

STAFF REPORT

To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: November 13, 2024
Subject: RFP Award – Inspections of Trail Bridges

Origin

A Request for Proposals (RFP) for the inspections of four trail bridges that included the Roseway River Trail Bridge, Roseway River Trail Bailey Bridge, Tom Tigney Trail Bridge and the Sable River Footbridge was advertised October 9-30, 2024.

Recommendation

THAT, Council of the Municipality of the District of Shelburne award the Inspections of Trail Bridges RFP to Stantec Consulting Limited, for the amount of \$28,537.65 plus HST to be taken from the Operating Reserve.

Background

The Municipality has a letter of authority (LOA) from the Department of Natural Resources & Renewal to construct, operate and manage three trails and their amenities (i.e. bridges) which include the Roseway River Trail Bridge, Roseway River Trail Bailey Bridge, and the Tom Tigney Trail Bridge. As per the LOA, it is required to do bridge inspections every five years and the last inspections were completed in 2019. The Sable River Footbridge is not part of the LOA as it is owned by the Municipality. It was last inspected in 2020 following major upgrades completed by the Province before the transfer of ownership.

Discussion

The RFP outlines a scope of work that includes carrying out inspections indicating the general condition of four trail bridges including the following: the capability of the structure to carry intended loads for each; overall condition of the structures remaining life expectancy; and recommended short term and long term maintenance. The RFP also included a provisional item for maintenance plans with cost estimates for all required repairs specifically for the Roseway River Trail Bridge and the Tom Tigney Trail Bridge. It was added to ensure that it could be included in the Scope of Work if requested and feasible.

Four proposals were received and scored based on five factors: adherence to submission requirements, ability to complete the scope of work, timeline, experience, and price/value.

Proponent	Price (no HST) Inspections	Price (no HST) Provisional Item	Average Score/100
Stantec Consulting Ltd.	\$25,332.65	\$3,205.00	97.00
RD Energie	\$28,500.00	Hourly rates	94.50
CBCL Ltd.	\$43,360.00	\$15,469.56	92.33
DesignPoint Engineering & Surveying Ltd.	\$59,800.00	\$36,560.00	83.16

It is recommended to award the RFP to Stantec Consulting Ltd for the inspections of the four trail bridges (\$25,332.65) and the provisional item (\$3,205.00) for a total amount of \$28,537.65 plus HST.

Budget Implications

The amount is within the budgeted amount and be taken from the Operating Reserve.

Attachments

-Request for Proposals MDS2024-011 Inspections of Trail Bridges