



ROTHESAY
SPECIAL COUNCIL MEETING
Rothesay Town Hall
Monday, February 22, 2016
7:00 pm



-
- 1. APPROVAL OF AGENDA**
 - 2. PLANNING and DEVELOPMENT SERVICES**
 - 2.1 P#2016-01 Land Use Planning Consultant Services - Rothesay Secondary Planning Study**
19 February 2016 Report prepared by DPDS White
 - 3. OPERATIONS**
 - 3.1 S-2014-16: Engineering Design and Construction Management Services – Wastewater Collection System Upgrades**
22 February 2016 Report prepared by DO McLean
 - 3. NEXT MEETING**
Monday, March 14, 2016 at 7:00 p.m.
 - 4. ADJOURNMENT**



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 22, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: 19 February 2016

SUBJECT: **Award - Land Use Planning Consultant Services**
Rothesay Secondary Planning Study # P-2016-01

RECOMMENDATION

It is recommended that Rothesay Council:

Award Rothesay Secondary Planning Study # P-2016-01 to the consulting team of **Crandall Engineering and Upland Studio** for a total bid amount of \$56,002.80 with funding for the award from Planning and Development Services G/L # 26120060 as outlined in the Financial Implications section of this report.

ORIGIN

On January 15, 2016 Staff issued a call for proposals for a qualified consulting firm to work with Council and Senior Staff to develop a comprehensive secondary municipal plan. The call for proposals closed on Monday February 8, 2016. The Town's requirements included selection of a firm with relevant community planning experience, including the ability to conduct all required research, coordination and facilitation of a public planning process, and capability of creating a municipal planning document suitable for public review and presentation.

BACKGROUND

The objective of this award is to select a qualified consultant to provide assistance to Town staff in the development of a comprehensive community secondary plan. The secondary plan is to be an integrated plan that considers all operational requirements of the Town as well as a clear community vision and capital cost phasing that is realistic, achievable and measurable. The secondary plan is intended to recognize the uniqueness of host neighbourhoods and how new development can be designed to support compatibility with existing housing and the neighbourhood character, as well as to support quality development that enhances the area.

Rothesay will measure the success of proposed infill development by overall residential densities high

enough to support improvements to the transportation network as well as a wider variety of housing choice and public amenities. Attention to community design of infill development is essential to ensure that the new development fits the existing context, and gains neighborhood acceptance. The secondary plan will be seen as a cooperative partnership between the municipal government, the development community, and the existing neighbourhoods.

The consultant's objective in this exercise is to have Town Council adopt an amendment to Rothesay's Municipal Plan and Zoning By-law to ensure a consistent approach across the subject study areas managing land use growth within the boundaries while recognizing differing development conditions and community values.

Proposal Evaluation

The evaluation of proposals was based on:

25% Methodology	Demonstrated project understanding and methodology. Response to RFP requirements must be complete. Proponents must demonstrate in their proposal that they have a clear understanding of this project. Proponents need to articulate their proposals, intentions and expectations, indicating how they will fulfill the requirements of the RFP and what services they will provide. Include a sample strategic plan document that you would propose to use for this report.
35% Experience	Experience of the consultant and the proposed project team members with projects of similar size and complexity, including experience with municipal strategic planning and community consultation. Appropriate expertise should be provided by the project team members in their proposed respective roles. Consultant needs to have demonstrated facilitation skills in successfully working with the public and municipal Councils.
20% Cost	A work plan, detailing all suggested steps in the process with an estimate of time and personnel required to complete each step. Availability and commitment of proposed project team members during the required time frame and information on backup personnel at appropriate organizational levels. Proposals should provide options for various levels of community consultations, including time-frames and costs involved with each option.
20% References	After an initial review of the proposals, a proponent shortlist was created and references checked. Proponents were required to provide 3 references that demonstrate successful competency with comparable work for similar clients. Staff also indicated that if one proponent demonstrates they are the leading proponent, after the reference check, the Town retains the option of bypassing the interview process and proceeding directly to the award stage.

SCORING

FIRM	Methodology 25%	Experience 35%	Cost 20%	References 20%	TOTAL
Crandall Engineering / Upland Studio Saint John, NB / Halifax, NS	24	31	20 \$56,002.80	18	93%
Stantec / Ekistics Saint John / Halifax, NS	23	31	19 \$56,301.12	18	91%
EDM Environmental Design & Management Ltd. / Opus International Ltd. Halifax, NS	22	30	15 \$70,991.00	13	80%
CBCL Limited Saint John, NB	20	25	16 \$63,200.90	16	77%
Trace Planning & Design / WSP	15	22	20	18	75%

FIRM	Methodology 25%	Experience 35%	Cost 20%	References 20%	TOTAL
Moncton, NB			\$49,607.00		
Dillon Consulting Saint John, NB	20	25	15 \$75,004.00	15	75%

FINANCIAL IMPLICATIONS

As part of the 2016 Budget approval process Council allocated \$100,000 to Planning and Development Services for the provision of a municipal plan review and secondary planning study. The anticipated budget cost for the secondary planning study was \$50,000.00 the post HST rebate budget amount can be accommodated within the departmental budget without significant negative impact on programs.

Budget Summary:	Project G/L No. 26120060		
	Cumulative Unspent Budget	\$100,000.00	net cost after
	Less: RFP No. P-2016-01	-\$56,002.80	HST rebate
	Balance	\$43,997.20	\$51,260.

* This project was estimated in the Approved 2016 Budget at \$50,000.00

The balance of funds will be used for the Municipal Plan Review as an anticipated projects within the 2016 work plan for Planning and Development Services.

ATTACHMENTS

Report Prepared by: 
 Brian White, Director of Planning and Development Services

Finance Approval by: 
 Name, Treasurer & Signature



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
February 22, 2016

TO: Mayor Bishop and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: February 22, 2016

SUBJECT: Engineering Design and Construction Management Services
S-2014-016: Wastewater Collection System Upgrades

RECOMMENDATION

It is recommended that Rothesay Mayor and Council:

1. Accept the proposal submitted by Dillon Consulting, in the amount of \$721,978.23 to provide design and construction management services for contract S-2014-016: Wastewater Collection System Upgrades and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

ORIGIN

The 2016 Utility Fund Capital Budget includes funding for the Wasterwater Collection System project.

BACKGROUND

The Rothesay wastewater collection system currently discharges to two facultative lagoons near Kennebecasis Park and one aerated lagoon at Henderson's Cove in the area formerly known as Fairvale. The proposed collection system upgrade project will replace old piping and infrastructure and construct new infrastructure to allow for all collected wastewater to be directed to one treatment

source located in the area of the existing Fairvale lagoon. This project has been approved under the Building Canada Fund with one third of the funding from the federal government, one third from the provincial government and one third from the Rothesay utility fund.

DISCUSSION

On December 29, 2016 with a comprehensive and detailed scope of work document developed by staff, a proposal for consulting engineering services was requested from the engineering consulting community at large by way of a proposal call on the New Brunswick Opportunities Network (NBON) online service.

In response to this proposal call, six (6) compliant submissions were received from consulting engineering firms on February 2, 2016. Proposals were received from the following firms:

amec foster wheeler	Moncton, NB
CBCL Consulting Engineers Limited	Saint John, NB
Crandall Engineering Ltd.	Saint John, NB
Dillon Consulting Limited	Saint John, NB
exp Services Inc.	Saint John, NB
WSP	Moncton, NB

The proposals were submitted in sealed envelopes with the Technical and Financial proposals being submitted under separate cover. A review Committee consisting of the following staff completed an independent analysis and ranking of each Technical Proposal:

John Jarvie, Town Manager
Brett McLean, Director of Operations

Subsequent to the Technical Proposal Analysis, the committee jointly discussed the information presented and opened the sealed envelopes containing the Financial Proposals for each submission. The upset price contained in each proposal was evaluated, ranked and combined with the scores from the Technical Proposal Analysis.

The result of this process was to obtain the highest ranking proposal for recommendation to Mayor and Council for award. The highest ranked overall submission following this process was the proposal submitted by Dillon Consulting. The Dillon submission also carried the lowest overall price.

FINANCIAL IMPLICATIONS

The 2016 General Fund Capital Budget included an amount of \$7,500,000 for the design and construction of the wastewater collection system upgrade project. Engineering fees for this type of work are generally accepted to be 12 – 17% of the overall budget. Assuming award by Council, an analysis has been completed for the fee schedule submitted by the consultant and the anticipated costs are shown in the table below:

Consultant	Fees (inc HST)	HST rebate	Subtotal	Budget Item (expected overall cost)	% of overall Budget Item
Prelim and detailed design and construction management	721,978.23	61,152.20	660,826.03	7,500,000	8.81

The design and construction management portion of the work to be completed under this consultant engagement in 2016 and 2017 will be \$660,826.03 including the Town's eligible HST rebate at the current rate.

Report Prepared by:  Brett McLean, Director of Operations

Report Reviewed by:  Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).