

## Report to Civic Works Committee

**To:** Chair and Members  
Civic Works Committee

**From:** Kelly Scherr, P. Eng., MBA, FEC  
Deputy City Manager, Environment & Infrastructure

**Subject:** RFP-2024-039 Culvert Replacement Program  
Detailed Design and Tendering  
Appointment of Consulting Engineer

**Date:** October 22, 2024

## Recommendation

That, on the recommendation of the Deputy City Manager, Environment & Infrastructure, the following actions **BE TAKEN** with respect to the appointment of a consulting engineer for the detailed design and tendering of the Culvert Replacement Program:

- a) The proposal submitted by EXP Services Inc. **BE ACCEPTED** to provide consulting engineering services to complete the detailed design and tendering at an upset amount of \$517,545 excluding HST, as per Section 15.2 (e) of the Procurement of Goods and Services Policy;
- b) The financing for this assignment **BE APPROVED** as set out in the Sources of Financing Report attached hereto as Appendix A;
- c) The Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this assignment;
- d) The approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the consultant for the work; and,
- e) The Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents including agreements, if required, to give effect to these recommendations.

## Linkage to the Corporate Strategic Plan

Municipal Council's Strategic Plan identifies Mobility and Transportation as a strategic area of focus. This report supports the Strategic Plan by identifying the building of infrastructure that provides safe, integrated, connected, reliable and efficient transportation choices.

## Analysis

### 1.0 Context

The purpose of this report is to recommend the appointment of a consulting engineer to undertake the detailed design and tendering for 22 culvert replacements throughout the City. The need for these culvert replacements has been identified through an asset management process which involves regular evaluation and field inspection. Council approval of this consultant appointment is required in accordance with the City's Procurement of Goods and Services Policy.

## **2.0 Discussion and Considerations**

### **2.1 Project Background**

The Transportation Planning and Design Division (TP&D) maintains an inventory of 92 culverts throughout the city. The larger sized culverts, managed by TP&D, are inspected during the biennial structure inventory inspection program as required by provincial requirements. As part of the inspection program, five culverts were recommended for replacement within the near term.

Also, as part of provincial requirements, the Stormwater Engineering Division (SWED) has evaluated a number of smaller culverts during their inspection program. During this past evaluation, 111 smaller, non-structural culverts were identified and added to the City's inventory. This assessment identified 17 culverts recommended for replacement within the near term.

A total of 22 culverts are recommended for replacement in the near term to ensure structural integrity, address safety hazards, protect infrastructure from damage due to stream water fluctuation and precipitation runoff, prevent upstream flooding and ensure compliance with environmental standards. The culverts scheduled for replacement are primary located in the rural areas of the city, south of Highways 401 and 402.

### **2.3 Consultant Procurement Process**

The consultant selection process for this assignment has been undertaken in accordance with Section 15.2 (e) of the City's Procurement of Goods and Services Policy which states:

Assignments for complex projects, or projects with estimated consulting fees greater than the CFTA threshold for goods and services limit as amended (currently \$133,800), shall be awarded based on a two (2) stage process with the first stage being an open, publicly advertised expression of interest/pre-qualification stage (REOI/RFPQ), and the second being a RFP of the short-listed firms, of which there shall be a minimum of three (3) qualified firms stating their approach to the proposed project and their experience and knowledge of projects similar in nature.

The Senior Manager, Procurement and Supply has identified that removing the requirement to conduct a two-stage process increases the efficiency of the procurement process while remaining fully compliant to legislation and trade agreements. The Senior Manager, Procurement and Supply received concurrence from the City Manager to waive the RFPQ process and allow a single stage RFP to be conducted as per Section 4.1 d) ii) of the Procurement of Goods and Services Policy, which states:

d. No provision of this Policy precludes a Deputy City Manager or the Senior Manager, Procurement and Supply, with the concurrence of the City Manager, from recommending an award to Committee and City Council where:

ii. it is a matter of procurement procedure and, in the opinion of the Senior Manager, Procurement and Supply, it is in the best interest of the City to do so.

Request for Proposals, RFP-2024-0239 was issued for this project. Proposals were received from AECOM Canada Ltd., Aquafor Beech Limited, ConceptDash Inc, EXP Services Inc., Greck and Associates Ltd., and J.L. Richards & Associates Limited. City staff have reviewed all proposals, including the financial and technical components, and confirmed that the EXP Services Inc. submission was the highest scoring proposal as it addresses the required scope of work and provides the best value for the City. Subject

to performance, EXP Services Inc. may be considered for contract administration during the construction phase of the project.

As per Section 8.5 a) vii) of the Procurement of Goods and Services Policy, Committee and City Council must approve the Appointment of Professional Consulting Services greater than \$100,000.

### **3.0 Financial and Schedule Considerations**

Funds are identified in the capital budget for the engineering detailed design, tendering and construction of the 2025 Culvert Replacement Program as per the Source of Financing attached as Appendix A.

As part of the design phase, a construction and project delivery schedule will be developed. It is anticipated that the construction will commence in the summer of 2025.

Coordination with residents, conservation authorities, and other utility owners is planned early in the design process. A traffic management and communications plan for construction will be developed during detailed design to inform road users and others of any delays or restrictions, including detours during potential road closures.

## **Conclusion**

The need to replace a number of culverts which are in poor condition has been identified through a regular inspection and evaluation process. These culverts are recommended for replacement in the near term to ensure structural integrity, address safety hazards, protect infrastructure from damage due to stream water fluctuation and precipitation runoff, prevent upstream flooding and ensure compliance with environmental standards.

EXP Services Inc. has demonstrated a comprehensive understanding of the requirements for this project which includes the design and tendering process to replace 22 culverts across the city. Based on the evaluation of their submitted proposal, it is recommended that EXP Services Inc. be appointed the consulting engineer to undertake the detail design and tendering for the Culvert Replacement Program in the amount of \$517,545 (excluding HST).

Council approval of this consultant appointment is required in accordance with the City's Procurement of Goods and Services Policy.

**Prepared by:** Garfield Dales, P. Eng., Division Manager,  
Transportation Planning and Design

**Submitted by:** Doug MacRae, P. Eng., MPA, Director, Transportation  
and Mobility

**Recommended by:** Kelly Scherr, P. Eng., MBA, FEC, Deputy City Manager,  
Environment and Infrastructure

**Concurred by:** Sandra Datars Bere, City Manager

Appendix A: Source of Financing

c: EXP Services Inc.  
Andrew Denomme, City of London, TP&D  
John Bos, City of London, TP&D  
Shawna Chambers, P. Eng, Division Manager, SWED  
Paul Titus, City of London, SWED  
Steven Mollon, City of London, Procurement & Supply