



**INFRASTRUCTURE
SERVICES**
Staff Report

REPORT NO: IS-2024-37

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Infrastructure Services

PREPARED BY: Joey Shearer, C. Tech, Engineering Technologist
Ken VanderWal, P. Eng, Manager of Engineering

REVIEWED BY: Greg Clark, Acting Chief Administrative Officer

DATE: 2024-10-21

SUBJECT: **Award of Contract RFP 2024-14 Biennial OSIM Inspections Program**

RECOMMENDATION:

THAT RFP2024-14 be awarded to K. Smart Associates Limited for Biennial OSIM Inspections Program as per their proposal submitted on October 3, 2024, in the amount of \$35,605.00 for Term one (1) and \$19,670.00 for optional renewable term two (2), plus HST.

SUMMARY:

This report outlines the proposal process and recommends award of proposal to the successful consultant for the Ontario Structure Inspection Manual (OSIM) reviews within the Township.

The proposal format requested bids for one (1) base term of two (2) years, with an option to renew for one (1) additional term of two (2) more years. The Township's forty (40) structures will be inspected at least once within the (2) year period of the term in order to comply with Ontario Regulation 104/97 Standards for Bridges and the requirements for inspections of bridges and large culverts.

BACKGROUND:

To comply with Ontario Regulation 104/97, the Township of Wilmot reviews structural integrity, safety and condition of its bridges and large culvert structures. The inspections are completed under the direction of a qualified bridge professional engineer in accordance with the OSIM standard format.

There are forty (40) bridge and large culvert structures currently listed in the Township database; all forty (40) structures are to be inspected over the course of a two-year term. A site map showing the location of the bridge and large culvert structures within the Township and a list of required inspections for each year has been included with this report.

The consultant will be required to complete a detailed deck condition survey at 25/B-HUR located on Huron Road. This item has been included in the proposed scope of work to assist the Township in planning for repair/rehabilitation on the structure. This detailed condition work will be completed in year two of term one (1).

Of the forty (40) structures to be inspected, two (2) structures are regulated by weight restrictions. These limits are reviewed biennially and therefore we have included this item within the proposed scope of work to be performed by the consultant. This work will be completed in year one (1) of term one (1).

The information provided by the consultant will assist the Township in updating our Asset Management Plan and for preparing future operating and capital budgets.

REPORT:

On September 10th, 2024, the request for proposal was made available online through the Township's e-bidding site. There was a total of thirteen (13) plan takers, with six (6) proposals received at time of close on October 3rd, 2024. Staff recommended a term contract format for this bid process to spread out volume of inspections and administration over the course of a few years, as well to reduce the administrative burden in re-tendering the work biennially provided the recommended consultant performs term one (1) satisfactorily.

An internal selection committee consisting of staff from Engineering reviewed and evaluated the proposals based on the following evaluation criteria:

Section	Criteria	Description	Points
1	Company Profile, Team Structure & Staff Qualifications	Description of the company / department service units, Individual team members educations and experience	10
2	Understanding, Approach & Methodology	Knowledge of the project and deliverable process	25
3	Experience and References	Past experience on similar projects and references	20
4	Schedule / Work Plan	Timeline approach for deliverables and expectations	10
5	Team Structure/Qualification	Organizational chart of key personnel assigned to the project and their CV(s)	20
6	Price	Cost to successfully complete project scope	15

The proposals were evaluated and scored for adequacy to address the requested project scope. Following that, the fees were evaluated separately, and a final selection was made based on the comprehensive evaluation criteria.

The work for the first year of the term contract shall be completed by October 1, 2025, and the second year of the term contract shall be completed by October 1, 2027.

As a result of the highest-ranking proposal, K. Smart Associates Limited is recommended to be authorized for award, at a cost of \$35,605 for term one (1) (2025); and \$19,670 for term two (2) (2027).

K. Smart Associations has completed previous OSIM Inspections, Environmental Assessments and design studies on multiple structures within the Township of Wilmot, which will assist in the successful completion of the project.

If Council proceeds with award of this proposal submission, the Township will finalize documentation with the successful applicant and proceed with the OSIM Inspections Program.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

This initiative supports the goals and strategies of enhancing:

- Quality of Life through Accessibility and Inclusivity, Active Transportation and Transit; and
- Responsible Governance through Active Communications, Fiscal Responsibility and Infrastructure Investments.

FINANCIAL CONSIDERATIONS:

The following funding sources will be identified in the 2025 Budget process for the Annual OSIM Inspections Program:

Funding Source	Amount
Studies - Structure Inspection OREG 472/10 (OSIM)	\$ 65,000.00
Total Budget	\$ 65,000.00

Given the cost of the recommended consultant for the OSIM Inspections Program at \$35,605 and \$19,670, this work would remain within budget for the term of the contract. The remaining budget will be utilized for minor bridge maintenance work or further safety investigation needs that develop over the term of the contract.

ATTACHMENTS:

Figure 1: Structure Locations

Figure 2: List of Structures