



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

***Mission Statement:*** As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

|   |                                 |
|---|---------------------------------|
| Author's Name: Jesse Daudlin  | Report Date: April 2, 2025      |
| Author's Phone: 519 736-3663 ext. 2319  | Date to Council: April 29, 2025 |
| Author's E-mail: <a href="mailto:jdaudlin@amherstburg.ca">jdaudlin@amherstburg.ca</a> | Resolution #:                   |

**To: Mayor and Members of Town Council**

**Subject: Replacement of Culvert 25 and 68 – RFP Results and Award**

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#### **1. RECOMMENDATION:**

It is recommended that:

1. The Chief Administrative Officer and Clerk, or designates, **BE AUTHORIZED** to execute an agreement with HRYCAY Consulting Engineering Inc. in the amount of \$129,973 plus HST, to complete the engineering services for the replacement of Culvert 25 and 68, subject to approval of technical content by the Director of Infrastructure Services and to financial content by the Director of Corporate Services/Chief Financial Officer, or designates.

#### **2. BACKGROUND:**

The Town advertised a Request for Proposals (RFP) #2024-039 online to provide Engineering Services for the replacement of Culvert 25 (Seventh Concession South over McGuire Branch) and Culvert 68 (Sixth Concession North over Imeson-Meloche Drain) on November 14th, 2024 via Bids and Tenders and on the Town's website.

The work requested includes all engineering services (including contract administration and construction inspection) required to complete tasks related to the replacement of Culverts 25 and 68.

### **3. DISCUSSION:**

Proposals closed for this project at 2:00 p.m. on December 12<sup>th</sup>, 2024. The Town received seven (7) submissions that were processed electronically via the Bids and Tenders system.

The 7 proposals were reviewed by the Proposal Evaluation Committee. The committee consisted of the Manager of Engineering, the Engineering Technologist and the Development Engineering Coordinator. Each individual ranked the proposals separately based on established criteria, then the committee met with the Procurement Specialist to determine a combined group score based on comparing the individual scores.

Based on these scores the committee identified that Hrycay Consulting Engineers Inc. provided the best proposal.

The proponents were ranked as shown below:

| <b>Proponent</b>                 | <b>Ranking</b> |
|----------------------------------|----------------|
| Hrycay Consulting Engineers Inc. | Highest        |
| RC Spencer & Associates          | Second         |
| R. Dobbin Engineering            | Third          |
| ConceptDash Inc.                 | Fourth         |
| Haddad Morgan & Associates       | Fifth          |
| Flexcell Engineering             | Sixth          |
| Pinpoint Engineering             | Seventh        |

### **4. RISK ANALYSIS:**

Not awarding this engineering would delay the improvements to infrastructure and could expose the Town to increased liability with respect to the condition of the culverts.

### **5. FINANCIAL MATTERS:**

The cost for the engineering and design work for the project is \$129,973.50, which including non-recoverable HST is a total cost of \$132,261.03.

Funding for the replacement of Culverts 25 and 68 has been approved as follows:

|                                     | <b>Funding Type</b>           | <b>Amount</b>          | <b>Balance</b> |
|-------------------------------------|-------------------------------|------------------------|----------------|
| <b>Approved Funding</b>             |                               |                        |                |
| 2024 Capital Budget<br>(ENG-003-23) | General (0400)                | \$75,000               | \$75,000       |
| 2025 Capital Budget<br>(ENG-003-23) | OCIF (0625)<br>General (0400) | \$480,000<br>\$420,000 | \$975,000      |
|                                     |                               |                        |                |
| <b>Expenditures</b>                 |                               |                        |                |

|  |  |           |           |
|--|--|-----------|-----------|
| Engineering (inclusive of non-recoverable HST) |  | \$132,261 | \$842,739 |
|--|--|-----------|-----------|

It should be noted that the cost of the engineering work required for this project exceeded the original estimate of \$75,000 but no additional funding is required as the total project budget is sufficient.

## 6. CONSULTATIONS:

Proposal Evaluation Committee  
Procurement Specialist

## 7. CORPORATE STRATEGIC ALIGNMENT:

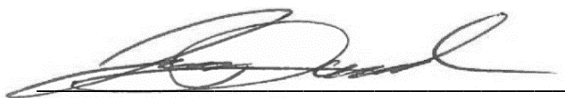
*Vision: Preserving our past while forging our future.*

| <i>Amherstburg Community Strategic Plan 2022 - 2026</i>   |  |   |  |
|---|--|---|--|
| <b>PILLAR 1</b><br><b>Deliver Trusted &amp; Accountable Local Government</b>  |  | <b>PILLAR 3</b><br><b>Encourage Local Economic Prosperity</b>   |  |
| <input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures.<br><input checked="" type="checkbox"/> Deliver transparent and efficient financial management.<br><input type="checkbox"/> Increase effective communication and engagement with residents.<br><input type="checkbox"/> Develop our staff team, resources, and workplace culture.<br><input checked="" type="checkbox"/> Continue to deliver strong core municipal services.<br><input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. |  | <input type="checkbox"/> Encourage development of commercial and industrial lands.<br><input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.<br><input type="checkbox"/> Continue to facilitate downtown development for residents and visitors.<br><input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations. |  |
| <b>PILLAR 2</b><br><b>Invest in Community Amenities and Infrastructure</b>  |  | <b>PILLAR 4</b><br><b>Shape Growth Aligned with Local Identity</b>  |  |
| <input checked="" type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities.<br><input type="checkbox"/> Increase access to recreation opportunities for all ages.   |  | <input type="checkbox"/> Define and communicate a vision for the Town's future and identity.<br><input type="checkbox"/> Promote and plan for green and "climate change ready" development.   |  |

|  |  |
|--|--|
| <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy's site, Belle Vue)<br><input type="checkbox"/> Create public access to water and waterfront<br><input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. | <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing.<br><input type="checkbox"/> Protect the Town's historic sites and heritage.<br><input type="checkbox"/> Preserve the Town's greenspaces, agricultural lands, and natural environment. |
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## 8. **CONCLUSION:**

Infrastructure Services recommends that the Engineering Services for the replacement of Culvert 25 and Culvert 68 be awarded to Hrycay Consulting Engineers Inc.



Jesse Daudlin  
**Engineering Technologist**

## Report Approval Details

|                      |   |
|----------------------|---|
| Document Title:      | Replacement of Culvert 25 and 68 - RFP Results.docx |
| Attachments:         |   |
| Final Approval Date: | Apr 16, 2025  |

This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox