



# The Corporation of the Town of Milton

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Report To: Council

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From: Glen Cowan, Chief Financial Officer/Treasurer

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Date: June 22, 2020

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Report No: CORS-035-20

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Subject: Purchasing Various - June

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

**THAT Council approve the proposal award for Britannia Secondary Plan to Malone Given Parson Ltd. in the total amount of \$908,372 (exclusive of HST), as outlined on Schedule B;**

**THAT Council approve the contract increase to Hatch for Contract Administration the Sixth Line Bridge Rehabilitation project for inspection and material testing in the total amount of \$101,300 (exclusive of HST), as outlined on Schedule C;**

**THAT Council approve the contract increase to Four Seasons Site Development for Reconstruction of Louis St. Laurent Avenue (Vickerman to 4<sup>th</sup> Line) in the total amount of \$643,761 exclusive of HST), as outlined on Schedule D;**

**THAT Council approve an increase in the delegated authority described in section 7.1 of the Purchasing By-law to allow for contract increases up to 20% as opposed to 10% to KNYMH Inc. for Consulting Services for the Construction of a new Halton Region Paramedic South Milton Response Station and Fire Station No. 5, as outlined on Schedule E;**

**THAT the contract extension to Weber Supply for the supply of Safety Supplies in the total estimated annual amount of**



**\$26,475 (exclusive of HST), as outlined in Schedule F be received for information;**

**THAT Council approve the single source award to Watson & Associates Economists Ltd. for the Development Charges Background Study and Community Benefits Strategy and associated by-laws in the total amount of \$150,500 (exclusive of HST), as outlined on Schedule G.**

**THAT Council provide delegated authority to allow contract increases of up to 25% i.e. in excess of the 10% contract contingency authority as described in section 7.1 of the Purchasing Bylaw) for works required to address legislative changes associated with Bill 108: More Homes, More Choice Act, 2019.**

**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 G) attached.

### Financial Impact

Financial impacts are outlined in detail on the attached Schedules B through G. The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in approved capital budgets of \$362,496.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer/ Treasurer

For questions, please contact: Michelle Rasiulis, CSCMP, CPPB 905-878-7252, x2143  
For questions, please contact: Deanne Peter, B.Comm., MBA 905-878-7252, x2316

### Attachments

- Schedule A – Summary of Changes in Project Budgets and Funding
- Schedule B - Proposal Award for Britannia Secondary Plan
- Schedule C - Contract Increase for Contract Administration for Bridge Rehabilitation Program
- Schedule D - Contract Increase for Louis St. Laurent Road Construction
- Schedule E – Contract Increase for Contract Administration for Fire Station No. 5
- Schedule F - Contract Extension for Safety Supplies Contract
- Schedule G – Single Source Award for Development Charge Study and Community Benefit Strategy

CAO Approval  
Andrew M. Siltala  
Chief Administrative Officer

### Summary of Changes in Capital Project Budgets and Funding

Schedule	Britannia E/W - Secondary Plan and Related Studies	C39013020	D	Total Change in Funding Sources Increase / (Decrease)
Project Number	C900190/C900192/ C900194/C900195/ C900196	C39013020	C34003619	
Project Description	Britannia E/W - Secondary Plan and Related Studies	Sixth Line Bridges (Structures 21 and 23) - Construction	Louis St. Laurent (Vickerman Way to 4th Line)	
<b>Total Approved Project Budget</b>	<b>\$ 1,560,872</b>	<b>\$ 1,024,572</b>	<b>\$ 10,230,179</b>	
<b>Recommended Budget Change</b>				
Project Variance Account		18,083		18,083
<b>Development Charges:</b>				
Roads DC			274,352	274,352
<b>External Funding Sources:</b>				
LT Developer Liability	70,061			70,061
<b>Total Increase/(Decrease) in Funding</b>	<b>70,061</b>	<b>18,083</b>	<b>274,352</b>	<b>\$ 362,496</b>
<b>Total Revised Project Budget</b>	<b>\$ 1,630,933</b>	<b>\$ 1,042,655</b>	<b>\$ 10,504,531</b>	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
PROPOSAL AWARD**

<b>Project Award</b>	Proposal Award No. 20–541 for Consulting Services for a Secondary Plan and Associated Studies for the Britannia Lands
<b>Recommendation</b>	<b>Staff is recommending the award of the proposal for Consulting Services for a Secondary Plan and Associated Studies for the Britannia Lands to Malone Given Parson Ltd. in the total amount of \$908,372 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
<b>Background information</b>	<p>The Corporation of the Town of Milton requires the services of a qualified consultant to prepare a Secondary Plan and associated studies for the Britannia Secondary Plan lands. The purpose of the Secondary Plan is to establish a more detailed planning framework in accordance with the Town of Milton Official Plan, the Town of Milton Strategic Plan, and the Sustainable Halton Plan (ROPA 38). The Secondary Plan will provide detailed policy on matters such as land use, urban form and design, intensification and alternative housing form opportunities, transportation/transit, parks and open space systems, functional servicing, and storm water management. An essential component of the Secondary Plan process will be public consultation, in accordance with the policies of Section 5.3.3.22-5.3.3.23 of the Town of Milton Official Plan. Further details of the secondary plan can be found in report DS-011-20.</p> <p>The original budget for this project was \$1,560,872. Staff are requesting a \$70,061 budget amendment funded from Long Term Developer Liabilities in order to complete the project and to allow sufficient budget for Contingency to align with Purchasing Policy. This would bring the overall project budget to \$1,630,933</p> <p>As outlined in report DS-011-20, the award of this proposal remains contingent on the execution of funding agreements between the Town and the Milton Phase 4 (West) Landowners Group Inc. At the time of finalizing this report, staff and the landowners group are collaboratively coordinating the collection of all approvals as well as the required securities.</p>
<b>Purchasing Section: Bid Award Information</b>	
<b>Date bid issued</b>	April 27, 2020
<b>Advertisements</b>	Town of Milton website
<b>Closing Date</b>	May 25, 2020
<b># of Plan takers</b>	Nine (9)

<p><b>Proposal Submissions received</b></p>	<p>Proposals were received from the following companies:</p> <ol style="list-style-type: none"> <li>1. Malone Given Parson Ltd.</li> <li>2. IBI Group Professional Services (Canada) Inc.</li> <li>3. Urban Strategies Inc.</li> </ol> <p>The submissions were reviewed and scored against the evaluation criteria as stated in the RFP. All three (3) firms were interviewed by the Evaluation Committee.</p> <p>At the completion of the evaluation, Malone Given Parson Ltd. is the highest ranked Proponent.</p>																
<p><b>Evaluation Criteria</b></p>	<p>The proposals were evaluated based on the following criteria and weighting:</p> <table border="1" data-bbox="621 663 1572 1129"> <thead> <tr> <th>Evaluation Criteria</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Description of the Firm, Project Team and Structure</td> <td align="center">5</td> </tr> <tr> <td>Project Team Experience and References</td> <td align="center">20</td> </tr> <tr> <td>Understanding of the Project</td> <td align="center">10</td> </tr> <tr> <td>Project Methods, Work Program, Tasks and Deliverables</td> <td align="center">25</td> </tr> <tr> <td>Project Scheduling</td> <td align="center">20</td> </tr> <tr> <td>Proposal Costs</td> <td align="center">20</td> </tr> <tr> <td><b>Total</b></td> <td align="center"><b>100</b></td> </tr> </tbody> </table>	Evaluation Criteria	Weight	Description of the Firm, Project Team and Structure	5	Project Team Experience and References	20	Understanding of the Project	10	Project Methods, Work Program, Tasks and Deliverables	25	Project Scheduling	20	Proposal Costs	20	<b>Total</b>	<b>100</b>
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<b>Total</b>	<b>100</b>																

<p><b>Financial Planning Section: Budget Impact</b> (Note 1)</p>	
<p><b>Account Number(s)</b></p>	<p>C900190/92/94/95/9620</p>
<p><b>Account Description</b></p>	<p>Britannia E/W – Secondary Plan and Associated Studies</p>
<p><b>Project Total Budget</b></p>	<p>\$1,560,872</p>
<p><b>Contract Budget (Note 2)</b></p>	<p>\$860,667</p>
<p><b>Actual</b> (Net of HST Rebate)</p>	<p>\$924,360</p>
<p><b>Variance</b></p>	<p>\$63,693 (U)</p>
<p><b>Funding Source</b></p>	<p>LT Developer Liability</p>
<p><b>Additional Budget Increase</b></p>	<p>\$ 6,368</p>
<p><b>Total Budget Increase Requested</b></p>	<p>\$70,061</p>
<p><b>Funding Source</b></p>	<p>LT Developer Liability</p>

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

Note 2: As outlined in report DS-011-20, award of this contract remains contingent on the execution of the required funding agreement with the landowners group.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Administration for Sixth Line Bridges (Structures 21 and 23)
<b>Recommendation</b>	<b>Staff are seeking approval to proceed with a contract increase to Hatch for contract administration for the Sixth Line Bridge Rehabilitation project in the total amount of \$101,300 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The current contract awarded to Hatch for the detailed design of Sixth Line bridges in the total amount of \$122,745 (exclusive of HST). The detailed design for structures 21 and 23 was included in the 2019 this bridge rehabilitation design assignment.</p> <p>The preliminary estimate for the contract administration in the total amount of \$84,540 (exclusive of HST), was provided prior to detailed design work taking place. As the design is now complete, the scope of work has been clearly defined. Additional time has been included for a senior project manager and the works are now proceeding in 2020 to construction (originally scheduled for 2019). The approved rates applied are as per Request For Proposal 18-051 and the revised work plan has been reviewed by Town staff. The revised cost for contract administration amounts to \$101,300.</p> <p>The new contract total will be \$224,045 (exclusive of HST).</p>

**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C39013020-A0613-7210
<b>Account Description</b>	Sixth Line Bridges (Structures 21 and 23) Construction
<b>Project Total Budget</b>	\$1,024,572
<b>Contract Budget</b>	\$85,000
<b>Actual</b> (Net of HST Rebate)	\$103,083
<b>Variance</b>	\$18,083 (U)
<b>Funding Source</b>	Project Variance Account

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Reconstruction of Louis St. Laurent Avenue (Vickerman to 4 <sup>th</sup> Line) Tender No. 19-504 and Authority Report PDA-010-19
<b>Recommendation</b>	<b>Staff are seeking approval to proceed with a contract increase for Louis St. Laurent (Vickerman Way to 4<sup>th</sup> Line) in the total amount of \$643,761 (exclusive of HST).</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p><u>Contract Increase</u> The current contract awarded to Four Seasons Site Development Inc. under tender number 19-504 for Reconstruction of Louis St. Laurent Avenue (Vickerman Way to 4<sup>th</sup> Line), in the total amount of \$7,409,317 (exclusive of HST). To date, change orders have been issued in the total amount of \$656,883.</p> <p>This contract increase in the total amount of \$643,761 (exclusive of HST) is for additional contract works required due to unforeseen costs.</p> <p>The anticipated contract increase is required due to various unforeseen extra efforts due to changes required to complete the contract. These changes include unexpected servicing conflicts, poor soil conditions and higher than anticipated ground water issues. Due to unforeseen underground conditions, a design change related to a significant storm sewer crossing of Louis St. Laurent was required, resulting in approximately thirty-five percent (35%) of the additional construction costs. This has also resulted in a contract extension by approximately eighty (80) days.</p> <p>The new contract total will be in the total amount of \$8,709,960 (exclusive of HST).</p>

**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C34003619
<b>Account Description</b>	Louis St. Laurent (Vickerman Way to 4 <sup>th</sup> Line)
<b>Project Total Budget</b>	\$ 10,230,179
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 655,091
<b>Variance</b>	\$ 655,091 (U)
<b>Funding Source</b>	Contingency, Development Charges (Note 2)

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



Note 2: Of the total \$655,091 variance, \$421,561 can be funded using budgeted contingency. The remaining \$274,352 will be funded with Development Charges as shown in Schedule A.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTINGENCY INCREASE

<b>Project Award</b>	Contingency increase for Consulting Services for the Construction of a new Halton Region Paramedic South Milton Response Station and Fire Station No. 5 (Request for Tender No. 19-500-1).
<b>Recommendation</b>	<b>Staff are requesting Council approve for an increase in the delegated authority described in section 7.1 of the Purchasing By-law to allow for contract increases up to 20% (as opposed to 10%) to KNYMH Inc. for Consulting Services for the Construction of a new Halton Region Paramedic South Milton Response Station and Fire Station No. 5</b>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>The current contract awarded to KNYMH Inc. for consultant services for the construction of Fire Station #5 in the total amount of \$343,150 (exclusive of HST). Change orders utilizing the contingency have been issued in the total amount of \$34,315 to address unforeseen issues related to existing fill on site.</p> <p>This contingency increase will enable the Town to address any further changes during construction to create operational efficiencies and avoid unnecessary construction costs due to delays.</p> <p>If approved, the additional authority would allow for a further \$34,315 in change orders if required, and could result in a new contract total as high as \$377,465 (exclusive of HST). Further change orders will only be issued where required and as approved by staff.</p>

### Financial Planning Section: Budget Impact (Note 1)

<b>Account Number(s)</b>	C597401
<b>Account Description</b>	Fire Station #5
<b>Project Total Budget</b>	\$8,185,845
<b>Contract Budget</b>	\$0
<b>Actual</b> <small>(Net of HST Rebate)</small>	\$34,919 <small>(Note 2)</small>
<b>Variance</b>	\$34,919 (U)
<b>Funding Source</b>	Savings within the project

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

Note 2: For presentation purposes, the maximum change orders provided for through the delegated authority has been presented. Sufficient funds are available in the project should this amount be required.

<b>DELEGATED AUTHORITY FOR CONTRACT EXTENSION</b>	
<b>Report Number</b>	PDA-038-20
<b>Contract Number and Description</b>	Request For Proposal (15-037) for Supply and Delivery of Safety Supplies
<b>Report Date</b>	May 11, 2020
<b>Prepared by</b>	Ramie Younan
<b>Project Lead</b>	Ramie Younan
<b>Purchasing</b>	Michelle Rasiulis Date:
<b>Chief Financial Officer &amp; Treasurer</b>	Glen Cowan Date:
<b>Chief Administrative Officer</b>	Andrew Siltala Date:
<b>Purchasing Section: Bid Award information</b>	
<b>Date bid issued</b>	March 6, 2020
<b>Advertisements</b>	Town of Milton website
<b>Closing date</b>	The RFP was cancelled
<b># of Plan takers</b>	N/A
<b>List of bid submissions inclusive of HST</b>	N/A
<b>Median bid value</b>	N/A
<b>Recommended award</b>	<p>A Request For Proposal (15-037) was issued in 2015 and awarded to Weber Supply as the highest ranked proponent. The contract fully expired (including all renewal terms) on April 30, 2020.</p> <p>A new Request For Proposal (20-037) for this commodity was released to the market on behalf of the Halton Cooperative Purchasing Group (HCPG), with the Town of Milton as the calling agency. The submission deadline for the RFP was May 14, 2020.</p> <p>It has come to the attention of Staff that Suppliers continue to experience challenges in sourcing stock for personal protective equipment products and are warning that the cost for these products will be significantly higher than normal due to the demand and the current global supply chain challenges. Personal protective equipment represents approximately forty percent (40%) of the HCPG's purchases under this contract.</p> <p>Our current supplier, Weber Supply has agreed to extend the current contract under RFP 15-037 for an additional one (1) year term and has also agreed to hold current pricing and terms which will remain in effect through to contract expiration on April 30, 2021.</p> <p>The RFP that was released to the market on March 6, 2020 has been cancelled. Staff will re-issue the RFP to have a contract in place to meet the expiration date of this extension.</p> <p>The Town of Milton's estimated spend for the additional one (1) year term is \$26,475 (exclusive of HST).</p>

<b>Financial Planning Section: Budget Impact</b> (Includes non-refundable portion of HST)	
<b>Supervisor, Financial Planning</b>	Date:
<b>Account Number(s)</b>	Various Operating Accounts
<b>Account Description</b>	N/A
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$26,941
<b>Actual</b>	\$26,941
<b>Variance</b>	\$0
<b>Funding Source</b>	Operating Budget
<b>Form of Payment</b>	Visa/EFT
<b>Chief Financial Officer and Treasurer Approval:</b>	
<b>Chief Administrative Officer Approval:</b>	
Note #1: Authority – By-law No. 061-2018, Item 4.2 Chief Administrative Officer (CAO), sub-section 4.2.1	

Revised 04/20/20

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
SINGLE SOURCE AWARD**

<b>Project Award</b>	Single Source award to Watson and Associates Economists Ltd. for the Development Charges Background Study and Community Benefits Strategy and associated By-laws
<b>Recommendation</b>	<p><b>Staff is recommending the single source award to Watson &amp; Associates Economists Ltd. for the Development Charges Background Study and Community Benefits Strategy and associated by-laws in the total amount of \$150,500 (exclusive of HST).</b></p> <p><b>AND THAT Council provide delegated authority to allow contract increases of up to 25% (i.e. in excess of the 10% contract contingency authority as described in section 7.1 of the Purchasing Bylaw) for works required to address legislative changes associated with Bill 108: More Homes, More Choice Act, 2019.</b></p>
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
<b>Background information</b>	<p>As per the Development Charges Act, 1997, the Council of a municipality must approve a by-law to impose development charges (DC) against land to pay for increased capital costs related to increased needs for services. The Town's current Development Charge By-laws will expire in June 2021 and before adopting a new by-law, a DC Background Study that identifies the amount, type and location of growth, servicing needs to accommodate growth and capital costs to provide services to meet the needs must be completed. Additionally, through Bill 108: More Homes, More Choice Act, 2019, a new Community Benefits Charge (CBC) has been introduced to replace the current Parkland Dedication and Section 37 bonusing provisions of the Planning Act. Although this new legislation has not yet been enacted, the draft legislation requires the development of a CBC Strategy to be completed prior to adoption of a CBC By-law. Many of the components of the CBC Strategy are similar to the requirements of a DC Background Study and as such, these two projects will be undertaken simultaneously.</p> <p>Watson and Associates Economists Ltd. (Watson) has extensive knowledge of the Town's financial policies and strategies for growth as they were engaged to prepare all of the Town's Long-term Fiscal Impacts Studies for the HUSP area, as well as the most recent study incorporating the Sustainable Halton Lands undertaken in 2017. The Town currently has an on-going assignment with the firm in relation to the fiscal impact study</p>

associated with the Trafalgar Secondary Area.

The DC Study and CBC Strategy involve significant financial analysis regarding growth within Milton and the associated impact on services provided by the Town and the 2017 Long-term Fiscal Impact Study will be used as a primary data source when completing the updated DC Background Study and the CBC Strategy. Additionally, Watson has been engaged on the Provincial Technical Working Group during the development of the CBC regulations and methodology and as such, has a comprehensive understanding of the proposed legislation. Given the work Watson has undertaken with respect to the Town's fiscal impact analyses and DC background studies, utilizing their services for an updated DC Background Study and CBC Strategy provides for continuity and efficiencies.

Due to the current state of the legislation regarding the CBC regulations, it is anticipated the initial work plan provided by Watson for the development of a CBC strategy will require amendments and refinements as the legislation is finalized. As such, staff are recommending delegated authority to allow contract increases in excess of the 10% contract contingency authority granted in section 7.1 of the Purchasing bylaw for contract increases as they relate to legislative changes.

**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C20010019-N0250-7290
<b>Account Description</b>	Development Charges Study
<b>Project Total Budget</b>	\$258,750
<b>Contract Budget</b>	\$200,000
<b>Actual</b> (Net of HST Rebate)	\$153,149
<b>Variance</b> (Note 2)	\$ 46,851 (F)
<b>Funding Source</b>	Development Charges, Project Variance Account

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

Note 2: The variance will remain in the project budget to address additional work anticipated as the legislative changes under Bill 108: More Homes, More Choice Act, 2019 are refined.