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TO:	CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON AUGUST 25, 2014
FROM:	JOHN BRAAM, P.ENG., MANAGING DIRECTOR, ENVIRONMENTAL & ENGINEERING SERVICES AND CITY ENGINEER
SUBJECT:	SIFTON BOG SURFACE WATER MONITORING PROGRAM APPOINTMENT OF CONSULTANT – IRREGULAR RESULT

RECOMMENDATION

That, on the recommendation of the Managing Director, Environmental & Engineering Services and City Engineer, the following actions **BE TAKEN** with respect to appointment of a consultant for the Sifton Bog surface water monitoring program:

- a) Matrix Solutions Inc. **BE APPOINTED** to carry out the Sifton Bog surface water monitoring program in the total amount of \$383,632.70 including the City's 10% contingency, excluding HST; it being noted that Matrix Solutions Inc. was the only consultant to respond to the Request for Proposal and their submission meets the City's specifications and requirements in all areas in accordance with Section 19.4(c) of the Procurement of Goods and Services Policy;
- b) the financing for the project **BE APPROVED** in accordance with the "Sources of Financing Report" attached hereto as Appendix "A";
- c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this work;
- d) the approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the consultant for the work; and
- e) the Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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Council 2014-04-15 – 4th Report of the Environmental and Ecological Planning Advisory Committee.

BACKGROUND

Purpose

This report recommends the appointment of Matrix Solutions Inc. to carry out consultant services for the Sifton Bog surface water monitoring program for a duration of three years (location map is shown in Appendix B).

Context

Through the April 15, 2014 council approval of clause 4 of the 4th Report of the Environmental and Ecological Planning Advisory Committee, Civic Administration has been directed by the municipal council to retain a consultant to initiate and sustain monitoring of the quality and quantity of surface water inflows, storage and drainage of the bog waters.

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DISCUSSION

Project Description

The objective of this monitoring program is to undertake the water quality and quantity monitoring of Sifton Bog SWM Basin 1 and 2 in accordance with the existing Ministry of the Environment (MOE) Certificate of Approval (CoA) and to characterize the surface water relationship (quality and quantity) between the Sifton Bog lagg zone and Redmonds Pond.

The need for monitoring of the Sifton Bog has been identified to ensure that completed development and road works within the vicinity of the bog has not adversely affected the surface water contribution. Changes in catchment area, drainage configuration and land use can affect the surface water contribution by changing the volume/distribution of runoff, infiltration and evapotranspiration. The Sifton Bog surface water monitoring program shall determine what, if any adverse changes have occurred to the surface water and provide recommendations on how to mitigate those changes.

Monitoring of Sifton Bog Stormwater Management (SWM) Basin 1 & 2 (located at the southwest corner of the intersection of Oxford Road and Hyde Park Road) shall be integrated within the Sifton Bog surface water monitoring program. Both the SWM basin and Sifton Bog surface water monitoring programs are to complement each other and will utilize a majority of the same collected data. Both components of the overall monitoring program are to include water quality and quantity monitoring.

Both components of the monitoring program shall be carried out for a duration of 3 years. Possible extension to this duration is subject to the monitoring program results.

Consultant Selection

In accordance with Section 15.2(d) of the Procurement of Goods and Services Policy, four consulting firms were invited to submit proposals for the project that included a summary of the project tasks, schedule, and costs. Three of the consulting firms did not submit a proposal. An evaluation committee with representation from the Stormwater Management Unit, Environmental Engineering Services Department and Parks Planning with the assistance of Purchasing and Supply reviewed the remaining consultant submission as per Section 19.4 (b) of the Procurement of Goods and Services Policy.

Based on the evaluation criteria and selection process identified in the Request for Proposals, the evaluation committee concluded that the proposal from Matrix Solutions Inc. meets the requirements of the City.

Matrix Solutions Inc. has an experienced project team that has a clear understanding of the project scope and requirements. Their past proven experience on similar projects of this nature combined with a project proposal that demonstrated a thorough understanding of the goals and objectives demonstrated their suitability for the undertaking.

As there was only one proposal, the consultant selection is an irregular result and can be awarded as per Section 19.4(c) of the Procurement of Goods and Services Policy. Civic Administration is recommending Matrix Solutions Inc. be appointed as the consultant for the Sifton Bog surface water monitoring program. The submission from Matrix Solutions Inc. includes a fee submission that indicates that the evaluation can be completed within the funds available in the project account for the duration of the project.

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CONCLUSIONS

The objective of this monitoring program is to undertake the water quality and quantity monitoring of Sifton Bog SWM Basin 1 and 2 in accordance with the existing Ministry of the Environment (MOE) Certificate of Approval (CoA) and to characterize the surface water relationship (quality and quantity) between the Sifton Bog lagg zone and Redmonds Pond.

Recommendation

Based on the evaluation of the proposals, it is recommended that Matrix Solutions Inc. be awarded the consulting assignment for the Sifton Bog surface water monitoring program at an upset amount of \$383,632.70 including the City's 10% contingency, excluding HST.

Acknowledgements

This report was prepared with the assistance of David Gough, P.Eng., Stormwater Management Engineer of the Stormwater Management Unit.

PREPARED BY:	REVIEWED AND CONCURRED BY:
BERTA KRICKER, M. ENG., F.E.C., P.ENG. MANAGER OF STORMWATER MANAGEMENT UNIT	EDWARD SOLDI, P.ENG. DIRECTOR, ROADS AND TRANSPORTATION
RECOMMENDED BY:	
JOHN BRAAM, P.ENG. MANAGING DIRECTOR, ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER	

August 19, 2014

Attach: Appendix "A" – Sources of Financing
 Appendix "B" – Location Map