

## COMMITTEE OF THE WHOLE – NOVEMBER 3, 2008

### MUNICIPAL STRUCTURE INSPECTION AND REPORTING

#### Recommendation

The Commissioner of Engineering and Public Works in consultation with the Director of Purchasing Services and the Director of Reserves and Investments recommends:

1. That the remaining Parts B, C and D of RFP08-211 Municipal Structure Inspection and Reporting be awarded to Totten Sims Hubicki in the amount of \$28,020.00, plus GST;
2. That a contingency allowance in the amount of \$8,900.00, plus G.S.T. (representing 10% of the entire project cost of \$88,660.00, plus G.S.T.) be approved within which the Commissioner of Engineering and Public Works or his designate is authorized to approve amendments to the Contract;
3. That the additional funds in the amount of \$7,560.00 required to complete the 2008 Municipal Structure Inspection and Reporting project be approved and funded from Roads Infrastructure Reserve;
4. That the budget for Capital Project EN-1716-08 be increased by \$7,560.00 and funded from Roads Infrastructure Reserve; and
5. That the inclusion of the matter on a Public Committee or Council Agenda for additional funding request for Municipal Structure Inspection and Reporting is deemed sufficient pursuant to Section 2(1)(c) of By-Law 394-2002.

#### Economic Impact

The total project cost is \$97,560.00.00 including a 10% contingency. Item EN-1716-08 of the 2008 Capital Budget is approved for \$90,000.00; therefore there is a shortfall to complete the full project scope of \$7,560.00. This additional cost would be funded from the Roads Infrastructure Reserve.

#### Communications Plan

Not Applicable.

#### Purpose

The purpose of this report is to recommend that Council award the remaining Parts B, C and D of the 2008 Municipal Structure Inspection and Reporting project to Totten Sims Hubicki and obtain authorization from Council to proceed with the remainder of the project.

#### Background - Analysis and Options

Item 1, Report No. 23, of the Committee of the Whole (Working Session), was adopted without amendment by the Council of the City of Vaughan on May 12, 2008 for the Municipal Structures Management System. It gave authority to staff to incorporate all vehicular and pedestrian structures into the City's municipal structure management system and also directed:

- “2a. That staff be directed to investigate the feasibility of including all bridges and culvert structures under the control of the Parks Department within the Municipal Structures Management System with the possibility to be included in the 2008 bi-annual inspections; and”**

**“2b. That staff report back on possible funding sources from the 2008 budget.”**

As part of the Municipal Structures Management System, the Engineering Services Department conducts bi-annual inspections of its structures through a qualified structural engineering consultant and has programmed Capital Works as identified through needs analysis.

In July 2008, the Purchasing Services Department issued a Request for Proposal RFP08-211 to retain a consulting firm to provide engineering services in connection with municipal structure inspection and reporting. The proposal was divided into four parts to allow pricing for the additional structures under the control of the Parks Department to be priced separately in keeping with Council's direction of May 12, 2008.

The four parts were as follows:

- 1) Part A: 106 On Road Structures
- 2) Part B: 8 Additional On Road Structures
- 3) Part C: 30 Parks and Open Spaces Structures
- 4) Part D: Structure Load Restriction Analysis

In accordance with the City's Purchasing Policy for projects of this magnitude, the RFP was publicly advertized using the Electronic Tendering Network (Biddingo), the Ontario Buyer's Association and the Daily Commercial News. In response to the RFP, proposal submissions were received on August 15, 2008, by the following six consultants to undertake this assignment:

- Totten Sims Hubicki Associates
- SNC Lavalin Inc.
- Associated Engineering Ltd.
- Halcrow Yolles.
- G.D. Jewell Engineering Inc.
- Keystone Bridge Management Corp.

An evaluation meeting was held on August 28, 2008, with Engineering Services staff and Purchasing staff were consulted. A standardized scoring and ranking system was used for the evaluation of the proposal as follows:

- 20 points available for quality of the firm and proposal
- 35 points available for scope of service and work plan
- 20 points available for qualifications of firm and experience of staff assigned to the project, and
- 25 points available for professional fees and resource allocations.

The TSH Associates proposal submission scored highest scores as per above evaluation criteria. However, only Part "A" of the proposal was accepted and awarded.

At the time only Part A of the 2008 Municipal Structure Inspection and Reporting project could be awarded until funding was approved for the other parts. However, the recommended RFP for this project came in at a price that was very close to the approved capital budget item including all 4 parts. All parts are required to complete the project, therefore we are seeking authorization to proceed with the remaining parts of the project, and fund the shortfall of \$7,560.00 from the Roads Infrastructure Reserve.

## **Relationship to Vaughan Vision 2020**

Management Excellence: Maintain Assets and Infrastructure  
To optimize existing infrastructure through sound asset management practices.

Service Excellence: Pursue Excellence in Service Delivery  
Enhance and Ensure Community Safety, Health and Wellness

This report is consistent with the priorities previously set by Council.

## **Regional Implications**

Not Applicable.

## **Conclusion**

Staff recommend that Council award the remaining Parts B, C and D of the 2008 Municipal Structure Inspection and Reporting project to Totten Sims Hubicki and obtain authorization from Council to proceed with the remainder of the project, funding the additional requirement of \$7,560.00 from the Roads Infrastructure Reserve.

Should Council concur with the additional funding request, this action would be considered as an amendment to the Capital Budget. Pursuant to the Municipal Act, before amending a budget, a municipality shall give notice of its intention to amend the budget at a Council meeting. Where a capital project has been subject to a public meeting during the adoption of the approved capital budget and where additional funding is required to complete the approved works, inclusion of the matter in a staff report requesting additional funding on a Public Committee or Council Agenda is deemed sufficient notice pursuant to Section 2(1)(c) of By-Law 394-2002.

## **Attachments**

None.

## **Report prepared by:**

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Respectfully submitted,

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Commissioner of Engineering and Public Works

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JY:mc