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STAFF REPORT: RECREATION DEPARTMENT



REPORT TO: Infrastructure & Recreation Committee
MEETING DATE: June 12, 2012
REPORT NO.: DOR .12.32
SUBJECT: Trestle Bridge Request for Proposal Award
PREPARED BY: Shawn Everitt, Director of Recreation

A. Recommendations

THAT Council receive Staff Report DOR.12.32, "Trestle Bridge Request for Proposal Award" for their information.

B. Background

On behalf of the Georgian Trail Board of Management, The Blue Mountains Recreation Staff executed the Request for Proposal process for the Provision of Engineering Services for the Thornbury Trestle Bridge Rehabilitation. For the purpose of this Request for Proposal, The Blue Mountains Purchasing Policy was followed.

The Georgian Trail Board of Management has identified the Trestle Bridge project as a priority and approved the inspection and development of a Remediation Plan be completed in 2012. It is projected that the actual remediation works will commence in 2014, subject to budget approvals.

C. The Blue Mountains' Strategic Plan

- Addressing the Town's municipal infrastructure needs
- Preserving and enhancing natural and environmental features and cultural heritage of the community.

D. Environmental Impacts

Inspection and design only would result in minimal impact on environment. No remediation or construction activity is directly associated with this award.

E. Financial Impact

Total expense for this award is \$43,416.92 including non-refundable tax. Funding for this project will utilize Georgian Trail Reserve funds.

F. In Consultation With

Sherri Adams, Manager of Purchasing
Marta Proctor, Director of Leisure Services, Collingwood
Rod Willis, Facilities Supervisor, Meaford
Georgian Trail Board of Management

G. Attached

- 1) DOR.12.29 Award of Request for Proposal of Engineering Services for the Thornbury Trestle Bridge Rehabilitation

Respectfully submitted,

Shawn Everitt, Director of Recreation
For more information, please contact:
Shawn Everitt
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Attachment # 1 DOR.12.32

STAFF REPORT: Recreation Department



REPORT TO: Georgian Trail Board of Management
MEETING DATE: May 25, 2012
REPORT NO.: DOR.12.29
SUBJECT: Award of Request for Proposal
2012-13-P-REC – Part 2 - Provision
of Engineering Services for the
Thornbury Trestle Bridge
Rehabilitation
PREPARED BY: Shawn Everitt, Director of
Recreation (Project Manager)

A. Recommendations

THAT the Georgian Trail Board of Management (the Board) receive Staff Report REC.12.,” Award of Request for Proposal 2012-13-P-REC – Part 2 - Provision of Engineering Services for the Thornbury Trestle Bridge Rehabilitation”;

AND THAT the Board does award RFP 2012-13-P-REC – Part 2 to Associated Engineering (Ont.) Ltd. for a total cost of \$42,666.00 excluding HST.

B. Background

The Proposal

Request for Proposal documents were prepared by the Manager of Purchasing and the Project Manager in consultation with each other and released by Purchasing on behalf of the Project Manager on March 21, 2012. This Proposal was a Public bid call and the Tender was advertised on the Town’s website, the Ontario Public Buyer’s website and in two local papers.

The Request for Proposal was comprised of two components:

Part 1 was Pedestrian Bridge Inspections at three locations within the Town. This portion of the submission will be considered and awarded by the Town of The Blue Mountains.

Part 2 was Provision of Engineering Services for the Thornbury Trestle Bridge Rehabilitation. This portion of the submission will be considered and awarded by the Georgian Trail Board of Management and is the subject of this Report.

Seventeen (17) companies received the bid documents. One addendum was issued for this project.

Three proposal submissions were received by the Administration office by the closing date of Thursday, April 26, 2012 at 2:00 p.m. (local time). A Public Opening took place

immediately following the closing date and time. Below is a synopsis of the bids received in response to the Tender call:

No.	Bidder	Total Proposal Amount (excluding HST)
1	C.C. Tatham & Associates Ltd.	\$36,805.00
2	G.D. Jewell Engineering Inc.	\$39,632.00
3	Associated Engineering (Ont.) Ltd.	\$42,666.00

Bid Analysis

Within the Request for Proposal, Section 1 – Proposal Information, Clause 2, states the Detailed Work Plan shall include:

Relevant experience of the Proponent's company, project manager, key project staff, and sub-Consultants (including Geotechnical Engineer for soils and materials testing) for all phases of the assignment emphasising experience on similar assignments with references

The C.C. Tatham & Associates Ltd. submission did not identify sub-consultants to be used in conjunction with the scope of work, as required. The other two submissions both identified sub-consultants to be used for geotechnical engineering.

The C.C. Tatham & Associates Ltd. submission identifies the amount of \$5,000 for sub-consultants, but does not specifically refer to geotechnical investigation.

The G.D. Jewell Engineering Inc. submission identifies an **additional** amount of \$13,000.00 for geotechnical investigation which would increase the bid amount to \$52,632.00. The Associated Engineering (Ont.) Ltd. **includes** the amount of \$16,000.00 for geotechnical investigation.

In comparison, the C.C. Tatham & Associates Ltd. submission appears to be minimal in addressing geotechnical engineering and Staff have concern regarding possible additional cost.

The Purchasing of Goods and Services Policy POL.COR.07.05, amended April 2012, states the purpose of this Policy is to:

- 1. Ensure openness, accountability and transparency of Town purchasing while protecting the financial best interest of the Town of The Blue Mountains.*
- 2. Set out guidelines for the Municipality to ensure that purchases of goods and services are made on a competitive basis at a best value consistent with the quality and service required and availability. Open Market, Standardization, Negotiation and Emergency purchases will be undertaken with the objective of best overall value.*

3. Comply with Section 270 of the Municipal Act, 2001, as amended.

The Purchasing of Goods and Services Policy contains the following definitions:

“Responsible Bidder” means a bidder or offerer who is deemed to be fully technically and financially capable of supplying the goods or services requested in the solicitation.

“Responsive Bidder” means a bidder or offerer who correctly and completely meets all requirements of the bid documents.

The Associated Engineering (Ont.) Ltd. submission meets all the requirements and specifications of the Request for Proposal and represents the lowest responsible and responsive bidder.

Staff believe the purchasing process has been conducted in accordance with The Blue Mountains Purchasing Policy COR.POL.07.05, as amended.

There is no current litigation between the recommended bidder and the Town.

Staff recommend the award for RFP 2012-13-P-REC – Part 2 be awarded to Associated Engineering (Ont.) Ltd. in accordance with the original Proposal and the Town’s Purchasing Policy as noted above.

C. The Blue Mountains’ Strategic Plan

Addressing the Town’s municipal infrastructure needs.

Preserving and enhancing natural and environmental features and cultural heritage of the community.

D. Environmental Impacts

Inspection and design only would result in minimal impact on the environment. No remediation or construction activity is directly associated with this award.

E. Financial Impact

Funding for this project has been allocated in the 2012 Georgian Trail Capital Budget. The Budget for this item was identified as \$20,000.00. In order to proceed with the required works, additional Reserve funds would have to be utilized from within Georgian Trail Reserves the 2012 Budget.

The total expense for this award is \$43,416.92 including non-refundable tax.

F. In Consultation With

Sherri Adams, Manager of Purchasing CPPB

G. Attached

None.

Respectfully submitted,

Shawn Everitt, Director of Recreation
Town of The Blue Mountains

For more information, please contact:
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