

COUNCIL AUTHORITY FOR CONTRACT AWARDS SINGLE SOURCE AWARD

Project Award	Single Source award to WSP Canada Inc. for third party review and consulting services related to Site Alteration files.
Recommendation	Staff is recommending the single source award to WSP for third party consulting review related to Site Alteration files in the estimated amount of \$150,000 (exclusive of HST), with a contract term ending December 31, 2024.
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>In September, 2022 Council approved an updated Site Alteration by-law that came into effect January 1, 2023 (by-law 094-2022). Section 5.1 of the by-law enables staff to engage third party consultants to assist with the review of documents provided in support of an application under the by-law. All fees associated with a third party consultant review would be, in accordance with the by-law, recovered from the applicant.</p> <p>The third party review and consulting is generally anticipated to be required for the review of soil characterization reports, documents related to excess soil management, and overall environmental impact. However, it is important to note that the anticipated amount is an estimate only, and that actual costs will be driven by the number of Site Alteration files requiring third party consulting and review support, and the scope of that work (depending on the file, the scope could range from a review of a geotechnical report, to oversight on site for soils testing programs, to a legislative compliance review, to performing confirmatory soil sampling and writing technical reports).</p> <p>WSP is a current civil engineering roster consultant with the Town of Milton, currently in year 2 of a 3 year term which expires the end of December 2024. WSP has the in house capability and expertise to provide this third party consulting and review service, has knowledge of the Town of Milton by virtue of their historical and current presence on the roster, and will provide this service to the Town utilizing the hourly rates approved under the civil engineering roster.</p> <p>The intent of this single source award is to enable staff to quickly engage WSP for adhoc third party consulting review and support services, when the need arises, related to Site Alteration files. It is important to note that all fees would be recoverable from the applicant on the Site Alteration file.</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	3020-3738
Account Description	Environmental Consulting Fee - Recoverable
Contract Budget	\$ 0
Actual (Net of HST Rebate) (Note 2)	\$ 76,320
Variance	\$ 76,320 (U)
Funding Source (Note 3)	User Fees

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

Note 2: Contract actuals are an estimate only and are based on half of the total estimated work to December 2024. This work is variable pending the number of Site Alteration applications.

Note 3: Costs associated with this work are fully recoverable from applicants in accordance with the Town's Site Alteration By-law 094-2022 and User Fee By-law 082-2022.