The Regional Municipality of Durham
To: The Works Committee
From: Commissioner of Works
Date: October 19, 2011

SUBJECT:
Execution of Agreement for Engineering Services During the 2011 Summer Recess of Regional Council

RECOMMENDATION:

THAT the Works Committee receives this report on the award of an engineering assignment to HDR Corporation for the design of civil services as part of the Durham/York Energy from Waste Project, in the Municipality of Clarington, and forwards it to the Finance and Administration Committee and Regional Council for information.

REPORT:

1. **PURPOSE**

   This report provides details related to the award of the engineering assignment to HDR Corporation (HDR/iTrans) during the 2011 Regional Council summer recess period to undertake the design of the civil services, including site servicing and Host Community Agreement costs such as roads, water supply sanitary sewerage and storm water management to the lands west of Osborne Road, as part of the Durham/York Energy from Waste (EFW) Project, in the Municipality of Clarington (Clarington), in accordance with the requirements of Finance and Administration Committee Report 2010-F-47.

2. **BACKGROUND**

   At its meeting of June 23, 2010, Regional Council adopted the recommendations of Finance and Administration Committee Report 2010-F-47, granting the authority to Department Heads to obtain professional, consulting, engineering and/or architectural services in excess of $50,000 in accordance with established procedures and the provisions of the Purchasing By-law during any recess period of Regional Council subject to the approval of the Commissioner of Finance and the Chief Administrative Officer, and the availability of sufficient funding.
Under the Region's Budget Management Policy a report providing the details of awards made during a recess period must be presented to the appropriate Standing Committee, the Finance and Administration Committee and Regional Council within 30 days after the recess period.

3. **HOST COMMUNITY AGREEMENT**

3.1 **Project Background**

In February 2010, the Regional Municipality of Durham (Region) and Clarington executed the Host Community Agreement (HCA) for the EFW facility to be built on lands owned by the Region in the Clarington Energy Business Park. Included in the HCA was the commitment by the Region to design and install the civil works to service the Energy Park lands west of Osborne Road.

3.2 **Request for Proposal 652-2011**

Request for Proposal (RFP) 652-2011 for the Provision of Consulting Engineering Services Detailed Design for the Proposed Services Associated with the EFW Facility, and Clarington Energy Business Park in Clarington, was issued on May 18, 2011, and distributed publicly through the Region's website. The RFP included the scope of work for consulting services to extend the civil services, including site servicing and Host Community Agreement costs such as roads, water supply, sanitary sewerage and storm water management to the lands west of Osborne Road (as part of the Durham/York EFW Project), as well as submission instructions and evaluation criteria that would be applied during the evaluation of proposals. The RFP closed on June 9, 2011.

Proposals were received from the following two firms:

- HDR Corporation (HDR/iTrans)
- SRM Associates

Both proposals submitted met the mandatory submission requirements and were deemed compliant. Evaluation of the bids received was carried out by an evaluation committee made up of Works Department staff. Staff from the Purchasing Division of the Finance Department provided advice and oversight to the committee during the RFP evaluation process.
The proposals were reviewed and evaluated in accordance with the evaluation criteria outlined in the RFP which consisted of the following:

- Qualifications and Experience
  - Respondent Firm
  - Project Team
- Project Management
- Quality Control
- Approach and Methodology
- Innovation and Assumptions
- Financial Proposal
- Financial Stability
- Client References

HDR/iTrans scored the highest overall points based upon consideration of the evaluation criteria. As such, HDR/iTrans was awarded the engineering assignment for this project during the summer recess of Regional Council.

4. **FINANCIAL IMPLICATIONS**

The engineering services assignment for the design of the civil services, includes site servicing and Host Community Agreement costs such as roads, water supply, sanitary sewerage and storm water management in an amount not to exceed $384,307* is to be financed from the approved EFW Capital Project Budget and cost shared with The Regional Municipality of York.

* (including disbursements and before applicable taxes)

5. **CONCLUSION**

In accordance with the requirements of the Regional Municipality of Durham's Budget Management Policy, the Works Committee, Finance and Administration Committee and Regional Council are advised of the award of an engineering assignment to HDR/iTrans for the design of civil services as part of the Durham/York Energy from Waste Project, in the Municipality of Clarington.
This report has been reviewed by the Legal and Finance Departments.

Clifford Curtis, P.Eng., MBA,
Commissioner of Works

Recommended for Presentation to Committee

G.H. Cubitt, M.S.W.,
Chief Administrative Officer

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