



Report to Council

Department: Infrastructure Services
Division: Drainage
Date: April 15, 2024
Prepared by: Lindsay Dean, Drainage Superintendent
Report Number: Drainage-2024-06
Subject: Engineering Services for Drainage Works Roster List
Number of Pages: 4

Recommendation(s)

That Drainage-2024-06 entitled Drainage Works Roster List prepared by Lindsay Dean, Drainage Superintendent dated April 15, 2024, be received, and

That Council authorize the acceptance of the prequalified bidders for RFPQ-ID-24-012 contained within this report.

Purpose

To authorize the prequalification of firms for Engineering Services for Drainage Works Roster List. In accordance with the Town Procurement By-Law Number 2129, Council approval is required for purchases in excess of \$120,000 including one time purchase or accumulated annual amount and multi-year contract as well. **This report is to seek Council's approval** to appoint the prequalification of the engineering firms to provide Engineering Services for Drainage Works Roster List with the total accumulated amount greater than \$120,000 including applicable taxes per year.

Background and Discussion

Engineering Services for works under the Drainage Act are completed using independent consultants and the cost incurred as part of the project are applied to the assessment schedule for the drain as a component of the report. Drainage engineering is a specialized discipline that requires expertise to comply with the Drainage Act and Ministry guidelines and is generally complex in nature.

Therefore, to improve the overall purchasing aspect of the drainage process, the Town of Essex has posted a Request for Prequalification (RFPO) in accordance with Procurement By-law 2129 Section 9.07 – Request for Prequalification to obtain a prequalified list of drainage engineers to complete drainage reports under the Drainage Act. This was completed to **simplify and expedite the procurement process for drainage to allow the Town's Drainage Superintendent** to procure drainage engineers that are experienced to complete these services. In addition, since the scope of drainage projects are established once the engineer is appointed by Council, it would not be practical to obtain pricing from engineering consultants in advance of the engineer appointment as the project can be modified drastically based on landowner input at the on-site meeting.

The engineering firms were scored based on qualifications and expertise of the lead engineer and team, reputation of the firm, experience with similar drainage projects and contracts, equipment and resources and hourly fees and disbursements to determine if they meet the minimum score of 75 out of 100 to qualify. All firms that submitted have obtained a score above 75 and are recommended to qualify.

The qualified firms are:

Spriet Associates London Limited
N.J. Peralta Engineering Ltd.
R. Dobbin Engineering Inc.
Dillon Consulting Limited
Rood Engineering Inc.
RC Spencer Associates Inc.

The term of the engineering services RFPO was set for one year. The intent of the roster is to award assignments to the qualified firms equally, but this will be dependent on firm availability and acceptance of projects.

Financial Impact

The RFPO allows for prequalified engineering firms projects to be assigned projects through Council appointment under the threshold of \$120,000 including applicable taxes.

All costs incurred will be applied to the assessment schedule established through the drainage report to recover costs from landowners and owners of roadways including the Town of Essex. There is no financial impact for accepting this roster.

Consultations

Jackson Tang, Assistant Manager Business Services

Kate Giurissevich, Director, Corporate Services/Treasurer

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:	Acceptance of RFPQ for Engineering Services for Drainage Works.docx
Attachments:	
Final Approval Date:	Apr 10, 2024

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

Norm Nussio, Manager, Operations and Drainage - Apr 10, 2024 - 10:52 AM

No Signature - Task assigned to Kevin Girard, Director, Infrastructure Services was completed by workflow administrator Cassandra Lauzon, Legislative Clerk

Kevin Girard, Director, Infrastructure Services - Apr 10, 2024 - 2:07 PM

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

Doug Sweet, Chief Administrative Officer - Apr 10, 2024 - 2:18 PM