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To: Chair and Members
Lambton Area Water Supply System Joint Board of Management

From: Clinton Harper
General Manager

Subject: Engineering Design and Project Management for Main Plant
HVAC – Consultant Selection

Recommendation

It is recommended that the LAWSS Joint Board of Management hire Building Innovation to complete RFP 20-02 Engineering Design and Project Management for Main Plant HVAC for the quoted price of \$75,000+HST.

Background:

On February 27, 2020, a scope of work for Engineering Design and Project Management for Main Plant HVAC was endorsed by the LAWSS Board.

Goals of this project include:

- Replace/right size HVAC Equipment that has surpassed its life expectancy.
- Reinstate dehumidification.
- Correct the remaining HVAC once-through water utilization that is currently being used for cooling and dehumidification.
- Address potential risk of uninsulated components to condensation.
- Update and combine the various building automation systems.

Comments:

Of the three consultants that were approached, two proposals for the project were received. A Qualification-Based Selection process utilizing a “two (2) step method” procurement process was utilized for proposal evaluation.

The first step (Phase 1) consisted of technical and qualitative information and was opened and evaluated first. The second step (Phase 2) consisted of cost and price information which may be opened and evaluated only after the information in Phase 1 had been evaluated in accordance with the requirements of the RFP document.

Technical proposal Submissions were assessed and scored based on the evaluation criteria established in Table #1.

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Table #1	
Criteria	Weighting
Project Manager Qualifications and Experience on Directly Related Projects	15
Technical and Support Staff Qualifications and Experience on Directly Related Projects	25
Understanding of Project Goals, Methodology, and Approach	20
Implementation Strategy, Schedule of Key Activities, and Commitment to Maintaining Timeline and Deliverables	20
Innovation, Energy Efficiency and Life Cycle	10
References (3 comparable projects including contacts)	10

The Technical Proposal must receive a score of seventy (70) points or greater, based on the technical evaluation criteria, to be considered for the Cost Proposal phase. Proposals that do not achieve this score will not be considered further.

The results of the evaluation process are presented in Table #2.

Table #2			
Company	Technical Score	Price (+HST)	Price/Point
Chorley + Bisset	89.50	\$125,900	1407
Building Innovation	73.5	\$75,000	1020

Although Building Innovation did not score the highest on the Technical Score, further discussions with Building Innovation on this project satisfied us that they are capable to complete the project on time and within budget.

Consultation:

OCWA operational staff assisted in the development to the project scope. Technical Proposal evaluation was undertaken by the LAWSS General Manager and the OCWA Senior Operations Manager.

Financial Implications:

The LAWSS Joint Board of Management established a budget of \$111,000 in 2020 for Engineering Design and Project Management for Main Plant HVAC. The re-build itself is scheduled to take place in 2021.

This report was prepared by Clinton Harper, General Manager

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Attachment(s): none