



**City of Kingston  
Report to Council  
Report Number 19-275**

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<b>To:</b>	<b>Mayor and Members of Council</b>
<b>From:</b>	<b>Sheila Kidd, Commissioner, Transportation &amp; Public Works</b>
<b>Resource Staff:</b>	<b>Luke Follwell, Director, Engineering Services</b>
<b>Date of Meeting:</b>	<b>November 5, 2019</b>
<b>Subject:</b>	<b>Award of Contract - Professional Services for Flood Management Solutions in the Reddendale Neighbourhood</b>

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**Executive Summary:**

Request for Proposal (RFP) F31-EN-2019-13, issued on August 20, 2019, solicited proposals from the marketplace for qualified professional services for flood management solutions in the Reddendale neighbourhood.

The City did not receive a minimum of three proposals in response to the RFP and Section 3.4, Clause iv, of the Purchasing By-law requires that approval be sought by report to Council when fewer than three valid responses from proponents have been received. The proposal received from WSP Canada Group Limited was the highest ranked proposal, based on the evaluation criteria included in the RFP.

The purpose of this report is to seek Council approval to award the contract for professional services to WSP Canada Group Limited since their proposal scored the highest in the evaluation.

**Recommendation:**

**That** the Mayor and Clerk be authorized to enter into a contract, in a form satisfactory to the Director of Legal Services, with WSP Canada Group Limited, for professional services for flood management solutions in the Reddendale neighbourhood (RFP F31-EN-2019-13).

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Sheila Kidd, Commissioner,  
Transportation & Public Works**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Interim Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Peter Huigenbos, Acting Commissioner, Community Services	Not required
Brad Joyce, Acting Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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**Options/Discussion:**

The Reddendale neighbourhood experienced significant flooding on July 24, 2017, which prompted staff to hire an Engineering Consultant, WSP Group, to undertake a stormwater study to review the City's existing stormwater system and determine factors that contributed to the flood event (Report Number EITP-19-005, April 9, 2019). The study also included some high-level improvement options for further investigation and consideration by staff.

The current project will first evaluate possible design solutions to better manage future flood events at high-priority locations within the Reddendale neighbourhood, and second, provide detailed design documents and obtain regulatory approvals to implement the preferred solutions. The objective is to minimize the duration, frequency, and extent of flooding during major storm events and maintain floodwaters within road right-of-ways, public property, and city easements. The challenge with this project is that Reddendale is an established, low-lying neighbourhood at the downstream end of a large drainage area without an existing stormwater management facility (e.g. storage pond) to buffer floodwaters during major storm events.

On October 2, 2019, two RFP submissions were received for RFP F31-EN-19-13 'Professional Services for Flood Management Solutions in the Reddendale Neighbourhood'. The submissions were evaluated on work plan and quality of approach, financial proposal, experience and qualifications of company and team, understanding of objectives, and accessibility.

In accordance with the City's Purchasing By-law, RFP F31-EN-2019-13 was publicly advertised on Biddingo. Two submissions were received from:

1. WSP Canada Group Limited
2. J.L. Richards & Associates Limited

An evaluation team consisting of representatives from Engineering Services was established to review and determine the best overall submission based on the requirements outlined in the RFP. The following table provides a breakdown of the criteria and weighting applied in the evaluation of the proposals.

<b>Evaluation Criteria</b>	<b>Weighting</b>
Work Plan and Quality of Approach	40%
Financial Proposal	30%
Experience and Qualifications of Company and Team	20%
Understand of Objectives	5%
Accessibility	5%

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The result of the scoring based on the criteria listed in the RFP is indicated in the following table.

RFP Proponents	Rank	Total Score	Stipulated Lump Sum
WSP Canada Group Limited	1	93	\$208,304.20
J.L. Richards & Associates Limited	2	83	\$216,326.25

This procurement falls within Trade Treaty thresholds and, as such, the award structure set out for this RFP was based on a ranking system, which is comprised of price and non-price rated criteria.

The highest scoring proposal was received from WSP Canada Group Limited who provided a detailed submission that included a clear work plan and demonstrated a quality approach. WSP is a reputable engineering consultant that has completed contracts for the City in the past. The bid received from WSP is within the amount budgeted by the City for the completion of this work.

J.L. Richards & Associates Limited also provided a detailed submission however they did not rank as high in the criteria.

#### **Existing Policy/By-law:**

By-law Number 2000-134, A By-law to Establish Purchasing Policies and Procedures

#### **Notice Provisions:**

The RFP was publicly advertised on Biddingo.

#### **Accessibility Considerations:**

The *Accessibility for Ontarians with Disabilities Act, 2005* is a consideration and forms part of the evaluation criteria of all RFPs administered by the City of Kingston.

#### **Financial Considerations:**

There are sufficient funds allocated in the Engineering Services Department's 2019 capital budget to complete this project.

This project is included in the Disaster Mitigation and Adoption Fund for stormwater infrastructure projects and is funded in part by the Government of Canada.

#### **Contacts:**

Luke Follwell, Director, Engineering Services 613-546-4291 extension 3139

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**Other City of Kingston Staff Consulted:**

Tyler Lasko, Manager, Design & Development, Engineering Services

Adam M. Hardy, Supervising Engineer, Engineering Services

**Exhibits Attached:**

Not Applicable