



# City of North Bay

## Report to Council

Report No: CORP 2021-17

Date: February 12, 2021

Originator: Mary-Ann Kotylak / Gerry McCrank

Business Unit:  
Corporate Services

Department:  
Financial Services Department

Subject: Request for Proposal 2021-05 Professional Engineering Services for ICIP Sidewalk Program

Closed Session: yes ☐ no ☒

---

### Recommendation

That City Council approves the award of a contract to J.L. Richards & Associates Limited for an amount up to \$929,445.00 (plus HST) for the provision of engineering services related to the ICIP Sidewalk Program.

---

### Background

The City of North Bay has been successful in obtaining funding through the Investing in Canada Infrastructure Program (ICIP) to complete the installation of sidewalks, including storm sewer improvements, on numerous streets throughout the City.

This program is a multi-year construction project that will benefit the neighbourhoods that do not have existing sidewalks available to offer safe and reliable travel for pedestrians to and from existing transit stops. It provides for the construction of sidewalks on one side of the road in various locations throughout the City that currently have transit routes. To facilitate the installation of the sidewalks the program will also include the installation of storm sewers, curb & gutter, restoration, and partial asphalt paving including granular road base.

This contract will provide professional engineering services for the design of sidewalks located throughout the City including, related construction assistance and inspection as required. The preliminary and detailed design for all sections will be completed in 2021 to ensure tender ready contracts are issued during the winter period prior to each construction season. Construction of the various sections of sidewalk is expected to commence in 2021 with the final section completed in 2026.

Outside services are being utilized since the City does not have the required resources to complete the project in a timely fashion and additionally, the City's professional services are ineligible costs for third party funding. The City's professional staff will manage the design project.

---

## Financial/Legal Implications

A formal bid request, which closed January 29, 2021, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Five proposals were evaluated by the Purchasing Manager, the Infrastructure Engineer, the Senior Project Manager and the Engineer in Training. The evaluation considered experience, qualifications, response to the scope of work and price.

The results are as follows:

Ranking	Company	Overall Score
1	J.L. Richards & Associates Limited	80.13
2	Towards Sustainable Infrastructure (TSI) Inc.	78.00
3	EXP Services Inc.	76.77
4	Tatham Engineering Limited	75.93
5	R.V. Anderson Associates Limited	73.06

The proposal from J.L. Richards & Associates Limited scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Sufficient funding for the design and current year engineering services is available in Capital Project No. 4021TR – Construction of Sidewalks for Transit Routes.

The total estimated project budget, including all eligible and ineligible costs, for completion of all sidewalk sections approved under the ICIP Program is \$9,877,705.75. Funding for the project is estimated to be shared as follows:

- Federal Contribution \$3,559,533.50
- Provincial Contribution \$2,965,981.29
- Municipal Contribution \$3,352,190.96

The project has been identified in the City's 10 Year Capital budget. Future year capital budgets beyond 2021 will continue to include sufficient funding to ensure that the

municipal contribution is available to support the completion of the project in accordance with the ICIP Funding Agreement.

---

## Corporate Strategic Plan

- |   |  |
|---|--|
| <input type="checkbox"/> Natural North and Near                           | <input type="checkbox"/> Economic Prosperity     |
| <input checked="" type="checkbox"/> Affordable Balanced Growth            | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government |  |

## Specific Objectives

Consider all aspects of decisions to fund new infrastructure.

Develop an Integrated Active Transportation system.

Maximize funding opportunities with other governments.

---

## Options Analysis

1. That City Council approves the award of a contract to J.L. Richards & Associates Limited for an amount up to \$929,445.00 (plus HST) for the provision of engineering services related to the ICIP Sidewalk Program.
2. Do not award a contract. This option is not recommended because if the contract is not awarded for the ICIP Program Professional Engineering Services, funding from the provincial and federal agencies will be forfeited resulting in the loss of new sidewalks for safe and reliable travel by pedestrians.

## Recommended Option

That City Council approves the award of a contract to J.L. Richards & Associates Limited for an amount up to \$929,445.00 (plus HST) for the provision of engineering services related to the ICIP Sidewalk Program.

---

Respectfully submitted,

---

Mary-Ann Kotylak  
Purchasing Manager  
We concur in this report and recommendation.

---

Gerry McCrank, C.E.T., LEL  
Senior Project Manager

---

Adam Lacombe P. Eng

---

John Severino, P.Eng., MBA

Senior Capital Project Engineer

City Engineer – Infrastructure &  
Operations

---

Margaret Karpenko, CPA, CMA  
Chief Financial Officer/Treasurer

---

David Euler, P.Eng., PMP  
Chief Administrative Officer

Personnel designated for continuance:

Name: Gerry McCrank

Title: Senior Project Manager