

**Joint Board of Management Agenda
Port Burwell Area Secondary Water Supply System
SPECIAL MEETING
July 30, 2025 – 1:00p.m.**

**Malahide Council Chambers
51221 Ron McNeil Line, Springfield**

The Joint Board of Management members for the Port Burwell Area Secondary System met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 1:00p.m.
The following were present:

(1) Call to Order

_____ is appointed Chair and the meeting is called to order at ____p.m.

(2) Disclosure of Pecuniary Interest

(3) Reports

- PBASWSS-25-10 - Award of Engineering Services for the PBASWSS Transmission Watermain Replacement

Recommended Motion:

THAT Report No. PBASWSS-25-10 entitled "Award of Engineering Services for the PBASWSS Transmission Watermain Replacement" be received;

AND THAT the Board of Management for Port Burwell Area Secondary Water Supply System direct the staff of the Administering Municipality to enter into an agreement with Stantec Consulting Ltd. for engineering services for the Port Burwell Area Secondary Water Supply System Transmission Watermain Replacement, as described in Township of Malahide RFP PW-25-08.

(4) Adjournment

Recommended Motion:

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at _____ p.m..



REPORT NO. PBASWSS-25-10

TO: Port Burwell Area Secondary Water Supply System- Joint Board of Management

DEPARTMENT: Public Works

MEETING DATE: July 30, 2025

SUBJECT: **Award of Engineering Services for the PBASWSS Transmission Watermain Replacement**

RECOMMENDATION:

THAT Report No. PBASWSS-25-10 entitled “Award of Engineering Services for the PBASWSS Transmission Watermain Replacement” be received;

AND THAT the Board of Management for Port Burwell Area Secondary Water Supply System direct the staff of the Administering Municipality to enter into an agreement with Stantec Consulting Ltd. for engineering services for the Port Burwell Area Secondary Water Supply System Transmission Watermain Replacement, as described in Township of Malahide RFP PW-25-08.

PURPOSE & BACKGROUND:

At the June 12, 2024 PBASWSS Board of Management meeting, staff presented Report PBASWSS-24-06 entitled “Port Burwell Area Secondary Water Supply System - Pipeline Desktop Condition Assessment Report”. Subsequent to this report, the Board provided the following resolution:

THAT Report No. PBAWSS-24-06 entitled “Port Burwell Area Secondary Water Supply System - Pipeline Desktop Condition Assessment Report” be received;

AND THAT the Port Burwell Area Secondary Water Supply System Joint Board of Management direct the Staff of the administering Municipality to initiate and develop a Request for Proposal (RFP) to obtain an Engineering Consultant to prepare a detailed Tender ready engineered design for the replacement of the entire Port Burwell Area Secondary Water Supply System transmission main.

COMMENTS & ANALYSIS:

The Administering Municipality published RFP PW-25-08 Engineering Services for the PBASWSS Transmission Watermain Replacement on May 23, 2025, on the Bids & Tenders procurement website.

A total of 14 suppliers registered and downloaded the RFP documents.

The bid opportunity closed on July 4, 2025. The Administering Municipality received a total of 4 submissions.

This RFP is structured as a two-envelope, price-per-point RFP. Envelope 1 contains the Technical Submission, which describes the proponent's qualifications, understanding of the assignment, and details how the proponent will meet the deliverables.

The Evaluation Committee consists of the Director of Public Works, and Water/Wastewater Operations Manager from the Township of Malahide, and the Manager of Capital Projects – Water/Wastewater Operations from the Municipality of Bayham.

Each Technical Submission was evaluated against the following criteria:

DESCRIPTION OF FACTOR	WEIGHT	TOTALWEIGHT FOR SECTION
A. Experience and Qualifications of Project Team:		
1. Project Team		
i. Project Manager in the Management Role	10	35
ii. Senior Staff by discipline (ie., Design Engineers, Technologists, QA/QC)	10	
iii. Support Staff and resources, including sub consultants	10	
2. Team Matrix	5	
B. Corporate Qualifications and Experience:		
1. Representative Corporate experience on three projects of similar value and scope, including references	15	15
C. Project Understanding and Work Plan:		
1. Project Understanding	20	45
2. Detailed Work Plan	15	
3. Detailed schedule (GANTT Chart)	5	
4. Quality Assurance and Control	5	
D. Proposal Quality:		
1. Proposal Quality	5	5
Technical Score		/100

If the Technical Proposal contained in Envelope #1 receives a score less than 80% (benchmark score) based on technical evaluation criteria, then the proposal will not be considered further, and the sealed envelope containing the associated Financial Proposal – Envelope #2 will not be opened.

If the Technical Proposal receives a score of 80% or more based on the technical evaluation criteria, the proposal shall be considered acceptable, and the associated second envelope, Financial Proposal – Envelope #2 will be opened.

Each submission will be evaluated for price by calculating the **Price per Point** formula.

$$\frac{\text{Total Cost of the Proposal}}{\text{Total Awarded Points}} = \text{Price per Point}$$

The Proposal with the lowest Price per Point represents the greatest value and is the Successful Proposal, subject to approval by the Port Burwell Area Secondary Water Supply System Board of Management.

3 of the 4 submissions met the minimum 80% technical score and proceeded to have Envelope 2 opened. 1 submission did not meet the minimum 80% technical score. This submission remains unopened and will be returned to the Proponent.

The submission from Stantec Consulting Ltd. is deemed to be the successful bid, with the second highest Technical Score and lowest cost, providing the lowest price per point calculation.

The Evaluation Committee is in agreement that Stantec Consulting Ltd. is aptly suited to provide the required engineering services required for this RFP, and recommends entering into an agreement with Stantec Consulting Ltd.

FINANCIAL IMPLICATIONS:

It is recommended that \$1,096,827.72 be transferred from reserves to fund the engineering study required to advance the PBASWSS' water transmission line project. This expenditure forms part of the previously estimated \$21 million total project cost and represents an early investment intended to bring the project to a shovel-ready state.

Initiating this work now will enable the PBASWSS to respond quickly to future grant opportunities, where shovel-ready projects are often prioritized for funding consideration. While these engineering costs are unlikely to be reimbursed through future grant programs, they are a necessary component of project readiness and demonstrate the PBASWSS' commitment to advancing critical water infrastructure.

As of the end of 2024, the Township's water reserves totaled approximately \$3.1 million. Following the recommended transfer, a balance of roughly \$2 million would remain available to support future phases of the project or other capital needs.

CONSULTATION:

- Director of Public Works, Township of Malahide
- Water/Wastewater Operations Manager, Township of Malahide
- Manager of Capital Projects – Water/Wastewater Operations, Municipality of Bayham
- CAO, Municipality of Bayham

SUMMARY:

The overarching purpose of this project is to provide tender ready construction drawings for the future replacement of the Port Burwell Area Secondary Water Supply System transmission watermain. These drawings are to be prepared in a manner that prioritizes the replacement of the 7km stretch of PVC watermain that is situated between the existing water tower and the connection to the Bayham Water Distribution System. The remaining watermain is to be split into phases based on reasonable and logical constructability within individual warm weather construction seasons.

Through this process, the successful proponent shall also review the existing transmission main capacity, current flows and projected future flows in order to confirm proper watermain sizing.

Staff agree that Stantec Consulting Ltd. is aptly suited to provide the required engineering services required for this RFP, and recommends entering into an agreement with Stantec Consulting Ltd.

ATTACHMENTS:

None.

Prepared by: J. Godby, Director of Public Works

Approved by: N. Dias, Chief Administrative Officer