

**Request for Proposals
Review of Watermain Design Procedures and Policies
and their Economic Impact
in the City of Hamilton**

1. DESCRIPTION, PURPOSE AND OBJECTIVE:

HHHBA is seeking proposals for a research study concerning the watermain design policies and procedures currently in place in the City of Hamilton.

HHHBA has been the voice of the residential construction and land development industry since 1942. Over the last five (approximately) years, our members have struggled with changes in policy to the watermain approval process, and while consultation and discussions have taken place, no effective change has occurred to improve the current process; rather our members advise that the situation worsens with time.

As a result, we would like to enlist a consultant (or team) to provide us with a research study providing the necessary background information and facts, to allow us to formally address the situation (at both staff and political levels), which clearly portrays the ramifications of choices made by Public Works to timelines, construction costs, ongoing operations and maintenance costs, etc.

2. TERMS AND CONDITIONS:

HHHBA must be able to provide a fulsome, well prepared research study, both to its membership to understand how the situation in Hamilton relates to best practices elsewhere, but also to use/make available to substantiate an intended delegation to the City to formally address the issue.

It is expected that the successful consultant or team would be able to provide a draft report for review by HHHBA staff on or before December 15, 2017 and finalize the report January 31, 2018.



Terms for Proposal:

- Proposals should be submitted via email to: smammel@hhhba.ca. All proposals must include/address all of the outcomes listed in Section 5: Scope of Work, below.
- Submission deadline is Tuesday, October 31, 2017 at 4:30pm. Any proposals received after this date will not be considered.
- Bidder Status:
 - Primary bidders may elect to carry out all components of the work themselves, or may subcontract/partner with other firms to meet the full Scope of Work. If subcontractors/partners are enlisted, those firms should be listed as part of the RFP submission.
 - All bidders must disclose any relevant conflicts of interest.

3. BACKGROUND:

Over the last five years, changes to the way in which watermain designs are reviewed and approved in the City of Hamilton have resulted in reported approval timing delays, increased construction costs, and frustration on the part of designers making submissions for land development and/or redevelopment projects.

While efforts have been made at various levels (individual consultants approaching staff at the City, the Association discussing the matter in liaison committees and subcommittees, and bringing the issue to the attention of senior Management at the City), the situation has not improved.

The Association, through discussions with its members, feels that these efforts have stalled. Anecdotally, HHHBA staff have heard that the timeline for watermain approvals now exceeds that of stormwater management reviews by the MOE, that the scope of review/terms of reference for design is a moving target, and that increases in construction costs (both to the watermain distribution system and home/building construction) may now form a significant part of the home price. Further, it is surmised that the increased long term repair/maintenance/replacement costs will have a calculatable and negative effect on the taxpayer, all of which has a negative economic impact to the new home buyer, the City itself, and the taxpayer respectively.

4. AUDIENCE:

For this particular issue, HHHBA has three audiences that are affected by the issue and resultant study:

- HHHBA members – predominantly the builder/developer/consultant groups of the membership
- Municipal Government – both at staff and political levels
- Home owners – both the new home buyer and taxpayer

5. SCOPE OF WORK:

The following components are essential to this proposal:

- Design standards:
 - Compare the design standards (for both subdivision and site plans) and compare them to those of comparable municipalities to determine best practices.

- Specifically, the study should note if and how the Fire Underwriters' Survey (FUS) forms part of the comparator's policies and procedures.
 - Outline the benefits that use of the Fire Underwriters' Survey (FUS) may have.
 - The comparison should also attempt to address typical approval times for these comparable municipalities where possible.
 - A "best practises" from these comparators should be developed and compared to the Hamilton model.
 - Comparators must include, but is not limited to:
 - City of London
 - City of Ottawa
 - Waterloo Region
 - Region of Halton
 - City of Toronto
 - One additional GTA municipality/Region
- Economic Impact:

When comparing the best practises model developed above, the economic impact of the current Hamilton model should be calculated based on the following desired outcomes:

- Their effect on initial construction costs (increased cost, if any, on watermain distribution system and housing construction), and the resultant increase in cost to the new home buyer.
- Their effect on the City's finances (ex. economic loss due to delays in collecting building permit fees, development charges, etc.)
- Their effect on longer term operations/maintenance/replacement, and the resultant increased cost to the taxpayer

6. PLEASE SUBMIT PROPOSALS TO:

Suzanne Mammel, MBA CET
Executive Officer & Policy Director
Hamilton-Halton Home Builders' Association
1112 Rymal Road East
Hamilton, Ontario L8W 3N7

Telephone: 905-973-3663
Fax: 905-574-3411
Email: smammel@hhhba.ca