



Staff Report for Committee of the Whole Meeting

Date of Meeting: June 19, 2018

Report Number: SRPRS.18.151

Department: Planning and Regulatory Services
Division: Development Engineering and Transportation

Subject: SRPRS.18.151 - Non Competitive Acquisition,
Urban Master Environmental Servicing Plan
Update Study, - Town File: D00-UMESP Update

Purpose:

To obtain Council approval for a non-competitive acquisition greater than \$100,000 in accordance with the Procurement By-law No.113-16.

Recommendation(s):

- a) That the contract for the provision of consulting services for the Urban Master Environmental Servicing Plan Update Study be awarded non-competitively to Civica Infrastructure Inc. for a cost not exceeding \$196,500.00 (exclusive of taxes) pursuant to Article 7.1, Section(b)(2) and Section(a) of Part II of Appendix "B" of Procurement By-law No. 113-16.
- b) That the Mayor and the Clerk be authorized to execute any necessary documentation to affect the contract upon the recommendation of the Commissioner of Planning and Regulatory Services.

Contact Person:

Jeff Walters, Manager, Development Engineering (Stormwater and Subdivisions), 905-747-6380.

Report Approval:

Submitted by: Kelvin Kwan, Commissioner of Planning and Regulatory Services

Approved by: Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

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Background:

In February of 2018, Council approved the Terms of Reference for the 2018 Urban Master Environmental Servicing Plan (UMESP) Update Study. As outlined in Staff Report SRPRS.18.057, the purpose of the 2018 UMESP is to update and refine various components of the 2014 Urban Master Environmental Servicing Plan in support the update to the Town's Development Charge By-Law, which is scheduled for 2019. More specifically, the 2018 UMESP will update the water resources, water and wastewater components of the 2014 UMESP based on updated land use and growth forecasts within the study area, and will also reflect updates to existing conditions and related assumptions based on growth that has occurred within the study area.

In compliance with the provisions of the Procurement Policy By-Law No. 113-16, a request for quotation, numbered RFQ-29-18 was released, which closed on April 3, 2018. A total of six (6) consultants obtained the RFQ documents but no bids were received for this study.

Adjustments were made to simplify the study scope to focus on the water and wastewater components, which are the key components required to inform the next update to the Town Wide DC Bylaw in 2019. The revised request for quotation, numbered RFQ-55-18 was released which closed on May 17, 2018. Nine (9) consultants obtained the revised RFQ documents, but again no bids were received.

As such, in accordance with provisions in the Procurement Bylaw, a single source acquisition may be made in the absence or receipt of any submissions or bids in response to an open request for quotations. Based on this provision, Development Engineering made contact with Civica Infrastructure Inc. to request a non-competitive quotation for consulting services for this study.

Civica Infrastructure Inc. has extensive and specialized experience in the modeling and design of water and wastewater systems required for the 2018 UMESP Update Study, and was able to provide a quotation in the amount of \$196,500.00 (exclusive of taxes) for consulting services in accordance with the deliverables and schedule outlined in the RFQ documents.

Development Engineering has reviewed the quotation and recommends that consulting services for the 2018 UMESP Study be awarded to Civica Infrastructure Inc. as a non-competitive acquisition. In accordance with the Procurement Bylaw, non-competitive acquisitions greater than \$100,000 require Council approval.

Financial/Staffing/Other Implications:

The quotation for consulting services is within the approved 2018 Capital Budget of \$200,000.00 for the Urban MESP Update Study.

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Relationship to the Strategic Plan:

The proposed 2018 UMESP Study is aligned with the Town's Strategic Plan goal of wise management of our resources in identifying water and wastewater improvements to support intensification growth and improvements to be included in the 2019 Development Charge update.

Conclusion:

Based on this report, Town staff recommend that Council approve awarding the 2018 UMESP Update Study consulting services assignment to Civica Infrastructure Inc. for the non-competitive bid amount of \$196,500 (exclusive of taxes), in accordance with the Town of Richmond Hill By-Law No. 113-16.

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Report Approval Details

Document Title:	SRPRS.18.151 Non-Competitive Acquisition - UMESP Update Study.docx
Attachments:	
Final Approval Date:	Jun 8, 2018

This report and all of its attachments were approved and signed as outlined below:

Dan Terzievski - Jun 7, 2018 - 10:41 AM

Kelvin Kwan - Jun 7, 2018 - 11:43 AM

David Dexter - Jun 7, 2018 - 12:15 PM

Neil Garbe - Jun 8, 2018 - 10:58 AM