

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 25-051-08 – Design, Contract Administration and Inspection of the 2026 Asphalt Overlay Program						
Recommendation	<p>Staff is recommending the award of the proposal for Consulting Services for the Design of the 2026 Asphalt Overlay Program be awarded to WSP Canada Inc. in the total amount of \$574,259 (exclusive of HST).</p> <p>Staff is also requesting the delegated authority to proceed with the award of the Contract Administration of the 2026 Asphalt Overlay Program, in the estimated amount of \$552,853 (exclusive of HST), through an internal award report and pending Council approval of 2026 Budget.</p>						
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for roster assignments over \$500,000.						
Background information	<p>Through ES-038-24, Council approved the award of WSP Canada Inc. on the Professional Consulting Services Roster as per the terms of RFP 24-051C. 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>This contract award is for Consulting Services for the 2026 Asphalt Overlay Program Design (2025) and Contract Administration (2026), pending budget approval.</p> <p>A request for proposal 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 and evaluated against the evaluation criteria outlined in the RFP resulting in WSP Canada Inc. being the highest scoring proponent.</p> <p><u>Award for Design</u></p> <table border="0"> <tr> <td>Phase 1-Design Section 1</td> <td align="right">\$ 435,473.61</td> </tr> <tr> <td>Phase 1-Design Section 2 – Provisional</td> <td align="right">\$ 138,758.36</td> </tr> <tr> <td>Total Design Section 1+2 (excl. HST)</td> <td align="right">\$ 574,258.97</td> </tr> </table> <p><u>Estimate for Contract Administration</u></p> <p>Phase 2-Contract Administration-the estimate includes Material testing and Inspection. \$ 552,853.00</p> <p>Upon completion of the detailed design, a revised estimate for contract administration, inspection, and material testing will be provided by the consultant. Pending Council approval of the 2026 budget, the final contract administration will be awarded through delegated authority in 2026 via an internal award report.</p>	Phase 1-Design Section 1	\$ 435,473.61	Phase 1-Design Section 2 – Provisional	\$ 138,758.36	Total Design Section 1+2 (excl. HST)	\$ 574,258.97
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	<p>The term of this contract will be for up to three years. The first year will be the 2026 program (Design in 2025 and Contract Administration in 2026). The Town reserves the right to renew the contract for up to two (2) one-year periods based on satisfactory price negotiations, performance and budget approvals. Staff will report back to Council if the optional renewal years are recommended.</p> <p>Not all roads initially identified for Asphalt Overlay are suitable for this treatment. The feasibility and determination of the final asphalt overlay program is based on the results of the visual road assessment, Geotechnical and CCTV investigations, and coordination with external agencies. Some road segments may have to be deferred or eliminated, and others added, once a full assessment is completed.</p>
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Purchasing Section: Bid Award Information

Date bid issued	February 6, 2025
Advertisements	Town of Milton website
Closing Date	February 27, 2025
# of Plan takers	Three (3)
Proposal Submissions received	Proposals were received from the following companies: <ul style="list-style-type: none"> • Tatham Engineering Limited • WSP Canada Inc.
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria and weighting:</p> <ol style="list-style-type: none"> 1. Technical and Project Experience - 25% 2. Schedule – 20% 3. Identification of Project Risks, Approach to Project - 15% 4. Fee Proposal - 40% <p>Proposals were evaluated by Development Services Staff. Based on the weighted final scoring for each proponent, the recommendation is that WSP Canada Inc. be awarded this proposal as the highest scoring proponent.</p>

Financial Planning Section: Budget Impact (Note 1)

Base Bid Award:	
Account Number(s)	C33900125-A0611-7220
Account Description	Asphalt Overlay Program Design
Project Total Budget	\$1,076,280
Contract Budget	\$478,811
Actual (Net of HST Rebate)	\$443,138
Variance	\$35,673 (F)
Funding Source	Project Variance Account / Development Charges

Provisional Item Award:

Account Number(s)	C33900125-A0611-7220
Account Description	Asphalt Overlay Program Design
Project Total Budget	\$1,076,280
Contract Budget	\$35,673
Actual (Net of HST Rebate)	\$141,201
Variance	\$105,527 (U)
Funding Source	Reallocation of line items within the project

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