



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: March 13, 2023

Subject: SRW.23.05 Municipal Engineering History

Report from: Scott McLeod, Public Works Manager

Appendices: None.

Recommendation

Be It Resolved that Council hereby,

1. Directs that all tendering and procurement processes associated with specialized projects be administered externally by the respective project engineer as deemed appropriate to the circumstances, with the final results being brought forward to Council for final approval;
2. That in accordance with Article 4 of the Procurement Policy, Council waives the requirement to issue a request for proposal for consulting services for 2023;
3. That the following consulting firms be acknowledged as Vendor of Record for 2023:
 - a. Cobide Engineering – Hanover
 - b. GM Blueplan – Owen Sound
 - c. BM Ross and Associates Limited – Goderich
 - d. WSP – Owen Sound
 - e. GSS Engineering Consultants Ltd. – Owen Sound; and
4. That Staff works with the Vendors to ensure appropriate contracts or agreements are in place for current projects.

Report Summary

The intent of this report is to provide Council with a historical review of the engineering firms used by the Municipality for various purposes.

Background

Several areas of municipal operations require the expertise of external consultants and engineers to ensure that regulatory requirements are met, and compliance is maintained. The firms currently being used by the Municipality have a historical background with the Municipality and understand the infrastructure and operational needs.

Analysis

Since the needs of each area differ, it is important to highlight the benefits that each firm brings to the Municipality. Below is historical review of the firms currently being used along with their area of expertise.

Cobide Engineering – Hanover

Cobide Engineering firm was appointed by bylaw as the Drainage Superintendent for the Municipality in 2017. Cobide Engineering completes all the necessary requirements of the *Drainage Act, R.S.O 1990* and administers the maintenance grants that the Municipality is eligible to receive to assist with the offsetting costs associated with maintaining our municipal drainage system.

GM BluePlan – Owen Sound

GM Blue Plan has been providing engineering consulting services for our waste management facilities since the reopening of the Arran Landfill. The firm handles the annual monitoring and sampling reports for groundwater, surface water, and gas. These reports are necessary to maintain environmental compliance, as regulated by the Ministry of the Environment, Conservation and Parks.

BM Ross and Associates Limited – Goderich

BM Ross provides engineering consulting services for our bridge infrastructure. The firm completes bi-annual bridge inspections as required by *O. Reg. 104/97 Standards for Bridges*, made under the *Public Transportation and Highway Improvement Act, R.S.O, 1990*. BM Ross is currently working on our Bridge Master Plan.

WSP – Owen Sound

WSP has been utilized to complete the Environmental Assessment for the Sideroad 15 Roadway construction project.

GSS Engineering is appointed as the Municipal Overall Responsible Operator (ORO). All Municipal water systems in Ontario require at least two ORO's: one as a designate and the other one as a back-up. GSS Engineering presently provides the designate ORO and Scott McLeod acts as the ORO back-up. Included in their contract, GSS Engineering completes the five (5) Annual Reports, the wastewater Municipal Utility Monitoring Program (MUMP) paperwork, provide advice for the resolution of problems and carry liability insurance for all the water and wastewater systems in Arran-Elderslie.

In addition to the ORO Contract, GSS also provides engineering consulting services related to our urban road system, water and sewer compliance and projects and is currently work on creating a Stormwater Management Plan. The firm brings extensive experience with water and waste water treatment, road and storm water management facilities, and erosion control projects.

This historical review provides insight into the ongoing knowledge and expertise that has been gained by these continuing relationships. Each independent firm brings an added level of understanding and provides guidance to Staff regarding specialized matters.

Where construction works must take place, the tender documents and associated process are drafted and completed by these engineering firms to ensure that the work to be completed is within the required standards. These firms have industry knowledge to ensure that reputable, qualified contractors are suited for the job and often pre-qualify contractors to ensure quality workmanship will be obtained through the procurement process. This process provides greater assurance that the infrastructure work will remain intact for its expected lifespan. Where pre-qualified contractors are not used, additional costs are required for the engineers to undertake the rigorous qualification process as well as have a project manager on site to oversee the project. Staff recommend that where projects of these manner are taking place, the tendering process be completely handled by the engineering firm administering the project with the final result being presented to Council for their approval.

Link to Strategic/Master Plan

- 6.1 Protecting Infrastructure, Recreation and Natural Assets
 - 6.2 Supporting Businesses and the Local Economy
 - 6.4 Leading Financial Management
 - 6.5 Engaging People and Partnerships
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Financial Impacts/Source of Funding/Link to Procurement Policy

The funding for these services is allocated to the various budget lines associated with the area of service.

Under Section 9 of the Procurement Policy, the procurement requirements for consulting and professional services are:

9.2 Services less than \$5,000, the user department will select the consultant or professional service to perform the work.

9.3 Services \$5,001 to \$50,000, a minimum of three written proposals are required, with a recommendation to Council with respect to the award of the contract.

9.4 Services greater than \$50,001, a request for proposal will be issued.

Under Article 4, providing certain provisions are met, Council has the authority to waive the requirements of the Procurement Policy. Those provisions are:

- A)** The extension or reinstatement of an existing contract would prove cost effective or beneficial to the Municipality,
- B)** Goods and services are available from only one source.
- C)** Where for reasons of time, or due to the nature of the goods and services to be supplied, the interests of the Municipality would be best served by a direct purchase or invitation to tender to three or more selected tenderers, instead of calling a public tender.

Staff will bring regular updates to Council on costs associated with any work related to these consultants.

As staff are working towards the completion of a new Procurement Policy to be brought forward for Council review Q2, it is recommended that the above-mentioned consulting firms be approved as the "Vendor of Record" for 2023 and that the requirements of Article 9 of the Procurement Policy be waived for 2023. This will allow for the consulting firms to proceed with existing projects.

Approved by: Sylvia Kirkwood, Chief Administrative Officer