

**Municipality Of Chatham-Kent**  
**Infrastructure and Engineering Services**  
**Drainage, Asset and Waste Management**

**To:** Mayor and Members of Council

**From:** Tim Dick, C.E.T.  
Director, Drainage, Asset and Waste Management

**Date:** May 31, 2021

**Subject:** Engineering Appointment for the Burke Drainage Scheme (Preliminary Report) Community of Harwich

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**Recommendations**

It is recommended that:

1. RC Spencer Associates be appointed under Section 78 of the Drainage Act to prepare a report to consider the better use, maintenance or repair of any drainage works within the Burke Drainage Scheme in the Community of Harwich.
2. The Drainage Department issue a letter of appointment to RC Spencer Associates instructing them to proceed with the preliminary report under Section 10 of the Drainage Act, at a cost of \$72,000 plus H.S.T.

**Background**

At the meeting held February 1, 2021, Council approved a Request for Proposal (RFP) be released to appoint a qualified engineering consultant under Section 78 of the Drainage Act to consider better use, maintenance and repair of any drainage works within the Burke Drainage Scheme. It was also approved that the appointed consultant be instructed to prepare a preliminary report under Section 10 of the Drainage Act.

Four proposals were received by the Purchasing Department on April 30, 2021 and forwarded to Infrastructure and Engineering Services (IES) for review and evaluation by the evaluation panel. Three of the four proposals adhered to the main requirements of the RFP and were considered to meet the requirements of the RFP.

Table 1 below provides a summary of the evaluation scores associated with the proposals received:

**Table 1: Summary of Submitting Firms and Scores**

Rank	Submitting Firm	Office Location	Final Score (out of 100)
1.	RC Spencer Associates Inc.	Chatham, On	93.67
2.	R Dobbin Engineering Inc.	Petrolia, On	64.93
3.	K Smart Associates Inc.	Kitchener, On	55.30
N/A	EWA Engineering Inc.	Unionville, On	Req. not met

Upon completion of the evaluation process, the engineer must be appointed by by-law or resolution as outlined in Section 8 of the Drainage Act.

### **Comments**

The proposals have been reviewed by the evaluation team and found to be complete. The cost to prepare the preliminary report under Section 10 of the Drainage Act is \$72,000 (not including HST). This includes review of the scheme history, site surveys, public consultation, consultation with all appropriate agencies, preparation of preliminary design options and representation at Council.

Following the presentation of the preliminary report, Council may instruct the engineer to complete a final report, refer the preliminary report back to the engineer for reconsideration or do nothing. In the event that Council does nothing, the entire cost of the preliminary report will be paid out of the general funds of the Municipality.

### **Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:  
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:  
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:  
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:  
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:  
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:  
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

### **Consultation**

The recommendations in this report have been approved by the RFP evaluation team which included:

- Manager, Drainage Services
- Director, Drainage, Asset and Waste Services
- Director, Public Works
- Director, Engineering Services

Legal Services, Purchasing and the Chief Financial Officer/Treasurer were consulted on the content of this report.

### **Financial Implications**

The cost of this proposal is \$72,000 plus H.S.T. The cost of all engineering, construction and reports will be accumulated to a recoverable capital drainage account. When a final report is completed, all costs will be assessed to benefitting landowners in accordance with the assessment proportions provided in the final engineer's report. If Council decides not to proceed with the project after receiving the preliminary report, all costs expended to-date will be borne by the Municipality.

Prepared by:

Reviewed by:

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Tim Dick, C.E.T.  
Director  
Drainage, Asset and Waste Management

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Thomas Kelly, P. Eng., MBA  
General Manager  
Infrastructure and Engineering Services

Consulted and confirmed the content of the consultation section of the report by:

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David Taylor,  
Director, Legal Services

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Gord Quinton, MBA, CPA, CGA  
Chief Financial Officer/Treasurer

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Jennifer Scherle,  
Purchasing Officer

Attachments: None

C: Director, Legal Services  
Chief Financial Officer/Treasurer  
Purchasing Officer

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