

COUNCIL REPORT

M&C No.	2019-77
Report Date	March 29, 2019
Meeting Date	April 08, 2019
Service Area	Transportation and Environment Services

His Worship Mayor Don Darling and Members of Common Council:

SUBJECT: Materials Testing and Construction Inspection Services for 2019 and 2020

OPEN OR CLOSED SESSION

This matter is to be discussed in open session of Common Council.

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	City Manager
<i>Rod Mahaney</i>	<i>Michael Hugenholtz /Brian Keenan</i>	<i>John Collin</i>

RECOMMENDATION

It is recommended that the proposal from Gemtec Consulting Engineers and Scientists Limited, for Material Testing and Construction Inspection Services for 2019 and 2020 in the amount of \$683,660.05 including HST be accepted and that the Mayor and Common Clerk be authorized to execute the appropriate documentation in that regard.

EXECUTIVE SUMMARY

The purpose of this report is to recommend that Council award the Materials Testing and Construction Inspection services for asphalt concrete, Portland cement concrete and soils compaction for the years 2019 and 2020 to Gemtec Consulting Engineers and Scientists Limited.

PREVIOUS RESOLUTION

July 30, 2018; 2019 General Fund Capital Program Approved.

December 18, 2018; 2019 General Fund Operating Program Approved.

STRATEGIC ALIGNMENT

This report aligns with Council's Priority for Valued Service Delivery, specifically as it relates to investing in sustainable City services and municipal infrastructure.

REPORT

BACKGROUND

The approved 2019 General Fund Capital and General Fund Operating Programs include funding for the Materials Testing and Construction Inspection Services.

A Request for Proposal (RFP) was advertised to engage an Engineering firm to carry out the following services for the above noted project:

- ◆ Asphalt Concrete Testing, Inspection, and Engineering Technical Services
- ◆ Portland Cement Concrete Field and Laboratory Testing, Inspection, and Engineering Technical Services; and
- ◆ Soils and Granular Materials Compaction, Testing, Inspection and Engineering Technical Services.

In each of these three areas there are significantly different services required in providing for inspection and testing. Asphalt concrete requires a number of tests on both its physical and chemical properties requiring sophisticated lab equipment and facilities. Portland cement concrete requires a number of field tests as well as a physical stress test for which the City does not possess the equipment. Soils compaction testing involves both field and laboratory evaluation for base/sub-base aggregate for road construction, retaining wall construction and other projects.

ANALYSIS

With a comprehensive terms of reference document developed by staff, a public call for proposals was made for Materials Testing and Construction Inspection Services. The Request for Proposal (RFP) closed on February 28, 2019 with responses received from the following four consulting engineering companies:

- ◆ Stantec Consulting Limited, Saint John, NB
- ◆ Gemtec Consulting Engineers and Scientists Limited, Saint John, NB
- ◆ EXP Services Inc., Saint John, NB
- ◆ Conquest Engineering Ltd., Saint John, NB

A Review Committee consisting of staff from Materials Management and Transportation & Environment Services was formed to evaluate submissions.

Each member completed an independent review of the submissions and a joint discussion was held to develop the final ranking of submissions. The Review

Committee came to a conclusion on their recommendation, which follows later in the report.

The evaluation process uses the expertise of a variety of staff from Purchasing, Engineering and Operations to ensure a thorough review of the various submissions. Care must be taken to ensure that the necessary level of effort and expertise is being directed to the various tasks involved in the work, while still ensuring that costs to be incurred are appropriate and controllable. It is for these reasons that cost, although very important, cannot be the sole nor most critical deciding factor in making the selection of a consulting engineering firm.

The Committee was tasked with the role of reviewing each submission against the proposal evaluation criteria as defined in the proposal call document. These criteria consisted of the following:

1. **Quality and Completeness** – Does the proposal address all of the needs raised? Is the proposal presented in an organized and professional manner?
2. **Consultant's Experience** – Has the consultant demonstrated a level of expertise with the requirements of this project?
3. **Experience of Employees / Sub-consultants** – Has the consultant demonstrated a level of expertise for the employees of the company and sub consultants listed?
4. **Methodology** – Does the approach to the project outlined in the proposal address, in a realistic sense, attainable goals and is it in keeping with the City's expectations for the project?
5. **Cost** – Cost will be a factor, however not the only factor to be considered. Is the price quoted in line with the City's estimate for the work and has it allowed for each aspect of the project to be adequately addressed?

After careful, independent consideration of presentation, company experience, personnel and technical proposal, the Review Committee met to analyze the findings of each member. After completion of the "technical" evaluation, the financial proposals were opened and addressed. These had been submitted in separate, sealed envelopes.

After due consideration, the Review Committee selected the submission of Gemtec Consulting Engineers and Scientists Limited, as the best proposal based on an overall rating of the evaluation criteria - presentation, company experience, personnel, technical proposal and cost. The submission from Gemtec Consulting Engineers and Scientists Limited, met all of the requirements of the proposal call, in a manner acceptable to the committee, and with the lowest cost of the submitted proposals.

POLICY – ENGAGEMENT OF ENGINEERING CONSULTANTS

The costs incurred by the consultant will be paid in accordance with the terms of the Request For Proposal at the rates submitted and accepted in the consultants proposal not to exceed the Recommended Hourly Rates as contained in The Association of Consulting Engineering Companies – New Brunswick fee guideline.

SERVICE AND FINANCIAL OUTCOMES

The proposed cost of work from Gemtec Consulting Engineers and Scientists Limited, to provide Materials Testing and Construction Inspection Services for this project is \$683,660.05 including HST, based on estimated quantities. This cost is based on providing the requested services for a period of 2 years (\$333,537.95 in 2019 and \$350,122.10 in 2020). The cost to cover these services are included in the Operating and General Fund Capital Program Budgets.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Materials Management facilitated the RFP process to solicit proposals from Engineering Consultants for the Material Testing and Construction Inspection Services. The committee was tasked with the role of reviewing each submission against the proposal evaluation criteria as defined in the proposal call document.

In accordance with the City's policies and procedures, separate assessments of the technical and financial aspects of the submissions were undertaken by the evaluation committee members. The above process is in accordance with the City's Procurement Policy and Materials Management support the recommendation being put forth.

ATTACHMENTS

N/a