

STAFF REPORT: Engineering & Public Works Department



REPORT TO: Engineering & Public Works Committee
MEETING DATE: July 8, 2008
REPORT NO.: EPW.08.73 REVISED
**SUBJECT: Roads Needs and Asset Inventory
Project Consultant Selection
(TBM-2008-41)**
**PREPARED BY: Jim McCannell, Manager, Roads and
Drainage Division**

A. Recommendations

THAT Council receive Report EPW.08.73 REVISED titled Roads Needs and Asset Inventory Project Consultant Selection (TBM-2008-41),

THAT Council approve the recommended allocation of funds from the “2008 Municipal Road and Infrastructure Investment” grant as outlined in Report EPW.08.73 REVISED.

THAT Council approve retaining R.J. Burnside and Associates Ltd. to provide engineering services to undertake the Town Roads Needs Study and Asset Inventory Project for an upset fee of \$95,550.00, plus a \$5,000.00 fee contingency for a total fee cost of \$100,550.00, as outlined in Report EPW.08.73 REVISED, and

THAT Council approve the expenditure of \$9,450.00 for staff and a truck to assist with data collection for the Roads Needs and Asset Inventory Project, and

THAT Council approve the Mayor and Clerk to execute the Engineering Agreement for the Roads Needs and Asset Inventory Project assignment.

B. Background

Roads Needs Study

The Town of The Blue Mountains (Town) completed a Roads Needs Study in September 2003. In accordance with Ontario Regulation 239/02 made under the Municipal Act respecting Minimum Maintenance Standards for Municipal Highways, the Town is required to update the study on a five year interval. The Town wishes to retain a consultant to update this report in accordance with the relevant legislation. The purpose for updating the existing Roads Needs Study is to:

- a. Clearly define the maintained road system under the Town’s jurisdiction;
- b. Maintain an updated inventory of those road sections making up the road system;

- c. Identify deficiencies and estimate the cost of proposed practical improvements to eliminate those deficiencies; and,
- d. Provide the Town with a guide for the operation and maintenance of the road system and the scheduling capital improvements.

Tangible Capital Assets

In 2002 the Public Sector Accounting Board (PSAB) drafted a document entitled PS 3150 – Tangible Capital Assets, which outlined the changes required by PSAB to ensure that public sector business, namely municipal government would have to conform to completing accounting under the same manner as the private sector utilizing Generally Accepted Accounting Principles.

The Town requires assistance in the collection, compilation and documentation of roads and drainage assets by methods determined by the Town. The work will not include buildings and equipment. The timeframe for compliance with the new regulations is January 1, 2009. In order for the Town to achieve this timeframe, the documentation to be produced as part of this project must be provided to the Town by September 30, 2008.

Street Lighting Inventory

In addition to the work needed for Tangible Capital Assets, the Town wishes to prepare an inventory of street lights along with GIS mapping and numbering system.

Speed Limit Inventory

Under the Highway Traffic Act, the default speed limit in the Town since amalgamation of the old Town of Thornbury and the Township of Collingwood is 50km/hr. This causes an obvious conflict with rural roads within the previous Township of Collingwood which had a default speed limit of 80 km/hr. The Town wishes to undertake an inventory of posted speed limits, verification against enacted By-Law, prepare proposed amending By-Laws as necessary and identify locations where additional signage is needed to fully inform travelling public of the regulatory speed limit.

Inventory of Roads with Historical or Scenic Significance

The Town wishes to identify road segments that merit unique maintenance and capital consideration from either a historical or scenic perspective, and to investigate alternatives to ensure the safety of the travelling public without damaging the character of the road.

SCOPE OF WORK

This project will include, but will not be limited to, the following major tasks:

- Task 1: Gather Background Information
- Task 2: Roads Needs Study
- Task 3: Tangible Capital Asset Documentation
- Task 4: Street Lighting Inventory
- Task 5: Sidewalk Inventory
- Task 6: Road Speed Limit Study
- Task 7: Significant Road Inventory

To assist with the collection of field data the Town will need to supply staff and a truck. This will assist with collection of road culverts and other features of the road. It is anticipated that Mr. Don Hutchinson will assist with field collection due to his knowledge and understanding of the road network. The cost associated with Mr. Hutchinson's time and the truck is expected to be expensed against the capital project, however the mechanism by which the funds can be transferred has not been confirmed with the Financial Services Department as of the date of the Report. In the event that a transfer to capital is not possible, the expenses will be funded from Roads and Drainage Operational Budget.

Consultant Selection

The Town prepared a Request for Proposal and issued it on May 21, 2008. The Consultant selection was a single stage process. Proposals consisting of Detailed Work Plans and Upset Fee Estimates (separate sealed envelope) were received from four local consultants. The Selection Team, consisting of, Reg Russwurm, Jim McCannell, Tom Gray and Darcy Chapman satisfied themselves that the proposals were complete. The Upset Fee Estimate envelopes were opened only once the quality factors were agreed upon.

Consultants were evaluated based on the following weighted evaluation factors:

<u>Quality Factors</u>	
Firm's Qualifications and Experience on Similar Projects	10%
Project Team's Experience	20%
Project Understanding and Approach	15%
Work Plan, Methodology and Quality Assurance Plan	20%
Project Schedule	10%
<u>Fee Factor</u>	25%
Total	100%

The Consultant achieving the highest combined weighted quality and fee factors was R.J. Burnside and Associates Ltd. The Town has the option to defer one or more of the tasks because several of the tasks are independent (Table 1 below outlines the fees for each task). Staff, however, feels that all the tasks bring value to the Town and are recommending that all work be completed as outlined in the Request for Proposal. Therefore, the Selection Team recommends retaining this firm in the amount of \$100,550.00 consisting of \$95,550.00 upset fee of plus a \$5,000.00 fee contingency.

Table 1 – Task Fees

Task 1: Gather Background Info	\$1,420
Task 2: Roads Needs Study	\$19,120
Task 3: Tangible Capital Assets Documentation	\$31,560
Task 4: Streetlight Inventory	\$4,710
Task 5: Sidewalk Inventory	\$5,230
Task 6: Road Speed Limit Study	\$9,130
Task 7: Significant Road Study	\$11,190
Report / Quality Control	\$2,400
Summary Report	\$4,230
Disbursements (Third Party)	\$0
Disbursements	\$6,560
Total Fees	\$95,550

C. The Blue Mountains' Strategic Plan

The undertaking of this project and the appropriate allocation of the funding from MTO furthers the Town Strategic Plan Goal # 2, "Addressing the Town Municipal Infrastructure Needs".

D. Environmental Impacts

By completing this project, the Town will continue to work towards its goal of sustainable roads and bridge infrastructure. The identification of road and drainage improvements will help the Roads and Drainage Division identify works that can have the most beneficial environmental effect. For example, substandard road and drainage structures which may lead to sedimentation in water courses can be highlighted for further investigation by the Roads and Drainage Division and/or added to the capital improvement plan.

E. Budget Impact

Within the 2008 Capital Budget, the original budget cost projected for the Roads Needs Study was \$30,000. The scope of the project has been expanded to produce coordinates for the roads segments to allow the system to be integrated into the Town's Geographical information system (GIS) plus produce a Tangible Capital Asset Inventory. Due to the scope modification, the project budget was increased by \$50,000 to \$80,000 though the allocation of funds from the 2008 Municipal Roads and Bridges Infrastructure grant. Refer to Report EPW.08.63 "2008 Municipal Road and Infrastructure Investment – Grant Allocation" attached. Subsequently to the adoption of Report EPW.08.63, the Town was advised by the Ministry of Transportation (MTO) that the grant funds cannot be used for studies.

As a further complication to the budget impact of this project, the overall project cost is expected to be \$110,000.00 consisting of \$100,550.00 for engineering (\$95,550.00 upset fee of plus a \$5,000.00 fee contingency) and \$9,450.00 for Staff time and vehicle.

As a result of the recent information from MTO and the higher than anticipated project costs, appropriate allocation of project funding must be determined. Although the project scope can be modified, Staff recommend the completion of the project as described in the Request for Proposal. Therefore, the following budget modifications are recommended. The project will be funded by the \$30,000 (\$27,000 Development Charges + \$3,000 taxation) as outlined in the 2008 Roads and Drainage Capital Plan with the remainder of the \$80,000 (\$110,000 - \$30,000) necessary to undertake the project be taken from Roads, Bridges and Culverts Reserve Fund. This arrangement has been discussed and agreed upon with the Financial Services Department. The \$50,000 previously earmarked in Report EPW.08.63 for the Roads Needs Study and Asset Inventory Project will be re-allocated to Slabtown Bridge Project. The revised grant allocation is presented in Table 2 below.

Table 2 - Grant Allocation Summary

Project	Allocation	New Budget
Plan 915 Development Reconstruction - Roads	\$173,000	\$1,333,000
Roads Needs Study and Asset Inventory Project	-	-
Beaver River Bridge Resurfacing	\$225,000	\$1,072,000
Slabtown Bridge Repairs and Upgrades	\$373,009	\$1,460,000
Total	\$771,009	

F. Attached

1. Report EPW.08.63 - 2008 Municipal Road and Infrastructure Investment – Grant Allocation, May 27, 2008 Engineering and Public Works Committee

Respectfully submitted,

Jim McCannell
Manager of Roads and Drainage Division

Reg Russwurm
Director of Engineering and Public Works