

# MEMORANDUM



**DATE :** January 31, 2019  
**TO:** Chief Administrative Officer  
**FROM :** Manager of Development & Engineering  
**SUBJECT:** Engineering Consulting Services Contract

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As per the City's purchasing policy, a Request for Proposals was posted for the above-noted project in 2012. The resulting contract, for services supplied by Urban Systems Ltd., was for an initial three-year term with the provision for multiple one-year extensions. The last one-year extension of the contract began March 13<sup>th</sup> of 2018 and expires on March 12<sup>th</sup> of 2019.

The purpose of engaging in a long-term contract with a firm such as Urban Systems is to ensure City staff have access to a variety of professionals as needed for changing projects and conditions within the community. The team at Urban Systems is comprised of professional engineers, community planners, policy analysts, landscape architects, environmental scientists, communication experts, technologists, legal surveyors and administrative professionals. Their areas of practice include asset management, community energy solutions, community planning, economic development, environment, geographic information systems (GIS), governance and finance, land development, land economics, land surveying and geomatics, landscape architecture, transportation, and water. For this type of consultant to deliver the products we require in a timely and economically responsible manner, they need to be well versed in the workings of the City. Urban Systems offers both a wealth of local experience and a multiple-disciplined team capable of assisting with the broad range of projects undertaken by the City.

Currently, Urban Systems is intricately involved in several of the City's major capital projects including Wastewater Treatment UV Disinfection, Wastewater Treatment Plant Upgrades, Floodplain Risk Assessment, Floodplain Hydraulic and Hydrologic modeling, flood recovery, economic recovery and numerous smaller capital and operational projects. The team at Urban Systems consults extensively on grant applications and are at least partially responsible for the acquisition of grant monies for at least five of the City's current projects. Without their dedication and intimate knowledge of our infrastructure, including policies and bylaws, it is unlikely the City

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would have experienced such a high degree of success attaining grant funding in the past few years.

For the sake of continuity and financial prudence, I recommend the City continue with Urban Systems as consulting engineers for the City for an additional one-year term, beginning March 13<sup>th</sup> 2019.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be "Dolores Sheets", written in a cursive style.

Dolores Sheets  
Manager of Development & Engineering