

REGION OF OTTAWA-CARLETON  
 RÉGION D'OTTAWA-CARLETON

MEMORANDUM  
 NOTE DE SERVICE

Our File/N/Réf. Your File/V/Réf.	50 05-99-0934-HS
DATE	29 October 1999
TO/DEST.	Co-ordinator Corporate Services And Economic Development Committee
FROM/EXP.	Environment and Transportation Commissioner
SUBJECT/OBJET	<b>WORKING SAFELY ABOVE FLOOR LEVEL PROGRAM (IN ACCORDANCE WITH <i>CORPORATE POLICY MANUAL</i> 4.6.9)</b>

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## INTRODUCTION

Occasionally, the Department is faced with an urgent requirement and is unable to meet the standard report routing process to Committee. Section 4.6.9 of the Corporate Policy Manual addresses such situations. The Water Environment Protection Division recently followed this section of the Manual.

## BACKGROUND

As a result of an industrial accident which occurred on 08 August 1999, the Ministry of Labour issued Orders to the Region of Ottawa-Carleton to develop a Working Safely Above Floor Level Policy and Program for the Robert O. Pickard Environmental Centre and to submit a Compliance Plan for the Program to the Ministry of Labour. The Water Environment Protection Division (WEPD) developed a Policy and Compliance Plan for the Program to address these orders. The Compliance Plan identified the need to retain a consultant:

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 TO BE LISTED ON CORPORATE  
 SERVICES AND ECONOMIC DEVELOPMENT  
 COMMITTEE AGENDA - 16 November 1999

- to conduct an inventory and site inspection of equipment and infrastructure used when working above floor level;
- to evaluate the structural integrity of such equipment and infrastructure and safety measures employed when using same;
- to establish inspection and maintenance programs for the equipment and infrastructure;
- to produce a condition report identifying corrective measures for structural and safety deficiencies; and
- to produce a report detailing inspection and maintenance programs.

The timeframe to complete the assignment was extremely tight.

## DISCUSSION

The Water Environment Protection Division developed Terms of Reference for this assignment and invited three firms with substantial experience in structural engineering to respond to the Request for Proposal. Three proposals were received and were evaluated based on the following selection criteria:

- Study Team
- Understanding of Study Objectives
- Methodology/Approach
- Ability to Deliver
- Previous Experience

Based on the evaluation criteria, the firm of Harmer Podolak Engineering Consultants Inc., Nepean, was selected to perform the condition assessment and to develop inspection and maintenance programs for the equipment and infrastructure used when working above floor level for the Robert O. Pickard Environmental Centre. Harmer Podolak Engineering Consultants Inc. has an excellent understanding of the assignment, qualified personnel with many years of experience in structural engineering, and demonstrated, in their proposal, their ability to meet all the requirements of this assignment.

In light of the tight timeframe to achieve compliance with the Ministry of Labour Orders, the Commissioner exercised his authority in accordance with Section 4.6.9 of the Region's Corporate Policy Manual to award the contract to Harmer Podolak Engineering Consultants Inc.

## CONSULTATION

The public consultation process is not applicable.

## EXPENDITURE JUSTIFICATION

This project resulted from the occurrence of an industrial accident at the Robert O. Pickard Environmental Centre. The Ministry of Labour ordered the Robert O. Pickard Environmental Centre to develop a Compliance Plan that addresses working safely above floor level and integral to the Compliance Plan is the inventory, evaluation, and development of inspection and maintenance programs for above-floor-level equipment and infrastructure.

The estimated fees are \$97,000 plus GST in the amount of \$6,790. A 20% contingency in the amount of \$20,758 has been included to address unknowns with the inventory of equipment and infrastructure and with the degree of structural and safety deficiencies. The total contract provision amounts to \$124,548.

#### FINANCIAL STATEMENT

Funds were available in the 1999 Capital Budget, Account No. 932-42127 (Order No. 900252), WEPD Facilities Upgrades (Reference Page 310), Purchase Requisition No. 10024789. The remaining balance available in the account is \$147,975.

*Approved by  
M. J. E. Sheflin, P. Eng.*

SM/lb

#### FINANCE DEPARTMENT COMMENT

Funds were available as indicated.

*Approved by T. Fedec  
on behalf of the Finance Commissioner*