



**District of
North Saanich**

STAFF REPORT

To: Tim Tanton
Chief Administrative Officer

Date: November 7, 2019

From: Eymond Toupin
Director of Infrastructure Services

Re: **Procurement of Engineering Services – 2019 Drainage Master Plan**

RECOMMENDATION:

That Council approve award of engineering services for the Drainage Master Plan to Parsons Inc. for the proposed fee of \$241,674 (exclusive of GST).

STRATEGIC PLAN IMPLICATIONS:

This matter relates to the following Council strategic priorities:

Protect and Enhance Rural, Agricultural, Heritage, Marine and Environmental Resources

Maintain a Safe and Healthy Community

Ensure Strong Leadership, Fiscal Responsibility and Transparent Government

INTRODUCTION/BACKGROUND:

As part of its overall asset management program, the District had completed master plans for its water distribution and sanitary sewer infrastructure. Although some analysis of the Tseycum Creek watershed was completed in the early 2000's, the last review of the District's overall drainage system was completed in 1986. This analysis is not only dated but also included minimal assessment of hydraulics or of sustainable funding requirements.

In accordance with the District's Purchasing Policy, staff developed and issued a Request for Proposals (RFP) to procure engineering services for the development of a Drainage Master Plan which was posted on BC Bids. The RFP closed on Monday, October 28th and proposals were received from four firms: SNC Lavalin, Parsons Inc., Associated Engineering Group Ltd., and Kerr Wood Leidal Associates Ltd.

The proposals were evaluated using the following criteria and weightings.

- 1) Qualifications and Experience 30%
- 2) Methodology 30%
- 3) Proposal 10%
- 4) Fee 30%

1) Qualifications and Experience:

The Parsons team was rated highest in terms of qualifications and experience. Their proposal demonstrated good corporate experience and the proposed project manager, technical advisor, senior modeler, and public consultation specialist had good experience on relevant projects.

2) Methodology:

The submissions from Parsons and Associated Engineering were both rated highest in terms of methodology both being detailed, comprehensive, and appropriate and having a very good understanding of the local context.

3) Proposal:

All the proposals were complete but the proposals from Parsons and Associated Engineering were higher in detail, quality, and addressed local issues impacting the District most effectively.

4) Fees:

The total fee proposals for the four proponents (inclusive of GST) are as follows:

SNC Lavalin	\$148,590
Parsons	\$241,674
Associated Engineering	\$258,509
Kerr Wood Leidal	\$290,085

The difference in the fee proposals largely reflect different levels of effort anticipated and proposed as the rates for the team members are comparable for all four proponents. The lowest fee proposed by SNC Lavalin reflects the lowest number of hours for the assignment. Staff's assessment of the SNC Lavalin's work plan indicates the level of effort was significantly underestimated and would not result in the successful delivery of the services required. The SNC team, methodology, and proposal were also rated the lowest of the four submissions received.

5) Overall

Proponent	Team Qualifications and Experience (30%)	Methodology (30%)	Proposal (10%)	Fees (30%)	Total (100%)
SNC Lavalin	13	15	7	30	65
Parsons	23	30	10	18	81
Associated Engineering	20	30	10	17	77
Kerr Wood Leidal	22	25	9	15	71

The proposal from Parsons Inc. met the requirements outlined in the Request for Proposals, scored the highest in the evaluation process, and was the second lowest costing proposal. Staff therefore recommend award to Parsons Inc.

The District's Purchasing Policy requires Council approval to award contracts with a value exceeding \$75,000.

FINANCIAL IMPLICATIONS:

Funding in the amount \$100,000 was allocated to this project from the General Infrastructure Reserve in the 2019 District budget. The full extent of the effort required to complete this assignment became apparent as the scope of work was developed and this was reflected in the proposal submissions received.

In order to award this assignment to the highest ranked proponent, additional funding of approximately \$150,000 is required. There are sufficient funds in the General Infrastructure Reserve to accommodate this additional budget.

The proposal from Parsons Inc. received the highest score in the evaluation process and has a cost of \$241,674 (exclusive of GST). The proposed fees are commensurate with the scope of work associated with this project.

CONCLUSION:

The completion of a Drainage Master Plan is an important component of the overall asset management program for the District. Staff issued a Request for Proposals (RFP) to procure engineering services for the development of a plan and proposals were received from four firms. The proposal from Parsons Inc. received the highest evaluation score and had a proposed fee of \$241,674 (exclusive of GST). Funds are available in the General Infrastructure Reserve to accommodate this budget. Staff respectfully submit the following recommendation:

RECOMMENDATION:

That Council approve award of engineering services for the Drainage Master Plan to Parsons Inc. for the proposed fee of \$241,674 (exclusive of GST).

Respectfully submitted,

Concurrence:


Eymond Toupin
Director of Infrastructure Services


for / Tim Tanton
Chief Administrative Officer


Aaron Duff
Public Works Superintendent


Stephanie Munro
Director of Financial Services