

NO: R036

COUNCIL DATE: February 20, 2017

REGULAR COUNCIL

TO: Mayor & Council **DATE: February 16, 2017**

FROM: General Manager, Engineering **FILE: 1217-408/01**
XC: 1217-408/03

SUBJECT: Award of Contract M.S. 1217-4080
2017 City of Surrey Water Conservation Program

RECOMMENDATION

The Engineering Department recommends that Council:

1. Award Contract M.S. 1217-4080-01 to Dillon Consulting Limited in the amount of \$58,042, including GST, for planning and managing the 2017 Water Conservation Program;
2. Award Contract M.S. 1217-4080-03 to Dillon Consulting Limited in the amount of \$85,699, including GST, for the student salary component of the 2017 Water Conservation Program; and
3. Authorize Deborah Rayek, Engineering Assistant, to approve and release payments up to the expenditure authorization limit for the subject contracts, which is hereby set at \$157,000, including GST and contingency.

BACKGROUND

The City conducted the Operation Save H₂O Program between 2008 and 2014 to promote water conservation in Surrey. Similar to the Salmon Habitat Restoration Program (SHaRP), the Operation Save H₂O Program was managed by a consultant and delivered by teams of students. These teams provided water conservation information on a door-to-door basis. The student teams also provided classroom education to elementary and high schools.

In 2015 and 2016, the Engineering Department, together with the Sustainability Office, provided water conservation education to elementary and high school students by qualified professionals, with over 125 classroom courses conducted each year. Also, there are water conservation components in the City's Newton Eco-District and Empowering Me Program.

The 2015 and 2016 programs did not specifically target water conservation education on single-family (SF), multi-family (MF), and Industrial, Commercial and Institutional (ICI) properties. Recent review of consumption in the City indicates that unmetered SF properties have very high (up to four times higher) seasonal demand compared to that of metered homes. As most MF and ICI properties water their lawns at the same time, their irrigation demand has a significant impact on the capacity of the water network. While the seasonal demand of metered SF homes has been decreasing over the last 10 years, the seasonal demand of unmetered homes has remained steady or increased slightly. There is a significant benefit to providing water conservation education to reduce lawn and landscaping watering demands.

DISCUSSION

A new Water Conservation Program is being proposed for this summer to complement existing programs. The proposed Program will include attending public events and providing water conservation information to SF, MF and ICI properties, with particular emphasis on reducing seasonal demand. This proposed Program would also educate the public regarding the need for sprinkling regulations and the effect of seasonal water usage on our water sources.

If approved, the Program will focus their efforts in the Crescent/Elgin and Ocean Park areas using a door-to-door campaign by four post-secondary students, as seasonal water demand in this area is high and our zone metering has indicated that these areas experience the greatest increase in water usage during seasonal peak periods. It is anticipated that approximately 4,000 SF homes will be visited. All MF and ICI properties in the area will also be visited.

Measurable Result and Benefit

The success of the Water Conservation Program will be quantified by measuring the peak, seasonal and annual demand and consumption of the metered residential homes and ICI properties in the Crescent/Elgin and Ocean Park areas.

Reduction of the total water consumption and seasonal demand would reduce the bulk water purchase from Metro Vancouver. Additionally, any reduction in peak demand will help defer infrastructure upgrades in Surrey, which would otherwise be required to provide capacity for lawn and landscape irrigation. Residents and businesses would also benefit from reduced metered water and sewer bills.

Scope of Work

The consulting services are composed of two parts: Program Management and Student Component. Program Management consists of planning and developing a program that is consistent with the goals and objectives of the City; the recruitment, training and supervising of post-secondary students; technical support and office space for the students; creating and purchasing educational material; and managing the Program.

The Student Component consists of student organization, including any disbursements that are associated with this work.

The consultant work is expected to start on March 6, 2017, and be completed by October 2017. The student door-to-door campaign will start in May and finish in August.

Consultant Assignment

Engineering Department staff will oversee the Water Conservation Program with the day-to-day management of the program contracted to the consultant.

A Request for Proposal (RFP) was issued via the BC Bid website by the Engineering Department in January 2017, with an expectation to hire a consultant to provide management services for the program. One (1) consultant submitted a proposal on or before February 9, 2017. Unfortunately, there appears to be limited interest and experience in the marketplace for a consultant for this type of assignment.

The bids, excluding taxes, from the proposal are summarized in the following tables.

Table 1: Quote Provided by Consultant Proposal in Response to RFP

Proponent	Program Management Component Bid	Student Component Bid
Dillon Consulting Limited	\$55,754.00	\$81,618.00

The bid for the Program Management Component above includes \$10,000 reserved for the creation and purchase of educational materials. This breakdown can be seen in the table below.

Table 2: A breakdown of the Quote Provided by Consultant Proposal

2017 Water Conservation Program	Quote Provided
Management Component	
Program Management and Disbursement	\$45,754.00
Educational Materials	\$10,000.00
Student Component	
Student Salaries and Disbursement	\$81,618.00
Total Program Cost	\$137,372.00

EVALUATION

The proposal was evaluated based on cost and the information provided in the proposal. Dillon Consulting Limited (Dillon) showed a good understanding of the Terms of Reference and has extensive experience with community education programs within the City. This includes providing consulting services for the former Operation Save H₂O Program and currently for SHaRP.

It is recommended that Dillon be awarded the contract to manage the 2017 Water Conservation Program given their experience with the City and similar programs in the past.

SUSTAINABILITY CONSIDERATIONS

The work of this contract will endorse sound stewardship of the Region's water resources by promoting water conservation and providing public education. In particular, the project supports the City's Sustainability Charter themes of Infrastructure and Education and Culture. Specifically, this contract supports the following Desired Outcomes:

- Water DO₁₅: All water is used efficiently and per capita water use is decreasing year over year;
- Water SD₁₂: Continue to explore, develop and implement policies and tools to support water conservation and recovery; and
- Learning SD₆: Cultivate a culture of sustainability through community education and engagement.

FUNDING

Funding for the contracts is available in the approved 2017 Water Budget.

Fraser Smith, P.Eng., MBA
General Manager, Engineering

JA/KL/cc