

Grand River Conservation Authority

Report number: GM-11-21-82

Date: November 26, 2021

To: Members of the Grand River Conservation Authority

Subject: Water and Sanitary Servicing Consulting Services

Recommendation:

THAT the Grand River Conservation Authority retain R.J. Burnside and Associates to provide consulting services related to water and sanitary servicing for a term of three years and an option to extend the assignment for up to two additional one-year terms;

AND THAT a total budget of \$157,136.86 excluding HST be approved which includes the 3 year assignment, 2 optional one-year terms and a 10% contingency.

Summary:

Not applicable

Report:

The Grand River Conservation Authority (GRCA) owns and operates twelve (12) conservation areas (CAs), and six (6) Nature Centres (NC) in the Grand River watershed which provide a range of recreational and educational activities. The GRCA is responsible for providing a range of water and sewage services to these sites, depending on the facilities and activities at each site. Some of the CAs and NCs are serviced directly by a municipal connection. Others have onsite systems and fall under the requirements of Ontario Regulations 319/08 and 243/07 for drinking water and the Ontario Water Resources Act for wastewater. These onsite systems have a range of water and wastewater sampling and operational requirements in order to stay in compliance with the applicable regulations. Onsite monitoring, sampling, maintenance and operation of water and wastewater systems is coordinated by GRCA staff who are certified water operators, the GRCA contracts a specialized consultant to support GRCA with these activities to ensure that all procedures and reporting requirements are followed.

In 2016, R.J. Burnside & Associates Limited was retained through a public Request for Proposal (RFP) for consulting services related to rural water and sanitary servicing for a term of three years with an option to extend the contract for up to two additional one-year terms which the GRCA exercised. This five-year contract with R.J. Burnside will expire at the end of 2021.

On September 27, 2021, the GRCA issued a public RFP for consulting services related to rural water and sanitary servicing for a term of three years with the option to extend the assignment for up to two additional one-year terms. The RFP was advertised on the Biddingo electronic procurement website with a closing date of October 18, 2021.

Three proposals were received by the closing date and evaluated on the basis of the following criteria and weighing which was documented in the RFP:

- Understanding the assignment, Methodology/Workplan (Small water systems) – 10%
- Understanding the assignment, Methodology/Workplan (Small sewage systems) – 10%
- Personnel, Organizational Structure and Project Manager – 10%
- Related and Corporate Experience – 10%
- QA/QC Control Procedures and Project Management Approach – 5%

- Local Knowledge – 5%
- Fee Based Services – 35%
- Hourly Rates – 10%
- Completeness of Submission – 5%

R.J. Burnside & Associates Limited had the highest scoring proposal and the lowest bid price as summarized in the table below.

| | Total Price for the base three year assignment | Total price for two optional one year terms | Ranking based on total RFP score |
|------------------------------------------|------------------------------------------------|---------------------------------------------|----------------------------------|
| R.J. Burnside & Associates Limited | \$84,008.44 | \$58,843.25 | 1 |
| C.F. Crozier & Associates | \$108,600.00 | \$72,400.00 | 2 |
| WT Infrastructure Solutions Incorporated | \$212,022.00 | \$149,293 | 3 |

Financial Implications:

The costs associated with the sampling and monitoring program are included in the annual operating budgets for Conservation Areas and Nature Centres.

Other Department Considerations:

GRCA staff from Central Services, Conservation Areas and Nature Centres were involved in the preparation of the RFP and scoring of the proposals.

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