

VILLAGE OF TAHSIS

Report to Council

To: Mayor and Council
From: Chief Administrative Officer
Date: June 30, 2017
Re: **Community Unity Trail RFP – Recommendation from Executive Committee**

PURPOSE OF REPORT:

To advise Council of the recommendation forwarded from the CUT Executive Committee for awarding of the contract under this Request for Proposal.

OPTIONS/ALTERNATIVES

1. Receive the report and accept the recommendation to award the contract to Onsite Engineering Ltd. subject to Onsite achieving a satisfactory agreement/sub-contract with Ehatis Resources Ltd. for some aspect of the project. In addition, direct staff to work with Zeballos staff to facilitate discussions between Onsite and Ehatis to achieve a mutually satisfactory agreement.
2. Receive the report and award the contract to another proponent.
3. Receive the report and request further information from staff and/or the Executive Committee.
4. Other alternative that Council deems appropriate.

BACKGROUND:

The RFP issued by the Village of Tahsis seeks the services of a consultant to:

- Provide an environmental assessment of the proposed trail, specifically new trail sections and slope stability
- Design the bridges and other crossings (e.g., culverts)
- Obtain authorizations (s. 56 and 57) under the *Forest and Range Practices Act* for a recreation site (trail).

Seven proposals were received, five of which met the mandatory criteria.

A working group of the Tahsis and Zeballos CAOs and Lisa Kristiansen (Kristiansen and Associates) reviewed the five proposals against standard criteria (Experience of the Firm, Experience of Personnel assigned, History of projects of a similar nature, Availability and schedule, total cost, number of hours committed, average cost per man hour)

Four firms were short listed based on this initial screening. These four firms were then ranked by the working group as follows:

1. Onsite Engineering Ltd.
2. Ehatis Resources Ltd.
3. Northwest Hydraulic Consultants Ltd.
4. Chartwell Consultants Ltd.

On June 30, the working group presented their recommendations and reasons to the Executive Committee on a conference call. Those present were: Mayor Donn Cox, Eileen Lovestrom, CAO, Mayor Jude Schooner, Councillor Randy Taylor, Kathy Lachman (Ministry of Jobs, Tourism and Skills Development), Mark Tatchell, CAO and Lisa Kristiansen, consultant. No representatives from the Ehattesaht First Nation and the Mowachaht/Muchalaht First Nation were present for the conference call.

The Executive Committee accepted the working group's recommendation with the proviso that Onsite be required to sub-contract with Ehatis Resources Ltd for some aspect of the project, to be determined through discussions between Onsite and Ehatis. It was further recommended that, subject to Tahsis Council approval, Zeballos and Tahsis staff communicate this direction to Onsite and encourage expedited discussions with Ehatis.

The working group evaluations are attached.

POLICY/LEGISLATIVE REQUIREMENTS:

1. Village of Tahsis Procurement Policy (#2008)

FINANCIAL IMPLICATIONS:

\$119,000.00 in funding has been received for this project through Rural Dividend and ICET. The Onsite proposal is \$110,000.00.

RECOMMENDATION:

Option 1

Respectfully submitted:



Mark Tatchell, CAO

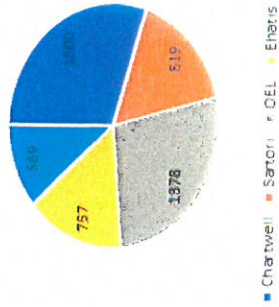
Northwest Hydraulic Consultants \$ 74,875

AVG
2.67

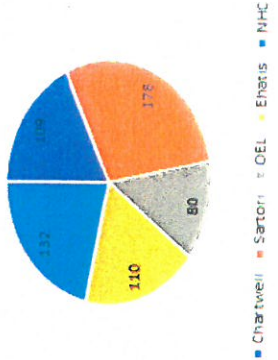
man-hours lowest 569 highest 132
 cost per man-hour budget for submission 56/57
 MT EL LK

RANK	STRENGTHS	WEAKNESSES	QUESTIONS
3/tie	well established Canadian company	no travel costs identified	What are your travel costs?
	good field work breakdown	no justification of their approach to a successful 56/57 submission	why is your man hour total so low?
	good information around design stage	lowest man hours and highest price per man hours - how will they get the job done	
	current and relevant experience		
	have developed educational and promotional materials in past		
2/tie	well established Canadian company Experienced sub-contractors	expense for travel not identified	
3	Strong hydrology experience	No direct experience with bridge design	Which engineer will stamp and sign bridge designs?
	Strong environmental assessment	Unclear who would design and sign off on bridge design	Have they conducted bridge designs for Rec Sites and Trails projects?
	lowest bid	No evidence of projects of similar nature Budget does not specifically reference FRPA submission process - just a report	
		second highest cost per man hour	

TOTAL MAN HOURS



AVERAGE PRICE PER MAN HOUR



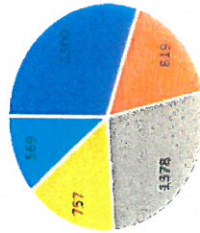


2nd lowest 757
 2nd lowest 110

AVG 2

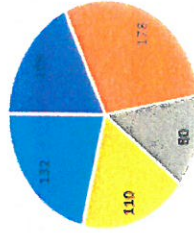
RANK	STRENGTHS	WEAKNESSES	QUESTIONS
3/tie	local and good use of First Nation labour pool. have good experience with building trails good budget break down	No experience building trail infrastructure for this user group (rec and trails) - it has different requirements lacks information about how the keystone (successful 56/57 submission) of the project will be achieved on such a low budget	why is the cost for the 56/57 submission so low? how will you get the job done with so few man hours?
1	local and good use of First Nation labour pool. affordable	No experience working with Recs and Trails what added costs will be necessary due to lack of knowledge about Sec 56/57	More specifics about how you will satisfy the FRPA requirements
2	2nd lowest bid Considerable field work experience tied for second lowest cost per man hour	No experience designing rec trails Unclear whether environmental assessment is to Rec Sites and Trails standards Bridge design experience is for logging, not recreation Budget is insufficient for FRPA process	What is their experience in designing bridges to Rec Sites and Trails standards? What is their experience in preparing s. 57 applications and following through with the process?

TOTAL MAN HOURS



Chartwell Sator OEL Ehatis NHC

AVERAGE PRICE PER MAN HOUR



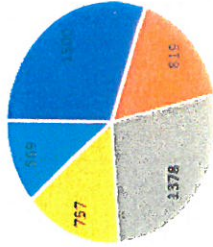
Chartwell Sator OEL Ehatis NHC

man-hours 2nd highest 1378
 cost per man-hour lowest 80
 budget for 56/57 submission

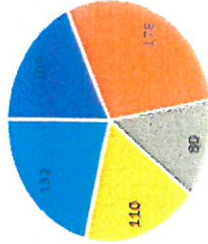


RANK	STRENGTHS	WEAKNESSES	QUESTIONS
1	understand construction issues in remote settings experience in all phases of the project most cost effective proposal covered all the 'asks' in the RFP approach to design is practical lots of bridge experience largest amount set aside for 56/57	lacks info re approach to 56/57 submission not addressing long term sustainability of the trail infrastructure	what will the barriers to a successful 56/57 submission look like and how will you ensure yours is successful
2/	local firm Campbell River well educated team		

TOTAL MAN HOURS



AVERAGE PRICE PER MAN HOUR



Have you managed a Rec Sites and Trails s. 57 application? Please provide details

1 Bridge design experience
 most detailed budget breakdown

Specific budget for FRPA application
 use of local contractors, material and knowledge
 project management approach
 contingency plans
 least expensive per man hour
 considerable experience with projects of similar type

bid is 3rd most expensive and greater than funding
 no direct reference to projects specific to Rec sites and trails standards

2/

man-hours highest 1500 109
 cost per man hour 56/57 submission
 budget for 56/57 submission

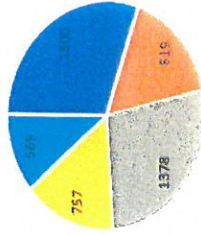


2nd lowest
 highest 1500 109

AVG 3

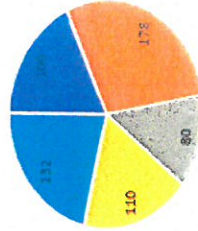
RANK	STRENGTHS	WEAKNESSES	QUESTIONS
2	emphasis on seeing 56/57 submission through to a trail construction authorization have overarching long term understanding of the needs of the bridges and crossings assets well stated project timeline note mitigations to ensure safety and sustainability of the new trail cost effective in terms of cost of man hours	no budget breakdown	what will your process for seeing through the 56/57 look like and why are you taking this approach why is your bid the highest what does your budget breakdown look like
3	large company owner operated cooperative well stated timeline	over budget, too much money no budget breakdown	
4	High capacity Complete range of in-house professional services will ensure Rec Sites and Trails authorization project management approach Extensive trail and bridge design experience tied for 2nd least expensive per man hour	Most expensive bid no budget breakdown	What is the detailed project budget?

TOTAL MAN HOURS



Chartwell Satorn OEL NHC

AVERAGE PRICE PER MAN HOUR



Chartwell Satorn OEL NHC