

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: February 16, 2021

TO: Committee of the Whole

FROM: Cory Smith, C.Tech. A/Director of Public Works

SUBJECT: Standing Offer for Professional Engineering Services

RECOMMENDATIONS:

THAT Committee of the Whole recommend Council authorize the Mayor and Acting Clerk to enter into Standing Offer Agreements for Professional Engineering Services with the following consultants: J.L. Richards & Associates Ltd., JP2G Consultants Inc., Parsons Inc., and with HP Engineering Inc. (for structural Engineering Only).

BACKGROUND:

The agreement for standing offer for professional engineering services expired on December 31, 2020. As such staff issued RFP # 20-24 Standing Offer for Professional Engineering Services on November 18, 2020 with a closing date of December 10, 2020. The RFP was posted on our website and advertised in the local newspaper in accordance with our current Procurement Policy.

DISCUSSION:

At the time of the closing of RFP #20-24 Standing Offer for Professional Engineering Services, fourteen (14) submissions had been received from the following firms: HP Engineering, SNC Lavalin, Jp2g, LRL Associates, JLL Engineering, EVB Engineering, iN Engineering and Surveying, Parsons, J.L. Richards & Associates, Eastern Engineering, Green PI, Fishburn and Sheridan, EXP, Chorley & Bissett. After careful review of the submissions against the requirements outlined in the RFP and the scoring matrix contained therein, the following four firms received the highest scores:

Principal Consultant	Sub-consultant(s)
HP Engineering Inc.	n/a
J.L. Richards & Associates Ltd.	Thurber, Geofirma
Jp2g Consultants Inc.	Partham, St.-Lawrence Testing, RAL, Greer Galloway, Freefield, InAir
Parsons Inc.	Gemtec, GWAL, AOV, Gradient

These firms have all provided excellent service to the Municipality of Mississippi Mills and other municipalities in the Ottawa area in the past. HP Engineering is a structural engineering firm and, as such, their standing offer contract would be limited to structural engineering only. The other three firms in conjunction with their sub-consultants offer a broad range of services covering not only municipal engineering, but also storm water management, land development, environmental, geotechnical, hydrogeological, transportation and traffic, sewage and water treatment, hydraulic modeling, mechanical, electrical, structural (buildings), air/wind/snow, and noise and vibration engineering along with surveying, planning, landscape architecture, asset management and contract administration services.

Based on the breadth of services offered by these experienced firms, staff is confident that the necessary expertise will be readily available to the Municipality to undertake projects under standing offer over the next four (4) years.

FINANCIAL IMPLICATIONS:

The standing offer agreements will lock in the engineering rates for the selected consultants for the next four years based on the financial proposals provided as part of the RFP submissions, providing stability and eliminating the variability from one submission to the next. Although only making up 20% of the total score, it should be noted that all of the selected firms also scored well in the financial section of the proposal evaluation based on the hourly rates submitted. The funding for the various assignments issued under this standing offer will be included in the respective Departmental annual capital/operating budgets.

SUMMARY:

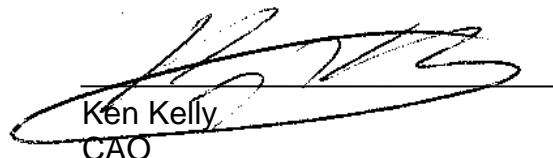
Staff is recommending proceeding with Standing Offer Agreements for Professional Engineering Services with the four (4) engineering firms identified in this report. This competitive process is in keeping with our current Procurement Policy. This measure will ensure the timely issuance, review and awarding of engineering assignments, will free up considerable staff time, and will lock in consultant rates for the next four (4) years to provide the Municipality with the best value on upcoming assignments.

Respectfully submitted,



Cory Smith
A/Director of Roads and Public Works

Approved by,



Ken Kelly
CAO