



Report to Council

Department: Infrastructure Services
Division: Capital Works and Asset Management
Date: July 21, 2025
Prepared by: David McBeth, C.E.T.
Manager, Capital Works and Asset Management
Report Number: Capital Works and Asset Management-2025-18
Subject: Engineering Services for the South Talbot Road and
Maidstone Avenue Reconstruction
Number of Pages: 5

Recommendation(s)

That Capital Works and Asset Management-2025-18 entitled Engineering Services for the South Talbot Road and Maidstone Avenue Reconstruction by David McBeth, Manager, Capital Work & Asset Management dated July 21, 2025 be received, and

That Council award the Engineering Services for the South Talbot Road and Maidstone Avenue Reconstruction (RFP-ID-25-013) to RC Spencer Associates Inc., in the amount of \$138,078.15, including non-refundable Harmonized Sales Tax.

Purpose

In accordance with the Town Procurement By-Law Number 2437, a Request for Proposal (RFP) was issued for Engineering Services for South Talbot Road and Maidstone Avenue Reconstruction. Since the proposed fee exceeds the \$130,000 for engineering fees, Council's authorization is required to approve entering into an agreement.

Background and Discussion

A two-part RFP for Engineering Services was issued on May 1, 2025 and closed on June 5, 2025, requesting that qualified engineers provide proposals for engineering design for the South Talbot Road and Maidstone Avenue Reconstruction and included two provisional items for a the engineering design of a multi-use pathway along South Talbot Road from Maidstone Avenue to the existing Cypher System trail and another multi-use pathway on Maidstone Avenue from South Talbot Road to Allen Avenue.

The engineering design for the main part of the contract will include updating the South Talbot Road and Maidstone Avenue intersection with a dual left hand turn onto Maidstone Avenue from South Talbot Road. This is expected to incorporate new traffic signal lighting, streetlighting and a multi-use trail from Reed Street to Maidstone Avenue. South Talbot Road will also be re-aligned to add a larger curve in the roadway, which will be used to eliminate the three-way stop that was instituted at Reed Street in 2023. Property for this work was acquired in 2024.

Based on last year's approved 5-Year Capital Plan this project was projected to have construction begin in 2027. The Capital Works team is currently updating the 5-Year Capital Plan, and as previously explained, the plan is a working plan that shifts with the needs of the Town such as development and strategic needs. Therefore, this project may be shifted to accommodate other needs. As determined in a traffic impact study in 2020, a driving factor in the need for this intersection improvement is the future phases of the Essex Town Centre Development along with other development growth in this area of Town, which have yet to move forward at this time.

The RFP was received and 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
- David McBeth, Manager, Capital Works & Asset Management
- Jackson Tang, Assistant Manager, Business Services

After reviewing each proposal as submitted and totaling the scores, RC Spencer Associates Inc. scored the highest. RC Spencer Associates Inc. addressed all areas of the scope as identified in the request for proposal and has completed other projects successfully for the Town of Essex in the past.

Financial Impact

The 2025 Capital Budget had an approved amount of \$300,000 for this project as a carry forward. The successful proponent's total cost for these services is \$138,078.15, including non-refundable HST. The breakdown of their fees are as follows, which include non-refundable HST:

- \$87,401.67 for the engineering design of the South Talbot Road and Maidstone Avenue intersection.
- \$25,338.24 for the engineering design of the multi-use pathway on South Talbot Road.
- \$25,338.24 for the engineering design of the multi-use pathway on Maidstone Avenue.

Therefore, the 2025 approved budgeted amount for PW-24-0013 is sufficient to cover the overall total cost of the project.

The project was budgeted to be funded 25% from other revenue sources including a County of Essex contribution and the remaining 75% from development charge reserves. Per the below any additional other revenues sources (including grant monies) would mean less development charge reserve requirement, which can then be directed to other growth-related projects.

The following financial details should also be noted:

- As the trail on Maidstone Avenue is part of the CWATS program, the Town of Essex can request that 40% of the engineering design fees be covered by the County of Essex CWATS program, which the Town of Essex will request once awarded.
- As detailed in a memorandum of understanding, the County of Essex will also be paying a portion of the intersection detailed design (25%) for Maidstone Avenue, which is a County Road in this area.
- The MTO as part of the Highway 3 project is expected to provide a payment that will cover the cost of the engineering and construction of the multi use trail from the Cypher Systems Greenway to Maidstone Avenue. The agreement and funding have not yet been received. This will be a future and separate capital project.
- Developments along Maidstone Avenue, including the Home Hardware Site and Essex Town Centre Development has provided payments to the Town already to cover the eventually construct the multi-use pathway. This money is already allocated within the Town's Trail Reserve.
- Earlier this year, the Town applied for a grant from Active Transportation Fund (ATF) for the Maidstone Avenue & Talbot Street North intersection, storm sewer on Maidstone Avenue from Allen Avenue to Talbot Street and multi-use pathway from South Talbot Road to Talbot Street North. The Town has not received notification on this grant, but if won, it would also cover a portion of the engineering and construction cost of the trail design from this RFP.

Consultations

Kevin Girard, Director, Infrastructure Services

Jackson Tang, Assistant Manager, Business Services

Kate Giurissevich, CAO & Director, Corporate Services/Treasurer

Ann Marie Unis, Manager, Finance

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Eng Services for South Talbot and Maidstone RFP - Capital Works and Asset Management-2025-18.docx
Attachments:	
Final Approval Date:	Jul 16, 2025

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



Kevin Girard, Director, Infrastructure Services - Jul 16, 2025 - 8:56 AM

Ann Marie Unis, Manager, Finance & Business Services - Jul 16, 2025 - 11:53 AM



Kate Giurissevich, Chief Administrative Officer - Jul 16, 2025 - 3:22 PM