



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer/Treasurer

Date: March 25, 2019

Report No: CORS-017-19

Subject: Purchasing Various - March

Recommendation: **THAT Council approve the budget amendments and related funding sources as outlined on Schedule A;**

AND THAT Council approve the joint procurement for award of the specialized transit, mini bus contract to Creative Carriage for the supply and delivery of four (4) Dodge ProMaster mini buses in the total amount of \$517,360 (exclusive of HST) as outlined on Schedule B;

AND THAT Council approve the joint procurement for award of the 12 metre conventional transit bus contract to Nova Bus for the supply and delivery of two (2) low-floor, conventional transit buses in the total amount of \$1,210,870 (exclusive of HST) as outlined on Schedule B;

AND THAT Council approve the contract increase to WSP Canada for Bronte Street Stage 4 Archeological Assessment in the total amount of \$74,470 (exclusive of HST) as outlined on Schedule C;

AND THAT Council approve the contract increase to MBTW Group for consulting services for Sam Sherratt Park contract administration services in the total amount of \$20,900 (exclusive of HST) and Sherwood District Park contract administration services in the total amount of \$29,400 (exclusive of HST), under the previous professional consulting services roster as outlined on Schedule D;



The Corporation of the Town of Milton

AND THAT Council approve the contract increase to Landscape Planning for consulting services for Ford Neighbourhood Park contract administration services under the previous professional consulting services roster, in the total amount of \$38,552 (exclusive of HST) as outlined on Schedule D;

AND THAT the Manager, Purchasing and Risk Management be authorized to execute the contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any other required paperwork.

EXECUTIVE SUMMARY

This report is being submitted to have Council's authorization on the various items on the attached Schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018 and the Budget Management Policy (Policy No.113).

REPORT

Background

Procurement of goods and services is governed by By-law No. 061-2018. Purchasing activity is undertaken in a manner that is intended to support the Town's mandate to provide effective, responsible government and efficiently deliver services to the residents of Milton.

Discussion

Information pertaining to the recommended purchasing awards is included on the corresponding Schedules (A to D) attached.

This report includes the award of transit vehicles through the Metrolinx Transit Procurement Initiative, as well the award of a stage 4 archeological assessment for the Bronte Street road reconstruction project based on the results of stages 2 and 3. The report also the award of contract administration services to the professional consulting firms that undertook the related design work as part of the Town's consulting services roster program.

Further to Report ENG-005-19 for the construction of Louis St. Laurent (Yates to Fourth Line), the tender has been issued and due to the scheduling of the tender close, staff will proceed to award using the delegated authority previously approved by Council in



The Corporation of the Town of Milton

order to ensure an early spring construction start. Staff will report the results back to Council for information at the April 15th Council meeting.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules B to D. The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in approved capital budgets of \$42,188.

Respectfully submitted,

Troy McHarg
Interim Commissioner, Corporate Services

For questions, please contact: Debbie Cochrane, CPPB 905-878-7252, x2143
For questions, please contact: Nisha Vashisht, CPA, CMA 905-878-7252, x2472

Attachments
Schedule A - Summary of Changes in Project Budgets and Funding
Schedule B – Joint Procurement - Metrolinx Transit Procurement Initiative (TPI) for the purchase of transit buses
Schedule C – Contract Increase – WSP Canada for Bronte Street Stage 4 Archeological Assessment
Schedule D – Contract Increases to MBTW Group and Landscape Planning for Professional Consulting Services for Contract Administration Services for Sam Sherratt Park, Sherwood District Park and Ford Neighbourhood Park

CAO Approval
William Mann, MCIP, RPP, OALA, CSLA, MCIF, RPF
Chief Administrative Officer

Summary of Changes in Capital Project Budgets and Funding

Schedule	B	B	C	D	D	D	Total Change in Funding Sources Increase / (Decrease)
Project Number	C56012019	C56012219	C33010812	C51015119	C52213219	C52400219	
Project Description	Transit Bus Non Growth: Replacement	Specialized Transit Bus Non Growth	Bronte Street (Main to Steeles)- Design	Sam Sherratt Park Re-development	Sherwood Community Centre - Park Elements	Ford Neighbourhood Park - Boyne	
Total Approved Project Budget	\$ 1,313,999	\$ 653,419	\$ 1,040,031	\$ 662,848	\$ 930,818	\$ 1,867,512	
Project Variance Account	29,461	6,537	16,672	(2,349)	(5,768)	(869)	43,684
Development Charges:							
Roads DC			59,109				59,109
Parks DC					(51,915)	(7,821)	(59,736)
Total Increase/(Decrease) in Funding	29,461	6,537	75,781	(2,349)	(57,683)	(8,690)	\$ 43,057
Total Revised Project Budget	\$ 1,343,460	\$ 659,956	\$ 1,115,812	\$ 660,499	\$ 873,135	\$ 1,858,822	

CORS-017-19 - Schedule B

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Joint Procurement - Metrolinx Transit Procurement Initiative (TPI) for the purchase of transit buses
Recommendation	<p>Staff is recommending the specialized transit, mini bus contract be awarded to Creative Carriage for the supply and delivery of four (4) Dodge ProMaster mini buses in the total amount of \$517,360 (exclusive of HST);</p> <p>Staff is further recommending the 12 metre conventional transit bus contract be awarded to Nova Bus for the supply and delivery of two (2) low-floor, conventional transit buses in the total amount of \$1,210,870 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>In 2013, Council approved staff participation in the Metrolinx Transit Procurement Initiative (TPI) with the execution of a Multi-Year Governance Agreement on Report ENG-042-13. The intent of Metrolinx TPI is to collaborate with participating municipalities to solicit and obtain quality products and services, favourable pricing, timely delivery and ongoing customer support through a transparent joint procurement process.</p> <p>In September 2016, Metrolinx released a Request for Proposal (RFP) for the procurement of low-floor, mini buses for the 2017-2018 program term. Town staff were represented on both steering and proposal evaluation committees. Upon completion of the procurement process, Creative Carriage was awarded the Metrolinx contract, with an extension exercised to June 2019.</p> <p>Metrolinx released an additional RFP for the procurement of 12 metre conventional transit buses for the 2017-2020 program term in February 2017. Similar to the previous procurement process, Town staff were represented on the steering and evaluation committees. Nova Bus was awarded the Metrolinx contract for the 3-year term.</p> <p>The 2019 Capital Budget includes transit bus purchases to introduce a new service model for dedicated specialized transit as outlined in Report ENG-015-18, as well as to replace existing vehicles that have reached the end of their useful operating life.</p> <p>Through these awards, the Town is to procure four (4) Dodge ProMaster specialized mini buses from Creative Carriage at a cost of \$129,340 per unit and two (2) replacement 12 metre, conventional transit buses from Nova Bus at a cost of \$605,435 per unit (unit prices are exclusive of HST and associated vehicle equipment).</p>

CORS-017-19 - Schedule B

Financial Planning Section: Budget Impact (Note 1)		
Account Number(s)	C56012019-A0631-7110	C56012219-A0632-7110
Account Description	Transit Bus Non Growth: Replacement	Specialized Transit Bus Non Growth
Project Total Budget	\$1,313,999	\$653,419
Contract Budget	\$1,202,720	\$519,928
Actual (Net of HST Rebate)	\$1,232,181	\$526,465
Variance	\$29,461(U)	\$6,537(U)
Funding Source	Project Variance Account	Project Variance Account

Note 1: Financial impact includes any non-refundable portion of HST.

CORS-017-19 - Schedule C

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Contract Increase – WSP Canada for Bronte Street Stage 4 Archeological Assessment
Recommendation	Staff is recommending the contract increase be awarded to WSP Canada for Bronte Street Stage 4 Archeological Assessment in the total amount of \$74,470 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The current contract awarded to WSP Canada for design of Bronte Street (Main St. to Steeles Ave.) is \$897,693 (exclusive of HST). (Original award of \$530,660 plus \$367,033 change orders to-date).</p> <p>On CORS-008-19 Council approved a contract increase in the amount of \$146,230 for additional design services that included Stage 2 and 3 Archeological Assessment. Stages 2 and 3 Archeological Assessment has been completed and a total of 853 Euro-Canadian, 10 Faunal and 69 Pre-Contact artifacts were recovered and documented. In order to comply with the requirements of the Ministry of Tourism, Culture and Sport (MTCS) for Ontario, a Stage 4 Archeological Assessment is now required in the amount of \$74,470 (exclusive of HST) in order for the project site be considered free from further archaeological concern.</p> <p>As part of the MTCS requirements, as outlined in the <i>Engaging Aboriginal Communities in Archaeology</i>, engagement with the appropriate representatives from First Nations communities is required including First Nation's monitoring of the Stage 4 excavation. These costs are unknown at this time. However, the total cost for this process in Stage 2 and 3 was \$10,856.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C33010812-A0611-7220
Account Description	Bronte Street (Main to Steeles)-Design
Project Total Budget	\$1,040,031
Contract Budget	\$0
Actual (Net of HST Rebate)	\$75,781
Variance	\$75,781 (U) (Note 2)
Funding Source	Development Charges/Project Variance Account

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: This variance relates only to the WSP contract increase. It is anticipated that any costs associated with First Nations monitoring will be funded through contingency within the project.

CORS-017-19 - Schedule D

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Contract Increases to MBTW Group and Landscape Planning for Professional Consulting Services for Contract Administration Services for Sam Sherratt Park, Sherwood District Park and Ford Neighbourhood Park
Recommendation	<p>Staff is recommending the contract increase to MBTW Group for consulting services for Sam Sherratt Park contract administration services in the total amount of \$20,900 (exclusive of HST) and Sherwood District Park contract administration services in the total amount of \$29,400 (exclusive of HST), under the previous professional consulting services roster;</p> <p>Staff is further recommending the contract increase to Landscape Planning for consulting services for Ford Neighbourhood Park contract administration services under the previous professional consulting services roster, in the total amount of \$38,552 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>On CORS-066-17 Council approved the renewal of Landscape Planning and The MBTW Group on the consulting services roster for 2018 as per terms of RFP 12-051. The following projects for design services were approved on CORS-003-18 and PDA-009-18:</p> <ul style="list-style-type: none"> • Sam Sherratt Park (MBTW) \$41,055 (excl. HST) • Sherwood District Park (MBTW) \$61,805 (excl. HST) • Ford Park (Landscape Planning) \$60,175 (excl. HST) <p>The contract increases represent the contract administration services portion of these projects for construction to commence in 2019. The hourly rates were established through the RFP process and the hours identified and the staffing proposed have been reviewed and validated by Community Services staff.</p>

CORS-017-19 - Schedule D

Financial Planning Section: Budget Impact (Note 1)			
Account Number(s)	C51015119-A1610-7210	C52213219-A1610-7210	C52400219-A1610-7210
Account Description	Sam Sherratt Park Redevelopment	Sherwood Community – Park Elements	Ford Neighbourhood Park - Boyne
Project Total Budget	\$662,848	\$930,818	\$1,867,512
Contract Budget	\$23,617	\$87,600	\$47,920
Actual (Net of HST Rebate)	\$21,268	\$29,917	\$39,230
Variance	\$ 2,349 (F)	\$57,683 (F)	\$ 8,690 (F)
Funding Source	Project Variance Account	Project Variance Account, Development Charges	Project Variance Account, Development Charges

Note 1: Financial impact includes any non-refundable portion of HST.