

## Report to Council

**Report Title:** Municipal Engineers Request for Proposal  
**Prepared By:** Sonya Watson, Chief Administrative Officer  
**Department:** Administration  
**Date:** August 26, 2025  
**Report Number:** CAO2025-11                      **File Number:** C11AD, F18

### Attachments:

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### Recommendation:

That the Council of the Municipality of Brockton hereby received Report Number CAO2025-11 – Municipal Engineers Request for Proposal, prepared by Sonya Watson, Chief Administrative Officer, and in doing so approves the initiation of the Notice of Intent and Request for Proposal for the Municipal Engineers.

### Report:

#### Background:

The Municipality’s Purchasing and Procurement Policy requires an open competitive process for all purchases with an estimated value above the Canadian Free Trade Agreement (CFTA) thresholds, which are currently \$33,400 for goods and \$133,800 for services and construction. In these cases, bids must be solicited through a publicly advertised bid process.

For procurements valued between \$25,000 and the applicable CFTA threshold, the policy requires either a formal invitational competitive process or an open competitive process (e.g., Request for Tender, Request for Proposal).

The Municipality of Brockton regularly engages engineering consultants to support the planning, design, and delivery of a wide range of infrastructure and capital projects. These include roads, bridges, stormwater management, water and wastewater systems, municipal facilities, and development-related services such as reviewing development applications, site plans, and related agreements. Ensuring a timely and responsive level of service from engineering consultants remains a key priority for the Municipality.

#### Analysis:

The Municipality’s existing engagement with its current engineering firm has reached a point where a formal procurement process is recommended to ensure transparency, competitiveness, and value for money.

To align with the Municipality’s Procurement Policy and best practices, staff recommend the issuance of a Request for Proposal (RFP) to solicit qualified engineering firms for general consulting services and specific engineering services. Due to the extent and costs of these services we wish to inform Council prior to release of this RFP. This is an extensive RFP to prepare, and solicitor review and advice will be sought on the final document.

With Council approval we intend to post a Notice of Intent – Engineering RFP to provide notice to the Engineering consultants of the upcoming Request for Proposal. Once the RFP is finalized the official posting date for the Request for Proposal is anticipated to be in early September with a closing date of mid-October, to allow for sufficient time for review and creation of the bid by the proponent. The contract is expected to be presented to Council and awarded in November or early December to allow for onboarding, any file transfers required and continuity of service.

**Strategic Action Plan Checklist:**

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision Yes
- Recommendations contribute to achieving Heritage, Culture, and Community N/A
- Recommendations contribute to achieving Quality of Life N/A
- Recommendations contribute to achieving Land Use Planning and the Natural Environment N/A
- Recommendations contribute to achieving Economic Development N/A
- Recommendations contribute to achieving Municipal Governance Yes

**Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

Engineering costs will continue to be budgeted on a project-by-project basis within approved capital and operating budgets. The outcomes of the RFP process and resulting potential cost increase or savings are unknown until the process is complete. The RFP process is itself a binding contract such that not proceeding to finalize an arrangement with the successful proponent would result in liability for Brockton, even if the financial costs are higher than Brockton is currently paying.

**Reviewed By:**



Trish Serratore, Chief Financial Officer

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**Respectfully Submitted by:**



Sonya Watson, Chief Administrative Officer