




# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 10, 2020
<b>SUBJECT/REPORT NO:</b>	Standards & Approved Products Committee Report (PW20080) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Claudio Leon (905) 546-2424 Ext. 2971
<b>SUBMITTED BY:</b>  <b>SIGNATURE:</b>	Gord McGuire Director, Engineering Services Public Works Department 
<b>SUBMITTED BY:</b>  <b>SIGNATURE:</b>	Dave Alberton Acting Director, Water and Wastewater Operations Public Works Department 

## COUNCIL DIRECTION

In accordance with By-law 20-205, 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.

## INFORMATION

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

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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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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 on the City's website, 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 that apply 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 is a unison of diverse departments and provides the City a standardized methodology for assessing products and developing specifications, resulting in uniformity throughout the City. It also 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 consist of 15 members (13 voting members and 2 non-voting members). Voting members are representatives from key Sections and Departments that are impacted by product selection and standards implementation. These include Hamilton Water, Engineering Services (Asset Management, Design and Construction), Transportation Operations and Maintenance, and Landscape and Architectural Services from Public Works, and also the Growth Management Division from Planning and Economic Development. Voting members include the Director of Engineering Services and the Director of Water and Wastewater Operations. The non-voting members are the Manager of Procurement and the Committee Chair.

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 on a monthly basis to discuss and review product applications. A quorum must be present to make the meeting proceedings valid or to take any action on any product application. When a product approval vote is held, a decision requires

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a minimum of 7 votes to be considered binding and members voting are required to acknowledge that there is no Conflict of Interest with regards to the product being reviewed.

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.

The Approved Products List consists of a total of 370 products divided into 5 sections. The sections and the number of products for each are listed below:

- Section 1 – Watermain Products – 181 approved products
- Section 2 – Sewer Products – 71 approved products
- Section 3 – Street Lighting Products – 57 approved products
- Section 4 – Traffic Signals Products – 28 approved products
- Section 5 – Parks Products – 33 approved products

The Committee continues to review and make necessary enhancements to the Approved Products List to maintain accuracy. Various applications for new products have been received and none of the recently approved products have resulted in the requirement for single source purchasing.

A total of 46 products have been approved and 33 products have been grandfathered into the new Parks products list since June 2014.

The Committee also maintains the City's Construction and Material Specifications Manual and makes recommendations for revisions to the Standard Specifications, Design Guidelines, Construction Standards and Standard Drawings as deemed necessary.

Since 2014, revisions 6 to 12 to the Construction and Material Specifications Manual have been issued to address changes to the Ministry of the Environment, Conservation and Parks Watermain Disinfection Procedures and to the Construction Act. In addition, the City's Specification for Hot Mix Asphalt has been updated, Steel Pipe has been approved for watermain installations for special projects, and various Sewer, Road and Watermain Standard drawings have been updated and created.

The Committee is currently developing guidelines to address changes to the Environmental Protection Act, Ontario Regulation 406 On-Site and Excess Soil Management.

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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 continues to be available in print form for a fee and available for download from the City's website free of charge.

The following is a list of important events that have taken place within the Committee between June 2014 and September 2020:

- June 2015 - Addition of Landscape Architectural Services Section member;
- May 2017 - Addition of LRT Office member to focus on the Hamilton LRT impacts to water infrastructure (discontinued due to the LRT cancellation);
- June 2017- Addition of a Parks Products category in the Approved Products List;
- June 2019 - Addition of Engineering Services Construction Inspection member and Asset Management member;
- June 2019 - Approved Products List gets published in The Road Authority web portal;
- July 2019 - Removal of the requirement that products must be registered with The Road Authority in order to be considered for approval;
- Development of Watermain Design Guidelines (work in progress)

**APPENDICES AND SCHEDULES ATTACHED**

None