

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT INCREASE**

Project Award	Contract Increase - RFP-22-051-10 – Preliminary Design of Boyne District Park
Recommendation	<p>Staff are recommending approval to proceed with a contract increase to The MBTW Group for Preliminary Design of Boyne District Park in the total amount of \$33,745 (exclusive of HST).</p> <p>Staff are also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 30% of the revised contract amount.</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The award for the preliminary design of Boyne District Park was awarded through PDA-CRAN 22-051-11 in the amount of \$39,955 (exclusive of HST). The original contract was awarded as a result of a previous roster process from 2021.</p> <p>Since the award, the developer has submitted multiple iterations of development plans, requiring extensive internal and external reviews. As a result, additional technical expertise from The MBTW Group has been required to ensure park base condition requirements are achieved.</p> <p>In 2022, The MBTW Group was retained through roster RFP 21-051 for Professional Consulting Services for Design and Contract Administration. Following the expiry of the three-year renewal period, the Town issued and awarded a new roster RFP 24-051, which resulted in updated and higher consultant hourly rates.</p> <p>The RFP for consulting landscape architectural services includes fees for the preliminary design of the overall 16 ha park block, which is anticipated to be completed in two development phases. Each phase will require services for detailed design, preparation of the contract package and contract administration. To continue further, additional funds are required for the preliminary design of the overall park block.</p> <p>As the Town has since implemented a new roster in 2024 with updated hourly rates, these updated rates will apply to phases of preliminary and detailed design, preparation of the contract package, and contract administration. In addition, task hours have been revised to reflect the complexity of the project.</p> <p>This contract increase in the amount of \$33,745 (exclusive of HST) is for the additional effort required to complete the</p>

Schedule M

preliminary design following completion of the park base condition assessment. Given the complexities of this site, staff are also recommending a project contingency of up to 30% of the value of the revised contract amount be approved.

The new contract total will be \$73,700 (exclusive of HST)

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C52213323-A1610-7220
Account Description	Boyne District Park West
Project Total Budget	\$628,498
Contract Budget	\$34,339
Actual	\$34,339 (including 1.76% HST)
Variance	\$ 0
Funding Source	Development Charges/Developer Recovery

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