

CITY OF VANCOUVER

ADMINISTRATIVE REPORT



Report Date: October 19, 2006  
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TO: Standing Committee on City Services and Budgets

FROM: General Manager of Engineering Services  
Manager of Materials Management

SUBJECT: Award of Professional Services Contract for Request for Proposal PS06025  
Vancouver Landfill Residential Drop-Off and Weighscale Upgrade Project

**RECOMMENDATION**

- A. THAT, subject to the conditions set out in Recommendations B, C and D, Council authorize a professional services contract be awarded to Gartner Lee Limited to provide professional services for the Vancouver Landfill Residential Drop-Off and Weighscale Upgrade Project at an estimated cost of \$374,202 plus applicable taxes.
- B. THAT the Director of Legal Services be authorized to execute and deliver on behalf of the City all legal documents required to implement Recommendation A.
- C. THAT all such legal documents be on terms and conditions satisfactory to the General Manager of Engineering Services, Manager of Materials Management and the Director of Legal Services.
- D. THAT no legal rights or obligations will be created by Council's adoption of Recommendations A, B and C above until such legal documents are executed and delivered by the Director of Legal Services.

## **GENERAL MANAGER'S COMMENTS**

The General Manager of Engineering Services and the Manager of Materials Management recommend approval of A, B, C and D above.

## **COUNCIL POLICY**

Consultant agreements exceeding \$30,000 require Council authorization. Contracts are to be awarded on the basis of best overall value for the City.

## **PURPOSE**

The purpose of this report is to seek Council authority to engage Gartner Lee Limited ("Gartner Lee") to provide professional services for the Vancouver Landfill Residential Drop-Off and Weighscale Upgrade Project (the "Project") at an estimated cost of \$374,202 plus applicable taxes.

## **BACKGROUND**

The City of Vancouver owns and operates the Vancouver Landfill (the "Landfill") located in Delta at 5400 72<sup>nd</sup> Street. On June 16, 2005, Vancouver City Council approved a number of capital projects at the Landfill.

One of the capital projects approved by Council was upgrades to the "Residential Drop-Off and Weighscale" facilities (the "Facilities") at the Landfill. Upgrades include relocating and adding to the existing Facilities. The main goals of upgrading the Facilities are to reduce traffic congestion, improve safety and provide an improved recycling facility for customers. Council approved a budget of \$2,500,000 for the overall project to upgrade the Facilities, including the professional services discussed herein.

In August 2005 and again in May 2006, the General Manager of Engineering Services sought expressions of interest to provide consulting services for the Project. A total of four companies submitted expressions of interest.

In July 2006, the General Manager of Engineering Services and the Manager of Materials Management issued the RFP to seek proposals from the pre-qualified consulting companies. The scope of work for consulting services includes conceptual and detailed design for the Facilities as well as construction management services.

## **DISCUSSION**

In response to the RFP, proposals for the Project were submitted by Gartner Lee and URS Corporation ("URS") on August 8, 2006.

Prior to reviewing the proposals, the General Manager of Engineering Services and the Manager of Materials Management developed an evaluation matrix (the "Matrix") to compare the two proposals. The Matrix compared the proponents' project teams, general proposal contents and proposal details. Proponents were scored out of a total of 71 points. Proposal cost was not assigned a numerical value in the Matrix.

An evaluation team composed of Engineering Services staff (the "Evaluation Team") evaluated the proposals based on the Matrix. The Evaluation Team gave Gartner Lee an average score of 60, and URS an average score of 39; therefore, the Evaluation Team recommended that Gartner Lee be selected for the Project. The Evaluation Team noted that:

- The Gartner Lee team members have considerable experience in the fields of solid waste, sustainability (particularly LEED), project management, geotechnical Engineering, building Engineering, Architectural design, and construction management. All of the proposed team members are specialists in the work that they would be performing in the Project.
- Gartner Lee's proposal provided extensive detail on all aspects of the Project requirements as listed in the RFP. As requested by the City, the proposal gave a detailed breakdown of each team member's role in the Project as well as detailed explanations of traffic planning, sustainability issues, Architectural design, and site investigations. This level of detail shows a clear understanding of the Project requirements.
- Gartner Lee's proposal considered various challenges related to building design, site characteristics and site operational requirements.
- Gartner Lee's proposal included value added services beyond the basic RFP requirements.

Selecting the consultant that proposes the most suitable team and provides the best proposal minimizes the City's risk on the overall project. Potential risks include:

- scope changes in the consultant's budget due to unforeseen circumstances;
- delivery of a project that does not meet the City's needs; and
- construction contracts scope changes due to lack of detail in project specifications.

Gartner Lee's team includes Morrison Hershfield to provide Architectural and building Engineering services, Thurber Engineering to provide geotechnical services, Catherine Berris Ltd. to provide Landscape Architecture services, and Terra Pacific Surveying to provide surveying services. The URS team includes E. Lees & Associates Consulting Ltd. to provide Landscape Architecture services, and Underhill Geomatics Ltd. to provide survey services.

In addition to evaluating the proposals, the Evaluation Team conducted meetings with each proponent on September 22, 2006. The purpose of these meetings was to seek clarification on issues related to the proposals. Questions specific to each proposal were prepared by the Evaluation Team prior to the meetings. Proponents' responses demonstrated their level of understanding of the City's needs and of their proposed methods for meeting those needs. The Gartner Lee team members provided detailed responses to the City's questions demonstrating their thorough understanding of the Project.

Gartner Lee proposed a project budget of \$374,202 plus GST, while URS proposed \$259,907 plus GST. In spite of the difference in cost between the proposals, the General Manager of Engineering Services and the Manager of Materials Management recommend hiring Gartner Lee to complete the Project because Gartner Lee's proposal provides the best overall value to the City.

### **FINANCIAL IMPLICATIONS**

Funding for the Project was approved by Council on June 16, 2005. The Project will be funded as a loan from the Solid Waste Capital Reserve to be repaid by users of the Landfill through tipping fees.

### **ENVIRONMENTAL IMPLICATIONS**

Upgrading the Facilities will reduce environmental impacts in a number of ways. Improved traffic management will reduce wait times at the Landfill, thereby reducing greenhouse gas emissions caused by vehicle idling. Increasing waste reduction and recycling opportunities will reduce the amount of solid waste requiring disposal. Landscaping design will include the use of biosolids and native plant materials. The upgrade will include an analysis of sustainability issues such as opportunities for the reuse or recycling of existing facilities where possible. Where practical, new buildings will be constructed to LEED Gold standards.

### **CONCLUSION**

Gartner Lee is recommended because of the knowledge and experience of their team and their detailed understanding of the Project. Gartner Lee's proposed budget is considered good value in that it equates to approximately 15% of the total design and construction budget for the upgrades to the Facilities, which is reasonable for a project of this scope. The General Manager of Engineering Services and Manager of Material's Management consider Gartner Lee's proposal as providing the best overall value to the City.

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