

REGION OF OTTAWA-CARLETON
RÉGION D'OTTAWA-CARLETON

REPORT
RAPPORT

Our File/N/Réf. **50 63-00-2005**
Your File/V/Réf.

DATE 13 June 2000

TO/DEST. A/Co-ordinator
Corporate Services and Economic Development Committee

FROM/EXP. Environment and Transportation Commissioner

SUBJECT/OBJET **STUDY AND DESIGN OF THE CLYDE SNOW DISPOSAL
FACILITY - CONSULTANT APPOINTMENT (ETL00-847)**

DEPARTMENTAL RECOMMENDATION

That the Corporate Services and Economic Development Committee approve the appointment of Robinson Consultants Inc., Kanata, Ontario to provide Professional Engineering Services for the study, design and tender preparation of the Clyde Snow Disposal Facility, for a total contract provision of \$324,619.81.

BACKGROUND

The Region of Ottawa-Carleton owns an existing 6.3 hectare (quarry) snow disposal facility located in the south-west quadrant of Clyde Avenue and Woodward Avenue in the City of Ottawa.

The Environment and Transportation Department sought proposals from qualified Engineering Consultants to undertake the study and design of the above-noted snow disposal facility to ensure further development of the Clyde Snow Disposal Facility to achieve conformance with the Ministry of the Environment's "Guidelines for Snow Disposal and De-icing Operations in Ontario" and other requirements for noise, groundwater and surface water.

The major tasks to be completed within this assignment include a review of:

- opportunities to maximize storage capacity
- operational safety
- co-ordination between snow disposal and off season use
- site security

- meltwater and sediment treatment
- visual and noise control
- vehicle identification
- lighting

CONSULTANT SELECTION PROCESS

The consultant selection process was carried out in accordance with the guidelines for procurement of Consulting Engineering Services.

A Request for Proposal (RFP) was issued by Supply Management Division and advertised on Merx. Four proposals were received from:

- Robinson Consultants Inc., Kanata
- J.L. Richards and Associates, Ottawa
- Morrison Hershfield Limited, Ottawa
- Stantec Consulting Limited, Gatineau

The proposals submitted were then evaluated by a four member panel, composed of staff from the Environment and Transportation Department, facilitated by the Supply Management Division using the following criteria:

- Experience of firm
- Experience of Project Manager and Key Team Members
- Approach, Methodology and Understanding
- Financial

The evaluation concluded that the proposal submitted by Robinson Consultants Inc. represented the best overall value to the Region as having achieved the highest score based on the evaluation criteria.

The Department in consultation with Supply Management Division recommends the award of Contract ETL00-847 to Robinson Consultants Inc. with a contract provision of \$275,803 plus a contingency of \$27,580 and GST of \$21,236.81 for a total contract provision of \$324,619.81.

CONSULTATION PROCESS

No public consultation is required for consultant appointments.

EXPENDITURE JUSTIFICATION

The Clyde Snow Disposal Facility is one of the key sites in Ottawa-Carleton for snow disposal activity. The proposed engineering activities are essential to develop a long term development of this site to benefit all the users and to address the current deficiencies in the site.

FINANCIAL STATEMENT

	\$
Approved Budget to Date	4,900,000
Total Paid and Committed	<u>(4,254,109)</u>
Balance Available	645,891
THIS REQUEST	<u>(324,620)</u>
Balance Remaining	<u>321,271</u>

Funds have been provided in the 2000 Capital Budget, Order No. 900109, Snow Disposal Facilities (Reference page No.180), Purchase Requisition No. 10061787.

Approved by
M. J. E. Sheflin, P. Eng.

JT/

SUPPLY MANAGEMENT DIVISION

I concur,

G. Ford on behalf
of the Finance Commissioner