

DATE: June 20, 2022

REPORT NO: PW-11-2022

SUBJECT: **Campbell Bridge Detailed Condition Survey RFP Award (PW RFP 2022-01) - Budget Amendment (BA2022-05)**

CONTACT: Ray Vachon, C.E.T. - Project Manager
Mike DiPaola, P. Eng. - Director of Public Works & Recreation

OVERVIEW:

- In February 2022, Council approved the 2022 Capital Budget that included \$25,000.00 for the Campbell Bridge Detailed Condition Survey works.
- Staff circulated a Request for Proposal (RFP) on May 4, 2022. There were four (4) registered bidders, but only one (1) bidder submitted on the closing date of May 25, 2022.
- A bid amount of \$29,902.50 (excluding HST) was received from J. L. Richards & Associates Limited.
- Staff recommends awarding the contract to J. L. Richards & Associates Limited.
- Staff recommends a project contingency allowance in the amount of \$4,983.51 which represents approximately 16% of the total project expenditures.
- Staff request Council approve a Budget Amendment (BA2022-05) in the amount of \$10,500.00

RECOMMENDATION:

1. That, Recommendation Report PW-11-2022, re: "Campbell Bridge Detailed Condition Survey RFP Award (PW RFP 2022-01) - Budget Amendment (BA2022-05)", dated June 20, 2022, be received; and,
2. That, Council awards the RFP submission to J. L. Richards & Associates Limited for the detailed condition survey work, in the amount of \$29,902.50 (excluding HST); and,
3. That a project contingency allowance in the amount of \$4,983.51 be provided for this project; and,
4. That, Council approve a \$10,500 Budget Amendment BA2022-05, financed by Development Charges of \$1,050 and a transfer from the Bridge Reserve of \$9,450; and,
5. That a by-law be adopted to authorize the Mayor and Clerk to sign an agreement with J. L. Richards & Associates Limited for the detailed condition survey work for the Campbell Bridge in the amount of \$29,902.50 (excluding HST).

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1

- **Strong Transportation Connections** – Building safe, connected and well-maintained infrastructure networks.

BACKGROUND:

The 2021 OSIM Bridge Inspection report recommended a detailed condition survey for the Campbell Bridge (TWL-ID-B04), located on South Grimsby Road 16, 100m north of Twenty Road, to determine the extent of the rehabilitation work required.

A budget of \$25,000.00 was approved in the 2022 Capital Budget for the detailed condition survey work for the bridge.

Please refer to the Appendix A of this report for the location plan of Campbell Bridge (TWL-ID-B04).

CURRENT SITUATION:

On May 4, 2022, staff circulated an RFP document on the Township's Bidding System, Bids & Tenders. On the closing date of May 25, 2022, only one (1) submission was received and opened.

The submission was checked for completeness, accuracy and arithmetic correctness. There were no errors found. The RFP submission is as follows:

Company	Submission Price (excl. HST)
J. L. Richards & Associates Limited	\$29,902.50

The bidder, J. L. Richards & Associates Limited, has experience completing similar works and is capable of successfully completing this project.

Based on the submission from J. L. Richards & Associates Limited, the Township's estimated total cost for this assignment are itemized below:

RFP Submission	\$ 29,902.50
Project Contingency (approx. 16%)	\$ 4,983.51
Non-Recoverable HST	\$ 613.99
Total Estimated Cost:	\$ 35,500.00

FINANCIAL IMPLICATIONS:

The approved capital budget amount for this project is indicated below:

Description	GL Account	Budget
Campbell Bridge Condition Survey	3-06-06130-630710	\$ 25,000.00

The total estimated project cost exceeds the original approved budget. The cost is increase mainly due to the current high workload demand on qualified consultants, which is apparent from only receiving one submission.

In light of the revised cost, staff is requesting approval of Budget Amendment BA2022-05 for \$10,500. Funding of this budget amendment is through Development Charges of \$1,050 and a transfer from the Bridge Reserve of \$9,450. The revised budget is \$35,500 with total financing as follows:

Development Charges	\$ 3,550.00
Bridge Reserve	<u>\$31,950.00</u>
Total Estimate Project Costs	\$35,500.00

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Finance, CAO, and the Clerks Department.

CONCLUSION:

In summary, Staff recommends that this assignment be awarded to the low bidder, J. L. Richards & Associates Limited, at their submitted price of \$29,902.50 (excluding HST), and that a project contingency allowance in the amount of \$4,983.51 be included for this project, for a total project cost estimated at \$35,500. Additionally, Staff request that Budget Amendment (BA2022-05) for \$10,500.00, be approved.

Prepared & Submitted by:



Ray Vachon, C.E.T.
Project Manager

Approved by:



Bev Hendry
CAO



Mike DiPaola, P. Eng.
Director of Public Works & Recreation

APPENDIX A – Campbell Bridge Location Plan