



**City of Kingston  
Report to Council  
Report Number 18-213**

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**To:** Mayor and Members of Council  
**From:** Jim Keech, President and CEO, Utilities Kingston  
**Resource Staff:** Mark Campbell, Director of Engineering  
**Date of Meeting:** July 10, 2018  
**Subject:** Award of Contract – Contract Administration and Inspection  
John Counter Blvd

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**Executive Summary:**

The City of Kingston recently completed an evaluation of a proposal received in response to a Request for Proposals (RFP) for the Contract Administration and Inspection of Phase 5 of John Counter Blvd. which includes the bridge over the CN tracks. One proposal was received by the City of Kingston and the evaluation of the proposal was conducted by staff from the City Engineering Department, in accordance with the evaluation criteria and scoring system provided in the RFP document. The proposal provided by Parsons Inc. met all requirements, received a high score and provided costs which were found to be reasonable and within budget, therefore staff is recommending the award of contract, for the Contract Admin and Inspection of Phase 5 of John Counter Blvd to Parsons Inc.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to enter into a contract in a form satisfactory to the Director of Legal Services with Parsons Inc. for the Contract Administration and Inspection of Phase 5 of John Counter Blvd.

July 10, 2018

Page 2 of 4

**Authorizing Signatures:**

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON

**Jim Keech, President and CEO,  
Utilities Kingston**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Lanie Hurdle, Commissioner, Community Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	√
Denis Leger, Commissioner, Corporate & Emergency Services	Not required

July 10, 2018

Page 3 of 4

**Options/Discussion:**Background

John Counter Boulevard is a major east-west arterial route from the Cataraqui River to Princess Street. It is an important and growing employment and shopping area and acts as a transportation link to four of Kingston's main thoroughfares: Montreal Street, Division Street, Princess Street and Taylor-Kidd Boulevard. More than 20,000 vehicles and 50 trains pass through this crossing on John Counter Boulevard each day. It also provides a critical link connecting the City of Kingston transportation services to the VIA train station.

The project was broken up into five distinct construction phases which include the widening from Division Street. to Sir John A. Macdonald Blvd. Phase 4 of the project, which includes a widening of the road surface incorporating active transportation features, transit facilities, etc., is nearing completion. This now enables the initiation of the fifth and final phase.

Staff has determined that this final phase will be divided into two parts. The first part which is anticipated to have construction begin in the 3rd quarter of 2018, will involve the realignment of Portsmouth Ave. Portsmouth Ave. will be realigned to connect to John Counter Blvd. approximately 200 meters east of the current intersection to accommodate the new John Counter Blvd. alignment with the bridge. This new intersection will include turning lanes and traffic signals which will enable better traffic management during the bridge construction. Also in this contract, as identified in the Environmental Assessment, the construction of berms will be completed which will serve as a visual barrier between the bridge construction and the residents of Arrowhead Place.

The procurement of a contractor for the bridge construction and the road linkages connecting John Counter Blvd. to Princess St. will immediately follow the Portsmouth Ave. realignment project and is anticipated to start in the 1st quarter of 2019. It is anticipated that this part of the project will be completed in 2 years.

One proposal was received by the City of Kingston for the contract administration and inspection for this project. As a result, the recommendation to award the contract to Parsons Inc. is made in accordance with section 4.5(ii) of the Purchasing Bylaw 2000-134 which allows Council to award sole source procurements over \$50,000 and that in this instance the procurement is a sole source because only the one proponent submitted in response to the RFP. The services that Parsons Inc. will be providing under this agreement will include support services to the Engineering Department to ensure these critical assets are constructed following the most recent design standards, best practices and good engineering principles. These services will include administration of the contract, oversight of the contractor and all construction activities and design services, as required.

Staff has checked references for Parsons Inc. and they were found to be a reputable contractor who has successfully completed similar projects. Staff from City Engineering were involved in the review and evaluation of the submission received. The evaluation process which was outlined in detail in the RFP document included the following five evaluation criteria:

July 10, 2018

Page 4 of 4

- Team Profile – 5%
- Experience and References – 34%
- Methodology – 25%
- Accessibility Statement – 3%
- Price – 33%

The review panel concluded that the proposal provided by Parsons Inc. met all of the requirements and received a score of 92 out of 100 points. The above points include the financial component which was calculated based on formula defined in the RFP document.

**Existing Policy/By-Law:**

By-Law No. 2000-134 – A By-Law to Establish Purchasing Policies and Procedures

**Notice Provisions:**

Not applicable.

**Accessibility Considerations:**

As indicated within the “Options/Discussion” section of this report, accessibility considerations was one of the criteria used to evaluate the submissions received from the proponents responding to the Request for Proposal. In reviewing the proposal received, staff is satisfied that Parsons Inc. has adequately addressed accessibility provisions in their proposed project plan. City staff will continue to monitor and work towards resolving accessibility issues during the course of the construction project.

**Financial Considerations:**

The price submitted by Parsons Inc. for the contract administration and inspection services in relation to RFP EN-2018-07 was \$2,336,509. There are sufficient funds allocated in the Engineering Department’s multi-year capital budget to complete this project.

**Contacts:**

Mark Campbell, Director of Engineering, 613-546-4291 ext. 3139

Anthony Simmons, Engineering Construction Manager, 613-546-4291 ext. 3136

**Other City of Kingston Staff Consulted:**

Alan McLeod, Senior Legal Counsel

**Exhibits Attached:**

Not applicable