

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

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| Project Award | Proposal Award No. 24-051C – Professional Consulting Services Roster for Civil Engineering Capital Infrastructure Project - Design, Contract Administration and Ad Hoc Services |
| Recommendation | <p>Staff are recommending the award of the proposal for Professional Consulting Services Roster for Civil Engineering Capital Infrastructure Project - Design, Contract Administration and Ad Hoc Services to the four (4) highest scoring proponents as follows:</p> <ul style="list-style-type: none"> • CIMA Canada • GEI Consultants • Tatham Engineering Ltd. • WSP Canada Inc. <p>The Consulting Roster for Civil Engineering will be for a three (3) year term, from January 1, 2025 to December 31, 2027, with pricing held firm for the duration of the term.</p> |
| Purpose of Report | As per Section 6.4 of Purchasing By-law No. 061-2018, Council approval is required for award of the Professional Services Roster. |
| Background information | <p>The Town undertook a Request for Proposal process to seek qualified professionals for consulting services to provide design, contract administration and ad hoc services for civil engineering projects over the term of the roster. Consulting services may include any combination of design, tender preparation, construction contract administration and inspection, warranty and close-out, or ad hoc services based on the specific project requirements.</p> <p>The use of the Professional Consulting Services roster will be in accordance with Section 6.4 of Purchasing By-law No. 061-2018.</p> <p>The consulting requirements will be based on the annual approved budgets and on an as and when required basis. The process for selection from the consultant roster will be determined on a project by project basis. The selection will be made upon review of proposed pricing, availability and consultant qualifications and experience.</p> <p>Contracts may be awarded on a direct award basis as shown in the table below. Council approval will be required for the award of any professional consulting services roster assignment over \$500,000 (exclusive of HST). At any time, the Town may issue a separate bid to the open market for any consulting services, in accordance with the guidelines of the Purchasing By-law.</p> |

| Purchasing Section: Bid Award Information | | | | | | | | | | | | | |
|--|--|---|----------|--|-----------|--|-----------|----------------------------------|-----------|------------------------|----------|------------------------|-----------|
| Date bid issued | September 12, 2024 | | | | | | | | | | | | |
| Advertisements | Town of Milton website | | | | | | | | | | | | |
| Closing Date | October 23, 2024 | | | | | | | | | | | | |
| # of Plan takers | Thirteen (13) | | | | | | | | | | | | |
| Proposal Submissions received | <p>Ten (10) proposals were received from the following firms:</p> <ul style="list-style-type: none"> • Aplin & Martin Consultants Ltd. • Chisholm Fleming & Associates • CIMA Canada Inc. • ConceptDash Inc. • EXP Services Inc. • GEI Consultants • HDR Corporation • Metropolitan Consulting Inc. • Tatham Engineering Limited • WSP Canada Inc. | | | | | | | | | | | | |
| Evaluation Criteria | <p>Proposals that met the mandatory requirements were further evaluated based on the following evaluation criteria:</p> <table border="1"> <tbody> <tr> <td>Description of the Firm, Corporate Structure, Scope of Services & Professional Development of Staff</td> <td>5 points</td> </tr> <tr> <td>Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario</td> <td>15 points</td> </tr> <tr> <td>Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario</td> <td>20 points</td> </tr> <tr> <td>Project Approach and Methodology</td> <td>25 points</td> </tr> <tr> <td>Health and Safety Plan</td> <td>5 points</td> </tr> <tr> <td>Costing (Hourly Rates)</td> <td>30 points</td> </tr> </tbody> </table> <p>An evaluation team with representation from Community Services evaluated the proposals and conducted interviews as required, with short-listed firms.</p> <p>Staff have selected the following four (4) highest scoring proponents to be assigned to the consulting roster for civil engineering capital infrastructure project - design, contract administration and ad hoc services:</p> <ul style="list-style-type: none"> • CIMA Canada • GEI Consultants • Tatham Engineering Ltd. • WSP Canada Inc. | Description of the Firm, Corporate Structure, Scope of Services & Professional Development of Staff | 5 points | Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario | 15 points | Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario | 20 points | Project Approach and Methodology | 25 points | Health and Safety Plan | 5 points | Costing (Hourly Rates) | 30 points |
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| Qualifications, Composition and Special Expertise of the Project Team Relevant to Professional Practice in Ontario | 15 points | | | | | | | | | | | | |
| Relevant Experience in the Provision of Prime Consulting Services in the Municipal Sector in Ontario | 20 points | | | | | | | | | | | | |
| Project Approach and Methodology | 25 points | | | | | | | | | | | | |
| Health and Safety Plan | 5 points | | | | | | | | | | | | |
| Costing (Hourly Rates) | 30 points | | | | | | | | | | | | |

Financial Planning Section: Budget Impact

There is no financial impact directly from this award. Projects will be awarded in accordance with Section 6.4 of the Purchasing By-law (as amended). The section currently reads as follows for awarding assignments to firms on the Professional Consulting Services Roster for Civil Engineering:

| Procurement Value | Approval Authority | Award Details |
|--|------------------------------------|---|
| Up to \$350,000 | Manager, Procurement or LMT Member | The Manager, Procurement will make a Direct Award from the Roster using a PDA-CRAN Report. |
| Greater than \$350,000 but not exceeding \$500,000 | Manager, Procurement or LMT Member | The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via PDA-CRAN Report. |
| Greater than \$500,000 | Council Approval | The Manager, Procurement, in consultation with the LMT Member, will request proposals from the approved firms on the Roster for that specific specialty. Award will occur via Council approval. |