

COUNCIL AUTHORITY FOR CONTRACT AWARDS RENEWAL

Project Award	Contract Renewal – Request for Proposal 22-051-09 – Consulting Services for the 2024 Expanded Asphalt Program										
Recommendation	<p>Staff are recommending a contract renewal to CIMA Canada Inc. for the Design of the 2024 Expanded Asphalt Program in the total amount of \$204,200 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to proceed with the award of the contract administration of the 2024 Expanded Asphalt Program in the estimated amount of \$135,910 (exclusive of HST) pending Council approval of the 2024 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 CORS-063-21, Council approved the award of CIMA Canada Inc. on the Professional Consulting Services Roster as per the terms of RFP 21-051. The hourly rates were established through the RFP process. The hours identified and the staffing proposed have been reviewed and validated by Purchasing and Development Services staff. Staff subsequently issued competitive request for proposal 22-051-09 to the civil engineering roster consultant firms. The RFP was to award the 2023 Expanded Asphalt Program, with the option to renew the contract for the 2024 program and the 2025 program. CIMA Canada Inc. was the successful proponent and awarded the contract. Staff are now exercising the first renewal option for the 2024 Expanded Asphalt Program.</p> <p>The contract award is for the detailed design of the 2024 Expanded Asphalt Program, to be completed in 2023 and for the delegated authority to award the contract administration, to be completed in 2024, pending Council approval of the budget. CIMA Canada Inc. submitted a proposal in March 2023 outlining the project schedule and detailed design and contract administration of the 2024 Expanded Asphalt Program.</p> <table border="0" style="width: 100%;"> <tr> <td colspan="2"><u>Award for Design (exclusive of HST)</u></td> </tr> <tr> <td>Phase 1 - Design</td> <td style="text-align: right;">\$204,200</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"><u>Estimate for Contract Administration (exclusive of HST)</u></td> </tr> <tr> <td>Phase 2- Contract Administration Including material testing and inspection.</td> <td style="text-align: right;">\$135,910</td> </tr> </table> <p>It is recognized that 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</p>	<u>Award for Design (exclusive of HST)</u>		Phase 1 - Design	\$204,200	 		<u>Estimate for Contract Administration (exclusive of HST)</u>		Phase 2- Contract Administration Including material testing and inspection.	\$135,910
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Schedule I

	<p>Town if the estimated contract administration fee included in their initial proposal is sufficient or if an updated work plan and fee estimate is required.</p> <p>The following road segments are to be included in the 2024 Expanded Asphalt Program:</p> <ul style="list-style-type: none"> • Section 1: First Line Nassagaweya from No 25 Side Rd to No 28 Side Rd • Section 2: No 15 Side Road from Frist Line Nassagaweya to Second Line Nassagaweya • Section 3: Conservation Rd Regional Rd 1-Guelph Line to East Limit <p>Final determination of the program is subject to the results of the investigations, studies and coordination with external agencies In the Spring of 2024. Terms and conditions of the RFP 22-051-09 Detailed Design and Contract Administration are applicable to this assignment including with revised version of the terms of references dated March 21, 2023.</p>
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Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C35013323
Account Description	2024 Expanded Asphalt Design
Project Total Budget	\$ 236,772
Contract Budget	\$171,580
Actual (Net of HST Rebate)	\$207,794
Variance (Note 2)	\$ 36,214 (U)
Funding Source (Note 3)	Project Variance Account

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

Note 2: To retain 10% contingency, an additional \$3,621 is being requested.

Note 3: The 2022 Expanded Asphalt Project (C35013322) will be reporting savings through the June Capital Variance Report as there were no specialized investigations required, and contingency wasn't needed. Staff is requesting that \$39,835 of savings from C35013322 be returned to the Project Variance Account at this time and be used to fund this unfavourable variance. Both funding adjustments are included in Schedule A.