

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Laurie Wills Director, Public Works lwills@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	February 16, 2021		
Report No.:	Public Works-008-21		
Submit comments to Council			

Subject/Title: Approval to Award Single/Sole Source Design Services

RECOMMENDATION:

THAT Council approve the extension of the Mathew Street engineering design services contract with CIMA+ for the design of Burke Street, Blake Street and Victoria Street in the amount of \$75,000 and accordance with the 2021 approved capital budget.

1. STRATEGIC PLAN

NA

2. PUBLIC ENGAGEMENT

NA

3. PURPOSE

Approval of single/sole source design services.

4. ORIGIN AND LEGISLATION

2021 Capital Budget
Purchasing Policy

5. BACKGROUND

Mathew Street was a joint design project with LUSI in 2019 and was constructed in 2020 where all underground was replaced. The remaining neighbourhood; Burke Street, Blake Street and Victoria Street have failing sanitary, watermain and an undersized storm sewer. The remaining three streets, including Victoria Street which had a watermain break as recently as two weeks ago, is continuing to deteriorate. CIMA+ completed the design and the contract administration/site inspection for Mathew Street which is the downstream portion of these streets and had to be replaced first. CIMA+'s on-site and desktop experience and knowledge of the requirements for this neighbourhood would put the Town and local residents at a great advantage to ensure the successful design and construction of the adjacent streets.

6. ANALYSIS

CIMA+ established the overall drainage plans for the neighbourhood in order to design the downstream (Mathew Street) sewers which subsequently also calculates the design requirements for the upstream sewers. Also, temporary connection conditions were designed into the Mathew Street project in preparation for the upcoming reconstruction of Burke, Blake and Victoria. CIMA+ has the best understanding of where the Mathew design and construction left off and how to seamlessly continue the design and construction for the remaining streets in the neighbourhood.

LUSI has already engaged CIMA+ to design the watermain for Burke, Blake and Victoria as they have prepared the water model for the neighbourhood already and most recently their overall water master plan giving them a head start and resultant discount on the design similar to the Town's sewers.

A single or sole source procurement for goods or services is permitted with Council permission over a value of \$50,000 if it can be justified that the service is unique to the vendor, the compatibility of the service is of benefit to the Town, the proponent has special knowledge or experience that cannot be provided by others, or the extension of a contract would prove to be more cost effective or beneficial. The proposed contract extension meets all of the required criteria for a single/sole source award.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Cost savings realized with an extension of the existing contract include those associated with having the previous knowledge of the opportunities and constraints of the neighbourhood and existing infrastructure including the narrowness of the road allowance, the previous design of Mathew Street which included the upstream drainage area calculations and sewer design for the subject streets, the tender documents will be very similar in content reducing the cost of starting from scratch with a new consultant. The expected savings to continue the design using the same consultant is anticipated to be 20%.

It should also be noted that there will be substantial Staff time saved for not having to prepare a formal RFP, evaluating received proposals, and preparing a report to Council for award which would result in a 2-3 month delay in design commencement.

8. CONCLUSION

THAT Council approve the extension of the Mathew Street engineering design services contract with CIMA+ to include the design of Burke Street, Blake Street and Victoria Street in the amount of \$75,000 and in accordance with the 2021 approved capital budget.

Report Approval Details

Document Title:	Approval to Award Single-Sole Source Design Services - Public Works-008-21.docx
Attachments:	
Final Approval Date:	Feb 4, 2021

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

Tracey Vaughan, Chief Administrative Officer - Feb 4, 2021 - 4:25 PM