



**Subject: Procurement and Project Management Services**

**To: Council**

**From: Public Works Department**

Report Number: 2021-181

Meeting Date: June 28, 2021

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**Recommendation:**

That Council award the Procurement and Project Management Services project (the Project) to CIMA Canada Inc. (the Consultant) on an “as and when” retainer requested basis to an upset limit of \$147,600, including applicable taxes;

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

That the funding for the Project be financed under Account 210-PW-R41 over 1.5 years from the Capital Levy Contingency.

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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 Public Works department identified Planning and Study initiatives to be completed in the next 1.5 years to respond to infrastructure needs requiring rehabilitation, replacement, or capacity upgrade.

The successful Consultant for the assigned Project will assist in developing the Terms of Reference (TOR) for the identified small to medium scale projects as well as providing additional resource and expertise in engineering solutions requiring immediate or urgent attention.

The following are typical projects listed in the RFP but not limited in scope as the City's needs and resources evolve:

- 1) Infrastructure Needs Studies
- 2) Engineering Design Standards
- 3) Facility Capital Projects
- 4) Ontario Structure Inspection Manual (OSIM)
- 5) Urban Forest Management Plan
- 6) Storm Drainage Investigations
- 7) Road Works
- 8) Developing an Engineering Services City Roster

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## Discussion:

The RFP was advertised on the City website and on Biddingo.com. There were 20 registered plan takers. On June 7, 2021 at the time of RFP closing, 5 proponents had submitted. The entire proposal process and opening proceedings adhered to policies and past practices as previously adopted and endorsed by Council.

The following sets out the Rating Criteria to determine the top three technical submissions. Only the top three advanced for reference check and financial evaluation.

	Criteria	Weighting / Points Available
1	Project Management Team	25
2	Applicable Technical Expertise and Experience	20
3	Project Understanding & Methodology (Work Plan, Innovation, Client Administration Input, Workload, etc.)	20
<b>Only Top 3 Scoring Proposals will advance to Criteria 4 and 5</b>		
4	Reference Check	10
5	Financial Proposal	25
	<b>Total Points Available:</b>	<b>100%</b>

The financial proposal considered the provided cost for each Project Role Member for a "typical project" selected and reviewed by the Committee to determine score. The top three proposals were CIMA, Mettko and UEM and they were evaluated for reference check and financial proposal.

CIMA Canada Inc. gained the highest points of 142.0 after adding scores for both the technical and financial proposal. The following are the score/points tally of the evaluation:



Note: Two other submissions were evaluated and did not meet the top three scores for technical evaluations, and therefore the Financial Costing Envelope was not opened or score provided.

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### **Internal Consultations:**

The development of scope (and/or the Terms of Reference) for each of the projects listed will involve gathering of background information from several groups or divisions within Public Works including Engineering, Facilities, Road, Water and Wastewater Operation. Staff will identify the project needs that align with the City Vision in the next 5 to 10 years.

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### **Financial Implications:**

Funding is available under Account 210-PW-R41 in the amount of \$147,600 over 1.5 years from the Capital Levy Contingency.

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### **Public Engagement:**

Staff will conduct public engagement and notification for projects listed in the RFP that requires resources in the design and construction phase. Typically, staff will actively solicit feedback and mitigate public concerns before project construction begins.

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### **Conclusion:**

Council approval for the project would support staff resources in developing the strategy for the next 5 to 10 years and keep up with the mandate of identifying infrastructure that requires rehabilitation, replacement, or capacity upgrade.

CIMA Canada Inc. would also provide additional resources in delivering the procurement and project management services for a variety of projects and programs that support the City's infrastructure needs.

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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 approval is by the Chief Administrative Officer.