



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: May 30, 2022

Report No: CORS-040-22

Subject: Purchasing Various

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

THAT Council approve a contract increase for additional consulting services to Wood Canada Limited for the Milton Education Village Scoped Characterization Report to address comments from Halton Region, in the estimate amount of \$17,500 (exclusive of taxes), as outlined in Schedule B;

THAT Council approve a request to proceed with a contract increase for additional consulting services to Wood Canada Limited for the South Milton Subwatershed Study, in the estimate amount of \$21,800 (exclusive of taxes), as outlined in Schedule C;

THAT Council award to CIMA Canada Inc. the consulting services for the detailed design of Fifth Line (Derry Road to Britannia Road), in the amount of \$1,167,013 (exclusive of taxes), as outlined in Schedule D;

THAT Council provide delegated authority to award to CIMA Canada Inc. contract administration and inspection for the widening of Fifth Line (Derry Road to Britannia Road) in the estimated amount of \$473,778 (exclusive of taxes) following budget approval, as outlined in Schedule D;

THAT Council award the consulting services to CIMA Canada Inc. for the design of the 2023 Expanded Asphalt Program, in the amount of \$308,169 (exclusive of taxes), as outlined in Schedule E;

THAT Council provide delegated authority to award to CIMA Canada Inc. the contract administration and inspection for the



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2023 Expanded Asphalt Program following budget approval, in the estimated amount of \$191,830 (exclusive of taxes), as outlined in Schedule E;

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 required paperwork.

EXECUTIVE SUMMARY

This report is being submitted to obtain 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-E attached.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through E. **The resulting funding adjustments are presented on Schedule A, and result in a net overall increase in approved capital budgets of \$81,286.**

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer



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For questions, please contact: Jennifer Ahern, CPPB 905-878-7252, x2361

For questions, please contact: Deanne Peter, B. Comm., MBA 905-878-7252, x2316

Attachments

Schedule A – Reserve & Reserve Fund Transfers

Schedule B – Contract Increase for the Milton Education Village Scoped
Characterization Report

Schedule C – Contract Increase for the South Milton Subwatershed Study

Schedule D – Budget Amendment - Fifth Line (Derry Road to Britannia Road)

Schedule E – Budget Amendment - 2023 Expanded Asphalt Program

Approved by CAO
Andrew M. Siltala
Chief Administrative Officer

Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

Summary of Changes in Capital Project Budgets and Funding

Schedule	E	Total Change in Funding Sources Increase / (Decrease)
Project Number	C35013322	
Project Description	Expanded Asphalt Program - Design	
Total Approved Project Budget	\$ 304,474	
Project Variance Account	81,286	81,286
Total Increase/(Decrease) in Funding	81,286	\$ 81,286
Total Revised Project Budget	\$ 385,760	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Milton Education Village Scoped Characterization Report
Recommendation	Staff is recommending a contract increase for additional consulting services to Wood Canada Limited in the total amount of \$17,500 (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>The current contract for consulting services for the environmental and stormwater support work was originally awarded through PD-030-17 in the amount of \$109,985 (exclusive of HST). There have been no change orders to-date.</p> <p>This contract increase in the amount of \$17,500 (exclusive of HST) is for the additional work required to revise and complete the MEV Scoped Characterization Report to address comments from Halton Region.</p> <p>The hourly rates have been assessed relative to the existing rates charged under this contract. Staff have reviewed and validated the work identified and related time requirements.</p> <p>The new contract total will be \$127,485 (excluding HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C90017012
Account Description	MEV Secondary Planning/Site Specific Zoning
Project Total Budget	\$1,371,446
Contract Budget	\$19,943
Actual (Net of HST Rebate)	\$17,808
Variance	\$2,135 (F) (Note 2)
Funding Source	Project Variance Account/Development Charges

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

Note 2: Staff is requesting that the favourable variance remain in the project in order to accommodate future works.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for South Milton Subwatershed Study
Recommendation	Staff is recommending a contract increase for additional consulting services to Wood Canada Limited for the South Milton Subwatershed Study in the total amount of \$21,800 (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 for consulting services for the South Milton Subwatershed Study was originally awarded through CORS-006-16 in the amount of \$1,887,795 (exclusive of HST). Change order no.1 was issued for an amount of \$140,299 and change order no.2 was issued with an amount of \$41,184. The current contract total is \$2,069,278 (exclusive of HST).</p> <p>This contract increase in the amount of \$21,800 (exclusive of HST) is for the additional work that is required to revise and complete the South Milton Subwatershed Study to address comments from Halton Region.</p> <p>The hourly rates have been assessed relative to the existing rates charged under this contract. Staff have reviewed and validated the work identified and related time requirements.</p> <p>The new contract total will be \$2,091,078 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C90017515
Account Description	Sustainable Halton Subwatershed Study
Project Total Budget	\$2,487,565
Contract Budget	\$29,457
Actual (Net of HST Rebate)	\$22,184
Variance	\$7,274 (F) (Note 2)
Funding Source	LT Developer Liability

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

Note 2: Staff is requesting that the favourable variance remain in the project in order to accommodate future works and internal project management recoveries.

COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD					
Project Award	Proposal Award No. 22-051-08				
Recommendation	<p>Staff is recommending the award of Request for Proposal – Consultant Roster Competitive Award Assignment No. 22-051-08 to CIMA Canada Inc. for consulting services for the detailed design, contract administration and inspection of Fifth Line (Derry Road to Britannia Road) in the total amount of \$1,640,791 (exclusive of HST).</p> <p>Staff is requesting the delegated authority to proceed with the contract administration in 2025 through an internal award report pending on council approval of the related budget</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>On CORS-063-21 Council approved the award of CIMA Canada Inc. (CIMA+) on the Professional Consulting Services Roster as per the terms of RFP 21-051. The hourly rates were established through the RFP process and the hours identified and the staffing proposed have been reviewed and validated by Development Services staff.</p> <p>Contract award is for the detailed design for the widening and urbanization of Fifth Line from Derry Road to Britannia Road (2022) and contract administration (2025), pending budget approval.</p> <p>A request for proposal was issued to the approved list of consultants on the professional consulting services roster for this discipline. Three (3) submissions were received and evaluated against the evaluation criteria outlined in the RFP resulting in CIMA+ being the highest scoring proponent.</p> <p>Award for Design</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Detailed Design</td> <td style="text-align: right;">\$ 1,167,013</td> </tr> </table> <p>Estimate for Contract Administration</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Contract Administration – estimate</td> <td style="text-align: right;">\$ 473,778</td> </tr> </table> <p>It is recognized that the estimate for contract administration, inspection and material testing will be revisited upon completion of the detailed design, at which time the consultant will inform the Town if the estimated contract administration fee included in their initial proposal is sufficient or if an updated work plan and fee estimate is required.</p>	Detailed Design	\$ 1,167,013	Contract Administration – estimate	\$ 473,778
Detailed Design	\$ 1,167,013				
Contract Administration – estimate	\$ 473,778				

CORS-040-22 - Schedule D

	<p>Based on the above, the contract administration will be confirmed via internal staff award report in 2025.</p> <p>The Town of Milton, has previously completed a Class Environmental Assessment (Class EA) Study for the improvements to Fifth Line from south of Britannia Road to south of Derry Road. The Class EA Study was undertaken in accordance with Schedule 'C' of the Municipal Class Environmental Assessment process which is approved under the Ontario Environmental Assessment Act. The Class EA Study was initiated in October 2014 and completed in October 2016. Fifth Line between Britannia Road is an existing two-lane rural roadway. Lands on both sides of Fifth Line are part of the Derry Green Corporate Business Park and are generally designated for business uses while lands towards the southern limits of the project are generally designated for agricultural uses.</p> <p>This capital project was originally identified in the Town's capital forecast for Detailed Design in 2023, utility relocation in 2024 and construction starting in 2025. Due to extended timelines associated with property acquisition experienced on other projects within the area, the detailed design was advanced to 2022 as part of the 2022 Town of Milton Budget with the intent of commencing property negotiations / acquisition in late 2022 and into 2023.</p>
Purchasing Section: Bid Award Information	
Date bid issued	March 23, 2022
Advertisements	Town of Milton website
Closing Date	April 27, 2022
# of Plan takers	Four (4)
Proposal Submissions received	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> • CIMA Canada Inc. • Wood Canada Ltd. • WSP Canada Inc.
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Project Management - 25% • Schedule – 20% • Identification of Project Risks, Approach to Project Methodology - 15% • Fee Proposal - 40% <p>The proposals were evaluated by Development Services Staff. Based on the weighted final scoring, the recommendation is that CIMA Canada Inc. be awarded this proposal as the highest scoring proponent.</p>

Financial Planning Section: Budget Impact (Note 1)	
Provisional Items Award:	
Account Number(s)	C34004722
Account Description	Fifth Line (Derry Road to Britannia Road)
Project Total Budget	\$ 20,639,542
Contract Budget	\$755,902
Actual (Net of HST Rebate)	\$1,187,552
Variance (Note 2)	\$431,650 (U)
Funding Source	Note 2

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

Note 2: The variance will be managed through the reallocation of expenditure lines within the project.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 22-051-09 – Consulting Services for the 2023 Expanded Asphalt Program
Recommendation	<p>Staff is recommending the award of the proposal for Consulting Services for the Design of the 2023 Expanded Asphalt Program to CIMA Canada Inc. in the total amount of \$308,169 (exclusive of HST).</p> <p>Staff is also requesting the delegated authority to proceed with the award of the Contract Administration of the 2023 Expanded Asphalt Program, in the estimated amount of \$191,830 (exclusive of HST) through an internal award report, pending Council approval of the 2023 Budget.</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>Through CORS-063-21 Council approved the award of CIMA Canada Inc. on the Professional Consulting Services Roster as per the terms of RFP 21-051. The hourly rates were established through the RFP process and the hours identified and the staffing proposed have been reviewed and validated by Purchasing and Development Services staff.</p> <p>The contract award is for the 2023 Expanded Asphalt Program. The award for Design will be made in 2022 and the award for contract administration will be made in 2023, pending budget approval.</p> <p>A request for proposal was issued to the approved list of consultants on the professional consulting services roster for this discipline. One (1) submission was received and evaluated against the evaluation criteria outlined in the RFP.</p> <p><u>Award for Design (exclusive of HST)</u> Total Design Ph1 \$ 308,169</p> <p><u>Estimate for Contract Administration (exclusive of HST)</u> Phase 2-Contract Administration-estimate includes Material testing and Inspection. \$ 191,830</p> <p>It is recognized that the estimate for contract administration, inspection and material testing will be revisited upon completion of the detailed design, at which time the consultant will inform the Town if the estimated contract administration fee included in their initial proposal is sufficient or if an updated work plan and fee estimate is required.</p>

CORS-040-22 - Schedule E

	The term of this contract will be for up to three years. The first year will be the 2023 program (Design and Contract Administration). The Town reserves the right to renew the contract for up to two (2) one year periods based on satisfactory price negotiations, performance and budget approvals. Staff will report back to Council if the optional renewal years are recommended.
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Purchasing Section: Bid Award Information

Date bid issued	March 24,2022
Advertisements	Town of Milton website
Closing Date	April 14,2022
# of Plan takers	Three (3)
Proposal Submissions received	Proposals were received from the following companies: <ul style="list-style-type: none"> • CIMA Canada Inc.
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria and weighting:</p> <ol style="list-style-type: none"> 1. Technical and project experience – 20% 2. Schedule – 20% 3. Identification of project risks, approach to project – 20% 4. Fee Proposal – 40% <p>The proposal was evaluated by Development Services Staff. Based on the weighted final scoring, the recommendation is that CIMA Canada Inc. be awarded this proposal as the highest scoring proponent.</p>

Financial Planning Section: Budget Impact (Note 1)

Base Bid Award:

Account Number(s)	C35013322
Account Description	Expanded Asphalt -Design
Project Total Budget	\$ 304,474
Contract Budget	\$239,696
Actual (Net of HST Rebate)	\$313,593
Variance (Note 2)	\$73,897 (U)
Funding Source	Project Variance Account

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

Note 2: Staff is requesting additional funding in the amount of \$7,389 to increase contingency to 10% of the detailed design contract.