



Corporate Services Report

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Report To: General Government Committee

Date of Meeting: October 16, 2017

Report Number: COD-018-17 **Resolution:** #GG-438-17

File Number: RFP2017-6 **By-law Number:**

Report Subject: RFP2017-6 Robinson Creek and Tooley Creek Subwatershed Study

Recommendations:

1. That Report COD-018-17 be received;
2. That the proposal received from Aquafor Beech Limited being the most responsive bidder meeting all terms, conditions and specifications of RFP2017-6 and subject to a satisfactory reference check, be awarded the contract for the provision of Robinson Creek and Tooley Creek Subwatershed Study, subject to receipt of funding from the South East Courtice Landowners Group.
3. That the funds required in the amount of \$ 350,329.15 (net HST Rebate) be drawn from the following accounts:

Planning Administration -Consulting	# 100-50-130-00000-7160	\$175,164.58
Developer Contributions	# 100-21-130-00000-1010	\$175,164.57
4. That all interested parties listed in Report COD-018-17 and any registered interested parties will be advised of Council's decision regarding the award by the Corporate Services Department.

Report Overview

To request authorization from Council to award Request for Proposal RFP2017-6 for the provision of Robinson Creek and Tooley Creek Subwatershed Study.

1. Background

A Request for Proposal (RFP) was drafted for the provision of Professional Services as required for the Subwatershed Study required for Robinson Creek and Tooley Creek as per specifications provided by the Planning Services Department.

The intent of the RFP was to secure the services of a consultant to complete the Subwatershed Studies for these areas.

RFP2017-6 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. The RFP was structured on the price-based two envelope RFP system. Notification of the availability of the document was also posted on the Ontario Public Buyer's website. Twelve (12) companies downloaded the document.

The RFP closed on Monday, August 14, 2017.

2. Robinson Creek and Tooley Creek Subwatershed Study Improvements

As provided for in the Official Plan, the detailed land uses for new greenfield lands will be determined by the Secondary Planning process. However, in order to detail these land uses the Subwatershed Study must first be prepared to help balance ecological protection with land development opportunities, with the goal to protect and maintain a healthy ecosystem. The Subwatershed Study will provide detailed technical recommendations that can be implemented through the Secondary Plan.

The RFP stipulated that bidders were to provide a description of Firm/Consulting team, key qualifications, firm profile, highlight of past service and experience of team members with projects of similar size, nature and complexity and a demonstrated understanding of the Municipality's requirements.

Four (4) submissions were received by the closing date and time. See Attachment 1.

Each submission consisted of a comprehensive proposal identifying:

- Qualifications and experience
- Experience of the proponent/sub-consultants with projects of similar nature, size and complexity
- Understanding of the RFP and proposed solution

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- Identification of accessibility design, features and criteria and approach to methodology of project delivery
 - Measures that the Proponent has in place to ensure the quality of the deliverables and that they will meet the needs of the Municipality

All four (4) submissions complied with the mandatory submission requirements and the Technical Proposals were first evaluated and scored independently in accordance with the established criteria as outlined in the RFP by an evaluation team consisting of staff from the Planning Department, Engineering Department, CLOCA and the Purchasing Services Division. The scores were then jointly reviewed and agreed upon by all members of the evaluation committee. Some of the areas on which submissions were evaluated were as follows:

- Highlights of services provided within past five (5) years only
- Allocated roles and responsibilities of team members; long timeline for scope of project and coverage for entire length is essential
- Proven excellence in this type of study
- Demonstrated understanding of the Municipality's requirements, the Project and related issues
- Demonstrated ability to carry out all aspects of the RFP
- Value-added services that support and/or enhance the scope of the services were noted and identified if they were included or available at additional cost to the Municipality

Upon completion of the evaluation, the evaluation team concluded that two (2) bids met the established threshold of 85% for Phase 1 and moved on to the second Phase.

It was deemed by the evaluation committee that no presentation would be required to provide further clarification regarding proposals received.

The Pricing envelope for Aquafor Beech Limited and WSP were opened and verified and in keeping with the terms of the RFP, the evaluation committee's recommendation is to award to the lowest bidder Aquafor Beech Limited subject to a satisfactory reference check.

Staff have reviewed the price submitted by Aquafor Beech Limited and found it to be reasonable.

3. Financial and Budget Considerations

As Council is aware all privately initiated secondary plans, including technical studies, are to be funded 100% by the developers. In this case the Subwatershed Study includes lands within the soon to be initiated Courtice Employment Lands Secondary Plan. This Secondary Plan is to be funded 100% by the municipality.

The Council approved 2017 budget includes funding for 50% of the Robinson Creek and Tooley Creek Subwatershed Study. The other 50% is to be covered by the South East Courtice Landowners Group. The attached letter from the Group confirms their

commitment to the funding. Once Council approves the award of the contract, the Municipality will enter into a funding agreement with the Land Owners Group. Council has already authorized the Director of Planning Services to enter into these agreements as per Council resolution PD-183-17.

That the funds required in the amount of \$ \$ 350,329.15 (net HST Rebate) be drawn from the following account:

Planning Administration -Consulting # 100-50-130-00000-7160 \$175,164.58

Developer Contributions # 100-21-130-00000-1010 \$175,164.57

Queries with respect to the department needs should be referred to the Director of Planning.

4. Concurrence

This report has been reviewed by the Director of Planning Services and the Director of Finance/Treasurer who concur with the recommendation.


5. Conclusion

It is respectfully recommended that Aquafor Beech Limited being the bidder meeting our threshold and demonstrating the lowest price be awarded the contract for the provision of Robinson Creek and Tooley Creek Subwatershed Study Improvements as per the terms, conditions and specifications of RFP2017-6.


6. Strategic Plan Application

The recommendations contained in this report conform to the Strategic Plan.

Submitted by:


Marie Marano, H.B. Sc., C.M.O.,
Director of Corporate Services

Reviewed by:


Andrew Allison, B. Comm., LLB
Chief Administrative Officer

Staff Contact: David Ferguson, Purchasing Manager, 2209 or dferguson@clarington.net

List of interested parties to be notified of Council's decision is on file in the Corporate Services Department.

Attachment #1

Attachment #1

Municipality of Clarington

Summary of Submissions Received

RFP2017-6

Robinson Creek and Tooley Creek Subwatershed Study

Bidder
Aquafor Beech Ltd. *
Candevcon Ltd
Stantec
WSP *

*Bidders who were shortlisted.