



**Subject: Project No. 2021-35 Infrastructure Needs Study**

**To: Council**

**From: Public Works Department**

Report Number: 2021-299

Meeting Date: November 22, 2021

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### **Recommendation:**

That Council award the Consulting Services for the Infrastructure Needs Study (INS) and Integrated Asset Management Plan (AMP) to GM BluePlan Engineering Limited for the amount of \$493,682.00, plus applicable taxes;

That the Director of Public Works be given the authority to approve any additional costs for ground assessment investigations, and/or relevant additional works, up to the limit of the approved budget; and

That staff prepare the Contract By-law, and the City Clerk and Mayor be authorized to execute the Contract Agreement.

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### **Purpose:**

The purpose of this report is to inform Council of the results of the Request for Proposal (RFP) selection proceedings; and further to obtain approval from Council to award the Project to the recommended Consultant.

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### **Background:**

The goal of this project is to complete an Infrastructure Needs Study (INS) and develop an Integrated Asset Management Plan (AMP) in compliance with O. Reg 588/17 for the core infrastructure owned and operated by the City of Port Colborne. The INS and AMP development will cover the following core assets: Road, Stormwater, Water and Wastewater Infrastructure.

The INS will include lifecycle and growth demand analysis for the core assets. This will identify current and potential future deficiencies and their corresponding solutions, as

well as the infrastructure needs to address future short and long term demands according to the City's growth forecasts. In-Situ condition assessments for roads, linear wastewater, bridges and culverts, as well as guiderails will be conducted to collect relevant condition information. The findings from the INS will support the development of the City's Asset Management Plan and Ontario Structure Inspections Manual (OSIM) requirements.

The Consultant proposal is to address the following six Tasks and provide key deliverables at each phase:

Task	Deliverables
#1. Infrastructure Needs Assessment	On the ground Condition Assessment Data and Results Updated Dataset for CityWide Integration Draft Infrastructure Needs Assessment Report
#2. State of the Local Infrastructure	State of the Infrastructure Report
#3. Asset Level of Service Development	Asset Provided Level of Service Framework
#4. Lifecycle Management Strategies	Lifecycle Management Framework/Strategy Risk Management Framework/Strategy
#5. Financial and Implementation Plan	Developed Financial Databases and Tools Financial Plan and Implementation Plan
#6. Final Infrastructure Needs Assessment Report and Asset Management Plan	Final Infrastructure Needs Assessment Report Final Asset Management Plan Final Project Presentation Final Project Database and Analytical Tools

It is expected that the project will be completed in June 2022. Any projects identified with "immediate" need will be brought forth for the 2023 budget deliberations.

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## Discussion:

The Request for Proposal (RFP) was advertised on the City website and on Biddingo.com. There were 18 registered Plan Takers. On October 26<sup>th</sup>, at the time of RFP closing, one Proponent had submitted. The entire proposal process and opening proceedings adhered to policies and past practices as previously adopted and endorsed by Council.

The proposal submission required:

- A Technical Proposal to demonstrate qualifications and experience in the field of understanding linear systems,
- Letters of reference (at least 3) of similar work experience,

- Proposed Methodology, detailed work plan, project schedule, consultant team description, identification of sub-consultants, disclosure of perceived conflict of interest and time task matrix.
- Financial Proposal

The proposal was scored by three members of the Evaluation Committee. The criteria for selecting and rating the successful proponent are scored from 1-10 and multiplied by the weighted points:

Criteria	Weighting/ Points Available
1. Project Understanding	15
2. Work plan, Methodology	25
3. Time Task Matrix	10
4. Proponent & Project Experience/Qualifications	20
5. Reference Check	5
6. Value Add	5
6. Financial Package	20
<b>Total Points Available:</b>	<b>100%</b>

GM Blueplan received an acceptable number of points (90.6) after adding scores for both the technical and financial proposal

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### Internal Consultations:

The Public Works Department, in partnership with CIMA+, to assist with developing the RFP, reviewed existing asset documents and their associated conditions to further understand the implications and requirements. This included a review of core assets and existing condition assessments to identify those that required updating.

Staff identified that the Ontario Structure Inspection Manual (OSIM) is required for renewal in 2022. Thus, the consensus from Staff was to include the OSIM scope as part of the RFP including the field inspection, review, and recommendations.

Public Works also cooperated with the Economic Development Division to obtain potential future development to ensure that the assets required to service those developments were identified, analyzed and recommended in the INS.

The completion of this project will assist with identifying asset needs, future budget planning and requests, and other considerations from an infrastructure requirement perspective.

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**Financial Implications:**

Funding for the project was approved in the 2021 Capital and Related Project Budget in the amount of \$750,000. The Financial submission from GM BluePlan Engineering Limited is within the available budget allocation under 21C-PW-B22.

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**Strategic Plan Alignment:**

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- City-Wide Investments in Infrastructure and Recreational/Cultural Spaces
  - Value: Financial Management to Achieve Financial Sustainability
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**Conclusion:**

Council approval for the consulting services for an Infrastructure Needs Study (INS) and Integrated Asset Management Plan (AMP) will provide a framework for the City to guide infrastructure investment decision making, within the realistic limits of utility and tax-based revenue stream and level of service goals for the next 25 years.

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Respectfully submitted,

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**Report Approval:**

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.