



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: June 3, 2024

Report No: ES-014-24

Subject: Purchasing Various - June 3, 2024

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

THAT the delegated authority to award the tender for Pavement Line Marking Program in the estimated annual amount of \$256,440 (excl. HST) be approved as outlined in Schedule B;

THAT the delegated authority to award up to four (4) one-year optional renewal terms for the Pavement Line Marking Program, for up to a total five year contract, in the total estimated amount of \$1,282,200 (excl. HST) be approved as outlined in Schedule B;

THAT the proposal for Consulting Services for the Stormwater Master Plan be awarded to Aquafor Beech Limited in the total amount of \$401,445 (excl. HST) as outlined in Schedule C;

THAT the single source award to the Halton Regional Police Service for the purchase of a Solacom Guardian Next Generation 911-capable Call Handling Solution along with related hardware, software and five years of support services in the total amount of \$550,181 (exclusive of HST) be approved as outlined on Schedule D;

THAT delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to the Halton Regional Police Service, as outlined on Schedule D;

THAT the Manager, Purchasing and Supply Chain Management be authorized to execute the contract extension, 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 item in the attached schedule. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.

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.

Included within this report is a request for delegated authority to award the pavement line marking tender in the estimated annual amount of \$256,440. Following the issuance of addenda during the tender process, the tender is now anticipated to close on June 10, 2024. In order meet the project schedule, it is recommended to award the tender as soon as possible following the tender closing date. Additionally, there is a request for delegated authority to award up to four (4) one-year optional renewal terms, for a total estimated contract value for the five (5) terms of \$1,282,200

Also included is a proposal award for consulting services for the stormwater master plan. As shown in the schedule attached, the award amount resulted in a favourable variance relative to the approved budget for the works.

Finally a single source award to the HRPS is included in relation to the transition to a next generation 911 call handling solution. The HRPS are the primary public safety answering point for Halton Region, and they awarded a contract to Comtech-Solacom Technologies Inc. following a competitive request for proposal process. That contract allows the Town to acquire goods and services through the same terms and conditions as the HRPS (via the HRPS). This approach allows for improved response times, enhanced coordination and improved data integration. It also supports the Town's efforts to achieve a go-live date by the mandated timing of March 2025.



Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through D. With respect to the capital budget, a favourable variance of \$163,990 is being returned to the project variance account at this time. For the operating budget, the award to the HRPS in relation to the NG911 initiative will result in an annual operating cost of \$57,498. After being capitalized during the initial year, the amount will be reflected in the Town's operating budget beginning in 2026.

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 Phone: Ext. 2472

Attachments

- Schedule A – Reserve and Reserve Fund Transfers
- Schedule B – Delegated authority to award the Pavement Line Marking tender
- Schedule C – Proposal award for Consulting Services for the Stormwater Master Plan
- Schedule D – Award of a Call Handling Solution

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	C	
Project Number	C43000823	Total Change in Funding Sources Increase / (Decrease)
Project Description	Stormwater Master Plan	
Total Approved Project Budget	\$ 914,125	
Recommended Budget Change Project Variance Account	(163,990)	(163,990)
Total Increase/(Decrease) in Funding	(163,990)	\$ (163,990)
Total Revised Project Budget	\$ 750,135	

COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

Project Award	Delegated Authority – Tender Award No. 24-023 for the Pavement Line Marking Program on behalf of the Halton Co-operative Purchasing Group (HCPG) Joint Contract				
Recommendation	<p>Staff are recommending the delegated authority to award the tender for the Pavement Line Marking Program on behalf of the HCPG in the estimated annual amount, representing the Town of Milton's portion, of \$256,440 (exclusive of HST). Staff will report the results back to Council for information.</p> <p>Staff are also requesting the delegated authority to award up to four (4) one-year optional renewal terms through an internal staff award report, for up to a total five-year contract. If all renewal options are required, the total amount of a five-year contract is estimated to be \$1,282,200 (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 Town of Milton issued Tender 24-023 for the Pavement Line Marking Program on behalf of the HCPG. The participating agencies consists of the Town of Milton and the Town of Halton Hills. Following an extension to the originally planned closing date via an addendum, the tender is anticipated to close on June 10, 2024.</p> <p>In order meet the project schedule, it is recommended to award the tender as soon as possible following the tender closing date.</p> <p>The first term of the contract will be on or about June 12, 2024 to March 31, 2025. 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 estimated value for the Town of Milton's portion of the contract, for the first term, is \$256,440 (exclusive of HST). The total contract value for the optional five (5) terms is estimated to be \$1,282,200 (exclusive of HST).</p>				
Financial Planning Section: Budget Impact (Note 1)					
Account Number(s)	1800-0510/0896-3740	3900-0327-3740	C4001122 4-A0614-7641	C40012723-A0614-7130	C3500082 2-N0611-7670
Account Description	Pavement Marking/Bike Lane	Parking Lot Pavement Marking	Pedestrian Crossover (PXO)	Intersection Pedestrian Signal	Surface Treatment Program

	Schedule B				
			Program		
Project Total Budget	NA	NA	\$295,963	\$177,037	\$967,501
Contract Budget	\$ 208,953	\$6,000	\$30,000	\$8,000	\$8,000
Funding Source	Operating		Project Variance Account		
Actual (Net of HST Rebate)	\$ 260,953				
Variance	\$ 0				

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. 24 – 543 for Consulting Services for a Stormwater Master Plan
Recommendation	Staff is recommending the award of the proposal for Consulting Services for a Stormwater Master Plan to Aquafor Beech Limited in the total amount of \$401,445 (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>During the last decade, the Town has undertaken scoped projects to assess the condition of our stormwater management assets. Individual studies have been undertaken to review portions of the Town's stormsewer network, including; a scoped stormsewer network study, a condition assessment of Town owned ponds and subsequent miscellaneous contracts that focused on specific deficiencies.</p> <p>More recently, the Ministry of the Environment, Conservation and Parks (MECP) has made numerous references to the preference for municipalities to undertake Master Planning. This has been evident in both legislation as well as the design criteria included as part of the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA) program. Master Plans are long-range plans, which integrate infrastructure requirements for existing and future land use with Environmental Assessment planning principles. These plans examine an infrastructure system(s) or group of related projects in order to outline a framework for planning for subsequent projects and/or developments.</p> <p>The Town is now seeking to retain a consulting engineering firm to build upon the work already completed and develop a Stormwater Master Plan. The Master Plan will include both rural and urban areas of Milton to effectively manage existing stormwater infrastructure, provide recommendations for areas of improvement and to accommodate future growth. In addition to the Stormwater Master Plan, the Town is also seeking a stand-alone Implementation Plan to guide the implementation of the works identified as part of the Master Plan.</p> <p>An evaluation team with representation from Development Services and Community Services evaluated the proposals received against the established criteria and one proponent was invited to an interview on May 15, 2024.</p>
Purchasing Section: Bid Award Information	
Date bid issued	April 3, 2024
Advertisements	Town of Milton website and Bids&Tenders website

Closing Date	May 1, 2024
# of Plan takers	Eleven (11)
Proposal Submissions received	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> • Aquafor Beech Limited • GHD Limited • HDR Corporation • Matrix Solutions Inc.
Evaluation Criteria	<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 (10 points) • Proposal Costs (30 points) <p>Preliminary evaluations were conducted and the following proponent was invited to the next stage of the process, the interview, held on May 15, 2024.</p> <ul style="list-style-type: none"> • Aquafor Beech 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)

Account Number(s)	C43000823-N0821-7255
Account Description	Stormwater Master Plan
Project Total Budget	\$914,125
Contract Budget	\$622,500
Actual (Net of HST Rebate)	\$408,510
Variance (Note 2)	\$213,990 (F)
Funding Source	Project Variance Account

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

Note 2: Staff are recommending that \$50,000 of the favourable variance remain in the project account, to allow for the future potential award of provisional items via change order.

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

Project Award	Single Source award for the purchase of a Solacom Guardian Call Handling Solution along with related hardware, software and services.
Recommendation	<p>Staff are recommending the single source award to the Halton Regional Police Service for the purchase of a Solacom Guardian Next Generation 911-capable Call Handling Solution along with related hardware, software and five years of support services in the total amount of \$550,181 (exclusive of HST)</p> <p>Staff are also recommending that delegated authority be provided to the Town's Fire Chief to approve change orders (if required) up to an aggregate value of 20% of the value of the award to the Halton Regional Police Service.</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>Milton Fire Rescue Service (MFRS) is undergoing significant technological modernization to enhance its communication capabilities in order to continue to support the needs of a growing municipality and ensure Next Generation 911 (NG911) compliance by March 2025 as mandated by the Canadian Radio-television and Telecommunications Commission (CRTC).</p> <p>MFRS relies on specialized telephony and call handling technology to support its emergency communications and dispatching operations. As part of a CRTC mandate to move all emergency service providers to a NG911-compliant technology system, the Town is required to implement a new NG911 call handling solution (CHS) by March 2025. This CHS is comprised of various hardware and software components and relies on a modern, fully redundant connectivity architecture between system components and the private network that facilitates emergency services call and data communications across the country (known as the ESInet).</p> <p>As the primary public safety answering point (PSAP) for Halton Region, all 911 emergency service calls in the Region route through the Halton Regional Police Service (HRPS) and are subsequently dispatched out to an appropriate secondary PSAP (ie. Fire, Ambulance) depending on the nature of the emergency service required. Halton Region (on behalf of HRPS) issued request for proposal NRFP-33-23 in August 2023 and successfully awarded a contract in February 2024 for NG911 implementation (including a CHS) to Comtech-Solacom Technologies Inc. The contract established by HRPS allows for the Town to acquire the specified goods and services under the</p>

same terms and conditions as provided to the HRPS.

In order to be NG911 compliant, staff recommends a cohosted call handling solution with HRPS to ensure full alignment between agencies and enhance operational efficiencies. The proposed cohosted solution will provide the key benefits of improved response times, enhanced coordination and improved data integration. In order to obtain the key benefits of a regional-wide NG911 technology architecture, the Town is opting to procure a required CHS under the terms and pricing of the previously awarded HRPS contract.

Through the recommendations contained herein, the Town will proceed with procuring the necessary hardware, software, ongoing support and cyber security services required for full NG911 call taking at both its primary communications and dispatch location along with a secondary backup location. HRPS would execute a change order to its existing contract with Comtech-Solacom Technologies Inc. based on the Town's CHS requirements and the Town would subsequently be invoiced by HRPS accordingly. By leveraging a change order process to the awarded HRPS contract, the Town can take advantage of the favourable pricing provided by HRPS' previous competitive process and ensure the Town's implementation timelines progress in parallel to those of its primary PSAP for the Region.

Initial capital expenditures (including first year costs for support and cyber security monitoring services) for implementation of the CHS have been quoted at \$320,189. As part of the CHS implementation and CRTC requirements for NG911, the Town must enter into a 5 year support and cyber security monitoring contract valued at \$57,498 annually. The total contract value for the 5 year period will be \$550,181 (exclusive of HST). Annual operating costs for Year 2 (2026) onwards will be submitted as part of annual operating budgeting exercises. Although the financial impact section below presents the Town as initially funding this purchase, the Town is evaluating options for reimbursement through grant funding opportunities, similar to the previous phases of the NG911 initiative. In order to ensure sustained and efficient progress on NG911 implementation efforts in support of the March 2025 deadline, staff are also seeking requesting that authority be delegated to the Town's Fire Chief to proceed with change orders (if required) up to an aggregate value of 20% of the contract value.

Should the award to HRPS be approved as recommended herein, Town staff will return to Council with the details of the remaining hardware requirements that will be required for the NG911 transition. These items are expected to be largely available from

	existing vendors to the Town, but may require an increase to the annual spending authority that was previously approved by Council for 2024.
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Financial Planning Section: Budget Impact (Note 1)	
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Account Number(s)	C24002723-A0410-7130
Account Description	Radio Communications
Project Total Budget	\$1,155,458
Contract Budget	\$498,965
Actual	\$325,824
Variance (Note 2)	\$173,141 (F)
Funding Source	Project Variance Account

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

Note 2: Staff recommend that the favourable variance remain in the project at this time to fund future equipment requirements associated with NG911 as referenced above.

Note 3: This award will result in ongoing operating costs associated with a 5 year support and cyber security monitoring contract valued at \$57,498 annually. The total contract value for the 5 year period will be \$550,181 (exclusive of HST). Year 1 of the operating costs will be capitalized and are included in the figures above. Annual operating costs for Year 2 (2026) onwards will be submitted as part of annual operating budgeting exercises.