



Report to Council

Report Number: ENG-01-2024

Subject: Wastewater Masterplan Request for Proposals Results

Date of the meeting: June 13, 2024

Prepared by: Marc-Olivier Gratton, P.Eng., Civil Engineer

Circulated to and/or collaborated with:

Nicholas Pigeon, CET, Director of water and wastewater

Marc Legault, Director of Public Works

Guylain Laflèche, MCIP, RPP, Director of Planning Department

Approval: Pierre Leroux, CAO

In agreement with the recommendation based on the contents of this report.

Recommendation

Be it resolved that Council receives report ENG-01-2024 dated June 13, 2024 and approve the awarding of a contract and authorization to enter into an agreement with CIMA+ in the amount of \$ 163,892.00 + \$2884.50 = \$166,776.50 (this amount includes 1.76% of non-refundable HST) for the preparation of the Wastewater Masterplan for the Villages of Limoges, St-Isidore and St-Albert; and

That the Mayor and the Clerk are authorized to sign the agreement.

Financial Considerations

Budget 2024:	
N-5510-8053-7500 - Limoges Wastewater Masterplan Update:	\$ 75,000.00
N-5512-8053-7500 - St-Albert Wastewater Masterplan:	\$ 40,000.00
N-5513-5000-5206 - St-Isidore Wastewater Masterplan and Alum building plans at Lagoon:	\$ 110,000.00
Less – CIMA+ Wastewater Masterplan Proposal	- \$ 163,892.00
Balance remaining on account	\$ 61, 108.00

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: YES

Context

Considering the projected growth within the Municipality in the coming years, the Planning and Water & Wastewater departments have been working together on the Request for Proposals documents for the preparation of the Wastewater Masterplan for the villages of Limoges, St-Isidore and St-Albert.

The Wastewater Masterplan is a land use and infrastructure plan that states local goals, objectives and policies for community growth and/or redevelopment over the next 20 years. These documents are usually updated every 5-10 years to ensure that current needs are properly reflected. The Infrastructure Masterplan for the Village of Limoges was prepared by Delcan in 2013 but not updated since. The Villages of St-Isidore and St-Albert were never subjected to the masterplan analysis process in the past.

Report

As per section 6.6 Request for Proposals of the Nation Municipality's Procurement Policy (*Policy Number: F-2016-03*), the overall objective of the request for proposals is to obtain the required goods or services at the best price from an appropriately qualified vendor. (6.6.1)

Bids may be evaluated with a scoring system where the price is one of the evaluation criteria. In this case, the bidder achieving the highest score based on the set criteria will be awarded the contract, even if it is not the lowest bidder. (6.6.5)

A two-envelope bid process may be used for Request for Proposal. Each bid is submitted in two envelopes with technical and qualitative information shown in the first envelope and the bid price in the second. The bidder’s second envelope is opened only if the first envelope demonstrates that the bidder is qualified. There will be no public opening when a two-envelope process is used. (6.6.6)

Wastewater Masterplan RFP

To establish the community's wastewater growth needs for the villages of Limoges, St-Isidore and St-Albert, tender documents were prepared and posted online on the Bids & Tenders platform according to the following schedule:

- Issue Date of RFP: May 1, 2024
- Proponent's Deadline for Questions May 17, 2024 @ 2:00pm
- Deadline for Issuing Addenda May 24, 2024
- Proposal Submission Closing May 31, @ 12:00pm

One Addendum was prepared and issued on May 22, 2024 as part of this RFP process.

Evaluation of Proposals

As established in the RFP documents, the evaluation of Proposals was conducted in accordance with the following four stages:

STAGE	EVALUATION OF CRITERIA	POINTS ALLOCATED
I	<i>Mandatory Submission</i>	<i>Pass / Fail</i>
II	<i>Rated Requirements</i>	75
III	<i>Pricing</i>	25
IV	<i>Cumulative Score: Total Points available in Stage II and III</i>	100

As indicated in the RFP documents, the Proponents were required to submit two separate documents (two-envelope bid process):

Document 1: Rated Requirements presenting the following information:

CRITERIA	WEIGHTING	SCORE (1-10)
Project Implementation	50%	
Project Understanding	15%	
Methodology	20%	

Quality Control/Quality Assurance	5%
Schedule	10%
Project Team Experience	25%
Qualifications specific to this project	10%
Past experience on similar projects	15%
Total	75%

Document 2: Project Pricing (password protected)

Project pricing score was evaluated using the following calculation:

$$\text{Score (1-10)} = (\text{Lowest Pricing} / \text{Pricing being evaluated}) \times 10$$

CRITERIA	WEIGHTING	SCORE (1-10)
Project Implementation	50%	
Project Team Experience	25%	
Project Pricing	25%	
Total	100%	

The passwords to access the Project Pricing documents were requested to the different Proponents representatives once the evaluation of Stages I and II complete.

The evaluation of Stages I and II was carried out independently by three municipal employees, and the results have been collated. The evaluation of the Rated Requirements presented below is the average of the 3 individual analysis.

Four companies have submitted Proposals for the Wastewater Masterplan RFP, here are the results of the evaluation process of all four preestablished stages:

Wastewater Masterplan RFP Scoring				
STAGE I - MANDATORY SUBMISSION				
COMPANY	CIMA+	CONCEPTDASH	EXP SERVICES	JL RICHARDS
PASS/FAIL:	PASS	PASS	PASS	PASS
STAGE II - RATED REQUIREMENTS				
COMPANY	CIMA+	CONCEPTDASH	EXP SERVICES	JL RICHARDS
SCORE #1	68.8%	51.0%	59.0%	62.5%
SCORE #2	69.5%	54.0%	62.0%	66.0%
SCORE #3	72.3%	47.3%	63.8%	66.8%
AVERAGE SCORE OUT OF A POSSIBLE 75%:	70.2%	50.8%	61.6%	65.1%
STAGE III - PRICING				
COMPANY	CIMA+	CONCEPTDASH	EXP SERVICES	JL RICHARDS
PRICE:	\$ 163,892.00	\$ 154,710.00	\$ 146,725.00	\$ 162,930.00
Score (1-10) = (Lowest Pricing / Pricing being evaluated) X 10				
PRICING SCORE:	8.9525	9.4839	10.0000	9.0054
PRICING SCORE OUT OF A POSSIBLE 25%	22.4%	23.7%	25.0%	22.5%
STAGE IV – CUMMULATIVE SCORE				
CUMMULATIVE SCORE:	92.5%	74.5%	86.6%	87.6%
			Date:	2024-06-06

Considering the preceding, we recommend retaining the services of CIMA+ for the preparation of the Wastewater Masterplan for the Villages of Limoges, St-Isidore and St-Albert.