

## 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-25-115  
**Subject:** Award of RFT-25-006 – Wastewater Treatment Plant Fine Screens

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### Recommendations:

THAT in consideration of Staff Report CR-25-115 respecting Award of RFT-25-006 – Wastewater Treatment Plant Fine Screens, City Council:

1. Awards the above-noted tender to Baseline Constructors Inc, the lowest compliant bid received for \$2,177,664.00, 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 existing Bar Screens at the Wastewater Treatment Plant provide pre-treatment removal of coarse materials before grit removal and clarification.
- The replacement of screening equipment will mitigate operational and financial risks through decreased frequency of digester and storage tank cleanouts, decreased impact on equipment such as pumps, motors, etc., and staff time to deal with breakdowns.

### 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:**

The project mentioned above was approved in the 2025 Capital Budget.

[CR-23-078](#) - Award of RFP-23-027 – Pre-selection of New Mechanical Fine Screenings Removal Equipment for the Owen Sound Wastewater Treatment Plant. This report authorized the pre-selection of the equipment that will be novated to the Contractor in order for the delivery to coincide with the project schedule.

## **Background:**

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 Tender RFT-25-006 – Wastewater Treatment Plant Fine Screens. The capital detail sheet describing the project is attached to this report.

## **Analysis:**

The scope of this project includes the replacement of new fine screens at the Wastewater Treatment Plant.

The work generally consists of:

- Assorted asphalt repairs and resurfacing;
- Concrete removals and repairs;
- Partial fill of an existing concrete tank;
- A new enclosure for screening storage;
- Repairs to brick façade;
- Guardrail and miscellaneous metals repairs or replacement;
- Removal of existing bar screens and decommissioned process equipment;

- Installation of new fine screens and concrete repair in channels;
- Installation of new gates;
- Installing process piping;
- Minor modifications of hydronic system;
- Installation of new ventilation system;
- Concrete demolition and installation of a new bypass channel, including a new gate; and
- Associated electrical and controls upgrades.

Staff retained J.L. Richards & Associates Limited as the consultant to complete the project's design, including engineering administration and inspection services, in October 2022.

The above-mentioned tender was posted in compliance with the City's Purchasing By-law on June 10, 2025, and closed on August 15, 2025; four compliant bids were received.

The bids received, including the non-refundable allocation of HST, are as follows:

<b>Company Name</b>	<b>Bid Price</b>
Baseline Constructors Inc.	\$2,177,664.00
Quattro Contracting Inc.	\$2,193,043.65
BGL Contractors Corporation	\$2,326,925.57
Kingdom Construction Limited	\$2,591,194.25

The tender submission from Baseline Constructors Inc. is the lowest compliant Bidder and is recommended for Tender Award by J.L Richards and the City.

The tender includes a \$150,000 contingency allowance for any unforeseen conditions during the construction period. The contingency allowance shall not be expended without the City's written consent. The tender also includes the pre-purchase of the fine screens for \$601,480.00. A novation agreement will transfer the responsibility of the equipment from the City to the awarded Contract, who will then be responsible for the installation.

The construction period has a substantial completion date of February 27, 2026.

## **Additional Consulting Fees**

The engineering component of this project was awarded in the fall of 2022 at a value of approximately \$193,000. Throughout the design and tender specification development, additional fees for a structural assessment of the building, value engineering associated with the complexities of the new screen replacements, and the inclusion of a by-pass channel totalling \$86,850 were approved by staff in accordance with authority delegated to the Manager of Corporate Services in the Purchasing Policy for work completed within the approved budget.

The prices realized through the Tender process are higher than originally anticipated due to additional work for a by-pass channel that was not previously included in the budget as well as increased materials and supply costs compared to the original 2022 construction estimate. In addition to this, the City's consultant has also requested an increase for the construction administration fees from \$51,500 to \$88,200, to reflect the additional work that has been added during the design process. This has resulted in a need to increase the overall project budget from \$1,980,000 to approximately \$2,500,000 in order for the project to be completed and to allow contingency funds in the event that there are unknown conditions. Details of the additional funding required and proposed funding sources are identified in the financial implications section below.

## **Financial Implications:**

The approved budget for the construction component of this project is \$1,800,000 and is funded from wastewater user fees.

The updated cost estimates, based on the recommended bid submission, including the non-refundable allocation of HST, are as follows:

<b>Item</b>	<b>Budget</b>	<b>Funding Required</b>	<b>Variance</b>
Construction including Contingencies	\$1,785,000	\$2,177,664	(\$392,664)
Engineering Consulting Services	\$195,000	\$320,400	(\$125,400)

<b>Item</b>	<b>Budget</b>	<b>Funding Required</b>	<b>Variance</b>
<b>Total</b>	<b>\$1,980,000</b>	<b>\$2,498,064</b>	<b>\$518,064</b>

Sufficient funding to offset the required budget variance is available in the above-mentioned reserves, and final amounts will be included in the Director of Corporate Services' year-end reserves update.

### **Communication Strategy:**

The above-noted tender was posted on the City's Bids & Tenders webpage on June 10, 2025, in compliance with the City's Purchasing By-law to be accessible to all potential bidders.

The project is located within a restricted area at the Wastewater Treatment Plant and will have no impact on residents.

### **Consultation:**

J.L. Richards & Associates Limited  
 Manager of Water and Wastewater

### **Attachments:**

Capital Budget Detail Sheet – 220.4 – Intermediate Bar Screens

### **Recommended by:**

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.