

REPORT TO COUNCIL FOR INFORMATION - PROPOSAL AWARD

Project Award	Reporting back to Council on the Delegated Authority to award Proposal No. 23-568 – Consulting Services for a Street Light and Pole Condition Assessment.
Recommendation	That the proposal award to R.V. Anderson Associates Limited to conduct a street light and pole condition assessment, in the amount of \$121,783 (exclusive of HST) be received for information.
Purpose of Report	As per CORS-056-23, a report to Council for information is required in relation to the delegated authority that was provided.
Background information	<p>Through CORS-056-23, Council approved the delegated authority to Staff to proceed with the award of the street light and pole condition assessment in the total estimated amount of \$387,420 (exclusive of HST) to ensure timely commencement of the assessment in order to meet the project timeline for completion.</p> <p>The competitive request for proposal process was subsequently finalized (as described below), and as such staff are reporting the results back to Council.</p> <p>Staff processed PDA-109-23 to award the proposal with the delegated authority that was provided. The contract total is \$121,783 (exclusive of HST).</p>
Purchasing Section: Bid Award Information	
Date bid issued	September 19, 2023
Advertisements	Town of Milton website
Closing Date	October 25, 2023
# of Plan takers	Ten (10)
Proposal Submissions received	<p>Proposals we received from the following companies:</p> <ol style="list-style-type: none"> 1. Arcadis Professional Services 2. HSN Engineering Inc. 3. Inversa Systems Ltd. 4. Parsways Inc. 5. Roth IAMS Ltd. 6. R.V. Anderson Associates Ltd.
Evaluation Criteria	<p>Proposals were evaluated based on the following criteria:</p> <ol style="list-style-type: none"> 1. Description of the Firm, Project Team and Structure (5 points) 2. Project Team Experience and References (15 points) 3. Understanding of the Project, including the Assessment of Project Risks (10 points) 4. Project Methods, Work Program, Tasks and Deliverables (30 points) 5. Project Scheduling (10 points) 6. Proposal Cost (30 points)

	An evaluation team with representation from Development Services evaluated the proposals against the established criteria and R.V. Anderson Associates Ltd. was deemed the highest scoring proponent.
--	---

Financial Planning Section: Budget Impact (includes non-refundable HST)	
--	--

Account Number(s)	C41000123-N0650-7290
Account Description	Street Light Inventory and Condition Assessment
Project Total Budget	\$451,720
Contract Budget	\$394,239
Actual (Net of HST Rebate) (Note 1)	\$123,926
Variance (Note 2)	\$270,313 (F)
Funding Source	Project Variance Account

Note 1: Contract actuals are an estimate only and will vary based on total number of street lights.

Note 2: Of the total favourable variance of \$270,313, \$50,000 was retained in the project to accommodate unanticipated costs associated with the work. The remaining amount of \$220,313 was returned to the Project Variance Account in accordance with PDA-109-23 and therefore not included as part of Schedule A to this purchasing various report.