



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: May 26, 2025

Report No: ES-026-25

Subject: Purchasing Various - May 2025

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

THAT the proposal award for Bus Refurbishment to MTB Transit Solutions Inc. in the amount of \$800,805 (exclusive of taxes) be approved, as outlined in Schedule B;

THAT the proposal award for Stormwater Management Infrastructure Condition Assessment to Aquafor Beech Limited in the amount of \$144,925 (exclusive of taxes) be approved, as outlined in Schedule C;

THAT the single source award for one (1) Truck Chassis Roll-Off System to On-Trux Ltd. in the amount of \$42,300 (exclusive of taxes), be approved as outlined in Schedule D;

THAT the single source award for purchase of one (1) Brake Beaver OTL-360 Heavy Duty on-the-vehicle Brake Lathe to Moto Solutions Corp. in the amount of \$29,500 (exclusive of taxes), be approved as outlined in Schedule E;

THAT the single source award for a Town-Wide Commercial Needs Assessment to Tate Research in the amount of \$57,000 (exclusive of taxes), be approved as outlined in Schedule F;

THAT the contract increase award for Content Management System Platform Upgrade and Content Migration Services to GHD Group in the amount of \$76,720 (exclusive of HST), be approved as outlined in Schedule G;

THAT the contract increase for Fifth Line (Derry Road to Britannia Road) - Detailed Design to CIMA Canada Inc. in the amount of \$91,689 (exclusive of HST) be approved as outlined in Schedule H;



The Corporation of the Town of Milton

Report #:
ES-026-25
Page 2 of 4

Report To:

Council

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining costs associated with the Fifth Line (Derry Road to Britannia Road) - Detailed Design that are required to project completion, as outlined in Schedule H;

THAT the contract increase for Reconstruction of Nipissing Road and Childs Drive - Detailed Design to WSP Canada Inc. in the amount of \$73,140 (exclusive of HST) be approved as outlined in Schedule I;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining costs associated with the Reconstruction of Nipissing Road and Childs Drive - Detailed Design that are required to project completion, as outlined in Schedule I;

THAT the proposal award made under delegated authority for Recreation and Parks Master Plan Update to Tocher Heyblom Design Inc. in the amount of \$146,310 (exclusive of HST) be received for information as outlined in Schedule J;

THAT the proposal award made under delegated authority for Removal and Replacement of Rubber Flooring at Milton Sports Centre, Rinks A & B to Workhorse Sports Installations in the amount of \$257,403 (exclusive of HST) be received for information as outlined in Schedule K;

THAT the Manager, Procurement 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 items in the attached schedules. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.

REPORT



The Corporation of the Town of Milton

Report #:
ES-026-25
Page 3 of 4

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 K) attached.

Included within this report are recommendations to award a bus refurbishment and the stormwater management infrastructure condition assessment contracts. As shown in the schedules attached, in each case the highest ranking bidder is being recommended for award. Staff are also reporting back to council on the utilization of delegated authority for the purchase of a recreation and parks master plan update and for the removal and replacement of rubber flooring at Milton Sports Centre, rinks A & B. These awards also followed a competitive request for proposal process. This reporting ensures transparency on the procurement activity, while ensuring timely initiation of the related service.

Also included are three requests for single source awards. The award for a truck chassis roll-off system is being recommended to ensure compatibility with existing equipment within the Town's fleet. The award for the on-the-vehicle brake lathe is being recommended due to the proprietary equipment, which will offer operational efficiencies for the fleet program area. The award for a town-wide commercial needs assessment is being recommended on the basis of the vendors relevant experience within the GTA, and specifically their legacy knowledge gained in the Town of Milton, as they produced the 2014 Study requires updating.

Finally, also included are three requests for contract increases, along with two requests for delegated authority to approve subsequent change orders (if required) up to an aggregate value of 10% of the revised value of the award.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through K. As outlined in Schedule A, a net increase in the capital budget of \$124,354 is required, with funding primarily from the Project Variance Reserve.

Respectfully submitted,



The Corporation of the Town of Milton

Report #:
ES-026-25
Page 4 of 4

Glen Cowan
Chief Financial Officer / Treasurer

| | | |
|--------------------------------|---|------------------|
| For questions, please contact: | Sharon Telfer, Manager, Procurement | Phone: Ext. 2138 |
| | Shirley Xie, Supervisor, Financial Reporting | Phone: Ext. 2472 |

Attachments

Schedule A - Reserve and Reserve Fund Transfers
Schedule B - Proposal Award for Bus Refurbishment
Schedule C - Proposal Award for Stormwater Management Infrastructure Assessment
Schedule D - Single Source Award for Truck Chassis Roll-Off System
Schedule E - Single Source Award for Heavy Duty on-the-vehicle Brake Lathe
Schedule F - Single Source Award for Town-Wide Commercial Needs Assessment
Schedule G - Contract Increase for CMS platform upgrade and content migration
Schedule H - Contract Increase for Fifth Line (Derry Road to Britannia Road)
Schedule I - Contract Increase for Reconstruction of Nipissing Road and Childs Drive
Schedule J - Reporting Back Recreation and Parks Master Plan Update
Schedule K - Reporting Back Removal and Replacement of Rubber Flooring at Milton Sports Centre, Rinks A & B

Approved by CAO
Andrew M. Siltala
Chief Administrative Officer

Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

Summary of Changes in Capital Project Budgets and Funding

| Schedule | B | D | Total Change in Funding Sources Increase / (Decrease) |
|---|---|-------------------------------|--|
| Project Number | C56012325 | C46010125 | |
| Project Description | Transit Bus Non-Growth: Refurbishment - Asset Extension | 1 Ton Dump Trucks - Growth | |
| Total Approved Project Budget | \$ 707,069 | \$ 271,652 | 128,424 (4,070) \$ 124,354 |
| Recommended Budget Change | | | |
| Project Variance Reserve | 128,424 | | |
| Development Charges: | | | |
| Public Works DC | | (4,070) | (4,070) |
| Total Increase/(Decrease) in Funding | 128,424 | (4,070) | \$ 124,354 |
| Total Revised Project Budget | \$ 835,493 | \$ 267,582 | |

COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

| | | | | | | | | | | | |
|--|--|--------------------------------|--------|--|--------|----------------------------------|--------|--------------------|--------|---------------|--------|
| Project Award | Proposal Award No. RFP-25-533 – Bus Refurbishment | | | | | | | | | | |
| Recommendation | Staff is recommending the award of the proposal for Bus Refurbishment to MTB Transit Solutions Inc. in the total amount of \$800,805 (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>To support vehicle capacity needs for current and projected post-secondary transit demand, the 2025 Capital Budget included an asset life extension program for buses that had been approaching end-of-life. This program includes the refurbishment of three (3) conventional buses purchased in 2012 (units 1201, 1202, 1203). It is anticipated that refurbishment will extend the asset life by approximately 4-6 years.</p> <p>The scope of the refurbishment program includes engine and transmission replacement, electrical and emission systems upgrades, corrosion repairs, decal replacement and other related component repairs, replacements and/or upgrades to current standards.</p> | | | | | | | | | | |
| Purchasing Section: Bid Award Information | | | | | | | | | | | |
| Date bid issued | March 12, 2025 | | | | | | | | | | |
| Advertisements | Town of Milton website | | | | | | | | | | |
| Closing Date | April 9, 2025 | | | | | | | | | | |
| # of Plan takers | Five (5) | | | | | | | | | | |
| Proposal Submissions received | <p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> • Eastway 1555314 Ontario Inc. • Mississauga Bus, Coach & Truck Repairs Inc • MTB Transit Solutions Inc. • SKYDOME Auto & Truck Centre Inc. | | | | | | | | | | |
| Evaluation Criteria | <p>The proposals were evaluated based on the following criteria:</p> <table border="1"> <tr> <td>Company Profile and Experience</td><td>20 pts</td></tr> <tr> <td>Team Qualifications & Experience of Project Team</td><td>10 pts</td></tr> <tr> <td>Approach, Methodology & Warranty</td><td>40 pts</td></tr> <tr> <td>Exemplary Projects</td><td>10 pts</td></tr> <tr> <td>Proposal Cost</td><td>20 pts</td></tr> </table> <p>An evaluation team with representatives from Transit evaluated the proposals against the established criteria.</p> <p>MTB Transit Solutions Inc. is recommended for award, being the highest ranked proponent.</p> | Company Profile and Experience | 20 pts | Team Qualifications & Experience of Project Team | 10 pts | Approach, Methodology & Warranty | 40 pts | Exemplary Projects | 10 pts | Proposal Cost | 20 pts |
| Company Profile and Experience | 20 pts | | | | | | | | | | |
| Team Qualifications & Experience of Project Team | 10 pts | | | | | | | | | | |
| Approach, Methodology & Warranty | 40 pts | | | | | | | | | | |
| Exemplary Projects | 10 pts | | | | | | | | | | |
| Proposal Cost | 20 pts | | | | | | | | | | |

| Financial Planning Section: Budget Impact (Note 1) | |
|---|---|
| Account Number(s) | C56012325 – A0631 - 7110 |
| Account Description | Transit Bus Non-Growth: Refurbishment – Asset Extension |
| Project Total Budget | \$707,069 |
| Contract Budget | \$686,475 |
| Actual (Net of HST Rebate) | \$814,899 |
| Variance | \$128,424 (U) |
| Funding Source | Project Variance Reserve |

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

| | | | | | |
|---|---|--|--|---|-------|
| Project Award | Proposal Award No. 25-535 for Consulting Services for a Stormwater Management Infrastructure Condition Assessment | | | | |
| Recommendation | Staff is recommending the award of the proposal for Consulting Services for a Stormwater Management Infrastructure Condition Assessment to Aquafor Beech Limited in the total amount of \$144,925 (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 wishes to undertake a comprehensive study to assess the condition of stormwater management infrastructure. The intent of the study is to review the Town’s existing stormwater infrastructure inspection protocol for improvements, update the existing stormwater management infrastructure attribute data, determine the current condition of stormwater infrastructure (through field assessment and bathymetric surveys), and to identify short and long-term maintenance needs. Additionally, this study will update the following three sections of our asset management plan in accordance with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure:</p> <div><div>1. State of Local Infrastructure</div><div>2. Desired Levels of Service</div><div>3. Asset Management Strategy</div></div> <p>The study will include a review of existing stormwater infrastructure, design considerations, the evaluation of the condition of each component and the development of maintenance practices, including but not limited to required activities, labour and equipment requirements, material disposal costs, and other factors with respect to stormwater infrastructure needs, together with short and long-term maintenance plans and potential funding opportunities.</p> | | | | |
| Purchasing Section: Bid Award Information | | | | | |
| Date bid issued | March 24, 2025 | | | | |
| Advertisements | Town of Milton website | | | | |
| Closing Date | April 22, 2025 | | | | |
| # of Plan takers | Four (4) | | | | |
| Proposal Submissions received | <p>Proposals were received from the following companies:</p> <div><div>Aquafor Beech Limited</div><div>HDR Corporation</div><div>WSP Canada Inc.</div></div> | | | | |
| Evaluation Criteria | <p>The proposals were evaluated based on the following criteria:</p> <table><tr><td>Description of the Firm, Project Team and Structure</td><td>5 pts</td></tr></table> | | | Description of the Firm, Project Team and Structure | 5 pts |
| Description of the Firm, Project Team and Structure | 5 pts | | | | |

Schedule C

| | | |
|---|---|--------|
| | Project Team Experience and References | 20 pts |
| | Understanding of the Project | 10 pts |
| | Project Methods, Work Program, Tasks and Deliverables | 25 pts |
| | Project Scheduling | 20 pts |
| | Proposal Cost | 20 pts |
| <p>An evaluation team with representation from Development Services and Community Services evaluated the proposals received against the established criteria and the following proponent was invited to an interview on May 7, 2025:</p> <ul style="list-style-type: none"> Aquafor Beech Limited <p>Aquafor Beech Limited is recommended for award, being the highest ranked proponent.</p> | | |

Financial Planning Section: Budget Impact (Note 1)

| | |
|-----------------------------------|---|
| Account Number(s) | C43000525-N0821-7255 |
| Account Description | Stormwater Management Pond Condition Assessment Study |
| Project Total Budget | \$259,847 |
| Contract Budget | \$187,987 |
| Actual (Net of HST Rebate) | \$147,476 |
| Variance (Note 2) | \$ 40,511 (F) |
| Funding Source | Project Variance Reserve |

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

Note 2: Staff are recommending that favourable variance remain in the project account, to allow for future potential award of provisional items.

COUNCIL AUTHORITY FOR CONTRACT AWARDS SINGLE SOURCE AWARD

| | |
|-------------------------------|--|
| Project Award | Single Source award to On-Trux Ltd. for One (1) Truck Chassis Roll-Off System |
| Recommendation | Staff is recommending the single source award to On-Trux Ltd. for One (1) Truck Chassis Roll-Off System in the total amount of \$42,300 (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 has received a Dodge Ram 5500 regular cab chassis back from a previous project (PDA-015-22). It is recommended that this chassis be repurposed by purchasing a new roll-off system for the Forestry Department, which requires a 2025 growth truck.</p> <p>On-Trux Ltd. is the original manufacturer of the Town's roll-off attachments for our fleet. These attachments are designed for use with trucks in our fleet, providing versatility and compatibility. The new roll-off system will be capable of utilizing various bed attachments already available in the Town's fleet (water tanker, dump body, and chipper body).</p> |

Financial Planning Section: Budget Impact (Note 1)

| | |
|-----------------------------------|----------------------------|
| Account Number(s) | C46010125-A0611-7110 |
| Account Description | 1 Ton Dump Trucks - Growth |
| Project Total Budget | \$271,652 |
| Contract Budget (Note 2) | \$47,115 |
| Actual (Net of HST Rebate) | \$43,045 |
| Variance | \$4,070 (F) |
| Funding Source | Development Charges |

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

Note 2: Cost of existing Chassis will be reallocated from project C45014921 to C46010125. A budget reduction within the project C45014921 will be reported back through the June Capital Variance report. The contract budget reflects the available budget for one truck, following the reallocation of the original chassis costs from project C45014921 to C46010125.

COUNCIL AUTHORITY FOR CONTRACT AWARDS SINGLE SOURCE AWARD

| | |
|---|--|
| Project Award | Single Source Award to Moto Solutions Corp. for the supply and installation of one (1) Brake Beaver OTL-360 Heavy Duty On-The-Vehicle Brake Lathe |
| Recommendation | Staff is recommending the single source award to Moto Solutions Corp. for one (1) On-The-Vehicle Brake Lathe in the total amount of \$29,500 (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's new tandem snowplow trucks are equipped with rotors and disc brake systems that require annual servicing to maintain safe and effective operation. A key part of this maintenance involves resurfacing the steel rotors to remove rust and imperfections, ensuring proper contact and performance of the disc brake pads.</p> <p>The Brake Beaver brand is the only solution on the market capable of resurfacing brake rotors while they remain mounted on the vehicle, providing significant operational efficiencies and cost savings. Traditional resurfacing methods require the removal and reinstallation of rotors, a labor-intensive process that results in substantial labor time and extended vehicle downtime. Brake Beaver's proprietary equipment can complete the resurfacing process in approximately 20 minutes per rotor, eliminating the need for removal and reinstallation. While other lathe machines exist, none offer this on-vehicle capability. The Brake Beaver brand of equipment is exclusively sold by Moto Solutions Corp.</p> <p>Staff are recommending a single source award to Moto Solutions Corp. in the total estimated amount of \$29,500 (exclusive of HST).</p> |
| Financial Planning Section: Budget Impact (Note 1) | |
| Account Number(s) | C45012124-A0611-7130 |
| Account Description | Tandem Axle Trucks |
| Project Total Budget | \$488,588 |
| Contract Budget | \$0 |
| Actual (Net of HST Rebate) | \$30,019 |
| Variance | \$30,019 (U) |
| Funding Source | Reallocation of line items within the project |

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS SINGLE SOURCE AWARD

| | |
|-------------------------------|--|
| Project Award | Single Source award to Tate Research for a Town-Wide Commercial Needs Assessment |
| Recommendation | Staff is recommending the single source award to Tate Research for a Town-Wide Commercial Needs Assessment in the total amount of \$57,000 (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>As the Town of Milton proceeds with the next phase of the Official Plan Review, Town Staff need to better understand the Commercial Needs of the Town to ensure the Official Plan is addressing and planning for appropriate commercial uses and space.</p> <p>A Town-Wide Commercial Needs Assessment was undertaken by Tate Research in 2014. Since that time the Town has grown significantly, and supply and demand have changed. The current study will be an update to the 2014 work to inform Official Plan policy development through the next phase of the new Official Plan preparation.</p> <p>The Study will identify and quantify “unbuilt supply” and will use population forecasts and market demand analysis to identify demand and determine an overall need and distribution.</p> <p>Ultimately, the Study report will provide a recommended distribution of long-term commercial/retail land uses, including distribution assumptions and the spatial distribution of forecast demand.</p> <p>Tate Research have been recommended for this assignment on the basis of their relevant experience within the GTA, and specifically legacy knowledge gained in the Town of Milton as they produced the 2014 Study that is required to be updated. Staff has reviewed the work plan and proposal and are satisfied that they represent value for the Town.</p> |

Financial Planning Section: Budget Impact (Note 1)

| | |
|--|----------------------|
| Account Number(s) | C90011021-N1810-7255 |
| Account Description | Official Plan Review |
| Project Total Budget | \$1,717,786 |
| Contract Budget | \$ 0 |
| Actual <small>(Net of HST Rebate)</small> | \$ 58,003 |

Variance

\$ 58,003

Funding Source

Reallocation of line items within the project

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

| | |
|-------------------------------|---|
| Project Award | Contract Increase – content management system platform upgrade and content migration services |
| Recommendation | Staff is recommending approval to proceed with a contract increase to GHD Group for a content management system platform upgrade and content migration services in the amount of \$76,720 (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 website (www.milton.ca) is one of the primary means by which residents and businesses interact with and receive information and services from the organization. The Town's website hosted 772,195 visitors in the 2024 calendar year (a 12% increase from 2023). The website plays a critical role in the Town's ability to provide highly accessible, online services to the community in support of the Town's 2023 – 2027 Strategic Plan (ES-009-23) and Digital Strategy (CORS-061-22).</p> <p>The Town of Milton website operates on a content management system (CMS) – a software platform that allows users to create, manage, modify and publish content on a website. In March 2025, the Town received notice from its current website hosting provider that the CMS that currently powers the Milton.ca website will reach end-of-maintenance (EOM) status on December 30, 2026, and end-of-life (EOL) status on June 30, 2027. This notice followed high-level announcements sent to the Town in November 2024 that mentioned pending EOM and EOL dates without providing specific timelines for the Town of Milton website. End-of-maintenance means that all software development and regular product releases will be discontinued, and end-of-life represents the date when the software will be taken offline, making the Town's website unavailable unless it is migrated to a new CMS. The Town needs to ensure that its existing website, including all custom landing pages and microsites (i.e. Milton Transit, Mattamy National Cycling Centre, First Ontario Arts Centre), along with integrated public applications and back-end systems that provide various online services to the public are migrated to the new CMS, fully tested and available to the public before the December 2026 EOM date.</p> <p>In November 2024, through Request for Proposal (RFP) 24-555, the Town initially opted to go to public bid to move its existing website to a new, modern and fully supported CMS, along with content redevelopment and website hosting services. Based on the volume of questions received during the RFP process and as staff began to review and ascertain the overall project scope and</p> |

Schedule G

work required to rebuild, migrate, test and re-publish all existing online content and services, including developing revised internal processes with a new hosting and CMS provider, a timeline risk and resource capacity issue emerged in light of the newly communicated end dates for the current CMS. Proceeding with a new hosting and CMS provider will require more internal resources, requiring staff to deprioritize other important, equally time-sensitive initiatives. Custom applications developed for the Town's website also present an increased level of complexity for new vendors, as they will have to rebuild them and integrate them with their own platforms. A new hosting and CMS provider will introduce extended development timelines and costs in comparison to performing a CMS upgrade and content migration with the Town's incumbent provider.

The Town's existing website hosting and CMS provider offers a CMS upgrade and content migration service that will ensure all of the Town's existing online content, pages and applications are efficiently migrated to a new, modern and fully supported CMS that significantly improves the user experience for visitors and administrative staff interacting with the Town's website. GHD Group's upgrade and migration service aligns closely with the Town's initial proposed timeline of launching a new website well before the EOM and EOL dates for the current content management system.

Town staff have reviewed a proposal from the incumbent provider and are confident the scope of work, timeline and costs proposed represent an efficient, realistic, cost-effective and appropriate path forward to perform the necessary services. As such, staff are recommending a contract increase to GHD Group for the one-time expenditure of \$76,720 + HST for the CMS upgrade and content migration services. The updated annual operating expenditure associated with website hosting, maintenance and support fees aligns to the current annual expense the organization pays and has previously identified on the Town's annual limited tendering report (ES-038-24). This total will continue to be reviewed and identified annually in subsequent limited tendering reports.

Financial Planning Section: Budget Impact (Note 1)

| | |
|-----------------------------------|-----------------------|
| Account Number(s) | C27000124 A0260 7140 |
| Account Description | Website Redevelopment |
| Project Total Budget | \$684,506 |
| Contract Budget | \$80,000 |
| Actual (Net of HST Rebate) | \$78,070 |
| Variance (Note 2 & 3) | \$1,930 (F) |

Funding Source

Project Variance Reserve

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

Note 2: Staff is requesting the favourable variance to retain in the account to accommodate any change orders or additional scope items that may come up during migration.

Note 3: This award will result in ongoing operating costs, beginning in 2026, associated with website hosting, maintenance and support fees. The annual operating costs are expected to remain consistent with the current expenditures for the existing website and are accommodated within the approved budget. They will be reviewed as part of the annual budget development process and monitored through the operating variance process.

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

| | |
|-------------------------------|--|
| Project Award | Contract Increase - Detailed Design of Fifth Line (Derry Road to Britannia Road) |
| Recommendation | <p>Staff is recommending approval to proceed with a contract increase to CIMA Canada Inc. for Detailed Design Services for the reconstruction of Fifth Line (Derry Road to Britannia Road) in the total amount of \$91,689 (exclusive of HST).</p> <p>Staff is also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the revised value of the award to CIMA Canada Inc.</p> |
| Purpose of Report | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required. |
| Background information | <p>The original design assignment was awarded to CIMA Canada Inc. (CIMA+) under the 2021 Consulting Roster RFP 21-051 (CORS-040-22) in the amount of \$1,167,013 (exclusive of HST). Change orders in the amount of \$116,005 (exclusive of HST) have been issued to-date, bringing the current contract amount to \$1,283,018 (exclusive of HST).</p> <p>This contract increase of \$91,689 (exclusive of HST) is for the following additional work:</p> <ul style="list-style-type: none"> • Coordination of Septic bed investigations • Locate and survey water tank- 6709 Fifth Line • Design-Nak – fence 6765 Fifth Line • CIMA's Coordination and tender support Fence at 6765 Fifth Line • Structural-Retaining wall additional design efforts: The requirement for the inclusion of unforeseen retaining walls are a direct result of profile changes required to accommodate a raise in the profile from the EA necessitated by clearance requirements for the proposed structure which has now been designed. The scope of the work will include the additional design efforts pertaining to structural calculations, development of design details, profiles, layouts, and specifications. • Property confirmation-GeoWarehouse (1 year) • Consolidation of Enbridge's properties R Plans • Additional coordination meetings -biweekly and other coordination meetings with various stakeholders. <p>The hourly rates were established through the RFP process and the hours identified and the staffing proposed have been reviewed and validated by Community Services staff.</p> |

| | |
|--|--|
| | The new contract total will be \$1,374,707 (exclusive of HST). |
|--|--|

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

| | |
|-----------------------------------|---|
| Account Number(s) | C34004722-A0611-7220 |
| Account Description | Fifth Line (Derry Road to Britannia Road) |
| Project Total Budget | \$20,639,542 |
| Contract Budget | \$0 |
| Actual (Net of HST Rebate) | \$93,302 |
| Variance | \$93,302 (U) |
| Funding Source | Reallocation of line items within the project |

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS

CONTRACT INCREASE

| | |
|-------------------------------|---|
| Project Award | Contract Increase - Reconstruction of Nipissing Road (Thompson Road to Childs Drive) and Childs Drive (Ontario Street to Nipissing Road) – Detailed Design |
| Recommendation | <p>Staff is recommending approval to proceed with a contract increase to WSP Canada Inc. for Detailed Design Services for reconstruction of Nipissing Road (Thompson Road to Childs Drive) and Childs Drive (Ontario Street to Nipissing Road) in the total amount of \$73,140 (exclusive of HST).</p> <p>Staff is also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the revised value of the award to WSP Canada Inc.</p> |
| Purpose of Report | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required. |
| Background information | <p>The original preliminary design assignment was awarded to WSP Canada Inc. (WSP) under the 2021 Consulting Roster RFP 21-051 (CORS-073-22) in the amount of \$106,580 (exclusive of HST). Upon completion of the preliminary design, the detailed design of the project was awarded to WSP in November 2023 (CORS-056-23) in the amount of \$660,600 (exclusive of HST). Change orders in the amount of \$57,345 (exclusive of HST) have been issued since November 2023, bringing the current contract amount to \$824,525 (exclusive of HST).</p> <p>This contract increase of \$73,140 (exclusive of HST) is for additional works associated with the detail design of the project. These works include:</p> <ul style="list-style-type: none"> • Addition of improvements to the Ontario Street and Childs Drive intersection including the addition of a northbound right turn lane from Ontario Street to Childs Drive, and modifications to the traffic signals to accommodate the addition of a right turn lane. • Additional design efforts due to updates to the storm sewer design of Nipissing Road due to redirection of flows from the Fernbrook Development at 101 Nipissing Road. Please note that this additional design effort will be recovered from the development. • Additional design efforts due to onsite improvements required to 200 Nipissing Road to accommodate improved safety with truck movements with the reconstruction of Nipissing Road by relocating the main entrance to the property. • Additional efforts due to traffic analysis support with the |

Schedule I

| | |
|--|--|
| | <p>Town's application for Provincial funding (COMS-009-24).</p> <ul style="list-style-type: none"> • Additional design efforts to accommodate the relocation of the IPS at the Milton Mall Entrance on Childs Drive to accommodate improved traffic safety. • Additional design effort with respect to project staging and constructability due to the addition of Halton Region sanitary sewer replacement works on both Nipissing Road and Childs Drive which was added during the later stages of project design at the request of Halton Region. <p>The hourly rates were established through the RFP process and the hours identified and the staffing proposed have been reviewed and validated by Community Services staff.</p> <p>The new contract total will be \$897,665 (exclusive of HST).</p> |
|--|--|

Financial Planning Section: Budget Impact (Note 1)

| | |
|-----------------------------------|---|
| Account Number(s) | C330104618-A0611-7220 |
| Account Description | Nipissing Road Reconstruction |
| Project Total Budget | \$1,275,060 |
| Contract Budget | \$0 |
| Actual (Net of HST Rebate) | \$74,428 |
| Variance | \$74,428 (U) |
| Funding Source | Reallocation of line items within the project |

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

| | | | | | | | | | | | | | |
|---|--|---|-------|--|--------|------------------------------|--------|---|--------|--------------------|--------|---------------|--------|
| Project Award | Reporting back to Council on the Delegated Authority utilized to award Proposal No. 25-530 for Recreation and Parks Master Plan Update | | | | | | | | | | | | |
| Purpose of Report | Staff are reporting back to Council for a contract award made under delegated authority through report ES-011-25. | | | | | | | | | | | | |
| Background information | <p>Through ES-011-25, Council approved the delegated authority for staff to proceed with the award of RFP25-530 – Recreation and Parks Master Plan Update.</p> <p>The Town issued RFP25-530 to the open market.</p> <p>Four (4) proposals were received from the following firms:</p> <ul style="list-style-type: none"> • Monteith Brown Planning Consultants • RC Strategies Inc. • Tocher Heyblom Design Inc. • Weston Consulting <p>The proposals were evaluated based on the following criteria:</p> <table border="1"> <tr> <td>Description of the Firm, Project Team and Structure</td><td>5 pts</td></tr> <tr> <td>Project Team Experience and References</td><td>20 pts</td></tr> <tr> <td>Understanding of the Project</td><td>10 pts</td></tr> <tr> <td>Project Methods, Work Program, Tasks and Deliverables</td><td>25 pts</td></tr> <tr> <td>Project Scheduling</td><td>20 pts</td></tr> <tr> <td>Proposal Cost</td><td>20 pts</td></tr> </table> <p>The submissions were reviewed and scored against the evaluation criteria as stated in the RFP. The highest ranked Proponent, Tocher Heyblom Design Inc., was subsequently interviewed. At the completion of the evaluation, Tocher Heyblom Design Inc. is the highest ranked Proponent.</p> <p>Staff utilized internal award report PDA-024-25 to proceed with the award to Tocher Heyblom Design Inc. in the total amount of \$146,310 (exclusive of HST).</p> | Description of the Firm, Project Team and Structure | 5 pts | Project Team Experience and References | 20 pts | Understanding of the Project | 10 pts | Project Methods, Work Program, Tasks and Deliverables | 25 pts | Project Scheduling | 20 pts | Proposal Cost | 20 pts |
| Description of the Firm, Project Team and Structure | 5 pts | | | | | | | | | | | | |
| Project Team Experience and References | 20 pts | | | | | | | | | | | | |
| Understanding of the Project | 10 pts | | | | | | | | | | | | |
| Project Methods, Work Program, Tasks and Deliverables | 25 pts | | | | | | | | | | | | |
| Project Scheduling | 20 pts | | | | | | | | | | | | |
| Proposal Cost | 20 pts | | | | | | | | | | | | |

Financial Planning Section: Budget Impact (Note 1)

| | |
|-----------------------------|-----------------------------|
| Account Number(s) | C50010623-N1610-7290 |
| Account Description | Recreation Master Plan (DC) |
| Project Total Budget | \$289,755 |
| Contract Budget | \$252,592 |

Schedule J

| | |
|-----------------------------------|--|
| Actual (Net of HST Rebate) | \$148,885 |
| Variance (Note 2) | \$103,707 (F) |
| Funding Source | Development Charge, Project Variance Reserve |

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

Note 2: Favourable variance in an amount of \$14,889 was retained in the account in order to accommodate any unforeseen changes in the contract, with the remainder returned in accordance with PDA-024-25 and therefore not included as part of Schedule A to this purchasing various report.

COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

| | | | | | | | | | | | |
|--|--|--------------------------------|--------|-------------------------|--------|--|--------|-----------------------------------|--------|---------------|--------|
| Project Award | Reporting back to Council on the Delegated Authority utilized to award Proposal No. 25-531 for Removal and Replacement of Rubber Flooring at Milton Sports Centre, Rinks A & B | | | | | | | | | | |
| Purpose of Report | Staff are reporting back to Council for a contract award made under delegated authority through report ES-011-25. | | | | | | | | | | |
| Background information | <p>Through ES-011-25, Council approved the delegated authority for staff to proceed with the award of RFP25-531 – Removal and Replacement of Rubber Flooring at Milton Sports Centre, Rinks A & B.</p> <p>The Town issued RFP25-531 to the open market.</p> <p>Eight (8) proposals were received from the following firms:</p> <ul style="list-style-type: none"> • 2519181 Ontario Inc O/A Preston • Construction O/A Brampton Painting • Advantage Sport • Caliber Sport Systems Inc. • CCI-Commercial Construction • Commercial Sustainable • Mega Group Construction Limited • Westpoint Construction Inc. (Flooring) • Workhorse Sports Installations <p>The proposals were evaluated based on the following criteria:</p> <table border="1"> <tr> <td>Company Profile and Experience</td><td>20 pts</td></tr> <tr> <td>Project Team Experience</td><td>15 pts</td></tr> <tr> <td>Product Specifications, Proven Durability, Installation and Warranty</td><td>30 pts</td></tr> <tr> <td>Project Schedule and Work Program</td><td>15 pts</td></tr> <tr> <td>Proposal Cost</td><td>20 pts</td></tr> </table> <p>The submissions were reviewed and scored against the evaluation criteria as stated in the RFP. The top three (3) highest ranked Proponents were Advantage Sport, Westpoint Construction Inc. (Flooring) and Workhorse Sports Installations. All three (3) firms were interviewed. Upon completion of the evaluation, Workhorse Sports Installations is the highest ranked Proponent.</p> <p>Staff utilized internal award report PDA-029-25 to proceed with the award to Workhorse Sports Installations in the total amount of \$257,403 (exclusive of HST).</p> | Company Profile and Experience | 20 pts | Project Team Experience | 15 pts | Product Specifications, Proven Durability, Installation and Warranty | 30 pts | Project Schedule and Work Program | 15 pts | Proposal Cost | 20 pts |
| Company Profile and Experience | 20 pts | | | | | | | | | | |
| Project Team Experience | 15 pts | | | | | | | | | | |
| Product Specifications, Proven Durability, Installation and Warranty | 30 pts | | | | | | | | | | |
| Project Schedule and Work Program | 15 pts | | | | | | | | | | |
| Proposal Cost | 20 pts | | | | | | | | | | |

| Financial Planning Section: Budget Impact (Note 1) | |
|---|--|
| Account Number(s) | C58214825-A1634-7545 |
| Account Description | Milton Sports Centre Facility Improvements |
| Project Total Budget | \$1,371,583 |
| Contract Budget | \$259,860 |
| Actual | \$257,403 |
| Variance | \$2,457 (F) |
| Funding Source | Project Variance Reserve |

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

Note 2: Favourable variance was returned through PDA-029-25 and is therefore not included as part of Schedule A to this purchasing various report.