



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☒	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: 
Todd Richard

Date: January 14, 2025

Subject: Award of Engineering & Design Services for Rand Street, Hantsport

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended that Committee of the Whole and/or Council:

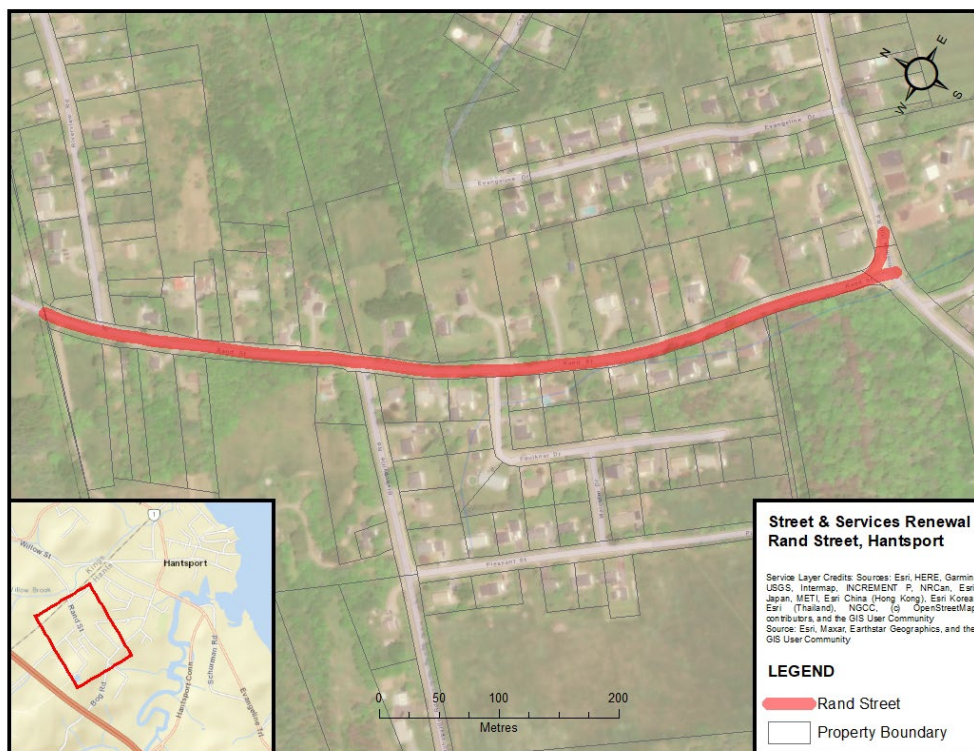
Approve the award of Tender WHRMPW24-11 – Engineering & Design Services for Rand Street, Hantsport – to DesignPoint Engineering & Surveying Ltd. (DesignPoint) for the tendered price of \$58,004.00, plus Value Added service of a Legal Survey at \$8,174.00, for a total of \$66,178.00 before applicable taxes.

BACKGROUND

Property	Public Opinion	Environment	Social	Economic	Councillor Activity
☒	☐	☐	☐	☐	☐

The Public Works Department intends to upgrade approximately 700m of Rand Street in Hantsport between Holmes Hill Road and Riverview Road as indicated on the map below. A Request for Proposal was sent to each of the Municipality's pre-qualified Engineering Consultants in November 2024, requesting Engineering support, from design to completion, including, but not limited to:

- Provide Engineering and Design services to meet all Provincial and Municipal specifications and standards.
- Include design services for replacement of water, sanitary sewer, storm sewer, road surface, and sidewalk infrastructure within the project site.
- Include Environmental planning and permitting required for the execution of all work within the project.
- Include transportation (NSTAT) planning and permitting required for the execution of all work within the project.
- Include Quality Control field and laboratory testing services.
- Include overall project management, construction site monitoring, and provide a final close-out report with record drawings.



DISCUSSION

The design contract provides for the engagement of a pre-qualified professional engineering consultant to support the project from initial design through final construction. Inspection services during the key phases of construction will be carried out by the engineering consultant, with available support of municipal staff.

Request for pricing and proposal includes provision of the following:

- Initial site visits to evaluate the site conditions and existing infrastructure
- Start-up meeting with municipal staff to review the project and confirm the consultants understanding of the project
- Obtain and submit any required approvals and/or permits for necessary work
- Preliminary design to include 50% design
- Detailed design will include advancing the 50% design based on discussions with municipal staff and comments during the preliminary design review
- 95% review for comments and a "Class A" cost estimate c/w detailed quantity take off
- 100% design package for Tender Package
- Tender Package to include contract documents, design drawings and technical specifications based on applicable municipal and provincial Standard Specifications
- Review of all tenders submitted together with all accompanying documentation along with written recommendation letter to municipality to support award of tender
- Approval of shop drawings
- Inspection support during keys phases of construction
- Review and final approval of project close-out documents
- Provision of geotechnical services during construction
- Issuance of record drawings

The municipality would like to be prepared to call for tenders for a spring/summer construction start, with project completion within the 2026/27 fiscal period. Design and tender documents are to be prepared by the successful consultant in accordance with the latest edition of the Municipal Standard Specifications.

On November 19, 2024, staff issued a Request for Proposal (RFP) for Design Services for this project to pre-qualified engineering consultants, closing on December 5, 2024. The call for proposals resulted in four proposals being submitted for evaluation. The proposals were evaluated for completeness and technical ability to execute the scope of work.

A breakdown of bids is provided in the table on the next page.

	WSP	EXP	DesignPoint	CBCL
VALUE ADDED - Legal Survey			\$8,174.00	
SUBTOTAL VALUE ADDED	\$78,915.00	\$83,220.00	\$58,004.00 \$8,174.00	\$78,522.10
GRAND TOTAL (excl. HST)	\$78,915.00	\$83,220.00	\$66,178.00	\$78,522.10

DesignPoint was deemed to be the low compliant bidder and has previous experience and qualification with engineering and design of similar projects within West Hants Regional Municipality and across the province, and, as such, has been recommended to Council for award of this project.

NEXT STEPS

Council is asked to consider approving the award of Engineering and Design services to DesignPoint Engineering & Surveying Ltd. (DesignPoint), or to consider the two options listed in the "Alternatives" section below.

Pending approval of Council, staff will award the formal contract to DesignPoint to proceed with the Engineering & Design work in accordance with their proposal.

FINANCIAL IMPLICATIONS

Procurement Timeline: 60 days

Posted to Procurement	November 19, 2024
Closing Date	December 5, 2024
Price Expiry Date	February 3, 2025
Days Remaining	20

2024-25 Capital Budget – Operating Reserve

Tender Pricing	\$58,004.00
Legal Survey	\$8,174.00
Non-Recoverable Tax (4.29%)	\$2,839.04
Tender total	\$69,017.04
2024-25 Budget Value	\$70,000.00
Under Budget Variance	\$982.96

The total cost including non-refundable HST is \$69,017.04. As of Today, the WHRM operating reserve is estimated to have a balance of \$1,838,607 on March 31, 2024. With this purchase coming in \$982.96 under budget we expect to see a reduced draw the reserve.

ALTERNATIVES

1. Council may choose to proceed with another bidder from the table above.
2. Council may choose not to proceed with Engineering & Design services at this time.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The project is in alignment with the 2024/25 Capital Budget.

I support the recommendation.

Report Prepared by: _____
Rob Butler, Engineering Technologist

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer