



**CITY OF KINGSTON**  
**REPORT TO COUNCIL**

**Report No.: 12-323**

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**TO:** Mayor and Members of Council  
**FROM:** Jim Keech, President & CEO, Utilities Kingston  
**RESOURCE STAFF:** Mark Van Buren, Director of Engineering  
**DATE OF MEETING:** October 2, 2012  
**SUBJECT:** Bridge and Large Diameter Culvert Inspections  
(RFP No. EN-2012-08)

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**EXECUTIVE SUMMARY:**

The City of Kingston has received nine submissions in response to a Request for Proposal (RFP) for detailed visual inspection of bridges and large diameter culverts (RFP No. EN-2012-08). The biennial inspections are conducted in accordance with the Ministry of Transportation Ontario Structure Inspection Manual (OSIM). The RFP advertised in June 18, 2012 invited qualified proponents to provide proposals.

The RFP was closed on July 4, 2012. Staff reviewed and evaluated the submissions utilizing the evaluation process that was outlined in the RFP document. Staff concluded that while all qualifying proposals proved worthy of consideration, HP Engineering offered the best proposal meeting the needs of the City of Kingston.

**RECOMMENDATION:**

**THAT** HP Engineering be awarded a contract for municipal bridge and large diameter culvert inspection at the total bid price of \$34,265 (HST extra); and

**THAT** the Mayor and City Clerk be authorized to enter into a contract with HP Engineering in a form satisfactory to the Director of Legal Services.

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**AUTHORIZING SIGNATURES:**

<p>ORIGINAL SIGNED BY <u>PRESIDENT &amp; CEO, UTILITIES KINGSTON</u>                  Jim Keech, President &amp; CEO, Utilities Kingston</p>
<p>ORIGINAL SIGNED BY <u>CHIEF ADMINISTRATIVE OFFICER</u>                  Gerard Hunt, Chief Administrative Officer</p>

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties &amp; Emergency Services</i>	N/R

***(N/R indicates consultation not required)***

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**OPTIONS/DISCUSSION:**

On June 18, 2012 the City's Engineering Department released a Request For Proposal (RFP) professional engineering services from consulting firms for the provision of inspection services of bridges and culverts over 3.0 meters span in accordance with the Ontario Structures Inspection Manual (OSIM). This RFP covers inspections for 2012. The general scope of work is as follows:

1. A detailed visual inspection within arms length and reporting of all bridges and culverts with spans greater than 3.0 meters in accordance with the Ontario Structure Inspection Manual (OSIM).
2. Identify and prioritize the maintenance needs for each structure in the "Now"; "1-5 Years" and "5-10 years" categories complete with cost estimates.
3. Calculate Bridge Condition Indices to be used in future Provincial and Federal government grant funding applications.

Staff from City of Kingston Engineering Department was involved in the review and evaluation of all submissions received. The evaluation process was detailed in the RFP document and indicated to all perspective consultants that the selection would be based on the consultant demonstrating the experience, quality of work, and best overall value to the Municipality. The recommended consultant would be determined by the proposal attaining the highest score when evaluated against the following criteria:

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|---|-----|
| 1. Resources and Experience of Firm                                   | 10% |
| 2. Experience & Qualifications of Project Engineer and Team Members   | 20% |
| 3. Understanding of Objectives  | 10% |
| 4. Quality and Approach and Methodology                               | 15% |
| 5. Proposed Work Plan, Schedule and Level of Effort                   | 22% |
| 6. Financial Component  | 20% |
| 7. Ontarians with Disabilities Act, 2001, S.O. 2001, c.32, section 13 | 3%  |

The RFP noted that only those proposals that provided a total upset limit price either equal to or less than the fee estimate would be carried forward for further evaluation. The fee estimate was calculated by averaging the 2012 total upset limit price of all the proposals received. Only five of the nine proposals received met the financial requirement noted above.

Staff involved in the review concluded that while all five qualifying proposals proved worthy of consideration, HP Engineering offered the best proposal meeting the needs of the City of Kingston.

The pricing component and the ranking of all accepted submissions is reported to Council as follows:

Proponent/Contractor	Rank (using evaluation criteria)	Bid Price Submitted
HP Engineering	1	\$34,265
Associated Engineering	2	\$52,540
Keystone	3	\$27,798
G.D. Jewel	4	\$35,130
IBI Group	5	\$17,063

**EXISTING POLICY/BY LAW:**

The selection of the consultant for the municipal bridge and large diameter culvert inspection program has been completed in compliance with the City of Kingston Purchasing and Procedures By-Law No. 2000-134; 2006-211.

**NOTICE PROVISIONS:**

Not applicable.

**ACCESSIBILITY CONSIDERATIONS:**

Accessibility considerations was one of the criteria used to evaluate the submissions received from consultants. HP Engineering demonstrated the ability to comply with provisions of the Ontarians with Disabilities Act, 2001.

**FINANCIAL CONSIDERATIONS:**

There are sufficient funds within the approved 4-year (2011-2014) capital budget for the completion of this project.

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**CONTACTS:**

Mark Van Buren, Director of Engineering	613-546-4291, Ext. 3218
Mark Campbell, Construction Manager, Engineering Department	613-546-4291, Ext. 3139

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

Robert Lambert, Construction Supervisor, Engineering Department	613-546-4291, Ext. 3191
Ryan Costa, Inspector Surveyor, Engineering Department	613-546-4291, Ext. 3159

**EXHIBITS ATTACHED:**

Not applicable.