

REPORT TO COUNCIL FOR INFORMATION - SINGLE SOURCE AWARD

Project Award	Single Source Award to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage
Recommendation	That the single source award to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage, in the total amount of \$66,710 (exclusive of HST) be received for information.
Purpose of Report	Staff are reporting back to Council for a contract award that was executed under Section 4.2.1 of Purchasing By-law No. 061-2018.
Background information	<p>The establishment of a permanent transit facility has been identified as a strategic priority for the Town. The project is also critical to allowing the Town to undertake a competitive process in the future for the delivery of the Transit service. Funding has been approved for the design and construction of the facility, and includes a contribution from other levels of government that is only available within a defined period of time.</p> <p>The next steps involved in the development of the new transit facility require expertise from several different professional disciplines. Due to timing constraints with this particular project (both operationally and financially), it was considered most effective that this work was sourced to a single vendor that is large enough to offer expertise in the various areas that may be required, and awarded on a direct basis as opposed to through a request for proposal process. Staff utilized the Town's existing civil engineering roster to identify WSP as a firm that is capable of undertaking the feasibility study to evaluate options for a new Transit Facility (Bus Storage and Maintenance) to be developed within the vicinity of the existing Milton Civic Operations Centre. Although the dollar of the award falls within the roster limit for direct award via staff authority, since the scope of this particular project isn't fully captured within the civil engineering roster's original description, Section 4.2.1 of the purchasing by-law was utilized.</p> <p>The study will include the assessment of three (3) potential site locations to be reviewed and evaluated based on suitability, land ownership, impacts to surrounding property, site operations and overall connectivity, environmental impacts and costing. Project deliverables include transit facility conceptual plans for each site location, a Municipal Class Environmental Assessment Screening and final feasibility memo.</p> <p>Staff processed PDA-076-23 utilizing Section 4.2.1 of the Purchasing By-law to WSP Canada Limited (WSP) to conduct a Feasibility Study for the Milton Transit Garage in the total amount of \$66,710 (exclusive of HST).</p>

Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C59500120-A0631-7290
Account Description	Transit Operations Centre
Project Total Budget	\$13,044,545
Contract Budget	\$67,884
Actual (Net of HST Rebate)	\$67,884
Variance	\$0
Funding Source	Project Variance Account / Development Charges

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