

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT RENEWAL**

Project Award	Contract Renewal – Request for Proposal 25-051-08 Consulting Services for the 2027 Asphalt Overlay and Crack Sealing Programs								
Recommendation	<p>Staff is recommending the contract renewal to WSP Canada Inc. for the design of the 2027 Asphalt Overlay Program in the total amount of \$578,310 (exclusive of HST) as well as the design of the 2027 Crack Sealing Program in the total amount of \$27,300 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to proceed with the award of the contract administration of the 2027 Asphalt Overlay Program in the estimated amount of \$577,320 (exclusive of HST), as well as the contract administration of the 2027 Crack Sealing Program in the estimated amount of \$90,328 (exclusive of HST) through an internal staff award report, pending Council approval of the 2027 budget.</p>								
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.								
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 Request for Proposal (RFP) 24-051C. Staff subsequently issued competitive RFP 25-051-08 to the civil engineering roster consulting firms. The award of the RFP was approved through ES-011-25 to WSP Canada Inc., being the highest scoring proponent. Staff are now exercising the first of two possible annual renewal options.</p> <p>The contract renewal is for the design of the 2027 Asphalt Overlay Program and the design of the 2027 Crack Sealing Program, to be completed in 2026, and for the delegated authority to award the contract administration of these programs, to be completed in 2027, pending Council approval of the budget. WSP Canada Inc. submitted a proposal in February 2026 outlining the project schedules.</p> <p><u>Costing for the 2027 Asphalt Overlay Program</u></p> <p><u>Award for Design (exclusive of HST)</u></p> <table border="0" data-bbox="618 1591 1555 1703"> <tr> <td>Phase 1 – Design Section 1</td> <td align="right">\$445,738</td> </tr> <tr> <td>Phase 1 – Design Section 2 – Provisional</td> <td align="right">\$132,571</td> </tr> <tr> <td>Total Design Section 1 and 2</td> <td align="right">\$578,310</td> </tr> </table> <p><u>Estimate for Contract Administration (exclusive of HST)</u></p> <table border="0" data-bbox="618 1776 1555 1843"> <tr> <td>Phase 2 – Contract Administration Including material testing an inspection.</td> <td align="right">\$577,320</td> </tr> </table>	Phase 1 – Design Section 1	\$445,738	Phase 1 – Design Section 2 – Provisional	\$132,571	Total Design Section 1 and 2	\$578,310	Phase 2 – Contract Administration Including material testing an inspection.	\$577,320
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	<p><u>Costing for the 2027 Crack Sealing Program</u></p> <p><u>Award for Design (exclusive of HST)</u> Phase 1 – Design Section 1 \$27,300</p> <p><u>Estimate for Contract Administration (exclusive of HST)</u> Phase 2 – Contract Administration Including material testing an inspection. \$90,328</p> <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>Not all roads that are preliminarily identified as potential candidates for these programs are necessarily suitable for these treatments. The feasibility and determination of the final programs are based on the results of the visual road assessment, Geotechnical and CCTV investigations and coordination with external agencies. There is a possibility that road segments may have to be deferred or eliminated in which case other roads will be added and full assessments will be completed. Therefore, the estimate for contract administration, inspection and material testing will be revisited upon completion of the detailed design, at which time the consultant will inform the Town if the estimated consulting services fee included in their initial proposal is appropriate or if an updated work plan and fee estimate is required. Based on the above, the contract administration will be awarded through an internal staff award report in 2027.</p>	
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Financial Planning Section: Budget Impact (Note 1)

Base Award (Phase 1)

Account Number(s)	C33900126-A0611-7220	C33100126 -A0611-7220
Account Description	Asphalt overlay Program Design	Crack Sealing Design
Project Total Budget	\$1,194,362	\$45,684
Contract Budget	\$972,530	\$32,521
Actual (Net of HST Rebate)	\$453,584	\$27,781
Variance	\$518,946 (F)	\$4,740 (F) (Note 2)
Funding Source	Project Variance Reserve	Project Variance Reserve

Provisional Award (Phase 1)

Account Number(s)	C33900126-A0611-7220
Account Description	Asphalt overlay Program Design
Project Total Budget	\$1,194,362
Contract Budget	\$518,946
Actual (Net of HST Rebate)	\$134,905

Variance	\$384,042 (F)
Funding Source	Project Variance Reserve

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

Note 2: Staff is requesting to retain the favorable variance in the Crack Sealing Program for potential additional work.

Note 3: As the contract administration as noted in Phase 2 will be awarded through an internal staff award report in 2027, not included in this purchasing report.