

## Staff Report

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**Report To:** City Council  
**Report From:** Bradey Carbert, Manager of Corporate Services  
**Meeting Date:** September 8, 2025  
**Report Code:** CR-25-114  
**Subject:** Award of RFP-25-004 – Engineering Services for 4th Avenue West Reconstruction – 15th Street West to 20th Street West

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### Recommendations:

THAT in consideration of Staff Report CR-25-114 respecting the award of RFP-25-004 – Engineering Services for 4<sup>th</sup> Avenue West Reconstruction – 15<sup>th</sup> Street West to 20<sup>th</sup> Street West, City Council:

1. Awards the above-noted Request for Proposal to the highest scoring proponent, WSP Canada Inc., at an upset limit of \$585,839.95, including the non-refundable allocation of HST; and
2. Directs staff to bring forward a by-law to authorize the Mayor and Clerk to execute the agreement.

### Highlights:

- The scope of work includes the provision of comprehensive engineering services related to the complete reconstruction of 4th Avenue West, from 15th Street West to 20th Street West.
- The City requires Engineering Services, including design, environmental assessment, approvals, detailed drawings and specifications, preparation of tender documents, contract administration, construction inspection, materials testing, and quality assurance services.

## **Strategic Plan Alignment:**

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

## **Climate and Environmental Implications:**

This supports the objectives of the City's Corporate Climate Change Adaptation Plan by strengthening the resiliency of City infrastructure or services.

## **Previous Report/Authority:**

Both phases of the project were included in the 2025-2030 Multi-year Capital Plan with engineering design to be completed in 2025/2026 and construction to be completed in 2026/2027.

## **Background:**

The scope of work includes the provision of comprehensive engineering services related to the complete reconstruction of 4th Avenue West, from 15th Street West to 20th Street West. The scope of work also includes the full reconstruction of 16th Street West, from 4th Avenue West to 5th Avenue West, and 17th Street West, from 3rd Avenue West to 5th Avenue West.

The required services encompass design, environmental assessment, approvals, detailed drawings and specifications, preparation of tender documents, contract administration, construction inspection, materials testing, and quality assurance services, among others.

This project aims to replace aging underground infrastructure that has reached the end of its service life, address localized flooding concerns, improve active transportation facilities, and enhance the boulevard streetscape, including the planting of boulevard trees. This project is anticipated to be broken up into two (2) construction phases, with Phase 1 (15th Street West to 17th Street West) construction starting in the spring of 2026 and Phase 2 (17th Street West to 20th Street West) construction starting in spring 2027.

In accordance with the City's Procurement of Goods, Services, Construction, and Consulting Policy (By-law 2020-002), the award of all purchases above \$250,000 must be approved by Council.

This report has been drafted to provide Council with the necessary information to approve the award of the Request for Proposal for Engineering Services for 4<sup>th</sup> Avenue West Reconstruction – 15<sup>th</sup> Street West to 20<sup>th</sup> Street West. The capital detail sheet describing the project is attached to this report.

## **Analysis:**

The above-mentioned RFP was posted in compliance with the City’s Purchasing By-law on June 27, 2025, and closed on July 30, 2025, with six (6) compliant bids received.

The request for proposal was evaluated based on the following criteria:

- Background and Relevant Experience (15%), Company Personnel (15%), Project Understanding and Methodology (25%), Work Plan and Timeline (20%), Financial Cost (25%)

The summary of scores is identified in the table below:

<b>Proponent</b>	<b>Score</b>
WSP Canada Inc.	88.67
Proponent #2	82.31
Proponent #3	81.64
Proponent #4	70.71
Proponent # 5	68.63
Proponent #6	N/A*

\*The financial submission for Proponent #6 was not evaluated by the committee due the proponent not receiving a high enough score on their technical submission.

The Committee recommends the award of the RFP to WSP Canada Inc. as the highest-ranked proposal meeting the City’s requirements. WSP Canada Inc. has completed similar projects for the City in the past.

## **Financial Implications:**

The total approved budget for this project is \$5,950,000 (Phase 1) and \$3,740,000 (Phase 2) and is funded through Ontario Community

Infrastructure (OCIF) funding. The engineering design, contract administration, and construction inspection component for both phases of this project is forecasted at \$1,263,000.

The financial submission submitted by WSP Canada Inc. includes an upset cost estimate of \$585,839.95.

The completion of the design for phases one and two of the project at the same time have provided economies of scale and cost savings for items such as agency consultation, tender development, contract administration, etc., by allowing for this work to be completed at one time, rather than through two separate assignments.

A more detailed breakdown of the project, including any variance from the approved budget, will be included at the time of the award of the construction component of the project.

### **Communication Strategy:**

The above-noted RFP was posted on the City's Bids and Tenders webpage on June 27, 2025, in compliance with the City's Purchasing By-law to be accessible to all potential bidders.

The Consultant will work with the City to provide a Public Information Centre for stakeholders to review the proposed design and construction timing during the design component of the project. The dates and details for this session will be communicated closer to the time of the meeting.

### **Consultation:**

A cross-functional team led by Engineering comprised the evaluation team and are in agreement with the recommended award.

### **Attachments:**

Capital Budget Detail Sheet – 25P.2 – 4<sup>th</sup> Avenue West – Reconstruction Phase 1 – 15<sup>th</sup> St W to 17<sup>th</sup> St W

Capital Budget Detail Sheet – 27P.1 – 4<sup>th</sup> Avenue West – Reconstruction Phase 2 – 17<sup>th</sup> St W to 20<sup>th</sup> St W

**Recommended by:**

Lauren Stewart, Purchasing and Claims Coordinator  
Bradey Carbert, Manager of Corporate Services  
Kate Allan, Director of Corporate Services

**Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Bradey Carbert, Manager of Corporate Services at [bcarbert@owensound.ca](mailto:bcarbert@owensound.ca) or 519-376-4440 ext. 1240.