



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer/Treasurer

Date: November 16, 2020

Report No: CORS-057-20

Subject: Purchasing Various - November

Recommendation: **THAT the contract increase to WSP Canada Group Ltd. for Detailed Design Services related to Bronte Street from Main Street to Steeles Avenue in the total amount of \$359,419 (exclusive of HST) be approved as outlined on Schedule A;**

THAT the contract increase to Jarlian Construction Inc. for Campbellville Road Bridge, related to Structure 72 in the total amount of \$6,080 (exclusive of HST) be received for information as outlined on Schedule B;

THAT the contract increase that was awarded to Creative Process Inc. for the Culture Plan in the total amount of \$6,000 (exclusive of HST) be received for information as outlined on Schedule C.

THAT the contract award to Deloitte LLP, Stratos Solutions Inc. and BGI Benchmark Group International Inc. for Payment Recovery Services in the total amount of 20% of the recovery amount for values under \$100,000, and reduced as low as 5% for recovery amounts in excess of \$2,000,000. (exclusive of HST) be approved as outlined on Schedule D;

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



The Corporation of the Town of Milton

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.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through D and result in no required funding adjustments or changes to approved capital budgets.

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 - Contract Increase to WSP Canada Group Ltd.

Schedule B – Contract Increase to Jarlian Construction Inc.

Schedule C – Contract Increase to Creative Process Inc.



The Corporation of the Town of Milton

Schedule D – Contract Award to Deloitte LLP, Stratos Solutions Inc. and BGI Benchmark Group International Inc.

CAO Approval
Andrew M. Siltala
Chief Administrative Officer

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Bronte Street (Main Street to Steeles Avenue) – Detailed Design Services
Recommendation	Staff are recommending a contract increase for Detailed Design Services to WSP Canada Group Ltd. for Bronte Street from Main Street to Steeles Avenue in the total amount of \$359,419 (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 Group Ltd. for Detailed Design Services for Bronte Street from Main Street to Steeles Avenue in the total amount of \$982,332 (exclusive of HST). Change orders for renewal terms have been issued in the total amount of \$451,672 (exclusive of HST).</p> <p>The original design assignment was awarded under the 2007 Consulting Roster RFP 07-051 (CORS-113-08). Due to project delays and impacts, the project scope has evolved into a multi-phase project. Originally envisioned to be a single phase project, the project became a 2-phase project and is now a 3-phase project. The first phase of the project covered the reconstruction of Bronte Street and reconstruction of the intersection of Main Street and Bronte Street (Contract No. 18-508). The next phase of construction that is currently being undertaken, includes the partial filling of the Bronte St. pond, replacement of the deep 1500mm storm sewer and fence relocation at the Bronte Pioneer Cemetery (Contract No. 20-532). The next phase of the project will include final utility relocations, the completion of the road reconstruction, watermain replacement (with Halton Region), replacement of the Bridge Structure at 16 Mile Creek, right turn lane construction from eastbound Main Street West to southbound Bronte Street and final lane realignment of the intersection of Bronte Street and Main Street.</p> <p>This contract increase in the total amount of \$359,419 (exclusive of HST) is for additional works associated with the detail design of Bronte Street from Main Street to Steeles Avenue. These works include:</p> <ul style="list-style-type: none"> • Preparation of the Bronte St. Advance Contract (20-532) contract documents and contract drawings. Included within the works were the preparation of separate Conservation Halton submission for permit approval, revised drainage and stormwater management report for the modifications of the pond outlet weir including agency submission and review. • Additional consultation with the Ministry of the Environment,

	<p>Conservation and Parks (MECP) and the Department of Fisheries and Oceans of Canada (DFO) due to the discovery of an additional Species at Risk (SAR) listed as endangered under the provisional Endangered Species Act (ESA) – American Eel.</p> <ul style="list-style-type: none"> • Revisions to the road and structure design at 16 Mile Creek due to revised backwater analysis due to updated hydraulic modelling on 16 Mile Creek. The preliminary design was based on the 2012 modelling which has now been updated to the 2019 modelling. • Revisions to the bridge design to include additional separations with the addition of parapet walls between the sidewalk and roadway. • Continued coordination with Halton Region and their consultant with respect to the project staging and utility relocations and water main replacement design. • Feasibility analysis of maintaining road traffic at 16 Mile Creek during the structure replacement (ENG-025-19). • Stage 4 Archeological construction monitoring at Bronte Pioneer Cemetery as well as reporting back to the Bereavement Authority of Ontario (BAO) as a result of requirements associated with construction monitoring adjacent to cemetery lands. • Additional survey and CAD requirements due to project staging. <p>The hourly rates identified in the proposal are consistent with the current roster (18-051) and the work plan and effort presented have been reviewed and deemed appropriate by Town staff.</p> <p>The new contract total will be in the total amount of \$1,341,751 (exclusive of HST).</p>
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C330108
Account Description	Bronte Street (Main to Steeles)
Project Total Budget	\$16,148,105
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 365,745
Variance	\$ 365,745
Funding Source	Variance within the project

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Administration for Campbellville Road Bridge (Structure 72) Contract No. 20-526
Recommendation	THAT the contract increase to Jarlian Construction Inc. for Campbellville Road Bridge (Structure 72) contract in the total amount of \$6,080 (exclusive of HST) be received for information.
Purpose of Report	This item is being presented in accordance with section 7.2.2 of the Purchasing By-law No. 061-2018.
Background information	<p>The current contract awarded to Jarlian Construction Inc. for Campbellville Road Bridge (structure 72) in the total amount of \$444,979 (exclusive of HST). Change orders have been issued to-date in the total amount of \$38,820 (exclusive of HST)</p> <p>This contract increase in the total amount of \$6,080 (exclusive of HST) is for additional contract works required due to additional concrete removal and patching. Once the existing asphalt was removed over the bridge structure, it was determined that concrete in the structure had been milled in some locations which required additional concrete removal and patching.</p> <p>The new contract total will be \$ 489,879 (exclusive of HST).</p> <p>This increase resulted in 10.09% over the original contract value. In order to ensure compliance with the Construction Act payment has already been made. As such, this award is being presented to Council in accordance with section 7.2.2 of the Purchasing By-law, which provides delegated authority to exceed 10% in situations where additional Goods or Services could not reasonably have been anticipated at the time of the Award of the original Contract or the purchase of additional Goods or Services are required to prevent interruption in service delivery or to avoid incurring extra costs.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C39011820-A0613-7665
Account Description	Campbellville Road Bridge (structure 72)
Project Total Budget	\$ 628,229
Contract Budget	\$ 6,187
Actual (Net of HST Rebate)	\$ 6,187
Variance	\$ 0
Funding Source	Variance within the project.

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Proposal Award No. 20-540 – Consulting Services for a Culture Plan
Recommendation	Staff are presenting the contract increase that was awarded to Creative Process Inc. for design services in the total amount of \$6,000 (exclusive of HST) for information.
Purpose of Report	This item is being presented in accordance with section 7.2.2 of the Purchasing By-law No. 061-2018.
Background information	<p>The current contract awarded to Creative Process Inc. for consulting services for a Culture Plan in the total amount of \$47,888 (exclusive of HST). Change orders for additional services have been previously issued in the total amount of \$4,500 (exclusive of HST) for the related Artist-led Consultations and Indigenous Cultural Competency training.</p> <p>This contract increase of \$6,000 has been calculated based on hours required to prepare two (2) reports – a Background Research Memo that is required to complete the public consultation phase of the plan and a Final Culture Plan in an AODA compliant format. Services include design/layout of each report and two (2) rounds of comprehensive edits for each.</p> <p>The original intention was for these deliverables to be undertaken internally with existing resources. Due to recent changes in the area that has the required design and communications competencies to complete the work, alternate arrangements were required in order to ensure the initiative can be completed both on time and in a format that satisfies AODA requirements. Staff utilized Creative Process Inc.’s design services for this project for the purposes of business continuity and quality assurance, and for the related economies of scale.</p> <p>This contract increase in the total amount of \$6,000 (exclusive of HST) is for design services.</p> <p>The new contract total will be in the total amount of \$58,388 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	1150-3740
Account Description	Strategic Communications - Contracts
Project Total Budget	\$ NA
Contract Budget	\$ 0

Actual (Net of HST Rebate)

\$6,106

Variance

\$6,106 (U)

Funding Source

Operating budget

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Co-operative Proposal Award for OECM No. 2019-347 Standing Agreement for Payment Recovery Services.
Recommendation	Staff are recommending the award of the OECM Standing Agreement No. 2019-347 for Payment Recovery Services to Deloitte LLP, Stratos Solutions Inc. and BGI Benchmark Group International Inc.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The Ontario Education Collaborative Marketplace (OECM) undertook a competitive RFP process for Payment Recovery Services, through which Deloitte LLP, Stratos Solutions Inc. and BGI Benchmark Group International Inc. were the successful providers selected. Payment recovery services includes:</p> <ul style="list-style-type: none"> - Identifying opportunities for payment recovery and savings, as well as support in the recovery process - Efficiency improvements on payment processes - Advisory services <p>Subject to Council approval, the Town of Milton may execute the Client-Supplier agreement with the successful firms under the Master Agreement for the provision of these services. The contract term is through to February 28, 2023 with the option to renew for a two (2) year term.</p> <p>Specifically, staff intend to continue with a review in the area of Commodity Tax Payment Recoveries, including analysis and advisory services. The recovery amounts for commodity tax payment begin at 20% of the recovery amount for values under \$100,000, and reduced as low as 5% for recovery amounts in excess of \$2,000,000.</p> <p>Where opportunities arise or where tax recovery consulting services are required, the Town will enter into an agreement with any of the selected Payment Recovery Services providers.</p> <p>The payments to these vendors for these types of reviews is determined on a contingency basis, where the amount paid is determined as a % of the recovery value identified through the review and recovered by the Town.</p> <p>The agreement does also include hourly fees which are only applied should the Town request additional services outside of the contingency-based scope.</p>
Purchasing Section: Bid Award Information	
Date bid issued	September 30, 2019

Advertisements	RFP Package was posted on the Ontario Tender's Portal																																		
Closing Date	November 4, 2019																																		
# of Plan takers	Nineteen (19)																																		
Proposal Submissions received	Proposals were received from the following companies: 1. BGI Benchmark Group International Inc. 2. Deloitte LLP 3. Ernst & Young 4. KPMG 5. Stratos Solutions Inc.																																		
Evaluation Criteria	<table border="1"> <thead> <tr> <th>Stage</th> <th>Type</th> <th>Scoring & Maximum Points</th> <th>Minimum Threshold</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Qualification Response</td> <td>Pass/Fail</td> <td>Pass</td> </tr> <tr> <td>II</td> <td>Technical Response</td> <td>600</td> <td>300</td> </tr> <tr> <td>III</td> <td>Commercial Response</td> <td>400</td> <td>N/A</td> </tr> <tr> <td>IV</td> <td>Cumulative Score</td> <td>1000</td> <td>N/A</td> </tr> <tr> <td>V</td> <td>Tie Break Process</td> <td>No Point Allocation</td> <td>N/A</td> </tr> <tr> <td>VI</td> <td>Negotiations</td> <td>No Point Allocation</td> <td>N/A</td> </tr> <tr> <td>VII</td> <td>Master Agreement Finalization</td> <td>No Point Allocation</td> <td>N/A</td> </tr> </tbody> </table>			Stage	Type	Scoring & Maximum Points	Minimum Threshold	I	Qualification Response	Pass/Fail	Pass	II	Technical Response	600	300	III	Commercial Response	400	N/A	IV	Cumulative Score	1000	N/A	V	Tie Break Process	No Point Allocation	N/A	VI	Negotiations	No Point Allocation	N/A	VII	Master Agreement Finalization	No Point Allocation	N/A
Stage	Type	Scoring & Maximum Points	Minimum Threshold																																
I	Qualification Response	Pass/Fail	Pass																																
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IV	Cumulative Score	1000	N/A																																
V	Tie Break Process	No Point Allocation	N/A																																
VI	Negotiations	No Point Allocation	N/A																																
VII	Master Agreement Finalization	No Point Allocation	N/A																																
Financial Planning Section: Budget Impact (Note 1)																																			
Account Number(s)	2905-3735																																		
Account Description	General Government - Consultants																																		
Project Total Budget	Note 1																																		
Contract Budget	Note 1																																		
Actual (Net of HST Rebate)	Note 1																																		
Variance																																			
Funding Source	Recoveries (Note 1)																																		

Note 1: As noted above, the value of the scope of work is contingency based, where the amount payable will be based on recoveries/savings identified by the supplier and recovered.