



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	September 8, 2020
<b>From:</b>	Wayne Hancock, Director Public Works
<b>Report Number:</b>	Public Works 2020-18
<b>Subject:</b>	Water and Wastewater Master Servicing Study RFP

### Recommendations:

1. That Council authorize Staff to retain the professional consulting services of R.V. Anderson Associates Limited (RVA) for the completion of a Water and Wastewater Master Servicing Study in the amount of \$149,958.85 plus net municipal H.S.T. in the amount of \$ 2,639.28. The upset amount would be \$167,857.94 which includes a 10% contingency in the amount of \$15,259.82 for additional work that may be required.
2. That Council preapprove the amount of \$ 118,000.00 in the 2021 water/wastewater capital budget to complete this project and provide funding. Funds are to be provided through Development Charges.

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### Overview:

At the April 6, 2020 Regular Council meeting staff Council approved the Allocation Policy for the Water and Wastewater System in Millbrook. Following this staff were directed to determine how to increase allocation capacity for both the water and wastewater system. To complete this staff has recommended the completion of a Master Servicing Study for the Township.

This is required to understand the different options in increasing our capacity in both areas. Specifically, the consultant will review flows at our sewage plant, with further recommendations on infiltration, etc., operations to determine if capacity can be increased by immediate changes, and finally a review of present Ministry established capacity should be revised. The issue of increasing the rated capacity at our Wastewater Water Plant was one of the considerations discussed earlier with Council. In conjunction with this, all other options including a “stand alone” plant are to be considered.

On June 18, 2020 Township Staff circulated and posted a Request for Proposal (RFP) for a Water and Wastewater Master Servicing Study. The Request for Proposal outlined background information, specifically, the recently approved employment lands study and recommendations. the project rationale and context and objectives of the project. This includes but is not limited to, looking at the existing water and wastewater system within Millbrook and the feasibility of expanding services to the Hwy 115/County Rd. 10 corridor.

The Township asked proponents to outline the items to be addressed in the Proposal and to provide a description of the firm and associated sub-consultant firms with at least 3 (three) references and relevant work experience. All applicants were to submit their detailed plans with the finances that would be associated with those plans.

The RFP outlined the evaluation criteria. As per the RFP, proposals were evaluated using the following criteria:

Category	Weight
a. Company and Key Personnel Experience <ul style="list-style-type: none"> <li>• Direct company and principal staff experience with relevant experience</li> <li>• The experience of the project team members that will be assigned to this project.</li> <li>• Appropriate reference information gathered from customers that the vendor has provided like services.</li> </ul>	Total of 25% 5% 15% 5%
b. Technical Approach <ul style="list-style-type: none"> <li>• Quality of overall approach, work methodology, identification of project constraints.</li> <li>• Work plan and schedule (responsiveness to meet or exceed requirements).</li> </ul>	Total of 60% 30% 30%
c. Consulting Services Cost <ul style="list-style-type: none"> <li>• Cost of consulting services with details as to the method and basis of compensation including a breakdown of overall cost including all fees and other charges.</li> </ul>	Total of 15% 15%

The Township received three (3) proposals from qualified consultants. A list of the qualified consultants and the associated score, rank, and pre-tax costs is provided below.

Consultant	Score	Rank	Pre-Tax Cost
R.V. Anderson Associates Limited	78.4	1	\$149,958.85
J.L. Richards and Associates	71.7	2	\$185,231.00

The Greer Galloway Group Inc.

67.2

3

\$ 73,660.00

Three senior staff members, which included Township's Chief Building Official/By-law Enforcement Officer, Project Engineer/Operation Supervisor, and Director of Public Works reviewed and scored the proposals.

With their proposed work program, experience and project costs, RVA scored highest. The Evaluation Score Sheet summary is provided in (Attachment No. 1) to this Report.

R.V. Anderson Associates Limited has extensive experience working with the Township's water and wastewater system. RVA completed the Millbrook Water/Wastewater Class EA and was the lead consultant on the design and construction of the new Wastewater Treatment Plant, service expansion to the municipal office and the new Water Storage Tank. These projects required Public Information Centres (PIC's) which included working with residents of Millbrook. This provides RVA with valuable background information that other consultants would not have.

In addition to the experience with our Township, RVA has completed various Master Servicing Plans with other municipalities. Some examples are Tutela Heights - Brant County, Wellington Master Servicing – County of Prince Edward, East Picton Master Servicing – Prince Edward County, Port Perry Water supply & Storage – Region of Durham and Sunderland Water Supply & Storage – Region of Durham.

In addition, the key staff members to complete this proposal are many of the same group that we have worked with the Township historically. We found that they were always professional, detailed and provided excellent completed projects. In addition, staff would like to note that our present sewage plant has been recognized and received awards provincially and has been recommended internationally for it's innovative design and operation. Even our beautiful standpipe has received provincial note for it's classic design and colours.

Subject to receiving approval and the start date, the proposal spoke to completing the work within a one year time frame of receiving approval. This is typical of this type of study as there is a large amount of data collection and dialogue with the public that is required. Staff had recognized this would be a fairly lengthy project and had budgeted for the first part to be completed in 2020 and are requesting to preapprove funds in the 2021 Water/Wastewater Budget to complete this project.

Staff had recognized that this study is critically important to address, not only the employment lands for our Township, but also any limitations to capacities that might affect all growth including residential, commercial and industrial. This study and completion of infrastructure as will be recommended are the next key factors in a growing but stable community.

We are therefore recommending the approval of the proposal from R.V. Anderson Associates Limited. Upon completion of this study, staff would bring forward recommendations on proceeding with any infrastructure required.

**Financial Impact:**

Council has approved a water/wastewater capital budget amount of \$ 50,000.00 in account 04-4800-4100 for the part of this study to be completed in 2020. These funds are provided from Development Charges. Staff are also requesting preapproval of the amount of \$ 118,000.00 in the water/wastewater budget for 2021 to cover the final parts of this study.

**Attachment:**

Attachment No.1: Evaluation Score Sheet

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer