



## 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:** November 14, 2023

**Report Number:** PWES-2023-71

**Subject:** County Road 46 Municipal Class Environmental Assessment  
8th and 9th Concession Roads (Hwy 401 to County Road 46)  
Award of Engineering Consulting Services

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### Recommendations

It is recommended:

**That** subject to County Council awarding the County Road 46 Municipal Class Environmental Assessment (CR46 Class EA) to BT Engineering Inc. on November 15, 2023, that BT Engineering Inc. **be retained** for the Engineering Consulting Services for the CR46 Class EA, specific to the Town of Tecumseh's scope of the study being the 8<sup>th</sup> and 9<sup>th</sup> Concession Roads between Highway 401 and County Road 46, in the amount of \$66,720 excluding HST;

**And that** By-Law 2023-108 **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 BT Engineering Inc at the November 28, 2023, Regular Council Meeting.

### Background

The County of Essex (County) previously notified Town Administration of their intention to proceed with a Municipal Class Environmental Assessment for County Road 46 from the City of Windsor Limits to County Road 19.

To ensure integration between the County Road 46 Class EA and the Sandwich South Master Servicing Plan currently being undertaken by the City of Windsor (North of Highway 401), Town Administration, in the 2023-2027 PWES Capital Works Plan, recommended partnering with the County on their County Road 46 Class EA to expand the scope to include the 8<sup>th</sup> and 9<sup>th</sup> Concession Roads (from Highway 401 to County Road 46).

At the January 26, 2023 Regular Meeting of Council, Council approved the project and the allocation of funding for the County Road 46 Class EA from the Road Lifecycle Reserve as detailed in report [PWES-2023-01](#) titled “2023-2027 Public Works & Engineering Services Five-year Capital Works Plan” (Motion: SCM-04/23).

## Comments

The Class EA will follow the Municipal Class Environmental Assessment process and will look at the sections of right-of-way within the study area, as shown in Attachment 1, in reference to transportation planning. This includes investigating items such as stormwater management, traffic analysis, servicing, road capacity/demand, road safety, and environmental impacts.

The five phases of the Class EA process include: identifying problems or opportunities; identifying alternative solutions; evaluating alternative solutions; drafting a preliminary design, environmental study report, and property protection plan; and the completion of these plans.

Following the investigation, stakeholder engagement, and planning, the Class EA will include a finalized plan which encompasses a preliminary design including stormwater management, property impacts and cost estimates through the project area.

## Procurement through the County of Essex

A Request for Proposal (RFP) was posted on the County’s Bids and Tenders account on August 1, 2023. Proposals were received up to and including September 26, 2023, at which time the County received one (1) sole submission.

The RFP submission was received and reviewed by County of Essex Administration in accordance with their purchasing policy. The County’s evaluation committee determined that the bid was acceptable and notified BT Engineering Inc. of their intention to award the contract.

At the upcoming November 15, 2023, Regular Meeting of the County Council, County Administration will recommend that Council approve the award of a contract to BT

Engineering Inc. for the Class EA of County Road 46. It is important to note that this agreement does not provide authorization for Tecumseh's portion of the Class EA.

## Consultations

Financial Services  
County of Essex

## Financial Implications

As stated in the Background section of this report, Council approved the allocation of project funds of \$70,000 as detailed under report [PWES-2023-01](#). The total project costs for the County Road 46 Class EA are \$376,157 (excluding HST) and will be cost shared between the County of Essex and the Town of Tecumseh as summarized in the table below:

<b>Municipality</b>	<b>Amount (excluding HST)</b>
County of Essex	\$309,437
Town of Tecumseh	\$66,720
<b>Total Project Costs</b>	<b>\$376,157</b>

The Town's portion for the 8<sup>th</sup> and 9<sup>th</sup> Concession Roads of the Class EA is approximately \$66,720 excluding HST and is below the budgeted amount for the engineering consulting services of \$70,000.

## Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" 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 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:

Cameron Hedges, P.Eng.  
Engineering Project Manager

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>
1	Study Area