



Town of Erin Corporate Report

Department: Infrastructure Services	Report Number: W2025-11
Business Unit: Water	Meeting Date: 7/24/2025
Presented/ Prepared By: Brian Kavanagh, Director of Infrastructure Services & Town Engineer	

Subject

Award of RFP 2025-02R – Engineering Design Services

Recommendation

That report number W2025-11 “Award of RFP 2025-02R – Engineering Design Services” be received for information;

And that Council directs staff to proceed with the award of contract to Ainley & Associates Ltd. in the amount of \$2,140,390.00 excluding HST.

Background

The Housing Enabling Water System Fund (HEWSF) program aims to protect communities by investing in the development, repair, rehabilitation and expansion of core water, wastewater, and stormwater projects to support growth and enable housing.

Staff applied to Intake 2 of the HEWSF program in November 2024. Notice of successful application was received on January 27, 2025.

The planned scope of work includes the following for Erin Village:

- Replace existing aged watermain and services
- Upgrade existing storm sewer system
- Build local wastewater system and laterals to allow connection of existing homes and businesses, and to facilitate development
- Specific areas/streets to be determined through feasibility review as part of design process (including septic system assessment)
- Road reconstruction and improved active transportation

The next step required to implement the scope of work is to engage an engineering design consultant to complete the detailed design, permitting, public consultation and tender document preparation. The project also includes the preparation of a Sanitary Sewer Connection By-law outlining the rules and regulations for connecting to the sanitary sewer system. The by-law will also detail the decommissioning requirements for existing septic systems when a connection is made.

Discussion

To procure engineering design services for this project, Town staff prepared a Request for Proposals (RFP) document that was advertised publicly on the online procurement portal “Bids & Tenders”. The RFP closed on July 16, 2025.

An RFP Review Committee including three representatives from the Infrastructure department reviewed the submissions and scored the proposals, as per the scoring criteria outlined in the RFP document.

The process of evaluation used by the Review Committee to determine which proposal, if any, would result in an award, involved an assessment to ensure compliance and additional criteria relevant to the Town’s requirements for this contract based upon the following:

Item	Evaluation Criteria Description	Scoring
Technical Proposal (75 points)		
1	Understanding of Requirements	10
2	Experience of Key Personnel	20
3	Management and Methodology	25
4	Work Plan and Schedule	15
5	Past Projects and References	5
Financial Proposal (25 points)		
6	Financial Proposal - Budget	25
Total		100

Four proposals were received, three of which were deemed compliant. The following table summarizes the three compliant bidders and their respective pricing.

Consultant Name	Amount (excluding HST)
Ainley & Associates Ltd.	\$2,140,390.00
Triton Engineering	\$1,350,755.00
WSP Canada Inc.	\$2,776,510.00

The proposal submitted by Ainley & Associates Ltd. received the highest technical score from the Review Committee, and the second highest financial score as the second lowest bid price.

Staff recommend awarding the contract to Ainley & Associates Ltd. on the basis of their demonstrated experience with similar municipal projects, their clearly articulated project methodology, and the strength of their project team. Ainley has successfully delivered comparable assignments for other Ontario municipalities, particularly in areas involving the design of roadworks, watermains and sanitary sewer systems, and has consistently

met project objectives within scope, schedule, and budget. Their proposed methodology reflects a strong understanding of municipal processes and regulatory requirements, and includes a practical, phased approach with appropriate quality control measures and stakeholder engagement strategies. Furthermore, the proposed team includes senior professionals with direct experience in municipal infrastructure projects of similar scale and complexity, which staff believe will contribute to a well-executed and efficiently managed project.

The design project is planned to begin in August 2025, with the first phase of construction planned for summer 2026.

Strategic Priority Pillar

Infrastructure and Finance

Objective:

1.1: Wastewater and Water Infrastructure Plan

Actions:

1.1.4 Seek grant funding opportunities to build wastewater connection infrastructure

1.1.5 Upgrade and modernize the drinking water infrastructure system, including new wells, a delivery system and installing new digital water meters with advanced readers and communication

Financial Impact

The design portion of the project will be funded from the HEWSF grant, which provides for 73% of the funding up to a total of \$29,473,750. Engineering design services are considered eligible costs for grant funding as per Schedule D, Section D1.1 of the Transfer Payment Agreement:

- (a) Costs associated with the planning, environmental assessments, design and engineering, project management, materials and construction of the Project.

The Town's portion of the costs (27%) will be funded from water and roads reserves.

Conclusion

That Council hereby receives report number W2025-10 "Award of RFP 2025-02R – Engineering Design Services" for information and directs staff to proceed with the award of contract to Ainley & Associates Ltd. in the amount of \$2,140,390.00 excluding HST.

Attachments

None.

Brian Kavanagh

Director of Infrastructure Services &
Town Engineer

Rob Adams

Chief Administrative Officer