

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
<b>Submitted by:</b>	Teresa Behan Deputy Director, Community Services <a href="mailto:tbehan@cobourg.ca">tbehan@cobourg.ca</a> Laurie Wills Director, Public Works <a href="mailto:lwills@cobourg.ca">lwills@cobourg.ca</a>	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	<b>February 16, 2021</b>		
<b>Report No.:</b>	Community Services-006-21		
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## Subject/Title: Award of Contract for Harbour Infrastructure Repairs

### RECOMMENDATION:

THAT Council award Contract CO-21-06 CSD to Shoreplan Engineering for the provision of professional design services for the Harbour Infrastructure Repairs in the amount of \$440,000 +HST,

FURTHER THAT Council approve the costs associated with provisional items A, C and D in the amount of \$45,500 + HST,

FURTHER THAT Council approve a 10% contingency to be added to the design fees in the amount of \$50,000+HST,

FURTHER THAT all funds are to be debentured as approved in the Town's 2021 Capital Budget.

## 1. STRATEGIC PLAN

The Town of Cobourg Strategic Plan Components (2019 – 2022) includes the following Strategic Actions:

- Invest in programs, services and infrastructure to make Cobourg more accessible
- Repair and rejuvenate the East Pier

## 2. PUBLIC ENGAGEMENT

A special Committee of the Whole meeting was held on December 1, 2020 onsite at the Cobourg Waterfront to review and discuss the condition of the harbor infrastructure.

A special meeting of Council was held on December 3, 2020 to further discuss the condition of the harbor infrastructure and give direction to Staff regarding next steps.

## 3. PURPOSE

Approval to award design contract.

## 4. ORIGIN AND LEGISLATION

2021 capital budget

## 5. BACKGROUND

Following the 2018 condition assessment of the east pier, a secondary condition assessment was completed in 2020 for the remaining harbour infrastructure in order to fulfil the requirements of the asset management legislation and understand the full costs associated with any repair works that may be necessary and how they may be incorporated with the priorities of the Waterfront Plan. The results of the latest condition assessment indicated that there are significant repairs required for all components of the harbour with many requiring immediate action.

The recommended approach for the remainder of the harbour infrastructure was to engage an engineering firm, who is familiar with the condition of the harbour infrastructure and is knowledgeable of the constraints and challenges, to complete the design for all required repair work. This approach will ensure that construction will be staged appropriately into manageable contracts whereby the best value can be obtained for constructability and timing.

On December 3, 2020, Council directed Staff to prepare the Terms of Reference and request proposals from Shoreplan Engineering and Riggs Engineering for the design and tendering of the necessary harbour infrastructure repairs noted in the Shoreplan Engineering report dated July 2020.

The base scope of work in the Request for Proposal (RFP) included the following:

1. Project Management and Co-Ordination
  - a. Project Initiation
  - b. Progress Meetings
  - c. Scheduling
  
2. Preliminary Design Services (PDS)
  - a. Design Drawings for Harbour Repairs (50% submission)

- b. Phasing of Tendering and Construction Activities
  - c. Public Information Summary Package #1
  - d. Preliminary Construction Cost Estimates
3. Detailed Design Services (DDS)
    - a. Design Drawings for Harbour Repairs (90% submission)
    - b. Approvals
    - c. Environmental Management Plan
    - d. Public Information Summary Package #2
    - e. Final Construction Cost Estimates
  4. Tendering Services
    - a. Preparation of tender documents (50% and 90% submission)
    - b. Assistance during tendering

A fee estimate for construction services was also included in order to define the unit rates that will apply once construction commences. Fees for construction services will be incorporated into the construction contract budgets and are not included in the 2021 budget:

5. Construction Services
  - a. Project Management
  - b. Contract Administration
  - c. Full Time Site Inspection
  - d. Shop Drawing Review
  - e. As Constructed drawings

A fee for several Provisional Items was also requested however each item is to be approved by Council on an as needed basis:

6. Provisional Items
  - a. Detailed Design of Reinforced Concrete Boat Lift Platform
  - b. Pedestrian Walkway to Lighthouse
    - i. Construction Cost Estimate
    - ii. Detailed design and tender documents
  - c. Condition Assessment of Remaining Harbour Structures
  - d. Monitoring of Existing Infrastructure Prior to Completion of Repairs

## 6. ANALYSIS

The Town received two (2) proposals in response to the RFP which were evaluated by a team of senior staff from the Community Services Division and Public Works Divisions.

Each submission was evaluated against the following criteria:

- Understanding and Approach
- Methodology and Work Plan
- Schedule
- Similar Work Experience
- Project Manager

- Project Team
- Price

It is in the Town's best interest to ensure that a successful proponent has a fully qualified team with related experience, a strong understanding of the scope of work, a comprehensive and realistic methodology, work plan and a reasonable price, albeit not necessarily the lowest.

The following are the results of the evaluation of the submissions:

<b>Riggs Engineering</b>	<b>\$790,360 + HST</b>
<b>Shoreplan Engineering</b>	<b>\$625,000 + HST</b>

While both bids were comprehensive, the submission by Shoreplan was the lowest price and received the highest overall score, with equally strong results in all of the other categories.

## 7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Design Fees:

In the Town of Cobourg's 2021 Capital Budget, \$750,000 was approved (to be debentured) for engineering design, consultation, tendering services, contract administration and inspection services. In 2021, there will only be design, consultation and tendering services required as construction is not anticipated to begin until 2022 at the earliest ie. Contract administration / inspection services costs will be incorporated into the budget for construction costs.

The total consulting costs that are to be awarded at this time for design work are in the amount of \$440,000 plus HST.

Provisional Tasks:

In addition to the design fees, there were also several provisional items included in the RFP which can be added to the scope at any time upon a decision of Council. The total amount of provisional items is \$91,000 plus HST.

<b>Provisional Task</b>	<b>Cost</b>
a) Detailed Design of Reinforced Concrete Boat Lift Platform Contract Administration	\$16,500
b) Pedestrian Walkway to Lighthouse	-
i) Construction Cost Estimate	\$16,700
ii) Detailed design and tender documents	\$28,800
c) Condition Assessment of Remaining Harbour Structures	\$7,000

d) Monitoring of Existing Infrastructure Prior to Completion of Repairs	\$22,000
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It is recommended that Council proceed with Provisional Items A, C and D in the amount of \$45,500 and that Provisional Item B be considered by Council and direction provided to Staff whether to proceed or not.

**Contingency:**

It is recommended that a 10% (\$50,000) contingency also be included in the anticipated design budget for unknown costs associated with permitting and the results of further field investigations.

**Additional Costs:**

Council is advised that there may be additional engineering design fees associated with any repairs that are recommended as a result of the condition assessment of the west harbor wall and Coast Guard wharf (Provisional Item C). Any additional costs for further design work will be brought back to Council for approval.

**Summary Total:**

The proposal from Shoreplan for the design work and recommended provisional items as well as a 10% contingency amounts to a total upset limit of \$545,000 including non-refundable HST. The total 2021 capital budget for the harbor repairs was \$510,000. It is recommended that the additional \$35,000 be transferred from the 2021 East Pier capital budget as both are to be debentured.

**8. CONCLUSION**

That Shoreplan Engineering be approved to proceed with the detailed design of the harbor repairs as well as provisional items A, C, and D with an upset limit of \$545,000 including non-refundable HST to be debentured as approved in the Town's 2021 Capital Budget.

**Report Approval Details**

Document Title:	Award of Design for Harbour Infrastructure Repairs - Community Services-006-21.docx
Attachments:	
Final Approval Date:	Feb 5, 2021

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

**Tracey Vaughan, Chief Administrative Officer - Feb 5, 2021 - 2:46 PM**