



REPORT

To: Chair and Directors

Report Number: ENV-BRD-140

From: Gerritt Lacey, Solid Waste Manager

Date: May 4, 2023

Subject: Awarding RFPs 25-2023, 26-2023, and 27-2023

RECOMMENDATION #1: [Corporate Weighted]

That the Regional Board award Request for Proposal 25-2023 titled “Bessborough Landfill Phase 4A Cell Development” to Tetra Tech Canada Inc. at a cost of \$112,488.90 (excluding taxes) for a two year term; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

RECOMMENDATION #2: [Corporate Weighted]

That the Regional Board award Request for Proposal 26-2023 titled “Attended Transfer Station Development Groundbirch, Lebel, Lone Prairie” to Morrison Hershfield Limited at a cost of \$286,238.75 (excluding taxes) for a two year contract; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

RECOMMENDATION #3: [Corporate Weighted]

That the Regional Board award Request for Proposal 27-2023 titled “Hudson’s Hope Transfer Station Tier 1 Upgrade” to Morrison Hershfield Limited at a cost of \$146,728.25 (excluding taxes) for a two year contract; further, that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

BACKGROUND/RATIONALE:

As part of the 2023 budget process, supplemental requests were brought forward to the [December 1, 2022 Solid Waste Committee](#) (SWC), which outlined each project. These supplemental requests were approved by the Regional Board on December 9, 2022, and were included in the approved 2023 Financial Plan on March 9, 2023.

As the scope of work will vary depending on design requirements and construction needs of each project, a quality based approach was utilized to select an engineering firm for each project. This process puts a lower emphasis on pricing, and focuses on experience, qualifications, and methodology. This approach allows proponents to showcase their ability to complete the work when a well-defined scope is not available, and provides the evaluation team insights into how the proponent thinks through the project needs.

For the construction of these projects in 2024, as the scope will be well defined based on the design of the consulting engineer, a lowest bid tender process will be utilized to select the construction contractors for each project.

Recommendation 1:

Staff issued a Request for Proposal (RFP) to secure engineering services for the design of the Bessborough Landfill Phase 4A cell in 2023 as well as construction contract administration and Quality Assurance services through the construction in 2024. Two bids were received, the results of the scoring matrix is provided below:

	GHD	Tetra Tech
Mandatory Requirements		
Submission Form (Appendix B)	✓	✓
Pricing (Appendix C)	✓	✓
Scoring Matrix Results		
EXPERIENCE, QUALIFICATION, AND METHODOLOGY (70%)	54.95	55.10
PROJECT BUDGET (30%)	24.00	29.00
TOTAL SCORE	78.95	84.10
PROPOSAL COST (Excluding GST)	\$143,137.78	\$112,488.90

Both submissions met the mandatory requirements of the RFP. Based on the disclosed evaluation criteria, Tetra Tech Canada Inc. is the highest scoring and therefore the successful proponent.

Recommendation 2:

Staff issued a RFP to secure engineering services for the design of the three new attended transfer stations in 2023 as well as construction contract administration and Quality Assurance services through the construction in 2024. Four bids were received, the results of the scoring matrix is provided below:

	McElhanney	GHD Ltd.	Morrison	Tetra Tech
Mandatory Requirements				
Submission Form (Appendix B)	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓
Proof of Permit to Practice	✓	✓	✓	✓
Scoring Matrix Results				
EXPERIENCE, QUALIFICATION, AND METHODOLOGY (70%)	51.40	48.55	61.70	59.70
PROJECT BUDGET (30%)	19.00	29.00	24.00	16.00
TOTAL SCORE	70.40	77.55	85.70	75.70
PROPOSAL COST (Excluding GST)	\$345,769.54	\$253,661.50	\$286,238.75	\$448,304.56

All submissions met the mandatory requirements of the RFP. Based on the disclosed evaluation criteria, Morrison Hershfield Limited is the highest scoring and therefore the successful proponent.

Recommendation 3:

Staff issued a RFP to secure engineering services for the design of the three new attended sites in 2023, as well as, construction contract administration and Quality Assurance services through the construction in 2024. Four bids were received, the results of the scoring matrix is provided below:

	McElhanney Ltd	GHD Ltd	Morrison Hershfield Ltd.	Tetra Tech Canada Inc.
Mandatory Requirements				
Submission Form (Appendix B)	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓
Proof of Permit to Practice	✓	✓	✓	✓
Scoring Matrix Results				
EXPERIENCE, QUALIFICATION, AND METHODOLOGY (70%)	56.00	47.10	61.90	57.90
PROJECT BUDGET (30%)	21	29	17	15
TOTAL SCORE	77.00	76.10	78.90	72.90
PROPOSAL COST (Excluding GST)	\$114,250.00	\$88,144.00	\$146,728.25	\$170,810.18

All submissions met the mandatory requirements of the RFP. Based on the disclosed evaluation criteria, Morrison Hershfield Limited is the highest scoring and therefore the successful proponent.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management

FINANCIAL CONSIDERATION(S):Recommendation 1:

The approved supplemental request anticipated engineering services for the project to be \$200,000.

The total cost of the proposal is \$112,488.90, which will be spent over two years. Through the 2023 budget process, \$60,000 was allocated to the project. For the scope of work in 2023, the project comes in \$28,760.30 under budget. The additional funds needed for 2024 will be requested through the 2024 budget process.

Recommendation 2:

The approved supplemental request anticipated engineering services for the project to be \$270,000.

The total cost of the proposal is \$286,238.75, which will be spent over two years. Through the 2023 budget process, \$100,000 was allocated to the project. For the scope of work in 2023, the project comes in \$37,461.25 over budget. The additional funds needed for 2024 will be requested through the 2024 budget process.

Recommendation 3:

The approved supplemental request anticipated engineering services for the project to be \$105,000.

The total cost of the proposal is \$146,728.25, which will be spent over two years. Through the 2023 budget process, \$30,000 was allocated to the project. For the scope of work in 2023, the project comes in \$46,639.50 over budget. The additional funds needed for 2024 will be requested through the 2024 budget process.

Table 1 below provides a summary of the budgeted vs awarded contract values for capital costs. This table will be updated as contract awards continue to be brought forward for award.

Table 1: 2023 Solid Waste Capital Program

		Budgeted	Awarded	Total Including PST	Difference
2019 CHLF – Phase B Closure	Carry Forward	\$442,000	N/A	\$442,000	-
2020 BBLF – Phase 3B & Leachate Construction, Phase 1B Closure	Carry Forward	\$46,100	N/A	\$46,100	-
2022 NPRLF – Phase 1 Closure (QA/QC & Construction)	Carry Forward	\$3,000	N/A	\$3,000	-
BBLF Phase 4A Engineering Services	New	\$60,000	\$31,239.70	\$31,239.70	\$28,760.30
Compaction Trailer Purchases	New	\$1,050,000	\$988,752.00	\$1,057,964.64	-\$7,964.64
Hudson's Hope Tier 1 Upgrade	New	\$30,000	\$76,639.50	\$76,639.50	-\$46,639.50
Land Purchases Hasler Flats and Beaton River	New	\$200,000	TBD	TBD	TBD
TS Design Groundbirch, Lebel, Lone Prairie	New	\$100,000	\$137,461.25	\$137,461.25	-\$37,461.25
NPRLF Surface Water Diversion Works	New	\$285,000	TBD	TBD	TBD
TOTALS		\$2,216,100		\$1,794,405.09	-\$63,305.09

*PST not applied to services such as engineering.

To date, including the presented contract award amounts, the capital budget envelope for the awarded contracts is \$63,305.09 over budget.

With two new capital projects remaining to be awarded, the overage may be able to be covered under the total capital envelope. In the event that the capital envelope cannot support the overage, a budget amendment with funding options will be brought forward to capture any additional funds required.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

Staff is working on a lease agreement with the property owner at the future Lone Prairie attended transfer station site. When the lease is ready for signing a report will be brought to a future Board meeting for approval.

External Links:

1. [December 1, 2022 Solid Waste Committee Meeting](#) – See Item 11.8, 11.10, and 11.12