



Report to Council

Department: Infrastructure Services
Division: Capital Works and Infrastructure
Date: September 21, 2020
Prepared by: Kevin Girard, P.Eng, MBA
Director, Infrastructure Services
Report Number: Capital Works and Infrastructure-2020-07
Subject: Engineering Services for Bridge Rehabilitation
Number of Pages: 3 pages

Recommendation(s)

That Capital Works and Infrastructure-2020-07 entitled "Engineering Services for Bridge Rehabilitation" prepared by Kevin Girard, Director, Infrastructure Services dated September 21, 2020 be received, and

That Council award the Engineering Services for Bridge Rehabilitation (RFP-ID-20-019) to RC Spencer Associates Inc. in the amount of \$50,371.20 including all non-refundable Harmonized Sales Tax.

That Council approve the additional funding of \$10,371.20 above the approved 2020 Capital Budget of \$40,000 for Engineering for Various Bridges and Culverts from the Town's Asset Management Lifecycle Reserve.

Purpose

In accordance with the Town Procurement By-Law Number 1043, a Request for Proposal (RFP) was issued for Engineering Services for the 2021 bridge rehabilitation projects. Since the cost estimate included in the successful proponent's proposal exceeds the approved 2020 Capital Budget, Council's authorization is required to approve additional funding.

Background and Discussion

The RFP for Engineering Services was issued in May of 2020 and closed on June 10, 2020, requesting that qualified engineers provide proposals for engineering design and construction administrative services for three structures within the Town of Essex:

- Concrete Rigid Frame Structure # 103904 – South Malden Road / Mole Side Road
- Concrete Culvert # 106101 – Walker Side Road / 11th Concession Road / North Malden Road.
- Bridge Rehabilitation # 200204 - 3rd Concession Road

The Request for Proposal received was evaluated using a scorecard approach, taking into consideration the fee proposal, qualifications and experience, understanding of project scope, quality of the proposal, work schedule, methodology, value added and innovation concepts.

The proposal review process included a team made up of:

- Kevin Girard, Director, Infrastructure Services
- Richard Beausoleil, Manager, Capital Works and Infrastructure
- Jackson Tang, Assistant Manager, Business Services

After reviewing each proposal as submitted and totaling the scores, R C Spencer Associates Inc. scored the highest. R C Spencer Associates Inc. addressed all areas of the scope as identified in the request for proposal.

Financial Impact

The 2020 Capital Budget had an approved amount of \$40,000 (Project PW-20-0021) for Engineering for various bridges and culverts. The successful proponent's total cost for these services is \$50,371.20 including non-refundable HST. Therefore, the 2020 approved budgeted amount for PW-20-0021 is not sufficient to cover the overall total cost of the project. Additional funds in the amount of \$10,371.20 are required to be transferred from the Town's Asset Management Lifecycle Reserve to cover this shortage.

Consultations

Jackson Tang, Assistant Manager, Business Services

Kate Giurissevich, Manager, Finance & Business Services

Richard Beausoleil, Manager, Capital Works & Asset Management

Link to Strategic Priorities

- Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.

Report Approval Details

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| Document Title: | Engineering Services for Bridge Rehabilitation .docx |
| Attachments: | |
| Final Approval Date: | Sep 14, 2020 |

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Chris Nepszy". The signature is written in a cursive, flowing style.

Chris Nepszy, Chief Administrative Officer - Sep 14, 2020 - 5:54 PM