



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** November 6, 2019

**Report Number:** SRPRS.19.157

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

**Subject:** SRPRS.19.157 Non-Competitive Acquisition,  
Additional Consulting Services, UMESP Update  
Study, City File: D00-UMESP Update

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### **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 additional consulting services for additional work items not included in the original scope for the Urban Master Environmental Servicing Plan Update Study be awarded non-competitively to Civica Infrastructure Inc. for a cost not exceeding \$49,965.00 (exclusive of taxes), pursuant to Article 7.1, Section (b)(2) and Section (b) of Part I of Appendix "B" of Procurement By-law No. 113-16;
- b) That the contract for the provision of additional consulting services to support the Official Plan Update be awarded non-competitively to Civica Infrastructure Inc. for a cost not exceeding \$194,731.00 (exclusive of taxes), pursuant to Article 7.1 Section (b) (2) and Section (b) of Part I of Appendix "B" of Procurement By-Law No. 113-16;
- c) That an additional capital budget in the amount of \$195,000.00 (exclusive of taxes) be approved for the required additional consulting services to support the Official Plan Update, with a funding source of \$175,500 (90%) from the General Government DC Reserve Fund and \$19,500 (10%) from the Non Growth Development Reserve Fund; and
- d) That the Commissioner of Planning and Regulatory Services be authorized to execute any necessary documentation to affect the contract upon the recommendation of the Commissioner of Planning and Regulatory Services.

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### 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, City Manager

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

### Background:

In February of 2018, Council approved the Terms of Reference for the Urban Master Environmental Servicing Plan (MESP) Update Study. As outlined in Staff Report SRPRS.18.057, the purpose of the UMESP is to update and refine various components of the 2014 Urban Master Environmental Servicing Plan. More specifically, the 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.

This exercise will identify needs for future water and wastewater infrastructure and will support Sustainability Committee initiatives and updates to the City's Development Charge By-Law and Official Plan Update.

In June of 2018, Council approved a non-competitive acquisition to award the provision of consulting services for the UMESP Update Study to Civica Infrastructure Inc. pursuant to applicable provisions in the City's Procurement By-law.

A contract for the provision of these consulting services has been executed with Civica and the study work has proceeded. Civica has updated the existing and future conditions system models and has applied the updated growth forecast to determine water and wastewater system improvements including preliminary costing.

However, during the course of the study update, the need arose for a number of additional work items that were not originally identified in the terms of reference or study scope. These additional works items are summarized as follows:

- **Additional Project Consultation and Meetings:** Additional project meetings were required to review and discuss water and wastewater modelling results and proposed capital projects, and final documentation to ensure that proper

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evaluation and consideration of options and scenarios was given to issues raised by the Development Industry.

- **Water and Wastewater Modelling and Solutions for 2041 Growth Scenario:** This additional growth scenario was added in order to align and be consistent with the time horizons of the population and growth forecasts that were being used for the Development Charge By-Law and Transportation Master Plan updates. This work item involved creating additional model input files for the 2041 scenario based on new population and employment forecasts and assessing and documenting system improvements required to service this scenario.
- **Future Growth GIS Data Preparation:** The spatial data for the location and extent of growth in geographic areas was not available in a GIS format. Civica was required to manually create the GIS files for the various growth scenarios using information provided by the City.

Civica has prepared a quotation in the amount of \$49,965.00 (excluding HST) for consulting services for these additional work items.

In addition to the above noted UMESP Update, The City's Policy Planning section has identified the need to assess additional future growth scenarios to support the Official Plan Update, which is anticipated to commence in the Fall of 2019 with completion in the Fall of 2021. These additional growth scenarios will help to identify any potential constraints in the City's water/wastewater network related to various growth scenarios, and will ultimately help to guide and support the City's recommendations with respect to a preferred growth scenario. They will also serve to further update and refine the required water and wastewater system improvements and their timing.

With the Official Plan Update anticipated to begin this Fall, the timing for completion of the UMESP Update study has been extended to align with completion of the OP Update. This timing will also align with the anticipated timing for the next update to the City Development Charges. Additional consulting services will be required from Civica to support the OP Update and the additional work items are summarized as follows:

- **Project Management and Meetings:** This will include preparation and attendance at two (2) Steering Committee Meetings, two (2) Development Charge and Urban MESP Stakeholder Meetings and eight (8) Project Team Meetings with City.
- **Update Water and Wastewater Models for five (5) additional growth scenarios:** This includes data collection and system model input files for each growth scenario, and assesses water and wastewater system improvements for 2031, 2041, ultimate build-out for each of these scenarios. The task also includes the documentation of these findings.

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- **Evaluation and Documentation for Preferred Growth Scenario:** This will include a more detailed evaluation and documentation of required system improvements for the preferred growth scenario, including preparation of detailed technical memorandums, preliminary costing and sensitivity analysis.

Civica has prepared a quotation in the amount of \$194,731.00 (excluding HST) for consulting services for these work items to support the Official Plan Update.

Civica Infrastructure Inc. has extensive and specialized experience in the modeling and design of water and wastewater systems required for the UMESP Update Study. Civica has already prepared the updated existing and future conditions models of the City water and wastewater systems and has intimate technical knowledge that would be difficult for an alternative consultant to provide, and would require extensive additional effort and resources.

Development Engineering has reviewed these Civica quotations and recommends that additional consulting services in the amounts of \$49,965.00 and \$194,731.00 (excluding HST) for the UMESP Update Study be awarded to Civica Infrastructure Inc. as a non-competitive acquisition. These services should be awarded in accordance with the policies set out in the Procurement Bylaw, for non-competitive acquisitions, greater than \$100,000 require Council approval.

### **Financial/Staffing/Other Implications:**

The current capital account for the Urban MESP study has sufficient funds to cover the \$49,965.00 for the additional consulting services and scope changes related to the ongoing UMESP Study update.

The additional consulting services required to support the Official Plan Update are not included in the original capital budget for the UMESP Update Study. As such, an additional capital budget in the amount of \$195,000.00 (exclusive of taxes) will need to be approved for these works. It is recommended that \$175,500 (90%) of this budget be funded from the General Government DC Reserve Fund and the remaining \$19,500 (10%) be funded from the Non Growth Development Reserve Fund.

### **Relationship to the Strategic Plan:**

The proposed UMESP Update Study is aligned with the City's Strategic Plan goal of wise management of our resources, by confirming water and wastewater improvements need to support the long-term growth and intensification of the City, and ensuring that these projects are funded through appropriate funding sources such as the Development Charge By-Law.

### **Conclusion:**

Based on this report, Development Engineering recommends that Council approve awarding the additional consulting services for the UMESP Update Study to Civica

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Infrastructure Inc. for the non-competitive amounts of \$49,965.00 and \$194,731.00 (exclusive of taxes), in accordance with the provision of City of Richmond Hill By-Law No. 113-16.

### Report Approval Details

Document Title:	SRPRS.19.157 Non-Competitive Aquisition for Additional Consulting Services, UMESP Update Study.docx
Attachments:	
Final Approval Date:	Oct 28, 2019

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

**Dan Terzievski - Oct 28, 2019 - 3:08 PM**

**Kelvin Kwan - Oct 28, 2019 - 3:22 PM**

**David Dexter - Oct 28, 2019 - 3:26 PM**

**Neil Garbe - Oct 28, 2019 - 3:42 PM**