

REPORT NO: IS-2024-19

TO: Council

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

PREPARED BY: Mark Jeffery, C.E.T. Senior Engineering Technologist

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: 2024-07-29

SUBJECT: Award of Contract – Request for Proposal for Structure Rehabilitation & Replacement of Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road)

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**RECOMMENDATION:**

THAT Council award RFP2024-11, Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road) to GEI Consultants Canada Limited of Guelph, Ontario as per their proposal submission on July 4, 2024, in the amount of \$125,320.00 plus HST;

AND THAT staff be directed to execute the Consulting Engineering Agreement documents with GEI Consultants Canada Limited to proceed with the scope of services and tasks contained in the proposal document.

**SUMMARY:**

This report outlines the proposal process, funding sources and recommends award of proposal to the successful consultant(s) for the replacement of Culvert No. 24/B-T12 located on Huron Road and the rehabilitation of Bridge No. 7/B-T3 on Carmel-Koch Road.

Culvert No. 24/B-T12 and Bridge No. 7/B-T3 were identified in need of replacement and rehabilitation, respectively in the most recent OSIM inspection and as such were recommended

capital projects by staff and received Council approval to proceed with design services as part of the 2024 budget process.

### BACKGROUND:

To comply with O. Reg 104/97, the Township of Wilmot, through the contracted services of a qualified bridge engineer, reviews the structural integrity, safety, and condition of its bridges and large culvert structures on a bi-annual basis.

The 2021 and 2023 regulatory bridge safety inspections (OSIM) identified Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road) in an advancing state of disrepair with replacement and rehabilitation, respectively being recommended in the immediate and near term.

Culvert #24/B-T12 is a 3.1m single span, open bottom reinforced concrete culvert. The culvert was originally constructed in 1950, with 5m long reinforced culvert extensions placed on both ends in circa 1970. Due to the advanced state of disrepair this culvert structure has been recommended for full replacement during the 2021 OSIM inspection as well as the most recent 2023 OSIM inspection. The culvert is located on Huron Road, approximately 0.10km east of Haysville Road.

Bridge #7/B-T3 is a 41.2m long, 2 lane, 3 span, reinforced concrete bridge that spans the Nith River from west to east. The bridge was constructed in 1968. This bridge structure was recommended for rehabilitation and major repairs during 2021 OSIM inspection as well as the most recent 2023 OSIM inspection. This rehabilitation work will extend the useful life of this structure and avoid more costly repairs up to and including the possible replacement of this bridge structure in the future. The bridge is located on Carmel-Koch Road, 1.4km east of Nafziger Road.

The proposed scope contained within the RFP document requires the successful proponent to provide consulting engineering services to review existing conditions and background information for two OSIM structures, prepare preliminary design options, detailed engineering design, and provide tender ready contract documents to the Township.

The project schedule identified in the RFP is to complete the detailed design solution for Culvert #24/B-T12 by December 2024 with construction proceeding in 2025 and the detailed design solution for Bridge #7/B-T3 completed by May 2025 with the rehabilitation works for this bridge structure scheduled to be completed in 2026.

### REPORT:

On June 10<sup>th</sup>, 2024, the request for proposal document was made available online through the Township's e-bidding site. There was a total of fourteen (14) proposal recipients, with a total of three (3) proposals received at time of closing on July 4<sup>th</sup>, 2024.

As identified in the RFP document, the proposal for each bridge structure was reviewed, evaluated and scored for adequacy to address the required project scope. After reviewing the technical submissions, the bidder’s fee proposals were evaluated separately, and a final consultant selection was made based on the comprehensive evaluation criteria, below.

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

Section	Criteria	Description	Points
1	Company Profile	Description of the company / department service units	10
2	Understanding, Approach & Methodology	Knowledge of the project and deliverable process	25
3	Experience and References	Experience on similar projects and references	20
4	Team Structure / Staff Qualifications	Individual team members educations and experience	20
5	Schedule / Work Plan	Timeline approach for deliverables and expectations	10
6	Fee Proposal (Base Scope)	Cost to successfully complete project base scope.	15

As a result of the highest-ranking proposal for both Culvert #24/B-T12 (Huron Road) and Bridge structure #7/B-T3 (Carmel Koch Road), GEI Consultants Canada Limited is recommended to be authorized for award, at a cost of \$127,525.63, net of HST.

Project references provided for GEI Consultants Canada Limited were verified and found to be satisfactory. GEI Consultants Canada Limited have successfully completed similar projects for neighbouring municipalities located within the Nith River and Grand River watersheds.

If Council proceeds with award of this proposal submission, staff will finalize documentation and proceed with the execution of the Consulting Engineering Agreement document with GEI Consultants Canada Limited and to proceed with the scope of services and tasks identified in the proposal document.

**ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

This initiative supports the goals and strategies of enhancing:

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

**FINANCIAL CONSIDERATIONS:**

The approved funding sources were identified in the 2024 Budget process and are identified below.

<b>Approved Budgets</b>	Amount
OSIM Structure R&R Program – Culvert #24/B-T12, Huron Road (Design/Tender)	\$ 80,000
OSIM Structure R&R Program – Bridge #7/B-T3, Carmel Koch Road (Design/Tender)	\$ 80,000

The fee proposal received by GEI Consultants Canada Limited in the amount of \$127,525.63, net of HST, for the completion of the preliminary, detailed design and tender ready contract documents for Culvert #24/B-T12 (Huron Road) and Bridge #7/B-T3 (Carmel Koch Road) is within the budget allocated for this program.

**ATTACHMENTS:**

Figure 1: Structure Locations