

## COUNCIL AUTHORITY FOR CONTRACT AWARDS RENEWAL

<b>Project Award</b>	Contract Renewal – Request for Proposal 22-051-09 – Consulting Services for the 2025 Expanded Asphalt Program										
<b>Recommendation</b>	<p><b>Staff are recommending the contract renewal to CIMA Canada Inc. for the Design of the 2025 Expanded Asphalt Program in the total amount of \$254,464 (exclusive of HST).</b></p> <p><b>Staff are also requesting the delegated authority to proceed with the award of the contract administration of the 2025 Expanded Asphalt Program in the estimated amount of \$139,450 (exclusive of HST), pending Council approval of the 2025 budget.</b></p>										
<b>Purpose of Report</b>	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.										
<b>Background information</b>	<p>Through CORS-063-21, Council approved the award of CIMA 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 22-051-09 to the civil engineering roster consultant firms. CIMA Canada Inc. was the successful proponent and awarded the contract. The RFP was to award the 2023 Expanded Asphalt Program (CORS-040-22), with the option to renew the contract for the 2024 program (CORS-024-23) and the 2025 program. Staff are now exercising renewal option for the 2025 Expanded Asphalt Program.</p> <p>The contract award is for the detailed design of the 2025 Expanded Asphalt 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. CIMA Canada Inc. submitted a proposal in April 2024 outlining the project schedule and design and contract administration of the 2025 Expanded Asphalt Program.</p> <table data-bbox="618 1436 1503 1507"> <tr> <td colspan="2"><u>Award for Design (exclusive of HST)</u></td> </tr> <tr> <td>Phase 1 – Design</td> <td style="text-align: right;">\$254,464</td> </tr> </table> <table data-bbox="618 1549 1503 1654"> <tr> <td colspan="2"><u>Estimate for Contract Administration (exclusive of HST)</u></td> </tr> <tr> <td>Phase 2 – Contract Administration</td> <td></td> </tr> <tr> <td>Including material testing and inspection</td> <td style="text-align: right;">\$139,450</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> <p>It is recognized that the estimate for contract administration, inspection and material testing will be revisited upon completion of</p>	<u>Award for Design (exclusive of HST)</u>		Phase 1 – Design	\$254,464	<u>Estimate for Contract Administration (exclusive of HST)</u>		Phase 2 – Contract Administration		Including material testing and inspection	\$139,450
<u>Award for Design (exclusive of HST)</u>											
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<u>Estimate for Contract Administration (exclusive of HST)</u>											
Phase 2 – Contract Administration											
Including material testing and inspection	\$139,450										

## Schedule D

the detailed design, at which time the consultant will inform the Town if the estimated contract administration 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.

The following road segments are to be included in the 2025 Expanded Asphalt Program:

- Section 1 Kelso Road Park entrance to RR22 -Tremaine Road
- Section 2 No 15 Side Road RR1 –Guelph Line to Fourth Line Nassagaweya
- Section 3 Sixth Line: 1.8 KM North of Lower Base to RR6-Britania Rd

Final determination of the program is subject to the results of the investigations, studies and coordination with external agencies In the Spring and Summer of 2024. Terms and conditions of RFP 22-051-09 Design and Contract Administration are applicable to this assignment including with revised version of the terms of references dated March 21, 2024.

### Financial Planning Section: Budget Impact (Note 1)

<b>Account Number(s)</b>	C35013324-A0611-7220
<b>Account Description</b>	Expanded Asphalt Program - Design
<b>Project Total Budget</b>	\$366,746
<b>Contract Budget</b>	\$270,064
<b>Actual</b> <small>(Net of HST Rebate)</small>	\$258,943
<b>Variance</b> <small>(Note 2)</small>	\$ 11,121 (F)
<b>Funding Source</b>	Project Variance Account

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

Note 2: Staff recommended that the favourable variance remain in the project to provide for additional requirements, investigations and/or coordination efforts associated with external agencies.