

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
DELEGATED AUTHORITY**

Project Award	Reporting back to Council on the Contract Increase of the Transportation Master Plan Update
Purpose of Report	Staff is reporting back to Council for a contract increase that was executed under Section 7.2.2 of Purchasing By-law No. 061-2018.
Background information	<p>The current contract for the Transportation Master Plan Update was awarded through CORS-004-23 in the amount of \$199,936 (excluding HST). There have been two change orders to-date. The current contract total is \$225,552 (excl. HST).</p> <p>WSP Canada Inc. was retained in early 2023 to complete the update to the Transportation Master Plan (TMP). The work plan approved at the time considered that certain information would be made available by the Town to the consultant team, and that there would be consideration for two draft circulations of the report. As the study progressed, it became clear that additional effort and time, beyond what was originally anticipated at the project onset, was required in relation to the background data and also to ensure all internal and stakeholder comments were adequately addressed within the TMP update. This additional fee request was required to address the additional consultant effort required to complete the TMP update scope of work.</p> <p>Staff utilized Purchasing By-law #061-2018, Section 7.2.2 through PDA-113-24 to proceed with the contract increase to WSP Canada Inc. in the total amount of \$9,750 (excluding HST).</p>

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

Account Number(s)	C30010923-N0611-7290
Account Description	Transportation Master Plan
Project Total Budget	\$312,850
Contract Budget	\$0
Actual (Net of HST)	\$9,922
Variance	\$9,922 (U)
Funding Source	Development Charges and Project Variance Account

Notes: A required budget increase in an amount of \$9,922 was addressed through PDA-113-24 and therefore not included as part of Schedule A to this purchasing various report.