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**REPORT TO SALT SPRING ISLAND LIQUID WASTE DISPOSAL LOCAL SERVICE COMMITTEE  
MEETING OF FRIDAY 21 AUGUST 2009**

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**SUBJECT      CONSULTING SERVICES FOR SALT SPRING ISLAND SEPTAGE FACILITY  
UPGRADE – AWARD OF CONTRACT 09-1637**

**PURPOSE**

To seek the approval of the Salt Spring Island Liquid Waste Disposal Local Service Committee (SSILWC) for award of a contract for the provision of design, costing, tendering and construction management services relating to upgrading the Burgoyne septage processing facility on Salt Spring Island.

**BACKGROUND**

All waste pumped from septic tanks and grease traps and sludge from wastewater treatment plants on Salt Spring Island is received at a central Capital Regional District (CRD) processing facility off Burgoyne Bay Road. At the facility, about 4.5 million litres (4,500 tonnes) per year of these materials are dewatered to reduce the cost of transport to the CRD Regional solid waste landfill in Victoria. The facility produces about 600 tonnes of dewatered sludge annually that are trucked to Victoria, and roughly four million litres of water that is filtered through membranes and discharged to a septic field.

The existing facility, which was constructed under a design-build-operate contract in 1997, is in need of major upgrades. The original facility was designed to accommodate approximately half of the volume now received at the site. Many of the components installed in 1997 are not cost effective to operate, requiring considerable manual labour. Other components are nearing the end of their design life or do not have sufficient capacity to meet the present and anticipated volume increases. In November 2008, the electors of Salt Spring Island passed a referendum authorizing the CRD to borrow up to \$2,100,000 to upgrade the facility.

Based on a call for credentials issued to consulting firms for design and project management services, six submissions were received and scored by a panel of three staff following the criteria included in the call for credentials. The three highest scoring firms were invited to submit proposals. CRD Board policy requires that technical proposals and fee proposals be submitted in separate sealed envelopes. Technical proposals are scored by a panel of three staff in accordance with criteria set out in the request for proposals before fee proposals are opened. If a technical proposal scores less than 15% below the score of the highest ranked proposal, the sealed fee proposal envelope is returned to the firm.

Of the three proposals received, one technical proposal scored less than 15% below the highest ranked proposal and the corresponding fee proposal was returned to the firm unopened. Of the remaining two, the proposal submitted by Dayton and Knight Ltd. achieved the highest score based on a combination of technical and cost scores. The total estimate of fees for the proposed services is \$282,622 plus GST, for a total of \$296,753.

**ALTERNATIVES**

1. That the Salt Spring Island Liquid Waste Disposal Local Service Committee recommend to the CRD Board that Contract 09-1637 *Consulting Services for Salt Spring Island Septage Processing Facility Upgrade* be awarded to Dayton and Knight Ltd. in the amount of \$296,753 including GST; and that funding be provided from the capital project budget for the Salt Spring Island liquid waste processing facility upgrade project.

2. That the Salt Spring Island Liquid Waste Disposal Local Service Committee receive this report for information.

**FINANCIAL IMPLICATIONS**

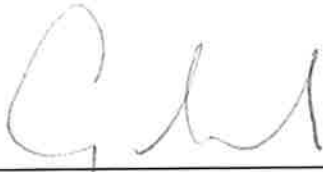
The proposal submitted by Dayton and Knight Ltd. is consistent with the project budget. The Salt Spring Island liquid waste processing facility upgrade project has a total budget of \$2,100,000, of which \$482,000 was allowed for engineering, project management and contingency. The award of the consulting contract to Dayton and Knight Ltd. would commit \$296,753 toward engineering and project management, leaving \$185,247 of the budget allowance available for contingency and staff time.

**SUMMARY**

Engineering and project management services are required for a major upgrade to the Burgoyne septage processing facility on Salt Spring Island. As a result of a call for credentials and subsequent request for proposals from three firms, Dayton and Knight Ltd. achieved the highest combined score for technical proposal and estimated cost in an evaluation by staff. The fee estimate of \$296,753 (including GST) submitted by Dayton and Knight Ltd. is consistent with the project budget.

**RECOMMENDATION**

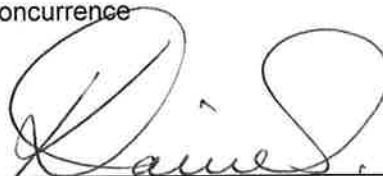
That the Salt Spring Island Liquid Waste Disposal Local Service Committee recommend to the CRD Board that Contract 09-1637 *Consulting Services for Salt Spring Island Septage Processing Facility Upgrade* be awarded to Dayton and Knight Ltd. in the amount of \$296,753 including GST; and that funding be provided from the capital project budget for the Salt Spring Island liquid waste processing facility upgrade project.



Colwyn Sunderland, AscT  
Local Services Engineering Coordinator



Larisa Hutcheson, PEng  
Acting General Manager, Environmental Services  
Concurrence



Kelly Daniels  
CAO concurrence

**COMMENTS**

CS:ls