



City of Hamilton

AUDIT, FINANCE AND ADMINISTRATION COMMITTEE ADDENDUM

Meeting #: 23-011
Date: July 13, 2023
Time: 9:30 a.m.
Location: Council Chambers
Hamilton City Hall
71 Main Street West

Tamara Bates, Legislative Coordinator (905) 546-2424 ext. 4102

9. CONSENT ITEMS

*9.2 Standards and Approved Products Committee Report (PW21071(a)) (City Wide)



INFORMATION REPORT

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	July 13, 2023
SUBJECT/REPORT NO:	Standards & Approved Products Committee Report (PW21071(a)) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Claudio Leon (905) 546-2424 Ext. 2971
SUBMITTED BY:	Jackie Kennedy Director, Engineering Services Public Works Department
SIGNATURE:	
SUBMITTED BY:	Shane McCauley Director, Water and Wastewater Operations Public Works Department
SIGNATURE:	

COUNCIL DIRECTION

In accordance with By-law 20-205 as amended, Procurement Policy, Policy #14: Standardization, this Report addresses the requirement of the Standards and Approved Products Committee to prepare an annual Information Report to Council outlining the rationale for any standardization of goods added to the City's Approved Products Listing, the number of goods standardized and any standardized good resulting in a single source purchase.

This Report is for the period of November 2021 to April 2023.

INFORMATION

The Standards and Approved Products Committee is a collection of various City

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

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Department Representatives assembled for the purpose of conducting, on a formal basis, the review and approval of new product applications and the maintenance of the City's Construction and Materials Specifications Manual.

The Committee focuses on Linear Municipal Infrastructure products related to road, watermain, sewer, street lighting and traffic signals, all within the City's Right-of-Way, as well as park construction related products.

The Committee maintains the [Standards and Approved Products Listing and Guidelines](#) webpage, where a Product Approval Application and submission guidelines are available for suppliers wishing to submit products for evaluation.

The product application review process ensures that products and materials comply with current industry standards and satisfy the City's needs by providing best value and quality to the City's infrastructure. The review process is transparent and applies good business and technical justification when making decisions.

The City's Approved Products List is published on [The Road Authority website](#). The list is used by Contractors, Developers and City Staff for selecting products to be used on City Projects. When approved products are specified within a tender document issued by the City, it is done so in accordance with any applicable trade agreements to municipal procurement.

Some of the key benefits that the Committee offers is that it provides a single point of contact for suppliers, distributors and manufacturers. The Committee provides the City a standardized methodology for assessing products and developing specifications, resulting in uniformity throughout the City. It sends a clear message to the construction industry that the City of Hamilton is serious about attracting new business while maintaining appropriate high-quality engineering standards through the product evaluation and approval process.

The Committee consists of 17 members (15 voting members and 2 non-voting members) across 3 Departments: Public Works, and Planning and Economic Development, and Finance and Corporate Services. Voting members are representatives from key Sections and Departments that are impacted by product selection and standards implementation. These include the following:

Two Co-Director Members

- Director, Engineering Services
- Director, Water and Wastewater Operations

Four Engineering Services Members (Design, Construction and Infrastructure Renewal

- Manager, Design Services

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- Manager, Construction Services
- Senior Project Manager, Construction Services – Inspection and Quality
- Senior Project Manager, Infrastructure Renewal

Three Transportation Engineering Members:

- Project Manager, Roadway Maintenance
- Project Manager, Pedestrian & Cycling Engineering
- Project Manager Streetlighting Engineering

Three Water Distribution and Wastewater Collection Members

- Project Manager Stormwater Operations & Maintenance
- Water Distribution Technologist/Inspector
- Senior Project Manager W&WW Distribution & Collections LRT

Two Planning and Economic Development Members

- Director, Growth Management
- Manager, Construction

One Environmental Services Member

- Manager, Landscape Architectural Services (LAS)
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One Corporate Services Member (non-voting)

- Manager of Procurement

One Public Works Committee Chair (non-voting)

- Project Manager, Contracts and Standards

The Committee operates in accordance with its Terms of Reference and functions on consensus. Voting is used where consensus cannot be reached.

Meetings are held once a month to discuss and review product applications, standards and specifications.

Due to the increase in the amount of product approval requests received, staff workload and vacancies, there is a backlog of 36 product applications that need to be reviewed. In order to make committee meetings more productive, Technical Review Teams were formed to review applications. The Technical Review Teams are led by committee members from the asset owner group and includes subject matter experts who review products and make a recommendation to the Committee as to whether to approve products or not. The teams are the following:

- Road Products Technical Review Team lead by Roads Maintenance
- Water Products Technical Review Team lead by Hamilton Water and Wastewater Operations

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- Sewer Products Technical Review Team lead by Hamilton Water and Wastewater Operations
- Traffic Signals and Street Lighting lead by Transportation Engineering
- Parks Technical Review Team lead by Landscape Architectural Services

At the end of the review process, the Committee issues a notification of the decision to the applicants in writing, indicating approval or rejection. Once a product is approved, any future product design or material change must be submitted by the manufacturer or the applicant to the Committee for re-evaluation, and the City reserves the right to remove any product from the Approved Products List at any time as deemed necessary.

Below is a list of products recently approved for use in Hamilton. None have resulted in the requirement for single source purchasing as these new products fall within product categories already established on the Approved Products List.

- SIP Industries – Ductile Iron Fittings Models CDMJ and XDMJ, for watermain up to 600mm diameter.
- SIP Industries – EZ Grip Model EZD Mechanical Joints Wedge-Action Restraints for Ductile Iron watermains, up to 600mm diameter.
- SIP Industries – EZ Grip Model EZPVC Mechanical Joints Wedge-Action Restraints for PVC AWWA C900 pipe watermains, up to 600mm diameter, and PVCO AWWA C909 pipe watermains, up to 300mm diameter.
- Vahn-Tech AWWA C509/C515 Gate Valves VT-GV-A15 for watermains
- Cedar Infrastructure Products – R.B. Agarwalla Curb Inlet Frame and Cover Model H2330-FSH with Inlet Bars
- IPEX Terrabrute CR PVC Watermain Pipe up to 300mm diameter. Suitable for open trench and trenchless installations.

In 2022, the development of Pavement Design, Watermain Design and Sewer Design Guidelines were initiated. The Pavement Design Guidelines are now complete, and the Watermain and Sewer Design Guidelines are scheduled to be completed in 2023. These are a comprehensive set of design guidelines that will be used by internal staff, consultants and developers when designing municipal infrastructure projects. In addition, the Committee is developing guidelines to address changes to the *Environmental Protection Act, Ontario Regulation 406 On-Site and Excess Soil Management*.

The Committee also maintains the [City's Construction and Materials Specifications Manual](#) to ensure specifications are consistent with current industry standards and regulations, and makes recommendations for revisions to Standard Specifications, Construction Standards and Standard Drawings as deemed necessary.

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A revision to the Construction and Material Specifications Manual is planned for 2023 which will include revisions to accessibility standards to address The Advisory Committee for Persons with Disabilities concerns and the addition of standard drawings that incorporate Complete Streets Design Guidelines.

The Construction and Material Specifications Manual is widely used by consultants and Committee members in the development of their projects. The Committee provides a platform for cross-departmental participation in the review and updating of construction specifications and materials standards. The manual is available for download from the City's website free of charge.

APPENDICES AND SCHEDULES ATTACHED

N/A