



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: Stantec Consulting Ltd

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 type="checkbox"/> Other (<i>specify</i>) _____ | | |

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:

Since amalgamation, Stantec Consulting has been the Town's consultant for sanitary and stormwater sewer models and studies in Essex Centre. These studies have aided the Town to address hydraulic capacity issues related to climate change, while also addressing development pressures and community growth. Since the Ward 1 Storm Improvement project includes a review of underground infrastructure, including storm sewers, within the scope, the flow monitoring, field investigations, and stormwater model completed by Stantec will be very useful in completing the design of the Ward 1 Improvements.

In addition, with Stantec being the engineer of record for the Southwest Area Stormwater Improvements Environmental Assessment project, much of preliminary work has already been completed and will be replicated in the Ward 1 Improvements project. Therefore, Stantec already has extensive background knowledge of the requirements and scope of the Environmental Assessment that would otherwise take time and additional effort for another consultant to acquire. Further, their experience and preliminary design work with the Environmental Assessment project will allow Stantec to competently manage this project effectively and efficiently, both creating savings and ensuring the tight funding timelines are met.



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for Proposals, Tenders and Quotations
(Continued)**

4. REQUESTING DEPARTMENT INFORMATION

Name of Department Head: Kevin Girard

Department Name: Infrastructure Services

Date of Request: March 1, 2021

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

☐

Request Approved

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Request Not Approved

Date Approved/Not Approved: _____

Mayor's Signature: _____

Clerk's Signature: _____