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Report To: General Government Committee

Date of Meeting: May 5, 2025 **Report Number:** FSD-016-25

Authored By: Mandy Chong, Manager, Procurement

Submitted By: Trevor Pinn, Deputy CAO/Treasurer, Finance and Technology

Reviewed By: Mary-Anne Dempster, CAO

By-law Number: **Resolution Number:**

File Number: RFP2025-1

Report Subject: Engineering Services for Baseline Road Reconstruction

Recommendations:

1. That Report FSD-016-25, and any related delegations or communication items, be received;
2. That the proposal received from CIMA Canada Inc., being the highest scoring proponent meeting all terms, conditions and specifications of RFP2025-1 be awarded the contract for the provision of Engineering Services for Baseline Road Reconstruction;
3. That the funds required to complete this project be funded from the approved budget; and
4. That all interested parties listed in Report FSD-016-25, be advised of Council's decision.

Report Overview

To request authorization to award RFP2025-1 – Engineering Services for Baseline Road Reconstruction to CIMA Canada Inc.

1. Background

- 1.1 The Municipality of Clarington requires the assistance of a qualified engineering consulting firm with the skills, resources, and experience necessary to provide engineering services for the reconstruction and urbanization of Baseline Road from Mearns Avenue to Lambs Road in Bowmanville.
- 1.2 A Request for Proposal (RFP) was drafted to allow the Municipality to select a qualified Consultant to assist with the reconstruction of Baseline Road, Bowmanville.
- 1.3 RFP2025-1 was issued by the Procurement Services Division and advertised electronically on the Municipality's website. The RFP was structured on a two-envelope system with price being an evaluated factor.

2. Analysis

- 2.1 The RFP closed February 28, 2025.
- 2.2 Thirteen companies downloaded the request for proposal, and six proposals were received (refer to Attachment 1) by the stipulated closing date and time. One proposal was deemed non-compliant for the inclusion of pricing within the technical submission. Five proposals received were determined to have met the mandatory items as contained within the RFP. The five compliant proposals were distributed to the evaluation committee for review, evaluation, and scoring.
- 2.3 The technical proposals were evaluated and scored independently by the members of the evaluation committee in accordance with the established criteria as outlined in the RFP. The evaluation committee was comprised of staff from the Planning and Infrastructure Services Department.
- 2.4 The RFP stipulated, among other things, that the proponents were to provide a description of the Firm/Consulting team, key qualifications, firm profile, highlights of past service and experience of team members with projects of similar size, nature and complexity, and demonstrate their understanding of the Municipality's requirements.
- 2.5 The evaluation committee met to review and agree upon the overall scores for each proposal. Some of the areas on which the proposals were evaluated were as follows:

- The Proponent's understanding of the Municipality's requirements;
- Experience and qualifications of both the firm as well as the proposed team who would be working on the project.
- That the proposed team had the expertise in the fields required such as Civil Engineering, Stormwater Management and Storm Sewer Design, Streetlight Design, Geotechnical Engineering, Landscape and Architecture Design.
- The qualifications and experience record of the Contract Administrator and Site Inspector to be utilized on the project.
- The Proponents methodology and understanding of the requirements for the project.
- A proposed work plan indicating the project method, schedule, Time-Task Matrix showing an estimated overall timeline of the project.
- Measures, processes and procedures used by the Proponent to ensure that high quality services are being provided to the Municipality.

- 2.6 Upon completion of the evaluation, three submission proposals met the established passing threshold of 80 percent for Phase 2 - Technical Submission and moved to Phase 3 - Pricing. The evaluation committee determined that the optional presentation from the short-listed proponents would not be required.
- 2.7 The pricing envelopes for the short-listed proponents were opened and evaluated as stipulated in the RFP document.
- 2.8 Upon completion of the evaluation scoring, the recommendation is to award the contract for this work to the highest scoring proponent, CIMA Canada Inc.
- 2.9 CIMA Canada Inc. has completed work for the Municipality in the past and reference checks were completed and came back satisfactory.

3. Financial Considerations

- 3.1 This project was broken down into two stages for pricing purposes:
- 3.1.1. The first stage will include the design and approvals as well the preparation of the tender documents and tendering phase. This portion of the work was quoted as \$463,041.36 (Net HST Rebate).
 - 3.1.2. The second stage was provisional and included the Inspection and Contract Administration services required during the execution of the work required. The Municipality will not be including this portion of the of the work in the award.
- 3.2 The funding required for this contract award is up to \$489,205.36 (Net HST Rebate) which include the engineering services for design, approvals and tendering in the

amount of \$463,041.36 (net HST Rebate) as well as the permit application fees and allowance for utility relocation in the amount of \$26,164.00 (net HST Rebate). The project will be funded from the following accounts, which are in the approved 2025 budget:

| Description | Account Number | Amount |
|------------------------------|-----------------------|-----------|
| Baseline Road Reconstruction | 110-50-330-83312-7401 | \$489,205 |

4. Strategic Plan

C.1.4: Proactively address traffic management, walkability, livability, and connectivity.

5. Climate Change

Not Applicable.

6. Concurrence

This report has been reviewed by the Deputy CAO, Planning and Infrastructure Services who concurs with the recommendations.

7. Conclusion

It is respectfully recommended that CIMA Canada Inc., being the highest scoring proponent meeting all terms, conditions and specifications of RFP2025-1 be awarded the contract for the provision of Engineering Services for the Baseline Road Reconstruction.

Staff Contact: Mandy Chong, Manager, Procurement, 905-623-3379 Ext. 2209 or mchong@clarington.net.

Attachments:

Attachment 1 – Summary of Proposals Received

Interested Parties:

List of Interested Parties available from Department.

Municipality of Clarington

RFP2025-1– Engineering Services for the Reconstruction of Baseline Road

Summary of Proposals Received

| Bidder |
|-----------------------------------|
| Ainley Graham & Associates Ltd. * |
| CIMA Canada Inc. * |
| Concept Dash Inc. |
| D.G. Biddle & Associates Ltd. |
| Jp2g Consultants Inc. * |
| Tunio Developments Inc.** |

Note: Bidders marked with “*” were shortlisted.

Bidders marked with “**” were non-compliant