

COUNCIL MEETING
INFRASTRUCTURE SERVICES
ENGINEERING DIVISION

REPORT ENG-2024-27
September 10, 2024

SUBJECT: To Award - Consulting Services to Complete CLI ECA Reporting and Documentation Requirements RFP

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RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND direct staff to enter into a contract with GEI Consultants, Inc. to provide Consulting Services to Complete CLI ECA Reporting and Documentation Requirements at a cost of \$122,765.00 (excluding HST).

RELATIONSHIP TO STRATEGIC PLAN

This recommendation is aligned to Council's strategic priority of ensuring "Environmental Stewardship" to protect the ecosystems through a responsible approach to minimize the impact on the environment through supportive decision-making, professional processes, incentives, policies, and operational practices.

EXECUTIVE SUMMARY:

A request for proposal (RFP) was issued for consulting services to assist with the new consolidated linear infrastructure environmental compliance approval (CLI ECA) reporting and documentation requirements. GEI Consultants, Inc. scored the highest after the technical and pricing evaluation out of six (6) submittals. Staff consider the firm's abilities satisfactory and in accordance with City specifications and standards, and therefore recommends the firm be awarded the contract.

BACKGROUND:

The consolidated linear infrastructure environmental compliance approval (CLI ECA) is an update to the approval process replacing the need for multiple

individual approvals when modifying the municipal sewage collection system and/or the stormwater management system. This change was implemented by the Ministry of Environment, Conservation and Parks (MECP) to facilitate the development of important infrastructure projects more quickly and efficiently while maintaining high environmental standards.

The introduction of the new CLI ECA processes has necessitated changes related to municipal reporting and documentation requirements and include the following:

Municipal Sewage Collection System CLI ECA Requirements:

1. Operation and Maintenance Manual
2. 2024 Annual Performance Report (Wastewater)
3. Assessment of Conformance to Procedure F-5-1 and F-5-5
4. Collection System Overflows – Transition from Annual to Event Based Monitoring and Reporting

Municipal Stormwater Management System CLI ECA Requirements:

5. Operations & Maintenance Manual
6. 2024 Annual Performance Report (Stormwater)
7. Municipal Sewershed Boundary Mapping

DISCUSSION:

To assist with the new CLI ECA reporting and documentation requirements staff prepared and released *RFP24-11 Consulting Services to Complete CLI ECA Reporting and Documentation Requirements* on Monday, July 8, 2024, and publicly advertised and posted with a major Canadian tendering website for a four (4) week period.

Six (6) proposals were received on closing day, Tuesday, August 6, 2022. A staged evaluation was performed as per the requirements of the RFP and the received proposals were first evaluated on technical merit alone, by a team of three (3) engineering staff. After technical review the proposal advanced to the pricing evaluation.

Below is a summary of the final scoring after final evaluation out of 100:

| Proponent | Final Score |
|------------------------------------|--------------------|
| GEI Consultants, Inc. | 81 |
| Agile Infrastructure Ltd. | 80 |
| GHD | 69 |
| Civica Infrastructure Inc | 66 |
| R.V. Anderson Associates Limited | 65 |
| J.L. Richards & Associates Limited | 65 |

GEI Consultants (GEI) had the highest score after the final evaluation and has the required experience and resources to provide consulting services to complete the CLI ECA reporting and documentation requirements. They are also

accustomed to working with both the City’s wastewater and stormwater models. Staff consider the firm’s abilities satisfactory and in accordance with City specifications and standards, and therefore recommends that the firm be awarded a contract.

FINANCIAL:

All project costs and funding for the study are summarized below.

| Description | Amount |
|--|---------------------|
| GEI Consultants | \$122,765.00 |
| City’s Portion of HST (1.76%): | \$2,160.66 |
| Total Anticipated Project Cost: | \$124,925.66 |
| Approved Capital Funding (10-330-24351 & 10-327-24351): | \$450,000.00 |

The total anticipated cost of the project plus 1.76% HST is \$124,925.66. The approved 2024 Capital Budget for the CLI ECA Reporting and Documentation requirements is sufficient to cover the costs. The remaining funds in the account will be used to complete additional CLI ECA requirements if needed.

CONCLUSION:

The CLI ECA is a new, streamlined approval process by the Ministry of Environment, Conservation and Parks (MECP). It simplifies the approval process for modifying municipal sewage and stormwater systems, aiming to speed up infrastructure projects while maintaining environmental standards.

The new process also introduces additional reporting and documentation requirements. To meet these, the City issued RFP24-11 for consulting services. GEI Consultants, Inc. scored the highest in the evaluation and, given their satisfactory past work with the City, staff recommend awarding them the contract.

ATTACHMENT:

None