

# Municipality of Lakeshore – Report to Council

## Operations

## Engineering



**To:** Mayor & Members of Council  
**From:** Krystal Kalbol, P. Eng., Corporate Leader – Operations  
**Date:** April 8, 2024  
**Subject:** Award Services for the 2024 Roads Needs Study

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### Recommendation

Award Step 1) Field Assessment and Scan for the 2024 Roads Needs Study to StreetScan for a total cost of \$159,260.50 including applicable HST; and

Award Step 2) Engineering and Reporting for the 2024 Roads Needs Study to analyze data and complete the Roads Needs Study to R.J. Burnside & Associates Limited for a total cost of \$84,359.04 including applicable HST, as presented at the May 14, 2024 Council meeting.

### Strategic Objectives

The Roads Needs Study is in line with the requirements for ongoing updates and completions of the following Strategic Objectives:

1a) Building and Stewarding Municipal Infrastructure - Update Asset Management Plan

### Background

As part of the ongoing commitment to the review and improvements of infrastructure network, the Municipality of Lakeshore should be completing updates to the Roads Needs Study (comprehensive) every 5 years.

The most recent Roads Needs Study was completed in 2018 however this study provided the basic information and was limited to roads surface condition (field assessment and scan only).

In 2023, Council approved a total budget of \$250,000 to complete an updated Roads Need Study.

The 2024 Roads Need Study will support the Municipality's Asset Management Plan and guide the capital budget planning for both the maintenance and reconstruction of 533 kilometers of roads and sidewalks over the next several years.

The Roads Need Study will include condition rating using applicable MTO condition rating guides for asphalt and gravel surfaces, creating short (1 to 5 years) and long term (up to 10 years) capital project planning outlooks, developing policies on level of service improvements, improving the roads asset database, and developing policies for lifecycle rehabilitation options.

This study will also make a recommendation related to the gravel conversion program and life cycling.

## **Comments**

There are two fundamental steps in completing a comprehensive Roads Needs Study as identified below:

### **Step 1) Field Assessment and Scan**

The field assessment and scan portion will include an assessment of all above grade infrastructure (roads, traffic signs, pavement markings, trees, catchbasins, etc.) leveraging state-of-the-art lidar technology. Moreover, this technology creates a user-friendly interface ensuring all team members can utilize it effectively, contributing to increased efficiency and productivity for asset assessment and planning purposes.

In 2017, through the Association of Municipalities of Ontario (AMO), Local Authority Services (LAS) selected StreetScan Inc. as the Service Provider for the Roads Assessment Service. This finding was confirmed in the 2023 program review, providing greater confidence that Streetscan is still the best option for Ontario municipalities. This information was presented to the LAS Board in September 2023, with the Board accepting staff's recommendation to continue having Streetscan as the sole provider for this program.

Based on the above, this service was procured through the LAS program.

### **Step 2) Engineering and Reporting**

The Engineering and Reporting portion was retained through a Request for Proposals (RFP). The Roads Need Study was publicly tendered through the Bids and Tender online system in March 2024 and closed on April 5, 2024 with a total of 4 vendors.

The below summarizes the received tender bids:

<b>Vendor</b>	<b>Total tender Amount (excluding HST)</b>	<b>Total tender Amount (including applicable HST)</b>
Concept Dash Inc	\$145,000.00	\$147,552.00
GM BluePlan Engineering Limited	\$184,567.50	\$187,815.89
R.J. Burnside & Associates Limited	\$82,900.00	\$84,359.04
Thurber Engineering Ltd.	\$133,573.00	\$135,923.88

Administration has reviewed all four proponents and has found them to be complete. The successful proponent through the RFP process is R.J. Burnside & Associates Limited.

### Financial Impacts

The following is a summary of the financial impacts to complete the Roads Needs Study:

<b>Item</b>	<b>Total tender Amount (excluding HST)</b>	<b>Total tender Amount (including applicable HST)</b>
<b>Step 1) Field Assessment and Scan</b>		
StreetScan	\$156,506.00	\$159,260.50
<b>Step 2) Engineering and Reporting</b>		
R.J. Burnside & Associates Limited	\$82,900.00	\$84,359.04
<b>Total</b>	<b>\$239,406.00</b>	<b>\$243,619.55</b>
<b>2023 Budget</b>		<b>\$250,000.00</b>
<b>Difference (over)/under</b>		<b>\$6,380.45</b>

There is sufficient budget to complete the above recommendations. The remaining funds will be returned to the Roads Reserve.

## Report Approval Details

Document Title:	Roads Needs Study.docx
Attachments:	
Final Approval Date:	May 1, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Krystal Kalbol

Approved by the Corporate Leadership Team