



# The Corporation of the Town of Milton

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**Report To:** Council

**From:** Glen Cowan, Chief Financial Officer / Treasurer

**Date:** March 6, 2023

**Report No:** CORS-004-23

**Subject:** Purchasing Various - March 6, 2023

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

THAT a contract increase for contract administration, material testing and inspection for Appleby Line Phases 1 & 2 to WSP E&I Canada Limited be approved in the amount of \$164,960 (exclusive of HST) as outlined on Schedule B.

THAT staff be delegated authority to award the tender for the Reconstruction of Appleby Line in the estimated amount of \$1,603,460 (including HST rebate) as outlined on Schedule C.

THAT a contract increase for additional design work for the Boyne Active Transportation Link to WSP E&I Canada Limited be approved in the amount of \$86,190 (exclusive of HST) as outlined on Schedule D.

THAT the single source award to Leslie Emergency Vehicles for the Outfit of a Platoon Chief Vehicle in the amount of \$45,436 (exclusive of HST) be approved as outlined on Schedule E.

THAT the single source award to WSP Canada Inc. for the Transportation Master Plan Update in the amount of \$199,936 (exclusive of HST) be approved as outlined on Schedule F.

THAT the Manager, Purchasing and Supply Chain 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.





## Attachments

- Schedule A – Summary of Changes in Capital Project Budgets and Funding
- Schedule B – Contract Increase for Appleby Line Contract Administration
- Schedule C – Delegated Authority for Appleby Line Construction
- Schedule D – Contract Increase for Boyne Active Transportation Consulting
- Schedule E – Single Source Award for Platoon Chief Vehicle Retrofit
- Schedule F – Single Source Award for Transportation Master Plan

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	B & C	D	E	F	Total Change in Funding Sources Increase / (Decrease)
Project Number	C35000523	C38010221	C70011222	C30010923	
Project Description	Appleby Line	Boyne Pedestrian Railway Crossing	Replace Pickup Trucks	Transportation Master Plan	
<b>Total Approved Project Budget</b>	<b>\$ 1,897,968</b>	<b>\$ 287,912</b>	<b>\$ 81,422</b>	<b>\$ 272,064</b>	
<b>Recommended Budget Change</b>					
Project Variance Account	245,710		37,145	2,500	285,355
<b>Development Charges:</b>					
Roads DC	27,298	87,707		7,500	122,505
<b>Total Increase/(Decrease) in Funding</b>	<b>273,008</b>	<b>87,707</b>	<b>37,145</b>	<b>10,000</b>	<b>\$ 407,860</b>
<b>Total Revised Project Budget</b>	<b>\$ 2,170,976</b>	<b>\$ 375,619</b>	<b>\$ 118,567</b>	<b>\$ 282,064</b>	

## COUNCIL AUTHORITY FOR CONTRACT AWARDS

<b>Project Award</b>	Contract Increase for Contract Administration Fees – Appleby Line Phases 1 & 2
<b>Recommendation</b>	<b>Staff are recommending the approval to proceed with a contract increase for Consulting Services for Appleby Line Phases 1 &amp; 2, for contract administration, material testing and inspection to WSP E&amp;I Canada Limited (formerly Wood Environment &amp; Infrastructure Solutions, formerly Amec Foster Wheeler) in the total amount of \$164,960 (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>Through CORS-047-17, Council approved the contract award for the Design of Appleby Line to WSP E&amp;I Canada Limited (formerly Amec Foster Wheeler) in the amount of \$125,000 (exclusive of HST). There have been \$109,066 (exclusive of HST) issued change orders to-date, awarded through CORS-024-19, CORS-045-19, CORS-045-20 and CORS-023-21. The current contract total is \$234,066 (exclusive of HST).</p> <p>This contract increase in the amount of \$164,960 (exclusive of HST) is for the Contract Administration of Appleby Line Phases 1 &amp; 2. Construction is scheduled to start in the Spring of 2023 with completion up to base asphalt in the Fall 2023. Top asphalt works will be completed in the Spring of 2024. The draft estimate for the contract administration was \$126,659.78 (exclusive of HST). Now that the design is nearly completed (98%), Staff have a more thorough understanding of the requirements and scope of work. The approximate construction duration of the project was estimated to be 50 days and the revised is now 60 days.</p> <p>Staff have reviewed and validated the rates used are consistent with the current Consultant Roster awarded through RFP-21-051. The new contract total will be \$399,026 (exclusive of HST).</p>
<b>Financial Planning Section: Budget Impact</b> (Note 1)	
<b>Account Number(s)</b>	C35000523-A0611-7210
<b>Account Description</b>	Appleby Line
<b>Project Total Budget</b>	\$1,897,968
<b>Contract Budget</b>	\$128,889
<b>Actual</b> (Net of HST Rebate)	\$167,863
<b>Variance</b>	\$ 38,974(U)
<b>Funding Source</b>	Project Variance Account and Development Charges

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

## COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

<b>Project Award</b>	Delegated Authority - Tender Award No. 22-01-00507 for Appleby Ph1-2 Improvements
<b>Recommendation</b>	<b>Staff are recommending delegated authority to award the tender for the Reconstruction of Appleby Line in the estimated amount of \$1,603,460 (including HST rebate). Staff will report the results back to Council for information.</b>
<b>Purpose of Report</b>	As per Section 10.01 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.
<b>Background information</b>	<p>Appleby Line has been rated the highest priority for reconstruction in the most recent State of the Infrastructure – Roads Study due to deficient structural adequacy, drainage concerns and deficient geometry, including alignment concerns through the hairpin curve. In addition, the need for traffic signage improvements has been identified.</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.</p> <p>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. For this phase, property acquisition is required in order to implement the geometric improvements.</p> <p>Phase 3: Design and completion of medium priority works that includes remaining road geometric improvements beyond phase 2. Phase 3 design commenced in 2021 and is scheduled to be completed in 2024.</p> <p>This tender is for Appleby Line Phase 1 and 2 only. The tender was issued to prequalified contractors on February 8, 2023 and is scheduled to close on March 7, 2023.</p> <p>This project includes the construction of a retaining wall. The Town was notified that there are supply chain issues in the industry and delays could occur with order, production and delivery of the retaining wall. To expedite this process, it is recommended to proceed with the tender award as soon as possible following the tender closing, to ensure the material is ordered by the successful General Contractor in a timely manner</p>

in order to meet the project schedule.

As outlined below, a budget increase is also being requested at this time in order to update the project budget to the most recent cost estimate for the contract.

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

<b>Account Number(s)</b>	C35000523
<b>Account Description</b>	Appleby Line
<b>Project Total Budget</b>	\$1,897,968
<b>Contract Budget</b>	\$1,369,426
<b>Projected Actual (Note 2)</b>	\$1,603,460
<b>Variance</b>	\$234,034 (U)
<b>Funding Source</b>	Project Variance Account and Development Charges

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

Note 2: The current engineering estimate indicates an increase in construction costs that could lead to an unfavourable variance to budget (\$234,034 U). Actual costs will be confirmed once the construction tender is closed, but a budget adjustment is being recommended at this time in order to help facilitate the contract award under delegated authority.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
CONTRACT INCREASE**

<b>Project Award</b>	Contract Increase for Design Fees – Boyne Active Transportation Link
<b>Recommendation</b>	<b>Staff are recommending the approval to proceed with a contract increase for Consulting Services for the Boyne Active Transportation Link for additional design work to WSP E&amp;I Canada Limited (formerly Wood Environment &amp; Infrastructure Solutions) in the total amount of \$86,190 (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>Through PDA-CRAN-19-051-01, Staff approved the contract award for the municipal class environment assessment (EA) and preliminary design work for the Boyne Active Transportation Link to WSP E&amp;I Canada Limited (formerly Wood Environment &amp; Infrastructure Solutions) in the amount of \$185,472 (exclusive of HST). There was one change order issued in the amount of \$15,821 (exclusive of HST). Through CORS-052-21, Council approved the contract increase for the detailed design component in the amount of \$214,515 (exclusive of HST). There have been \$27,428 (exclusive of HST) issued change orders since Council approved the detailed design on CORS-052-21. The current contract total is \$443,236 (exclusive of HST).</p> <p>This contract increase of \$86,190 (exclusive of HST) is for the additional detailed design work. The additional funds are required for additional geotechnical investigations, structural design, updating the fill management plan and additional project management support. As part of our internal review process with internal and external staff, it was determined the need to explore the options of enhanced landscaping on the bridge embankments which requires additional geotechnical investigations and structural design efforts. As part of the additional geotechnical investigations and due diligence, additional soil samples will be taken as well as further soil testing and findings to be included in the fill Management plan. The detailed design was originally anticipated for completion by end of 2022/early 2023, however, due to the uncertainty of the timing of development of the adjacent parcels, it is anticipated that the project will be delayed and tendered by early/mid 2024. Additional project management support will be required to support the detailed design due to the project delay.</p> <p>Staff have reviewed and validated the rates used are consistent with the previous Consultant Roster awarded through RFP-18-051, which was in effect at the time of the original award.</p>

**Schedule D**

	The new contract total will be \$529,426 (exclusive of HST).
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C38010821
<b>Account Description</b>	Boyne Pedestrian Railway Crossing
<b>Project Total Budget</b>	\$ 287,912
<b>Contract Budget</b>	\$ 0
<b>Actual</b> (Net of HST Rebate)	\$ 87,707
<b>Variance</b>	\$ 87,707(U)
<b>Funding Source</b>	Development Charge

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

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

<b>Project Award</b>	Single Source award to Leslie Emergency Vehicles for the Outfit of a Platoon Chief Vehicle
<b>Recommendation</b>	<b>Staff is recommending the single source award to Leslie Emergency Vehicles for the Outfit of a Platoon Chief Vehicle in the total amount of \$45,436 (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.
	<p>Milton Fire and Rescue Services was approved for a Platoon Chief in 2023 and received a new replacement Pick-Up Truck in December of 2022. With the addition of a Platoon Chief, it is recommended this vehicle be outfitted with necessary equipment and accessories to function as a mobile workstation allowing the Platoon Chief to operate effectively and efficiently on a day-to-day basis and while managing emergency incidents. Equipment and accessories generally includes emergency lighting package, reflective striping and badging, installation of radio communications equipment, laptop, radio chargers and storage trays/shelves.</p> <p>The Platoon Chief position is scheduled to start May 1, 2023. It will take approximately two (2) months to order, ship and install accessories/equipment onto the vehicle. These timelines pose considerable constraint in terms of having the vehicle operational.</p> <p>Additionally, Leslie Emergency Vehicles is located in Milton. Their services have been used several times by Milton Fire and Rescue Services Staff for emergency lighting installations. They are extremely familiar with our existing equipment and requirements.</p> <p>The following considerations should also be noted in consideration of this request:</p> <ul style="list-style-type: none"> <li>• Cost avoidance to purchase a Platoon Chief vehicle in 2027 (approximate \$94,000 for the vehicle and \$50,000 for equipment/accessories)</li> <li>• Price escalation has significantly increased (almost doubled for some equipment over the last few years)</li> <li>• Efficiencies have been found in existing vehicles within our fleet (less vehicles require emergency lighting packages and equipment)</li> <li>• The Vendor is willing to provide a 10% discount if the</li> </ul>

**Schedule E**

	outfitted vehicle can be used as a demonstration unit at the Ontario Association of Fire Chief's trade show in May of 2023
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C70011222-A0140-7110
<b>Account Description</b>	Replace Pickup Trucks
<b>Project Total Budget</b>	\$81,422
<b>Contract Budget</b>	\$9,091
<b>Actual</b> (Net of HST Rebate)	\$46,236
<b>Variance</b>	\$37,145 (U)
<b>Funding Source</b>	Project Variance Account

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

Note 2: The outfitting of this existing vehicle will lead to a capital forecast reduction of \$93,869 (2022 dollars) in 2027 as the purchase of a platoon chief vehicle won't be necessary. During 2024 budget development, the 2027 forecast for C710103 Utility Pickup Growth project will be removed.

Note 3: Transfers to reserves will be increased by \$4,624 through the 2024 budget to provide for future replacement of this vehicle.

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

<b>Project Award</b>	Single Source award to WSP for 2023 Transportation Master Plan Update
<b>Recommendation</b>	<b>Staff is recommending the single source award to WSP for the Transportation Master Plan Update in the total amount of \$199,936 (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 Town is seeking a single source award to WSP for the Transportation Master Plan Update to be initiated in 2023. The Town needs outputs from the Transportation Master Plan Update mid-2023 to inform other projects, such as the Official Plan Review, that also need to be completed in 2023. As such timely initiation of this project is required.</p> <p>WSP completed the Transportation Master Plan for the Town in 2018. They have also completed the Transportation Reports for Milton's new growth areas (such as secondary plans and the MTSA). WSP's knowledge of Town will provide a more detailed level of insight into the work and their history of working with the Town will assist in completing this work in the required timeline.</p> <p>A proposal has been submitted for the Transportation Master Plan Update from WSP including scope, schedule and costing. Departmental staff have reviewed the proposal and on that basis are recommending that the Town proceed with the award as is recommended.</p>

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

<b>Account Number(s)</b>	C30010923
<b>Account Description</b>	Transportation Master Plan
<b>Project Total Budget</b>	\$272,064
<b>Contract Budget</b>	\$213,384
<b>Actual</b> (Net of HST Rebate)	\$203,455
<b>Variance</b>	\$9,929 (F) (Note 2)
<b>Funding Source</b>	Development Charges and Project Variance Account
<b>Additional Budget Request</b>	\$10,000 (Note 3)
<b>Funding Source</b>	Development Charges and Project Variance Account

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

## **Schedule F**

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

Note 3: Separate from the contract award, additional budget is expected to be required in order to have sufficient contingency (approximately 10%) in the project.