

Staff Report

Report To: City Council
Report From: Bradey Carbert, Manager of Corporate Services
Meeting Date: May 29, 2023
Report Code: CR-23-055
Subject: Award of RFP-23-005 – Consulting Services – Storm Water Management Master Plan

Recommendations:

THAT in consideration of Staff Report CR-23-055 respecting Award of RFP-23-005 – Consulting Services – Storm Water Management Master Plan, City Council:

1. Awards the above-noted Request for Proposal to the highest scoring proponent, Tatham Engineering Limited, at an upset limit of \$352,560.75, including the non-refundable allocation of HST; and
2. Directs staff to bring forward a by-law to authorize the Mayor and Clerk to execute the Agreement.

Highlights:

- The Storm Water Management Master Plan (SWMMP) will review the City's existing stormwater infrastructure and assess and identify system deficiencies in areas prone to sanitary overflows, bypasses, and flooding.
- The SWMMP will recommend maintenance and capital-related projects to reduce flooding and associated liability.
- The SWMMP will include completing phases one and two of the Municipal Class EA process.
- Grant funding of \$70,000 has been received for this project.

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Climate and Environmental Implications:

This supports the objectives of the City's Corporate Climate Change Adaptation Plan by considering climate adaptation in the development of the City's strategies, plans and policies.

Previous Report/Authority:

The Storm Water Management Master Plan project was approved in the 2023 Multi-year Capital Plan. A copy of the budget sheet has been attached to this report.

In late 2022, City staff were notified that the application for the Improved Monitoring and Public Reporting of Sewage Overflows and Bypasses (IMPRSOB) grant program was approved by the Province of Ontario.

Background:

In accordance with Section 25 of the Purchasing By-law, all purchases in excess of \$250,000 must be approved by Council. This report has been drafted to provide Council with the sufficient information to Award the Request for Proposal (RFP) for Consulting Service for developing a Storm Water Management Master Plan.

Analysis:

The scope of work for the project identified in the RFP involves the development of a long-term plan for the safe and effective management of stormwater run-off while maintaining, and where possible improving, the ecosystem health and ecological sustainability of the City's water resources. The SWMMP will integrate flood control, erosion control, groundwater and water quality, natural environment, and thermal mitigation.

The SWMMP will be carried out in accordance with the master plan requirements of an Environmental Assessment (EA) process. The process will include Phases 1 and 2 of the class EA process to identify related projects/studies necessary to support development across the City. The Master Plan

recommendations will set facility and infrastructure/servicing requirements and development/design standards. The document will also guide the development of the City’s asset management program.

An RFP was issued on Thursday, March 30, 2023, and closed Tuesday, May 9, 2023. Six submissions were received. The Proposal Review Committee scored the proposals using the scoring system identified in the RFP. The maximum score under the system is 100 points.

The proposal process utilized the “two-envelope” method wherein the technical proposals were reviewed and scored based on the technical merit alone, including but not limited to such considerations as corporate experience on comparable projects, professional qualifications, methodology, timeline, and work plan. After the technical scores were established, the costs were factored in, where the lowest price was assigned the most points and vice versa, which yielded a combined score for each proponent as follows:

Proponent	Combined Score
Tatham Engineering Limited	84
Proponent #2	83
Proponent #3	80
Proponent #4	80
Proponent #5	77
Proponent #6	75

Upset cost estimates ranged from \$309,265.02 to \$406,689.95.

Tatham Engineering Limited submitted the proposal that ranked the highest in overall score, with a value of \$352,560.75, including the City’s non-refundable allocation of HST. The Proposal Review Committee recommends the award of the RFP to Tatham Engineering Limited as the highest-ranked proposal meeting the City’s requirements.

Financial Implications:

The development of the Storm Water Management Master Plan is included in the 2023 multi-year capital plan with an approved budget of \$300,000. The project is funded by \$90,000 tax-supported and \$210,000 reserve funding.

In addition to the approved funding, the City has received IMPRSOB grant funding of \$70,000 for this project, provided that the stormwater model is completed by December 31, 2023. This has been factored into the project schedule.

The upset cost estimate submitted by Tatham Engineering Limited is \$352,560.75, including non-refundable HST. The anticipated surplus of \$17,439.25 will be retained for this project to address meeting and notice expenses and for a contingency fund to support any ancillary studies or background work required to support the project once the preliminary list of alternative solutions is derived.

Communication Strategy:

The RFP was posted to Bids & Tenders per the City's Purchasing By-law.

The project team will communicate the communication strategy for the EA process once it has been established by the Consultant and the City's internal project team.

Consultation:

The Proposal Review Committee, consisting of the Director of Public Works and Engineering, the Manager of Engineering Services, and the Engineering Technologist, has been consulted on the Award of the RFP.

Attachments:

Capital Detail Sheet - 23P.20 Master SWM Plan

Recommended by:

Bradey Carbert, Manager of Corporate Services

Kate Allan, Director of Corporate Services

Lara Widdifield, Director of Public Works & Engineering

Submission approved by:

Pam Coulter, Director of Community Services

For more information on this report, please contact Bradey Carbert, Manager of Corporate Services, at bcarbert@owensound.ca or 519-376-4440 ext. 1240.