

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OI-2022-0015

**FOR THE CONSIDERATION OF
COUNCIL**

June 8, 2022

**SUBJECT: Award of Contract OID2022-026 Udora Gravel Roads Upgrade,
Preliminary Design**

1. RECOMMENDATION:

1. That Council receive Report No. OI-2022-0015 prepared by the Asset Management & Technical Services Division, Operations & Infrastructure Department dated June 8, 2022 regarding the award of the Udora Gravel Roads Upgrade, Preliminary Design;
2. That Council approve the award of the contract for engineering services for the Udora Gravel Roads Upgrade, Preliminary Design to CH2M Hill Canada Limited, in the amount up to \$607,781.90 (excluding HST);
3. That Council approve a budget increase of \$375,271.12, to be funded by the Canada Community Benefit Fund reserve (formerly Gas Tax reserve);
4. That Council authorize the Manager of Procurement Services to execute the agreement between the Town of Georgina and CH2M Hill Canada Limited and execute all other necessary documents; and
5. That staff report back to Council to outline available options and estimates for construction following the preliminary design.

2. PURPOSE:

To obtain Council approval to award Contract OID2022-026 in the amount of \$607,781.90 (excluding HST), for engineering services related to the preliminary design for the Udora Gravel Roads Upgrade project.

3. BACKGROUND:

On June 9, 2021, Council provided direction to staff to assume the roads within the the Estonian Summer Homes Association Subdivision - Registered Plan 544, and the Kova Subdivision - Registered Plan 588, in the community of Udora and to initiate the engineering work and public consultation process to improve the roads to an acceptable standard as an all-season gravel road surface.

The roads within Plan 544 and Plan 588 are generally located in the block formed by Victoria Road to the east, Ravenshoe Road to the south, Weir's Side Road to the west and Old Shiloh Road to the north. The roads within this study area total to approximately 6.5km in length.

All-season gravel roads typically represent lower volume road segments with an annual average daily traffic (AADT) of less than 400 vehicles per day. The roads within these two subdivisions fall within this range.

During the 2021 budget process, Council approved funds to undertake public information sessions, a legal survey, topographic survey, geotechnical investigation and preliminary engineering design necessary to determine the costs associated with rehabilitating the road and storm water system to a functional all season gravel road standard within Plan 544 and Plan 588.

4. ANALYSIS:

A Request for Proposal (RFP) was prepared to retain Engineering Services to provide 3 phases of work. Phase 1 work includes legal and topographic survey, field geotechnical inspection, sub-surface utility engineering investigation, Schedule 'A' Class Environmental Assessment and preliminary design works for the road system within Plan 544 and 588. Provisional Phase 2 works include detailed design, consultation and contract tender preparation. Provisional Phase 3 works include contract administration, construction inspection, and warranty period oversight. This report is focused on Phase 1 works only.

Staff will draft a report with options following the Phase 1 works (preliminary design), and should Council wish to proceed with Phases 2 and 3 (detailed design and construction), the provisional items could then be awarded.

There are anticipated technical challenges with respect to this project. The RFP phase 1 works will address these technical challenges, which include:

Flooding and Existing Road Base Conditions

Large areas of the project area are subject to seasonal road flooding on a regular basis. The flooding occurs generally in the spring during snowmelt prior to the ground thawing, and heavy precipitation events. Many roads do not have adequate drainage, resulting in ponding either on the road or on private property. Areas of drainage flow through private property and do not have an adequate outlet for discharge. The existing road was constructed with minimal granular base and not to standard specification, leading to a high frequency of potholes and rapid deterioration of driving surface.

The project is anticipated to raise the centre-line profile of the road to provide adequate surface runoff. Ditch re-grading and replacement of driveway culverts will also be considered as part of this project. The project will be designed with the intent

of constructing an all season gravel road surface and supportive stormwater conveyance system.

Property Requirements

There are sections of driving surface which appear to have been constructed on to private property. Conversely, it appears there may be privately owned and constructed landscaping features within the road allowance. This project includes a topographic and legal survey to confirm locations of property boundaries and features.

Operational Demands

Many of the roads which have a dead end do not have a functioning turning circle or hammer-head. This causes challenges for large vehicles such as snowplows and garbage trucks which need to complete 3-point turns to operate. This project will look at options to improve vehicle turnaround.

The RFP was released March 30, 2022 and closed April 25, 2022. There were eleven (11) plan takers and two (2) bid submissions received. The proposal was evaluated using a two-envelope system. The technical score was weighted at 70%, the interview/presentation was weighted at 10% (Envelope 1), and the cost proposal was weighted at 20% (Envelope 2). One (1) respondent's bid submission was non-compliant with the RFP and was disqualified from further consideration.

The respondents and the values of their bids are shown in Table 1 below:

Respondent	Cost of Services (excl. HST)
CH2M Hill Canada Limited	\$552,529.00
Planmac Engineering Inc.	Disqualified

Table 1: Respondents' Bid Submissions

Table 2 below is a breakdown of the cost of services that CH2M Hill Canada Limited included in their proposal for the preliminary design works.

Item	Cost of Services (excl. HST)
Project Management Services	\$88,085.00
Municipal Class Environmental Assessment	
Disbursements	
Meetings and Workshops	
Legal Survey	\$346,084.00
Topographic Survey	
Subsurface Utility Engineering	
Geotechnical Services	
Preliminary Design Report and Drawings	\$118,360.00
Total	\$552,529.00

Table 2: CH2M Hill Canada Limited Cost of Services Breakdown

Based on the Scope of Work identified for this project, staff believe the proposal received from CH2M Hill Canada Limited is reasonable, and was submitted with the expectation that it would be evaluated against other bidders in a competitive process. Town staff leveraged limited contract negotiations to obtain the best value from the proposals.

5. RELATIONSHIP TO STRATEGIC PLAN:

PRIORITY 4: "Deliver Exceptional Service"

Ensure exceptional service delivery.
Manage our finances and assets proactively.

6. FINANCIAL AND BUDGETARY IMPACT:

Capital business case 21-OI-7 was approved by Council in 2021 to undertake field investigations and preliminary design work for the roads within Subdivision Plan 544 and Plan 588. The total approved budget was \$300,000.

The cost for all phases (1,2 and 3) within the RFP for Engineering Services including the preliminary and detailed design, contract administration and site inspection of the Udora Gravel Roads Upgrade works is \$1,383,085.29 (incl. 1.76% HST). The phase 1 works (preliminary design) requested in this report represents \$562,253.51 (incl. 1.76% HST) of the submitted proposal. This is an exceedance of \$319,045.77 above the available remaining approved budget from business case 21-OI-7, not including contingency.

If approved, and a 10% contingency is added to budget, the additional \$375,271.12 required to award the preliminary design works can be funded from the Canada Community-Building Fund (CCBF) reserve, formerly known as the Gas Tax Fund reserve.

Item	Amount (\$)
Approved Budget in 21-OI-7 for Preliminary Design	\$300,000.00
OID2021-021 External Project Management Udora Preliminary Design (incl. 1.76%)	(\$56,792.26)
Award of OID2022-026 Preliminary Design works (incl. 1.76%)	(\$562,253.51)
10% Contingency on Preliminary Design works (incl. 1.76%)	(\$56,225.35)
Budget remaining (deficit)	(\$375,271.12)

Table 3: Summary of Budget Available

Staff anticipate that preliminary cost estimates for construction, including delineation of construction contract areas prioritized to provide the best value for the Town, will be available by early 2023. Staff will bring the findings of the preliminary design forward to Council for consideration to determine next steps.

7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

An infographic notification has been provided to affected residents within the identified project area. The infographic indicated the estimated timelines regarding road assumption, ongoing maintenance operations, and the capital project.

Throughout this project, additional public consultation including newsletters, a dedicated webpage updated regularly with project progress, and Public Information Centre will be undertaken.

8. CONCLUSION:

Award of the contract for engineering services for the preliminary design for the Udora Gravel Roads Upgrade project to CH2M Hill Canada Limited will allow the necessary preliminary and planning work to commence. Staff will report back to Council once the preliminary design including public consultation and cost estimates have been completed.

APPROVALS

Prepared By:	Owen Sanders, P. Eng, Senior Project Manager
Reviewed By:	Nancy Fleming, P. Eng, Manager, Asset Management & Technical Services
Recommended By:	Michael Vos, Director, Operations & Infrastructure
Approved By:	Ryan Cronsberry, Chief Administrative Officer