

Clause 3 in Report No. 18 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on November 19, 2015.

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Professional Consultant Services for Development of a Solid Waste Asset Management Plan

Committee of the Whole recommends adoption of the following recommendation contained in the report dated October 12, 2015 from the Commissioner of Environmental Services:

1. Recommendation

It is recommended that:

1. Council approve the award of the contract for professional consultant services for development of a solid waste asset management plan to Cole Engineering Group Ltd., pursuant to Request for Proposal P-15-93 at a total cost of \$150,738.28, excluding HST, and authorize the execution of the contract on behalf of the Region.

2. Purpose

This report seeks approval for the Region to enter into a contract with Cole Engineering Group Ltd. for development of an asset management plan for the Region's waste management assets under RFP P-15-93. Council approval is required under the Purchasing Bylaw because it is recommended that the award be made to a proponent whose proposal has the highest score but has not the lowest cost.

3. Background

Development of an asset management plan is part of the Corporate Asset Management Policy

In November 2013, Council adopted the Corporate Asset Management Policy, which details principles for a consistent and systematic approach for the management of Regional assets to ensure infrastructure is managed and operated with an acceptable level of service at the lowest lifecycle cost. The Policy mandates the development of asset management plans.

Asset management plans describe characteristics and condition of infrastructure assets, levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, and financing strategies to implement the planned actions.

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York Region owns approximately \$177 million worth of waste management assets, of which approximately \$77 million is York Region's share of the Durham York Energy Centre and \$100 million consist of assets wholly owned and operated by the Region.

The purpose of this assignment is to develop a solid waste asset management plan for the waste management assets owned and operated by the Region, which include the material recovery facility, one transfer station, two community environmental centres and three household hazardous waste facilities.

4. Analysis and Options

Request for Proposal was issued in June for development of a solid waste asset management plan

In accordance with the Purchasing Bylaw, a Request for Proposal (RFP) P-15-93 was released in June 2015 to obtain services for the development of a solid waste asset management plan. The RFP was advertised on *Biddinggo.com* and through the Region's 'Bids and Tenders' notification system.

The following is a summary of the scope of services detailed in the RFP:

- Identify waste management industry best practices for asset management

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- Develop waste management levels of service (LOS) and key performance indicators (KPI) and integrate them with decision making frameworks
- Provide a detailed review of lifecycle needs associated with waste management assets. Develop an asset management and financial strategy to provide the level of service as recommended in the asset management plan at the lowest sustainable lifecycle cost

Proposals were evaluated using the two envelope system

Sixteen firms obtained the RFP and six firms submitted proposals.

Proposals were evaluated using the two-envelope system with technical and financial information submitted in two separate envelopes. The overall proposal score was evaluated based on a weighting of 80 points for technical proposals and 20 points for financial proposals. Technical proposals were evaluated prior to any knowledge of financial information.

The Region's proposal evaluation team reviewed six technical proposals based on the following criteria headings:

- Qualifications and experience
- Submission
- Project understanding
- Project methodology
- Project schedule and effort
- Value added services

Technical components of the proposal must achieve a minimum technical score of 60 per cent (48 points of the potential 80) to have the financial portion of the proposal considered. If a proponent does not achieve this minimum technical score, the proponent's financial proposal is returned unopened. Technical and financial results are summarized in Table 1.

Table 1
Proposal Evaluation Summary

Firm	Technical Score (out of 80)	Total Fee (excluding HST)	Financial Score (out of 20)	Total Score (out of 100)
Cole Engineering Group Ltd.	61.15	\$150,738.28	15.91	77.06
GM BluePlan Engineering Ltd.	49.38	\$119,901.00	20.00	69.38
CH2M HILL Canada Ltd.	53.83	\$156,319.98	15.34	69.17
Urban & Environmental Management Inc.	50.79	\$140,795.00	17.03	67.82
Roth Integrated Asset Management Strategies Ltd.	*38.02	N/A	N/A	N/A
D.M. Wills Associates Ltd.	*32.83	N/A	N/A	N/A

*Financial proposal returned unopened

Evaluation of the proposals revealed that Cole Engineering Group Ltd. achieved the highest overall score

Evaluation of the proposals revealed that Cole Engineering Group Ltd. achieved the highest overall score and is recommended for this assignment.

Detailed analysis of financial proposals confirmed that the bid from Cole Engineering Group Ltd. represents the best value for the Region.

While the overall bid from Cole Engineering Group Ltd. is not the lowest price, an analysis of their bid clearly showed that they allocated sufficient and appropriate resources and level of effort towards the services essential to successful delivery of this assignment within the defined project timelines.

The Cole Engineering Group Ltd. project team is well resourced to meet the diverse requirements of this project as their team includes both experienced asset management and experienced waste management experts.

Experienced waste management resources are essential to provide input on lifecycle needs to develop a meaningful asset management plan. Over 35 per cent of the hours were allocated by Cole Engineering Group Ltd. to the waste management experts, indicating their full involvement in the project. Waste

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management expertise in the other submissions ranged from 7 per cent to 19 per cent.

The Cole Engineering Group Ltd. project team demonstrated a very strong understanding of the project objectives and challenges and presented a detailed approach and methodology in compliance with the services and deliverables outlined in the RFP.

Supplies and Services Branch reviewed the evaluation summary and issued a report confirming that Cole Engineering Group Ltd. is recommended as the successful proponent to provide professional consultant services for the development of a solid waste asset management plan.

Link to Key Council-approved Plans

This project aligns with the Region's 2015-2019 Strategic Plan objective of Stewardship of the Region's Assets. The asset management plan will support key components of infrastructure asset management including the development of decision making frameworks and a strategy to ensure long term sustainable delivery of waste management services.

5. Financial Implications

The fee for the proposed work is \$150,738.28, excluding HST. Sufficient funding for this work is included in the approved 2015 waste management operating budget, which is funded by tax levy.

6. Local Municipal Impact

Waste management services are a shared responsibility between York Region and local municipalities. Local municipalities are responsible for the collection of garbage, blue box, yard waste materials and source separated organics. The Region assumes responsibility for transfer and processing of waste, in addition to the operations of a material recovery facility, transfer station, community environmental centres and household hazardous waste facilities throughout the Region.

The assignment will benefit local municipalities by proactively managing assets that are essential to the service that local municipalities deliver to residents and businesses across the Region.

7. Conclusion

Six proposals were received and evaluated for this assignment in accordance with the Region's Purchasing Bylaw. The proposal from Cole Engineering Group Ltd. represents the best value for money to the Region. It is recommended that Cole be engaged to undertake development of a solid waste asset management plan at a total cost of \$150,738.28, excluding HST.

For more information on this report, please contact Stephen Fung, Director Infrastructure Asset Management, Environmental Services at 905-830-4444 ext. 73025.

The Senior Management Group has reviewed this report.

October 12, 2015

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Accessible formats or communication supports are available upon request.