



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** WHRM Council

**Submitted by:** \_\_\_\_\_  
Todd Richard, Director Public Works

**Date:** July 23, 2024

**Subject:** Prequalified Engineering & Design Consultants

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### LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 23 authorizes Council to make policies for municipal purposes.

### RECOMMENDATION or DECISION REQUEST

It is recommended that:

**Council approve the award of WHRMPW24-07 and confirm the standing offer contracts for prequalified Engineering and Design Services for the period of three years ending March 31, 2027, to the following consultants:**

- CBCL Limited
- Dillon Consulting
- Design Point
- Exp
- WSP

## BACKGROUND

|                                              |                                                       |                                      |                                            |                                              |                                                 |
|----------------------------------------------|-------------------------------------------------------|--------------------------------------|--------------------------------------------|----------------------------------------------|-------------------------------------------------|
| Property <input checked="" type="checkbox"/> | Public<br>Opinion <input checked="" type="checkbox"/> | Environment <input type="checkbox"/> | Social <input checked="" type="checkbox"/> | Economic <input checked="" type="checkbox"/> | Councillor<br>Activity <input type="checkbox"/> |
|----------------------------------------------|-------------------------------------------------------|--------------------------------------|--------------------------------------------|----------------------------------------------|-------------------------------------------------|

Public Works requested proposals to prequalify engineering firms for providing engineering and design services under standing offer agreements. In the past we have included up to four firms, however due to how busy the industry is, we decided to allow for more than that. Proponents are prequalified based on the scope of services described in the request for proposal WHRMPW24-07 for a three-year period to provide professional services in support of the municipality's ongoing operational and capital improvement programs. This agreement also has an option to extend the arrangement for an additional twelve (12) months. Staff will review the standing offer in early 2027 and either reissue a request for proposals or seek approval to extend the contract into 2027-2028.

## DISCUSSION

Having consulting firms familiar with the municipality's infrastructure and operating systems is invaluable and saves a great deal of time and effort on both staff and consultant resources. We have decided to add an additional firm to our Standard offer list as the industry is so busy. Having five prequalified firms will allow an efficient and effective procurement process for consulting services. Work will generally be distributed on a rotational or "best fit" basis.

Request for pricing and proposal was to provide the following:

| Scope of Work                    | General Description of Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advisory and Specialist Services | <ul style="list-style-type: none"><li>• General consultation and advice</li><li>• Feasibility and technical reports, such as storm water management plans, pollution abatement studies, transportation studies, and other studies related to municipal operations</li><li>• Subdivision development reviews, pertaining to road, sewer, storm water and water designs</li><li>• Technical research and investigation</li><li>• Environmental investigations, including:<ul style="list-style-type: none"><li>○ receiving water assessments</li><li>○ archaeological impact assessments</li><li>○ environmental audits</li><li>○ geotechnical studies and investigations</li><li>○ facility audits, including air quality monitoring</li><li>○ operational audits for water and wastewater systems</li></ul></li></ul> |

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|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | <ul style="list-style-type: none"> <li>○ preliminary inspection, testing, data analysis and interpretation, including groundwater monitoring</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Design Services                   | <ul style="list-style-type: none"> <li>● Pre-design and design briefs</li> <li>● Development of design alternatives and subsequent evaluation and recommendations</li> <li>● Liaison with regulatory agencies</li> <li>● Preparation of detailed engineering drawings</li> <li>● Preparation of contract documents, including tenders and pre-purchasing/pre-qualification documents</li> <li>● Preparation of technical specifications</li> <li>● Preparation of capital and operating cost estimates</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Construction Engineering Services | <ul style="list-style-type: none"> <li>● Contract administration and resident inspection</li> <li>● Public Procurement Competition services, including: <ul style="list-style-type: none"> <li>○ preparation of competition documents</li> <li>○ evaluation/compliance determination of bids and subsequent recommendation regarding award (legal costs associated with the recommendation to be absorbed by the consultant)</li> <li>○ conducting competition calls and issuing addenda as required</li> </ul> </li> <li>● Assisting in obtaining regulatory approvals</li> <li>● Site inspection and compliance monitoring, including final start-up and commissioning of facilities</li> <li>● Maintaining quality assurance programs, including monitoring and approving test procedures</li> <li>● On-site liaison with project stakeholders, public, regulatory agencies, Council, etc.</li> <li>● Contract administration, including review of insurance, contract security, warranties and other requirements for compliance with contract documents</li> <li>● Shop drawing review</li> <li>● Services related to the work in progress, including: <ul style="list-style-type: none"> <li>○ recording contractors' progress and maintaining project logs and other records</li> <li>○ construction meetings and record of minutes</li> <li>○ monitoring construction methods and techniques</li> <li>○ recording details of construction and preparation of record drawings</li> </ul> </li> <li>● Reviewing and approving certificates related to payment and completion</li> <li>● Substantial and total completion inspections including preparation of deficiency lists and approving corrections</li> <li>● Monitoring of contract warranties</li> <li>● Negotiations and recommendations relating to change orders</li> </ul> |
| Post-Construction Services        | <ul style="list-style-type: none"> <li>● Scheduling and monitoring commissioning of facilities</li> <li>● Preparation of O&amp;M Manuals</li> <li>● Operator training and consultation after completion</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• Submission of record drawings in a digital format. Record drawings are to be submitted electronically in AutoCAD and ASCII formats (in NS grid coordinates), including horizontal and vertical conditions of all pieces of new infrastructure and reference monuments used</li> <li>• Record drawings are to be submitted within four (4) months of substantial completion of the project</li> </ul> |
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On June 6, 2024 Staff issued a Request for Proposal for Consultant Engineering services and was closed on June 27, 2024. There were eight submissions for evaluation. The proposals were evaluated for corporate background, technical ability, project team, and quality of proposal submission.

After totalling and averaging the scores, the top five rated proposals that best suit the municipality's requirements are as follows:

- CBCL Limited
- Dillon Consulting
- Design Point
- EXP
- WSP

These consultants have been utilized by WHRM in the past and have extensive experience and knowledge of the region and systems.

#### **NEXT STEPS**

Upon approval by Council, staff will award formal standing offer notices.

#### **FINANCIAL IMPLICATIONS**

Procurement Timeline:

|                       |                 |
|-----------------------|-----------------|
| Posted to Procurement | June 6, 2024    |
| Closing Date          | June 27, 2024   |
| Price Expiry Date     | August 26, 2024 |
| Days Remaining        | 35 Days         |

At this time, there are no financial implications, as we are approving the pre-qualified list, and each time the consultants are used, above CAO signing authority, an additional report will come to Council to approve.

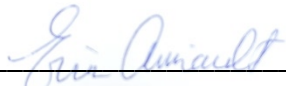
#### **ALTERNATIVES**

n/a

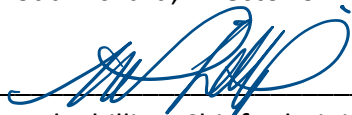
## ATTACHMENTS

### CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by:   
Erin Amirault P.Eng., Project Engineer

Report Reviewed by:   
Todd Richard, Director of Public Works

Report Approved by:   
Mark Phillips, Chief Administrative Officer