

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON  
MUNICIPALITÉ RÉGIONALE D'OTTAWA-CARLETON

REPORT  
RAPPORT

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Our File/N/Réf.                   **31-05-96-0231-P**  
Your File/V/Réf.

DATE                               23 October 1996

TO/DEST.                         Co-ordinator  
Corporate Services and Economic Development Committee

FROM/EXP.                       Environment and Transportation Commissioner

SUBJECT/OBJET                 **OPERATIONS AND MAINTENANCE MANUAL**  
**WATER DIVISION**  
**CONTRACT NO. CC 6621**  
**CONTRACT AWARD**

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### **DEPARTMENTAL RECOMMENDATION**

**That the Corporate Services and Economic Development Committee and Council approve the award of Contract No. CC 6621 for an Operations and Maintenance Manual for the Water Distribution System to JL Richards and Associates Limited, Ottawa, for a total contract provision of \$161,131.30.**

### **BACKGROUND**

Regulation 435/93, of the *Ontario Water Resources Act*, makes it mandatory for owners of water distribution facilities to “ensure that operators and maintenance personnel in the facility have ready access to comprehensive operations manuals that contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the facility.”

The Water Division is responsible for the production and delivery of potable water to residents of Ottawa-Carleton through one of the largest water systems under one authority in Canada. The Region’s water system services a population of some 660,000 through two purification plants, 34 pumping and storage facilities, 2,300 km of watermain, 13,800 fire hydrants, 145,000 water services and five communal well systems.

The Water Division is structured into five Branches as follows:

- Maintenance and Construction Branch
- Operations Branch
- Utility Services Branch
- Water Distribution Branch
- Water Efficiency Branch

The Branches directly related to this Operations and Maintenance Manual are the Utility Services and Water Distribution Branches. The Utility Services Branch is responsible for all water meter installations/investigations, watermain locates/leak detection, after hours shift services, damage claim investigations, and for the administration/inspection of various maintenance contracts including roadway reinstatement.

The Water Distribution Branch is responsible for the operation and maintenance of the entire water distribution system including 2,300 km of watermain, 13,800 hydrants, 25,000 valves and 145,000 water service lines.

The Water Division requires a manual that will reflect the day to day routines, operational practices and procedures that are carried out as mandated to the Region by the Ministry of Environment and Energy (MOEE). This Manual must address all pertinent information within the *Occupational Health and Safety Act and Regulations* and relevant Regulations in the *Highway Traffic Act*. It will also encompass all the items required to comply with the MOEE Certification Legislation. The Manual will be in an easy to use format with the flexibility to be integrated into the new Water Distribution System Maintenance Management System (MMS). The Manual will also be used as a training tool for new and existing staff in the Water Division.

The Detailed Manual will be a composite manual with all pertinent activities fully explained, complete with the necessary drawings and/or sketches.

The MMS application will be consistent with the needs of the crew on the job. It will give adequate information to the crew who will be carrying out the maintenance or repair activity.

The Training Manual Application will serve as a training tool for various activities within each of the Branches so that there is an understanding of the function of each area or group. This Manual will also contain drawings and or sketches wherever possible.

## DISCUSSION

Nine consultants were evaluated by a rating team based on an Expression of Interest. The consultants' submissions were evaluated on the basis of Team Qualifications, Previous Experience, Quality of Approach, and Understanding of the Project.

The rating team selected three consultants to be evaluated based on a Request for Proposal (RFP) as follows:

- JL Richards and Associates Limited, Ottawa, in partnership with North West Water and Acres and Associated;
- RV Anderson and Associates Limited, Ottawa;
- Totten Sims Hubicki Associates, Kanata, in partnership with Hargrave and Company.

The rating team evaluated the consultants based on their RFP submissions and the presentation of their proposal. The Consultant's Team Qualifications including technical writing and operational experience, Previous Experience, Quality of Approach, and Understanding of the Project were the main aspects of the evaluation.

The Region's rating team selected JL Richards and Associates Limited to develop the Operations and Maintenance Manual. The authority request is \$136,900.00 plus \$13,690.00 for contingency and \$10,541.30 for GST for a total authority of \$161,131.30.

#### CONSULTATION

The public consultation process is not applicable.

#### EXPENDITURE JUSTIFICATION

Standard procedures of operational and maintenance activities are essential for proper operation of the distribution process. At present, the Division is limited to a minimal number of written procedures and policies that are relevant to each branch. It is necessary for the reasons indicated in the report to bring the information up-to-date and consolidate it into an Operations and Maintenance Manual for the Division. This requirement is also mandatory in accordance with Regulation 435/93 of the *Ontario Water Resources Act*.

#### FINANCIAL STATEMENT

	\$
Approved Budget to Date	205,000
Total Paid and Committed	<u>(0)</u>
Balance Available	205,000
THIS REQUEST	<u>(161,131)</u>
Balance Remaining	<u>43,869</u>

Encumbrance No. CC 6621

Funds have been provided in the 1996 Capital Budget account No. 922-41757, Water Division, Operating & Maintenance Manuals.

*Approved by  
M.J.E. Sheflin, P.Eng*

Dr/dr/jw

FINANCE DEPARTMENT COMMENT

Funds are available as indicated.

*Approved by T. Fedec  
on behalf of the Finance Commissioner*