

THE MUNICIPALITY OF LAMBTON SHORES

Report DPW 09-2022

Council Meeting Date: May 17, 2022

TO: Mayor Weber and Members of Council

FROM: Nick Verhoeven, Director of Public Works

RE: RFP Award – Engineering Services – Road Needs Study

RECOMMENDATION:

THAT Report DPW 09-2022 regarding the “RFP Award – Engineering Services – Road Needs Study” be received; and

THAT the RFP Award – Engineering Services – Road Needs Study be awarded to B. M. Ross and Associates Ltd. for a proposal price of \$67,548.00 (excluding HST); and

THAT the Mayor and Clerk be authorized to execute any necessary documents relating to the Roads Needs Study project.

SUMMARY

This report presents a summary of the proposal award for Engineering Services for the creation of a Road Needs Study for the Municipality. Funding of \$50,000 for this project is carried in the 2022 Operating Budget. Staff is recommending award to B. M. Ross and Associates Limited.

BACKGROUND

In 2022, Council included \$50,000 in the transportation services operating budget for engineering services for the creation of a new Road Needs Study document. The previous Road Needs Study document was created in 2017. The new Road Needs Study will be used to support ongoing asset management programs and supports the development of road capital budgets as well as high level guidance on maintenance and levels of service in operations.

The request for proposal (RFP) process was used to procure professional services for this project, which enables proponents to propose different methodologies for achieving the objective of the project while ensuring other factors including cost, expediency and experience are all given consideration. The RFP document was released on February 24, 2022 and closed on March 18, 2022 with eight (8) submissions.

The RFP process is different from the standard tender process because submissions are evaluated based on marking criteria published in the RFP document. The criteria are

established to determine the best value for dollar for the services. For this RFP, the following marking criteria were used:

PROPOSAL CRITERIA	CRITERIA WEIGHTING
Project Work Plan, Understanding and Familiarity with the Problem/Issues and Municipality	50
Consultant Qualifications and Experience	25
Price	25
Total	100

Staff reviewed the proposals with the following scoring results:

Proponent Name	Total Score	Proposal Submission Before Tax	Net Cost to Lambton Shores
B. M. Ross and Associates Ltd.	90%	\$67,548.00	\$68,736.84
GM BluePlan Engineering	85%	\$76,500.00	\$77,846.40
WSP Golder	80%	\$49,975.00	\$50,854.56
D.M. Wills Associates Ltd.	80%	\$54,160.00	\$55,113.22
GSS Engineering Consultants Ltd.	75%	\$79,633.75	\$81,035.30
Englobe Corp.	65%	\$73,930.00	\$75,231.17
GEMTEC Consulting Engineers and Scientists Ltd.	60%	\$81,195.00	\$82,624.03
Spriet Associates Engineers & Architects	55%	\$224,510.00	\$228,461.38

Public Works staff reviewed each proposal closely with regards to the level of detail required to achieve desired outcomes in the project. The Road Needs Study document is used to prioritize capital projects and develop maintenance strategies for the Municipality which directly impact millions of dollars of spending by Lambton Shores over the course of the period this study will be in effect. Therefore, staff feels that developing a detailed and complete Road Needs Study is a smart investment for the Municipality and that the extra cost to complete a more detailed study will pay for itself many times over in the course of the capital projects over the life of the study.

In a standard tender, a municipality is obligated to award the contract based on the low bid price received. In a RFP competition, a Municipality is obligated to award the contract to the proponent that scores the highest based on the published evaluation criteria. Staff recommend that Council award this project to B. M. Ross and Associates Limited. B. M. Ross and Associates Ltd. is an experienced engineering firm that has completed numerous road needs study/assessment projects and engineering assignments for other area Municipalities.

ALTERNATIVES TO CONSIDER

No other alternatives are presented at this time. The RFP for this project was released in keeping with the Municipality's Purchasing Policy to ensure the Municipality is receiving market competitive value for the contracted work.

RECOMMENDED ACTIONS

Staff is recommending that the contract for this project be awarded to B. M. Ross and Associates Limited in the amount of \$68,736.84 Net HST.

FINANCIAL IMPACT

The 2022 budgeted amount approved by Council for Engineering Services – Road Needs Study project was \$50,000. The net of HST price of the study from B. M. Ross and Associates Limited is over the approved budget. The additional cost can be funded from the Bridge and Road Inspection Reserve Fund which is funded annually through the operating budget and has sufficient funds for this project.

CONSULTATION

Tender reviews were completed by Public Works Staff. Budget details confirmed by Director of Financial Services.