

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** May 4, 2021

**TO:** Committee of the Whole

**FROM:** Kathryn Maton, C.E.T./Roads and Public Works Technologist

**SUBJECT:** **Standing Offer for Engineering Services Related to Municipal Drainage & Drainage Superintendent Pursuant to the Ontario Drainage Act**

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### RECOMMENDATIONS:

**THAT Committee of the Whole recommend Council authorize the Mayor and Clerk to enter into a Standing Offer Agreement for Engineering Services Related to Municipal Drainage & Drainage Superintendent pursuant to the Ontario Drainage Act with Robinson Consultants Inc.**

**AND THAT By-law 09-32 be rescinded and a new by-law passed naming Lorne Franklin as the Drainage Superintendent for the Municipality of Mississippi Mills upon successful execution of contract between Robinson Consultants Inc. and the Municipality of Mississippi Mills.**

### BACKGROUND:

The Municipality has an extensive network of municipal drains, which were constructed under the *Ontario Drainage Act, R.S.O., 1990*. The Municipality requires engineering services to perform the tasks and responsibilities of a Drainage Superintendent as outlined in both the *Drainage Act, R.S.O., 1990* (as amended) and the Agriculture Drainage Infrastructure Program's Administrative Policies on behalf of the Municipality. As such staff issued RFP # 21-04 Standing Offer for Engineering Services Related to Municipal Drainage & Drainage Superintendent pursuant to the Ontario Drainage Act on March 18, 2021 with a closing date of April 8, 2021. The RFP was posted on our website and advertised in the Canadian Gazette, the Municipal website and MERX in accordance with our current Procurement Policy.

### DISCUSSION:

At the time of the closing of RFP #21-04 Standing Offer for Standing Offer for Engineering Services Related to Municipal Drainage & Drainage Superintendent, two (2) submissions had been received from Robinson Consultants Inc. and D. M. Wills Associates Limited. After careful review of the submissions against the requirements outlined in the RFP and the scoring matrix contained therein, Robinson Consultants Inc. scored the highest and is the preferred candidate.

Robinson Consultants Inc. provides similar Drainage Engineering and Drainage Superintendent Services to other local Municipalities. Reference checks were completed with the City of Ottawa, the Township of McNab/Braeside and the Township of Whitewater Region. The references indicate that Robinson Consultants Inc. is capable of completing the services required under this standing offer for at least the next four years, with a possibility of extension for two two-year terms.

### **FINANCIAL IMPLICATIONS:**

The standing offer agreement will lock in the engineering rates for Robinson Consultants Inc. for the next four years based on the financial proposals provided as part of the RFP submission. Although only making up 25% of the total score, it should be noted that Robinson Consultants Inc. scored the best in the financial section of the proposal evaluation. The funding for the services required under this standing offer will be included in the respective Departmental annual capital/operating budgets. It should also be noted that fees are often assessed to the beneficiaries of the municipal drain as per the *Ontario Drainage Act, R.S.O., 1990*.

### **SUMMARY:**

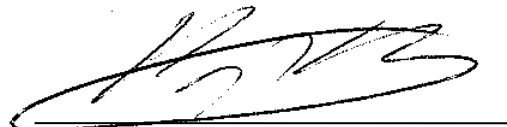
Staff is recommending proceeding with Standing Offer Agreements for Engineering Services Related to Municipal Drainage & Drainage Superintendent with Robinson Consultants Inc. This competitive process is in keeping with our current Procurement Policy. This measure will ensure the timely issuance, review and awarding of the drainage services required by the regulation and will free up considerable staff time. In addition, this will lock in consultant rates for the next four (4) years to provide the Municipality with the best value on upcoming assignments. And that Lorne Franklin be named as the Drainage Superintendent for the Municipality of Mississippi Mills upon finalization of the contract. Current By-law 09-32 will need to be rescinded, and a new by-law naming Lorne Franklin as our Drainage Superintendent will need to be passed.

Respectfully submitted,



Kathryn Maton  
Roads and Public Works Technologist

Approved by,



Ken Kelly  
CAO

Reviewed by,



Cory Smith  
A/Director of Roads and Public Works