



Staff Report

Report To: Dan Best, Chief Administrative Officer

From: **Don Giberson, Director of Operations and Infrastructure**

Date: November 19 2018

Report: ESD.18.37

Subject: Request for Proposals for Professional Engineering Services for Asset Management Program

Recommendations:

That South Huron Council receive the report from Don Giberson, Director of Operations and Infrastructure Re: Request for Proposals for Professional Engineering Services for Asset Management Program; and

That South Huron Council accepts the proposal received from GM Blueplan and authorizes the award of a professional services contract to GM BluePlan for Professional Engineering Services for Asset Management Program at hourly rates provided to an upset limit of \$100,000.

Purpose:

To inform Council of the results of the Request for Proposals for Professional Engineering Services for Asset Management Program and to obtain approval to award a professional services contracts to the successful proponent.

Background and Analysis:

Professional Engineering services are required to support the Municipal Asset Management Program. First to provide professional services to identify data gaps in linear asset inventory; collect missing data from available sources and update asset inventory. Secondly to provide professional services necessary to analyze CCTV inspection reports; rate the condition of the

sewer infrastructure and provide a condition rating summary to update the Asset Management data base.

Accordingly, a Request for Proposal was posted on Bids and Tenders on October 3, 2018 and closed on October 24, 2018 at 2:00pm. Eight proposals were received by the Municipality and were opened in the presence of Sandy Becker, Director of Financial Services; Angela Shipway, Supervisor of Financial Services and Don Giberson, Director of Operations and Infrastructure.

The RFP submissions were evaluated and scored by a Committee comprised of Sandy Becker, Angela Shipway and Don Giberson. The RFP's were evaluated based on the criteria set out in the RFP and in accordance with to the Purchasing and Procurement By-Law#33-2017.

Evaluation Criteria	Weighting
Demonstrated performance of the firm for contracts of this size and nature for municipalities of similar size including but not limited to Firm Profile, References	25
Relevant experience and qualifications of key personnel identified to perform the work including but not limited to Audit Team Information, Project Experience.	15
Approach and methodology to meet the Municipality's requirements including but not limited to Understanding, Details, Action Plan	30
Advisory Services, additional value-added services	10
Cost	20
Total	100

All proposals were found to be in general conformance with the submission requirements. Based on a review of the proposal submitted, the following proponents received the highest scores:

	Demonstrated performance	Relevant experience	Approach and methodology	Advisory Services & added value	Cost	Rank
Proponents Name	25%	15%	30%	10%	20%	100%
GMBLuePlan	1	1	1	1	1	1
BM Ross	1	1	1	2	1	2
AECOM Canada Ltd.	1	1	2	3	1	3
IBI Group	2	1	1	3	1	4
GSS Engineering	3	2	2	3	1	5
J.L. Richards & Associates	3	2	3	3	1	6
CD Watters Engineering	4	2	4	3	1	7
Aecon Utility Engineering	4	3	4	3	1	8

Operational Considerations:

None were considered.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process.

The recommendations and actions outlined in this report are reflective of the following strategic objectives:

Administrative Efficiency and Fiscal Responsibility

Increased Communications and Municipal Leadership

Transparent, Accountable and Collaborative Governance

Dedicated Economic Development Effort

Financial Impact:

The cost of the engineering services is within the amounts approved in the 2018 Operating Budget for Water and Wastewater and Transportation Services.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Policies/Legislation:

1. Approved 2018 Capital Budget
2. South Huron Asset Management Plan

Consultation:

Director of Financial Services, Financial Services Supervisor and CAO.

Related Documents:

None

Respectfully submitted,

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by several vertical strokes and a horizontal line at the bottom.

Don Giberson, Director of Operations and Infrastructure