



The Corporation of the Town of Milton

Report To: Council
From: Glen Cowan, Chief Financial Officer / Treasurer
Date: November 13, 2023
Report No: CORS-056-23
Subject: Purchasing Various - November 2023

Recommendation:	<p>THAT Council approve the budget amendments and related funding sources as outlined on Schedule A.</p> <p>THAT the contract increase for absolute secure access client software to Rogers Communications Canada in the amount of \$88,709 (excl. HST) be approved as outlined on Schedule B.</p> <p>THAT the contract increase for detailed design for Nipissing Road to WSP Canada Inc. in the amount of \$660,600 (excl. HST) be approved as outlined on Schedule C.</p> <p>THAT staff be delegated the authority to approve change orders up to a total of 15% of the awarded value to WSP Canada Inc. in relation to the Nipissing Road reconstruction.</p> <p>THAT the delegated authority to award the street light and pole condition assessment in the estimated amount of \$387,420 (excl. HST) be approved as outlined on Schedule D.</p> <p>THAT the contract increase made under delegated authority for additional work required for the Fifth Line Grade Crossing and Widening to Canadian Pacific Railway Company in the amount of \$354,427 (excl. HST) be received for information as outlined in Schedule E.</p> <p>THAT the contract increase made under delegated authority for Environmental Assessment of the Peru Road Bridge Removal and Cul-de-Sac Implementation to GM BluePlan Engineering Limited in the amount of \$9,080 (excl. HST) be received as outlined in Schedule F.</p>
------------------------	---

	<p>THAT the contract award made under delegated authority for Campbellville Road Guide Rail Upgrades to Powell Contracting Limited in the amount of \$1,266,870 (excl. HST) be received as outlined in Schedule G.</p> <p>THAT the single source award made under delegated authority to conduct a Feasibility Study for the Milton Transit Garage to WSP Canada Limited in the amount of \$66,710 (excl. HST) be received as outlined in Schedule H.</p> <p>THAT staff be delegated the authority to make a single source award to Pinchin Ltd. to undertake Asbestos Assessments for select Town facilities, and that details of the award be reported back to Council for information.</p> <p>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.</p>
--	--

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 I) attached.

Included within this report are contract increases of existing contracts for mobile connectivity software and the detailed design for Nipissing Road. In the case of the



Discussion

software, the contract increase results in overall savings for the Town over a 3-year period relative to the existing contract.

Delegated authority has been requested for the street light and pole condition assessment. The RFP evaluation for this project is in progress. In order to facilitate the planned project start date of November 20th, delegated authority to award the contract is being requested. Similarly delegated authority with respect to asbestos assessments is also sought in order to ensure that the Town's year end audit timelines can be achieved in relation to new accounting standards.

Staff are reporting back to Council on a contract increase for Fifth Line grade crossing and widening, a contract increase for environmental assessment of the Peru Road bridge removal and cul-de-sac implementation, a contract award for the Campbellville Road guide rail upgrades and a single source award for a feasibility study for the Milton Transit garage. In these cases project-specific delegated authority was either previously granted, or timing constraints led to the use of authorities provided in the purchasing by-law. In the case of the feasibility study, staff leveraged the existing civil engineering roster to identify a capable firm with competitive rates.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through I, and result in an increase in funding to the capital program of \$773,061 at this time. This increase provides the required funds to undertake the detailed design of the Nipissing Road reconstruction, with the subsequent utility relocation and construction funding currently planned for 2024 and 2025, respectively. Other variances that resulted from the awards referenced herein were either managed within the existing project accounts, or previously funded at the time of award.

As noted in Schedule B, annual savings of approximately \$18,910 are expected to be generated for the operating budget as a result of the new acquisition strategy for mobile connectivity software.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer



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

Attachments

- Schedule A – Reserve and Reserve Fund Transfers
- Schedule B – Contract Increase for Mobile Connectivity Software
- Schedule C – Contract Increase for detailed design for Nipissing Road
- Schedule D – Delegated Authority for street light and pole condition assessment
- Schedule E – Reporting back contract increase for CP Rail
- Schedule F – Reporting back contract increase for Peru Road Bridge
- Schedule G – Reporting back delegated authority for Campbellville Rd Guide Rail
- Schedule H – Reporting back single source for Milton Transit study
- Schedule I – Delegated Authority for Asbestos Assessments

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		Total Change in Funding Sources Increase / (Decrease)
Project Number	C33014618	
Project Description	Nipissing Road Reconstruction	
Total Approved Project Budget	\$ 502,000	
Recommended Budget Change		
Project Variance Account	77,306	77,306
Development Charges:		
Roads DC	695,755	695,755
Total Increase/(Decrease) in Funding	773,061	\$ 773,061
Total Revised Project Budget	\$ 1,275,061	

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Mobile Connectivity Software
Recommendation	Staff is recommending approval to proceed with a contract increase for a new 3-year contract with Rogers Communications Canada Inc. in the amount of \$88,709 (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 Town of Milton leverages mobile connectivity software from Absolute Software Corporation (Absolute Secure Access Client) to facilitate its fleet of mobile devices (laptops and specific tablet devices) connecting back to the Corporate network while working remotely. This software product is a foundational element in the Town's hybrid work program that enables remote connectivity to organizational technology and data assets when not working within a Town facility. The Town has been leveraging Absolute Software (formally called Netmotion) within the organization for the past 14 years. In previous years, the annual subscription/licensing costs for this solution have been procured directly from the manufacturer themselves (Absolute Software Corporation) and paid in US dollars.</p> <p>In 2014, the Ontario Ministry of Public and Business Service Delivery (Supply Ontario) completed a competitive request for proposal (RFP) process and established Vendor of Record (VOR) agreement OSS-00415819, with Rogers Communications Canada named as the primary vendor for the acquisitions of Paging and Mobile Devices and Services. The initial term of the Agreement is for six (6) years. Supply Ontario has the option to extend the Agreement on the same terms and conditions up to two (2) additional terms of two (2) years each. The current expiry date of this agreement is July 31, 2024.</p> <p>In June 2018, The Town of Milton entered into an agreement with Rogers Communications Canada under the terms of VOR OSS-00415819. The Town currently utilizes this agreement to acquire cellular phone and data services for the majority of the Corporation's mobile devices. As per the terms of the master agreement established under VOR OSS-00415819, a buyer may opt to purchase optional add-on services at market discounted prices that have been awarded to Rogers Communications Canada as an authorized reseller. These optional add-on services are available during the term of the Supply Ontario master agreement. Under the agreement, the Town can opt to acquire annual software licenses for its Absolute Secure Access Client for a discounted rate compared to what the Town has historically paid. By moving to acquire annual Absolute licensing from Rogers Communications</p>

Schedule B

	<p>Canada under the Supply Ontario VOR, the Town can expect to save approximately \$18,000 per year (based on current license quantities and \$USD to \$CAD exchange rates).</p> <p>As the Town grows and expands its mobile laptop fleet, it will inevitably require an increase in the number of Absolute software licenses to facilitate ongoing day-to-day operations. Future purchased licenses under the Provincial VOR will be acquired at the same unit rate as the initial purchase, allowing the Town to avoid future market price increases over the next few years. As per the terms of the Supply Ontario master agreement, prices for the Absolute software product are subject to change after December 31, 2023. As such, it is financially advantageous for the Town to seek an extended agreement term in order to maximize annual savings. Staff are requesting a contract increase to Rogers Communications Canada in the amount of \$29,570 per year (exclusive of HST) to establish a 36 month term (\$88,709 for full 36 month term) for the acquisition of Absolute Software Secure Access software licenses. This new agreement will take effect on January 1st, 2024, following the completion of the existing annual license term the Town currently holds with Absolute Software Corporation directly.</p>
--	---

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	2216-3445
Account Description	Software Annual Maintenance
Project Total Budget	N/A
Contract Budget	\$ 49,000
Actual (Net of HST Rebate)	\$ 30,090
Variance	\$ 18,910 (F)
Funding Source	Operating

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

Note 2: Contract actuals are an estimate and will vary based on total number of software licenses required by the organization to support ongoing operations. It will be monitored by program area staff. Any variances will be reported through the variance process.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase for Consulting Services, for the detailed design for Nipissing Road to WSP Canada Inc. (WSP)
Recommendation	Staff is recommending approval to proceed with a contract increase for WSP Canada Inc. in the total amount of \$660,600 (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 is for functional design and traffic impact study work related to the Nipissing Road project in the amount of \$154,834 (exclusive of HST) (PO# C-17-116 R#3, awarded under previous consultant roster RFP 12-051) and the preliminary design for Nipissing Road in the amount of \$106,580 (exclusive of HST) (PO# C-22-34 R#2, awarded under the current consultant roster via RFP 21-051, CORS-073-22).</p> <p>The increase of \$660,600 would bring the total contract award, up to and including detailed (100%) design, contractor prequalification and tender issuance to \$922,014 (exclusive of HST). Currently the overall estimated construction value (including utility relocations) is approximately \$13,000,000 (planned for 2024 and 2025), and the total value of this design award is approximately 7% of the anticipated construction value, which is in line with industry standards.</p> <p>The proposed work plan and associated time-task matrix has been reviewed by staff and the unit rates for WSP staff are in accordance with, or better than, the current (21-051) civil engineering roster assignment unit rates.</p> <p>As noted in CORS-073-22, it was anticipated that detailed design and contract administration would be awarded to WSP, given their history and knowledge of the project. This recommendation is for the award for detailed design, and to identify that the preliminary estimate for contract administration and inspection is \$984,604 (ex. HST). The estimate for contract administration and inspection will be reviewed and finalized at the end of the detailed design stage (anticipated for December 2024), and a further award recommendation to Council for the contract administration and inspection will be presented at the appropriate time.</p> <p>As identified in Council Report DS-085-22, staff are continuing negotiations and discussions with Metrolinx regarding the next steps in the Nipissing Road Project. Staff have requested additional funding from Metrolinx to support the detailed design work, and are awaiting a response. At this time, as no commitment</p>

Schedule C

	<p>from Metrolinx has been provided, a contribution from Metrolinx has not been contemplated in the budget amended presented herein. Should Metrolinx commit to funding a portion of the detailed design work, the budget funding will be amended accordingly and reported back to Council through the capital variance process.</p> <p>In addition to the detailed design award, staff are also requesting a budget amendment to ensure a 15% contingency is available in the project budget for detailed design. Due to the brownfield location of the project and adjacent land uses, it is anticipated that additional effort may become required surrounding contaminated soils, therefore a contingency in excess of 10% is being requested.</p> <p>The Nipissing Road project is essential to support the growth vision for the Mobility Hub and to support and promote any future improvements at the Milton Go Station.</p>
--	--

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C33014618-A0611-7220
Account Description	Nipissing Road Reconstruction
Project Total Budget	\$ 502,000
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 672,227
Variance	\$ 672,227 (U)
Funding Source	Project Variance Account and Development Charges
Additional Budget Request	\$100,834 (Note 2)
Funding Sources	Project Variance Account and Development Charges

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

Note 2: Separate from the contract increase, additional budget is expected to be required to retain 15% contingency due to the complexity of the project.

COUNCIL AUTHORITY FOR PROPOSAL AWARDS DELEGATED AUTHORITY

Project Award	Delegated Authority to award Proposal No. 23-568 for the Street Light and Pole Condition Assessment.
Recommendation	Staff are recommending delegated authority to award proposal for the Street Light and Pole Condition Assessment in the estimated amount of \$387,420 (exclusive of HST). Staff will report the results back to Council for information.
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 owns and operates approximately 10,224 street luminaires, installed on either Town owned poles or Milton Hydro poles within the road right of way, approximately 8870 poles and 74 pedestals. To maintain the quality of service and public safety associated with these assets, the Town is embarking on a comprehensive inventory and condition assessment and inspection program.</p> <p>The primary objectives of this project are for the Town to utilize the location and condition data and work forecasts to develop maintenance and capital programs; and to address any identified immediate safety concerns related to street lighting equipment; to provide a comprehensive evaluation of the Town's street lighting equipment, including: physical inventory, replacement cost, conditional assessment, 15-year capital forecast, and a 5 year, 10 year and 50 year life cycle costing analysis, and development of Levels of Service (LOS) to meet asset management and budget requirements.</p> <p>Ultimately, the comprehensive inventory and condition assessment will be used to support the preparation of the Town's annual budget and the development of an asset management plan as per the Ontario Regulation (O.Reg) 588/17: Asset Management Planning for Municipal Infrastructure.</p> <p>An open public request for proposal (RFP) was issued on September 19, 2023 and closed on October 23, 2023. The proposal submissions are currently under evaluation by Town Staff, and the project start date is identified as November 20, 2023. Delegated Authority to award this proposal is required as the overall cost of the work is anticipated to be greater than \$100,000, and to ensure timely award of the project once evaluations are complete. Due to the timing of the RFP closing (which was extended due to several requests during the RFP open public market phase) and deadlines for November council, a</p>

Schedule D

	<p>delegated authority is required. It is anticipated that evaluations will be complete by mid-November, and that the award will be formally issued in time to facilitate the November 20, 2023 project start date.</p> <p>Based on the RFP submissions, staff anticipate that the award will be within the approved budget for the Street Light Inventory and Condition Assessment capital job.</p>
--	--

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

Account Number(s)	C41000123-N0650-7290
Account Description	Street Light Inventory and Condition Assessment
Project Total Budget	\$ 451,720
Contract Budget	\$ 394,239
Actual (Net of HST Rebate)	\$ 394,239 (Note 2)
Variance	\$ 0
Funding Source	Project Variance Account

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

Note 2: Actuals are an estimate based on the budget. Based on the RFP submissions, staff anticipate that the award will be within the approved budget. The actual variance will be identified to Council when staff report back on this award.

REPORT TO COUNCIL FOR INFORMATION - CONTRACT INCREASE

Project Award	Contract Increase to Canadian Pacific Railway Company for additional work required for the Fifth Line Grade Crossing and Widening
Recommendation	That the contract increase to Canadian Pacific Railway Company for additional work required for the Fifth Line Grade Crossing and Widening in the amount of \$354,427 (including 3% CTA fee, exclusive of HST) be received for information.
Purpose of Report	Staff are reporting back to Council for a contract award that was executed under Section 4.2.1 of Purchasing By-law No. 061-2018.
Background information	<p>Through PDA-070-22, Staff proceeded with emergency work with Canadian Pacific Railway Company (CP) for the Fifth Line grade crossing relocation and widening in the amount of \$938,108 (incl. 3% CTA fee, excl. HST). The award was subsequently reported to Council through CORS-073-22. There have been no change orders to date.</p> <p>As part of the reconstruction and widening of Fifth Line from Main Street East to Derry Road, 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 Fifth Line. The work started in September in conjunction with the current capital construction project on Fifth Line.</p> <p>Due to an estimation error on the part of Canadian Pacific Railway Company within their original estimate with respect to the required track work required at the Fifth Line crossing, a change order was required in the additional amount of \$261,430 (incl. 3% CTA fee, excl. HST). CP charges for the work will be based on actuals. CP has provided an updated detailed estimate in support of this request.</p> <p>CP flagging is required for all works completed in and around the railway crossing by both CP forces for CP works as well as roadway work being completed through the Town's construction contract by the General Contractor.</p> <p>The CP flagging provides railway safety for workers present on and around the railway crossing. CP provided a detailed estimate for the flagging requirements for the project in the amount of \$92,997 (incl. 3% CTA fee, excl. HST). CP charges for the flagging work will be based on actuals. CP provided a detailed estimate in support of this request.</p> <p>Staff processed PDA-078-23 utilizing Section 4.2.1 of the Purchasing By-law to award the contract increase. This allowed for timely continuation of the project. The new contract total is \$1,292,535 (including 3% CTA fee, exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C34004618-A0611-74550
Account Description	5 th Line (Hwy 401 to Derry Road)
Project Total Budget	\$19,043,319
Contract Budget	\$0
Actual (Net of HST Rebate)	\$360,665 (Note 2)
Variance	\$360,665 (U) (Note 3)
Funding Source	Project Variance Account / Development Charges

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

Note 2: In addition to the non-refundable HST, contract actuals include a 3% Canadian Transportation Agency overhead fee that is standard for CP works.

Note 3: A required budget increase in an amount of \$360,665 was identified through PDA-078-23 which was able to be funded through a reallocation of spending in the project such that the Town's overall funding plan is not impacted.

REPORT TO COUNCIL FOR INFORMATION - CONTRACT INCREASE

Project Award	Contract Increase to GM BluePlan Engineering Limited for Consulting Services for the Environmental Assessment of the Peru Road Bridge Removal and Cul-de-Sac Implementation
Recommendation	That the contract increase to GM BluePlan Engineering Limited for Consulting Services for the Environmental Assessment of the Peru Road Bridge Removal and Cul-de-Sac Implementation, in the amount of \$9,080 (exclusive of HST) be received for information.
Purpose of Report	Staff are reporting back to Council for a contract award that was executed under Section 4.2.1 of Purchasing By-law No. 061-2018.
Background information	<p>The contract for the Municipal Class Environment Assessment of the Peru Road Bridge removal and cul-de-sac implementation was originally awarded through RFP 22-051-12 in the amount of \$118,435 (excl. HST). There has been one change order to-date in the amount of \$8,820 (excl. HST) for a scoped Environmental Impact Study. The total current contract award to GM Blue Plan is \$127,255 (excl. HST).</p> <p>As part of the Environmental Assessment, a Cultural Heritage report was prepared by our consultant to screen the potential adverse impacts at 52 Peru Road. The Town will be purchasing lands from 52 Peru Road in order to construct the southerly cul-de-sac. The report identified that there are direct adverse impacts at 52 Peru Road. As a result, this change order in the amount of \$9,080 (excl. HST) was for GM BluePlan Engineering Limited to prepare an additional detailed cultural report that was required to be completed, which was not originally anticipated.</p> <p>Staff processed PDA-074-23 utilizing Section 4.2.1 of the Purchasing By-law to award the contract increase. This allowed for timely continuation of the project. The new contract total is \$136,335 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C34009122-A0611-7240
Account Description	Peru Road (Bridge Removal and Cul-de-Sac)
Project Total Budget	\$692,933
Contract Budget	\$20,505
Actual (Net of HST Rebate)	\$9,240
Variance (Note 2)	\$11,266 (F)
Funding Source	Development Charge and Project Variance Account

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

Note 2: The favourable variance was retained in the project pending completion of the Environment Assessment, the property acquisition process and until all environmental permits are in place in order to accommodate any scope or resourcing changes that could impact overall project timelines or deliverables.

COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

Project Award	Reporting back to Council on the Delegated Authority to award Tender 23-01-00505 for the Campbellville Road Guide Rail Upgrades
Purpose of Report	As per Section 7.2.2 of the Purchasing By-law, a report to Council for information is required when the delegated authority provided in that section is utilized.
Background information	<p>Through CORS-045-23, Council approved the delegated authority to Staff to proceed with the award of the Campbellville Road Guide Rail Upgrades in the total estimated amount of \$1,148,010 (exclusive of HST) in order to keep this project moving forward on schedule. Through the detailed design and review of existing conditions on Campbellville Road, it was discovered that the quantity of guiderail to be replaced was significantly higher than originally anticipated. In order to meet current standards/guidelines and protect public safety, Staff also requested additional funding to complete the guiderail replacement.</p> <p>Staff issued an open public tender for the Campbellville Road Guide Rail Upgrades on September 1st, 2023. The following three (3) submissions were received at the time of closing on September 26, 2023. The following tender prices include 13% HST.</p> <ul style="list-style-type: none"> • MJ.K. Construction Inc. \$1,412,039.53* • Powell Contracting Limited \$1,431,563.10 • Royal Fence Limited \$1,551,659.50 <p>*Non-compliant bid submission</p> <p>Staff processed PDA-087-23 to award this contract for the Campbellville Road Guide Rail Upgrades to Powell Contracting Limited in the total amount of \$1,266,870 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C35013723-A0614-7655
Account Description	Campbellville Road – Guiderail Replacement
Project Total Budget	\$778,242
Contract Budget	\$500,000
Actual <small>(Net of HST Rebate)</small>	\$1,289,167
Variance	\$789,167 (U) (Note 2)

Funding Source (Note 5)

Project Variance Account

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

Note 2: A budget increase in an amount of \$668,215 was approved through Purchasing Various Report CORS-045-23 and additional budget increase of \$194,172 was requested through PDA-087-23 and is therefore not included as part of Schedule A to this purchasing various report.

REPORT TO COUNCIL FOR INFORMATION - SINGLE SOURCE AWARD

Project Award	Single Source Award to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage
Recommendation	That the single source award to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage, in the total amount of \$66,710 (exclusive of HST) be received for information.
Purpose of Report	Staff are reporting back to Council for a contract award that was executed under Section 4.2.1 of Purchasing By-law No. 061-2018.
Background information	<p>The establishment of a permanent transit facility has been identified as a strategic priority for the Town. The project is also critical to allowing the Town to undertake a competitive process in the future for the delivery of the Transit service. Funding has been approved for the design and construction of the facility, and includes a contribution from other levels of government that is only available within a defined period of time.</p> <p>The next steps involved in the development of the new transit facility require expertise from several different professional disciplines. Due to timing constraints with this particular project (both operationally and financially), it was considered most effective that this work was sourced to a single vendor that is large enough to offer expertise in the various areas that may be required, and awarded on a direct basis as opposed to through a request for proposal process. Staff utilized the Town's existing civil engineering roster to identify WSP as a firm that is capable of undertaking the feasibility study to evaluate options for a new Transit Facility (Bus Storage and Maintenance) to be developed within the vicinity of the existing Milton Civic Operations Centre. Although the dollar of the award falls within the roster limit for direct award via staff authority, since the scope of this particular project isn't fully captured within the civil engineering roster's original description, Section 4.2.1 of the purchasing by-law was utilized.</p> <p>The study will include the assessment of three (3) potential site locations to be reviewed and evaluated based on suitability, land ownership, impacts to surrounding property, site operations and overall connectivity, environmental impacts and costing. Project deliverables include transit facility conceptual plans for each site location, a Municipal Class Environmental Assessment Screening and final feasibility memo.</p> <p>Staff processed PDA-076-23 utilizing Section 4.2.1 of the Purchasing By-law to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage in the total amount of \$66,710 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C59500120-A0631-7290
Account Description	Transit Operations Centre
Project Total Budget	\$13,044,545
Contract Budget	\$67,884
Actual (Net of HST Rebate)	\$67,884
Variance	\$0
Funding Source	Project Variance Account / Development Charges

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

REPORT TO COUNCIL – DELEGATED AUTHORITY FOR SINGLE SOURCE AWARD

Project Award	Single Source Award to Pinchin Ltd. for Asbestos Assessments of Town Facilities
Recommendation	That staff be delegated the authority to make a single source award to Pinchin Ltd. to undertake Asbestos Assessments for select Town facilities, and that details of the award be reported back to Council for information.
Purpose of Report	Staff are requesting delegated authority in order to ensure compliance with Section 10.1(s) of Purchasing By-law No. 061-2018.
Background information	<p>Several updates have been made to the Public Sector Accounting Standards (PSAS). One notable update, Section PSAB 3280 Asset Retirement Obligations (ARO), takes effect for all fiscal years beginning on December 31, 2023.</p> <p>The standard requires the Town to:</p> <ul style="list-style-type: none"> - Identify any tangible assets where there is a legal obligation to incur retirement costs, - Make reasonable estimation of these costs, - Calculate and record liability in the Town's books, - Report the liability on Financial Statements and update Fixed Assets disclosure <p>Through the 2023 Budget process the potential use of third party consultants in relation to certain aspects of ARO implementation was identified. Up to this point the Town's ARO work plan has relied primarily on staff resources to undertake the required steps to identify, assess and measure potential sources of ARO. Through this work, and through consultation with other municipalities and audit firms, the need for a more detailed assessment of potential sources of asbestos at Town facilities (and related abatement costs) has been identified. This work would be distinct and supplemental to the data gathered as part of the Town's recent condition assessment update for facilities, and would produce details that help the Town satisfy the PSAB 3280 requirements.</p> <p>Given the required timing of this work relative to the Town's year end processes, staff investigated potential avenues to initiate the work on a timely basis. Having recently undertaken a similar process for Halton Region with respect to their facility inventory, Pinchin Ltd. offers both expertise in hazardous materials such as asbestos as well as familiarity with the accounting standard requirements of PSAB 3280.</p> <p>Staff engaged in discussions with Pinchin to scope the work</p>

Schedule I

required to meet PSAS requirements in an efficient manner, and at the time of this report are working through finalization of a potential work plan and quote for the initiative.

In order to ensure a timely initiation of the work relative to the Town's year end and audit process, delegated authority to award is requested at this time, with result to be reported back to Council following award of the work.

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C20112023-N0250-7290
Account Description	PSAB Legislative Changes
Project Total Budget	\$30,900 (Note 2)

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

Note 2: As noted in the 2023 Budget, a budget provision was made to provide for professional services that may be required to implement the various changes to PSAS (including but not limited to PSAB 3280). The adequacy of this provision will continue to be assessed as the requirements are further refined through the audit process, and any variances will be reported through the variance process.