

DATE: March 19, 2024

REPORT NO: PW-08-2024

SUBJECT: **St. Ann's Road Reconstruction Consultant Services – Detail Design, Tendering, Contract Administration & Inspection RFP Award**

CONTACT: Ray Vachon, C.E.T., Project Manager

OVERVIEW:

- The St. Ann's Road Reconstruction project was included in the approved 2021 Capital Budget, with funding from the Government of Canada and Government of Ontario under the Investing in Canada Infrastructure Program (ICIP).
- Staff prepared and circulated a Request for Proposal (RFP), with six (6) submissions received on the closing date of February 21, 2024.
- In an effort to award the RFP based on best value for money, all proposals received were evaluated used set criterion of 80% (Technical) and 20% (Cost).
- Urban & Environmental Management Inc. received the highest score.
- Staff recommends awarding the design portion of the RFP to Urban & Environmental Management Inc. at an estimated project cost of \$175,000.00 which includes professional fees, 15% contingency, net HST, and other miscellaneous costs.

RECOMMENDATION:

1. That, Recommendation Report RFD PW-08-2024, regarding "St. Ann's Road Reconstruction Consultant Services – Detail Design, Tendering, Contract Administration & Inspection RFP Award", dated March 19 2024, be received; and
2. That, the design portion of the above project be awarded to Urban & Environmental Management Inc., in the amount of \$132,334.40 (excluding HST); and
3. That, the project cost in the total amount of \$175,000.00, which includes professional engineering services, a 15% contingency, net HST, and other miscellaneous project costs, be approved; and
4. That, a By-Law authorizing the Mayor and Clerk to enter into an agreement with Urban & Environmental Management Inc. be passed.

ALIGNMENT TO STRATEGIC PLAN:

Build - a safe, connected, caring and active community

BACKGROUND:

In 2018, the Government of Canada and Government of Ontario signed an Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program which promised \$180 billion for infrastructure projects for rural and northern communities. The Township of West Lincoln applied for this funding stream for the St. Ann's Road Reconstruction project, and received approval in April 2020 for up to \$4,150,875.63 or 83.33% of total eligible project costs. The Township is responsible for the 16.67% balance of total eligible project costs.

St. Ann's Road Reconstruction is a multi-year project that involves the reconstruction of St. Ann's Road from Twenty Mile Road to Regional Road 20, the rehabilitation of the North Creek Bridge, improvements to the railway crossing, sidewalk/pedestrian safety, and storm drainage.

In June 2021, under report PW-16-2021, Council approved the award of the Municipal Class Environmental Assessment (EA) process and Preliminary Design assignment, which was the first step of the project. As of March 15, 2024, the Municipal Class EA and Preliminary Design is now complete.

The tentative schedule for the complete project is as follows and may vary as the project phases proceed:

Municipal Class EA & Preliminary Design	Completed
Detail Design	2024
Utility Relocates & Potential Property Acquisition	2024/2025
Construction	2025/2026

CURRENT SITUATION:

Staff prepared and circulated the Request for Proposal (RFP) document on January 17, 2024 and the RFP closed on February 21, 2024. The RFP was advertised on the Township website and with the electronic tendering service, Bids & Tenders. In an effort to award this RFP on best value for money, all proposals received were evaluated using the following set of criteria (80% Technical and 20% Cost) as itemized below:

- Applicable Technical Expertise & Resources
- Team Strength
- Same or Similar Project Experience
- Past Performance Record
- Project Understanding
- Methodology / Work Plan
- Cost

There were nine (9) registered bidders and six (6) RFP submissions were received and

opened on the RFP closing date of February 21, 2024. The results of the evaluation are summarized in the below table:

Company	Detail Design & Tendering Cost	Const. Admin & Inspection Cost	Total RFP Cost	Weighted RFP Score (Points)
Urban & Environmental Management Inc.	\$132,334.40	\$249,983.30	\$382,317.70	850
Associated Engineering (Ont) Ltd.	\$169,464.00	\$348,968.00	\$518,432.00	720
Kerry T. Howe Engineering Limited	\$176,270.00	\$275,000.00	\$451,270.00	700
Robinson Consultants Inc.	\$228,380.00	\$240,260.00	\$468,640.00	665
R.J. Burnside & Associates Limited	\$265,911.45	\$264,071.00	\$529,982.45	625
Concept Dash Inc.	\$84,705.00	\$50,615.00	\$135,320.00	DQ

Urban & Environmental Management Inc. received the highest score. Staff determined that the proposal submitted by Concept Dash Inc.'s did not fully meet all the requirements specified in the RFP document which translated to an extremely low price, which was 182% lower than the fees submitted by Urban & Environmental Management Inc. Therefore, their submission is considered an irregular bid and was disqualified.

Urban & Environmental Management Inc. is located in Niagara Falls and has experience completing similar works throughout Niagara Region, and is capable of successfully completing this project and has the necessary expertise and resources.

FINANCIAL IMPLICATIONS:

As part of the 2021 Capital Budget, a total budget amount of \$380,000.00 was approved for the planning and design phase of the project, which includes this Municipal Class EA and Preliminary Design assignment, and the Detail Design component of the project. Total costs for the completed Municipal Class EA and Preliminary Design was just under \$205,000.00. Therefore, the remaining budget is sufficient to complete the detail design and tendering of this contract.

Only the detail design portion of the RFP will be awarded to Urban & Environmental at this time. The Construction Administration and Inspection will be awarded to Urban & Environmental in 2025 as part of the construction tender award, pending Council budget approval. The hourly prices quoted in the RFP will remain unchanged when the work is awarded in 2025.

The total project cost for this assignment is estimated to be \$175,000 as outlined below:

Project Budget	Cost
RFP Total	\$132,334.40
Contingency (15%)	\$ 20,000.00
Miscellaneous & Net HST	\$ 22,665.60
TOTAL	\$175,000.00

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Interim CA)/Treasurer and Clerks Department.

CONCLUSION:

In summary, Staff recommends that this contract be awarded to Urban & Environmental Management Inc. at their bid price of \$132,334.40 plus HST, and that Council approve project expenditures up to the amount of \$175,000.00.

Staff further recommends that the Mayor and Clerk be authorized to enter into an agreement with Urban & Environmental Management Inc. for the St. Ann's Road Reconstruction Detail Design and Tendering of the project, as outlined above.

Prepared by:



Ray Vachon, C.E.T.
Project Manager

Submitted by:



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

Approved by:



Donna DeFilippis
Interim CAO and Treasurer