/Wastewater Master Plans and Environmental Assessments. Staff are confident that the team fielded by this firm will be successful in completing the assignment in accordance with the terms of reference and to the Town's satisfaction.

## **FINANICAL IMPLICATIONS**

The recommended firm, Stantec Consulting Limited, has submitted a total upset limit price of \$437,411.70 inclusive of HST to complete this assignment. This equates to an amount of \$393,902.78 inclusive of the Town's net HST payable.

The approved 2021 budget includes funding in the amounts of:

|                                |                  |
|--------------------------------|------------------|
| Account No. 20-42-125-448-7511 | \$150,000        |
| Account No. 20-42-924-442-7511 | \$100,000        |
| Account No.20-45-126-448-7511  | \$150,000        |
| Account No. 20-46-127-448-7511 | <u>\$520,000</u> |

Total

\$920,000

By undertaking all the projects at the same time under one contract, a substantial savings was realized over proceeding with individual assignments. It should be recognized that the amount of \$520,000 (20-46-127-448-7511) for Water Storage will also include the detailed design of the water tower to be assigned once the Environmental Assessment is completed.

**STAFF RECOMMENDATION**

THAT Council award the contract for RFP#2021-WWW for the Water/Wastewater Master Plan, Water and Wastewater Treatment Plant Environmental Assessments, and Water Storage Environmental Assessment to Stantec Consulting Limited in the amount of \$437,411.70 inclusive of HST as outlined in the report prepared by the Director of Public Works dated March 23, 2021.