

**To:** COUNCIL

**Meeting Date:** 4/15/2025

**Subject:** Engineering Design Services, Dunbar Road Multi-use Trail Design, Phase 3

**Submitted By:** Sheryl Ayres, Chief Financial Officer

**Prepared By:** Andrea Geoffrey, Procurement Coordinator

**Report No.:** 25-016-CRS

**File No.:** Q25-03

**Wards Affected:** All Wards

**RECOMMENDATION(S):**

THAT Report 25-016-CRS Engineering Design Services, Dunbar Road Multi-Use Trail Design, Phase 3 be received;

AND THAT Request for Quotation # Q25-03 – Engineering Design Services, Dunbar Road Multi-Use Trail Design, Phase 3 be awarded to Meritech Engineering of Cambridge, ON in the amount of \$85,153.82 exclusive of disbursements and applicable taxes.

AND FURTHER THAT it is recommended to draw \$15,855 from Development Charges-Roads and \$2,798 from the Sustainable Infrastructure Renewal Reserve Fund.

**EXECUTIVE SUMMARY:**

**Purpose**

The report provides information to Council on the quote for Engineering Design Services for the design of a multi-use trail along one side of Dunbar Road, between Hespeler Road and Conestoga Boulevard.

**Key Findings**

The City undertook a competitive process for qualified engineering firms to provide engineering design services for the future construction of a multi-use trail along one side of Dunbar Road.

## Financial Implications

City staff are recommending that Q25-03- Engineering Design Services, Dunbar Road Multi-Use Trail Design, Phase 3 be awarded to Meritech Engineering of Cambridge, ON in the amount of \$85,153.82 exclusive of disbursements and applicable taxes. Additional funding of \$18,653 is required to award this project, to be drawn from Development Charges-Roads in the amount of \$15,855 and the Sustainable Infrastructure Renewal Reserve Fund for \$2,798.

### STRATEGIC ALIGNMENT:

☐ Strategic Action

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

**OR**

☒ Core Service

**Program:** Community Development

**Core Service:** Community Development

### BACKGROUND:

The City undertook an open competitive Quotation process to procure professional Engineering Design Services from qualified vendors for the design of a multi-use trail along one side of Dunbar Road, between Hespeler road and Conestoga Boulevard.

Request for Quotation Q25-03 - Engineering Design Services, Dunbar Road Multi-Use Trail Design, Phase 3 was issued on February 3<sup>rd</sup>, 2025, and closed on February 20<sup>th</sup>, 2025.

The quote resulted in an overall project budget deficit of \$18,653, as outlined in the Financial Impact section of this report below. The costs are considered to accurately reflect the current costs of completing the project.

### ANALYSIS:

On February 3<sup>rd</sup>, 2025, the City issued a request for Quote on the City's e-bidding website.

Four (4) submissions were received at the time of the submission deadline. Bid amounts are listed as follows, in order from lowest to highest and are exclusive of HST:

Concept Dash Inc. - \$58,120.00

Meritech Engineering - \$85,153.82

GEI Consultants Canada Ltd. - \$102,594.30

J.L Richards & Associates Limited - \$127,966.56

### **EXISTING POLICY / BY-LAW(S):**

Under Procurement By-Law 19-187, the Manager of Procurement or their designate, who is under the general direction of the Chief Financial Officer, is delegated the authority to approve the award of Tenders and Proposals when all of the following conditions have been satisfied:

- a) When there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report.
- b) When all procedures in accordance with this By-Law, have been followed; and
- c) When the lowest compliant Tender bid or highest scored Proposal is accepted and recommended.

This award requires approval from Council as additional funding is required.

### **FINANCIAL IMPACT:**

This tender was over budget by 23.3%, or \$18,863. Table 1 – A/01116-30 Multi-Use Trail—Dunbar Road Phase 3 provides a summary analysis.

It is recommended that additional funding of \$15,855 be obtained from Development Charges-Roads and \$2,798 from the Sustainable Infrastructure Renewal Reserve Fund, which has a balance of \$4,121,035 (as of Mar 11, 2025).

Table 1 – A/01116-30 Multi-Use Trail – Dunbar Road Phase 3.

Item of Expense	Funding Reserve Fund	Approved Budget	Tender Q25-03*	Other Commitments	Savings/ (Deficit)
Multi-Use Trail - Dunbar Road Phase 3	DC Roadways	\$68,000	\$83,855	N/A	\$(15,855)
Multi-Use Trail - Dunbar Road Phase 3	Sustainable Infrastructure Renewal Reserve Fund	\$12,000	\$2,798	\$12,000	\$(2,798)

Item of Expense	Funding Reserve Fund	Approved Budget	Tender Q25-03*	Other Commitments	Savings/ (Deficit)
Total Project Savings/(Deficit)	N/A	\$80,000	\$86,653	\$12,000	<b>\$(18,653)</b>

\*Net of Applicable HST Rebate

## **PUBLIC VALUE:**

The public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

## **ADVISORY COMMITTEE INPUT:**

Not applicable.

## **PUBLIC INPUT:**

Request for Quotation # Q25-03 – Engineering Design Services, Dunbar Road Multi-use Trail, Phase 3 was issued on the City’s e-bidding site on February 3<sup>rd</sup>, 2025, and closed on February 20<sup>th</sup>, 2025.

## **INTERNAL / EXTERNAL CONSULTATION:**

Request for Quotation (Low Bid) Documents were compiled by Procurement, however, the detailed specifications contained within the documents were prepared and submitted to Procurement by Engineering.

## **CONCLUSION:**

Staff are recommending award of Q25-03 – Engineering Design Services, Dunbar Road Multi-use Trail, Phase 3 to Meritech Engineering, ON, in the amount of \$96,223.82 in Canadian funds, inclusive of HST.

## **REPORT IMPACTS:**

Agreement: **No**

By-law: **No**

Budget Amendment: **Yes**

Policy: **No**

## **APPROVALS:**

**This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:**

**Director**

**Deputy City Manager**

**Chief Financial Officer**

**City Solicitor**

**City Manager**

**ATTACHMENTS:**

**N/A**