



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: October 7, 2024

Report No: ES-030-24

Subject: Purchasing Various - October 2024

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

THAT Council approve the budget amendment for Capital Project C47001024 - Milton Community Park - Pickleball Lighting, as outlined on Schedule B;

THAT the contract increase for additional consulting services for the Milton Education Village Subwatershed Impact Study (SIS) to WSP E&I Canada in the amount of \$54,184 (exclusive of HST) be approved, as outlined in Schedule C;

THAT the contract increase for additional consulting services for the Stormwater Master Plan to Aquafor Beech Limited in the amount of \$187,562 (exclusive of HST) be approved, as outlined in Schedule D;

THAT the contract increase for additional consulting services for the Mill Pond Rehabilitation Project to Aquafor Beech Limited in the amount of \$76,500 (exclusive of HST) be approved, as outlined in Schedule E;

THAT the contract increase for Milton Town Hall Restoration Works - Phase II project to Phoenix Restoration Inc. in the amount of \$3,750 (exclusive of HST) be approved, as outlined in Schedule F;

THAT staff be delegated authority for up to a 10% contingency award(s) for any remaining costs associated with the Milton Town Hall Restoration Works - Phase II project works that are required to project completion;

THAT a single source award to Vayle Inc. for implementation and ongoing software licensing and support of a Freedom of Information Access and Privacy software compliance solution in the amount of \$49,250 (exclusive of HST) be approved, as outlined in Schedule G;

Report To: Council

THAT a single source award to Vayle Inc. for implementation and ongoing software licensing and support of a Privacy Impact Assessments (PIAs) software solution in the estimated amount of \$28,800 (exclusive of HST) be approved, as outlined in Schedule G;

THAT the contract award made under delegated authority for Consulting Services for the Ontario Street Rehabilitation to GEI Consultants (formerly GM Blue Plan Engineering) in the amount of \$261,366 (exclusive of HST), be received as outlined in Schedule H;

THAT the contract increase made under delegated authority for the Ponds 4, 2 & 8 Rehabilitation to WSP Canada Inc. in the amount of \$84,856 (exclusive of HST) be received, as outlined in Schedule I;

THAT the Manager, Purchasing and Supply Chain Management be authorized to execute the contract(s), as outlined by the purchasing by-law, and the Mayor and the Town Clerk be authorized to sign any required paperwork.

EXECUTIVE SUMMARY

This report is being submitted to obtain Council's authorization on the items in the attached schedules. 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 I) attached.

A budget adjustment is being requested in order to allow for the lighting of pickleball courts at Milton Community Park. The approval at this time through this report will allow



Discussion

for implementation of the new lighting to begin in the fall of 2024. Additional pickleball enhancement opportunities will also be considered as part of the 2025 Capital Budget.

Included within this report are several requests for contract increases, which are being recommended in order to ensure that ongoing projects remain on schedule and capture all project requirements. Also included is a single source request for implementation and ongoing software licensing and support of a new Freedom of Information (FOI) Access and Privacy software compliance solution and a Privacy Impact Assessments (PIAs) software solution.

Finally, staff are reporting back to council on the utilization of a couple delegations of authority. The first relates to consulting services for the Ontario Street Rehabilitation, where the delegated authority was required to meet the project schedule. The second relates to the contract increase of the Pond 4 Rehabilitation project. Delegated authority was required to expedite the design of Ponds 2 and 8, in order to tender all 3 ponds together in the Spring of 2025 to maximize external grant funding opportunities.

Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through I, and include a net increase to the capital budget of \$67,490. This increase primarily relates to the budget request to add lighting to the pickleball courts at Milton Community Park at a cost of \$84,904, with partial mitigation from a favourable variance in the Mill Pond rehabilitation.

As noted on Schedule G, the award for the FOI and PIA software will be funded from capital during the first year of implementation, after which an annual operating budget impact of approximately \$23,640 (excluding of HST) is expected beginning in 2026.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

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| 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 – Budget Amendment
- Schedule C – Contract increase Milton Education Village Subwatershed Impact Study
- Schedule D – Contract increase Stormwater Master Plan
- Schedule E – Contract increase Mill Pond Rehabilitation Project
- Schedule F – Contract increase Milton Town Hall Restoration Works - Phase II project
- Schedule G – Single source FOI and PIA Software Solution
- Schedule H – Reporting back delegated authority Consulting Services for Ontario Street Rehabilitation
- Schedule I – Reporting back delegated authority for Ponds 4, 2 & 8 Rehabilitation

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 | E | |
|--------------------------------------|---|------------------------|--------------------------|---|
| Project Number | C47001024 | C43000823 | C43000623 | |
| Project Description | Milton Community Park – Pickleball Lighting | Stormwater Master Plan | Mill Pond Rehabilitation | Total Change in Funding Sources Increase / (Decrease) |
| Total Approved Project Budget | \$ - | \$ 750,135 | \$ 1,496,381 | |
| Recommended Budget Change | | | | |
| Project Variance Account | 84,904 | 15,000 | (32,414) | 67,490 |
| Total Increase/(Decrease) in Funding | 84,904 | 15,000 | (32,414) | \$ 67,490 |
| Total Revised Project Budget | \$ 84,904 | \$ 765,135 | \$ 1,463,967 | |

COUNCIL AUTHORITY FOR BUDGET AMENDMENT

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| Project Details | Supply and installation of outdoor sports lighting at the existing dedicated pickle ball courts located at Milton Community Park. |
| Recommendation | That a new capital project, C47001024 – Milton Community Park – Pickleball Lighting, in the amount of \$84,904 be approved, and be funded from the Project Variance Account. |
| Purpose of Report | As per Budget Amendment Policy No. 113 Section 4.7.2 iii Council approval is required. |
| Background information | <p>This capital project is for the supply and installation of outdoor sports lighting at the existing dedicated pickleball courts located at Milton Community Park. Implementation of sports lighting is anticipated to commence this fall.</p> <p>Staff has observed a significant increase in demand for racquet sports, such as pickleball, as gauged through park audits conducted this summer to confirm level of use at existing courts. It has become clear through data collection exercise, listening to feedback from our residents, and public comments received through the capital budget process that there is a definite need for additional pickleball courts.</p> <p>The installation of lights at the existing pickleball courts at Milton Community Park will increase court capacity in the short term until additional courts can be built. Capital projects recommending conversion of existing multi-use courts to pickleball courts at two park sites have been included in the 2025 capital budget forecast to be presented to Council for approval in December.</p> <p>The project budget includes the design at an amount of \$6,350 (excluding HST) and construction at an estimated amount of \$69,500 (excluding HST). It is recommended that a 10% construction contingency be included as well.</p> |

| Financial Planning Section: Budget Impact <small>(Note 1)</small> | |
|--|---|
| Account Number(s) | C47001024 |
| Account Description(s) | Milton Community Park – Pickleball Lighting |
| Budget Amendment Requested | \$ 84,904 |
| Funding Source | Project Variance Account |

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

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| Project Award | Contract Increase for additional consulting services to WSP E&I Canada (formerly Wood Environment & Infrastructure Solutions, formerly Amec Foster Wheeler) for the Milton Education Village Subwatershed Impact Study (SIS) |
| Recommendation | Staff is recommending the contract increase to WSP E&I Canada (formerly Wood Environment & Infrastructure Solutions, formerly Amec Foster Wheeler) for additional consulting services for the Milton Education Village Subwatershed Impact Study (SIS) in the total amount of \$54,184 (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 original contract was awarded as a result from a previous roster process, awarded through CORS-006-17, in the total amount of \$94,404 (exclusive of HST). There have been no change orders issued to-date.</p> <p>This contract increase, in the amount of \$54,184 (exclusive of HST) is due to additional efforts and technical meetings as a result of the first submission of the document. This increase will cover the costs associated with the second and third submission for this study.</p> <p>The new contract total will be \$148,588 (exclusive of HST). The hourly rates, hours identified and the staffing proposed have been reviewed and validated by Development Engineering staff as well as the Milton Education Village Land Owners group.</p> |
| Financial Planning Section: Budget Impact (Note 1) | |
| Account Number(s) | 6350-3736 |
| Account Description | Consultants – Recoverable |
| Contract Budget | \$0 |
| Actual (Net of HST Rebate) | \$55,138 |
| Variance (Note 2) | \$55,138 (U) |
| Funding Source | Developer Recovery (Note 2) |

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

Note 2: The consultant expense is fully recoverable from the developers.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

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| Project Award | Contract Increase for additional consulting services to Aquafor Beech Limited for the Stormwater Master Plan |
| Recommendation | Staff is recommending the contract increase to Aquafor Beech Limited for additional consulting services for the Stormwater Master Plan in the total amount of \$187,562 (exclusive of HST). |
| Purpose of Report | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required. |
| Background information | <p>Through ES-014-24, Council approved the award of RFP 24-543 for consulting services to develop a Stormwater Master Plan to Aquafor Beech Limited in the total amount of \$401,445 (exclusive of HST). There have been no change orders to-date.</p> <p>This contract increase is to purchase LiDAR topographic data and to address the consultant effort required to include watercourse investigations within areas of the Town with assumed development in the amount of \$130,442 (exclusive of HST). Plus the provisional work that may be undertaken as part of Approach 2 of the MEA process. It includes preliminary design of stormwater management facilities and erosion site remediation in the amount of \$57,120, for a total contract increase of \$187,562 (exclusive of HST).</p> <p>The new contract total will be \$589,007 (exclusive of HST). The hourly rates, hours identified and the staffing proposed have been reviewed and validated by Development Engineering staff.</p> |

Financial Planning Section: Budget Impact (Note 1)

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|-----------------------------------|--------------------------|
| Account Number(s) | C43000823-N0821-7255 |
| Account Description | Stormwater Master Plan |
| Project Total Budget | \$750,135 |
| Contract Budget | \$127,500 |
| Actual (Net of HST Rebate) | \$190,863 |
| Variance (Note 2) | \$ 63,363 (U) |
| Funding Source | Project Variance Account |

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

Note 2: Staff is requesting budget increase in an amount of \$15,000. The remaining unfavourable variance of \$48,363 will be managed through the reallocation of other expenditure lines within the project.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

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| Project Award | Contract Increase for additional consulting services to Aquafor Beech Limited for the Mill Pond Rehabilitation Project |
| Recommendation | Staff is recommending the contract increase to Aquafor Beech Limited for additional consulting services for the Mill Pond Rehabilitation Project in the total amount of \$76,500 (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>Through CORS-043-21, Council approved the award of RFP 21-585 for consulting services for the Mill Pond Rehabilitation Project to Aquafor Beech Limited in the total amount of \$127,805 (2021 costs, exclusive of HST). There was a zero cost increase scope change awarded through CORS-063-21 and a change order in the amount of \$108,526 (exclusive of HST) awarded through CORS-034-22. The current contract total is \$236,431 (exclusive of HST).</p> <p>This contract increase of \$76,500 (exclusive of HST) is required for contract administration and inspection based on the revised scope of work approved through CORS-034-22.</p> <p>The rates used are consistent with previous rates charged under this contract, and are consistent with those in the initial request for proposal. Staff have reviewed and validated the work identified.</p> <p>The new contract total for the Mill Pond Rehabilitation Project will be \$312,931 (exclusive of HST). Total current award plus increase.</p> |
| Financial Planning Section: Budget Impact (Note 1) | |
| Account Number(s) | C43000623-A0821-7210 |
| Account Description | Mill Pond Rehabilitation |
| Project Total Budget | \$1,496,381 |
| Contract Budget | \$110,260 |
| Actual (Net of HST Rebate) | \$77,846 |
| Variance | \$32,414 (F) |
| Funding Source | Project Variance Account |

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

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

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| Project Award | Contract Increase to Phoenix Restoration Inc. for the Milton Town Hall Restoration Works – Phase II project |
| Recommendation | <p>Staff is recommending approval to proceed with a contract increase to Phoenix Restoration Inc. in the total amount of \$3,750 (exclusive of HST).</p> <p>Staff is also recommending that delegated authority be provided to approve remaining change orders (if required) up to an additional value of 10% of the new contract value.</p> |
| Purpose of Report | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required. |
| Background information | <p>Staff issued Request for Tender No. 24-01-00504 for Milton Town Hall Restoration Works, Phase II. The contract was awarded to the lowest compliant bidder, Phoenix Restoration Inc., in the amount of \$634,300 (exclusive of HST).</p> <p>Change orders in the amount \$62,650 (exclusive of HST) have been issued for unforeseen existing site conditions such as slate roof flashings, window sill restoration and additional glazing replacement.</p> <p>The current change order of \$3,750 (exclusive of HST) is for additional roof slates required for the conservation of the roof.</p> <p>The new contract total will be \$700,700 (exclusive of HST).</p> <p>Staff would like to further request an additional 10% of the new contract value in the amount of \$70,070 (exclusive of HST) for approval of additional unanticipated change orders that may be required to bring the project to completion.</p> |

Financial Planning Section: Budget Impact (Note 1)

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|-----------------------------------|-------------------------------|
| Account Number(s) | C58113024 |
| Account Description | Heritage Property Restoration |
| Project Total Budget | \$964,687 |
| Contract Budget | \$0 |
| Actual (Net of HST Rebate) | \$3,816 |
| Variance (Note 2) | \$3,816 (U) |
| Funding Source | Project Variance Account |

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

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

COUNCIL AUTHORITY FOR CONTRACT AWARDS SINGLE SOURCE AWARD

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| Project Award | Single Source award to Vayle Inc. for a Freedom of Information Access and Privacy software compliance solution. |
| Recommendation | <p>Staff are recommending the single source award to Vayle Inc. for the implementation and ongoing software licensing and support of a Freedom of Information Access and Privacy software compliance solution (Vayle FOI), for a three-year term, in the total amount of \$49,250 (exclusive of HST).</p> <p>Staff are requesting the delegated authority to award an additional single source purchase to Vayle Inc., for the implementation and ongoing software licensing and support of a new module, Vayle PIA, when it becomes available in Q1 of 2025, in the estimated amount of \$25,920 for a three-year term.</p> |
| Purpose of Report | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required. |
| Background information | <p>Enhancements in technology and process improvements are critical to the Town's ability to deliver services and information digitally. The Town of Milton's Strategic Vision 2051 has committed substantial investments in technology, process improvements and meaningful partnerships to improve customer service, embed sustainable practices and create a foundation for flattening long-term costs.</p> <p>Freedom of Information (FOI) requests are essential for ensuring transparency and accountability in public administration. The Town currently handles FOI requests manually, which can lead to errors. Furthermore, keeping track of compliance and creating annual reports consumes a significant amount of staff time. The Vayle FOI module offers a comprehensive suite of tools to help public sector organizations save time, mitigate compliance risks, and enhance trust.</p> <p>As public sector entities face increasing demands for transparency and accountability, Vayle FOI stands out as a critical tool for effectively meeting these challenges. Some key features include:</p> <ul style="list-style-type: none"> • A step-by-step workflow to ensure each stage in the response process is followed, due dates are adhered to, and fees are calculated correctly. • Streamlining the submission, tracking, and fulfillment of FOI requests through an intuitive, user-friendly interface. • Compliance tracking helps maintain adherence to legislative deadlines and requirements, minimizing non-compliance risk. |

Schedule G

- Automated annual report automatically and accurately calculates all sections required to complete the IPC Annual Statistical Report with “one click.”

Staff is confident that investing in the Vayle FOI software solution will improve our organization’s FOI management capabilities and reinforce our commitment to transparency and public service.

Additionally, Privacy Impact Assessments (PIAs) are becoming increasingly important in the Canadian public sector due to the growing complexities of data management and the heightened sensitivity of personal information. As public entities adopt new technologies and digital services, PIAs ensure compliance with privacy laws, protect citizens’ personal information, and build public trust by proactively identifying and mitigating privacy risks. Vayle PIA will help us navigate the challenges associated with conducting and monitoring PIAs.

Vayle Inc. stands out as the sole vendor in the current Canadian market to introduce a PIA module set to launch in early 2025. This innovative module empowers cross-functional teams to efficiently identify privacy risks, establish effective mitigation strategies, assign tasks and due dates, and automatically draft PIAs.

Bill 194, Strengthening Cyber Security and Building Trust in the Public Sector Act, 2024 that was tabled this year and mandates stricter privacy protection measures for Ontario provincial government institutions. These laws require public sector entities to conduct PIAs to ensure that personal information is handled responsibly and securely, thereby fostering greater accountability and transparency in public administration. PIAs offer numerous benefits that enhance the overall governance of public sector organizations: such as promote public trust by demonstrating a commitment to protecting personal information and building stakeholder confidence and foster a culture of privacy awareness within organizations, ensuring that privacy considerations are integrated into all aspects of project planning and execution.

Approving Vayle as the single source provider for both FOI and PIA modules aligns with the Towns operational needs and strategic goals.

The total value of \$49,250 (exclusive of HST) for the Vayle FOI software consists of \$2,500 pro-rated amount for November/December 2024, plus \$16,750 for 2025, \$15,000 for 2026 and \$15,000 for 2027. Vayle PIA is anticipated to be launched early 2025 with the Town onboarding in early spring. The estimated annual cost of the PIA module is \$8,640 (exclusive of HST) for the three-year term.

| Financial Planning Section: Budget Impact (Note 1) | |
|---|---------------------------------|
| Account Number(s) | C24110024-A0260-7171 |
| Account Description | Department Specific Initiatives |
| Project Total Budget | \$196,000 |
| Contract Budget (Note 2) | \$ 28,381 |
| Actual (Net of HST Rebate) | \$ 28,381 |
| Variance | \$ 0 |
| Funding Source | Project Variance Account |

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

Note 2: This award will result in ongoing operating costs. The total contract value for the 3 year period will be \$75,170 (exclusive of HST). The operating costs in 2025 will be capitalized and are included in the figures above. Beginning in 2026, annual operating costs will be reflected in the annual operating budgeting at an estimated value of \$23,640 (exclusive of HST).

COUNCIL AUTHORITY FOR CONTRACT AWARDS DELEGATED AUTHORITY

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| Project Award | Reporting back to Council on the Delegated Authority to award Proposal Award No. 24-051-07 for Consulting Services for the Ontario Street Rehabilitation (Consulting Roster Assignment – Competitive) |
| Purpose of Report | Staff is 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 CORS-063-21 Council approved the award of GEI Consultants (formerly GM Blue Plan Engineering) on the Professional Consulting Services Roster as per the terms of RFP 21-051. The hourly rates were established through the RFP process and the hours identified and the proposed staffing have been reviewed and validated by Community Services staff.</p> <p>The rehabilitation of Ontario Street from Main Street East to Derry Road is required to ensure one of the Town’s major North-South roads is in a state of good repair. The scope of work includes extensive storm sewer rehabilitation and curb to curb asphalt removal and replacement. Although the mainline CCTV works have been completed, there are a significant number of storm sewer service laterals which require investigation. The design of this project is scheduled to commence immediately following the award of this RFP. The construction of this project is scheduled for Spring 2025, following the expiration of the warranty period for work completed by the Region for improvements to the water and waste water system within the same road segment of Ontario Street. In an effort to tender this project in the early Spring of 2025, and a tight design schedule, immediate approval was requested.</p> <p>Request for proposal No. 24-051-07 was issued to the approved list of consulting firms on the professional consulting services roster for the Civil Engineering discipline. Two (2) submissions were received from the following firms:</p> <ul style="list-style-type: none"> • GEI Consultants • WSP Canada <p>The firms were evaluated on the following criteria:</p> <ul style="list-style-type: none"> • Technical and Project Experience - 20 points • Understanding of the Project Including Assessment of Project Risks – 10 points • Project Methods, Work Program, Tasks and Deliverables – 20 points • Project Scheduling – 10 points |

Schedule I

- Proposal Costs – 40 points

Proposals were evaluated by Community Services Staff. Based on the weighted final scoring for each proponent, the recommendation is that GEI Consultants be awarded this proposal as the highest scoring proponent.

As per Section 10.1 of Purchasing By-law No. 061-2018, Consulting Roster assignments with a total cost greater than \$500,000 (exclusive of HST) require Council approval.

Staff utilized Purchasing By-law #061-2018, Section 4.2.1 (Note 1) through PDA-086-24 to proceed with the award to GEI Consultants in the total amount of \$261,366 (excluding HST) for the Design of the Ontario Street Rehabilitation project. Staff also requested the delegated authority to proceed with the award of the Contract Administration, Inspection and Material Testing of the Ontario Street Rehabilitation project, in the total amount of \$261,950 (excl. HST), through an internal award report and pending Council approval of 2025 Budget.

Financial Planning Section: Budget Impact (includes non-refundable HST)

Base Bid Award:

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|-----------------------------|--|
| Account Number(s) | C33015424-A0611-7220 |
| Account Description | Ontario Street (Main St to Derry Road) |
| Project Total Budget | \$287,267 |
| Contract Budget | \$247,000 |
| Actual (Net of HST) | \$265,966 |
| Variance (Note 1) | \$18,966 (U) |
| Funding Source | Project Variance Account |

Note 1: A required budget increase in an amount of \$18,966 was addressed through PDA-086-24 and therefore not included as part of Schedule A to this purchasing various report.

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
DELEGATED AUTHORITY**

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| Project Award | Reporting back to Council on the Delegated Authority to award the Contract Increase of the Pond 4 Rehabilitation project |
| Purpose of Report | Staff is 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 current contract for the Pond 4 Rehabilitation was awarded through RFP 24-051-13 using the Professional Consulting Services Roster process, as per the terms of RFP 21-051. There have been no change orders to-date. The current contract total that has been awarded is \$54,784 (exclusive of HST), which represents the cost for the Design phase of the project. The estimated amount for the Contract Administration phase of the project is \$134,572 (exclusive of HST), which will be confirmed in 2025 as and when the services are required.</p> <p>The 2025 Stormwater Pond Maintenance program addresses recommendations from the 2019 Stormwater Facility Condition Assessment Study. The 2019 Study recommendations for Ponds 4, 2, and 8 were confirmed in the 2021 SWM Pond Rehabilitation Design Project completed by WSP Canada Inc. (formerly Wood Environment & Infrastructure) and include works such as sediment removal, concrete repairs to inlet and outlet structures, removal of excess vegetation/felled trees, access road/trail maintenance and minor grading works. This project supports the Strategic Plan priority of creating a road map for adequate and consistent investment that supports the operation and maintenance of Town infrastructure and assets.</p> <p>Ponds 2 and 8 were originally identified for rehabilitation in 2026 and 2027 respectfully, however these ponds have been advanced to 2025 construction to align with the Building Faster fund timelines. Design work for Pond #4 is currently underway, and is anticipated to be complete by the end of Q2 2025. In an effort to expedite the design of Ponds 2 and 8, in order to tender all 3 ponds together in the Spring of 2025, immediate approval was requested. The hourly rates were established through the RFP process and the hours identified and the proposed staffing were reviewed and validated by Community Services staff.</p> <p>As per Section 10.1 of Purchasing By-law No. 061-2018, where authorizing a change in scope, Council approval is required.</p> <p>Staff utilized Purchasing By-law #061-2018, Section 4.2.1 (Note 1) through PDA-087-24 to proceed with the award to WSP Canada Inc. in the total amount of \$84,856 (excluding HST).</p> |

Financial Planning Section: Budget Impact (includes non-refundable HST)

Base Bid Award:

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| Account Number(s) | C43000723-A0821-7290 |
| Account Description | Stormwater Pond Maintenance - Design |
| Project Total Budget | \$290,768 |
| Contract Budget | \$100,000 |
| Actual (Net of HST) | \$86,349 |
| Variance (Note 1) | \$13,651 (F) |
| Funding Source | Provincial Grants/Subsidies and Project Variance Account |

Note 1: Favourable variance was retained in the account in order to accommodate any unforeseen changes orders that might occur in accordance with PDA-087-24.