



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: October 23, 2023

Report No: CORS-052-23

Subject: Purchasing Various - October 2023

Recommendation: **THAT the contract increase for consulting services for the Milton Sports Centre parking lot improvements to WSP E&I Canada Limited in the amount of \$26,932 (excl. HST) be approved as outlined on Schedule A.**

THAT the contract increase for contract administration for the 2018 Expanded Asphalt program to Hatch in the amount of \$10,932.10 (excl. HST) be approved as outlined on Schedule B.

THAT the contract increase for contract administration for Appleby Line to WSP E&I Canada Limited in the amount of \$22,160 (excl. HST) be approved as outlined on Schedule C.

THAT the single source award to S. Spera & Associates Ltd. for property negotiation services in the amount of \$28,000 (excl. HST) be approved as outlined in Schedule D.

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 D) attached. Awards include contract increases of existing contracts for Milton sports center parking lot improvements, the 2018 expanded asphalt project and Appleby Line from Derry Road to Rattlesnake Conservation Area project. Single source approval has been requested for Appleby Line Ph3 property negotiation services with S. Spera & Associates Ltd. As an incumbent vendor for property negotiation services in relation to other Town roadworks, the established rates are being held for the Appleby Line service requirements.

Financial Impact

For each of the proposed contract increases or awards, funding has been provided for within the existing approved capital projects. As such, no budget amendments are being proposed at this time as a result of the awards included herein.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

For questions, please contact: Sharon Telfer, Manager, Purchasing and Supply Chain Management Phone: Ext. 2138
Shirley Xie, Supervisor, Financial Reporting Ext. 2472



Attachments

- Schedule A – Contract Increase for Milton sports centre parking lot improvements
- Schedule B – Contract Increase for 2018 expanded asphalt contract
- Schedule C – Contract Increase for Appleby Line
- Schedule D – Single Source for property negotiation services

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.

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE	
Project Award	Contract Increase for Consulting Services for the Milton Sports Centre Parking Lot Improvements
Recommendation	Staff are recommending approval to proceed with a contract increase for additional contract administration fees to WSP E&I Canada Limited (formerly Wood Environment & Infrastructure Solutions) in the total amount of \$26,932 (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>Through PDA-CRAN-22-051-06, Staff awarded the contract administration for improvements to the Milton Sports Centre Parking Lot to WSP E&I Canada Limited in the amount of \$73,758 (exclusive of HST). A subsequent change order in the amount \$32,357 (exclusive of HST) was issued through the March 27th Purchasing Various Report (CORS-016-23).</p> <p>During the construction phase of the project it was determined that a construction time extension was required by the contractor in order to complete the project. The requested additional consulting fees are reflective of the time extension necessary to bring the project to completion.</p> <p>Total additional contract administration fees in the amount of: \$26,932 (exclusive of HST).</p> <p>The requested amount was validated by staff to be in compliance with the Council approved award of WSP E&I Canada Limited (formerly Wood Environment & Infrastructure Solutions) on the Professional Consulting Services Roster as per the terms of RFP 21-051 (CORS-063-21). The hourly rates, as established through the Competitive Assignment Score Card evaluation RFP process, have been reviewed and validated as being of good value by Parks & Facilities staff (PDA-CRAN-22-051-06).</p> <p>The new contract total will be \$133,047 (exclusive of HST).</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C58214820-A1634-7210
Account Description	Milton Sports Centre Facility Improvements
Project Total Budget	\$ 1,153,766

Contract Budget	\$ 0
Actual	\$ 26,932
Variance (Note 2)	\$ 26,932 (U)
Funding Source	Reallocation of line items within the project

Note 1: This project is eligible for input tax credits, therefore costs do not include HST.

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Hatch – Contract Administration 2018 Expanded Asphalt
Recommendation	Staff is recommending the contract increase to Hatch for the Contract Administration 2018 Expanded Asphalt in the total amount of \$10,932.10 (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 Hatch for 2018 Expanded Asphalt contract Administration is in the amount of \$152,954 (exclusive of HST). Was awarded in March 27, 2018 through purchase order C-18-39 R2. Change orders for renewal terms have been issued in the amount of \$33,018.</p> <p>This contract increase in the amount of \$10,932.10 (exclusive of HST) is for additional fees for contract administration, inspection and material testing. The 2018 Expanded asphalt warranty period for Esquesing Line was extended for additional two years because the result of asphalt testing was found in non-compliance. Hatch's original proposal did not include the cost for the additional two years, therefore, there was no budget allocated for this purpose. The request of additional fees includes the following:</p> <ul style="list-style-type: none"> • Project Management and Contract Administration Services • Geotechnical support, inspection and material testing. <p>The original contract was awarded with an old roster. Hatch requested the increase in their original hourly rate fees considering that original proposal was in 2018. The new rates will only be applied in future invoices.</p> <p>The new contract total will be \$163,886.10 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C35012818-A0611-7210
Account Description	2018 Expanded Asphalt
Project Total Budget	\$1,443,843
Contract Budget	\$29,490
Actual (Net of HST Rebate)	\$11,125
Variance	\$18,365 (F) (Note 2)
Funding Source	Federal Gas Tax 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 to accommodate future changes.

COUNCIL AUTHORITY FOR CONTRACT AWARDS

Project Award	Contract Increase for WSP E & I and Infrastructure Solutions Contract Administration of Appleby Line
Recommendation	Staff are recommending the contract increase to WSP E & I for Contract Administration of Appleby Line from Derry Road to Rattlesnake Conservation Area in the total amount of \$22,160 (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 for Appleby Line Contract Administration, Material testing and inspections is in the amount of \$180,960 (exclusive of HST). This contract was awarded as a result of the previous roster process. The original award was in the amount of \$164,690 (exclusive of HST). Change orders to-date are in the amount of \$16,000 (exclusive of HST).</p> <p>This contract increase in the amount of \$22,160 (exclusive of HST) is for additional fees due to changes in the construction schedule. The completion date for construction was extended by 21 days for the following reasons:</p> <ul style="list-style-type: none"> • Finalization of shop drawings delay due to re-design and refinement resulted from refined rock elevations uncovered at the time of construction • Review and approval of shop drawings <p>Staff have reviewed the request to confirm the scope and are satisfied that the rates used are consistent with previous rates charged under this contract and further, are consistent with those in the initial request for proposal.</p> <p>The new contract total will be \$ 202,850 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C35000523-A0611-7210
Account Description	Appleby Line Ph1-2
Project Total Budget	\$3,565,070
Contract Budget	\$ 0
Actual <small>(Net of HST Rebate)</small>	\$22,550
Variance <small>(Note 2)</small>	\$22,550 (U)
Funding Source	Reallocation of line items within the project

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
SINGLE SOURCE AWARD**

Project Award	Single Source award to S. Spera & Associates Ltd. for Appleby Line (Phase 3) Property Negotiation Services.
Recommendation	Staff is recommending the single source award to S. Spera & Associates Ltd. for Appleby Line (Phase 3) Property Negotiation Services in the estimated amount of \$28,000 (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>In the early stages of the design of Appleby Line (Phase 3), it was identified that property acquisition may be required in order to fully complete the construction project. Now that the design is approximately 60% complete, it is confirmed that property negotiation services are required for six (6) properties.</p> <p>The Town previously established a contract with S. Spera & Associates Ltd. through a competitive bid process for property negotiations services for work related to Bronte Street and Main Street. This firm has also provided satisfactory property negotiation services for work on Fifth Line. To keep this project moving forward on schedule, Staff recommend proceeding with the incumbent firm for property negotiations as required on Appleby Line (Phase 3), with the firm's hourly rate remaining unchanged from previously contracted services.</p> <p>It is estimated that 80 hours of work are required to complete these services at the hourly rate of \$350 (inclusive of normal disbursements, exclusive of HST).</p> <p>The amount of \$28,000 (exclusive of HST) is an estimate. Depending of the negotiation process, complexity and time spent per property, there is potential for additional costs to be incurred.</p> <p>Staff is also recommending to keep favourable variance in the account as it could be used to cover cost in case the estimated hours are exceeded or if additional permission to enter are required.</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C35000522-A0611-7290
Account Description	Appleby Line (Phase 3)
Project Total Budget	\$ 243,963
Contract Budget	\$45,792

Actual (Net of HST Rebate)

\$28,493

Variance (Note 2)

\$17,299 (F)

Funding Source

Project Variance Account/Development Charge

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

Note 2: Due to the complexity of the project, staff requested that the favourable variance remain for unforeseen items.