

Report to Council

To: Waterworks Committee
From: Administration
File #: DOP-CC-15
Date: August 10, 2020
Re: WPCF Upgrading Status

For Information

Tasks undertaken since mid-June regarding the Portage la Prairie Water Pollution Control Facility (WPCF) Upgrading project include:

- 1) Evaluated submissions received in response to the RFP for Communication Advisor. (close June 23). Prepared report and issued letter of award and letters of rejection.
- 2) Evaluated submissions received in response to the Fairness Advisor. (close June 25). Prepared report and issued letter of award and letters of rejection.
- 3) Evaluated submissions received in response to the Legal Advisor. (close June 25). Prepared report and issued letter of award and letters of rejection.
- 4) Conducted three proposal debriefs with unsuccessful Business Advisor proponents.
- 5) Maintained communications with Manitoba Sustainable Infrastructure Secretariat. Funding agreements being drafted.
- 6) Resolved the issue regarding potential Municipal Board approval requirement for the WPCF Project. No further approval is necessary.
- 7) Reviewed sections of the draft Request for Qualifications for potential proponents interested in bidding on the project. The RFQ is to be issued in late August. Since this involves an on-site tour (if possible) and an open house format, the schedule might depend upon travel restrictions, or the format might have to be a virtual event.
- 8) A preliminary virtual video tour of the WPCF site is being reviewed. This will be provided to RFQ proponents.
- 9) Continued to compile background information for the prospective proponents to the Project RFQ and RFP. Additional wastewater sampling and testing to be done.
- 10) Further discussion on technical aspects of the scope of the treatment components of the final contract. This will form part of the scope for the Request for Proposals.
- 11) Further discussion on the issues of higher relative risk for prospective proponents, such as existing infrastructure condition, staff transfer, and potential mitigation measures. Discussed City staff transfer issues in greater detail with City's Human Resources lawyer.

- 12) Submitted and discussed the City's proposed revisions to the draft Environment Act Licence with Manitoba Conservation and Climate Environmental Approvals staff, which were received favourably. Received a second draft for review. The Licence is anticipated to be issued prior to the end of August.
- 13) The July monthly Project Meeting included the Business Advisor, Deloitte.
- 14) Initial contract virtual meetings were held with the Legal Advisor, Torys; the Fairness Advisor, RFP Solutions; and the Communication Advisor, McKim Communications.
- 15) Reviewed and updated Industrial Services Agreements.

Tasks over the next month will include finalizing the Environment Act Licence; processing the ICIP and Provincial funding agreements; preparing the Request for Qualifications document for pre-selection of prospective bid teams; and preparing, concurrently, the scope of work for the Request for Proposals for the main contract; review of the RFQ document by the Business, Legal and Fairness Advisors; and compiling additional historical documents and wastewater characterization documents. City staff, with assistance from Legal Counsel will collate human resources documents and develop the approach and terms of reference for the transfer of staff to the new contractor. The Business Advisor will start on the Business Case review, review the Financial model, conduct a market sounding, conduct a risk assessment, and develop clauses pertaining to the financial aspects of the Request for Qualifications and Request for Proposals and the final Project Agreement. It is anticipated the RFQ will be issued by the end of August.

It is hoped the Funding Agreements will be received prior to the issuance of the RFQ. Council might consider holding the RFQ until the agreements are received. It is very important to provide all prospective project proponents with the confidence that the project will proceed without delay and with all potential obstructions removed once the RFQ is issued. Uncertainty in the project is likely to result in less interest from prospective bidders due to the risk of the project failing to advance.