

Township of South Stormont
KEY INFORMATION REPORT
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer
Date of Meeting: May 11, 2022
Subject: Procurement Update, Joint Water and Wastewater Operations Review, South Glengarry and South Stormont Townships

Background:

The Township of South Stormont and the Township of South Glengarry both seek to understand the operational needs and improvement areas for the operation of the water and wastewater systems owned and operated by the respective municipalities. Through the Municipal Modernization Grant program the municipalities received a grant of up to \$101,760 to undertake the operational review.

South Stormont CAO and Director of Public Works prepared the RFQ documents in consultation with the respective counterparts in South Glengarry, and the RFQ document was issued in early April 2022, and the deadline was April 27th. Several firms requested the full RFQ documents, and one (1) submission was received. The single submission is a joint submission from Aureus and Watson and Associates and the proposal to conduct the two operational reviews, The tasks include; conduct operational reviews of each water and wastewater system in its entirety, interview staff, administration, and service delivery providers, assess operations in their entirety and provide recommendations around operational improvements, service delivery models, including financial considerations, staffing, third party service providers and options for the future totals \$111,405, exclusive of taxes.

Aureus has recently completed review studies for municipalities similar in nature to the two Townships. Aureus staff assigned to the project have experience working in larger and small municipalities than South Stormont or South Glengarry. The CAO and Director of Public Works reviewed some of the final reports and recommendations made to other municipalities, it was felt the information was clearly laid out, writers had a strength of knowledge in the field as well as providing well thought out recommendations. As Council is aware, Watson and Associates has good familiarity with the Township and as such is easily able to step into the financial review portion of the work.

Discussion:

In accordance with the appropriate procurement procedures, each municipality will enter into an agreement with Aureus, the party submitting the joint proposal. The project is shared, and recommendations and study findings will be considered by the respective municipal councils.

As a result of the shared procurement, total costs for the Township of South Stormont are anticipated to be \$55,702.50. When the ½ of the grant dollars are applied, the Township costs are minimal, anticipated to be not more than \$5,000 based on grant requirements.

The final report will be provided in January of 2023 in order to meet the grant program reporting requirements.

This project is a budgeted item in the 2022 water/wastewater budget, as such it is included in the monthly procurement report.

*Prepared by:
Debi LucasSwitzer*