



Report to: General Committee

Meeting Date: September 16, 2019

SUBJECT: Delegation of Authority to Chief Administrative Officer
During the 2019 Summer Recess

PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

- 1) That the report entitled “Delegation of Authority to Chief Administrative Officer During the 2019 Summer Recess” be received; and,
- 2) That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

To inform Council of items authorized by the Chief Administrative Officer during the annual Council summer break between the last meeting in June or July and the next regular Council meeting as per By-law 4-2000 and By-law 2017-8.

Delegation under By-law 4-2000 authorizes the Chief Administrative Officer to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting which are in compliance with the City’s Purchasing By-law and which are within budget as approved by Council;

Delegation under By-law 2017-8

“Contract Award Process – Election Year and/or Recess Periods twenty-one (21) days in which there is no scheduled Council meeting, the CAO and Treasurer shall have the authority to award Contracts that cannot, in the opinion of the CAO, be delayed until the next regular meetings of the General Committee and Council.

The CAO authorized the following:

Number	BMFT Objective	Description	Award Details	Commission
1	Engaged, Diverse and Thriving City	148-T-19 - Morgan Pool Facility Revitalization-Construction	Lowest Priced Bidder	CS
2	Safe & Sustainable Community	028-T-19 CCTV Inspection of Storm, Sanitary Sewers and Sanitary Laterals	Lowest Priced Bidder	C&FS

#1

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	148-T-19 - Morgan Pool Facility Revitalization-Construction
Date:	August 16, 2019

BID INFORMATION

Bid closed on	July 30, 2019
Number picking up document	15
Number responding to bid	11

BACKGROUND

Scope of work includes construction of new splash pad, universal change rooms, service building, driveway, parking lot, and landscaping. The foundation & underground works will commence upon award and the building & site works will be completed by May 2020, prior to outdoor pool season.

As per Procurement By-law 2017-8, when awarding a contract greater than \$350,000 with a budget shortfall, Council retains the authority to award such contract. However, since the next Council meeting will not be held until on September 24, 2019 and delaying the award of the contract until this date would negatively affect the schedule and the completion for the summer of 2020 would not be achievable.

Staff recommend awarding the contract to the vendor immediately to allow for foundation and underground work to proceed this fall, 2019. With the building constructed over the winter/spring seasons, the community should be able to use the pool during the summer of 2020 without missing an outdoor pool season.

Accordingly, the following clause within the Procurement By-law 2017-8 will be relied upon to award the contract immediately. "Contract Award Process – Election Year and/or Recess Periods twenty-one (21) days in which there is no scheduled Council meeting, the CAO and Treasurer shall have the authority to award Contracts that cannot, in the opinion of the CAO, be delayed until the next regular meetings of the General Committee and Council. A written report shall be submitted by the Treasurer at the next meeting of the General Committee detailing all Contract Awards made during any recess period."

RECOMMENDATION

Recommended bidder	Van Horne Construction Ltd. (lowest priced bidder)	
Current budget available	\$2,450,400.00	70-6150-19138-005 Morgan Pool Revitalization-Construction Ph. 2
Less cost of award	\$2,645,140.28	Cost of Award*
	\$ 251,288.33	Contingency (9.5%)
	\$2,896,428.61	Total Award
Budget remaining after this award	(\$ 446,028.61)	**

*Bid included cash allowance of \$30,528.00 for testing inspection, utilities connection, air balancing, designated substance abatement and signage.

**The shortfall is due to 1) \$312,000 in unplanned site works that were not included within the budget; 2) \$147,000 for inflation as the budget estimate is 3 years old, and; 3) market pricing. The project budget was established in 2017 for phase 1 execution of the design in 2018 and construction in 2019. The shortfall will be funded from Parks Development Charges.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no impact to operating budget. The life cycle reserve study will be revised to reflect the higher replacement cost during the next life cycle reserve update in 2020.

ENVIRONMENTAL CONSIDERATIONS

All construction waste will be properly sorted, recycled and disposed of at an authorized dump, waste treatment site or recycling facility.

#2

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	028-T-19 CCTV Inspection of Storm, Sanitary Sewers and Sanitary Laterals
Date:	June 11, 2019

BID INFORMATION

Bid closed on	May 16, 2019
Number picking up document	6
Number responding to bid	5

BACKGROUND

This project is to assess the conditions of the storm/sanitary sewers and sanitary laterals within the City's right-of-way in order to identify the required rehabilitation/replacement needs. In the next 3 years, this project will address 222 kilometres (km) of storm sewers out of 923 km, 238 km of sanitary sewers out of 918 km and 13,815 sanitary laterals out of estimated 53,505 owned by the City.

The project includes the following:

- Flush and clean storm/ sanitary sewer pipes and sanitary laterals
- Carry out CCTV inspection video of storm / sanitary sewers and sanitary laterals, using truck-mounted CCTV insertion camera and certified access database and software
- Where debris or obstruction are encountered, flush and clean sewer pipes; resume or repeat CCTV inspections;

RECOMMENDATION

Recommended bidder	Infrastructure Intelligence Services Inc. (lowest priced bidder)	
Current budget available	\$ 219,896.00	750-101-5399-19225 Storm & Sanitary Sewers Inspection Program
	\$ 170,800.00	760-101-5399-19248 Sanitary Sewers - Laterals Inspection
	<u>\$ 92,603.00</u>	760-510-5300 Sanitary Sewer Flushing
	\$ 483,299.00	Total Budget Available
Less cost of award	\$ 469,658.02	Year 1 (2019) Cost of Award
	<u>\$ 46,965.80</u>	Year 1 (2019) Contingency (10%)
	\$ 516,623.82	Year 1 (2019) Award Incl. of HST & Contingency (10%)
	\$1,534,312.35	Year 2 (2020) Award Incl. of HST & Contingency (10%) *
	<u>\$1,369,128.39</u>	Year 3 (2021) Award Incl. of HST & Contingency (10%) *
	\$3,420,064.56	Total Award (Years 1-3) Incl. of HST & Contingency
Budget remaining after this award	(\$ 33,324.82)	** (\$483,299.00 - \$516,623.82)

*2020 and 2021 awards will be subject to Council approval of the annual capital budgets. Note, that starting 2020, this award will be fully funded from a capital budget. Prices are fixed per bid submission, however, quantities of km's increase in 2020 and 2021.

** The shortfall will be funded from the Non-DC Capital Contingency fund in the amount of \$5,593.00 and the Waterworks Capital Contingency Fund in the amount of \$27,731.82. The shortfall is due to under estimating the unit cost for flushing sanitary sewers.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The unit costs for storm, sanitary sewers and sanitary laterals will be updated during the next Life Cycle Reserve Study. Starting in 2020, the Waterworks operating budget for sanitary sewer flushing in the amount of \$92,603 will be reallocated to the Waterworks Life Cycle Reserve Study and included in a capital budget.

ENVIRONMENTAL CONSIDERATIONS

Proactive inspection and planning of repairs will reduce risks and liabilities associated with sewer failures and backups caused by roots, built-up of calcite and structural defects such as cracks, fractures or collapsed pipes.

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services