

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
SINGLE SOURCE AWARD**

Project Award	Single Source award to WSP for 2023 Transportation Master Plan Update
Recommendation	Staff is recommending the single source award to WSP for the Transportation Master Plan Update in the total amount of \$199,936 (exclusive of HST)
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>The Town is seeking a single source award to WSP for the Transportation Master Plan Update to be initiated in 2023. The Town needs outputs from the Transportation Master Plan Update mid-2023 to inform other projects, such as the Official Plan Review, that also need to be completed in 2023. As such timely initiation of this project is required.</p> <p>WSP completed the Transportation Master Plan for the Town in 2018. They have also completed the Transportation Reports for Milton's new growth areas (such as secondary plans and the MTSA). WSP's knowledge of Town will provide a more detailed level of insight into the work and their history of working with the Town will assist in completing this work in the required timeline.</p> <p>A proposal has been submitted for the Transportation Master Plan Update from WSP including scope, schedule and costing. Departmental staff have reviewed the proposal and on that basis are recommending that the Town proceed with the award as is recommended.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C30010923
Account Description	Transportation Master Plan
Project Total Budget	\$272,064
Contract Budget	\$213,384
Actual (Net of HST Rebate)	\$203,455
Variance	\$9,929 (F) (Note 2)
Funding Source	Development Charges and Project Variance Account
Additional Budget Request	\$10,000 (Note 3)
Funding Source	Development Charges and Project Variance Account

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

Schedule F

Note 2: Staff is requesting that the favourable variance remain in the project in order to accommodate future works.

Note 3: Separate from the contract award, additional budget is expected to be required in order to have sufficient contingency (approximately 10%) in the project.