

To: SPECIAL COUNCIL (STATUTORY PUBLIC MEETING)

Meeting Date: 5/31/2022

Subject: Cooper Street Design Assignment

Submitted By: Sheryl Ayres, Chief Financial Officer

Prepared By: Dave Mawdsley, Manager of Procurement

Report No.: 22-037-CRS

File No.: Q22-25

Wards Affected: Ward 2

RECOMMENDATION(S):

THAT Report (22-037-CRS) (Cooper St Design Assignment) be received;

AND THAT Q22-25 - Cooper Street Design Assignment be awarded to Meritech Services Inc of Cambridge, ON. in the amount of \$407,000.44 inclusive of taxes;

AND FURTHER THAT the City transfer funding from the existing 2022 Infrastructure Design Project A/00514-30 to fund the \$160,230 shortfall.

EXECUTIVE SUMMARY:

This project requires Professional services to complete the detailed design for the reconstruction of Cooper Street (Speed River Outlet to Richmond Street). The detailed design will implement the preferred alternative recommended in the Cooper Street Storm Relief study document completed under contract P20-37.

It is recommended that contract Q22-25 be awarded to Meritech Services Inc. of Cambridge, ON. in the amount of \$407,000.44 inclusive of taxes.

It is recommended to transfer funding from the existing 2022 Infrastructure Design Project A/00514-30 to fund the \$160,230 shortfall. Due to changing priorities and the ability to utilize existing designs, project A/00514-30 can accommodate the funding transfer required.

STRATEGIC ALIGNMENT:

☐ Strategic Action; or

☒ Core Service

Objective(s): Not Applicable

Strategic Action: Not Applicable

Program: Road Management

Core Service: Road Maintenance

BACKGROUND:

The assignment includes geotechnical investigation, full topographical survey; review of storm design parameters for the contributing sub-catchment areas including review of Cooper Street storm relief study report; design drawings and contract specifications for the replacement of storm sewer, sanitary sewer, watermains, service laterals, pavement, sidewalk, curb and gutter, within the project limits.

ANALYSIS:

Only one (1) submission was received in response to the City's Request for Quotation.

Preliminary feedback from potential respondents is that other work ongoing and availability by other owners did not permit them to quote on the project.

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 from some of the funding sources.

FINANCIAL IMPACT:

Overall the tender came in over budget by 59% resulting in all three of the funding sources being over budget. The scope of the project since originally contemplated has grown, and been extended to include limits up to Richmond Street, due to additional review by Asset Management. The expanded scope and the scale and complexity of the design, with deep storm servicing, storm outfall through flood wall and a constrained corridor, has all contributed to the increased cost.

Table 1 – A/00997-40 Cooper Street Relief Storm Sewer

Item of Expense	Reserve Fund	Budget	Quotation Q22-25*	Other Commitments	Savings/ (Deficit)
Road	Capital Works	90,000	122,172	21,238	(53,410)
Water	Water Capital	90,000	122,172	21,238	(53,410)
Wastewater	Wastewater Capital	90,000	122,172	21,238	(53,410)
Total Project Savings/(Deficit)		270,000	366,517	63,713	(160,230)

*Quotation amounts are net of applicable HST rebate.

It is recommended to transfer funding from the existing 2022 Infrastructure Design Project A/00514-30 to fund the \$160,230 shortfall. Due to changing priorities and the ability to utilize existing designs, project A/00514-30 can accommodate the funding transfer required.

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:

The advertising for this RFQ was as follows:

- a) Advertised on the City's Bids and Tenders website: March 15, 2022
- b) Closing Date: April 4, 2022

INTERNAL / EXTERNAL CONSULTATION:

Request for Quotation documents were compiled by Procurement, however the detailed specifications contained within the documents were prepared and submitted to Procurement by Engineering and Transportation Services.

CONCLUSION:

It is recommended that contract Q22-25 be awarded to Meritech Services Inc. of Cambridge, ON. in the amount of \$407,000.44 inclusive of taxes.

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:

Not applicable