

DATE: September 14, 2017

FILE: 5340-30

TO: Chair and Directors
Regional District Board

FROM: Russell Dyson
Chief Administrative Officer

RE: Contract Award – Engineering and Construction Management Services for the Greenwood Trunk Sanitary Sewer Project

Purpose

To seek board approval for the award of a contract to ISL Engineering and Land Services Ltd. (ISL) for engineering and construction management services for the Greenwood trunk sanitary sewer project.

Policy Analysis

Bylaw No. 284, being the “Comox Valley Regional District Delegation of Purchasing Authority Bylaw No. 284, 2013” requires that the board approve all contracts in excess of \$100,000.

The 2017-2021 Comox Valley sewer service financial plan includes engineering and construction management of the Greenwood trunk project.

Executive Summary

The installation of the Greenwood trunk sanitary sewer line will provide servicing and alleviate some capacity constraints within the current system. The trunk sewer is to originate from the eastern boundary of the City of Courtenay at Anderton Road between Hamilton and Greenwood Crescent and end on Military Row near the Comox Valley Airport. The trunk sewer will tie-in to the existing trunk sewer on Knight Road.

In August 2017, a request for proposal (RFP) for engineering and construction management services for the Greenwood trunk project was issued. A total of six compliant proposals were received and evaluated according to the criteria in the RFP. The highest ranking proposal was from ISL in the amount of \$128,115, exclusive of GST. Proposals were to remain valid for a period of sixty days after closing of the RFP.

Due to the timing of the Comox Valley Sewage Commission and Comox Valley Regional District (CVRD) Board meetings within October, this report will be going directly the September 19, 2017 board meeting to ensure bid validity.

Recommendation from the Chief Administrative Officer:

THAT as a result of a competitive process, the contract for the engineering and construction management services for the Greenwood trunk sanitary sewer project be awarded to ISL Engineering and Land Services Ltd. in the amount of \$128,115 excluding GST;

AND FURTHER THAT the Chair and Corporate Legislative Officer be authorized to execute the contract.

Respectfully:

R. Dyson

Russell Dyson
Chief Administrative Officer

Background/Current Situation

The Greenwood trunk project involves the installation of a gravity trunk sewer extending from the eastern boundary of the City of Courtenay (City) near Greenwood Crescent and running southeast through Department of National Defense (DND) lands in such a way that wastewater from the City and DND can flow by gravity to an existing sewer trunk main along Knight Road and then on to the Comox Valley Water Pollution Control Centre (CVWPCC). Additionally the project will provide gravity sewage servicing to the private married quarters within CFB Comox.

In 2017, significant work was completed with the DND and a proposed alignment through DND land was selected. A letter of understanding was signed by Major Trevor Fenton, confirming DND’s acceptance of the proposed route and outlining DND’s requirements for project support. As part of this agreement an environmental assessment, geotechnical work and a hydrogeological risk management study of DND’s potable water well sites was completed.

Following completion of the preliminary design in 2017, a RFP for engineering and construction management services for the project was issued. The successful proponent will review the preliminary alignment work completed to date and work with the CVRD and DND to complete the detailed design and tender documents for construction of the sanitary sewer main. The successful proponent will also provide contract administration and construction management services during construction.

Upon closing of the RFP, six compliant proposals were received. RFP’s were evaluated as a two envelope RFP, part one being the technical submission and part two being the financial submission. The technical submission was worth 70 per cent of the total score and the financial submission was worth 30 per cent. The proposals were evaluated by a team comprised of three CVRD staff, and the technical submission was evaluated against a set of point rated criteria set out in the RFP, which included project understanding, approach and methodology, project delivery and proponent team. The results of the technical evaluations are provided in Table No. 1 below.

Table No. 1: Ranking of Technical Submissions

Name of Firm	Technical Ranking
McElhanney Consulting Services Ltd.	1
Wedler Engineering LLP	2
ISL Engineering and Land Services Ltd.	3
Stantec Consulting Ltd.	4
Highland Engineering Services Ltd.	5
Onsite Engineering Ltd.	6

The evaluation team reviewed the technical submissions and if a technical submission was not within 15 per cent of the highest technical submission score the evaluation team did not evaluate the financial submission. Only Onsite Enginnering Ltd.’s proposal was not within 15 per cent of the highest ranked technical submission, being McElhanney. As such only Onsite’s financial submissions was not evaluated. Financial submissions were evaluated based on price, with the lowest price receiving full points and all others receiving points based on the percentage of which their

score exceeds the lowest. Table No. 2 below provides the results of the overall ranking of the proposals.

Table No. 2: Overall Ranking of Proposals

Name of Firm	Overall Ranking
ISL Engineering and Land Services Ltd.	1
Highland Engineering Services Ltd.	2
McElhanney Consulting Services Ltd.	3
Wedler Engineering LLP	4
Stantec Consulting Ltd.	5

When combining the technical and financial scores, the firm that ranked the highest overall was ISL. ISL's price for the pre-implementation phase is \$128,115 exclusive of GST. The primary deliverable for the engineering services phase will be complete detailed design drawings with a Class 'A' cost estimate and tender documents.

Options

1. To approve the contract award to ISL Engineering and Land Services Ltd.
2. To not award the contract at this time.

The RFP was issued with the intent to award a contract to the proponent that ranked the highest, offering the best value to the CVRD. Each proposal was evaluated based on the RFP criteria with the highest ranked proponent being ISL. As such, only option no. 1 above is recommended.

Financial Factors

Currently the Greenwood trunk sewer is a development cost charge (DCC) project in the approved 2017-2021 financial plan. Funds for these projects are being collected by way of DCC charges. The 2017-2021 financial plan for the Comox Valley Sewerage Service includes an allowance of \$281,000 for engineering and \$184,500 for construction management services in 2017. The recommended contract award for both engineering and construction management is \$128,115, far below the budgeted amounts.

Legal Factors

Bylaw No. 284 requires that the board approve award of all contracts in excess of \$100,000.

Construction of the Greenwood trunk sewer main and connection to existing infrastructure will require the purchase and/or transfer of land as well as land use agreements in the form of statutory right of ways. Following agreements in principal for land purchase and/or use, draft agreements will be brought forward to the appropriate committees.

Regional Growth Strategy Implications

The Comox Valley Sustainability Strategy contains several targets applicable to the installation of the Greenwood trunk sewer. These includes reducing energy consumption, greenhouse gas emissions and considering waste flows as a resource. The proposed gravity systems will reduce the amount of pumping at the Courtenay pump station.

Intergovernmental Factors

The Comox Valley Sewerage Service is governed by the Comox Valley Sewage Commission whose membership includes representatives from the Town of Comox, the City of Courtenay and the DND.

Development pressure in one municipality can be the impetus for installation of infrastructure, however redirecting flows away from the Courtenay pump station will extend the timeframe that upgrades to the pump station will be required. This will ultimately benefit the entire system.

Interdepartmental Involvement

The CVRD Engineering Services branch is leading this work with support from the Financial Services department.

Citizen/Public Relations

Construction of the Greenwood trunk will occur in some high traffic areas, clear communication surrounding project construction will be developed explaining the project and the proposed construction schedule.

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