

DATE: June 14, 2018

FILE: 5330-20/CVWTP

TO: Chair and Directors
Comox Valley Water Committee

Supported by Russell Dyson
Chief Administrative Officer

FROM: Russell Dyson
Chief Administrative Officer

R. Dyson

RE: Comox Valley Water Treatment Project – Request for Qualifications

Purpose

To describe the planned request for qualifications (RFQ) process for the Comox Valley Water Treatment Project (the Project) and to provide the rationale for advanced approval to implement once funding timing is known.

Recommendation from the Chief Administrative Officer:

THAT the request for qualifications plan for the Comox Valley Water Treatment Project as described in the staff report dated June 14, 2018 be approved.

Executive Summary

The Project is in the implementation phase, which includes the procurement of the design-build team. The procurement plan includes two phases:

1. The shortlisting of three design-build teams through an RFQ process; and
2. The selection of a successful design-build team, through a request for proposal (RFP) process.

The RFQ process is a key step in the procurement process, allowing the Comox Valley Regional District to:

- Confirm the qualifications of all shortlisted teams, to ensure that all design-build teams bidding on the project have the expertise and resources to implement such a large project;
- Select the three best design-build teams in the market, and to subsequently give these teams the confidence to spend significant resources developing their design-build proposals;
- Request confirmation of key project personnel prior to shortlisting teams, to ensure that the Project secures the best resources from design-build teams; and
- Outline the timeline and methodology of the RFP process, and the greater Project, to ensure all teams who show interest have a clear understanding of the endeavour of providing a design-build proposal.

The timing of the release of the RFQ at this stage is not known, and is dependent on grant funding timelines. Staff continue to strive for securing grant funding at the earliest possible opportunity, such that the new treatment system can be delivered within the agreed schedule (as defined in the October 11, 2017 staff report titled “*Comox Valley Water Treatment Project* -

Implementation Decisions”). As per guidance from the Provincial Ministry who allocate grants, the RFP will not be released prior to finalizing project funding. The RFQ, however, is proposed to be timed in order to shortlist design-build teams just prior to grant funding announcements. Although grant funding timelines have not yet been announced, Staff estimate that the RFQ will need to be released between June and October to ensure that the design-build teams are shortlisted prior to the grant funding announcement. Staff have already compiled the RFQ documents and are in the process of finalizing them with the Project’s commercial and legal advisors. Staff will be ready to issue the RFQ in June.

Staff shall continue to update the Comox Valley Water Committee of any developments with regard to grant funding as well as to report back on the three shortlisted design-build teams once the RFQ process is complete.

Staff shall come back to the Comox Valley Water Committee for the necessary approval to implement the plan for the RFP process. The RFP process will include a \$150,000 honorarium for each of the three proponent teams who provide compliant bids, as per industry standard. This is to maximise the probability of receiving three, high quality, detailed submissions to select from.

Prepared By:

Concurrence:

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Stakeholder Distribution (Upon Agenda Publication)

None	
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