



## 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:** February 27, 2024

**Report Number:** PWES-2024-11

**Subject:** 2024 Bridge Needs Study  
Award of Engineering Consulting Services

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### Recommendations

It is recommended:

**That** Dillon Consulting Limited **be retained** for Engineering Consulting Services for the 2024 Bridge Needs Study in the amount of \$43,400 excluding HST as a Single Source under the Town of Tecumseh Purchasing Policy and By-Law 2021-60 as amended by By-Law 2021-103;

**And that** By-Law 2024-017 **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 accordance with Ontario Regulation 104/97 passed pursuant to the Public Transportation and Highway Improvement Act, the Town of Tecumseh is required to undertake an inspection, under the direction of a Professional Engineer, for every bridge and culvert that spans greater than 3.0 metres, at least once every two years.

The Town has a total of sixteen (16) existing bridges and culverts with a span greater than 3.0 metres that need to be inspected in accordance with the most recent version of

the Ontario Structure Inspection Manual (OSIM), published by the Ministry of Transportation of Ontario (MTO).

Similar to that of road infrastructure, the key to managing bridges and culverts within the Town of Tecumseh is applying appropriate lifecycle activities at the correct time. This includes identifying necessary repairs to extend the bridge's life and avoid unnecessary costs. The Town has utilized the Bridge Needs Studies on a two-year basis to assist in prioritizing bridge projects and gauge the effectiveness of replacement and rehabilitation strategies.

At the February 13, 2024 Regular Council Meeting, Council approved the recommendations within Report [PWES-2024-07](#), "2024-2028 Public Works & Engineering Services Five-year Capital Works Plan" that authorized Administration to proceed with the 2024 Bridge and Culvert Needs Study (Motion: RCM-21/24).

## Comments

Administration recommends that Dillon Consulting Limited (Dillon) be retained to provide Engineering Consulting Services for this project based on their experience with past completion of the 2004, 2008, 2014, 2016, 2018, 2020, and 2022 Bridge Needs Studies. Continuity of the consultant for this study is important to maintain a consistent approach and framework in assessing the on-going changes to the Town's bridge infrastructure.

As part of this study, each bridge structure will be inspected with reports provided highlighting the structural condition, including defects, deficiencies, and maintenance needs. Ultimately, each bridge will be provided with an updated Bridge Condition Index (BCI). The BCI provides an indication of the change in condition state of an individual bridge over time. Combined with site observations, it is used as a planning tool to assist with scheduling bridge rehabilitation and maintenance work.

## 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. Section 3.3 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 is between \$10,000 and \$100,000, approval authority is required from the Department Director, Purchasing Coordinator and CAO. The Department Director or delegate shall be responsible for submitting the

approval memo detailing the rationale supporting the use of the single source prior to negotiations with the single source.”

In addition, Section 4.7 e) of the Town’s Purchasing Policy (Policy Number 17) states the following:

“Where a formal agreement is required, as a result of the award of a contract, and approval for such a formal agreement has been provided in accordance with Schedule “A” of By-law Number 2021-60, the Mayor and Town Clerk shall execute the agreement in the name of the Town of Tecumseh.”

## Consultations

Financial Services  
Dillon Consulting Limited

## Financial Implications

The project budget of \$50,000 is being funded from the Bridge Lifecycle Reserve. The cost for Engineering Consulting Services in the amount of \$43,400 is below the approved project budget.

## Link to Strategic Priorities

Applicable	<a href="#">2023-2026 Strategic Priorities</a>
<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 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:

Joseph Lappalainen, E.I.T.  
Project Technician

Reviewed by:

John Henderson, P.Eng.  
Manager Engineering Services

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