

TO:	CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON JANUARY 7, 2020
FROM:	KELLY SCHERR, P.ENG., MBA, FEC MANAGING DIRECTOR, ENVIRONMENTAL & ENGINEERING SERVICES AND CITY ENGINEER
SUBJECT:	REQUEST FOR PROPOSAL 19-57 UTILITY LOCATE SERVICE CONTRACT AWARD

RECOMMENDATION

That, on the recommendation of the Managing Director, Environmental & Engineering Services and City Engineer, the following actions **BE TAKEN** with respect to Locate Services:

- a) The proposal submission by G-Tel Engineering for the three (3) years as the initial term, and two (2) optional additional terms of one (1) year each, at the sole discretion of the City, **BE ACCEPTED** in accordance with the Procurement of Goods and Services Policy;
- b) Civic Administration **BE AUTHORIZED** to undertake all administrative acts that are necessary in connection with this purchase;
- c) Approval herein **BE CONDITIONAL** upon the Corporation entering into a formal contract record relating to the subject matter of this approval; and,
- d) The Mayor and City Clerk **BE AUTHORIZED** to execute any contract, statement of work or other documents, if required, to give effect to these recommendations.

2019-23 STRATEGIC PLAN

The following report supports the Strategic Plan through the strategic focus area of Building a Sustainable City by efficiently managing water, wastewater and transportation infrastructure while supporting the public and private construction activities across the city.

BACKGROUND

The *Ontario Underground Infrastructure Notification System Act, 2012, S.O. 2012, c. 4*, requires that upon notice of excavation being given by Ontario One Call, owners and operators of buried infrastructure must either provide a proper locate of their buried infrastructure or provide a statement in writing that their infrastructure is clear of the excavation area. The City has been contracting out locate services since 2005. Continuing with that practice, this report recommends the award of a contract for the provision of locate services for the three year term from March 1st 2020 to February 28th 2023. The locate service provider will be responsible for interfacing with Ontario One Call and for providing all labour, equipment materials, facilities, accommodations, transportation, traffic control, and supervision to perform underground municipal services location and marking services on behalf of the City. Currently, the City of London receives approximately 27,000 requests for locates annually.

DISCUSSION

On October 3, 2019, on behalf of Geomatics, Environmental and Engineering Services, the Purchasing & Supply Management department issued a formal Request For Proposal (RFP 19-57) for a Locate Service Provider on bids&tenders website to source a qualified and experienced proponent to do this work. After the RFP was posted, there was one Addendum issued to respond to questions, inquiries and clarification requests. When the RFP closed, four submissions were received and all four are compliant.

A two-envelope RFP process was employed – one envelope contained the technical project proposal and the second contained the pricing proposal. Four evaluation committee representatives from the Environmental and Engineering Services Department evaluated the four submissions based on the technical criteria outlined in the document. The technical evaluation of submissions meeting minimum scoring requirements was subsequently combined with the content of the corresponding pricing envelope to determine best value.

At the end of the process, the proponent with the highest score, demonstrating their ability to fully meet with the City's requirements was G-Tel Engineering.

The approximate annual cost of the service provided in this contract is \$1.16 M (excluding HST). This estimate is based on 2018 locate volumes. The actual cost of the service will be based on upcoming actual volumes. Funding for this ongoing service contract is included in the Water Operations, Sewer Operations, Traffic Signal and Roadside Lighting operating budgets, and is subject to annual budget approval.

Regulatory Coordination

In connection with the locate contract and to maintain compliance with the Ontario Underground Infrastructure Notification System Act, 2012, the City is required to continue to use the services of Ontario One Call which provides mandatory one-call services to utility owners in Ontario. As required by the locate contract, G-Tel will interface with Ontario One Call's communication system and will fully comply with all aspects of the *Ontario Underground Infrastructure Notification System Act, 2012* and associated regulations.

CONCLUSION

The City is obliged to provide a utility locate service for the underground infrastructure it owns. Upon completion of a request for proposal procurement process with established service providers, civic administration recommends that the highest scoring proponent, G-Tel Engineering, be awarded the service contract.

PREPARED BY:	REVIEWED AND CONCURRED BY:
A. GARY IRWIN, OLS, OLIP CITY SURVEYOR AND DIVISION MANAGER, GEOMATICS	DOUG MACRAE, P.ENG., MPA DIRECTOR, ROADS AND TRANSPORTATION
RECOMMENDED BY:	
KELLY SCHERR, P.ENG., MBA, FEC MANAGING DIRECTOR ENVIRONMENTAL & ENGINEERING SERVICES AND CITY ENGINEER	

c: S. Mathers, J. Simon, R. Pedlow, S. Maguire, EES
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