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**Public Works and Transportation Committee**

**Anderson Room, City Hall  
6911 No. 3 Road**

**Wednesday, December 18, 2019  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**PWT-4**

*Motion to adopt the **minutes** of the meeting of the Public Works and Transportation Committee held on November 20, 2019.*



NEXT COMMITTEE MEETING DATE

January 22, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

1. **RECOMMENDATION TO AWARD CONTRACT 6537Q - SUPPLY AND DELIVERY OF AUDIBLE ACCESSIBLE PEDESTRIAN SIGNALS**

(File Ref. No. 02-0775-50-6537) (REDMS No. 6339669 v.3)

**PWT-12**

**See Page PWT-12 for full report**

*Designated Speaker: Lloyd Bie*

STAFF RECOMMENDATION

- (1) *That Contract 6537Q - Supply and Delivery of Audible Accessible Pedestrian Signals be awarded to Astrographics Industries Ltd as described in the report titled “Recommendation to Award Contract 6537Q - Supply and Delivery of Audible Accessible Pedestrian Signals” dated November 7, 2019 from the Director, Transportation; and*
- (2) *That the Chief Administrative Officer and General Manager, Planning and Development, be authorized to execute the contract between the City and Astrographics Industries Ltd.*



ENGINEERING AND PUBLIC WORKS DIVISION

2. **SANITARY SEWER REPLACEMENT – 6000 BLOCK BUSWELL STREET**

(File Ref. No. 10-6050-01) (REDMS No. 6351457 v.9)

PWT-17

[See Page PWT-17 for full report](#)

*Designated Speaker: Eric Sparolin*

STAFF RECOMMENDATION

*That funding of \$1,500,000 from the Sewer Utility Reserve be approved to complete the sanitary sewer replacement in the 6000 Block of Buswell Street and be included in the Consolidated 5 Year Financial Plan (2020-2024).*



Pg. #        ITEM

3.    **AWARD OF CONTRACT 6153P - SUPPLY AND DELIVERY OF VEHICLE AND EQUIPMENT TIRES AND CERTIFIED TIRE SERVICES**

(File Ref. No. 02-0780-01) (REDMS No. 6198972 v.2)

PWT-21

See Page PWT-21 for full report

*Designated Speaker: Suzanne Bycraft*

STAFF RECOMMENDATION

*That Contract 6153P, Supply and Delivery of Vehicle and Equipment Tires and Certified Tire Services, be awarded at the rates quoted for up to a maximum four year term, as per the key terms outlined in the staff report titled “Award of Contract 6153P – Supply and Delivery of Vehicle and Equipment Tires and Certified Tire Services” dated December 3, 2019 and as follows:*

- (a) Kal Tire for the supply of tires and tire services for Richmond Fire Rescue up to a maximum of \$115,000; and*
- (b) Fountain Tire for the supply of tires and tire services for Fleet Operations up to a maximum of \$960,000.*

4.    **MANAGER’S REPORT**

ADJOURNMENT



## Public Works and Transportation Committee

Date: Wednesday, November 20, 2019

Place: Anderson Room  
Richmond City Hall

Present: Councillor Kelly Greene, Vice-Chair  
Councillor Linda McPhail  
Councillor Alexa Loo  
Councillor Michael Wolfe

Absent: Councillor Chak Au, Chair

Also Present: Councillor Harold Steves  
Councillor Carol Day

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Public Works and Transportation Committee held on October 23, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

December 18, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

### DELEGATION

1. With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Fred Nenninger, Director, Policy Planning and Analysis, Liquid Waste Services, Metro Vancouver, spoke to an update on the Iona Wastewater Treatment Plant and provided the following information:

## Public Works & Transportation Committee

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- the Iona Wastewater Treatment Plant is required by regulation to be upgraded to a secondary treatment plant by 2030;
- the project definition phase will provide a plan for the plant to the end of the century and the first build will serve communities to 2050;
- a series of eight Workshops are structured to work through a well-defined process to analyse various options in order to select the indicative design; the current stage is Workshop 4;
- three plant concepts have been developed – Secondary Plant, Tertiary Plant (Filtration) and Tertiary Plant (Membrane BioReactor), the build, referred to as a Matrix, can be selected by a combination of the three concepts;
- the removal of micro-pollutants is being examined beyond tertiary treatment;
- Metro Vancouver has great interest in finding resource recovery opportunities, such as electricity, heat, water, nutrients and fuel; and
- Metro Vancouver will report back to Committee early Spring of 2020 to present the recommended design.

In response to questions from the Committee, Mr. Nenninger noted the following:

- all three options should be within 20% of each other for capital investment; however, the lifecycle and operating costs will vary;
- 90% or more of microplastics will be removed at the secondary/tertiary processes;
- the advanced treatment pilot plant will target the micro-pollutants, such as pharmaceutical products, personal care products, and legacy chemicals and will use oxidation technology, which destroys chemicals in an ozone reaction and doubles as a disinfection system in terms of viruses and bacteria;
- the Matrix idea will allow the final plan to be drawn from various options in the three plant scenarios; therefore, how the plant integrates with the surrounding area can be customized;
- future discussions regarding habitat enhancements are planned with the Vancouver Port Authority, Raincoast and other interest groups;
- the 7 km outflow pipeline remains as deep sea outflow with no future changes;
- advanced treatment will target the legacy PCBs (polychlorinated biphenyls);

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- the Biosolids Management Group is working with the City of Richmond to look for opportunities to use biosolids to create certain soil products;
- the current capital plan has 2 billion dollars for initial capital investment and Metro Vancouver is still awaiting the estimates for the different options;
- 40% of the Metro Vancouver liquid waste goes through the Iona Wastewater Plant, rough estimates are 40% Iona, 40% Annacis, 10% Lulu Island and 10% North Shore;
- Metro Vancouver will work with city staff to look into low grade effluent heat and extract the energy and provide it to the district energy system;
- there are two options with natural gas production (i) use it onsite to produce own electricity for the plant, and (ii) polishing it and putting it back into the FortisBC gas grid.

In response to a query from Committee, staff noted that the upcoming public consultation dates will be shared on the City's website.

As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That staff work with Metro Vancouver and YVR Airport Authority to improve the safety of the road out to Iona for cyclists and other users.*

**CARRIED**

Discussion took place on the potential for a sani dump in Richmond and as a result, the following **referral motion** was introduced.

It was moved and seconded

*That staff investigate installing a sani dump in Richmond to properly dispose of effluent and report back.*

**CARRIED**

In response to a query from Committee, Mr. Nenninger noted that it is not feasible to incorporate a sani dump with the Iona Wastewater Plant due to costs, security and isolation around the plant and issues with public funding.

**ENGINEERING AND PUBLIC WORKS DIVISION**

**2. UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND  
2019/2020 APPLICATION**

(File Ref. No. 10-6060-04-01) (REDMS No. 6310970)

In response to questions from Committee, staff noted that (i) the flooding at Gilley Road and Westminster Highway was due to a failed bypass system and water was not getting to the pump station, (ii) the drainage model requires an update to determine appropriate sizing of the drainage system, (iv) the projects listed have been included in the proposed 2020 Capital program, and (v) the award of grants will be announced in 2020.

It was moved and seconded

- (1) That the Flood Protection and Dike Upgrades submission to the 2019 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund for Structural Flood Mitigation be endorsed.*
- (2) That the Seismic Assessment and Hydraulic Modeling submission to the 2020 UBCM Community Emergency Preparedness Fund for Flood Risk Assessment, Flood Mapping, and Flood Mitigation Planning be endorsed.*
- (3) That, should the Flood Protection and Dike Upgrades submission and/or the Seismic Assessment and Hydraulic Modeling submission be successful, the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to negotiate and execute the funding agreements with UBCM.*

**CARRIED**

**PLANNING AND DEVELOPMENT DIVISION**

**3. STEVESTON HIGHWAY-CONSTABLE GATE INTERSECTION  
OPERATIONS**

(File Ref. No. 10-6450-08-01) (REDMS No. 6245721)

In response to queries from Committee, staff noted that (i) Richmond has used road diets in other locations, (ii) numerous studies have shown that narrowing lane widths have encouraged drivers to adhere to the posted speed limits, (iii) there is no correlation between road diets and a reduction in road capacity, (iv) past studies indicated that residents have not experienced traffic issues at Constable Gate to access Steveston Highway, and (v) the road diet along Steveston Highway is marginal and the road cross section will have to comply with the minimum prescribed dimensions set out by the national standards of road design.

4.

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It was moved and seconded

*That the report titled "Steveston Highway-Constable Gate Intersection Operations" dated October 2, 2019, from the Director, Transportation be received for information.*

The question on the motion was not called as Committee provided direction to staff to conduct additional consultation with the surrounding neighbourhood.

The question on the motion was then called and it was **CARRIED**.

4. **TRANSLINK REGIONAL GOODS MOVEMENT STRATEGY**

(File Ref. No. 01-0154-04) (REDMS No. 6229604)

In response to queries from Committee, staff noted that the City can discuss with TransLink on the possibility of adopting a new bylaw to enforce securing loose materials on vehicles and that it is a priority to examine mobility pricing in partnership with TransLink.

It was moved and seconded

*That the staff report, titled "TransLink Regional Goods Movement Strategy" dated October 7, 2019, from the Director, Transportation, be received for information.*

**CARRIED**

4A. **PERSONAL MICRO MOBILITY DEVICES**

(File Ref. No.)

Materials were distributed (attached to and forming part of these Minutes as Schedule 1).

Discussion took place and as a result, the following **referral motion** was introduced.

It was moved and seconded

(1) *WHEREAS, the City of Richmond's 18-month pilot program with U-bicycle for bike-sharing, is scheduled to end in March 2020 and staff will report back the outcomes and recommendations;*

(2) *WHEREAS, THE Province of BC will have developed a process for creating pilot projects and will be inviting community proposals in early 2020;*

5.

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- (3) *THEREFORE, BE IT RESOLVED that the City Council of City of Richmond hereby directs staff to study the regulation of electric scooter sharing and parking and any related regulatory amendments that may be necessary to facilitate the introduction of dockless electric scooters sharing in Richmond (pending provincial regulatory approvals) and report back at the same time as the forthcoming March 2020 bike-sharing pilot.*

**CARRIED**

5. **MANAGER'S REPORT**

*South Dike Upgrade Capital Project*

Eric Sparolin, Acting Manager, Engineering Design & Construction provided an update on the South Dike upgrade between Gilbert Road and No. 3 Road noting that the base asphalt works have been completed and the gravel pathway works are nearing completion, and expecting to be open to the public at the end of the month. He advised that there will be ongoing minor work with single lane alternating traffic and the final paving and landscaping will take place in the Spring of 2020.

In response to a query from Committee, staff noted that (i) the expected completion of the Gilbert Road sewer work is April 2020, (ii) there are regular meetings between Richmond Fire-Rescue and the contractor regarding any concerns, and (iii) currently, it is unclear where the restored sidewalk will be installed after the Gilbert Road sewer work is completed.

Direction was given to staff to provide a memorandum on the final configuration of the sidewalks.

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:58 p.m.).*

**CARRIED**

**Public Works & Transportation Committee**  
**Wednesday, November 20, 2019**

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Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Wednesday, November 20, 2019.

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Councillor Kelly Greene  
Vice-Chair

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Stephanie Walrond  
Legislative Services Coordinator

November 20<sup>th</sup> 2019

Councillor Wolfe

Resolution for Richmond City Council's Public Works and Transportation Committee

RE: Personal Micro Mobility Devices

WHEREAS, the City of Richmond's 18-month pilot program with U-bicycle for bike-sharing, is scheduled to end in March 2020 and staff will report back the outcomes and recommendations;

WHEREAS, the Province of BC will have developed a process for creating pilot projects and will be inviting community proposals in early 2020;

THEREFORE, BE IT RESOLVED that the City Council of the City of Richmond hereby directs staff to study the regulation of electric scooter sharing and parking and any related regulatory amendments that may be necessary to facilitate the introduction of dockless electric scooters sharing in Richmond (pending provincial regulatory approvals) and report back at the same time as the forthcoming March 2020 bike-sharing pilot



## Staff Report

### Origin

In July 2007, Council approved the establishment of an annual program for the installation of enhanced accessible pedestrian signal (APS) features (Attachment 1) at traffic signals, pedestrian signals and special crosswalks. An implementation strategy commenced in 2008 with all new locations to include APS devices as the City standard, and existing locations to be retrofitted with APS devices over a multi-year period

A competitive procurement process was undertaken to identify a qualified contractor to supply new APS devices over a five-year term in order to complete the retrofit of existing locations that do not have APS devices and replace existing APS devices that have reached the end of their life cycle.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

*Accountable, transparent, and responsible financial management that supports the needs of the community into the future.*

*5.2 Clear accountability through transparent budgeting practices and effective public communication.*

*5.3 Decision-making focuses on sustainability and considers circular economic principles.*

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

*Leadership in effective and sustainable growth that supports Richmond's physical and social needs.*

*6.3 Build on transportation and active mobility networks.*



Traffic Signal

## Analysis

### Procurement Process and Recommendation

A procurement process was undertaken to identify the most qualified and experienced contractor to supply APS devices with quantities over a five-year term sufficient to enable installation in:

- the remaining existing locations (38 traffic signals) that do not have APS devices;
- existing locations with APS devices (58 traffic signals) that have reached the end of their life cycle; and
- new locations.

A Request for Quotations (RFQ) for the Supply and Delivery of Audible Accessible Pedestrian Signals was posted on BC Bid by the City in June 2019. Three quotations were received; one quotation was eliminated as it did not meet the minimum requirements of the RFQ (i.e., the product did not provide the City's required APS features). The remaining two quotations were evaluated by Transportation staff according to the following criteria:

- 1) Financial Performance (total cost): 30% weighting
- 2) Product Performance: 30% weighting
- 3) Product Warranty and Technical Support: 20% weighting
- 4) References: 20% weighting

The quotation received from Astrographics Industries Ltd. received the highest overall score from the review team and was the lowest priced quotation received in response to the RFQ that also met the required specifications (Table 1).

**Table 1: Pricing of Proposals Evaluated**  
(based on forecast product requirements over five-year term)

| <b>Proponent</b>             | <b>Pricing</b> | <b>Average Score</b> |
|------------------------------|----------------|----------------------|
| Astrographics Industries Ltd | \$720,480.00   | 61.3                 |
| Econolite Canada             | \$759,501.60   | 51.5                 |

Astrographics is the distributor of the APS product, which is made by Polara Enterprises. Polara has been in business since 1996 with over 400,000 APS units installed in North America. Astrographics has supplied this product to the City of Burnaby, City of Langley and City of Saskatoon.

The priority for the first two years of the contract will be the retrofit of existing locations that do not have APS devices. The replacement of existing APS devices that have reached the end of their life cycle will be the focus of the remaining three years of the contract.

APS devices that are no longer usable will be recycled by Cobra Electric, who is the City's electrical contractor. Products are broken down into components (e.g., metal, electronics, plastic), sorted and recycled at local centres.

**Financial Impact**

The supply of APS devices for this contract will be funded from previously approved capital projects (Accessible Pedestrian Signal Program) and projects that have been included in the 2020 budget process. Annual expenditures over the five-year term will not exceed Council-approved funding.

**Conclusion**

The City has an annual program for the installation of enhanced accessible pedestrian signal (APS) features at traffic signals, pedestrian signals and special crosswalks. To fulfil the on-going objectives of the program, a competitive procurement process was undertaken to secure the supply of APS devices over a five-year term. Based on the evaluation process, the City wishes to negotiate and enter into an agreement with Astrographics Industries Ltd for the provision of APS devices as outlined in the RFQ and this report.



Bill Johal  
Supervisor, Traffic Signal Systems  
(604-276-4298)



Joan Caravan  
Transportation Planner  
(604-276-4035)

BJ:bj

Att. 1: Required Accessible Pedestrian Signal Features

### Required Accessible Pedestrian Signal Features

The City's required APS features are based on industry guidelines and reflect consultation with Richmond Centre for Disability (RCD) and representatives from Canadian Institute for the Blind (CNIB) and Advocates for Sight Impaired Consumers (ASIC).

| Feature  | Description   | Special Crosswalk | Pedestrian Signal | Traffic Signal |
|--|---|-------------------|-------------------|----------------|
| Pole Locator Tone                                | <ul style="list-style-type: none"> <li>Pole locator tone during DON'T WALK phase</li> <li>Repeated once every 2 seconds</li> </ul>  | √                 | √                 | √              |
| Tactile Arrow in Direction of Crossing           |   | √                 | √                 | √              |
| Vibrating Tactile Arrow in Direction of Crossing | <ul style="list-style-type: none"> <li>APS arrow vibrates when WALK light is on</li> </ul>  | N/A               | √                 | √              |
| Red LED Light on Button Push                     | <ul style="list-style-type: none"> <li>Red LED light illuminates on button push</li> </ul>  | √                 | √                 | √              |
| Audible Confirmation Tone on Button Push         |   | √                 | √                 | √              |
| Custom Audio Message: verbal wayfinding message  | <ul style="list-style-type: none"> <li>Wayfinding message following audible acknowledgment (e.g., <i>3 Road crossing Granville</i>)</li> <li>Single repetition of entire message with each push of button except during WALK indication</li> <li>Wayfinding message played on push button station when activated by a pedestrian only</li> </ul>                  | √                 | √                 | √              |
| Custom Audio Message: verbal "caution" message   | <ul style="list-style-type: none"> <li>"Caution" message following verbal wayfinding message (e.g., <i>Amber lights flashing. Use caution. Vehicles may not stop immediately. Amber lights flashing. Use caution</i>)</li> <li>Play verbal "caution" message in its entirety (approx. 15 sec) in place of cuckoo or chirp</li> </ul>                              | √                 | N/A               | N/A            |
| Standard Audible Indicators                      | <ul style="list-style-type: none"> <li>Upon actuation of the WALK indication, the standard North-South "cuckoo" sound and East-West "chirp" plays at both sides of crosswalk along with corresponding vibrating tactile arrow</li> </ul>  | N/A               | √                 | √              |
| Volume/Sound                                     | <ul style="list-style-type: none"> <li>Minimum and maximum volume setting options</li> <li>All sounds capable of adjusting automatically to ambient noise</li> <li>Sounds synchronize across all push button stations</li> <li>Pole locator tone, acknowledgment/wayfinding message and cuckoo/chirp capable of having separate volume control options</li> </ul> | √                 | √                 | √              |
| Increased Volume on Demand                       | <ul style="list-style-type: none"> <li>Increased volume with extended button press (3 sec)</li> <li>Wayfinding message and standard audible indicators have increased volume feature</li> <li>Button press time is adjustable</li> <li>Increased volume with extended button press is adjustable</li> </ul>   | √                 | √                 | √              |
| Pushbutton Appearance                            | <ul style="list-style-type: none"> <li>APS pushbutton, sign and locating tone incorporated into an integrated unit</li> </ul>   | √                 | √                 | √              |
| Braille and Raised Letter Street Name            | <ul style="list-style-type: none"> <li>Pushbutton sign capable of adding Braille and raised street name</li> </ul>  | √                 | √                 | √              |
| Pushbutton Housing Requirements                  | <ul style="list-style-type: none"> <li>Vandal proof and powder coated to provide high contrast for the visually impaired</li> <li>Housing made of corrosion-resistant material</li> </ul>   | √                 | √                 | √              |
| Communication                                    | <ul style="list-style-type: none"> <li>Ability to communicate remotely (wired or wireless)</li> <li>Preference for ability to remotely provide real-time fault alerts</li> </ul>  | √                 | √                 | √              |



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee      **Date:** November 22, 2019  
**From:** Eric Sparolin, P.Eng.  
Acting Manager, Engineering Design and Construction      **File:** 10-6050-01/2019-Vol 01  
**Re:** **Sanitary Sewer Replacement – 6000 Block Buswell Street**

### Staff Recommendation

That funding of \$1,500,000 from the Sewer Utility Reserve be approved to complete the sanitary sewer replacement in the 6000 Block of Buswell Street and be included in the Consolidated 5 Year Financial Plan (2020-2024).

Eric Sparolin, P.Eng.  
Acting Manager, Engineering Design and Construction  
(604-247-4915)

Att. 1

| REPORT CONCURRENCE   |  |                                       |
|--|--|---------------------------------------|
| <b>ROUTED TO:</b>  | <b>CONCURRENCE</b>   | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Finance Department<br>Sewerage & Drainage                        | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> |                                       |
| <b>REVIEWED BY STAFF REPORT /<br/>AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br>   | <b>APPROVED BY CAO</b>                |

## Staff Report

### Origin

In October 2019, during maintenance of the sanitary sewers around Buswell Street and Cooney Road, staff discovered a section of failed sanitary sewer in the 6000 Block of Buswell Street (Attachment 1). A section of sanitary sewer is now out of service. A temporary sanitary sewer bypass system has been installed by City forces and remains in place to provide continuous sewer service to the surrounding properties. It is necessary to repair the sanitary sewer and restore the sanitary system to normal operation.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

### Analysis

The City has a 200mm diameter sanitary sewer constructed in 1970 that is located in a statutory right-of-way at the rear of 6380 Buswell Street, and is approximately 3.5m below ground level.

During maintenance operations the sewers are flushed and cleaned to remove any debris in the sewer that may eventually build up and cause a blockage. While performing maintenance on this sewer, staff discovered that sections of this sewer main and manhole have been damaged, resulting in blockages and ground settlement around the manhole.

City forces have installed a temporary sanitary sewer bypass system to maintain sewer service to nearby properties. Although the bypass pumps are in place, there is a high risk of a blockage occurring in the existing sanitary sewer and bypass system. Since this may result in damage to private properties, repair and replacement of the sanitary sewer must start immediately.

The anticipated scope of emergency work includes ground stabilization measures and replacement of approximately 50m of deep sanitary sewer.

A BC Hydro transformer that provides power to adjacent multi-family residential properties is in close proximity to the area of the ground settlement. BC Hydro has been monitoring the transformer and has confirmed that it is currently operational. The City has retained a geotechnical engineer to provide technical support and recommendations to minimise any further settlement and potential impacts to the surrounding area including the BC Hydro transformer and underground ducts. Staff will continue working with BC Hydro to coordinate the sanitary sewer repair and ground stabilization works to avoid disruption of BC Hydro power service.

In accordance with the City's Procurement Policy (Policy 3104), procurement would be excluded from normal purchasing practices as this is considered an unforeseeable urgent situation or emergency. Costs to date to for the bypass system can be accommodated within the

current Financial Plan to address this urgent situation/emergency. Should Council not approve the funding request of \$1,500,000, any incurred emergency works costs that cannot be accommodated within the Financial Plan will be reported to Council and the Financial Plan will be amended to include the expenditure and the funding source.

### **Financial Impact**

The total estimated capital cost is \$1,500,000 for repair and replacement of the failing sanitary sewer in the 6000 Block of Buswell Street.

In order to commence this emergency work in 2019, staff recommend that an existing Council approved sanitary sewer capital project be utilized as a temporary funding source until this additional \$1,500,000 funded by the Sanitary Sewer Reserve Fund is included in the Consolidated 5 Year Financial Plan (2020-2024).

### **Conclusion**

The sanitary sewer system in the statutory right-of-way in the 6000 Block Buswell Street has failed. Repair and replacement of this sewer is required to provide sanitary service to the adjacent residences.

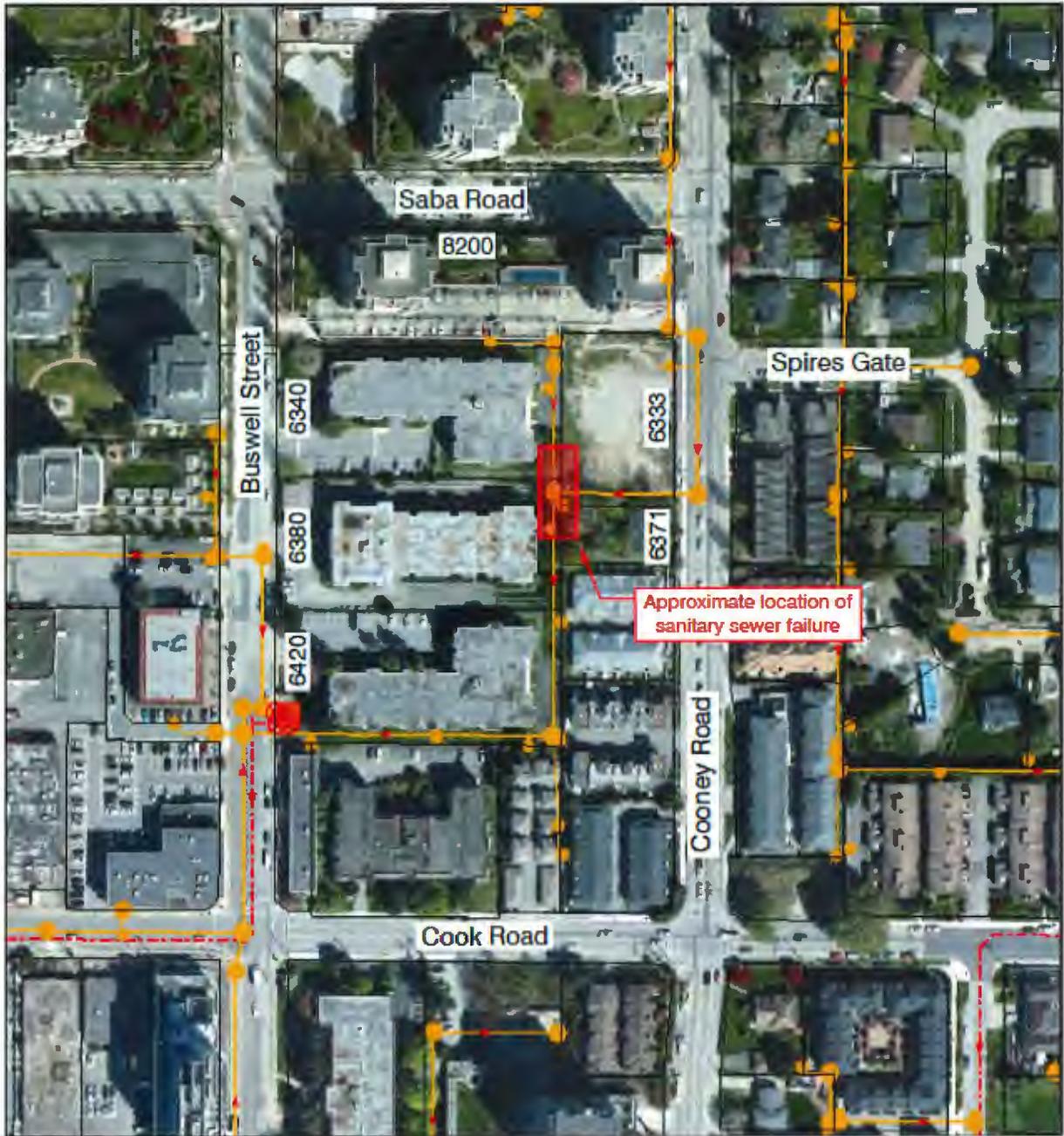


Eric Sparolin, P.Eng.  
Acting Manager, Engineering Design and Construction  
(604-247-4915)

ES:

Att. 1: Sanitary Sewer Failure Location

# Attachment 1 - Sanitary Sewer Failure Location





# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee  
**From:** Suzanne Bycraft  
Manager, Fleet & Environmental Programs

**Date:** December 3, 2019  
**File:** 02-0780-01/CL Vol. 02

Jim Wishlove  
Deputy Fire Chief

**Re:** Award of Contract 6153P - Supply and Delivery of Vehicle and Equipment Tires and Certified Tire Services

### Staff Recommendation

That Contract 6153P, Supply and Delivery of Vehicle and Equipment Tires and Certified Tire Services, be awarded at the rates quoted for up to a maximum four year term, as per the key terms outlined in the staff report titled "Award of Contract 6153P – Supply and Delivery of Vehicle and Equipment Tires and Certified Tire Services" dated December 3, 2019 and as follows:

- a) Kal Tire for the supply of tires and tire services for Richmond Fire Rescue up to a maximum of \$115,000; and
- b) Fountain Tire for the supply of tires and tire services for Fleet Operations up to a maximum of \$960,000.

Manager, Fleet & Environmental Programs  
(604-233-3338)

Jim Wishlove  
Deputy Fire Chief  
(604-303-2715)

| REPORT CONCURRENCE   |   |   |
|--|---|---|
| <b>ROUTED TO:</b><br>Finance Department                      | <b>CONCURRENCE</b><br><input checked="" type="checkbox"/> | <b>CONCURRENCE OF GENERAL MANAGER</b><br> |
| <b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br>                                      | <b>APPROVED BY CAO</b>                    |

## Staff Report

### Origin

The City contracts for the provision of tires and tire related services (repair flat tires, various tire repairs) to support vehicle needs in Richmond Fire Rescue and Fleet Operations. The annual value of these services is approximately \$275,000.

This report presents the results of the submissions received to a competitive tendering process and recommends the contract be awarded based on best value and in the manner that best meets the respective business unit's needs.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

### Analysis

#### Tendering Process

RFP 6153P, Supply and Delivery of Vehicle and Equipment Tires and Certified Tire Service, was issued to the marketplace. Responses were received from two vendors – Kal Tire and Fountain Tire as follows. The estimated value is shown by each business unit.

Table 1: Responses

| <b>Company</b> | <b>Richmond Fire Rescue<br/>Annual Contract Value</b> | <b>Fleet Operations<br/>Annual Contract Value</b> |
|----------------|---|---|
| Kal Tire       | \$ 23,826.62  | \$263,455.68                                      |
| Fountain Tire  | \$ 25,725.52  | \$200,213.57                                      |

#### Review Process

Operations staff from Richmond Fire Rescue and Fleet Operations undertook independent reviews of the proposal responses. Richmond Fire Rescue rated Kal Tire as the highest ranking respondent due to tire quality demands for emergency response units, as well as product response turnaround capability of Kal Tire (a critical consideration for Richmond Fire Rescue due to the nature of their operations). The response from Kal Tire also represents best value for Richmond Fire Rescue.

Fleet Operations staff rated Fountain Tire as the lowest cost responsive and responsible bidder. It is therefore recommended that the proposal award be to Kal Tire for Richmond Fire Rescue and Fountain Tire for Fleet Operations.

#### Contract Term

The initial term of both contracts is two years, with two additional two-year terms and an additional one-year term, for a total available term of up to seven years.

- The contract pricing for the provision of tires and tire related services as submitted by Kal Tire remains fixed for the initial two-year term.
- The contract pricing for the provision of tires only as submitted by Fountain Tire is fixed for an initial twelve-month term.
- The contract pricing for tire related services as submitted by Fountain Tire remains fixed for the initial two-year term.
- Pricing adjustments beyond the initial terms were not provided by either respondent due to the cyclical nature of fuel pricing, which is the key inflationary factor in the tire manufacturing process. As such, staff will review inflationary adjustments to ensure alignment with appropriate consumer price indices.

A four-year term is recommended for this contract.

**Financial Analysis**

The cost of services over the recommended term is outlined below. Costs are shown by business unit based on an estimated annual amount, plus a general contingency for unforeseen items (adjusted to produce round numbers), with an estimated annual amount shown, finally showing the estimated total over the recommended four-year term.

Table 2: Richmond Fire Rescue Pricing - Recommended Award to Kal Tire

| <b>Services</b> | <b>Annual Cost</b> | <b>Contingency (~20%)</b> | <b>Annual</b>   | <b>4-Year Term Total</b> |
|-----------------|--------------------|---------------------------|-----------------|--------------------------|
| Tire Services   | \$ 2,698.07        |                           |                 |                          |
| Tire Purchases  | \$21,128.55        |                           |                 |                          |
| <b>Total</b>    | <b>\$23,826.62</b> | <b>\$4,923.38</b>         | <b>\$28,750</b> | <b>\$115,000</b>         |

Table 3: Fleet Operations Pricing - Recommended Award to Fountain Tire

| <b>Services</b> | <b>Annual Cost</b>  | <b>Contingency (~20%)</b> | <b>Annual</b>    | <b>4-Year Term Total</b> |
|-----------------|---------------------|---------------------------|------------------|--------------------------|
| Tire Services   | \$ 61,641.50        |                           |                  |                          |
| Tire Purchases  | \$138,572.07        |                           |                  |                          |
| <b>Total</b>    | <b>\$200,213.57</b> | <b>\$39,786.43</b>        | <b>\$240,000</b> | <b>\$960,000</b>         |

**Financial Impact**

The total estimated annual amount for Richmond Fire Rescue is \$28,750 or \$115,000 over the four year term recommended. The total estimated amount for Fleet Operations is \$240,000 or \$960,000 over the four year term recommended.

Funding is provided in each respective business unit’s annual operating budget allocations.

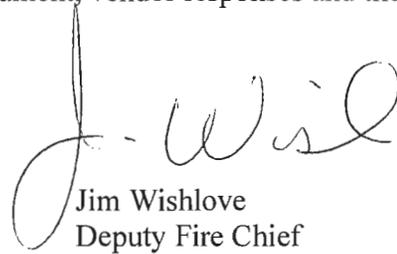
**Conclusion**

This report presents the results of a competitive tendering process under 6153P - Supply and Delivery of Vehicle and Equipment Tires and Certified Tire Services to support Richmond Fire Rescue and Fleet Operations requirements. It is recommended to award services for Richmond Fire Rescue to the lowest responsive and responsible bidder (Kal Tire) to meet quality and service demands for fire vehicle apparatus. It is recommended to award the provision of tires and tire related services to the lowest responsive and responsible bidder (Fountain Tire) for Fleet Operations vehicle related requirements.

The form of contract will incorporate the City's proposal document, vendor responses and the City-issued purchase order to each respective vendor.



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SJB: