



## Report to Council

Department: Infrastructure Services

Division: Capital Works and Infrastructure

Date: February 7, 2022

Prepared by: Kevin Girard, P.Eng, MBA  
Director, Infrastructure Services

Report Number: Capital Works and Infrastructure-2022-02

Subject: 2021 Engineering Services for Bridge  
Replacement/Rehabilitation

Number of Pages: 4 pages

### **Recommendation(s)**

**That** Capital Works and Infrastructure-2022-02 entitled "2021 Engineering Services for Bridge Replacement/Rehabilitation" prepared by Kevin Girard, Director, Infrastructure Services dated February 7, 2022 be received, and

**That** Council award the Engineering Services for Bridge Rehabilitation (RFP-ID-21-024) to RC Spencer Associates Inc. in the amount of \$61,152.67 including all non-refundable Harmonized Sales Tax.

**That** Council approve the additional funding of \$11,152.67 above the approved 2022 Capital Budget of \$50,000 for Engineering for Various Bridges and Culverts (PW-21-0011) 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 2022 Capital Budget, Council's authorization is required to approve additional funding.

## Background and Discussion

The RFP for Engineering Services was issued in October of 2021 and closed on November 17, 2021, 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 # 200303 – McLean Road/4<sup>th</sup> Concession Road
- Concrete Rigid Frame Structure # 103901 – South Malden Road / County Road 11
- Soil Steel Culvert Replacement # 204004 – Ferris Road / 4<sup>th</sup> Concession

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
- Norm Nussio, Manager, Operations and Drainage
- 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 2022 Capital Budget had an approved amount of \$50,000 (Carry forward Project PW-21-0011) for Engineering for various bridges and culverts. The successful proponent's total cost for these services is \$61,152.67 including non-refundable HST. Therefore, the 2022 approved budgeted amount for PW-21-0011 is not sufficient to cover the overall total cost of the project. Additional funds in the amount of \$11,152.67 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, CPA, CA, Director, Corporate Services/Treasurer

## 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

Document Title:	2021 Engineering Services for Bridges and Culverts - Capital Works and Infrastructure-2022-02.docx
Attachments:	
Final Approval Date:	Jan 31, 2022

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

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a stylized flourish at the end.

**Doug Sweet, Chief Administrative Officer - Jan 31, 2022 - 4:29 PM**