

## 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:** Appointment of Consulting Engineers – Culvert Inventory and Condition Assessment (RFP21-52) – Irregular Result

**Date:** August 31, 2021

## Recommendation

That, on the recommendation of the Deputy City Manager, Environment & Infrastructure, the following actions **BE TAKEN** with respect to the Appointment of Consulting Engineer for the Culvert Inventory and Condition Assessment project:

- (a) Stantec Consulting Ltd. **BE APPOINTED** Consulting Engineers to complete the Culvert Inventory and Condition Assessment, in the total amount of \$119,532.48, including contingency, excluding HST in accordance with Section 19.4 (c) of the Procurement of Goods and Services Policy;
- (b) the financing for this project **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 work;
- (d) the approvals given, herein, **BE CONDITIONAL** upon the Corporation entering into a formal contract with the consultant for the project; and,
- (e) the Mayor and the City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

## Executive Summary

### Purpose

The purpose of this report is to appoint Stantec Consulting Ltd. as the Consulting Engineers to complete the Culvert Inventory and Condition Assessment project. With only one bid received through the competitive process, award of this assignment is subject to review per Section 19.4 of the Procurement of Goods and Services Policy.

### Context

In January 2018 the Province of Ontario enacted O.Reg 588/17 *Asset Management Planning for Municipal Infrastructure* requiring specific content for Asset Management Plans that builds upon the *Building Together Guide*. The timelines of the mandated regulation require that a strategic asset management policy be initiated by July 1, 2019, and requires that an analysis of the municipality's risks, asset performance, lifecycle management, and financial strategy to achieve the municipality's proposed levels of service be completed by July 1, 2025. To support the City's Corporate Asset Management division in achieving this regulation and to inform the next iteration of the City's Asset Management Plan, this assignment will create an updated inventory and condition assessment of critical culverts City-wide.

## Linkage to the Corporate Strategic Plan

This recommendation supports the following 2019-2023 Strategic Plan area of focus:

### Building a Sustainable City

- Informing the City's Asset Management Plan to manage the infrastructure gap.

- Maintaining infrastructure to protect and enhance downstream waterways and the natural environment.
- Improving London's resiliency to respond to potential future challenges, such as climate change impacts, through repair/replacement of aging infrastructure.

## Analysis

### 1.0 Background Information

#### 1.1 Previous Reports Related to this Matter

- Strategic Priorities and Policy Committee – August 26, 2019 – 2019 Corporate Asset Management Plan

### 2.0 Discussion and Considerations

#### 2.1 Discussion

A culvert is a pipe that conveys water under road crossings, driveways, or railways. Culverts appear in a variety of locations across the city, from large circular or box culverts under roads, to small diameter culverts under driveways. Culverts are located on public lands (e.g., within the City right-of-way, parkland, etc.) and on private property. Currently, there is no comprehensive list of municipally owned culverts across the city.

The City's Transportation Planning & Design division currently reviews culverts greater than 1.8 metres in span/diameter as part of a biennial structural inspection program. The City has limited available information on culverts smaller than 1.8 metres span/diameter; therefore, the focus of the Culvert Inventory and Condition Assessment project will be on completing a City-wide review to locate and evaluate culverts that are not currently assessed under the Transportation program and have a higher risk of creating flooding if they are to fail.

To define the scope of work for this project, staff undertook a high-level desktop review of existing data and waterways mapping. This resulted in the identification of approximately 183 waterway culverts and 110 railway culverts (i.e., culverts beneath CN or CP rail tracks) as the most critical culverts to be assessed. A map showing the anticipated location of the waterway and railway culverts to be assessed under this program has been provided in Appendix 'B'.

#### 2.2 Work Description

Stantec Consulting Ltd. (Stantec) will review existing information on City culverts, develop a field assessment tool with a repeatable methodology, and determine a process to systematically evaluate all identified culverts city-wide. Following the field assessment, Stantec will provide the data to the City in a format compatible with our GIS systems for integration into the existing asset database. Finally, a report summarizing the data collected, condition rating of the infrastructure, and development of a 20-year workplan for repair/replacement will be provided to support the City's forthcoming asset management update.

#### 2.3 Procurement Process

A two-staged procurement process was used to select the recommended consultant in accordance with Section 15.2(e) of the Procurement of Goods and Services Policy.

Stage one was an open, publicly advertised Request for Qualifications (RFQUAL20-19). The City received 19 submissions, which were evaluated by EESD and resulted in a short-list of engineering consulting firms.

Stage two was a competitive Request for Proposal (RFP21-52) exercise including both a technical and cost component. Six consultant firms were invited to submit a formal

proposal to undertake the Culvert Inventory and Condition Assessment project; however, only one (1) bid was received. Evaluation of the single bid is subject to Section 19.4 of the Procurement of Goods and Services Policy.

Staff have reviewed the fee submission in detail considering the hourly rates provided by each staff member and the time allocated to each project related task. Stantec is a capable firm that has provided a suitable work plan and a fair value to complete this assignment, all in consideration of projects of similar scope and scale that have been through competitive bid processes over the past year. As such, staff recommend proceeding with the single bid.

Since the bid amount exceeds \$100,000 and is an irregular result (i.e., specifications of the bid cannot be met by two or more suppliers); to award the consultant appointment to Stantec Consulting Ltd. Council approval is required, per Section 8.10.b of the Procurement of Goods and Services Policy.

### **3.0 Financial Impact/Considerations**

There is budget available in the annual program per the source of financing attached as Appendix A.

## **Conclusion**

The Culvert Inventory and Condition Assessment project will help close a gap within the City's asset records and provide a 20-year needs driven workplan to prioritize replacement/repairs. Ultimately, the project supports the improved maintenance of infrastructure that contributes to the protection and enhancement of downstream waterways and the natural environment.

Stantec Consulting Ltd. have demonstrated their competency and expertise with completing infrastructure assessments of this nature and it is recommended that they be appointed the consulting engineers for this project.

**Prepared by:** **Shawna Chambers, P.Eng., DPA**  
**Division Manager, Stormwater Engineering**

**Submitted by:** **Scott Mathers, P. Eng., MPA**  
**Director, Water, Wastewater and Stormwater**

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

**Attachments:** Appendix 'A' – Sources of Financing  
Appendix 'B' - Map of Anticipated Waterway and Railway  
Culvert Locations

**CC:** Steve Mollon  
Gary McDonald  
Alan Dunbar  
Jason Davies  
Stantec Consulting Ltd.  
Monica McVicar

## Appendix "A"

#21142

August 31, 2021

(Appoint Consulting Engineers)

Chair and Members

Civic Works Committee

RE: Culvert Inventory and Condition Assessment (RFP21-52) - Irregular Result

(Subledger NT21ES13)

Capital Project ES242820 - Waterways and Erosion Management

Stantec Consulting Ltd. - \$119,532.48 (excluding HST)

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### Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the Deputy City Manager, Environment and Infrastructure, the detailed source of financing is:

<b>Estimated Expenditures</b>	<b>Approved Budget</b>	<b>Committed To Date</b>	<b>This Submission</b>	<b>Balance for Future Work</b>
Engineering	300,415	63,264	121,636	115,515
<b>Total Expenditures</b>	<b>\$300,415</b>	<b>\$63,264</b>	<b>\$121,636</b>	<b>\$115,515</b>

### Sources of Financing

Capital Sewer Rates	75,000	63,264	11,736	0
Drawdown from Sewage Works Renewal Reserve Fund	225,415	0	109,900	115,515
<b>Total Financing</b>	<b>\$300,415</b>	<b>\$63,264</b>	<b>\$121,636</b>	<b>\$115,515</b>

### Financial Note:

Contract Price	\$119,532
Add: HST @13%	15,539
Total Contract Price Including Taxes	135,071
Less: HST Rebate	-13,435
Net Contract Price	\$121,636

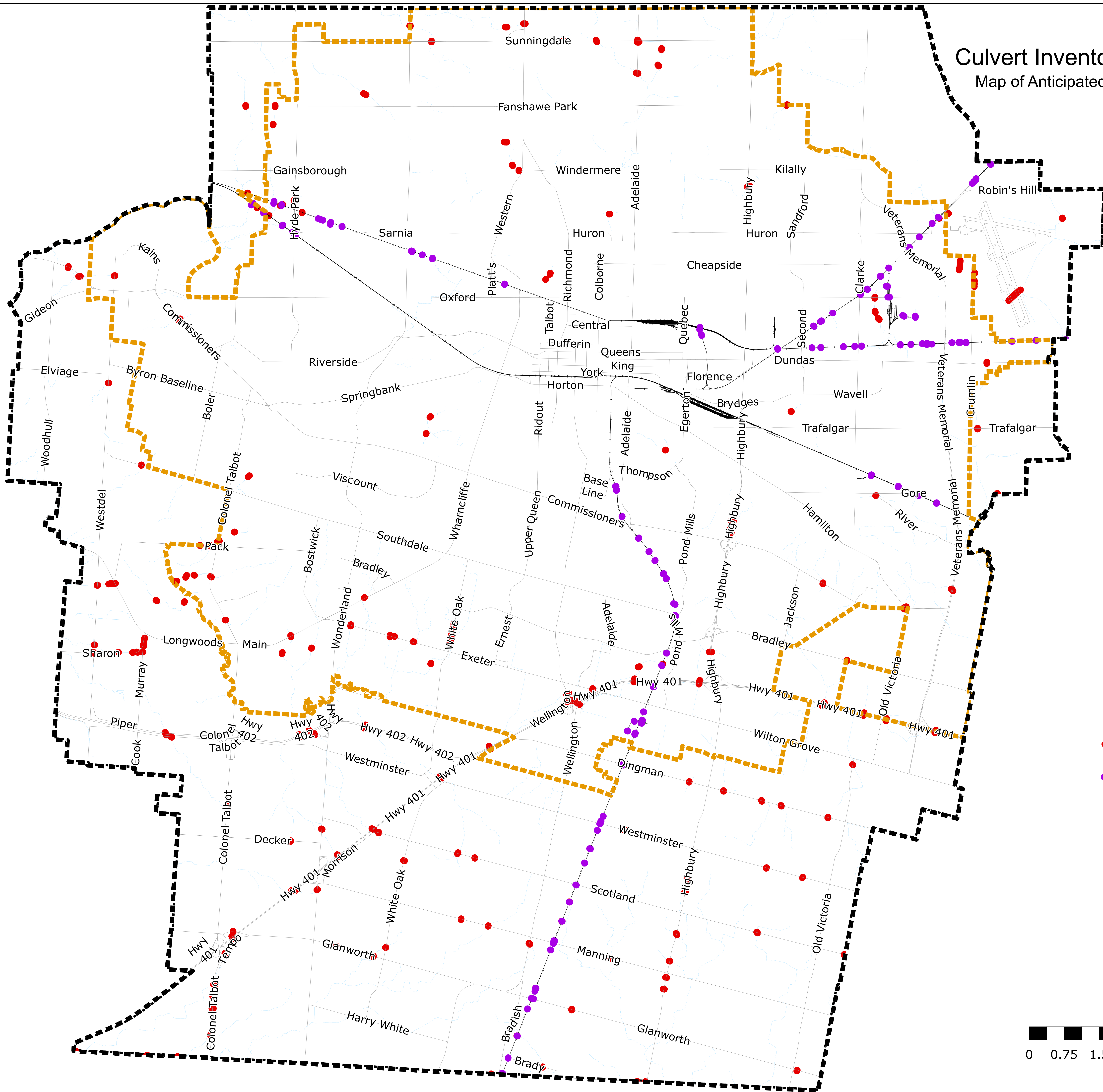
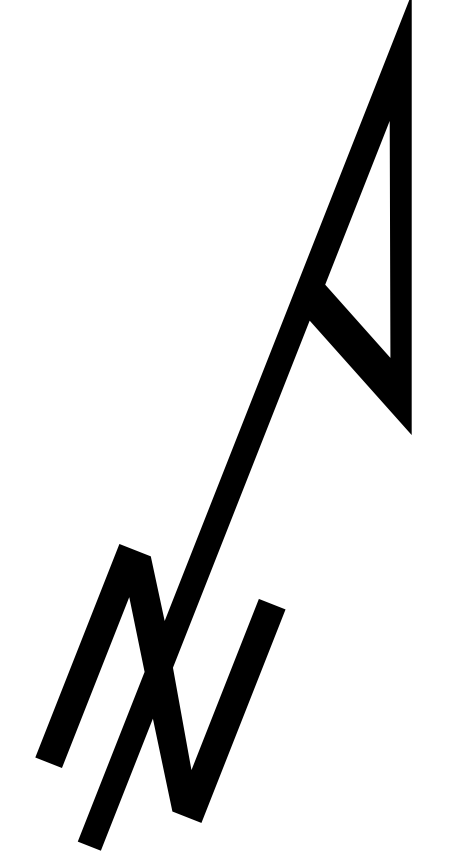
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Jason Davies  
Manager of Financial Planning & Policy

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# Appendix B Culvert Inventory and Condition Assessments

Map of Anticipated Waterway and Railway Culvert Locations



**Legend**

- Waterways Culvert
- Railway Culvert
- Railways
- Waterways
- Roads
- Urban Growth Boundary
- City Boundary

