

Report to Council

Report Title:	Engineering RFP Award		
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Department:	Administration		
Date:	November 25, 2025		
Report Number:	CAO2025-13	File Number:	C11AD
Attachments:	N/A		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number CAO2025-13 - Engineering RFP Award, prepared by senior management staff and in doing so accepts the proposals from GEI Consultants and B.M. Ross and Associates Limited for providing ongoing engineering services to the Municipality of Brockton for a term of 5 years, with extension options.

Report:

Background:

As part of the municipality's commitment to maintaining and improving its infrastructure network, staff routinely engage external engineering expertise to support the planning, design, and delivery of planning, capital and operational projects. These projects may include new developments, road resurfacing and reconstruction, water and wastewater system upgrades, stormwater management improvements, facility assessments, and other technically complex undertakings that require specialized professional services. To ensure continued access to qualified engineering resources at a fair and equitable price, staff issued a Request for Proposals (RFP) for Engineering Consultancy Services in September 2025. The objective of this RFP was to establish a reliable and flexible roster of consultants who can provide a broad range of engineering services on an as-needed basis over the next 5 years while ensuring value for service, with contract extension options.

The RFP was posted publicly on the municipal website and Bids and Tenders in accordance with the municipality's procurement policy. The open competitive process was designed to attract a diverse set of qualified firms while ensuring fairness, transparency, and best value for the municipality.

The RFP outlined requirements for proponents to demonstrate:

- Relevant experience in municipal engineering across key service areas
- Technical expertise and staffing capacity to respond to multiple or overlapping assignments
- An emergency response requirement that aligns with municipal expectations
- Local knowledge and familiarity with conditions and infrastructure, regulatory compliance, and timely project delivery
- Competitive pricing supported by a well-defined fee schedule

At the close of the RFP, the municipality received seven comprehensive submissions from engineering firms of varying sizes. Each proposal was thoroughly reviewed by a cross-departmental evaluation team consisting of a representative from Building and Planning (Dom), Utilities and Public Works (Nicholas and John), Legal, Clerks and Development (Fiona), Administration (Sonya), Finance (Trish).

Each team member completed an independent evaluation, contributing unique perspectives based on their operational needs and technical expertise. The evaluation criteria included corporate qualifications, proposed personnel, methodology, experience with similar municipal projects, understanding of local conditions, and financial considerations.

Consistent with the methodology established in the RFP, two proponents will be selected to form a pre-qualified roster for engineering consultancy services. This dual-award approach supports several objectives:

- Ensuring capacity and responsiveness when multiple projects arise simultaneously
- Providing continuity of service in the event of scheduling conflicts or project-specific specialization needs
- Encouraging competitive pricing and performance through the availability of multiple service providers

In addition to assigning projects based on type, scope, expertise, availability, and historical performance, staff will implement an added measure to ensure continued fairness and value for money. For larger projects, staff will request a formal quote for service from both pre-qualified firms and will proceed with the lower compliant submission. This process maintains competitive tension within the roster and ensures that significant capital or engineering work is awarded in a transparent, cost-effective manner.

The establishment of a two-proponent roster, combined with the quoting requirement for larger assignments, ensures the municipality receives the best value and technical support for each project while maintaining flexibility and consistency in the procurement process.

Analysis:

The evaluation of submissions received through the RFP process showed significant variation in the level of detail, clarity, and demonstrated understanding of the municipality's engineering service needs. While several proponents submitted thorough and well-structured proposals, others provided only general statements with limited information on how they would support the municipality.

The top-ranked submissions distinguished themselves through their depth and comprehensiveness. These proponents provided detailed methodologies describing how they would manage project planning, design, regulatory coordination, and quality assurance through demonstrated extensive staff expertise. They articulated clear project management frameworks, communication protocols, and risk mitigation strategies, and demonstrated a strong understanding of the municipality’s operational context, including local infrastructure conditions and common project challenges. Their proposals also included well-defined staffing plans, outlining the roles, qualifications, and availability of key personnel who would support municipal projects. This level of detail gave staff confidence in the firms’ readiness and capacity to deliver timely, high-quality engineering services.

The evaluation team applied the scoring matrix consistently across all submissions, and the proponents with comprehensive, detailed proposals clearly aligned most strongly with the municipality’s requirements. These firms demonstrated a sophisticated understanding of municipal engineering work, offered well-defined approaches, and provided ample evidence of their capability to support a diverse range of assignments.

Importantly, the **top two firms—GEI Consultants and B.M. Ross and Associates Limited—clearly outperformed all other submissions in both technical and methodological scoring.** Their proposals showed exceptional strength in the areas most critical to the Municipality, including project management, staff depth, understanding of local conditions, and a proven track record with similar municipal projects. These two firms demonstrated the strongest overall capacity and alignment with the Municipality’s engineering needs.

The top 4 submissions were all very competitively priced, demonstrating that the municipality will be receiving excellent value for service over the next five years. However, the technical superiority and demonstrated capacity of GEI Consultants and B.M Ross and Associates Ltd positioned them at the top of the evaluation.

By selecting the two highest-scoring proponents, the municipality will benefit from increased capacity, flexibility, and access to the specialized expertise necessary to advance priority infrastructure projects. Establishing a roster ensures staff can assign work based on each firm’s strengths, availability, and demonstrated expertise, improving overall service quality and enabling more efficient project delivery.

Based on the full review, senior management is recommending Council accept the proposals from GEI Consultants and B.M. Ross and Associates Limited. They have demonstrated that they can meet or exceed the Municipality’s requirements.

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 | Yes |
| • Recommendations contribute to achieving Land Use Planning and the Natural Environment | Yes |
| • Recommendations contribute to achieving Economic Development | Yes |
| • Recommendations contribute to achieving Municipal Governance | N/A |

Financial Impacts/Source of Funding:

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

The proposals from GEI Consultants and B.M. Ross and Associates Limited are robust and align with the capacity required for complex Municipal projects and the need for consistent ongoing engineering services for various projects and developments. The Municipal budget will continue to include the costs of engineering within applicable projects and is cost recovery for development and site plan applications.

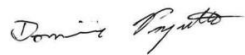
Respectfully Submitted by:



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