



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: May 3, 2021

Report No: CORS-023-21

Subject: Purchasing Various

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

THAT the contract increase to Ritchfield Inc. for compaction testing for the Beaty Neighbourhood Park North project in the total amount of \$2,266 (exclusive of HST) be approved as outlined on Schedule B;

THAT the contract increase to Landscape Planning Ltd. for asphalt coring investigation for Moorelands Park Redevelopment in the total amount of \$3,350 (exclusive of HST) be approved as outlined on Schedule C;

THAT the contract increase to Wood Environment and Infrastructure Solutions for Detailed Road Design of Appleby Line, Phase 3 in the total amount of \$288,363 (exclusive of HST) be approved as outlined on Schedule D;

THAT the contract increase to Wood Environment and Infrastructure Solutions for the Design of 2021 Crack Sealing Program in the total amount of \$4,800 (exclusive of HST) be approved as outlined on Schedule E;

THAT the contract renewal to Artista Design and Print Inc. for the Supply and Delivery of Full Service Printing Requirements for the third year term, in the total estimated annual amount of \$121,462 (exclusive of HST) be approved as outlined on Schedule F;

THAT Council provide delegated authority to award the two (2) remaining annual renewal terms for a total contact term of five (5) years with a total estimated aggregate value of \$242,924 (exclusive of HST) through Purchasing Delegated Authority in each renewal year as outlined on Schedule F;

THAT the emergency work for Tree Clearing on Bronte Street North at 16 Mile Creek to Diamond Tree Care & Consulting in the total amount of \$19,700 (exclusive of HST) as outlined on Schedule G be received for information;

THAT the emergency work for Tree Clearing on Main Street East (James Snow Parkway to Fifth Line) to Diamond Tree Care & Consulting in the total amount of \$67,425 (exclusive of HST) as outlined on Schedule H be received for information;

THAT the proposal award for Supply and Delivery of Safety Supplies, to Weber Supply Company Inc. in the total annual estimated amount of \$33,408 (exclusive of HST) be approved as outlined on Schedule I;

THAT Council provide delegated authority to award the four remaining renewal terms for a total contract term of five (5) years with a total estimated aggregate value of \$167,040 (exclusive of HST) through Purchasing Delegated Authority in each renewal year as outlined on Schedule I;

THAT the single source award to Watson & Associates Economists Ltd. for the 2021 Fiscal Impact Study in the total amount of \$153,500 (exclusive of HST) be approved as outlined in Schedule J;

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.

EXECUTVE 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



Background

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 J) attached.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through J. The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in approved capital budgets of \$8,682.

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 Changes in Project Budgets and Funding
- Schedule B – Contract Increase for Compaction Testing
- Schedule C – Contract Increase for Core Testing
- Schedule D – Contract Increase for Appleby Line Road Design
- Schedule E - Contract Increase for 2021 Crack Sealing Program
- Schedule F - Contract Renewal for Full Service Printing Requirements
- Schedule G – Emergency Tree Clearing on Bronte Street North
- Schedule H – Emergency Tree Clearing on Main Street East



The Corporation of the Town of Milton

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Attachments

Schedule I - Proposal Award for Safety Supplies

Schedule J – Single Source Award for 2021 Fiscal Impact Study

CAO Approval
Andrew M. Siltala
Chief Administrative Officer

Summary of Changes in Capital Project Budgets and Funding

Schedule	D	Total Change in Funding Sources Increase / (Decrease)
Project Number	C35000521	
Project Description	Appleby Line	
Total Approved Project Budget	\$ 460,205	
Project Variance Account	7,814	7,814
Development Charges:		
Roads DC	868	868
Total Increase/(Decrease) in Funding	8,682	\$ 8,682
Total Revised Project Budget	\$ 468,887	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Beaty Neighbourhood Park North Lighting Improvements (Tender No. 20-527)
Recommendation	Staff are recommending a contract increase for compaction testing to Ritchfield Inc. in the total amount of \$2,266 (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 Ritchfield Inc. for General Contracting under PDA-048-20, in the total amount of \$183,553 (exclusive of HST). Change orders have been issued to-date in the amount of \$18,238.</p> <p>In addition to ball diamond lighting improvements, staff are able to provide an asphalt trail connection to the backstop area from the main multi-use trail, improving accessibility for players and spectators. This new trail work will involve additional grading, asphalt and compaction testing.</p> <p>The new contract total will be \$204,057 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C51017620-A1610
Account Description	Beaty Neighbourhood Park North Improvements
Project Total Budget	\$280,610
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 2,306
Variance (Note 2)	\$ 2,306 (U)
Funding Source	Contingency

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

Note 2: The unfavourable variance will be funded by the contingency budget line item within the existing capital project budget.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Moorelands Park Redevelopment (C-19-45 Release #4)
Recommendation	Staff are recommending a contract increase to Landscape Planning Ltd. for asphalt coring investigation in the total amount of \$3,350 (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 Landscape Planning Ltd. under PDA-CRAN-21-051-02 for design services was in the total amount of \$24,134.50 (exclusive of HST). No change orders have been issued to-date.</p> <p>Three (3) quotes were received for the work and staff are satisfied that the quote accepted represents the current market value. The asphalt coring investigation report will be appended to the park redevelopment tender when issued.</p> <p>This contract increase of \$3,350 (exclusive of HST) is for the asphalt coring investigation.</p> <p>The new contract will be in the total amount \$27,484.50 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C51015021-A1610-7250
Account Description	Moorelands Park Redevelopment
Project Total Budget	\$44,830
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$3,409
Variance (Note 2)	\$3,409 (U)
Funding Source	Variance within the project

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

Note 2: The unfavourable variance will be funded through variance within the existing capital project budget.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Wood Environment and Infrastructure Solutions for Detailed Road Design of Appleby Line Phase 3
Recommendation	Staff are recommending a contract increase to Wood Environment and Infrastructure Solutions for Detailed Road Design of Appleby Line Phase 3 in the total amount of \$288,363 (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 Wood Environment and Infrastructure Solutions for Appleby Line Design Phase 1 and 2 is in the total amount of \$215,596 (exclusive of HST). This contract was awarded as a result of the previous roster process. The original award was in the total amount of \$125,000 (exclusive of HST) under CORS-077-16. Change orders to-date are in the total amount of \$90,596 (exclusive of HST) under CORS-024-19, CORS-045-19 and CORS-045-20 .</p> <p>The project is divided into three phases:</p> <p>Phase 1: Construction of high priority work related to traffic safety, including improved traffic signage and pavement markings. Phase 2: Construction of high priority work consisting of Road Geometric improvements at the critical location at the hairpin curve approximately 600m north of Derry Road. Phase 3: Design and completion of medium priority works that includes remaining road geometric improvements beyond Phase 2.</p> <p>Phase 1 and Phase 2 are currently under design with construction scheduled for 2021 depending on permit timelines. The design for Phase 3 is scheduled for 2021 with construction in 2023.</p> <p>This contract increase is for Appleby Line Detailed Design of Phase 3 in the total amount of \$288,363 (exclusive of HST). The limits of the design extend from Derry Road West to approximately 10m south of the entrance to 7145 Appleby Line (approximately 600m), and from approximately 90m north of the entrance to 7145 Appleby Line to the Rattlesnake Point Conservation Area entrance (approximately 190m).</p> <p>The design work includes the following: Topographic survey, utilities coordination, geotechnical investigation including pavement design, investigations for retaining walls and hydrogeological study, detailed geometrical and grading design, structural design for retaining walls, drainage design, environmental studies, liaison with external agencies,</p>

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	<p>preparation of contract drawings and tender package.</p> <p>Staff have satisfied themselves that the rates used are consistent with the current roster rates and with the related work plan.</p> <p>The new contract will be in the total amount of \$503,959 (exclusive of HST).</p> <p>Contract Administration for Phase 3 is estimated in the total amount of \$172,540 (exclusive of HST). This fee will be reviewed by staff upon completion of the design portion.</p>
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Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C35000521
Account Description	Appleby Line
Project Total Budget	\$460,205
Contract Budget	\$284,756
Actual (Net of HST Rebate)	\$293,438
Variance	\$ 8,682(U)
Funding Source	Project Variance Account and Development Charges

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Wood Environment and Infrastructure Solutions for Design - 2021 Crack Sealing Program
Recommendation	Staff are recommending a contract increase to Wood Environment and Infrastructure Solutions for the Design of 2021 Crack Sealing Program in the total amount of \$4,800 (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 Wood for 2021 Crack Sealing Design of \$25,190 (exclusive of HST). This contract was awarded under the current roster program (RFP 18-051) through PDA CRAN 20-051-26. The original award was in the total amount of \$25,190 (exclusive of HST). There have been no change orders to-date.</p> <p>The Town of Milton has been implementing an annual preventive maintenance “Crack Sealing Program” with the intent of extending the asphalt life span of the urban and rural roads in a cost effective manner. Based on the 2018 State Infrastructure and Asset Management Strategy, The Town of Milton identified the road segments for the 2021 Crack Sealing Program. The decision to determine if all roads will be treated in 2021 is dependent on the road assessment.</p> <p>For the 2021 program, the original expectation was to quantify approximately 350,000m of cracking on approximately 300 road segments. During the preliminary investigation, it was identified that some of the road segments were not suitable for crack sealing at this time. As a result, additional roads were added requiring additional investigation and assessment.</p> <p>This contract increase for the 2021 program’s additional roads assessment is in the total amount of \$4,800 (exclusive of HST). This amount includes the additional effort for the assessment of 243 road segments, including fieldwork for review of roadway condition and estimation of length of cracking.</p> <p>Staff have satisfied themselves that the rates used are consistent with the current roster program.</p> <p>The new contract will be in the total amount of \$29,990 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	0100-0120-3740
Account Description	Crack Sealing - Contracts
Contract Budget	\$4,884
Actual (Net of HST Rebate)	\$4,884
Variance	\$0
Funding Source (Note 2)	Operating budget

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

Note 2: There is budget available within the crack sealing program to accommodate this change. Costs will be managed by Program Area staff and reviewed with financial planning with any variances being reported through the Variance process.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT RENEWAL**

Project Award	Proposal Award No. 19-061 – Supply and Delivery of Full Service Printing Requirements, third year contract renewal.
Recommendation	<p>Staff are recommending the contract renewal to Artista Design and Print Inc. for the Supply and Delivery of Full Service Printing Requirements for the third year term (June 1, 2021 to May 31, 2022) in the total estimated annual amount of \$121,462 (exclusive of HST).</p> <p>Staff are recommending delegated authority to exercise the two (2) one (1) year renewal options remaining two years, up to a total contact term of five (5) years with a total estimated aggregate value of \$242,924 (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>The RFP was awarded to Artista Design and Print Inc. for the Supply and Delivery of Full Service Printing Requirements in the total estimated annual amount of \$121,462 (exclusive of HST) under CORS-028-19.</p> <p>The contract was renewed for the second year of the contract, in 2020, without a dollar increase. This was due to the significantly reduced requirements due to COVID-19. The contract total remained at \$121,462 (exclusive of HST).</p> <p>The contract increase for the third contract year is being requested in the total estimated annual amount of \$121,462 (exclusive of HST).</p> <p>The new contract estimated total amount will be \$242,924 (exclusive of HST).</p> <p>The contract allows for two (2) further one (1) year renewal terms being June 1, 2022 through to May 31, 2023 and June 1, 2023 through to May 31, 2024.</p> <p>This contract is a systems contract, which is a portal based contract with a discount off the published list prices. This type of contract offers a wide range of printing requirements items for a variety of requirements throughout the corporation.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)

Various Operating Accounts

Account Description	Various
Project Total Budget	N/A
Contract Budget	\$123,600
Actual (Net of HST Rebate) (Note 2)	\$123,600 (estimate)
Variance	\$0
Funding Source	Operating Budget

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

Note 2: There are many operating accounts that will use this contract throughout the year, on an as required basis. Pricing of the proposed contract is comparable to the existing contract. As a result, it is anticipated that there will be no major variance to the 2021 budget from this proposed contract. Costs will be managed by Program Area staff and reviewed with Financial Planning with any variance being reported through the quarterly variance process.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
EMERGENCY CONTRACT AWARD**

Project Award	Emergency Contract Award for Tree Clearing on Bronte Street North at 16 Mile Creek
Recommendation	Staff proceeded with the contract award for the emergency Tree Clearing on Bronte Street North at 16 Mile Creek to Diamond Tree Care & Consulting in the total amount of \$19,700 (exclusive of HST). This award is being received for information.
Purpose of Report	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
Background information	<p>Emergency tree clearing on Bronte Street North at 16 Mile Creek was required prior to April 1st to comply the Migratory Bird Convention Act, and the Species at Risk – Bats. Tree clearing is required to support the staged construction of Bronte Street North Phase 2 (Victoria Street to Steeles Avenue) currently scheduled to start in August.</p> <p>Diamond Tree Care & Consulting is an existing vendor, determined through a public tender for the Town's tree removal requirements.</p> <p>Staff proceeded with the work in the total amount of \$19,700 (exclusive of HST).</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C33010821
Account Description	Bronte Street (Main St to Steeles Ave)
Project Total Budget	\$ 12,088,831
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 20,047
Variance	\$ 20,047 (U)
Funding Source	Variance within the project

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
EMERGENCY CONTRACT AWARD**

Project Award	Emergency Contract Award for Tree Clearing on Main Street East (James Snow Parkway to Fifth Line)
Recommendation	Staff proceeded with the contract award for the emergency Tree Clearing on Main Street East (James Snow Parkway to Fifth Line) to Diamond Tree Care & Consulting in the total amount of \$67,425 (exclusive of HST). This award is being received for information.
Purpose of Report	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
Background information	<p>Emergency tree clearing on Main Street East (James Snow parkway to Fifth Line) was required prior to April 1st to comply the Migratory Bird Convention Act, and in support of the staged construction currently scheduled to start in July.</p> <p>Diamond Tree Care & Consulting is an existing vendor, determined through a public tender for the Town's tree removal requirements.</p> <p>Staff proceeded with the work in the total amount of \$67,425 (exclusive of HST).</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C34005012
Account Description	Main St (James Snow Pkwy-5 th Line)
Project Total Budget	\$ 1,267,690
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 68,612
Variance	\$ 68,612 (U)
Funding Source	Variance within the project

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 21-037 – Supply and Delivery of Safety Supplies
Recommended Award	<p>Staff are recommending that the proposal for the Supply and Delivery of Safety Supplies be awarded to the highest ranked proponent, Weber Supply Company Inc. for a one (1) year period May 1, 2021 to April 30, 2022 in the total annual estimated amount of \$33,408 (exclusive of HST).</p> <p>Staff are recommending delegated authority to award four (4) one (1) year renewal options remaining up to a total contract term of five (5) years with a total annual estimated total of \$167,040 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background Information	<p>The Town of Milton on behalf of the Halton Cooperative Purchasing Group (HCPG) issued a Request for Proposal for the Supply and Delivery of Safety Supplies. An evaluation committee of member agencies was formed to participate in this RFP process.</p> <p>The contract term is for one (1) year from the period May 1, 2021 to April 30, 2022 with the option to renew the contract for up to four (4) additional one year periods based on satisfactory performance and price negotiations.</p>
Purchasing Section: Bid Award Information	
Date Bid Issued	February 10, 2021
Advertisements	OPBA and Town of Milton websites
Closing Date	March 11, 2021
# of Plan Takers	15
Proposal Submissions Received	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> • Corporate Express Canada, Inc., operating as Staples Advantage Canada • Hansler Smith Ltd. • Weber Supply Company Inc. • Levitt Safety • Tenaquip Ltd. • SPI Health and Safety • Fastenal Canada Ltd.

<p>Evaluation Criteria</p>	<p>The proposals were evaluated based on the following criteria and weighting:</p> <ol style="list-style-type: none"> 1. Qualifications and Expertise (10) 2. Range of Products/Services (20) 3. Service Level (20) 4. Reports (10) 5. Training (10) 6. Value-added Services (5) 7. Financial Offer (15) 8. Price Discount (10) <p>An evaluation team with representation from Town of Milton, City of Burlington, Town of Oakville, Region of Halton, Sheridan College, Conservation Halton, and Town of Halton Hills evaluated the proposals against the established criteria.</p> <p>The top two (2) high-ranking proponents: Corporate Express Canada Inc. operating as Staples, and Weber Supply Company Inc. were further evaluated during an interview process.</p> <p>Weber Supply Company Inc. was the highest ranking overall proponent and is being recommend for this award.</p> <p>This contract is a systems contract, which is a portal based contract with a discount off the published list prices. This type of contract offers a wide range of safety supplies for a variety of requirements throughout the corporation.</p>
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Financial Planning Section: Budget Impact (Note 1)

<p>Account Number(s) Account Description Project Total Budget</p>	<p>Various Operating Accounts Various N/A</p>
<p>Contract Budget Actual (Net of HST Rebate) (Note 2) Variance Funding Source</p>	<p>\$33,996 \$33,996 (estimate) \$0 Operating Fund</p>

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

Note 2: There are many operating accounts that will use this contract throughout the year, on an as required basis. Pricing of the proposed contract is comparable to the existing contract. As a result, it is anticipated that there will be no major variance to the 2021 budget from this proposed contract. Costs will be managed by Program Area staff and reviewed with Financial Planning with any variance being reported through the quarterly variance process.

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

Project Award	Single source award for the 2021 Fiscal Impact Study (FIS).
Recommendation	Staff is recommending the single source award to Watson & Associates Economists Ltd. for the 2021 Fiscal Impact Study in the total amount of \$153,500(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>In 2017 Council approved a FIS that considered growth within the Town over a 20 year planning horizon. As a part of the 2018 Budget, Council approved funding to retain consulting support to prepare detailed fiscal impact assessments required as part of the secondary planning processes for areas such as Agerton, Trafalgar, Britannia and the MEV. In 2018 through report CORS-049-18 Council awarded a contract of \$125,000 to Watson and Associates in order to undertake the first such study for the Trafalgar and Agerton Secondary Planning Areas. Although that study was initiated, it was subsequently put on hold based on the revised approach to planning for these areas, as well as the legislative changes that were occurring Provincially with respect to growth funding.</p> <p>With the Town's Development Charge By-law update nearing completion, and in order to ensure that an updated financial assessment is available to Council and public in advance of the next secondary plan areas proceeding to development, a comprehensive update to the Town's Fiscal Study is appropriate at this time. This study will consider growth to buildout in all of the development land within the approved urban area (consistent with the 2021 DC By-law update). The 2021 FIS is expected to provide recommendations on the orderly, affordable and sustainable rate of growth within areas, including a financial impact assessment that reflects the key principles of growth and financial management. This analysis will include consideration of the Town's fiscal thresholds for debt, user fees and taxes, ensure that growth pays for growth to the greatest extent possible within the current legislative framework, and reflect the extension of the Town's service standards.</p> <p>Watson & Associates have significant knowledge of the Town's financial policies, residential and employment growth areas, and strategies for development. They undertook an economic growth analysis for the Land Base Analysis study as well as a Fiscal Impact Study for the Sustainable Halton Lands, and have led the on-going development charge process for the Town.</p>

	The hourly rates and work plan has been reviewed and confirmed by staff, and are therefore being recommended for Council approval.
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C20012318
Account Description	Special Financial Studies
Project Total Budget (Note 2)	\$483,313
Contract Budget	\$277,800
Actual (Net of HST Rebate)	\$156,202
Variance (Note 3)	\$121,598 (F)
Funding Source	Development Charges/Project Variance Account

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

Note 2: Included in project is an outstanding purchase commitment of \$89,870 related to the FIS that was initiated in 2018. Following award of the contract recommended herein, that commitment will be cancelled and an equivalent budget reduction will occur through the June 2021 Capital Variance Process.

Note 3: Budgeted amount includes funding to establish financial agreements with landowners, where necessary, or to undertake additional analysis as individual secondary plan areas proceed. As such, staff is requesting that the favourable variance remain in the project budget in order to address additional work and other costs.