

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 17, 2016

Item 4, Report No. 21, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 17, 2016.

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SELECTION OF ENGINEERING CONSULTANT
RFP16-089
REHABILITATION OF RETAINING WALLS ON CLARENCE STREET AND INTERSITE PLACE
WARD 2

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Deputy City Manager of Public Works and the Director of Infrastructure Delivery, dated May 3, 2016:

Recommendation

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

1. That RFP16-089 to provide engineering services to undertake preliminary and detailed design, including provisional services to provide construction administration for Part 'A' – Rehabilitation of Clarence Street Retaining Wall and Part 'B' – 30 Intersite Place Rehabilitation of Retaining Wall and Erosion be awarded to GHD Limited in the amount of \$189,860.00, plus applicable taxes;
2. That a contingency allowance in the amount of \$29,000.00, plus applicable taxes be approved within which the Deputy City Manager of Public Works or his designate is authorized to approve amendments to the contract;
3. That the amounts in the above recommendations, including all contingency allowances, applicable taxes and administration recovery be funded from Capital Projects EN-1950-13, Clarence Street Slope Stabilization - Phase 2 and CD-2025-16, Retaining Wall Rehabilitation at 30 Intersite Place; and
4. That the Mayor and City Clerk be authorized to sign the appropriate documents.

Contribution to Sustainability

An integral part of a sustainable city is effective asset management. Through infrastructure investments, the risk of failure is reduced and system reliability improved, providing optimal service to citizens. The proposed rehabilitation of the existing retaining walls and addressing erosion will maximize the return on the capital and operating investments.

Economic Impact

The total project cost of \$225,791.30, which includes a contingency allowance, administration recovery and applicable taxes can be accommodated within Capital projects EN-1950-13 Clarence Street Slope Stabilization - Phase 2 and CD-2025-16 - Retaining Wall Rehabilitation at 30 Intersite Place. A detailed explanation of the funding is provided in the Background - Analysis and Options section of this report.

Communication Plan

Once the project is awarded, staff will advise the Mayor and Members of Council and will distribute a newsletter to the stakeholders as necessary.

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Purpose

To obtain approval to retain GHD Limited for consulting services for Part 'A' – Rehabilitation of Existing Retaining Wall and Erosion on Clarence Street and Part 'B' – 30 Intersite Place Rehabilitation of Retaining Wall and Erosion (RFP16-089).

Background – Analysis and Options

Retaining wall rehabilitation and erosion have been identified as required infrastructure improvements on Clarence Street and Intersite Place

The scope of work for this assignment includes the preliminary, detailed design and contract administration for the rehabilitation of an existing retaining wall and erosion on Clarence Street and 30 Intersite Place retaining wall and erosion, identified in Attachment Nos. 1 and 2, respectively.

A Request for Proposal for the Consulting Services for Part 'A' Rehabilitation of Existing Retaining Wall and Erosion on Clarence Street and Part 'B' 30 Intersite Place Rehabilitation of Retaining Wall and Erosion was advertised on the City Page, Bidding and Ontario Public Buyers Association (OPBA) website on February 12, 2016. In response to the RFP, six (6) RFP packages were picked up from the Procurement Services Department. Upon closing on February 29, 2016, four (4) proposal submissions were received.

An evaluation meeting was held on March 21, 2016, with the review committee, comprising of representatives from Infrastructure Delivery and Procurement Services.

A standardized scoring and ranking system was used for the proposal as follows:

- 20 points available for understanding and project approach;
- 25 points available for work plan and project management;
- 35 points available for firm qualification and staff experience; and
- 20 points available for engineering fees.

Based on the evaluation of the proposals submitted, assignment of the work to GHD Limited is recommended

GHD Limited scored the highest number of points during the evaluation process. Based on the evaluation of the proposals, it is recommended that the proposal from GHD Limited be accepted and that an Engineering Agreement be executed.

During the project planning stage of these two projects, it was determined that since the scope of work was similar, it would be more cost effective to combine the design assignments. This allows staff to better manage resources, schedule, cost control, communication and ensure overall project delivery in an efficient manner.

The total cost for professional engineering services for this project, including contingency allowance, applicable taxes and administration recovery is calculated as follows:

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TABLE 1: ESTIMATED CONSTRUCTION COSTS			
	PART 'A' EN-1950-13	PART 'B' CD-2025-16	Total
	\$	\$	\$
GHD Limited – Preliminary and Detail Design	80,215.00	66,095.00	146,310.00
Construction Administration (Provisional)	21,775.00	21,775.00	43,550.00
Sub-Total	101,990.00	87,870.00	189,860.00
Contingency Allowance (Approx. 15%)	16,000.00	13,000.00	29,000.00
Sub-Total	117,990.00	100,870.00	218,860.00
H.S.T. (1.76%) Not Recoverable	2,076.62	1,775.31	3,851.94
Total	120,066.62	102,645.31	222,711.94
Administration Recovery (3%) - Note 1		3,079.36	3,079.36
Net Total Cost	120,066.62	105,724.67	225,791.30

Note 1: 3% administration recovery is not applied to Capital Project EN-1950-13 which is fully funded through grants

TABLE 2: PROJECT FUNDING POSITION SUMMARY			
	PART 'A' EN-1950-13	PART 'B' CD-2025-16	Total
	\$	\$	\$
Approved Budget	600,000.00	679,800.00	1,279,800.00
Less: Expenses/Commitments to date	(10,731.63)	-	(10,731.63)
Current Funds Remaining	589,268.37	679,800.00	1,269,068.37
Less: Net Total Cost	(120,066.62)	(105,724.67)	(225,791.30)
Balance Remaining	469,201.75	574,075.33	1,043,277.07

The scope of this project includes proposed structural and in water erosion control works, located within the valley lands that are regulated by the Toronto and Region Conservation Authority. As a result, the project is considered to be high in complexity with some uncertainties. In accordance with the Contingency Matrix (identified in Appendix 1 of the Capital Project Financial Administration and Reporting Policy), a contingency allowance of 15% has been identified as an appropriate amount to address any unforeseen work in completing the scope of this project. All remaining funds for this assignment of the project will be applied to the construction phase of the project.

Typically, engineering design and construction administration fees including contingencies represents approximately 15% of the total project cost. However, based on the complexities in the design and tasks involved in satisfying the requirements of the external agencies such as the Toronto and Region Conservation Authority and the Ministry of Natural Resources and Forestry, the projected cost for this assignment represents approximately 20% of the allocated funds.

GHD Limited has completed similar projects in the past of similar scope and is deemed qualified to undertake this assignment.

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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.

Conclusion

Staff recommends that this assignment, including provisional items, be awarded to GHD Limited in the total amount of \$189,860.00, plus applicable taxes.

Attachments

1. Part 'A' – Location Map
2. Part 'B' – Location Map

Report prepared by:

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(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)