Subject: Results for RFP 2020-001 Maintenance Hole Assessment Program
Report Number: OPS 20-11
Author: Kevin De Leebeeck, P.Eng., Director of Operations
Meeting Type: Council Meeting
Meeting Date: Tuesday, April 14, 2020

RECOMMENDATION
THAT Council receive Report OPS 20-11 Results for RFP 2020-001 Maintenance Hole Assessment Program;

AND THAT Council sole source RFP 2020-001 to Andrews Engineering of Etobicoke, ON at a cost of $155,720.27 (net HST included), the only bid received.

BACKGROUND
A Request for Proposal (RFP) was issued on February 24th 2020 for the Maintenance Hole Assessment Program with three (3) plan takers and a total of one (1) bid received by the closing date of March 13th 2020 from Andrews Engineering of Etobicoke, Ontario at a cost of $155,720.27 (net HST included).

DISCUSSION
The Maintenance Hole Assessment Program consists of inspecting and reporting on the structural and operational condition of sanitary and storm maintenance holes using industry standard inspection protocols that will facilitate the development of a maintenance hole rehabilitation plan, as well as verifying system connectivity and the collection of attribute data (i.e. invert elevations, pipe size, distance, etc.) to aid in the analysis of determining the percentage of municipal stormwater systems that are resilient to the 1 in 5 year storm as per the requirements of O.Reg. 588/17.

The scope of work consists of inspecting approximately 1,350 maintenance holes in 2020, and as part of Phase 2, subject to 2021 budget approval, the inspection of approximately 1,460 maintenance holes.

The RFP was advertised on the Tillsonburg website, the Tillsonburg News, Ebid Solutions and on Biddingo. Town staff reviewed and scored the proposal based on the scoring tool that was included in the RFP. The scoring tool is as follows:
Corporate Qualifications & Experience  10 pts  
Project Team  10 pts  
Approach and Methodology  30 pts  
Value Added  5 pts  
Schedule and Work Plan  15 pts  
Proposed Fee  30 pts  

Total Score 100 pts

The scoring results from the Evaluation Committee are summarized in the table below:

<table>
<thead>
<tr>
<th>Proponent</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Andrews Engineering</td>
<td>87</td>
</tr>
</tbody>
</table>

CONSULTATION
The Evaluation Committee comprised of the Director of Operations, Manager of Engineering and Asset Management Supervisor reviewed and scored the proposal and later interviewed the Proponent to provide the evaluation team additional insight into the Proponents ability to meet the requirements of the RFP. Reference checks for Andrews Engineering also returned satisfactory. Therefore it is staff’s recommendation that Andrews Engineering be retained for this assignment.

FINANCIAL IMPACT/FUNDING SOURCE
The recommended project fee of $155,720.27 (net HST included) is within the total combined budget for this project of $170,000 which consists of $85,000 from Asset Management Reserves and $85,000 from County Wastewater funding.

COMMUNITY STRATEGIC PLAN (CSP) LINKAGE
1. Excellence in Local Government
   - [ ] Demonstrate strong leadership in Town initiatives
   - [ ] Streamline communication and effectively collaborate within local government
   - [x] Demonstrate accountability
Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>OPS 20-11 Results for RFP 2020-001 Maintenance Hole Assessment Program.docx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Final Approval Date:</td>
<td>Apr 6, 2020</td>
</tr>
</tbody>
</table>

This report and all of its attachments were approved and signed as outlined below:

**Dave Rushton - Apr 2, 2020 - 3:31 PM**

No Signature - Task assigned to Kyle Pratt was completed by workflow administrator Michelle Smibert

**Kyle Pratt - Apr 6, 2020 - 12:29 PM**

**Michelle Smibert - Apr 6, 2020 - 12:36 PM**