



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 17, 2023

Report No: CORS-024-23

Subject: Purchasing Various - April 2023

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

THAT the tender award for the 2023 Expanded Asphalt Program to Cox Construction Limited in the total amount of \$2,598,612 (exclusive of HST) be approved as outlined on Schedule B.

THAT the tender award for the Concrete Sidewalk Curb Reconstruction Program to Pennate Concrete Time 616 Inc. for up to a five-year term in the estimated amount of \$1,249,925 (exclusive of HST) be approved as outlined on Schedule C.

THAT the tender for the Fifth Line Reconstruction, 208m South of Derry Road to 70m South of Main Street East be awarded to Graham Bros. Construction Limited in the total amount of \$16,487,620 (exclusive of HST) as outlined on Schedule D.

THAT the award of the proposal for Consulting Services for the Milton Transit Service Review and Master Plan Update to Arcadis IBI Group in the total amount of \$209,816 (exclusive of HST) be approved as outlined on Schedule E.

THAT the award of the proposal for Consulting Services for the Town of Milton Holistic Monitoring Program to Aquafor Beech Limited in the total amount of \$786,477.00 (exclusive of HST) be approved as outlined on Schedule F.

THAT the award of the proposal for Locating Services for Town Owned Underground Infrastructure to PVS Contractors Inc. in the total amount of \$331,883 (exclusive of HST) be approved as outlined on Schedule G.

THAT the contract renewal to WSP E&I Canada Limited for the Design of the 2024 Asphalt Overlay Program in the total amount of

\$387,074 (exclusive of HST) be approved as outlined on Schedule H.

THAT the delegated authority to award the contract administration of the 2024 Asphalt Overlay Program to WSP E&I Canada Limited in the estimated amount of \$454,385 (exclusive of HST) be approved subject to Council approval of the 2024 budget as outlined on Schedule H.

THAT the contract renewal to CIMA Canada Inc. for the Design of the 2024 Expanded Asphalt Program in the total amount of \$204,200 (exclusive of HST) be approved as outlined on Schedule I.

THAT the delegated authority to proceed with the award of the contract administration of the 2024 Expanded Asphalt Program to CIMA Canada Inc. in the estimated amount of \$135,910 (exclusive of HST) be approved subject to Council approval of the 2024 budget as outlined on Schedule I.

THAT the contract for the Joint Micro Paving Program be renewed with Duncor Enterprises Inc. for the period April 1, 2023 to March 31, 2024 in the estimated annual amount of \$1,157,710 (exclusive of HST) as outlined on Schedule J.

THAT the contract increase for additional Dell data domain backup storage equipment to Dell Canada in the total amount of \$56,089 (exclusive of HST) be approved as outlined in Schedule K.

THAT the contract increase to WSP Canada Group Limited for Contract Administration for Fifth Line (Main Street to Derry Road) in the total amount of \$1,094,528 (exclusive of HST) be approved as outlined on Schedule L.

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.



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 to L) attached. Awards include tendered values for the expanded asphalt program and the widening of Fifth Line, proposals awards for the Transit Service Master Plan, the Holistic Monitoring Program and a Locate Service provider, as well as a variety of contract renewals or increases based on the reasons outlined in the attached schedules.

The competitive tender and proposal processes that were utilized yielded a range of results with respect to the final cost or unit pricing received relative to budget. While several of the awards achieved notable potential cost savings relative to budget (examples - expanded asphalt and holistic monitoring), other awards are expected to result in financial pressure on the Town (most notably Fifth Line and the locate services). Further detail is provided below.

Financial impacts are outlined in detail on the attached Schedules A through L, and result in a net increase in funding to the capital program of \$1,101,662. Additional funding of \$2,141,427 from the roads development charge (DC) reserve fund is required for the construction of Fifth Line. As noted in CORS-018-23 on tonight's agenda, the Road DC reserve fund ended the year 2022 with a deficit balance of \$15.5 million. That, and future, deficit balances for that reserve fund are being managed through a combination of the letters of credit that have been provided to the Town by the development industry, as well as the net positive balance that is maintained overall in the development charge reserve funds. The additional cost for Fifth Line noted above will be reflected in future DC by-law updates and recovered from growth.



Financial Impact

Separately, the budget decrease of \$1,165,045 that is proposed at this time for the expanded asphalt program will allow for the re-purposing of funding from the Canada Community Building Fund to other Town projects, as well as a reduction in the future debt requirements for the Town.

The result of the competitive process for the locate service provider will include financial pressure on the Town's operating budget as a notable increase in unit rates was realized. As outlined further in Schedule G, staff are evaluating several mitigation measures that may either increase revenue, reduce cost or re-allocate a portion of the financial pressures. Staff will also continue to collaborate with peer municipalities and utility providers as cost pressures with respect to locate services are being incurred broadly within the sector. The full cost of the locates within a year are variable as they are dependent on the number of requests that the Town is obligated to provide for, and as such the extent of impact in 2023 will be reported through the variance processes and a budget adjustment can be considered through the 2024 budget process.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

For questions, please contact:	Deanne Peter, Supervisor, Financial Reporting	Phone: Ext. 2316
	Jennifer Ahern, Senior Contract Specialist	Ext. 2361



Attachments

- Schedule A – Summary of Changes in Capital Project Budgets and Funding
- Schedule B – Tender award for the 2023 Expanded Asphalt Program
- Schedule C – Tender award for the Concrete Sidewalk Curb Reconstruction Program
- Schedule D – Tender Award for Fifth Line
- Schedule E - Proposal for the Milton Transit Service Review and Master Plan Update
- Schedule F – Proposal for the Holistic Monitoring Program
- Schedule G – Proposal for Locating Services for Underground Infrastructure
- Schedule H - Contract Renewal for Consulting Services for the Asphalt Overlay Program
- Schedule I - Contract Renewal for the Consulting Services for the Expanded Asphalt Program
- Schedule J - Contract Renewal for the Joint Micro Paving Program
- Schedule K - Contract Increase for Data Domain Backup Storage
- Schedule L - Contract Increase for Contract Administration for Fifth Line

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	I	I	Total Change in Funding Sources Increase / (Decrease)
Project Number	C35012823	C55010423	C34004622	C35013323	C35013322	
Project Description	Expanded Asphalt Program	Transit Bus Pads	Fifth Line (Hwy 401 to Derry Road)	Expanded Asphalt Program	Expanded Asphalt Program	
Total Approved Project Budget	\$ 4,839,330	\$ 21,525	\$ 18,333,704	\$ 236,772	\$ 385,760	
Recommended Budget Change						
Project Variance Account			89,226	39,835	(39,835)	89,226
Development Charges:						
Roads DC			2,141,427			2,141,427
Transit DC		36,053				36,053
External Funding Sources:						
Canada Community Building Fund	(350,045)					(350,045)
Tax Supported Debt	(815,000)					(815,000)
Total Increase/(Decrease) in Funding	(1,165,045)	36,053	2,230,654	39,835	(39,835)	\$ 1,101,662
Total Revised Project Budget	\$ 3,674,285	\$ 57,578	\$ 20,564,358	\$ 276,607	\$ 345,925	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
TENDER AWARD**

Project Award	Tender Award No. 23-01-00050 – Expanded Asphalt Program
Recommendation	Staff are recommending the tender award for the 2023 Expanded Asphalt Program to Cox Construction Limited in the total amount of \$2,598,612 (exclusive of HST), being the lowest compliant bid be approved.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.
Background information	<p>This annual program is required to rehabilitate the asphalt surface on rural roads before they deteriorate to the point where full reconstruction is required. This program is an important component in maintaining the Town of Milton Road System. The identification of the roads is dictated by the 2018 State of Infrastructure – Roads Study, Final determination of the 2023 Expanded Asphalt Program was based on the results of the road assessment, geotechnical investigation, as well and coordination with other stakeholders. The Geotechnical investigation was completed in 2022, design and tender documents were completed in February 2023.</p> <p>There are four roads segments included in the 2023 Expanded Asphalt Program:</p> <ul style="list-style-type: none"> • Section 1: Boston Church Road from Esquesing Line to Lawson • Section 2: Arkell Road from Nassagaweya Puslinch Townline to First Line Nassagaweya. • Section 3 Kean Hill Drive from Cedar to Second Line Nassagaweya. • Section 4: Appleby Line from Entrance House 8660 Appleby Line to Steeles Avenue <p>This program includes the following within the scope of work:</p> <ul style="list-style-type: none"> • Culvert replacements only where required • Road works as per the recommendations in the Geotechnical Investigation • Associated shouldering and driveway transitions. <p>All the work is to remain within existing property limits. Staff have met with external agencies and confirmed that no permits are required to complete work as proposed.</p>
Date bid issued	February 28, 2023
Advertisements	Bids&Tenders website and Town of Milton website
Closing Date	March 24, 2023

# of Plan takers	Nine (9)												
List of bid submissions inclusive of HST	<table> <tr> <td>Cox Construction Limited</td> <td align="right">\$ 2,936,431.48</td> </tr> <tr> <td>Associated Paving & Materials Limited</td> <td align="right">\$ 3,133,049.74</td> </tr> <tr> <td>Pavel-AI Limited</td> <td align="right">\$ 3,547,230.86</td> </tr> <tr> <td>Gazzola Paving Limited</td> <td align="right">\$ 3,553,252.44</td> </tr> <tr> <td>Fermar Paving Limited</td> <td align="right">\$ 3,782,966.73</td> </tr> <tr> <td>Forest Contractors Limited</td> <td align="right">\$ 3,906,893.85</td> </tr> </table>	Cox Construction Limited	\$ 2,936,431.48	Associated Paving & Materials Limited	\$ 3,133,049.74	Pavel-AI Limited	\$ 3,547,230.86	Gazzola Paving Limited	\$ 3,553,252.44	Fermar Paving Limited	\$ 3,782,966.73	Forest Contractors Limited	\$ 3,906,893.85
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Gazzola Paving Limited	\$ 3,553,252.44												
Fermar Paving Limited	\$ 3,782,966.73												
Forest Contractors Limited	\$ 3,906,893.85												
Median bid value	The average bid received was \$3,476,637.52. The bid submitted by Cox Construction Limited 16 % less than the average bid.												
COR™ Requirement	<p>On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. As such, only Bid submissions from Bidders that were COR™ Certified were accepted for this Tender request.</p> <p>All six (6) bid submissions received were from COR™ Certified companies.</p>												

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C35012823-A0611-7670
Account Description	2023 Expanded Asphalt Construction
Project Total Budget	\$ 4,839,330
Contract Budget	\$ 4,009,392
Actual (Net of HST Rebate)	\$ 2,644,347
Variance (Note 2)	\$ 1,365,045 (F)
Funding Source	Tax Supported Debt / Federal Gas Tax / Project Variance Account

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

Note 2: Staff is requesting that \$200,000 of the favourable variance remain in the project to accommodate future asphalt cement price adjustments and potential change orders as noted below. The remaining favourable variance in the amount of \$1,165,045 will be returned.

Additional costs could include the work highlighted below that ensures access to residential and/or commercial properties:

- Temporary entrance repairs/restorations;
- Additional traffic control, signage and/or advance warning signs;
- Coordination to accommodate requests to minimize disturbances to facility operations;
- And schedule changes to minimize disturbances to residential and commercial properties.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
TENDER AWARD**

Project Award	Tender Award No. 23-076 – Concrete Sidewalk Curb Reconstruction Program																								
Recommendation	Staff is recommending the tender award for the Concrete Sidewalk Curb Reconstruction Program to Pennate Concrete Time 616 Inc. for up to a five-year term in the estimated amount of \$1,249,925 (exclusive of HST), being the lowest compliant bid received.																								
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.																								
Background information	<p>The services outlined in this tender are a result from a competitive tender no. 23-076 for Concrete Sidewalk Curb Reconstruction Program. The tender is awarded to the lowest compliant bidder meeting specifications.</p> <p>The first term of the contract will be for eight (8) months period from May 1, 2023 to December 31, 2023. All prices are firm for the first term. An option exists to renew the contract for four (4) additional nine (9) month terms. Each subsequent term will be from April to December of the same year.</p> <p>The value of the contract for the first term is \$249,985 (exclusive of HST). The total estimated contract value for the five (5) terms is \$1,249,925 (exclusive of HST).</p>																								
Date bid issued	March 9, 2023																								
Advertisements	Bids&Tenders website and Town of Milton website																								
Closing Date	March 30, 2023																								
# of Plan takers	Fifteen (15)																								
List of bid submissions inclusive of HST	<table> <tr> <td>Pennate Concrete Time 616 Inc.</td> <td>\$ 282,483.05</td> </tr> <tr> <td>Royal Crown Construction</td> <td>\$ 333,031.96</td> </tr> <tr> <td>Infrastructure Coatings Corporation</td> <td>\$ 335,327.50</td> </tr> <tr> <td>Aqua Tech Solutions Inc</td> <td>\$ 369,532.60</td> </tr> <tr> <td>Epic Paving & Contracting Ltd.</td> <td>\$ 389,835.88</td> </tr> <tr> <td>D. Crupi & Sons Limited</td> <td>\$ 430,671.25</td> </tr> <tr> <td>Aloia Bros. Concrete Contractors Ltd.</td> <td>\$ 448,892.50</td> </tr> <tr> <td>Dig-Con International Limited</td> <td>\$ 510,760.00</td> </tr> <tr> <td>ET Construction</td> <td>\$ 554,236.75</td> </tr> <tr> <td>Egnatia Paving</td> <td>\$ 702,447.55</td> </tr> <tr> <td>PTR Paving Inc</td> <td>\$ 769,648.54</td> </tr> <tr> <td>Eastrock Construction Inc.</td> <td>\$ 854,280.00</td> </tr> </table>	Pennate Concrete Time 616 Inc.	\$ 282,483.05	Royal Crown Construction	\$ 333,031.96	Infrastructure Coatings Corporation	\$ 335,327.50	Aqua Tech Solutions Inc	\$ 369,532.60	Epic Paving & Contracting Ltd.	\$ 389,835.88	D. Crupi & Sons Limited	\$ 430,671.25	Aloia Bros. Concrete Contractors Ltd.	\$ 448,892.50	Dig-Con International Limited	\$ 510,760.00	ET Construction	\$ 554,236.75	Egnatia Paving	\$ 702,447.55	PTR Paving Inc	\$ 769,648.54	Eastrock Construction Inc.	\$ 854,280.00
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Median bid value	The average bid received was \$498,428.97. The bid submitted by Pennate Concrete Time 616 Inc. is 76% less than the average bid.																								

Financial Planning Section: Budget Impact (Note 1)		
Account Number(s)	0300-0380-3740, 0460-0430-3740, C47000123-N1610-7710	C55010422-A0631-7734, C55010423-A0631-7734
Account Description	Sidewalk Repair Program, Park Improvements	Transit Bus Pads
Project Total Budget	N/A	N/A
Contract Budget	\$234,611	\$40,801
Actual (Net of HST Rebate)	\$177,531	\$76,854
Variance	\$57,081 (F) (Note 2)	\$36,053 (U) (Note 3)
Funding Source	Operating Budget, Project Variance Account	Development Charges

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

Note 2: Contract actuals are an estimate only. The resulting costs will be managed by Program Area staff and reviewed with Financial Planning with any variances being reported through the Variance process.

Note 3: The unfavourable variance will be funded using development charges.

COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

Project Award	Tender Award No. 20-01-00508 – Fifth Line Reconstruction, 208m South of Derry Road to 70m South of Main Street East
Recommendation	Staff are recommending that the Tender for the Fifth Line Reconstruction, 208m South of Derry Road to 70m South of Main Street East be awarded to Graham Bros. Construction Limited in the total amount of \$16,487,620 (exclusive of HST), being the lowest compliant submission received.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.
Background information	<p>The Town of Milton retained MMM Group (now WSP Canada Group Ltd.) to conduct an Environmental Assessment of Main Street (James Snow Parkway to Fifth Line) and Fifth Line (Hwy. 401 to Derry Road). The ESR was approved for filing with the Ministry of the Environment in May 2015. In support of the Derry Green Business Park, Halton Region commenced servicing along Main Street East and Fifth Line in 2014 which completed in 2019. In 2018, the detailed design for the Town's reconstruction and widening of Main Street East and Fifth Line commenced. Due to numerous challenges with property acquisition for road widening, Fifth Line construction was split into two phases, Hwy. 401 to South of Main Street and South of Main Street to South of Derry Road. In 2020, it was decided to combine the construction of Main Street East with the North works on Fifth Line as one contract and a second contract for the remaining Fifth Line works as follows:</p> <ul style="list-style-type: none"> • 2021-2023 Construction: Main Street East (James Snow Parkway to Fifth Line) and Fifth Line (South Hwy. 401 to South of Main Street East) • 2023-2024 Construction: Fifth Line (South of Main Street East to South of Derry Road) <p>Due to the complex nature of the staging for this contract in addition to having to work around major utility infrastructure, a pre-qualification for General Contractors was completed in winter 2022/23. There were 19 plan takers for the pre-qualification which resulted in 12 submissions for prospective General Contractors. The 12 submissions were reviewed and assessed which resulted in 5 pre-qualified contractors to bid on the project. The project tender was issued to the five (5) pre-qualified General Contractors on March 1st and closed on April 4th with Graham Bros. Construction Limited identified as the low-bid contractor.</p> <p>Construction is anticipated to start in mid-May. The construction staging has been staged into 4 construction phases of work with work to focus on the east side of Fifth Line in 2023 and the west side of Fifth Line in 2024. There will be 4 separate road closures required of Fifth Line in order to facilitate the construction of cross culverts across Fifth Line as well as to reconstruct the at-grade</p>

Schedule D

	<p>crossing surface and signals at the CP Rail tracks. The 4 separate closures are anticipated to be completed during the summer and fall of 2023.</p> <p>Some key components of the project include:</p> <ul style="list-style-type: none"> • Widening and urbanization of Fifth Line from a 2 lane rural section to a 4 lane urban section including multi-use asphalt pathways and on-street bike lanes. • Traffic signal installation or modifications at the intersections of Fifth Line / Yukon Court, Fifth Line / Labrador Avenue and Fifth Line / Derry Road. • Replacement and widening of the at-grade crossing surface and signals at the CP Rail tracks. • Installation of storm sewers. • Installation of street lighting. <p>Construction challenges of the project include:</p> <ul style="list-style-type: none"> • Maintaining 24 hour / 7 day a week access to Hydro One facilities on Fifth Line • Maintaining 24 hour / 7 day a week access to Metrolinx's rail yard on the CP Rail tracks • Working under high voltage Hydro One Tower Lines • Working around and over 500mm (20 inch) high pressure Enbridge Gas pipeline. • Working adjacent to multiple existing developments as part of the Derry Green Business Park.
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Purchasing Section: Bid Award Information

Date bid issued	March 1, 2023										
Advertisements	Bids & Tenders website, Town of Milton website										
Closing Date	April 4, 2023										
# of Plan takers	Five (5) Prequalified Contractors										
List of bid submissions inclusive of HST	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Graham Bros. Construction Ltd.</td> <td style="text-align: right;">\$18,631,010.30</td> </tr> <tr> <td>Brennan Paving & Construction Ltd.</td> <td style="text-align: right;">\$21,695,645.12</td> </tr> <tr> <td>Grascan Construction Ltd.</td> <td style="text-align: right;">\$22,261,000.00</td> </tr> <tr> <td>Fermar Paving Ltd.</td> <td style="text-align: right;">\$22,599,482.99</td> </tr> <tr> <td>Aecon Construction and Materials Limited</td> <td style="text-align: right;">\$23,692,385.59</td> </tr> </table>	Graham Bros. Construction Ltd.	\$18,631,010.30	Brennan Paving & Construction Ltd.	\$21,695,645.12	Grascan Construction Ltd.	\$22,261,000.00	Fermar Paving Ltd.	\$22,599,482.99	Aecon Construction and Materials Limited	\$23,692,385.59
Graham Bros. Construction Ltd.	\$18,631,010.30										
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Fermar Paving Ltd.	\$22,599,482.99										
Aecon Construction and Materials Limited	\$23,692,385.59										
Median bid value	The average bid received was \$21,775,904.80. The bid submitted by Graham Bros. Construction Ltd. is approximately 16% less than the average bid.										
COR™ Requirement	On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. As such, only Bid submissions from Bidders that were COR™ Certified were accepted for this Tender request. All five (5) bid submissions received were from COR™ Certified prequalified contractors.										

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C34004622
Account Description	Fifth Line (Hwy. 401 to Derry Road)
Project Total Budget	\$18,333,704
Contract Budget	\$14,749,935
Actual (Net of HST Rebate)	\$16,777,802
Variance	\$2,027,867 (U)
Funding Source	Development Charge / Project Variance Account
Additional Budget Requested	\$ 202,787 (Note 2)
Funding Source	Development Charge / Project Variance Account

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

Note 2: Separate from the tender award, additional budget is being requested to increase contingency.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 23-533 – Consulting Services for the Milton Transit Service Review and Master Plan Update
Recommendation	Staff is recommending the award of the proposal for Consulting Services for the Milton Transit Service Review and Master Plan Update to Arcadis IBI Group in the total amount of \$209,816 (exclusive of HST).
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>This study will undertake a comprehensive review of Milton Transit services and update the Town's 5-year Transit Master Plan for the period of 2024-2030. This study conducts a review, evaluation and assessment of transit services currently provided to identify potential changes in service delivery methods and/or service levels, as well as recommendations for service adjustment to improve efficiency, effectiveness and ridership uptake.</p> <p>This study builds on previous Master Plan initiatives to further develop short, medium and long term sustainable transit requirements in community growth areas.</p> <p>There are five (5) key areas of study:</p> <ul style="list-style-type: none"> • Part 1: Vision, Mission, and Strategic Objectives • Part 2: Service Review and Master Plan Update • Part 3: Administrative Support and Contracted Service Delivery Review • Part 4: Fare Policy and Payment Strategy • Part 5: Marketing and Communications Plan <p>Council approved the project scope on February 6, 2023.</p> <p>An evaluation team with representation from Transit Planning, Financial Planning and Development Services evaluated the proposals against the established criteria and three proponents were invited to an interview. The proposal submission from Arcadis IBI Group was the highest ranking proposal.</p>
Purchasing Section: Bid Award Information	
Date bid issued	February 15, 2023
Advertisements	Town of Milton website
Closing Date	March 8, 2023
# of Plan takers	Eight

Proposal Submissions received	Proposals were received from the following companies: Dillon Consulting Limited HDR Corporation IBI Group Professional Services (Arcadis IBI Group) Left Turn Right Turn Ltd. WSP Canada Inc.
Evaluation Criteria	The proposals were evaluated based on the following criteria: <ul style="list-style-type: none"> • Description of the Firm, Project Team and Structure • Project Team Experience and References • Understanding of the Project • Project Methods, Work Program, Tasks and Deliverables • Project Scheduling • Proposal Costs

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C55010023-N0631-7290
Account Description	Milton Transit Service Review and Master Plan Update
Project Total Budget	\$221,151
Contract Budget	\$214,710
Actual (Net of HST Rebate)	\$213,509
Variance (Note 2)	\$1,201 (F)
Funding Source	Development Charges and Project Variance Account

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

Note 2: Staff is requesting that the favourable variance remain in the project for contingency and unanticipated costs.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 23-557 – Consulting Services for the Town of Milton Holistic Monitoring Program
Recommendation	Staff are recommending the award of the proposal for Consulting Services for the Town of Milton Holistic Monitoring Program to Aquafor Beech Limited in the total amount of \$786,477.00 (exclusive of HST).
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>Since 2006 the Town has been undertaking the Holistic Monitoring Program to meet the watershed environmental monitoring requirements of the Town's Official Plan, and the requirements recommended in various subwatershed studies. Proposal Award No. 23-557 includes the watershed-wide holistic monitoring activities for 2023 to 2025.</p> <p>The Town's Holistic Monitoring Program assesses the overall impact that development/urbanization of each Secondary Plan Area has on the subject and surrounding watersheds. The Holistic Monitoring Program is structured to monitor on a sub-watershed basis, covering the areas of secondary plan development. The scope of the holistic monitoring varies year over year as development progresses throughout the Town. In general, the monitoring duration is set to 10 years or 80% build-out of the given secondary plan area, whichever is greater.</p> <p>This award is to authorize the 2023 to 2025 monitoring of the Secondary Plan Areas of Boyne, Derry Green, Milton Education Village, North Porta and Milton Heights. Subject to the progression of development, the provisional items of monitoring Trafalgar, Agerton, and Britannia for 2024 and 2025 may be recommended for Council approval in Q1 of 2024.</p> <p>An evaluation team with representation from Development Services evaluated the proposals against the established criteria and three (3) proponents were invited to an interview. Upon completion of the interview stage, Aquafor Beech Limited was the highest scoring proponent.</p>
Purchasing Section: Bid Award Information	
Date bid issued	February 23, 2023
Advertisements	Bids & Tenders Website, Town of Milton website
Closing Date	March 17, 2023
# of Plan takers	Six (6)

<p>Proposal Submissions received</p>	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> • AECOM Canada Limited • Aquafor Beech Limited • GHD Limited • Parsons Incorporated • WSP E&I Canada Limited
<p>Evaluation Criteria</p>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Description of the Firm, Project Team and Structure (5 points) • Project Team Experience and References (20 points) • Understanding of the Project (10 points) • Project Methods, Work Program, Tasks and Deliverables (25 points) • Project Scheduling (20 points) • Proposal Costs (20 points) <p>Preliminary evaluations were conducted and the following proponents were invited to the next stage of the process, the interview, held on March 28, 2023.</p> <ul style="list-style-type: none"> • Aquafor Beech Limited • GHD Limited • WSP E&I Canada Limited <p>Aquafor Beech Limited is the highest ranking overall proponent and is being recommended for this award.</p>

Financial Planning Section: Budget Impact (Note 1)

<p>Account Number(s)</p>	<p>C44010621/22/23</p>	<p>C44010722/23</p>	<p>C44010922/23</p>	<p>C44011423</p>	<p>C44010520/21/22</p>
<p>Account Description</p>	<p>Stormwater Management - Boyne</p>	<p>Stormwater Management - Derry Green</p>	<p>Stormwater Management - MEV</p>	<p>Stormwater Management - North Porta</p>	<p>Stormwater Management - Milton Heights</p>
<p>Project Total Budget</p>	<p>\$ 383,131</p>	<p>\$ 233,463</p>	<p>\$ 255,853</p>	<p>\$ 133,900</p>	<p>\$ 328,364</p>
<p>Contract Budget</p>	<p>\$ 320,123</p>	<p>\$ 206,593</p>	<p>\$ 227,941</p>	<p>\$ 125,000</p>	<p>\$ 312,380</p>
<p>Actual (Net of HST Rebate)</p>	<p>\$ 221,133</p>	<p>\$ 162,743</p>	<p>\$139,829</p>	<p>\$ 135,699</p>	<p>\$ 140,915</p>
<p>Variance (Note 2)</p>	<p>\$ 98,990 (F)</p>	<p>\$ 43,850 (F)</p>	<p>\$ 88,112 (F)</p>	<p>\$ 10,699 (U) (Note 3)</p>	<p>\$ 171,465 (F)</p>
<p>Funding Source</p>	<p>Development Charge</p>	<p>Development Charge</p>	<p>Development Charge</p>	<p>Developer Recovery</p>	<p>Development Charge</p>

Provisional Items (Note 4)

<p>Account</p>	<p>C440108</p>	<p>C440111</p>	<p>C440112</p>
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Number(s) Account Description	Stormwater Management - Britannia	Stormwater Management - Trafalgar	Stormwater Management - Agerton
Contract Budget	\$ 109,541	\$ 119,722	\$108,659
Actual	\$ 109,541	\$ 119,722	\$108,659
Variance	\$ 0	\$ 0	\$ 0

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

Note 2: Due to the monitoring scope spanning a large area, with environmentally sensitive tasks, Staff is requesting that the favorable variance remain for contingency and other unanticipated costs.

Note 3: This work was included in the 2023 budget and forecast over a five year period in the annual amount of \$125,000. It will be 100% funded through Developer Recovery.

Note 4: Provisional items of the contract award are not being issued at this time. The work will be awarded based on development status and pending Council approval of the 2024 budget. This work was included in the 10 year capital forecast as presented through the 2023 budget and will be 100% funded through area specific Development Charges. Timing of the projects will be updated in the 2024 budget according to the status of development.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 23-294 - Underground Infrastructure Locating Services
Recommendation	Staff are recommending the award of the proposal for Locating Services for Town Owned Underground Infrastructure to PVS Contractors Inc., in the total amount of \$331,883 (exclusive of HST).
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, as a municipality with underground infrastructure located within our right of ways, is legislatively required, through Ontario's Underground Infrastructure Notification System Act, 2012, to register as a member with Ontario One Call and provide field locates for our infrastructure (traffic signals, street lights, and storm sewers).</p> <p>Since 2016, the Town has engaged with a Locate Service Provider contractor in order to complete the locate requests issued to the Town through Ontario One Call. Locate requests are driven by the market, and can be requested by private property owners, excavators, designers, utilities, municipalities, etc. Essentially, any entity that is preparing to dig in Ontario and meets specific criteria must submit a locate request to Ontario One Call.</p> <p>In 2022, staff identified the need to go back out to the market with an RFP to secure a contract with a locate service provider. An RFP was issued to the market in January of 2023, and closed on January 26, 2023. Upon close of the RFP, it was identified that the unit rates and total value were significantly higher than what had been anticipated in the budget for 2023. At that point, in order to allow for time to determine the best next steps, a contract extension to our existing Locate Service Provider was awarded, to April 25, 2023, via PDA 019-23.</p> <p>Since the RFP close, staff have consulted with the other local municipalities in Halton, as well as other municipalities in southern Ontario regarding the significant cost increase and service delivery. It was determined this is not a situation that is unique to Milton, and the increase in market unit rates is being experienced more broadly. It is believed this increase is due to a number of factors, including labour negotiations resulting in increased hourly rates for unionized locators, as well as the introduction of an amendment to the Underground Infrastructure System Notification Act, 2012 (Bill 93), which allows Ontario One Call to issue penalties if locates are not completed within the legislated timeline.</p> <p>In order to mitigate the ongoing financial pressure related to this increase in cost, staff are reviewing the following opportunities:</p>

- Recovering from the development community, through an update to the Town’s user fee by-law, the cost of locates incurred for those requests that come in for unassumed subdivisions;
- Extending the validity period of the Town’s locates to 120 days from 60 days (thereby minimizing the potential need for “re-locates”, as contractors must have valid locates on hand at all time if excavating);
- Exploring the requirement for a “dedicated locator” for large utility projects (which would result in the utilities being responsible for all locate costs related to that particular project). Given existing agreements in place with some utilities, this will need to be further explored to determine ultimate feasibility.

Staff will also ensure that the locate cost is appropriately applied to either the operating or capital budget based on the nature and location of the request, in order to ensure that the proper funding source is applied.

The award to PVS Contractors Inc. is for a period of one (1) year, with the option to renew the contract for three (3) additional 1 year periods.

It should be noted that the volumes included in the RFP are estimates only, and the actual volume of locate requests is market driven. Ultimately, the total value of work performed in 2023 is to be determined, and will be reported back to Council as part of the year-end financial reporting process.

An evaluation team of three staff from the Infrastructure Division evaluated the submitted proposals against the established criteria and two proponents were invited to an interview. The proposal submission from PVS Contractors Inc. was the highest ranking proposal.

Purchasing Section: Bid Award Information

Date bid issued	January 4, 2023
Advertisements	Town of Milton website
Closing Date	January 26, 2023
# of Plan takers	Three (3)
Proposal Submissions received	Proposals were received from the following companies: <ul style="list-style-type: none"> • 1000170795 Ontario Inc. • multiVIEW Locates Inc. • PVS Contractors Inc.

Evaluation Criteria	The proposals were evaluated based on the following criteria: <ul style="list-style-type: none"> • Description of the LSP, Team and Structure • LSP Experience and References • Methods, Work Program, Tasks, and Deliverables • Proposal Costs
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Financial Planning Section: Budget Impact <small>(Note 1)</small>
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Account Number(s)	3020-3740
Account Description	Infrastructure Management – Contracts
Contract Budget	\$ 60,000
Actual <small>(Net of HST Rebate)</small>	\$ 337,724
Variance <small>(Note 2)</small>	\$ 277,724 (U)
Funding Source	Operating Budget

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

Note 2: Contract actuals are based on estimated volumes for 2023, however, may differ based on volume of activity. The variance to budget will be monitored throughout the year and reported back to Council through the operating variance review processes. As noted in the background section above, staff are reviewing opportunities to mitigate the financial impact to the operating budget.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT RENEWAL**

Project Award	Contract Renewal – Request for Proposal 22-051-07 – Consulting Services for the 2024 Asphalt Overlay Program								
Recommendation	<p>Staff are recommending a contract renewal to WSP E&I Canada Limited (formerly Wood Canada Limited) for the Design of the 2024 Asphalt Overlay Program in the total amount of \$387,074 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to proceed with the award of the contract administration of the 2024 Asphalt Overlay Program in the estimated amount of \$454,385 (exclusive of HST) through an internal staff award report, pending Council approval of the 2024 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 WSP E&I Canada Limited (formerly Wood Canada Limited) on the Professional Consulting Services Roster as per the terms of RFP 21-051. The hourly rates were established through the RFP process. The hours identified and the staffing proposed have been reviewed and validated by Purchasing and Development Services staff. Staff subsequently issued a competitive request for proposal 22-051-07 to the civil engineering roster consultant firms. The RFP was to award the 2023 Asphalt Overlay Program, with the option to renew the contract for the 2024 program and the 2025 program. WSP E&I Canada Limited was the successful proponent and awarded the contract. Staff are now exercising the first renewal option for the 2024 Asphalt Overlay Program.</p> <p>The contract award is for the detailed design of the 2024 Asphalt Overlay Program, to be completed in 2023 and for the delegated authority to award the contract administration, to be completed in 2024, pending Council approval of the budget. WSP E&I Canada Limited submitted a proposal in March 2023 outlining the project schedule and detailed design and contract administration of the 2024 Asphalt Overlay Program.</p> <p><u>Award for Design (exclusive of HST)</u></p> <table border="0"> <tr> <td>Phase 1 – Design Section 1</td> <td align="right">\$351,989</td> </tr> <tr> <td>Phase 1 – Design Section 2 –Provisional</td> <td align="right"><u>\$35,085</u></td> </tr> <tr> <td>Total Design Section 1 and 2</td> <td align="right">\$387,074</td> </tr> </table> <p><u>Estimate for Contract Administration (exclusive of HST)</u></p> <table border="0"> <tr> <td>Phase 2-Contract Administration Including material testing an inspection.</td> <td align="right">\$454,385</td> </tr> </table> <p>It is recognized that the estimate for contract administration,</p>	Phase 1 – Design Section 1	\$351,989	Phase 1 – Design Section 2 –Provisional	<u>\$35,085</u>	Total Design Section 1 and 2	\$387,074	Phase 2-Contract Administration Including material testing an inspection.	\$454,385
Phase 1 – Design Section 1	\$351,989								
Phase 1 – Design Section 2 –Provisional	<u>\$35,085</u>								
Total Design Section 1 and 2	\$387,074								
Phase 2-Contract Administration Including material testing an inspection.	\$454,385								

Schedule H

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.

Considering that not all roads that are preliminarily identified as potential candidates for Asphalt Overlay are necessarily suitable for this treatment, and the feasibility and determination of the final program is based on the results of the visual road assessment, Geotechnical investigations, CCTV investigations and coordination with external agencies, there is a possibility that road segments have to be deferred or eliminated in which case other roads will need to be added and a full assessment will have to be completed.

Financial Planning Section: Budget Impact (Note 1)

Base Bid Award:

Account Number(s)	C33900123
Account Description	Asphalt Overlay Program -Design
Project Total Budget	\$ 604,674
Contract Budget	\$470,700
Actual (Net of HST Rebate)	\$358,184
Variance	\$112,516 (F)
Funding Source	Project Variance Account/Development Charges

Provisional Items Award:

Account Number(s)	C33900123
Account Description	Asphalt Overlay Program -Design
Project Total Budget	\$ 604,674
Contract Budget	\$112,516
Actual (Net of HST Rebate)	\$35,703
Variance (Note 2)	\$76,813 (F)
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 favorable variance remain in the project to accommodate further provisional sections subject to the project's overall progress.

COUNCIL AUTHORITY FOR CONTRACT AWARDS RENEWAL

Project Award	Contract Renewal – Request for Proposal 22-051-09 – Consulting Services for the 2024 Expanded Asphalt Program								
Recommendation	<p>Staff are recommending a contract renewal to CIMA Canada Inc. for the Design of the 2024 Expanded Asphalt Program in the total amount of \$204,200 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to proceed with the award of the contract administration of the 2024 Expanded Asphalt Program in the estimated amount of \$135,910 (exclusive of HST) pending Council approval of the 2024 budget.</p>								
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.								
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. The hours identified and the staffing proposed have been reviewed and validated by Purchasing and Development Services staff. Staff subsequently issued competitive request for proposal 22-051-09 to the civil engineering roster consultant firms. The RFP was to award the 2023 Expanded Asphalt Program, with the option to renew the contract for the 2024 program and the 2025 program. CIMA Canada Inc. was the successful proponent and awarded the contract. Staff are now exercising the first renewal option for the 2024 Expanded Asphalt Program.</p> <p>The contract award is for the detailed design of the 2024 Expanded Asphalt Program, to be completed in 2023 and for the delegated authority to award the contract administration, to be completed in 2024, pending Council approval of the budget. CIMA Canada Inc. submitted a proposal in March 2023 outlining the project schedule and detailed design and contract administration of the 2024 Expanded Asphalt Program.</p> <table data-bbox="634 1549 1544 1772"> <tr> <td colspan="2"><u>Award for Design (exclusive of HST)</u></td> </tr> <tr> <td>Phase 1 - Design</td> <td style="text-align: right;">\$204,200</td> </tr> <tr> <td colspan="2"><u>Estimate for Contract Administration (exclusive of HST)</u></td> </tr> <tr> <td>Phase 2- Contract Administration Including material testing and inspection.</td> <td style="text-align: right;">\$135,910</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</p>	<u>Award for Design (exclusive of HST)</u>		Phase 1 - Design	\$204,200	<u>Estimate for Contract Administration (exclusive of HST)</u>		Phase 2- Contract Administration Including material testing and inspection.	\$135,910
<u>Award for Design (exclusive of HST)</u>									
Phase 1 - Design	\$204,200								
<u>Estimate for Contract Administration (exclusive of HST)</u>									
Phase 2- Contract Administration Including material testing and inspection.	\$135,910								

Schedule I

	<p>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> <p>The following road segments are to be included in the 2024 Expanded Asphalt Program:</p> <ul style="list-style-type: none"> • Section 1: First Line Nassagaweya from No 25 Side Rd to No 28 Side Rd • Section 2: No 15 Side Road from Frist Line Nassagaweya to Second Line Nassagaweya • Section 3: Conservation Rd Regional Rd 1-Guelph Line to East Limit <p>Final determination of the program is subject to the results of the investigations, studies and coordination with external agencies In the Spring of 2024. Terms and conditions of the RFP 22-051-09 Detailed Design and Contract Administration are applicable to this assignment including with revised version of the terms of references dated March 21, 2023.</p>
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C35013323
Account Description	2024 Expanded Asphalt Design
Project Total Budget	\$ 236,772
Contract Budget	\$171,580
Actual (Net of HST Rebate)	\$207,794
Variance (Note 2)	\$ 36,214 (U)
Funding Source (Note 3)	Project Variance Account

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

Note 2: To retain 10% contingency, an additional \$3,621 is being requested.

Note 3: The 2022 Expanded Asphalt Project (C35013322) will be reporting savings through the June Capital Variance Report as there were no specialized investigations required, and contingency wasn't needed. Staff is requesting that \$39,835 of savings from C35013322 be returned to the Project Variance Account at this time and be used to fund this unfavourable variance. Both funding adjustments are included in Schedule A.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT RENEWAL**

Project Award	Contract No. 22-027 – Joint Micro Paving Program (HCPG Milton) – 2 nd Year of a Three (3) year contract								
Recommendation	Staff is recommending the contract for the Joint Micro Paving Program be renewed with Duncor Enterprises Inc. for the period April 1, 2023 to March 31, 2024 in the estimated annual amount of \$1,157,710 (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 original award resulted from a competitive HCPG Request for Tender No. 22-027 for Joint Micro Paving Program. The program was required to provide surface treatment for various roads in the Town. The contract was awarded to Duncor Enterprises Inc. for a possible three (3) year term, which was comprised of the original one (1) year award for the period April 15, 2022 to March 31, 2023, and had an option for two (2) additional one-year renewal periods.</p> <p>The first term of the contract was awarded in the total estimated amount of \$830,878 (exclusive of HST) through PDA-024-22.</p> <p>The annual amounts (exclusive of HST) incurred to date through the contract are:</p> <table border="1" data-bbox="621 1220 1409 1331"> <thead> <tr> <th>Period Start</th> <th>Period End</th> <th>Blanket Amount</th> <th>Actual Cost</th> </tr> </thead> <tbody> <tr> <td>Apr 15, 2022</td> <td>Mar 31, 2023</td> <td>\$830,878</td> <td>\$872,114</td> </tr> </tbody> </table> <p>The unit rates from the first term of the contract will be held constant during the second term of the contract. The contract renewal for the second term is requested in the total estimated amount of \$1,157,710 (exclusive of HST).</p> <p>The contract total for the first year is in the amount of \$872,114 (exclusive of HST). The estimated three (3) year total of this contract is \$3,187,534 (exclusive of HST). The contract allows for one (1) more renewal term for the third and final term for April 1, 2024 through to March 31, 2025.</p>	Period Start	Period End	Blanket Amount	Actual Cost	Apr 15, 2022	Mar 31, 2023	\$830,878	\$872,114
Period Start	Period End	Blanket Amount	Actual Cost						
Apr 15, 2022	Mar 31, 2023	\$830,878	\$872,114						

Financial Planning Section: Budget Impact (Note 1)			
Account Number(s)	C35000821	C35000822	C35000823
Account Description	Surface Treatment Program for 2023		
Project Total Budget	\$938,301	\$967,501	\$1,160,034
Contract Budget	\$50,000	\$374,528	\$753,558
Actual (Net of HST Rebate) (Note 2)	\$50,000	\$374,528	\$753,558
Variance	\$0	\$0	\$0
Funding Source	Project Variance Account		

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

Note 2: Contract actuals are an estimate only. Contracts against the approved budgets will be managed by the Program Area staff and will be reviewed with Financial Planning and any variances will be reported through the variance process.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Dell Data Domain Backup Storage Equipment
Recommendation	Staff are recommending approval to proceed with a contract increase for additional Dell data domain backup storage equipment to Dell Canada in the total amount of \$56,089 (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 Dell Canada for the Supply, Delivery and Installation of Dell Data Domain Backup Storage Upgrades is presently \$107,435 (exclusive of HST). This award was made via competitive process in March 2022 and awarded through PDA-017-22. No change orders have been issued to-date.</p> <p>The Town of Milton relies on specialized hardware devices to store, index and archive backups of key technology systems, data and records within the organization. These systems ensure the organization is adequately backing up business-critical information that can be recovered during unexpected data recovery operations, freedom of information requests or disaster-recovery events stemming from critical hardware failures or cyber-security incidents. Since the installation of the new backup hardware, the Town's data assets have continued to grow at an increased and previously unanticipated rate, requiring additional backup capacity to be licensed and made available on these new devices.</p> <p>The existing data domain backup devices have been installed with all the necessary hardware required to facilitate an increased backup volume. The Town is required to purchase additional software licenses to unlock additional capacity and make it available for use. This additional backup capacity will be utilized in conjunction with continued implementation of the Town's records management solution and continuous staff training to reduce future backup requirements through efficient data and record keeping practices, aligned to the Town's record retention bylaw.</p> <p>The initial data domain backup hardware was provided by and continues to be supported by the manufacturer, (Dell Canada), thus staff have worked directly with the vendor to negotiate the best cost available to utilize the existing hardware.</p> <p>This contract increase of \$56,089 (exclusive of HST) is for increasing the backup license capacity of the existing Dell Data Domain Backup Storage system.</p> <p>The new contract total will be \$163,524 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C24200119-A0260-7140
Account Description	Facilities Infrastructure and Networking
Project Total Budget	\$974,330
Contract Budget	\$0
Actual (Net of HST Rebate)	\$57,076
Variance (Note 2)	\$57,076 (U)
Funding Source	Note 2

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

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Fifth Line (Hwy 401 to Derry Road) – Contract Administration and Inspection
Recommendation	Staff is seeking approval to proceed with a contract increase to WSP Canada Group Limited for Contract Administration for Fifth Line (Main Street to Derry Road) in the total amount of \$1,094,528 (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 consulting services for the design of Fifth Line (Hwy. 401 to Derry Road) was in the total amount of \$984,750 (exclusive of HST), approved on CORS-113-08. Change orders for additional work include \$768,697 (exclusive of HST), approved on DS-013-20, additional professional engineering design services in an amount of \$326,360, approved on CORS-052-22, and five additional change orders in the amount of \$47,785 (exclusive of HST) have been issued to-date. The current contract total is \$2,127,592 (exclusive of HST).</p> <p>WSP Canada has prepared a proposal for the Town that outlines the effort required and unit rates over the estimated project timeframe. Overall, the Contract Administration and Inspection costs of \$1,094,528 (exclusive of HST) represents approximately 6% of the construction estimate for this phase of the overall construction project. The new contract total will be \$ 3,222,120 (exclusive of HST)</p> <p>Please note that the reconstruction and widening of Fifth Line from south of Main Street East to Hwy. 401 is nearing completion under a separate construction project (Contract No. 21-01-00501A).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C34004622-A0611-7210
Account Description	Fifth Line (Hwy. 401 to Derry Road)
Project Total Budget	\$18,333,704
Contract Budget	\$ 1,162,457
Actual (Net of HST Rebate)	\$ 1,113,792
Variance (Note 2)	\$ 48,665 (F)

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

Note 2: Due to the complex nature of the project, staff is requesting that the favourable variance remain in the project in order to accommodate future works.