



Meeting Date: August 6, 2025

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Report No: PWE 41-2025

Subject: Award of the Ilderton Wastewater Treatment Facility Expansion Design and Contract Administration

Recommendation:

THAT Report PWE 41-2025 re: Ilderton Wastewater Treatment Facility Expansion Design and Contract Administration Services be received;

AND THAT the detailed design, tendering and contract administration, site servicing and inspection for the Ilderton Wastewater Treatment Facility Expansion be awarded to Stantec Consulting Ltd. in the amount of \$1,572,511.60 (exclusive of HST);

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

Purpose:

The purpose of this report is to inform and seek approval from Municipal Council to retain a qualified consulting engineering firm to undertake the design and administration of upgrades to the Ilderton Wastewater Treatment Facility, in accordance with the specifications outlined in Request for Proposal RFP-PWE-2025-01.

Background:

The Ilderton Wastewater Treatment Facility (WWTF) serves the Community of Ilderton, treating wastewater collected via gravity sewers, pumping stations, and forcemains. The facility operates using a conventional extended aeration activated sludge process, with a rated capacity of 1,300 m³/day. Currently operating at approximately 63% capacity, the facility's reserve capacity is expected to be consumed by planned residential growth within the Ilderton settlement boundary.

To support future growth and manage peak flows, the WWTF requires expansion and/or re-rating beyond its current capacity.

A Schedule C Municipal Class Environmental Assessment was completed in 2015 by Stantec, followed by Phase 1 upgrades in 2018. The current RFP covers Phase 2, which aims to increase the facility's rated capacity to 1,800 m³/day. Preferred alternatives include a new extended aeration (EA) treatment train, sequencing batch reactor (SBR), or membrane bioreactor (MBR). This phase also includes mechanical improvements to Treatment Trains 1, 2, and 3 of the existing plant.

Analysis:

The Request for Tender for the Ilderton Wastewater Treatment Facility Expansion Design and Contract Administration Services closed on April 23, 2025, with submissions from three (3) consulting firms. Municipal staff reviewed and evaluated the proposals based on a best value award in which the proposals submitted were evaluated and considered the consultants: methodology approach and project understanding, project team member qualifications, experience on directly related projects, and recommendations or innovative ideas.

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	15 points
Project Management Plan	5 points
Experience on Directly Related Projects	30 points
Innovation	10 points
Qualification of Staff Assigned to Project	35 points
Project Schedule	5 points
Total	100 points

Consultants are required to meet an 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 is the successful proponent. Evaluated Bid = Bid Price / Technical Score x 100.

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

Of the three consultants, all three were successful in achieving a technical score of at least 70 with the evaluated bid results shown below:

	CIMA+	RVA	Stantec Consulting Ltd
Evaluated Bid	\$1,929,636.58	\$2,749,239.36	\$1,842,101.81

Stantec Consulting Ltd. submitted the lowest overall price bid and had the lowest evaluated bid as noted below. Based on the evaluated bid and Stantec's experience with similar projects, staff are recommending the award of the project to Stantec Consulting Ltd.

Financial Implications:

The approved 2025 capital budget includes \$233,825 for this project. However, the 5-year capital budget forecast (2025 to 2029) allowed for a combined budget projection of \$10,724,300 for the project over the 5-year period. This budget forecast will be further refined as the project moves forward with design and the accuracy of the projected construction cost is improved.

The consultant fee for undertaking this work (including a 10% contingency allowance) is **\$1,572,511.60 + HST** (\$1,600,187.80 including the non-recoverable portion of HST). The consultant fee for undertaking the detailed design is \$587,057.45 with an additional \$842,498.55 for Contract Administration once the project goes to construction. The proposed approved consultant fee also includes a 10% contingency allowance in the amount of \$142,955.60. The contingency will be utilized if additional work outside of the set scope is required, however the consultant will be required to receive authorization from municipal staff before proceeding with additional work.

As the design component of the project spans approximately one year and will continue into 2026, and the construction of the expansion will not occur until 2027/28, additional funding will be allocated in the 2026 budget and beyond in the 5-year capital forecast as

required.

Since the design component of the project spans two fiscal years, it is anticipated that the design fees in 2025 will be below the 2025 budgeted amount thus no amendment to the 2025 budget is required. Project budget adjustments will be made in the proposed capital budget for 2026 if the project is approved to move forward.

Work is expected to commence immediately following Council approval.

As outlined in the 2025 Capital Budget, the project is a development charge funded project.

Strategic Plan:

This matter aligns with following strategic priorities:

- Sustainable Infrastructure and Services
- Responsive Municipal Government

The expansion will ensure reliable and safe wastewater treatment infrastructure to support future community needs.

Attachments:

N/A