

**TO:** MAYOR & COUNCILLORS  
**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER  
**SUBJECT:** **CA – DOUGLAS ROAD REHABILITATION EB-3037**  
**PURPOSE:** To obtain Council approval from a Contract Award (CA) for the Douglas Road Rehabilitation project.

## **RECOMMENDATION**

**THAT** a contract award to Parsons Inc., for an estimated total cost of \$1,186,308 including GST in the amount of \$56,491 as outlined in the report titled “CA - Douglas Road Rehabilitation EB-3037” dated July 8, 2024 be approved; and

**THAT** final payment be based on the actual quantities of services delivered and unit prices as submitted.

## **1.0 POLICY SECTION**

The City’s Procurement Policy requires that contracts for goods, services, and construction with values over \$1,000,000 be approved by Council following a competitive procurement process.

## **2.0 BACKGROUND**

Following RFP #72-04-24, three proposals were received by the closing time May 28, 2024. Based on the RFP’s evaluation criteria consisting of work plan, capability, cost and past performance, Parsons Inc. received the highest overall scoring.

Parsons Inc. has completed previous projects under contract to the satisfaction of the City. Review by City staff indicates that the consultant has the necessary personnel to successfully complete the work required under this contract. The General Manager Engineering concurs with the recommendation.

## **3.0 GENERAL INFORMATION**

The scope of this project includes civil consulting services to design and provide construction services related to Douglas Road rehabilitation from Canada Way to Still Creek Avenue. Work includes project management, preliminary and detailed design, tender services, and construction administration services.

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

The RFP #72-04-24 (EB-3037) Douglas Road Rehabilitation (Attachment 1) was publicly advertised. Upon closing, the City received a total of three submissions.

**5.0 FINANCIAL CONSIDERATIONS**

Funding for this work is included in the 2024 – 2028 Financial Plan under Engineering – Infrastructure, Douglas Road Upgrade Spratt Street to Highway 1 project with a budget of \$9,000,000. This contract award will be accommodated under WBS element EMC.3037 (\$1,129,900 excluding GST).

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

**ATTACHMENTS**

Attachment 1 – RFP 72-04-24 (EB-3037)

**REPORT CONTRIBUTORS**

This report was prepared by Steve Chan, Senior Buyer, and reviewed by Sophan Lum, Senior Manager – Purchasing - Capital.