

COUNCIL REPORT

M&C No.	2019-67
Report Date	March 27, 2019
Meeting Date	April 08, 2019
Service Area	Saint John Water

His Worship Mayor Don Darling and Members of Common Council

SUBJECT: Engineering Services: Prospect Street West – Sanitary Lift Station & Sewer Improvements

OPEN OR CLOSED SESSION

This matter is to be discussed in open session of Common Council.

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	City Manager
<i>John Campbell</i>	<i>Brent McGovern /Brian Keenan</i>	<i>John Collin</i>

RECOMMENDATION

It is recommended that the proposal from Crandall Engineering Ltd., for engineering design and construction management services for the Prospect Street West – Sanitary Lift Station & Sewer Improvements project in the amount of \$82,000.75 including HST be accepted and that the Mayor and Common Clerk be authorized to execute the appropriate documentation in that regard.

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council award the Engineering services for the Prospect Street West - Sanitary Lift Station & Sewer Improvements project to Crandall Engineering Ltd.

PREVIOUS RESOLUTION

July 30, 2018; (M&C 2018-219) 2019 Water & Sewerage Utility Fund Capital Program approved.

STRATEGIC ALIGNMENT

This report aligns with Council's Priority for Sustainable Infrastructure.

REPORT

BACKGROUND

The approved 2019 Water & Sewerage Utility Fund Capital Program includes funding for design of a new pumping station, land acquisition and required piping to direct flows to the sewer on Main Street West for treatment.

A Request for Proposal (RFP) was advertised to engage an Engineering firm to carry out the following services for the above noted project:

- ◆ Part A – Site Surveys, Preliminary Investigation and Data Collection
- ◆ Part B – Preliminary Design, Cost Estimates and Design Report
- ◆ Part C – Conduct Public Consultation Process
- ◆ Part D – Detailed Design
- ◆ Part E – Tender Period Services, Materials Testing & Inspection, Red Books and Record Drawings
- ◆ Part F – Construction Management

PURPOSE

The purpose of this report is to make a recommendation for consulting engineering services for this project.

ANALYSIS

With a comprehensive terms of reference document developed by staff, a public call for proposals was made for consulting engineering services. The Request for Proposal (RFP) closed on February 28, 2019 with responses received from the following four consulting engineering companies:

- ◆ Dillon Consulting Limited, Saint John, NB
- ◆ Crandall Engineering Ltd., Saint John, NB
- ◆ R.V. Anderson Associates Limited, Moncton, NB
- ◆ CBCL Limited, Saint John, NB

A Review Committee consisting of staff from Materials Management, Transportation & Environment Services and Saint John Water was formed to evaluate submissions.

Each member completed an independent review of the submissions and a joint discussion was held to develop the final ranking of submissions. The Review Committee came to a conclusion on their recommendation, which follows later in the report.

The evaluation process uses the expertise of a variety of staff from Purchasing, Engineering and Operations to ensure a thorough review of the various submissions. Care must be taken to ensure that the necessary level of effort and expertise is being directed to the various tasks involved in the work, while still ensuring that costs to be incurred are appropriate and controllable. It is for these reasons that cost, although very important, cannot be the sole nor most critical deciding factor in making the selection of a consulting engineering firm.

The Committee was tasked with the role of reviewing each submission against the proposal evaluation criteria as defined in the proposal call document. These criteria consisted of the following:

1. **Quality and Completeness** – Does the proposal address all of the needs raised? Is the proposal presented in an organized and professional manner?
2. **Consultant's Experience** – Has the consultant demonstrated a level of expertise with the requirements of this project?
3. **Experience of Employees / Sub-consultants** – Has the consultant demonstrated a level of expertise for the employees of the company and sub consultants listed?
4. **Methodology** – Does the approach to the project outlined in the proposal address, in a realistic sense, attainable goals and is it in keeping with the City's expectations for the project?
5. **Cost** – Cost will be a factor, however not the only factor to be considered. Is the price quoted in line with the City's estimate for the work and has it allowed for each aspect of the project to be adequately addressed?

After careful, independent consideration of presentation, company experience, personnel and technical proposal, the Review Committee met to analyze the findings of each member. After completion of the "technical" evaluation, the financial proposals were opened and addressed. These had been submitted in separate, sealed envelopes.

After due consideration, the Review Committee selected the submission of Crandall Engineering Ltd. as the best proposal based on an overall rating of the evaluation criteria - presentation, company experience, personnel, technical proposal and cost. The submission from Crandall Engineering Ltd. met all of the requirements of the proposal call, in a manner acceptable to the committee, and was the lowest cost of the submitted proposals.

POLICY – ENGAGEMENT OF ENGINEERING CONSULTANTS

The costs incurred by the consultant will be paid in accordance with the terms of the Request For Proposal at the rates submitted and accepted in the consultants proposal not to exceed the Recommended Hourly Rates as contained in The Association of Consulting Engineering Companies – New Brunswick fee guideline. The Construction Management component of this project fee is based on an estimated 8 week construction period. The final fee will be calculated based on the actual construction management period.

SERVICE AND FINANCIAL OUTCOMES

The proposed cost of work from Crandall Engineering Ltd., to provide engineering design and construction management services for this project is \$82,000.75 including HST. This cost is based on an estimated 8 week construction management period. An amount of \$100,000 is included in the 2019 Water & Sewerage Utility Fund Capital Program for engineering design services.

Engineering fees to cover the costs of design and construction management generally do not exceed 15–20% of the total overall project cost, depending on the nature of the project and the engineering services required. This upset fee is approximately 13% of the total overall project cost, which is considered appropriate for this type of work.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Materials Management facilitated the RFP process to solicit proposals from Engineering Consultants for the Prospect Street West – Sanitary Lift Station & Sewer Improvements project. The committee was tasked with the role of reviewing each submission against the proposal evaluation criteria as defined in the proposal call document.

In accordance with the City's policies and procedures, separate assessments of the technical and financial aspects of the submissions were undertaken by the evaluation committee members. The above process is in accordance with the City's Procurement Policy and Materials Management support the recommendation being put forth.

ATTACHMENTS

N/a