



TOWN OF MINTO

DATE: December 17, 2015
REPORT TO: Mayor and Council
FROM: Bill White, CAO/Clerk
SUBJECT: Engineering Services RFP

STRATEGIC PLAN

- 5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.
- 9.1 Establish and maintain streamlined planning approval processes that use innovative and cost effective tools to protect Town and public interest and ensure development proceeds quickly and affordably.
- 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

BACKGROUND

The Town has secured consulting services from several different engineering firms over the years. Work was allocated based on historical work in a particular area. For example one firm conducted most of the work regarding the Palmerston Waste Water Treatment Plant because they were involved with its original design. Another firm did much of the work in Harriston due to their involvement with the Lagoon system. This arrangement on engineering services survived the transition to new staff in Public Works in some form but over time work was re-allocated as firms changed.

It is necessary to formalize a consulting arrangement with one or more engineering firms that the Town may call upon “as and when required”. The intent is to be able to call upon one or more firms that “best fit” the Town’s needs for the service required, reduce project turnaround by retaining one or more firms, and decrease and control project costs. Services to be considered for RFP might include:

1. Expertise in water treatment and distribution, sanitary sewer collection and treatment, road construction, construction management, experience in environmental assessments and storm water management (wetlands, endangered species, and hydrologic studies), GIS materials testing, surveying, traffic studies, drainage and extensive knowledge of applicable rules and regulations.
2. Demonstrated ability to prepare, or cause to be prepared, plans, designs and specifications for Public Works projects and improvement, and provide and maintain surveys, maps, plans, specifications and control records with respect to Public Works projects.

3. Provide technical and engineering advice and assistance to the Town Council, CAO/Clerk, Director of Public Works and designated staff.
4. Attend meetings and Council meetings as requested by CAO/Clerk or Public Works Director
5. Prepare, review and approve construction plans and specifications for capital improvement projects as directed by the CAO/Clerk or Public Works Director
6. Respond to resident concerns when an engineering project impacts their property, and deal with commercial and residential developments and projects
7. Demonstrate experience with engineering design, inspection and contract administration of annual municipal road, water, sewer projects

If Council wishes to proceed to RFP the following general points should be considered:

- Five year agreement, Town option for an addition five years.
- Form a Municipal evaluation team to review proposals and recommend to Council based on the following criteria

a) Firm Capability, Experience, Qualifications, Proximity	10%
b) Primary Contact Capability, Experience, Qualifications, Style	20%
c) Team Members Capability, Experience, Qualifications, Aptitude	10%
d) Methodology and Approach	30%
e) Cost five year weighted average	30%
	100%
- Within categories a) through d) scores will be determined as follows:

0% does not meet requirements	25% partially meets requirements
50% meets requirements	75% exceeds requirements
100% exceptional	
- The cost category will be scored using weighted hourly rates

0 points for 15% or more above five year average rate
7.5 points for 5% to 15% above five year average rate
15 points for meeting the five year average rate +/- 5%
22.5 points for 5% to 15% below the five year average rate
30 points for greater than 15% below the five year average rate
- 90 days written notice of termination of service
- Council may split award by community (Palmerston, Harriston, Clifford, Rural) or by services (plant- water and sewer operations; plan review – subdivision, site plan; capital project; general – all other services)

COMMENTS:

Engineering services directly impact cost and time of internal projects (road reconstruction and servicing) and external development (subdivision and site plan approvals). It is critical the consulting engineering firm selected provide engineering advice in a manner consistent with the Town's approach as set out in the Strategic Plan:

- High level customer service; response commitment to email or phone inquiries
- Diversified, accommodating, versatile, well trained workforce
- Focus on quality and affordability

Should Council choose to go to RFP it is expected the selected firm will clearly demonstrate these qualities.

It is recommended the proposals be reviewed by a technical committee consisting of the C.A.O. Clerk, Treasurer, Public Works Director, Water Foreman, Sewer Foreman, and Chair of Public Works. The scoring criteria should allow selection without interviews but if necessary the Committee could choose to interview two or three firms if their scoring is close.

The approach recommended is a “two envelope” proposal system. Envelope one would outline the Firm’s Background, Qualifications of the Primary Contact, Diversity of the Team, and Methodology of Approach. This represents 70% of the scoring criteria. The second envelope contains the Firm’s pricing and would only be opened for firms that achieve at least 50% of the 70 points available in the scoring system. This approach is recommended by Engineering Associations to place a focus on the technical side of the RFP rather than on cost alone.

The option of hiring a Town Engineer is often raised when consulting amounts are discussed in this fashion. A Town Engineer would require support staff, equipment and office space to provide the expertise available in diversified firms such as those that provide service to the Town. By using a consulting firm there are a range of professionals available that can be called upon for specific projects in the Town.

The Town has not recently conducted a comprehensive proposal call for general engineering consulting. In 2013 the Town did call for services for engineering support on the Class EA for Harriston Industrial Expansion and Servicing Design for Palmerston Industrial. Going to RFP for comprehensive engineering services ensures a fair and open competitive process to help the Town control costs.

FINANCIAL CONSIDERATIONS:

For all engineering services the Town spends on average about \$450,000 annually on consulting engineering. This includes all advice including water and sewer plant operating, capital design and tendering, municipal drains, and similar. The amount spent is directly proportionate to the amount of capital work completed by the Town as design and tendering is the largest part of fees paid.

ECOMMENDATION:

That Council receives the report from the CAO/Clerk dated December 17, 2015 regarding Engineering Services RFP and provide direction on proceeding to proposals as generally outlined in the report.

Bill White
C.A.O. Clerk

Gordon Duff
Treasurer

Brian Hansen
Public Works Director