

## MANAGEMENT REPORT

**Date:** July 28, 2025  
**To:** Mayor and Council  
**From:** Nathan Bottema, Project Engineer  
**Report Number:** COU25-092  
**Attachments:** None

---

**Title:** RFP 2025- 44 - 2025 - 2026 Geotechnical Engineering Services Contract Award

**Objective:** To retain a consultant to undertake the 2025 – 2026 Geotechnical Engineering Services for capital projects.

**Background:** The City of Stratford prepared a Request for Proposal (RFP) seeking the services of a consultant team to provide geotechnical engineering services prior to and during construction of municipal capital projects. The scope of work includes material testing, geotechnical investigations, excess soil planning, and services from a qualified person as defined in Ontario Regulation 406/19 concerning excess soil management, for 2025. The contract includes an option for an extension into 2026, contingent upon satisfactory service delivery in the first year and mutual agreement by both parties to extend the contract.

The proposal was issued on May 26, 2025, using the City's Bids and Tenders website, and closed on June 13, 2025, with eight consultants submitting bids.

**Analysis:** The City's current provider of geotechnical services expired December 31, 2024 and they have continued to provide services during the RFP process undertaken by the City. The intent is to move forward with a new contract for the remainder of 2025, and then to exercise the optional renewal January 1, 2026 for the 2026 year.

A committee consisting of staff reviewed and evaluated the submissions received. The evaluation process was based on the following criteria:

### Part A: Technical Proposal

Category	Available Points
Project Understanding and Work Plan	20
Company Experience	30
Team Members Experience and Qualifications	25
Total Available Points – Part A	75

All consulting firms which scored a minimum of 75% in Part A (56.25 points) were eligible to have their financial proposal evaluated. Based on the above criteria, two firms met the requirement, GRIT Engineering Inc. and MTE Consultants Inc.

### Part B: Financial Proposal

The financial component of the qualified bids were opened, with MTE Consultants Inc. submitting the lowest bid of \$108,415.00 (excluding HST).

The Purchasing Policy P.5.1 states:

“If the cost of the Consultant is expected to exceed \$100,000, the Mayor and two (2) members of Council, as well as a two (2) member of staff, will sit on the Evaluation Committee.”

The consultant's fees for this RFP were initially estimated to remain below the \$100,000 threshold, thus negating the necessity for a formal Evaluation Committee including Council as outlined in the Purchasing Policy. To ensure continuity in the evaluation process, internal staff finalized their evaluation and are requesting approval for the contract award based on this assessment and are now requesting approval for this exception.

Based on the evaluation criteria for Parts A and B as noted in RFP-2025-44, staff recommend MTE Consultants Inc. be retained at a cost of \$122,508.95 including HST. The estimated total project engagement is \$110,323.10 after the HST partial rebate.

The 2025 capital budget allocated an overall total of \$200,000 for geotechnical investigations and excess soil planning for non-identified projects. Each individual capital project carries budget for the material testing component of this contract. The approved budget of \$200,000 was funded by CCBF (federal gas tax) funding, so unused funding will remain in the reserve fund for future capital expenditures.

### **Financial Implications:**

#### **Financial impact to current year operating budget:**

There are no anticipated impacts if the project is approved to proceed to construction currently as funding is available in existing reserve funds.

**Financial impact on future year operating budget:**

The contract includes the option to extend for a second year and will be included in the 2026 budget deliberation.

**Link to asset management plan and strategy:**

The Geotechnical Engineering Services provided in this contract ensures quality assurance that assets are constructed to provincial standards.

**Alignment with Strategic Priorities:**

**Enhance our Infrastructure**

This report aligns with this priority as the new asset is an essential segment to maintain and expand residential growth within our community.

**Alignment with One Planet Principles:**

**Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

**Land and Nature**

Protecting and restoring land for the benefit of people and wildlife.

**Staff Recommendation: THAT the proposal (RFP-2025-44) for Consulting Services related to Geotechnical Engineering be awarded to MTE Consultants Inc. at a total cost of \$122,508.95, including HST;**

**THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the necessary Contract Agreement for contract RFP-2025-44 for the 2025 term;**

**AND THAT the Director of Infrastructure Services be authorized to approve the one-year extension of the Contract for 2026, subject to successful performance.**

**Prepared by:**

Nathan Bottema, Project Engineer

**Recommended by:**

Taylor Crinklaw, Director of Infrastructure

**Approved for Council by:**

Adam Betteridge, Interim Chief Administrative Officer