



Staff Report PW2020-025

Title of Report: PW2020-025 2020 Dundalk Water & Wastewater Rates Study Request for Proposals Award

Department: Public Works

Branch: Water & Wastewater

Council Date: April 15, 2020

Recommendation:

Be it resolved that Council receive Staff Report PW2020-025 for information; and
That Council approves the 2020 Dundalk Water & Wastewater Rates Study Request for Proposals award to Sharratt Water Management Ltd. in the amount of \$14,140.00 plus HST.

Background:

The Township of Southgate released a Request For Proposals (RFP) for the Dundalk Water and Wastewater Rates Study including the preparation of a Water Financial Plan according to Ontario Regulation 453/07 to be submitted with Municipal Drinking Water Licence renewal for August 2020.

Staff Comments:

Treasurer Liam Gott opened 3 RFP's on April 9, 2020 at 1pm with the aid of virtual meeting and teleconferencing participation.

Public Works Manager Jim Ellis and Chief Administrative Officer Dave Milliner reviewed the submissions and evaluated the proposals.

Watson & Associates Economists Ltd. has previously completed Southgate Water and Wastewater Rate Studies in 2011, Water Financial Plans 2015, Development Charges Background studies in 2009, 2015 and 2017 and the Southgate Asset Management Plan 2014 and is reflected in the scoring for the Experience criteria.

Sharratt Water Management Ltd. proposal submission had a section which described the Dundalk systems, but had a description of the distribution system and appurtenances that is clearly not the Dundalk system with the amount of hydrants etc. that are over quoted, reflecting in scoring in the Approach section. It also appears that Sharratt has only the Principal Consultant doing all the work for this project. Sharratt has proposed to have the work completed before July 2020.

DFA Infrastructure International Inc. has stated they would be submitting a study period of 25 years, well beyond the RFP request for a 10-year period.

The lowest bid for base cost fees is Sharratt Water Management Ltd. At an amount of \$ 14,140.00, for each additional \$1,000.00, 1 base point is deducted from the Fees Weight Factor line.

	Evaluation Criteria	DFA Infrastructure	Watson & Associates	Sharratt Water	Weight Factor
1	Qualifications	10	10	10	10
2	Experience	15	20	15	20
3	Approach	20	20	17	20
4	Timing Schedule	9	9	10	15
5	Approach to Cost Control	10	8	8	10
6	Fees	16	12	25	25
Total		80	79	85	100
Total Price Quoted Excluding HST		\$23,540.00	\$27,390.00	\$14,140.00	

Financial Implications:

The 2020 Capital Budget includes \$10,000.00 from the Wastewater budget, the Water budget should have also contributed \$10,000.00 to the studies but was oversighted in the budget.

Communications & Community Action Plan Impact:

Goal 5 - Upgrading our "Hard Services"

The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

Strategic Initiatives:

5-B - The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets.

5-C - The Township will have increased wastewater treatment capacity in Dundalk to support growth.

Concluding Comments:

Staff recommends that Council receive Staff Report PW2020-025 for information, and that Council approves the 2020 Dundalk Water & Wastewater Rates Study Request for Proposals award to Sharratt Water Management Ltd. in the amount of \$14,140.00 plus HST.

Respectfully Submitted,

Dept. Head: **Original Signed By**
Jim Ellis, Public Works Manager

Treasurer Approval: **Original Signed By**
William Gott, CPA, CA Treasurer

CAO Approval: **Original Signed By**
Dave Milliner, CAO