



LONG POINT REGION CONSERVATION AUTHORITY STAFF REPORT

Date: June 5, 2023

File: 3.6.9

To: Chair and Members
LPRCA Board of Directors

From: General Manager, LPRCA

Re: Big Otter Floodplain Mapping Study RFP – Consulting Services

Recommendation:

THAT the LPRCA Board of Directors approve retaining Aquafor Beech Ltd. for engineering services to complete the Big Otter Creek Floodplain Mapping Study at a cost of \$51,930 exclusive of HST.

Links to Strategic Plan:

Strategic Direction #1 – Protect People and Property from Flooding and Natural Hazards

Strategic Direction #2 – Deliver Exceptional Services and Experiences

Background:

Big Otter Creek, has a watershed area of 820 square kilometers, and is located in the western region of the watershed. It has its headwaters in Oxford County and winds its way southwest and south to Lake Erie in Port Burwell, Bayham Township.

Historical floodplain mapping for Norwich, Tillsonburg and Vienna on Big Otter Creek was prepared by James F. MacLaren Limited in 1979. New floodplain mapping based on updated technical guidance and modeling and mapping resources was completed by Wood Environment & Infrastructure Solutions in 2020 for Big Otter Creek in Norwich, through Tillsonburg and from Calton Line to Port Burwell.

The purpose of this Project is to prepare, to current mapping and technical standards, floodplain mapping for the Big Otter Creek reach between the new Tillsonburg mapping and Calton Line in Bayham Township. Updated flood hazard mapping is required to support LPRCA's flood forecasting and warning for flood prone communities of Vienna and Port Burwell and MNRF Lake Erie Management Unit's fish habitat studies on Big Otter Creek.

LPRCA approved a budget of \$64,000 for this project with LPRCA's 50% contribution

of funding from General Levy. On April 4th of this year, LPRCA received confirmation from MNR Lake Erie Management Unit that funding of the project had been approved. MNR will use the hydraulic model and floodplain mapping information to better understand how spring freshet (2-year and 5-year flood) flows affect fish habitat in this region.

A Request for Proposal (RFP) was prepared by LPRCA staff to conduct Floodplain Mapping for Big Otter Creek from Highway 3 to Calton Line. The RFP was posted to Bids & Tenders and the LPRCA website on May 9th, 2023.

Discussion:

Ten proposals were received by the May 26th deadline. Proposals were reviewed and evaluated independently by three staff members who evaluated and scored each proposal based on the following RFP selection criteria:

1. Proposal Completeness and Quality (10%);
2. Qualifications and Experience (25%);
3. Understanding, Approach and Methods (40%);
4. Cost (15%); and
5. Schedule (10%).

The proposals and the associated prices are listed below:

Consultant	Price (Excluding HST)
Aecom	\$61,024
Ahydtech Geomorphic Limited	\$47,175
Aquafor Beech Limited	\$51,930
BGC Engineering	\$63,928
D.M Wills Associates Limited	\$58,940
Matrix Solutions Inc.	\$57,808
Resilient Engineering	\$49,800
Safe Roads Engineering	\$50,565
True Consulting	\$58,234
WSP	\$63,946

The outcome of the evaluation process resulted in Aquafor Beech Limited’s proposal scoring the highest. The Aquafor Beech Limited’s firm/team is experienced in administering projects of similar size and scope. The proponent’s proposal outlined in detail how they would meet each deliverable identified in the RFP including the approach, method, understanding and schedule of the project.

As a result of the evaluation process Aquafor Beech Limited received the highest overall score with a cost of \$51,930 excluding HST. Staff is recommending the Board of Directors proceed with the submission from Aquafor Beech Limited to complete the study.

Financial Implications:

The approved LPRCA 2023 Capital Budget includes funding for this project of \$65,000, split 50/50 with MNR and LPRCA Capital Levy. The MNR Lake Erie Management Unit has received additional funding and has committed to contributing \$40,000 to the total cost of the project pushing their contribution up to 76%. LPRCA will fund the balance of the project through the approved 2023 budget.

The proposal from Aquafor Beech Ltd. is \$51,930 plus \$913.97 for the unrecoverable portion of HST for a total of \$52,843.97. This amount is within the budget of \$65,000.

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