

## Staff Report

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| <b>Report To:</b>       | <b>General Government Committee</b>                                                                            |                                  |
| <b>Date of Meeting:</b> | November 30, 2020                                                                                              | <b>Report Number:</b> FND-048-20 |
| <b>Submitted By:</b>    | Trevor Pinn, Director of Financial Services                                                                    |                                  |
| <b>Reviewed By:</b>     | Andrew C. Allison, CAO                                                                                         | <b>Resolution#:</b>              |
| <b>File Number:</b>     | RFP2020-9                                                                                                      | <b>By-law Number:</b>            |
| <b>Report Subject:</b>  | <b>Consulting Services for the Regional Road 17 Realignment –<br/>Municipal Class Environmental Assessment</b> |                                  |

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### Recommendations:

1. That Report FND-048-20 be received;
2. That BT Engineering Inc. with a bid amount of \$226,474.60 (including HST), providing the lowest overall cost and meeting the passing threshold and all terms, conditions and specifications of RFP2020-9 be awarded the contract for the provision of Consulting Services as required to complete the Regional Road 17 Realignment – Municipal Class Environmental Assessment subject to a satisfactory reference check;
3. That the contract award be subject to the Municipality amending the existing funding agreement with the North Village Landowners Group Inc. as required to cover all consulting costs and municipal resources associated with this project;
4. That pending funding required is received, that the amount of \$ 226,474.60 (including HST) be drawn from the following accounts:

| Description             | Account Number        | Amount    |
|-------------------------|-----------------------|-----------|
| Developer Contributions | 100-50-502-15106-7224 | \$226,475 |

5. That all interested parties listed in Report FND-048-20 and any delegations be advised of Council's decision.

## Report Overview

To request authorization from Council to award the contract for the provision of consulting services as required for the Regional Road 17 Realignment – Municipal Class Environmental Assessment following the integrated approach with the North Village Secondary Plan in accordance with RFP2020-9.

### 1. Background

- 1.1 The Municipality requires the assistance of a qualified consulting firm to provide the required skills to assist with the realignment of Regional Road 17 - Municipal Class Environmental Assessment following the integrated approach with the North Village Secondary Plan.
- 1.2 A Request for Proposal (RFP) was drafted to allow for the Municipality to select a qualified consultant with the skills, resources and experience necessary to provide consulting services for the above noted project as per the specifications provided by the Planning and Development Services Department.
- 1.3 RFP2020-9 was issued by the Purchasing Services Division and advertised electronically on the Municipality of Clarington's (the Municipality) website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website. The RFP was structured on the price – based two envelope RFP system with an award going to the proponent passing the stipulated threshold and having the lowest price. Six companies downloaded the document.
- 1.4 The RFP closed on September 9, 2020.

### 2. Analysis

- 2.1 The RFP stipulated among other things, 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 and their approach to meeting the requirements contained within the RFP document.
- 2.2 Two submissions were received (refer to Attachment 1) by the closing date and time. Both submissions met the mandatory requirements and moved forward to phase 1 of the evaluation process.

- 2.3 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;
  - The proposed team who would be working with the Municipality;
  - The Proponent's understanding and approach to complete the project;
  - Key project challenges and demonstrating that the Proponent has adequate resources and an appropriate strategy for addressing the challenges.
  - An appropriate stakeholder and public consultation approach;
  - The proposed tasks and timelines; and
  - Identification of accessibility criteria.
- 2.4 The submissions were reviewed and scored in accordance with the established criteria outlined in the RFP by an evaluation team consisting of staff from the Planning and Development Services Department, the Public Works Department, the Region of Durham and the Purchasing Services Division. Some of the areas on which submissions were evaluated were as follows:
- Allocated roles and responsibilities of the proposed team members;
  - Proposed approach to completing the project;
  - Proposed timelines to complete the tasks required;
  - Highlights of services provided within the past five years only; and
  - The Proponent's understanding of the Municipality's requirements, the project and any related issues or concerns.
- 2.5 Upon completion of the evaluation, the evaluation committee concluded that the following two proponents met the pre-established threshold of 85% for Phase 1 and moved on to the second phase of the process:
- AECOM; and
  - BT Engineering Inc.
- 2.6 It was deemed by the evaluation committee that presentations from the proponents who made it to phase 2 were not required and their pricing envelopes were opened and evaluated. The submission from BT Engineering Inc. had the lowest overall bid.

- 2.7 BT Engineering Inc. has not worked for the Municipality in the past. However, references are being checked and the award will be subject to a satisfactory reference check.
- 2.8 The Municipality reached out to the four firms, who had downloaded the RFP but chose not to bid, to inquire as to why they chose not to bid. The responses received to the Municipality's inquiry are as follows:
- One company advised that they were not able to take on additional work given their current workload;
  - One company was intending to form a consortium with another firm who later decided not to pursue the project.
  - Two companies did not respond to the Municipality's request for information.

### **3. Financial**

- 3.1 As Council is aware, all privately initiated secondary plans including technical studies, are to be funded 100% by the developers. Accordingly, the contract award will be subject to the Municipality amending the existing funding agreement with the North Village Landowners Group Inc. as required to cover all consulting costs and municipal resources associated with this project.
- 3.2 The funds required for this project in the amount of \$226,474.60 (including HST) be funded from the following account:

| Description             | Account Number        | Amount    |
|-------------------------|-----------------------|-----------|
| Developer Contributions | 100-50-502-15106-7224 | \$226,475 |

- 3.3 Should Council approve the award of the contract, the Municipality will amend the existing funding agreement with the North Village Landowners Group Inc.

### **4. Concurrence**

This report has been reviewed by the Acting Director of Planning and Development Services who concurs with the recommendations.

## **5. Conclusion**

It is respectfully recommended that BT Engineering Inc. having the lowest overall cost and meeting all terms, conditions and specifications of RFP2020-9 be awarded the contract for the provision of consulting services for Regional Road 17 Realignment – Municipal Class Environmental Assessment following the integrated approach with the North Village Secondary Plan as required by the Planning and Development Services Department.

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Staff Contact: David Ferguson, Purchasing Manager, 905-623-3379 ext. 2209 or  
dferguson@clarington.net.

Attachments:

Attachment 1 – Summary of Proposals Received.

Interested Parties:

List of Interested Parties available from Department.

## Summary of Proposals Received

### Municipality of Clarington

#### RFP2020-9

### Consulting Services for the Regional Road 17 Realignment - Municipal Class Environmental Assessment

| Bidder                |
|-----------------------|
| AECOM *               |
| BT Engineering Inc. * |

Note: Bidders with an asterisk (\*) are the companies who were shortlisted.