

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017

Item 4, Report No. 2, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on January 24, 2017.

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**SELECTION OF ENGINEERING CONSULTANT
FOR SUBSURFACE UTILITY ENGINEERING SERVICES
RFP16-405**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Manager and the Director of Infrastructure Delivery, dated January 17, 2017:

Recommendation

The City Manager and the Director of Infrastructure Delivery, in consultation with the Director of Financial Planning and Development Finance, and Deputy City Treasurer and the Director of Procurement Services, recommend:

1. That Multiview Locates Inc. be retained to provide professional services for subsurface utility investigations (RFP16-405) in the amount of \$212,435.00, plus applicable taxes;
2. That a contingency allowance in the amount of \$43,000.00, plus applicable taxes, be approved within which the Director of Infrastructure Delivery or his designate is authorized to approve amendments to the contract;
3. That the staff be authorized to extend the contract for three (3) additional (1) year periods subject to the satisfactory vendor performance evaluation, and the pricing for the subsequent optional years be adjusted based on the Consumer Price Index, if the optional years are exercised;
4. That the amounts of the above recommendations, including all contingency allowances and applicable taxes, and administration recovery, be funded from the associated capital accounts; and
5. That the Mayor and City Clerk be authorized to sign the contract document.

Contribution to Sustainability

Not Applicable.

Economic Impact

The total cost of \$268,000.00 for the first term of the assignment, which includes a contingency allowance, administration recovery and applicable taxes, will be allocated to various capital projects on a yearly basis that require this service as expenses are incurred. Funding for this activity has been incorporated within the project budgets and therefore there is no additional economic impact associated with this contract.

As per the RFP, the unit prices bid by Multiview Locates Inc. will remain valid until December 31, 2017. Unit prices for the optional extension years will be adjusted in accordance with the annual rate change in the Consumer Price Index (CPI), Ontario, using the month of October as the adjustment month. Any adjustments shall have a ceiling of 3%. Detailed contract costs are tabled in the **Background-Analysis and Options** section of this report.

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Communications Plan

Not Applicable.

Purpose

To obtain approval to retain Multiview Locates Inc. for subsurface utility investigations and engineering design for infrastructure projects undertaken by the Infrastructure Delivery department as detailed in the Terms of Reference for RFP16-405.

Background - Analysis and Options

Subsurface Utility Engineering (SUE) is a branch of engineering practice that involves accurately mapping underground utilities within the municipal right of way to identify and mitigate risks associated with designing and constructing linear infrastructure projects

Subsurface Utility Engineering (SUE) uses a combination of geophysics, surveying and civil engineering technologies to locate and accurately map underground utilities within a municipal right of way. The buried infrastructure identified through SUE includes information for water supply, sewage, gas, power, and cable/telecom data transmission.

SUE investigations are an industry standard that are typically performed for infrastructure projects that require significant excavation, such as sewer or watermain replacements and road reconstruction projects. This specialized service and the associated costs are advanced during detailed designs, in order to identify and mitigate potential risks earlier, as the costs to address these issues during construction can be considerably more expensive. SUE investigations assist in managing risks associated with underground utilities by allowing staff to develop designs that more accurately depict the location of these utilities. This information will also provide the opportunity to properly plan any necessary utility relocations, minimizing delays to the projects during construction; develop more accurate designs, minimizing costs and delays associated with unforeseen subsurface conditions; as well as mitigating further inconvenience to local businesses and residents.

On November 8, 2016, proposals were received for RFP16-405 Subsurface Utility Engineering Services

RFP16-405 Subsurface Utility Engineering Services for the City of Vaughan was advertised on City of Vaughan Bidding Website-Vaughan Bids & Tenders, Biddingo and Ontario Public Buyers Association's Website on October 21, 2016 and closed on November 8, 2016. 1 addendum was issued to respond to the questions received. A total of 6 plan takers registered for this RFP, and 4 compliant submissions were received as per below:

- Multiview Locates Inc.
- T2 Utility Engineers Inc.
- Planview Utility Services Ltd.
- Telecon Design Inc.

An Evaluation Committee comprised of staff from Infrastructure Delivery carried out the evaluation process. A two stage scoring and ranking system was used for the evaluation of the proposals as follows:

Stage 1 – Technical Evaluation: 85 Points

Stage 2 – Cost Evaluation: 15 points

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Proposal submissions obtaining a technical score meeting or exceeding 68 points (80%) were short-listed for consideration under Stage 2 - Cost Evaluation.

Based on the evaluation of the Proposals, it is appropriate to award RFP16-405 Subsurface Utility Engineering Services to Multiview Locates Inc.

Multiview Locates Inc. scored the highest number of points during the evaluation process. Based on the evaluation of the proposals, it is recommended that the proposal submitted from Multiview Locates Inc. be accepted.

The total estimated cost for professional subsurface utility engineering services, including contingency allowance, applicable taxes and administration recovery is \$268,000.00 and is calculated as follows:

Multiview Locates Inc. fee (excl. H.S.T.)	\$ 212,435.00
Contingency Allowance (approx. 20%)	\$ 43,000.00
Sub-Total	\$ 255,435.00
Non- recoverable H.S.T. (1.76%)	\$ 4,495.66
Sub-Total	\$ 259,930.66
Administration Recovery (3%)	\$ 7,797.92
Net Total Cost	\$ 267,728.58

Note: No budget is indicated as this cost will be accommodated within associated capital project budgets.

ROUNDED \$268,000.00

In addition to the planned and approved capital projects, past experience has shown that unexpected and emergency projects have come about from within and outside the department that require the services of a professional consultant. As a result, this unknown has and is expected to have a greater impact on the required contingency.

The assignment has multiple aspects with varying levels of difficulty over a potential four year period. In accordance with the Contingency Matrix (identified in Appendix 1 of the Capital Project Finance Administration and Reporting Policy), a contingency allowance of 20% has been identified as an appropriate amount to address any unforeseen work in completing the scope of this project.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

In consideration of the strategic priorities set within the Term of Council Service Excellence Strategy Map. The recommendations in this report support the priority to invest, renew and manage infrastructure assets.

Regional Implications

Not Applicable.

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Conclusion

Staff recommends that RFP16-405 Subsurface Utility Engineering Services for the City of Vaughan be awarded to Multiview Locates Inc., in the amount of \$212,435.00, plus applicable taxes.

Attachments

Not Applicable.

Report prepared by:

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