

COUNCIL AUTHORITY FOR PROPOSAL AWARDS DELEGATED AUTHORITY

Project Award	Delegated Authority to award Proposal No. 23-568 for the Street Light and Pole Condition Assessment.
Recommendation	Staff are recommending delegated authority to award proposal for the Street Light and Pole Condition Assessment in the estimated amount of \$387,420 (exclusive of HST). Staff will report the results back to Council for information.
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>The Town owns and operates approximately 10,224 street luminaires, installed on either Town owned poles or Milton Hydro poles within the road right of way, approximately 8870 poles and 74 pedestals. To maintain the quality of service and public safety associated with these assets, the Town is embarking on a comprehensive inventory and condition assessment and inspection program.</p> <p>The primary objectives of this project are for the Town to utilize the location and condition data and work forecasts to develop maintenance and capital programs; and to address any identified immediate safety concerns related to street lighting equipment; to provide a comprehensive evaluation of the Town's street lighting equipment, including: physical inventory, replacement cost, conditional assessment, 15-year capital forecast, and a 5 year, 10 year and 50 year life cycle costing analysis, and development of Levels of Service (LOS) to meet asset management and budget requirements.</p> <p>Ultimately, the comprehensive inventory and condition assessment will be used to support the preparation of the Town's annual budget and the development of an asset management plan as per the Ontario Regulation (O.Reg) 588/17: Asset Management Planning for Municipal Infrastructure.</p> <p>An open public request for proposal (RFP) was issued on September 19, 2023 and closed on October 23, 2023. The proposal submissions are currently under evaluation by Town Staff, and the project start date is identified as November 20, 2023. Delegated Authority to award this proposal is required as the overall cost of the work is anticipated to be greater than \$100,000, and to ensure timely award of the project once evaluations are complete. Due to the timing of the RFP closing (which was extended due to several requests during the RFP open public market phase) and deadlines for November council, a</p>

Schedule D

delegated authority is required. It is anticipated that evaluations will be complete by mid-November, and that the award will be formally issued in time to facilitate the November 20, 2023 project start date.

Based on the RFP submissions, staff anticipate that the award will be within the approved budget for the Street Light Inventory and Condition Assessment capital job.

Financial Planning Section: Budget Impact (Note 1)

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)	\$ 394,239 (Note 2)
Variance	\$ 0
Funding Source	Project Variance Account

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

Note 2: Actuals are an estimate based on the budget. Based on the RFP submissions, staff anticipate that the award will be within the approved budget. The actual variance will be identified to Council when staff report back on this award.