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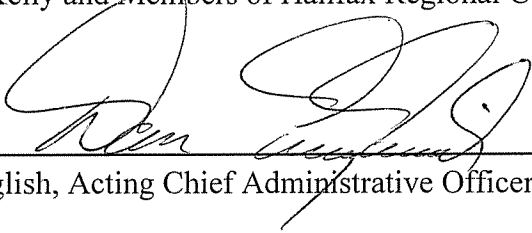


PO Box 1749  
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**Halifax Regional Council**  
**June 8, 2004**

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
Dan English, Acting Chief Administrative Officer

**DATE:** June 1, 2004

**SUBJECT:** **Award - RFP 04-041, Consulting Services - Harbour Water Quality Monitoring Program, Halifax Harbour Solutions Project**

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**ORIGIN**

The Halifax Regional Municipality issued a request for proposal for consulting services in connection with a Water Quality Monitoring Program for the Halifax Harbour.

**RECOMMENDATION**

It is recommended that Regional Council:

1. authorize the award of RFP 04-041 to the highest scoring proposal, Jacques Whitford Environment Limited with a project cost of \$257,258.61 plus net HST for a total project cost of \$266,080 from Capital account No.'s CSE00386-CSE00900, Harbour Solutions Project with funding authorized as per Budget Implications section of this report;
2. authorize staff to award the subsequent years of the award at a total project cost of \$266,080 plus an inflation factor per year for each of the remaining four years. These awards would be contingent upon an annual performance review; the Harbour Solutions budget for future years includes sufficient funding to cover this expenditure to the end of the contract.

## BACKGROUND

The Screening Report (2003) prepared by Public Works and Government Services Canada for the federal environmental assessment of the Halifax Harbour Solutions Project under the Canadian Environmental Assessment Act (CEAA) included the following requirement under the heading **3.6 Follow-up**:

*“Under the CEAA, a follow-up program:*

- verifies the accuracy of the assessment; and*
- determines the effectiveness of any mitigation measures that have been implemented.*

*The primary objective of the project is to meet the water quality objectives for Halifax Harbour as set by the Halifax Harbour Task Force (HHTF 1990) based on intended end use. Upon completion of the project, the proponent will verify that these water quality objectives have been attained.”*

In order to meet this requirement, Halifax Regional Municipality (HRM) requires the services of a consultant to undertake the following:

- design and plan a water quality (WQ) sampling program for Halifax Harbour in accordance with the criteria detailed below;
- conduct water sampling in accordance with this plan;
- conduct or arrange for appropriate laboratory analysis of the samples including a QA/QC component;
- compile the raw data in electronic format for transfer to HRM;
- present the data in graphical format in accordance with the criteria detailed below;
- provide a summary analysis of the results with interpretation, relating the data to previous historical water quality data for Halifax Harbour and to the HHTF objectives.

A routine sampling program conducted over a period of years needs to be implemented to quantify improvements due to treatment and/or worsening due to increase loads, and to help identify problem areas that need additional attention.

The proposed approach is to collect regional data and also site specific data at key sites in the system that are most directly affected by WQ parameters in the HHTF classification system. Sampling will include WQ parameters and supporting oceanographic information (CTD as well as weather and tide conditions prior and during sampling).

The sampling program is not intended to provide verification of diffuser function or end-of-pipe effluent quality.

**DISCUSSION**

A terms of reference setting the scope of work was prepared and a Request for Proposals was issued and closed on March 31, 2004 for consulting services in connection with a Water Quality Monitoring Program for the Halifax Harbour.

Proposals were received from the following firms:

- Coastal Ocean Associates Inc (COA).
- Envirosphere Consultants Limited
- Harbour Engineering Incorporated
- Jacques Whitford Environment Limited
- MGI Limited
- SNC-Lavalin Inc.

An evaluation team consisting of staff of Environmental Management Services - Harbour Solutions and Procurement evaluated the proposals on the following basis:

- Project Team
- Related Experience and Capacity
- Understanding of Objectives
- Price.

The final scoring for each firm is as follows:

| Company                              | Scoring ( max. 100) |
|--------------------------------------|---------------------|
| Jacques Whitford Environment Limited | 88.0                |
| Coastal Ocean Associates Inc.        | 83.0                |
| SNC-Lavalin Inc.                     | 75.7                |
| MGI Limited                          | 74.0                |
| Envirosphere Consultants Limited     | 68.3                |
| Harbour Engineering Inc.             | 67.8                |

The attachment provides a detailed breakdown of the total scoring and fees. The evaluation team is recommending the highest scoring firm as the successful proponent based on the following merits that made it the best overall proposal:

- Best quality team overall
- Highest degree of oceanographic expertise

- Best data analysis and interpretation program
- Best knowledge of the harbour and the Harbour Solutions Project
- Best related experience

The monitoring program will commence in late June.

### **BUDGET IMPLICATIONS**

The total project cost for the required monitoring services for the first year is \$266,080.01 including net HST is available in Capital Account No.'s CSE00386-CSE00402. Financial Services has confirmed the availability of these funds. The project cost of subsequent years to a maximum of four one year terms, will increase by an inflation factor to be determined by HRM, will be dependent upon successful review of performance and budget allocation. The inflation factor applied to this project will be the Nova Scotia CPI index

Budget Summary: **Capital Account No.'s CSE00386-CSE00402- Harbour Solutions Project**

|                           |                |
|---------------------------|----------------|
| Cumulative Unspent Budget | \$68,911,997   |
| Less: RFP 04-041          | <u>266,080</u> |
|                           | \$68,645,917   |

### **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

### **ALTERNATIVES**

Council could choose not to award this contract. This is not the recommended approach as it is imperative that a water quality monitoring program for the Halifax Harbour be undertaken.

ATTACHMENTS

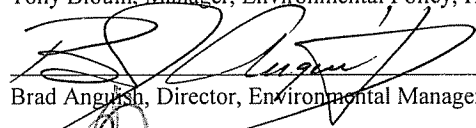
Appendix "A" - Summary of Evaluation Criteria

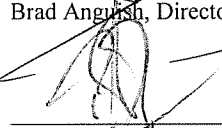
Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

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Report Approved by:

  
Brad Anguish, Director, Environmental Management Services 490-4825

  
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**HALIFAX REGIONAL MUNICIPALITY**

**CONSULTING SERVICES - HARBOUR WATER QUALITY MONITORING PROGRAM  
 HALIFAX HARBOUR SOLUTIONS PROJECT  
 PROPOSAL EVALUATION RFP # 04-041**

PROPOSAL: Consulting Services- Harbour Water Quality Monitoring Program  
 EVALUATED BY: Harbour Solutions

| CRITERIA   | MAX. SCORE        | SUBMISSION                             |                                  |                          |                  |              |              |
|--|-------------------|--|----------------------------------|--------------------------|------------------|--------------|--------------|
|  |                   | COA<br>(Coastal Ocean Associates Inc.) | Envirosphere Consultants Limited | Harbour Engineering Inc. | Jacques Whitford | MGI          | SNC-Lavalin  |
| <b>1. PROJECT TEAM QUALIFICATIONS</b><br>* Company qualifications<br>* Personnel qualifications              | 20                | 16                                     | 13                               | 13                       | 16               | 13           | 13           |
| <b>2. RELATED EXPERIENCE AND CAPACITY</b><br>* Previous similar work<br>* Company capacity                   | 40                | 34                                     | 28                               | 30                       | 34               | 26           | 30           |
| <b>3. UNDERSTANDING OF OBJECTIVES</b><br>* Work outline and Plan<br>* QA/QC understanding<br>* Contingencies | 20                | 19                                     | 13                               | 12                       | 19               | 15           | 14           |
| <b>4. PRICE</b>  | 20                | 14                                     | 14.3                             | 12.8                     | 19.0             | 20.0         | 18.7         |
|  | (Cost excl.. Hst) | \$349,327.00                           | \$340,805.00                     | \$381,672.00             | \$257,258.61     | \$244,393.00 | \$261,090.00 |
| <b>TOTAL</b>   | 100               | 83.0                                   | 68.3                             | 67.8                     | 88.0             | 74.0         | 75.7         |
| <b>RANKING</b>   |                   | 2                                      | 5                                | 6                        | 1                | 4            | 3            |