

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT RENEWAL**

Project Award	Contract Renewal – Request for Proposal 22-051-07 – Consulting Services for the 2024 Asphalt Overlay Program								
Recommendation	<p>Staff are recommending a contract renewal to WSP E&I Canada Limited (formerly Wood Canada Limited) for the Design of the 2024 Asphalt Overlay Program in the total amount of \$387,074 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to proceed with the award of the contract administration of the 2024 Asphalt Overlay Program in the estimated amount of \$454,385 (exclusive of HST) through an internal staff award report, 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 for proposal awards over \$100,000.								
Background information	<p>Through CORS-063-21, Council approved the award of WSP E&I Canada Limited (formerly Wood Canada Limited) 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 a competitive request for proposal 22-051-07 to the civil engineering roster consultant firms. The RFP was to award the 2023 Asphalt Overlay Program, with the option to renew the contract for the 2024 program and the 2025 program. WSP E&I Canada Limited was the successful proponent and awarded the contract. Staff are now exercising the first renewal option for the 2024 Asphalt Overlay Program.</p> <p>The contract award is for the detailed design of the 2024 Asphalt Overlay 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. WSP E&I Canada Limited submitted a proposal in March 2023 outlining the project schedule and detailed design and contract administration of the 2024 Asphalt Overlay Program.</p> <p><u>Award for Design (exclusive of HST)</u></p> <table border="0"> <tr> <td>Phase 1 – Design Section 1</td> <td align="right">\$351,989</td> </tr> <tr> <td>Phase 1 – Design Section 2 –Provisional</td> <td align="right"><u>\$35,085</u></td> </tr> <tr> <td>Total Design Section 1 and 2</td> <td align="right">\$387,074</td> </tr> </table> <p><u>Estimate for Contract Administration (exclusive of HST)</u></p> <table border="0"> <tr> <td>Phase 2-Contract Administration Including material testing an inspection.</td> <td align="right">\$454,385</td> </tr> </table> <p>It is recognized that the estimate for contract administration,</p>	Phase 1 – Design Section 1	\$351,989	Phase 1 – Design Section 2 –Provisional	<u>\$35,085</u>	Total Design Section 1 and 2	\$387,074	Phase 2-Contract Administration Including material testing an inspection.	\$454,385
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Schedule H

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 contract administration fee included in their initial proposal is sufficient or if an updated work plan and fee estimate is required.

Considering that not all roads that are preliminarily identified as potential candidates for Asphalt Overlay are necessarily suitable for this treatment, and the feasibility and determination of the final program is based on the results of the visual road assessment, Geotechnical investigations, CCTV investigations and coordination with external agencies, there is a possibility that road segments have to be deferred or eliminated in which case other roads will need to be added and a full assessment will have to be completed.

Financial Planning Section: Budget Impact (Note 1)

Base Bid Award:

Account Number(s)	C33900123
Account Description	Asphalt Overlay Program -Design
Project Total Budget	\$ 604,674
Contract Budget	\$470,700
Actual (Net of HST Rebate)	\$358,184
Variance	\$112,516 (F)
Funding Source	Project Variance Account/Development Charges

Provisional Items Award:

Account Number(s)	C33900123
Account Description	Asphalt Overlay Program -Design
Project Total Budget	\$ 604,674
Contract Budget	\$112,516
Actual (Net of HST Rebate)	\$35,703
Variance (Note 2)	\$76,813 (F)
Funding Source	Project Variance Account/Development Charges

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

Note 2: Staff is requesting that the favorable variance remain in the project to accommodate further provisional sections subject to the project's overall progress.