

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
DELEGATED AUTHORITY**

Project Award	Reporting back to Council on the Delegated Authority to award the Contract Increase of the Pond 4 Rehabilitation project
Purpose of Report	Staff is 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 current contract for the Pond 4 Rehabilitation was awarded through RFP 24-051-13 using the Professional Consulting Services Roster process, as per the terms of RFP 21-051. There have been no change orders to-date. The current contract total that has been awarded is \$54,784 (exclusive of HST), which represents the cost for the Design phase of the project. The estimated amount for the Contract Administration phase of the project is \$134,572 (exclusive of HST), which will be confirmed in 2025 as and when the services are required.</p> <p>The 2025 Stormwater Pond Maintenance program addresses recommendations from the 2019 Stormwater Facility Condition Assessment Study. The 2019 Study recommendations for Ponds 4, 2, and 8 were confirmed in the 2021 SWM Pond Rehabilitation Design Project completed by WSP Canada Inc. (formerly Wood Environment & Infrastructure) and include works such as sediment removal, concrete repairs to inlet and outlet structures, removal of excess vegetation/felled trees, access road/trail maintenance and minor grading works. This project supports the Strategic Plan priority of creating a road map for adequate and consistent investment that supports the operation and maintenance of Town infrastructure and assets.</p> <p>Ponds 2 and 8 were originally identified for rehabilitation in 2026 and 2027 respectfully, however these ponds have been advanced to 2025 construction to align with the Building Faster fund timelines. Design work for Pond #4 is currently underway, and is anticipated to be complete by the end of Q2 2025. In an effort to expedite the design of Ponds 2 and 8, in order to tender all 3 ponds together in the Spring of 2025, immediate approval was requested. The hourly rates were established through the RFP process and the hours identified and the proposed staffing were reviewed and validated by Community Services staff.</p> <p>As per Section 10.1 of Purchasing By-law No. 061-2018, where authorizing a change in scope, Council approval is required.</p> <p>Staff utilized Purchasing By-law #061-2018, Section 4.2.1 (Note 1) through PDA-087-24 to proceed with the award to WSP Canada Inc. in the total amount of \$84,856 (excluding HST).</p>

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

Base Bid Award:

Account Number(s)	C43000723-A0821-7290
Account Description	Stormwater Pond Maintenance - Design
Project Total Budget	\$290,768
Contract Budget	\$100,000
Actual (Net of HST)	\$86,349
Variance (Note 1)	\$13,651 (F)
Funding Source	Provincial Grants/Subsidies and Project Variance Account

Note 1: Favourable variance was retained in the account in order to accommodate any unforeseen changes orders that might occur in accordance with PDA-087-24.