

Grand River Conservation Authority

Report number: GM-06-23-51

Date: June 23, 2023

To: Members of the Grand River Conservation Authority

Subject: Request for Proposals - Engineering Consulting Services, Permits and Plan Review

Recommendation:

THAT the Grand River Conservation Authority accept the proposal from Stantec Consulting Limited to carry out engineering consulting services up to the amount of \$150,000, excluding HST.

Summary:

Not applicable

Report:

GRCA is responsible for reviewing and providing responses to municipalities under the Mandatory Programs and Services Regulation (O.R. 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020), as a regulatory authority under Ontario Regulation 150/06 and as a public body under the *Planning Act* as per our Conservation Authority Board approved policies. At times, Grand River Conservation Authority is also an adjacent affected landowner.

In order to maintain service delivery and legislative responsibilities during staff vacancies, temporary external review assistance is required. A request for proposals (RFP) was issued seeking engineering consulting services for the review of some applications including; permit applications submitted under Ontario Regulation 150/06, pre-consultation or Planning Act applications circulated to the GRCA by municipalities in the watershed, Aggregate Act applications, Drainage Act circulations, Environmental Assessments and other projects as assigned. Technical review of supporting studies and plans will be required, including stormwater management reports, slope stability studies, hydraulic studies/modelling, grading plans, servicing plans, and erosion and sediment control plans.

A Request for Proposals (RFP) was publicly advertised on the Biddingo electronic procurement website. There were 18 registered document takers and 3 proposals received. A committee consisting of the Deputy Chief Administrative Officer, Secretary-Treasurer, Manager of Engineering and Planning Services and a Senior Water Resource Engineer participated in the proposal evaluations. The proposals were evaluated using weighted criteria including:

- Proposal completeness and quality
- Qualifications and experience of the firm, project manager, and team
- Project team experience with the scope of work and local knowledge (GRCA watershed and policies)
- Understanding, Quality assurance/Quality Control (QC/QA) control procedures, approach and methods to providing the service, including value-added elements;
- Commitment to the timelines provided by the GRCA to review and prepare technical review comments
- Cost (Hourly rate per team member)

As the consultant will be preparing comments that will form GRCA's response and position on a particular development or permit application, it is imperative that the consultant can readily undertake the review with minimal training and to a high standard.

Therefore, while a consulting firm may have the technical abilities to undertake the work, it is critical that the Project Team has local knowledge working in the Grand River watershed, and is familiar with Provincial and GRCA policies, manuals and guiding documents. Experience in review processes for a public body, agency or on behalf of an Ontario municipality was considered an asset.

The ranked order of the evaluation and proposal costs (excluding HST) are shown in Table 1.

Table 1: Consulting Services Results

Rank	Company
1	Stantec Consulting Limited.
2	Matrix Solutions Incorporated.
3	Aquafor Beech Limited

Stantec Consulting Limited's proposal received the highest ranking in the evaluation and is recommended as the preferred consultant to carry out the Project. Strengths of the proposal and consultant include:

- Project team with diverse technical experience available to support review of a wide variety of files and projects
- Clear and concise proposal demonstrating understanding of project scope
- Experience in the Grand River watershed, and prior experience in providing peer review services, including to the GRCA
- Lowest average cost

The upset limit was estimated to provide approximately 6 months of assistance. Recruitment is underway for the vacant positions.

Financial Implications:

It is anticipated that funding for these expenses will be offset by department surplus.

Other Department Considerations:

Engineering staff across the Water Management Division will assist with supporting the engineering consultant.

Prepared by:

Beth Brown
Manager of Engineering and Planning Services

Approved by:

Samantha Lawson
Chief Administrative Officer