



## The Corporation of the Town of Tecumseh

Public Works & Engineering Services

**To:** Mayor and Members of Council

**From:** Phil Bartnik, Director Public Works & Engineering Services

**Date to Council:** September 26, 2023

**Report Number:** PWES-2023-66

**Subject:** County Road 46, Webster and Laval Sanitary Sewer Extension  
Award of Engineering Consulting Services, Contract  
Administration and Inspection

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### Recommendations

It is recommended:

**That** Dillon Consulting Limited **be retained** for Engineering Consulting Services, specific to contract administration and inspection services throughout construction, for the County Road 46, Webster & Laval Sanitary Sewer Extension Project in the amount of \$355,000 excluding HST as a Single Source under the Town of Tecumseh Purchasing Policy and Schedule "A" of By-law 2021-60 and as amended by By-law 2021-103;

**And that** By-Law 2023-099 be considered for first, second, third and final reading to authorize the Mayor and Clerk to execute an agreement, satisfactory in form to the Town's Solicitor with Dillon Consulting Limited.

### Background

In December 2018, Council approved the recommendations of report [PWES-2018-08](#) that authorized Administration to complete the engineering design for the County Road 46, Webster and Laval Sanitary Sewer Extension project. In accordance with this report, Dillon Consulting Limited (Dillon) was retained to complete the engineering design.

The County Road 46, Webster and Laval Sanitary Sewer Extension project is a continuation of the sanitary sewer servicing within the 8<sup>th</sup> Concession Road sanitary service area. The project includes the extension of a sanitary sewer along County Road 46 from the 8<sup>th</sup> Concession Road to Webster Drive, as well as on Webster Drive (entire length), and the extension of a sanitary sewer through an easement just south of Highway 401. This project will incorporate the strategic priorities of growth and economic development as outlined within the May 5, 2022 SCM [Presentation](#).

At the January 26, 2023 Special Meeting of Council, Council approved the recommendations within report [PWES-2023-01](#), titled “2023-2027 Public Works & Engineering Services Five-year Capital Works Plan” that authorized Administration to finalize the design and tender in 2023 and proceed with construction in 2024 for the County Road 46, Webster and Laval Sanitary Sewer Extension project (Motion: SCM-04/23).

## Comments

To date Dillon has completed the detailed design and is in the process of finalizing the tender specifications, drawings and documents. It is planned to tender this project in Fall 2023, with construction to commence in Spring 2024. Administration is hopeful that an early tender will result in multiple competitive bids being received. A further report to council for the construction tender award is anticipated in late 2023/early 2024.

## Purchasing Policy

The Town’s Purchasing Policy has undergone several revisions since 2006, the most recent being through By-law 2021-60 and amending By-law 2021-103.

In December 2018, the Town’s (then current) Purchasing Policy and Schedule “B” of By-law 2017-63 identified goods and services that were not subject to the by-law which included professional consulting services.

Administration’s past practice was a two-step approach documented within the annual capital work plans, being:

- 1) Year 1: Obtain project approval and funding for detail design and recommend an engineering consultant.
- 2) Year 2 (or 3): Obtain further project approval and funding for construction and recommend the engineering consultant (who completed the detail design) continue with the contract administration and inspection throughout construction.

In recent years there has been reprioritization of the timing of certain capital projects, which has deferred construction of the County Road 46, Webster and Laval Sanitary Sewer Extension project to 2024. This has been mainly due to:

- i) reprioritizing municipal infrastructure to align with County Capital projects;
- ii) the Town's success at receiving infrastructure grants through various programs (i.e., CCRF, RSIP, DMAF, ICIP, etc.);
- iii) a prioritization of municipal infrastructure that would further facilitate development.

With construction commencing in 2024, retaining an engineering consultant for the contract administration and inspection is now subject to the Town's new Purchasing Policy, By-law 2021-60 and amending By-law 2021-103.

Section 3.7 of the Purchasing Policy and Schedule "A" of By-law 2021-60 states the following:

"In circumstances where there may be more than one source of supply in the open market, but only one of these is recommended by the Department Director, with the concurrence of the Purchasing Officer, for consideration on the grounds that it is more cost effective or beneficial to the Town; and where the expenditure will exceed \$100,000, approval must be obtained from Town Council prior to negotiations with the single source. The Department Director shall be responsible for submitting a report detailing the rationale supporting the use of the single source."

## **Recommendation**

Continuity in the engineering consulting services is critical for the timely and successful completion of this project. Given past and ongoing involvement in all aspects of the engineering and servicing design, and for the purpose of efficiency and expediency in moving from the detailed design stage to the construction stage, it is recommended that the Town retain Dillon Consulting Limited to provide Engineering Consulting Services specific to the contract administration and inspection throughout construction for the County Road 46 Webster and Laval Sanitary Sewer Extension project.

## **Consultations**

Chief Administrative Officer  
Financial Services  
Dillon Consulting Limited

## Financial Implications

The project budget has been allocated in previous PWES Capital Works Plans, totalling \$6,748,000. The costs of Engineering Consulting Services, including contract administration and inspection throughout construction is included within those allocated funds.

## Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Dana Reid  
Public Works & Engineering Services Assistant

Reviewed by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer

Reviewed by:

Phil Bartnik, P.Eng.  
Director Public Works & Engineering Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None