



## Request to Council to Waive Requirement for Proposals, Tenders and Quotations

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*Note: Requests to waive the requirement for Proposals, Tenders and Quotations are restricted to acquisitions that are predominantly or exclusively for consulting and professional services and must be made in accordance with Section 22.02 of By-Law No. 1043, Procurement & Disposal of Goods & Services Policy. Consulting and professional services means those services requiring the skills of a professional for a defined service and may include architects, engineers, surveyors, planners, financial consultants, lawyers, real estate agents or brokers, etc. Refer to Section 1.02 of the Policy for further examples of consulting and professional services.*

### 1. REASON FOR REQUEST

This represents a formal request to Council to waive the requirement for proposals, tenders and quotations for Consulting and Professional Services under Section 22.02 of the Procurement and Disposal of Goods and Services Policy. This request is being made on the basis of the following criteria (*please select at least one of the options below*):

- ☐ The works to be performed by the consultant or professional service are a continuation of a previous project (*Section 22.02(a) of the By-Law*)
- ☐ The firm being recommended has demonstrated unique qualifications to undertake the project (*Section 22.02(b) of the By-Law*)
- ☐ The project is subject to time constraints (*Section 22.02(c) of the By-Law*)
- ☒ Other (*provide explanation in 3. below*)

### 2. NAME AND TYPE OF CONSULTING OR PROFESSIONAL SERVICE

Name of Professional Service: Dillon Consulting and Coco Paving Inc.

Type of Professional Service (*select one*):

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input checked="" type="checkbox"/> Engineer | <input type="checkbox"/> Architect   | <input type="checkbox"/> Surveyor          | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Planner             | <input type="checkbox"/> Lawyer  | <input type="checkbox"/> Real Estate Agent | <input type="checkbox"/> IT        |
| <input type="checkbox"/> Appraiser           | <input checked="" type="checkbox"/> Other ( <i>specify</i> ) <u>Contractor (Design-Build Team)</u> |  |                                    |

### 3. EXPLANATION OF REQUEST

Provide full explanation of how this request meets the criteria of Section 22.02 of By-Law No. 1043, Procurement & Disposal of Goods & Services Policy:

The Town has been working in close partnership with the MTO and the Design-Build Team to keep the Town's and the Ministry's best interests at the forefront of the Highway 3 Widening Project (MTO Contract 2020-3006). Through this partnership, it was proposed by Town administration that an opportunity existed to take advantage of economies of scale to install a new watermain crossing to service the industrial lands south of Highway 3 to promote growth in this sector. It was agreed upon by the MTO that this work could be included as part of the Highway widening contract and paid for directly by the Town to take advantage of economies of scale related to other similar works already being completed in the area.

Should Council decide to not construct this watermain crossing at this time, additional costs will be incurred to complete this work at a later date including, but not limited to:

- Additional construction and material costs from inflation
- Loss of opportunity through economies of scale
- Additional MTO permitting and reviews
- Costs for mobilization of Town procured Contractor
- Costs for additional engineering



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(Continued)**

**4. REQUESTING DEPARTMENT INFORMATION**

Name of Department Head: Kevin Girard

Department Name: Infrastructure Services

Date of Request: February 1, 2021

**5. APPROVAL INFORMATION** *(to be completed by the Mayor and the Clerk of the Town of Essex)*

☐

**Request Approved**

☐

**Request Not Approved**

Date Approved/Not Approved: \_\_\_\_\_

Mayor's Signature: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_