



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-05
Report Number	PW2025-009
Title:	Road Management Study RFP Award Recommendation
Open/Closed Session:	Open Session
Prepared By:	Acting Public Works Manager John Watson
Approved By:	Jim Ellis Public Works Manager, Interim Chief Administrative Officer

Executive Summary:

Staff have completed the 2025 Township of Southgate Road Management Study RFP.

Recommendation:

Be it resolved that Staff Report PW2025-009 be received for information; and **That** Council approve the award of the 2025 Township of Southgate Road Management Study to Triton Engineering Services Limited in the amount of \$27,500 plus HST.

Background:

The Township of Southgate released a Request for Proposal (RFP) for the Township of Southgate Road Management Study to be completed in accordance with the Ministry of Transportation of Ontario “Inventory Manual for Municipal Roads for Small Lower Tier Municipalities” (1987). The development of a Road Management Study is a key component to allow the Township of Southgate to effectively allocate capital and maintenance funds to manage its road system. It will be integrated with the Township’s Asset Management Plan, providing the basis for developing priorities on a need’s basis, which will be invaluable in future funding applications.

The RFP was opened Thursday February 20, 2025, at 1:00pm. HR Manager and Deputy Treasurer Kayla Best, Acting Public Works Foreman and Fleet Manager Paul Stevenson and Acting Public Works Manager John Watson participated in the opening.

Analysis

Staff recommends Triton Engineering Services Limited be awarded the 2025 Township of Southgate Road Management Study for \$27,500 plus HST. Triton Engineering Services Limited were the only bidders for this RFP. Triton Engineering Services Limited have previously competed Township of Southgate Road Management Study in 2019.

Internal Policy and Legislated Requirements:

Policy No 3 – Purchasing Policy

Financial and Resource Implications:

The 2025 Township of Southgate Road Management Study was included in the proposed 2025 Operating Budget.

Strategic Priorities:

Priority: Operational Excellence

Goal: Goal 12: Ensure Diligent Maintenance and Long-Term Sustainability of Township Assets and Infrastructure

Action Item: 12 f). Evaluate and Prioritize Roads and Bridges by Using Criteria Such as Age, Condition, Importance of Route, Current Traffic Counts, etc.

Attachments: