



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: May 8, 2023

Report No: CORS-028-23

Subject: Purchasing Various - May 8, 2023 (Revised via Addendum)

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

THAT the tender award for the Road Rehabilitation of High Point Drive (Regional Road 25 to Parkhill Drive) to Pacific Paving Limited in the total amount of \$2,176,820 (exclusive of HST) be approved as outlined on Schedule B.

THAT the tender award for the Pavement Line Marking Program to Almon Equipment Limited for up to a five-year contract in the estimated amount of \$1,647,635 (exclusive of HST) be approved as outlined on Schedule C.

THAT the proposal award for Consulting Services for the Housing and Non-Residential Needs Analysis Study to Watson & Associates Economists Ltd. in the total amount of \$159,995 (exclusive of HST) be approved as outlined on Schedule D.

THAT the contract extension to US Bank Canada for the administration of the Procurement Card Program for a five (5) term starting September 1, 2023 be approved as outlined in Schedule E.

THAT a contract increase for finalizing the MEV Scoped Characterization Report to WSP E&I Canada Limited (formerly Wood Canada Limited) in the amount of \$14,000 (exclusive of HST) be approved as outlined on Schedule F.

THAT a contract increase for finalizing the MEV Area Servicing Plan to WSP E&I Canada Limited (formerly Wood Canada Limited) in the amount of \$27,000 (exclusive of HST) be approved as outlined on Schedule F.

THAT a contract increase for Malone Given Parsons to provide strategic planning and growth management advice up to the upset

limit of \$50,000 (exclusive of HST) be approved as outlined in Schedule G.

THAT the tender award for the 2022 Storm Sewer Rehabilitation to Capital Sewer Services Inc. in the base bid amount of \$427,194 (exclusive of HST) be approved as outlined in Schedule H.

THAT the award for the provisional item (Part C) for an open-cut sewer replacement in the total amount of \$311,973 (exclusive of HST) to Capital Sewer Services be approved as outlined in Schedule H.

THAT delegated authority to award the tender for the 2023 Bridge and Culvert Rehabilitation Program in the estimated amount of \$627,700 (exclusive of HST) be approved as outlined on Schedule I.

THAT the scope of the 2023 Bridge and Culvert Rehabilitation Program be expanded to include the replacement of two pedestrian bridges at David Thompson Park as outlined on Schedule I.

THAT delegated authority be provided for any further budget adjustments that may be required, upon contract tender close, to facilitate the timely replacement of the two pedestrian bridges at Dave Thompson Park as outlined on Schedule I.

THAT the contract increase for Canadian Pacific Railway for the at-grade crossing of Bronte Street in the total amount of \$277,474 (exclusive of HST) be approved as outlined on Schedule J.

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).

EXECUTIVE SUMMARY

Items added to the report via the addendum process have been presented in bold text. These additional recommendations have been made on the basis of new information that was received since the posting of the original agenda.

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 J) attached. Awards include tendered values for the reconstruction of High Point Drive and the Pavement Line Marking Program, proposals awards for a Housing and Non-Residential Needs Analysis Study, as well as a variety of contract extensions or increases based on the reasons outlined in the attached schedules. Several of these awards (Pavement Line Marking and the Procurement Card Program) are being made in conjunction with the Town's partners through the Halton Cooperative Purchasing Group.

Through the addendum process, the following items were added to this report:

- The tender award for the storm sewer rehabilitation project, including the provisional work identified. Due to the additional scope identified through the CCTV inspection process as well as higher unit rates, a total budget increase of \$349,271 is required to complete the recommended work.
- Delegated authority to award the 2023 Bridge and Culvert Rehabilitation program, inclusive of the two pedestrian bridges at David Thompson Park. These pedestrian bridges have been closed pending replacement, and the addition of the work to the 2023 program (net budget increase equals of \$275,000) will allow for a more timely completion of the works.
- A contract increase of \$277,474 for Canadian Pacific (CP) Railway to complete the at-grade crossing rehabilitation on Bronte Street due to an updated cost estimate received from CP.



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	D	F	H	I	J	Total Change in Funding Sources Increase / (Decrease)
Project Number	C90010323	C90017012	C43000422	C39011223	C33010820	
Project Description	Res/Non-Res Take Up/Land Needs Study	MEV Secondary Planning/Site Specific Zoning	Storm Sewer Network Program	Bridge/Culvert Rehab Needs	Bronte St. (Main St. to Steeles Ave)	
Total Approved Project Budget	\$ 250,192	\$ 1,406,797	\$ 576,987	\$ 642,401	\$ 28,688,879	
Recommended Budget Change						
Project Variance Account	2,811	5,383	349,271	275,000	35,733	668,198
Development Charges:						
Roads DC					126,615	126,615
Administration DC		48,444				48,444
Total Increase/(Decrease) in Funding	2,811	53,827	349,271	275,000	162,348	\$ 843,257
Total Revised Project Budget	\$ 253,003	\$ 1,460,624	\$ 926,258	\$ 917,401	\$ 28,851,227	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
TENDER AWARD**

Project Award	Tender Award No. 23-01-00500 for the Road Rehabilitation of High Point Drive (Regional Road 25 to Parkhill Drive)		
Recommendation	Staff are recommending the award of the tender for the Road Rehabilitation of High Point Drive (Regional Road 25 to Parkhill Drive) to Pacific Paving Limited in the total amount of \$2,176,820 (exclusive of HST), being the lowest compliant bid received.		
	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 capital project is for the road rehabilitation of High Point Drive from Highway 25 to Parkhill Drive. This road segment was identified as a "6-10" year need in 2014 and also in the 2018 State of the Infrastructure-Roads Study</p> <p>High Point Road was initially included in the 2015 Asphalt overlay program. A Geotechnical investigation was completed in 2015. The results of this investigation indicated that the road is beyond asphalt overlay. A CCTV inspection was completed in 2016, which identified that there are sewer deficiencies such as catch basin leads that need to be replaced and pipes that require repair.</p> <p>Rehabilitation will consist of storm sewer repairs, sidewalk construction, replacement of curb and gutter, subdrains and asphalt surface replacement.</p>		
Purchasing Section: Bid Award Information			
Date bid issued	March 14 ,2023		
Advertisements	Town of Milton website and Bids & Tenders website		
Closing Date	April 11, 2023		
# of Plan takers	Eleven (11)		
List of bid submissions inclusive of HST	Pacific Paving Ltd.	\$	2,459,807.10
	Royal Ready Construction Ltd.	\$	2,564,397.31
	Pave-Al Ltd.	\$	2,605,780.00
	Cox Construction Ltd.	\$	3,356,088.12
	Gazzola Paving Ltd.	\$	3,389,646.09
	Graham Bros. Construction Ltd.	\$	3,640,814.78
	Dig-Con International Ltd.	\$	3,846,936.97
	Dufferin Construction Company Inc.	\$	8,125,268.77
Median bid value	The average bid received was \$3,748,592.39. The bid submitted by Pacific Paving Limited is approximately 52% 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 Eight (8) bid submissions received were from COR™ Certified companies.</p>
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C33014323
Account Description	High Point Drive (HWY 25 to Parkhill Dr)
Project Total Budget (Note 2)	\$ 3,220,463
Contract Budget	\$ 2,642,625
Actual (Net of HST Rebate)	\$ 2,215,132
Variance	\$ 427,493 (F)
Funding Source	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 at this time. There could be additional restoration work required to maintain accesses to residential and business properties. Additional efforts to complete the work could be required to coordinate schedules to minimize disturbances. Additional traffic signage could be required as well.

COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

Project Award	Tender Award No. 23-023 – Pavement Line Marking Program Halton Cooperative Purchasing Group (HCPG) Joint Contract	
Recommendation	Staff are recommending the tender award for the Pavement Line Marking Program to Almon Equipment Limited for up to a five-year contract in the estimated amount of \$1,647,635 (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 Town of Milton issued Tender 23-023 for the Pavement Line Marking Program on behalf of the HCPG. The participating agencies include the Town of Milton and the Town of Halton Hills. The list of bid submissions below represents the combined total for both agencies for the first year of the contract, inclusive of HST.</p> <p>The first term of the contract will be on or about May 9, 2023 to March 31, 2024. All prices are firm for this term. An option exists to renew the contract for four (4) additional one-year terms. Approved future terms will start as of April 1st of the calendar year.</p> <p>The value for the Town of Milton's portion of the contract, for the first term, is \$329,527 (exclusive of HST). The total estimated contract value for the five (5) terms is \$1,647,635 (exclusive of HST).</p>	
Date bid issued	February 24, 2023	
Advertisements	Bids&Tenders website and Town of Milton website	
Closing Date	March 17, 2023	
# of Plan takers	Five (5)	
List of bid submissions inclusive of HST	Almon Equipment.Ltd.	\$ 843,270.41
	Guild Electric Limited	\$ 940,057.08
	Upper Canada Road Services Inc.	\$1,298,851.52
	Stoneline Ltd	\$1,983,963.60
Median bid value	The average bid received was \$1,266,535.65. The bid submitted by Almon Equipment Limited is 50% less than the average bid.	
Financial Planning Section: Budget Impact (Note 1)		
Account Number(s)	1800-0510-3740 1800-0896-3740	C40011222/23
Account Description	Pavement Marking/Bike Lane	Pedestrian Crossover (PXO) Program
Project Total Budget		
Contract Budget	\$328,987	\$15,000

Funding Source	Operating	Project Variance Account
Actual (Net of HST Rebate)	\$335,327	
Variance	\$8,660 (F)	

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.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 23-559 – Consulting Services for the Housing and Non-Residential Needs Analysis Study
Recommendation	Staff is recommending the award of the proposal for Consulting Services for the Housing and Non-Residential Needs Analysis Study to Watson & Associates Economists Ltd. in the total amount of \$159,995 (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 is in the process of updating its Official Plan to provide the long-term vision and policy framework for land use to year 2051. To adequately plan for future growth, it is important to develop an in-depth understanding of Milton’s potential future population and employment. The amount of and characteristics of population and employment determine what the needs are for housing and non-residential land uses.</p> <p>This Housing and Non-Residential Needs Analysis Study will inform how the Town will grow to meet the needs of population and employment to year 2051 and form the basis of the growth strategy in the new Official Plan. This Study will also meet the Planning Act requirements for an assessment report to enable inclusionary zoning. Inclusionary zoning is a tool that can be used for the creation of affordable housing which would require new residential developments to provide affordable units.</p> <p>This Study will consist of two phases.</p> <p>Phase 1 will forecast population, housing mix, employment and non-residential uses by type from now to 2051 based on detailed analysis of demographic, socio-economic, macro-economic, local market and any other applicable trends impacting demand. Phasing of the forecasted growth will be developed in 5-year increments to inform infrastructure and financial planning. The supply of land to accommodate the forecasted growth will be examined. Phase 1 is planned for completion by mid-July 2023.</p> <p>Phase 2 completes the Planning Act requirements for the assessment report for inclusionary zoning. The assessment report analyzes the needs for affordable housing in the Town, as well as analyzes the potential impact on the housing market and the financial viability of development if inclusionary zoning by-laws are enacted. Phase 2 is planned for completion by mid-September 2023.</p> <p>The award is to authorize the Phase 1 and Phase 2 scope of work. Phase 1 and 2 will be awarded to Watson & Associates Economists Ltd. upon Council approval.</p>

Schedule D

	The evaluation team, which consisted of staff from Planning Policy and Urban Design, evaluated the proposals against the established criteria and two proponents were invited to an interview. The proposal submission from Watson & Associates Economists Ltd. was the highest ranking proposal.
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Purchasing Section: Bid Award Information

Date bid issued	March 1, 2023
Advertisements	Town of Milton website
Closing Date	March 22, 2023
# of Plan takers	Four
Proposal Submissions received	Proposals were received from the following companies: Deloitte LLP KPMG LLP SHS Inc. Watson & Associates Economists Ltd.
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)	C90010323
Account Description	Res/Non-Res Take Up/Land Needs Study
Project Total Budget	\$250,192
Contract Budget	\$160,000
Actual (Net of HST Rebate)	\$162,811
Variance	\$2,811 (U)
Funding Source	Project Variance Account

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT EXTENSION

Project Award	Contract Extension for the Procurement Card Program
Recommendation	Staff are recommending a contract extension to US Bank Canada for the administration of the Procurement Card Program for a five (5) term starting September 1, 2023 and ending August 31, 2028.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background Information	<p>On CORS-049-18, Council approved the contract extension to US Bank Canada for the administration of the Procurement Card Program which is set to expire August 31, 2023. This is a Halton Cooperative Purchasing Group (HCPG) joint contract with the following participating agencies:</p> <ul style="list-style-type: none"> • Town of Milton • Town of Halton Hills • Town of Oakville • Region of Halton • Halton Police <p>The procurement card program through US Bank Canada has been very effective in reducing the amount of administrative time spent on small dollar purchases. The reporting software supplied by US Bank Canada is web-based so changes to card limits, status, and account access are instantaneous.</p> <p>Since its inception, the purchasing card program has grown to 228 cardholders with an average spend of \$10,687,363 (exclusive of HST) per year over the last five years. US Bank Canada provides a rebate to the Town calculated from the overall card purchases and payment terms. The rebate has been steadily increasing each year and in 2022 amounted to \$160,349. As part of the proposed renewal the size of rebate provided to the Town for transaction will be further increased.</p> <p>Participating agencies from the HCPG reviewed the proposed contract extension with US Bank Canada as well as BMO Financial Group, who are currently a vendor of record with the Province of Ontario. The US Bank Canada procurement card program has greater financial benefits and familiar functionality of their website and integration with other Town software programs. The other participating agencies are in agreement to extend the current contract for the five year term of September 1, 2023 to August 31, 2028.</p>

Schedule E

Finally, as a part of the Town of Milton's introduction of the Workday software, staff are also currently transitioning the purchasing card reconciliation process to Workday, and the related integrations with US Bank have developed.

Based on the above, staff are recommending that the Town continue a coordinated approach with the other municipalities and extend the agreement with US Bank for a 5 year term.

Financial Planning Section: Budget Impact (Note 1)

In 2022 the Town realized rebates in the amount of \$160,349 as a result of this program. Budgeted revenue for 2023 is in the estimated amount of \$175,000, with any variances reported through the Town's financial reporting.

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Milton Education Village (MEV) Scoped Characterization Report and Area Servicing Plan (ASP) Update
Recommendation	<p>Staff is recommending a contract increase for finalizing the MEV Scoped Characterization Report to WSP E&I Canada Limited (formerly Wood Canada Limited) in the total amount of \$14,000 (exclusive of HST).</p> <p>Staff also is recommending a contract increase for finalizing the MEV Area Servicing Plan to WSP E&I Canada Limited (formerly Wood Canada Limited) in the total amount of \$27,000 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The 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). A change order in the amount of \$17,500 (exclusive of HST) for the additional work required to revise and complete the MEV Scoped Characterization Report to address comments from Halton Region was approved on CORS-040-22. The total contract amount is \$127,485(exclusive of HST).</p> <p>The contract increase in the amount of \$14,000 (exclusive of HST) is for the additional work required to finalize the MEV Scoped Characterization Report.</p> <p>The new contract total will be \$141,485 (excluding HST).</p> <p>The contract for consulting service for undertaking the overall Area Servicing Plan (water/sewer) for the MEV Secondary Plan was awarded through CORS-007-22 in the amount of \$34,740 (exclusive of HST). There is no change order issued to-date.</p> <p>The contract increase in an amount up to \$33,000 for finalizing the Area Servicing Plan is being requested at this time. This increase will provide for the additional work required to revise the MEV ASP report to address comments from Halton Region. The new contract total will be \$ 67,740.</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>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)

C90017012

Schedule F

Account Description	MEV Secondary Planning/Site Specific Zoning
Project Total Budget	\$1,406,797
Contract Budget	\$0
Actual (Net of HST Rebate)	\$47,827
Variance	\$47,827 (U)
Funding Source	Development Charges/Project Variance Account
Additional Budget Request (Note 2)	\$6,000
Funding Source	Development Charges/Project Variance Account

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

Note 2: Staff is requesting additional budget of \$6,000 for project management recovery.

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase for strategic planning and growth management advice.
Recommendation	Staff are recommending a contract increase for Malone Given Parsons to provide strategic planning and growth management advice to an upset limit of \$50,000 (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>Malone Given Parsons (MGP) was retained through PO 20-00252 to provide expert advice to Town staff with respect to Halton Region's Official Plan review for an amount up to \$25,000. To-date, this work has involved a technical review of all documentation released by Halton Region and the preparation for and undertaking of a Council Workshop on April 26, 2021. A change order for the preparation of a Land Needs Assessment in an amount of \$15,000 was also approved through PDA-025-21 and reported through CORS-037-21.</p> <p>In 2022 additional work in an amount of \$14,108.75 was also subsequently issued through blanket PO C-22-48. This blanket PO was created for work required for the period ending May 1, 2022.</p> <p>MGP has recently prepared a proposal for the Town for services including growth management analyses and providing input to the review of the Joint Best Planning Estimates and the Town's Official Plan Review, among other things. Any work will be initiated by direction of the Town to MGP, and an upset limit of \$50,000 has been requested in relation to this work. Hourly rates have been provided and assessed relative to the existing rates charged under this contract.</p> <p>The new work requested will be added to the blanket purchase order with releases against the \$50,000 limit as the work required is further defined.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C90011021
Account Description	Official Plan Review
Project Total Budget	\$814,961
Contract Budget	\$46,225
Actual (Net of HST Rebate)	\$50,880

Variance

\$4,655 (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
TENDER AWARD**

Project Award	Tender Award No. 23-01-00502 – 2023 Storm Sewer Rehabilitation
Recommendation	<p>Staff are recommending the award of the tender for the 2023 Storm Sewer Rehabilitation to Capital Sewer Services Inc. in the base bid amount of \$427,194 (exclusive of HST) being the lowest compliant bid received.</p> <p>Staff are also recommending the award for the provisional Part C for an open-cut sewer replacement in the total amount of \$311,973 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval.
Background information	<p>In 2020 the Town completed Phases 1 & 1A of our “Milton Drainage Master Plan, Storm Sewer Network Study”. Included in the scope of this study was Zoom camera inspection of the storm sewer network. This inspection was primarily meant to capture systemic issues, however high level recommendations (including costs estimates) for storm sewer rehabilitation were captured when discovered. The rehabilitation works which require immediate attention (0-5 years) have been prioritized and divided geographically into a 5 year program. The associated cost estimates were used to develop the capital budget over the same period.</p> <p>For each year of the program the recommended rehabilitation requires CCTV investigation needed to confirm the scope of works for that year. In 2022 design works were completed for year 1 of the 5 year program. While CCTV investigation confirmed many of the initial recommendations, additional deficiencies were discovered, more than doubling the amount of sewer pipe requiring rehabilitation in year 1. Understanding the current scope of work, effort was made to work within the existing budget, including making a portion of the works provisional. Ultimately the current market conditions, including higher unit costs, has resulted in higher than anticipated tender pricing.</p>
Purchasing Section: Bid Award Information	
Date bid issued	April 4, 2023
Advertisements	Town of Milton website and the Bids & Tenders website
Closing Date	April 26, 2023
# of Plan takers	Nine (9)

Schedule H

List of bid submissions inclusive of HST	Capital Sewer Services Inc.	\$ 835,258.71
	PipeFlo Contracting Corp	\$1,082,432.65
	Clearwater Structures Inc.	\$1,101,895.77
	Aqua Tech Solutions Inc	\$1,567,904.38
Median bid value	The average bid received was \$1,146,872.88. The bid submitted by Capital Sewer Services Inc. is approximately 37% less than the average bid.	

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C43000422
Account Description	Storm Sewer Network Program - Construction
Project Total Budget	\$576,987
Contract Budget	\$434,657
Actual (Net of HST Rebate)	\$434,713
Variance	\$55 (U)
Funding Source	Project Variance Account

Provisional Items Award:

Account Number(s)	C43000422
Account Description	Storm Sewer Network Program - Construction
Project Total Budget	\$576,987
Contract Budget	\$0
Actual (Net of HST Rebate)	\$317,464
Variance	\$317,464 (U)
Funding Source	Project Variance Account
Additional Budget Request (Note 2)	\$31,752
Funding Source	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
DELEGATED AUTHORITY**

Project Award	Delegated Authority to award Tender Award No. 23-01-00504 for the 2023 Bridge and Culvert Rehabilitation Program.
Recommendation	<p>Staff are recommending delegated authority to award the tender for the 2023 Bridge and Culvert Rehabilitation Program in the estimated amount of \$627,700 (exclusive of HST). Staff will report the results back to Council for information.</p> <p>Staff are also recommending the expansion to the scope of the 2023 Bridge and Culvert Rehabilitation Program to include the replacement of two pedestrian bridges at David Thompson Park. The program already includes 3 structures for rehabilitation; Structure 10 (Canyon Road), Structure 14 (McNiven Road) and Structure 108 (Chisholm Drive).</p> <p>Staff are further recommending delegated authority for any further budget adjustments that may be required, upon contract tender close, to facilitate the replacement of the two pedestrian bridges at Dave Thompson Park.</p>
Purpose of Report	<p>As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.</p> <p>As per Section 4.7.2 i of Budget Amendment Policy No. 113, Council approval is required for amending the scope of an existing project.</p>
Background information	<p>The 2023 Bridge and Culvert Rehabilitation Program originally included maintenance and repairs to the following structures;</p> <ul style="list-style-type: none"> - Structure 10 (Canyon Drive), Structure 14 (McNiven Road) and Structure 108 (Chisholm Drive) <p>As a result of a public safety concern identified in April, the program scope needs to be expanded to include the emergency replacement of the pedestrian bridges in David Thompson Park (P06 and P07). The current condition of both bridges are poor and have subsequently been closed until replaced. Our goal is to have these replaced in the summer.</p> <p>The lead time to order and manufacture the pedestrian bridges is approximately 4 to 6 weeks. To expedite this process, it is recommended to award this tender and order the material as soon as possible. The intent is that the contractor proceeds with the order immediately after the contract is fully executed.</p>

Schedule I

	<p>In order to facilitate the timely award and subsequent ordering of materials, staff are requesting approval to expand the scope of this year's program, for a budget increase of \$275,000 and further delegated authority to approve any subsequent budget adjustments that may be required to award the tender. The current construction estimate, including the pedestrian bridge replacements, is \$627,700 (exclusive of HST). A budget increase of \$275,000 is being requested for the additional anticipated construction cost, 15% contingency, and additional contract administration and inspection related to the pedestrian bridge replacements.</p> <p>The construction tender was issued on April 20, 2023, with the pedestrian bridges originally included as provisional items. In order to ensure the bridges are ordered promptly and to achieve best value, they have been added as part of the base bid. The tender is scheduled close on May 12, 2023.</p>
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C39011223
Account Description	2023 Bridge/Culvert Rehab Needs
Project Total Budget	\$ 642,401
Contract Budget	\$ 427,395
Estimated Actual (Net of HST Rebate) (Note 2)	\$ 638,748
Variance	\$ 211,353 (U)
Funding Source	Project Variance Account
Additional Budget Request (Note 3)	\$ 63,647
Funding Source	Project Variance Account

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

Note 2: Although actuals costs will only be confirmed once the construction tender closes, an unfavourable variance to budget of \$211,353 is expected based on the current engineering estimate. A budget amendment is being recommended at this time in order to facilitate the contract award under delegated authority given the lead time required to order and manufacture the bridges.

Note 3: Additional budget is being requested to maintain a 15% contingency within the project as well as to accommodate the associated additional contract admin and inspection work.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	CP M32.80 GALT Bronte Street Relocation / Widening – Purchase Order No. 22-00551
Recommendation	Staff is recommending approval to proceed with a contract increase for Canadian Pacific Railway in the total amount of \$277,474 (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 was awarded through an internal emergency staff report, later reported back to Council through CORS-073-22. The contract was awarded to Canadian Pacific Railway (CP) for the CPM32.80 GALT Bronte Street Relocation / Widening in the amount of \$1,205,508 (exclusive of HST). No change orders for renewal terms have been issued to date.</p> <p>As part of the reconstruction and widening of Bronte Street from Steeles Avenue to Main Street, the at-grade crossing of the Canadian Pacific Railway (CP) tracks needs to be reconstructed by CP forces to suit the new alignment and road cross section of Bronte Street. The work is scheduled to be completed during the scheduled road closure of Bronte Street (May 23 – June 23) in conjunction with the current capital construction project on Bronte Street.</p> <p>This contract increase of \$277,464 (exclusive of HST) is to account for an estimation error in CP's original estimate for the work as well as additional engineering required to ensure that works can occur during the road closure. CP charges for the work will be based on actuals. CP has provided an updated detailed estimate in support of this request.</p> <p>The new contract total will be \$1,482,972 (exclusive of HST). Please note that the above includes 3% Canadian Transportation Agency Overhead.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C33010820
Account Description	Bronte Street (Main St. to Steeles Ave)
Project Total Budget	\$ 28,688,879
Contract Budget	\$0
Actual (Net of HST Rebate) (Note 2)	\$282,348
Variance (Note 3)	\$282,348 (U)
Funding Source	Project Variance Account and Development

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

Note 2: Contract actuals include 3% Canadian Transportation Agency overhead fee which is standard for railway works.

Note 3: Of the total \$282,348 unfavourable variance, \$120,000 will be managed through the reallocation of expenditure lines within the project. Requesting funding for the remainder.