



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Steven Ziegler, Senior Project Engineer

DATE: August 28, 2023

REPORT NO.: TPW-2023-024

SUBJECT: Award of RFP 2023-061-P - Engineering Services for the Prince Street Reconstruction

RECOMMENDATION:

THAT Report No. TPW-2023-024, dated August 28, 2023, regarding the Award of Request for Proposal 2023-061-P - Engineering Services for the Prince Street Reconstruction, be received;

AND FURTHER THAT Council approves the Engineering Services for the Prince Street Reconstruction contract award to Gannett Fleming Canada ULC, Royal Bank Plaza, 200 Bay Street, South Tower Suite 1600, Toronto, Ontario M5J 2J3;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a Purchase Order to Gannett Fleming Canada ULC, Royal Bank Plaza, 200 Bay Street, South Tower Suite 1600, Toronto, Ontario M5J 2J3, in the amount of \$357,020.11 (including HST), for the purpose of Detailed Design Engineering Services for the Prince Street Reconstruction, with Construction Phase Engineering Services to be submitted for Council approval at time of Construction Tender Award;

AND FURTHER THAT the project budget for 6200-16-1803 (Prince St (All Phases)) be increased by \$100,000 and that the additional funding requirement be financed by transferring \$45,000 from the New Capital reserve and \$55,000 from the Transportation Services Development Charge reserve;

AND FURTHER THAT Council authorizes the Mayor and Clerk to execute the necessary documents to enter into a Client/Engineer Agreement for Professional Consulting Services.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Staff are recommending to retain the consulting engineering firm Gannett Fleming Canada ULC to complete engineering design of the Prince Street Reconstruction.
- The engineering design shall include roadway reconstruction within the study area as well as new pedestrian facilities.
- Construction Phase Engineering Services shall be submitted for Council approval at the time of Construction Tender Award.
- An additional \$100,000 will be required to fund the detailed design assignment and other contingencies for project 6200-16-1803 – Prince Street (All Phases).

BACKGROUND AND DISCUSSION:

The project encompasses engineering services for Detailed Design, preparation of Issued for Tender documents, Tender period assistance, and preparation of Issued for Construction documents for the Prince Street Reconstruction. Detailed design shall include roadway reconstruction, drainage improvements and new storm sewer, new pedestrian facilities, utility coordination, and permitting within the study area.

Construction Phase Engineering Services, including Contract Administration, Site Inspection, and Engineering Support during Construction, have been included on a Provisional basis and will be subject to Council approval at time of Construction Tender Award.

Solicitation of Proposals for Engineering Services

A Request for Proposal (RFP) for Engineering Services for the Prince Street Reconstruction was issued on May 15, 2023. The bid was posted on the Town's website and advertised on the bidsandtenders.ca website. Thirteen (13) firms downloaded the document. The RFP closed on June 9, 2023 and three (3) submissions were received as follows:

Vendor	Location
Gannett Fleming Canada ULC	Toronto, Ontario
HDR Corporation	Richmond Hill, Ontario
MTE Consultants Inc.	Kitchener, Ontario

Bids were evaluated by a staff team based on experience, price, methodology, project approach and understanding, and work schedule. Gannett Fleming Canada ULC was determined to be the highest ranking proponent.

Detailed engineering design will be undertaken in 2023 / 2024. Construction activities are currently included in the capital forecast for 2025 and may be carried over into 2026. Review of construction timing will be undertaken during preparation of the 2024 capital forecast.

Additionally, other project contingencies have been identified as a result of potential monitoring requirements for Pileated Woodpeckers within the project limits. The Pileated Woodpecker is one of 18 species identified in Schedule 1 of the Migratory Birds Regulations (2022) whose nests are known to be reused year after year by various species. These nests receive year-round protection under the Migratory Birds Convention Act, unless the nest has been determined to be abandoned.

Bird call surveys, nest surveys, monitoring, and potentially permitting may be required under this assignment. These contingencies have been incorporated into the recommended scope of work and revised project budget as part of this report.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to achieve sustainable growth to ensure that growth is managed so as to ensure a balanced, sustainable, well planned community infrastructure and services to meet the needs of its residents and businesses.

This report also identifies transportation as one of the Town's Strategic priorities.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement has been conducted as follows:

Public engagement was undertaken during the Conceptual and Preliminary Design phases, including a public survey and two (2) public information centers. Further public engagement is anticipated during the Detailed Design phase.

INTERNAL CONSULTATION:

Staff from Engineering & Construction evaluated the proposals submitted in response to the Request for Proposal document and are in agreement with the recommendations outlined in this report.

Purchasing facilitated the process and the Manager of Purchasing is in agreement with the award.

FINANCIAL IMPLICATIONS:

In 2022, Capital Budget funding was allocated and approved for 6200-16-1803 Prince St (All phases) in the amount of \$200,000. Combined with previous funds from prior approvals in 2018 and 2019, the project has a total approved budget of \$408,305. Expenses to-date from 2018 to 2023 total \$122,153, leaving a current balance of \$286,152.

The award of 2023-061-P - Engineering Services for the Prince Street Reconstruction has a total cost of \$321,508 (including non-refundable HST). As a result, additional funding for the project is required. A budget increase of \$100,000 is recommended to cover the costs of the detailed design award as well as other contingencies currently identified for the project.

The budget increase is recommended to be funded as outlined below:

	Financing					Canada Community Building Fund (CCBF)
	Budget	DC - Transportation	New Capital Reserve	Capital Replacement Reserve		
Existing project budget						
2018 Budget	\$ 108,305	\$ 58,000	\$ -	\$ 42,000	\$ 8,305	
2019 Budget	100,000	58,300	41,700	-	-	
2022 Budget	200,000	110,000	90,000	-	-	
Total	\$ 408,305	\$ 226,300	\$ 131,700	\$ 42,000	\$ 8,305	
Revised Project Budget per TPW-2023-024						
Project Expenses to-date (2018-2023)	\$ 122,153					
Design RFP 2023-061-P (incl. applicable HST)	321,508					
Other costs (including contingency)	64,644					
Total & Revised Financing	\$ 508,305	\$ 281,300	\$ 176,700	\$ 42,000	\$ 8,305	
Transfer (to)/from Reserves & Grants	\$ 100,000	\$ 55,000	\$ 45,000	\$ -	\$ -	

Reviewed and approved by,

Susan Harries, Acting Senior Manager of Purchasing and Risk Management

Amy Prueter, Budget & Financial Reporting Supervisor and Acting Director of Finance & Town Treasurer

Mike Donnelly, Director of Engineering & Construction

Bill Andrews, Commissioner of Transportation & Public Works

Chris Mills, Chief Administrative Officer