

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
CONTRACT RENEWAL**

Project Award	Contract Renewal – Request for Proposal 22-051-07 – Consulting Services for the 2025 Asphalt Overlay Program								
Recommendation	<p>Staff is recommending the contract renewal to WSP Canada Inc. for the Design of the 2025 Asphalt Overlay Program in the total amount of \$371,621 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to proceed with the award of the contract administration of the 2025 Asphalt Overlay Program in the estimated amount of \$490,258 (exclusive of HST) through an internal staff award report, pending Council approval of the 2025 budget.</p>								
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.								
Background information	<p>Through CORS-063-21, Council approved the award of WSP Canada Inc. on the Professional Consulting Services Roster as per the terms of Request for Proposal (RFP) 21-051. Staff subsequently issued a competitive RFP 22-051-07 to the civil engineering roster consultant firms. Wood Canada Limited was the successful proponent and awarded the contract for the 2023 program (CORS-034-22). Since the original award, Wood Canada Limited transitioned to WSP E&I Canada Limited and the contract was renewed for the 2024 program (CORS-024-23). As Staff are now exercising the final renewal option for the 2025 program, WSP E&I Canada Limited has transitioned to fully operating as WSP Canada Inc.</p> <p>The contract award is for the detailed design of the 2025 Asphalt Overlay Program, to be completed in 2024 and for the delegated authority to award the contract administration, to be completed in 2025, pending Council approval of the budget. WSP E&I Canada Limited submitted a proposal in April 2024 outlining the project schedule and detailed design and contract administration of the 2025 Asphalt Overlay Program.</p> <p><u>Award for Design (exclusive of HST)</u></p> <table border="0"> <tr> <td>Phase 1 – Design Section 1</td> <td align="right">\$284,792</td> </tr> <tr> <td>Phase 1 – Design Section 2 – Provisional</td> <td align="right"><u>\$86,829</u></td> </tr> <tr> <td>Total Design Section 1 and 2</td> <td align="right">\$371,621</td> </tr> </table> <p><u>Estimate for Contract Administration (exclusive of HST)</u></p> <table border="0"> <tr> <td>Phase 2 – Contract Administration Including material testing an inspection.</td> <td align="right">\$490,258</td> </tr> </table> <p>Staff have satisfied themselves that the rates used are consistent with previous rates charged under this contract and further, are consistent with those in the initial request for proposal.</p>	Phase 1 – Design Section 1	\$284,792	Phase 1 – Design Section 2 – Provisional	<u>\$86,829</u>	Total Design Section 1 and 2	\$371,621	Phase 2 – Contract Administration Including material testing an inspection.	\$490,258
Phase 1 – Design Section 1	\$284,792								
Phase 1 – Design Section 2 – Provisional	<u>\$86,829</u>								
Total Design Section 1 and 2	\$371,621								
Phase 2 – Contract Administration Including material testing an inspection.	\$490,258								

Schedule E

It is recognized that the estimate for contract administration, inspection and material testing will be revisited upon completion of the detailed design, at which time the consultant will inform the Town if the estimated consulting services fee included in their initial proposal is appropriate or if an updated work plan and fee estimate is required. Based on the above, the contract administration will be awarded through an internal staff award report in 2025.

Phase 1 Section 2 Provisional is only to be used if required. Considering that not all roads that are preliminarily identified as potential candidates for Asphalt Overlay are necessarily suitable for this treatment, the feasibility and determination of the final program will be based on the results of the visual road assessment, Geotechnical and CCTV investigations and coordination with external agencies. As such, there is a possibility that road segments may have to be deferred or eliminated in which case other roads may be considered and a further assessment will have to be completed.

Financial Planning Section: Budget Impact (Note 1)

Base Bid Award:

Account Number(s)	C33900124-A0611-7220
Account Description	Asphalt Overlay Program -Design
Project Total Budget	\$662,826
Contract Budget	\$515,986
Actual (Net of HST Rebate)	\$289,804
Variance	\$226,182(F)
Funding Source	Project Variance Account/Development Charges

Provisional Items Award:

Account Number(s)	C33900124-A0611-7220
Account Description	Asphalt Overlay Program -Design
Project Total Budget	\$662,826
Contract Budget	\$226,182
Actual (Net of HST Rebate)	\$88,357
Variance (Note 2)	\$137,824(F)
Funding Source	Project Variance Account/Development Charges

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

Note 2: Staff is requesting that \$30,000 of the favorable variance remain in the project to accommodate further investigations if required subject to the project’s overall results of studies.