

# Staff Report to Council

**Title:** Engineering Request for Proposal

**Report Number:** OP-2024-01

**Director:** Infrastructure & Development

**Manager:** Operations

**Meeting Date:**  
Wednesday, January 10, 2024

**Date to be considered by Council:**  
Wednesday, January 10, 2024

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## Recommendation:

That Council award the Engineering Services Contracts to BM Ross and Associates and GM BluePlan Engineering Ltd. as detailed in report in Report OP-2024-01.

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## Executive Summary:

The current engineering contracts were set to expire in December of 2023; the Infrastructure and Development team undertook a Request for Proposals (RFP) process for Engineering Services. In order to reach a broader scope of potential firms the RFPs were advertised and managed through the online Bids and Tenders e-procurement platform. The details of the results are provided in this report.

## Strategic Priorities:

B.5-Evaluate and proactively plan for infrastructure to meet population growth and long-term sustainability

## Financial Considerations:

The proposals included the 2023 hourly wage rates for Engineering Services which will increase as per the Consumer Price Index and/or the Consultants Grid which are to be reviewed with staff on an annual basis.

**Policy:**

Policy GG.2.17 Purchasing and Procurement

**Context and Background Information:**

The current engineering contracts expired at the end of the 2023 fiscal year; the Infrastructure and Development team conducted a Request for Proposals (RFP) for Engineering Services to retain consultants moving forward.

In order to reach a broader scope of potential firms, the RFPs were advertised and managed through the online Bids and Tenders e-procurement platform.

Historically, engineering was contracted under three areas: General Engineering (inclusive of roads, water, wastewater and structural), Waste Management, and Drainage Engineering. Staff elected to break the above disciplines into further areas in an effort to increase opportunity and interest.

The approach permits a rostering for multiple engineering disciplines with the subcategories detailed below.

In total, 29 firms registered as potential bidders. The deadline for submissions was November 17th, 2023.

In total, 6 firms submitted proposals for varying disciplines.

The proposals were scored for technical considerations based on company background & capacity, project team & key individuals, governance & methodology and separately for financial.

Ranking was based on the highest scoring bid that achieved the minimum required score for each component of the evaluation, as per the table below.

<b>Component</b>	<b>Evaluation Method</b>	<b>Minimum Required Score</b>
Mandatory Requirements	Pass/Fail	Pass
Technical Bid	Scored out of 100 points	70 out of 100 (70%)
Financial Bid	Scored out of 50 points	
<b>Total Score</b>	<b>Scored out of 150</b>	

In creating the rostered approach, staff’s intention was to end up with a different firm completing master planning than the firm providing day-to-day engineering service within the disciplines of water, wastewater, roads and structural.

The recommendation for awards are broken down by discipline area as follows:

<b>Discipline Area</b>	<b>Engineering Firm</b>
Subdivision & Site Plan Administration	BM Ross and Associates

Municipal Infrastructure Master Plans & Rate Studies	GM BluePlan Engineering Ltd
Municipal Infrastructure Design & Construction - Buildings, Bridges & Culverts	BM Ross and Associates
Municipal Infrastructure Design & Construction - Roads, Water Distribution, Wastewater & Storm Water Collection	BM Ross and Associates
Municipal Infrastructure Design & Construction - Water Supply and Wastewater Treatment	BM Ross and Associates
Municipal Infrastructure Design & Construction – Drainage	GM BluePlan Engineering Ltd
Municipal Infrastructure Design & Construction - Waste Management	GM BluePlan Engineering Ltd
Municipal Infrastructure Design & Construction – Other	BM Ross and Associates

BM Ross and Associates was identified as the highest score in six categories and are being recommended for five of the disciplines, including the category for Master Plan & Rate Studies.

Staff approached BM Ross and Associates to consider allowing the Municipality to proceed with the second high score on master planning, with the second placed firm being GM BluePlan Engineering Ltd. BM Ross and Associates has provided the Municipality with confirmation that they are accepting of this and therefore staff are recommending proceeding with GM BluePlan Engineering Ltd. for the discipline of Municipal Infrastructure Master Plans & Rate Studies in addition to others listed above.

**Consultation Overview:**

The municipal Evaluation Team evaluated and scored the proposals. Third-party reference checks were conducted as part of the evaluation process.

**Origin:**

Existing engineering agreements were set to expire late 2023. To ensure value is received and to conduct a market review, an RFP process was conducted.

**Implementation Considerations:**

Following Council approval, staff will enter into formal contracts with the consulting firms. BM Ross has provided similar services in the past and will require minimal considerations to move forward. Staff will arrange start up meetings with GM BluePlan and existing consultants to ensure a smooth transition and information sharing is completed. There is on-going municipal drainage works that staff will consider if there is a benefit to full transition or having RJ Burnside continually supporting those files to completion pending the current status.

**Risk Analysis:**

The successful firm will carry out the work in the respective area for a term of 5 years. The Municipality will require an engineering budget for each project with a contingency to address any overage.

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**Attachments:** N/A

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