

To: **COUNCIL**

Meeting Date: **09/14/2021**

Subject: **Q21-15 - Engineering Design Services for King St. Sanitary Pump Station Upgrades**

Submitted By: **Sheryl Ayres, Chief Financial Officer**

Prepared By: **Dave Mawdsley, Manager of Procurement**

Report No.: **21-235(CRS)**

File No.: **Q21-15**

Recommendation(s)

THAT Report 21-235(CRS), re: Engineering Design Services for King St. Sanitary Pump Station Upgrades be received;

AND THAT Council approve the transfers from the Wastewater Capital Reserve Fund as outlined in the Financial Impact section of this report;

AND FURTHER THAT Council approve the award of Q21-15 to MTE Consultants Inc. of Kitchener in the value of \$231,145.01, including H.S.T., this being the top-ranked respondent.

Executive Summary

Purpose

- Council approval is required to transfer additional funding to the capital project and award the project as detailed here-in.

Key Findings

- There were six (6) submissions received through an open-competitive procurement process. Submissions were evaluated in accordance with the published evaluation criteria including Experience and Qualifications (20%), Proposed Project Manager (10%), Team Composition (10%), Approach and Workplan (40%) and Price (20%).

- The average price submitted in response to this RFQ was \$285,628.50. MTE Consultants Inc. submission of \$231,145.01 is approximately 19% below the average submitted price.

Financial Implications

- The award of this Contract will require additional funding from the Wastewater Capital Reserve Fund in the amount of \$58,154 to fund the costs that exceed the approved budget.

Background

The RFQ was issued by the City of Cambridge seeking a professional services provider to design upgrades to the King St. sanitary pumping station.

Twenty-one companies downloaded the solicitation document from the City's e-tendering site with the City receiving six (6) submissions for review.

Analysis

Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #2 - Governance and Leadership

Objective 2.5 Focus on the responsible management of financial resources, ensuring transparency and accountability.

The public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

Comments

Submissions were received from the following:

Company	City
MTE Consultants Inc.	Kitchener
GM Blue Plan Engineering	Guelph
Moon-Matz Ltd. Consulting Engineers	Oakville
IBI Group	Markham
C3 Water Inc.	Breslau
CIMA Canada Inc.	Kitchener

Procurement confirms that the rules under Procurement By-law No. 19-187 were adhered to in this solicitation.

Existing Policy/By-Law

Under Procurement By-law 19-187, the Manager of Procurement, or their designate who is under the general direction of the Chief Financial Officer, is delegated the authority to approve the award of Tenders and Proposals over \$500,000 when all of the following conditions have been satisfied:

- a) when there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report.
- b) when all procedures in accordance with this By-law, have been followed.
- c) when the lowest compliant Tender bid or highest scored Proposal is accepted and recommended; and
- d) when at least three valid responses from vendors have been received.

This procurement requires approval from Council as additional funding is required.

Financial Impact

The net impact of the overall bid is a deficit of \$58,154 as outlined below.

A/00756-30 King Street Sanitary Pumping Station Upgrades - Design				
Source of Funding	Budget	Quote #Q21-15	Other Commitments	Savings / (Deficit)
Wastewater Capital Reserve Fund	\$ 150,000	\$ 208,154	-	\$(58,154)

Public Input

The solicitation documents for this project were made available to the public for viewing and submission on the City's e-tendering website, Biddingo.

This solicitation had twenty-one (21) plan takers, and six (6) submissions were received by the Submission Deadline.

Internal/External Consultation

The solicitation document was compiled by Procurement, however the detailed requirements contained within the documents were prepared and submitted to Procurement by the Infrastructure Services.

The advertising for this solicitation was as follows:

- Issue Date of RFQ: Friday, June 4, 2021

- Deadline for Questions: Tuesday, June 22, 2021 2:00 p.m. local time
- Deadline for Issuing Addenda: Thursday, June 24, 2021 2:00 p.m. local time
- Submission Deadline: Monday, June 28, 2021, 2:00 p.m. local time

Conclusion

Council approval of additional funding is required to award Q21-15 - Engineering Design Services for King St. Sanitary Pump Station Upgrades.

Signature

Division Approval

Reviewed by Legal Services



Name: Sheryl Ayres
Title: Chief Financial Officer

Departmental Approval



Name: Dave Bush
Title: Deputy City Manager Corporate Services

City Manager Approval



Name: David Calder
Title: City Manager

Attachments

- N/A