



Meeting Date: November 20, 2024

Prepared By: Eric Joudrey – Environmental Services Manager

Submitted By: Rob Cascaden, P.Eng – Director, Public Works and Engineering

Report No: PWE 56-2024

**Subject: Komoka Wastewater Treatment Facility Phase Expansion
Schedule C Municipal Class Environmental Assessment Award**

Recommendation:

THAT Report PWE 56-2024, re: Komoka Wastewater Treatment Facility Phase Expansion – Schedule C Municipal Class Environmental Assessment award be received;

AND THAT the project to complete the Schedule C Municipal Environmental Assessment for the phased expansion of the Komoka Wastewater Treatment Facility (WWTF) be awarded to Stantec Consulting Limited in the amount of \$297,670.52 (exclusive of HST);

AND FURTHER THAT the Mayor and Clerk be authorized to execute the necessary contract documents.

Purpose:

This report seeks to inform Council of the requirement to complete a Class C Environmental Assessment at the Komoka Wastewater Treatment Facility and seek the approval of Council to retain an engineering consultant to undertake the Environmental Assessment.

Background:

The Municipality of Middlesex Centre Environmental Services Department undertook a Master Servicing Plan (MSP) dated September 25, 2024. The MSP is a long-range plan that integrates infrastructure requirements for existing and future land uses. The MSP addressed the requirements of the Phases one (1) and two (2) of the Municipal Class Environmental Assessment Process. Within the report, it is noted that the continued growth will require additional wastewater treatment capacity and biosolids management.

The existing treatment plant has a rated treatment capacity of 2,250 m³/day and a biosolids storage capacity of 2,500 m³. The continued growth will require an additional 1,800 m³/day of wastewater treatment capacity and an increase in biosolids storage capacity of 600 m³. Various solutions were developed to resolve the wastewater deficiencies within the existing systems and they included do nothing, expand the existing Komoka Wastewater Treatment Facility or convey waste to the London.

The preferred alternative is to expand and upgrade the existing plant at its current location in a phased approach as the plant flows near the facility's current rated capacity. It is anticipated that the facility will be expanded within the property fence line while making the best use of the existing facility and infrastructure. Komoka has a functioning wastewater treatment facility which has the capacity and footprint to expand and treat the future growth flows and area to expand storage capacity for biosolids.

The Municipality of Middlesex Centre issued a Request for Proposal (RFP) with the intent to retain an Engineering Consultant to complete Schedule C Environmental Assessment addressing Phases three (3) and four (4) of the Municipal Class Environmental Assessment process.

Analysis:

The Schedule C Municipal Environmental Assessment for the phased expansion of the Komoka Wastewater Treatment Facility closed on October 21, 2024 with four (4) consultants submitting proposals. As a minimum, the consultants were required to address the multi-phased expansion of the Komoka WWTF and the tasks were broken into the following:

- Task 1 – Project Management and Quality Control / Quality Assurance
- Task 2 – Project Initiation and Review of Existing Information
- Task 3 – Alternative Design Concepts
- Task 4 – Environmental Study Report
- Task 5 – Assimilative Capacity Study
- Task 6 – Additional Investigations (PROVISIONAL)
- Task 7 – Conceptual Design

Municipal staff reviewed and evaluated the proposals based on a best value award in which the proposals submitted were evaluated and considered the consultants' understanding of project goals and objectives, project management plan, experience in directly relevant projects, innovation, qualification of staff assigned to projects, and project schedule.

The Municipality of Middlesex Centre determined the successful proponent using the Evaluation Bid formula where the fee total is divided by the technical score. The technical proposals were evaluated before opening the price portion of the RFP responses. The Evaluated Bid is used for award purposes only, providing guidance for a recommended award, and does not change the actual fee total for payment purposes.

The weighting used for the evaluation can be found below and places an emphasis on the ability of the successful consultant to clearly demonstrate an understanding of the project, a clear understanding of deliverables and goals, and a strong project team that is qualified with demonstrated delivery of similar projects.

Category	Weighting
Understanding of Project Goals and Objectives	30
Project Management Plan	5
Experience in Directly Relevant Projects	20
Innovation	10
Qualification of Staff Assigned to Project	30
Project Schedule	5
Total	100 points

Consultants are required to meet a technical evaluation score of at least 70 to continue to the opening of costs. The evaluation score is then combined with the costing to determine a best value proposal submission. Below is an example of the Evaluated Bid process in which Proponent B has the lowest evaluated bid. Evaluated Bid = Bid Price / Technical Score x 100. The Municipality is not required to award the consulting contract to the consultant with the lowest Evaluated Bid score.

Proponent	Bid Price	Technical Score	Evaluated Bid
A	\$200,000	85	\$235,294
B	\$220,000	95	\$231,579

Of the four (4) consultants, all were successful in achieving a score of at least 70 with the evaluated bid results shown below:

	CIMA+	JL Richards	Stantec Consulting Ltd	WSP
Evaluated Bid	\$452,146.51	\$436,067.33	\$350,200.61	\$498,296.15

Financial Implications:

The Council approved capital budget for 2024 included \$300,000 for completion of the Komoka Wastewater Treatment Plant Schedule C EA. The full amount of \$300,000 will be carried forward into 2025 with an estimated \$50,000 planned to be added to the 2026 capital budget if necessary. Work on this project is anticipated to commence in January 2025 and is expected to extend to approximately March 31, 2026.

The consultant fee for undertaking this work (including provisional items of \$40,000) is **\$297,670.52 excluding HST** (\$302,909.52 including the non recoverable portion of HST). The proposed fee includes a \$40,000 provisional allowance if there is a need for any additional investigations for expansion beyond the current property boundaries. The consultant will be required to receive authorization from municipal staff before proceeding with any provisional or additional work.

Strategic Plan:

This matter aligns with following strategic priorities:

- Sustainable Infrastructure and Services
- Responsive Municipal Government

This project will ensure that the proper infrastructure is in place to service the residents as well as accommodate future growth within the Municipality. It will also ensure that environmental needs of the area are better met.

Attachments:

None