

VIA EMAIL ONLY

November 12, 2024

John Yungblut, Director of Public Works
Township of Huron-Kinloss
21 Queen Street, Box 130
Ripley, ON N0G 2R0

RE: Results of Proposal Process to Select a W & WW Operations Contractor

The purpose of this letter is to report on the procedure and outcome of a process to select a contractor to operate the Township's water and wastewater systems for the period 2025 to 2029.

Procedure

A Request for Proposal (RFP) was prepared and circulated by email on September 30, 2024. The RFP was generally based on the scope of work included in the existing contract with Veolia Water Canada Inc., with the following additional scope:

- Preparation and maintenance of a detailed facility inventory that would be integrated with the Township's asset management system.
- Preparation of an annual uni-directional flushing plan for the water distribution systems.
- The provision of read-only access to the contractor's Computerized Maintenance Management System (CMMS)
- Penalty provisions for the failure to produce deliverables on schedule.

The process had the following schedule:

- RFP issued September 30, 2024.
- Facility tours on October 10, 2024.
- A due diligence period with questions and answers.
- Proposals received October 30, 2024.
- Interviews of the proponents November 8, 2024.

As part of the Proposal review process each submission was evaluated against a weighted scoring system which is described below. Proposals were reviewed by BMROSS and Township staff.

Four potential contractors were canvassed to determine their interest in submitting a proposal. Two proposals were received. These were from Veolia and the Ontario Clean Water Agency (OCWA).

Results

The outcome of the proposal review by BMROSS is summarized as follows:

Evaluation Criteria	Maximum Score	Veolia Canada	OCWA
Experience and Reputation	20	13.0	15.0
Business & Operations Plan	45	31.8	38.6
Price Proposal	30	28.0	27.3
Transition Plan	5	3.0	5.0
Total Score	100	75.8	85.9


Combined pricing (water + wastewater) was very similar for the two proposals. That is reflected in the very similar scoring indicated above. The most significant difference overall was in the amount of information provided in the Business and Operations Plan. OCWA made frequent reference to the specific requirements of the RFP and outlined how they might address each. OCWA is Ontario based and their proposal demonstrated substantial resources that could support field operations.

It is important to note that many of the aspects of the scoring are subjective. The total scores should be viewed on the basis of plus or minus 5.0 points.

If you have any questions or require additional information, please let us know.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per  _____
Stephen Burns, P. Eng.

SDB:es
Encl.