



SUBJECT: Delegation of Authority to Chief Administrative Officer during the 2021 annual summer recess

PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

- 1) THAT the report entitled “Delegation of Authority to Chief Administrative Officer during the 2021 annual summer recess” be received
- 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 By-law 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	Safe & Sustainable Community	022-R-21 - Consulting Eng. Services for the Detailed Design and Tender Preparation for the Reconstruction of Main Street Unionville	Highest Ranked / Lowest Priced Bidder	DS
2	Safe & Sustainable Community	112-R-21 Consulting Engineering Services for CI Watermain Replacement (2021/ 2022/ 2023)	Highest ranked bidder / 2 nd lowest priced bidder	CS

#1

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	022-R-21 - Consulting Eng. Services for the Detailed Design and Tender Preparation for the Reconstruction of Main Street Unionville
Date:	August 17, 2021
Commission / Department	Development Services / Engineering

BID INFORMATION

Bid closed on	July 23, 2021
Number picking up bid document	7
Number responding to bid	3

PURPOSE/BACKGROUND

To obtain approval to award the contract for detailed design services for the reconstruction of Main Street Unionville from the railway tracks to Carlton Road including the road allowance located to the east of Main Street in the valley land.

This project will establish a streetscape plan and design direction to improve the physical attractiveness of the commercial Main Street. The study will commence in August and be completed by end of 2022.

RECOMMENDATION

Recommended bidder	CIMA Canada Inc. (Highest ranked / lowest priced bidder)	
Current budget available	\$542,700.00	083-5350-20037-005 Main St Unionville Rd Design
Less cost of award	\$497,690.36	Consulting Services (Incl. of HST)*
	\$ 49,769.04	Contingency @ 10%
	\$547,459.39	Cost of award (Incl. of HST)
	\$ 67,271.35	Internal Management Fees
	\$614,730.74	Total Project Cost
Budget remaining after this award	(\$72,030.74)	**

*The cost of award includes allowances for sub-surface utility engineering, flagmen and paid duty police.

**The budget shortfall in the amount of \$72,030.74 will be funded from the Canada Community Building Reserve Fund.

The total project cost is higher than the original budget due to the anticipated complexity of the project, as well as the different infrastructure upgrades required for the reconstruction.

Proposal Evaluation

The evaluation team was comprised of staff from the Engineering department and facilitated by staff from the Procurement division. The technical evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: 10% qualifications and experience of the consulting firm, 15% qualifications and experience of the project manager and team, 45% demonstrated understanding of the project, project methodology, schedule and work plan, and 30% price, totaling 100%.

Bidder	Score
CIMA Canada Inc.	95.00

* Bid prices ranged from \$497,690.36 to \$554,154.43 inclusive of allowances and HST.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The operating and lifecycle cost impacts will be known upon completion of the detailed design.

ENVIRONMENTAL CONSIDERATIONS

The Consultant will complete all necessary background review and field assessments in order to confirm natural heritage features present on the site. Environmental considerations will be discussed in detail with regulatory authorities to ensure that all identified environmental constraints are considered as part of the detail design.

#2

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	112-R-21 Consulting Engineering Services for CI Watermain Replacement (2021/ 2022/ 2023)
Date:	August 18, 2021
Commission / Department:	Community Services / Environmental Services

BID INFORMATION

Bids closed on	July 12, 2021
Number picking up bid documents	10
Number responding to bid	8

PURPOSE/BACKGROUND

To obtain approval to award the contract for consulting engineering services for design, contract administration and construction inspection for cast iron watermain replacement as follows:

Phase 1: Southdale Drive area - approx. 2,945 m length; and

Phase 2: Drakefield Road area - approx. 2,807 m length

The scope of work under this award includes engineering services and all other sub-consultant services related to replace and rehabilitate the cast iron watermain.

The scope of work includes, but not limited to the following:

- Background Review and Data Collection
- Topographic Survey
- Sub Surface Utility Engineering Survey
- Geotechnical Investigation
- Tree Assessment
- Preliminary Design and Cost Estimates
- Detailed Design and Cost Estimates
- Preparation of Tender Documents

Project Schedule:

Phases		Anticipated Commencement	Anticipated Substantial Completion
Phase 1 – Design:	Cast Iron Watermain Replacement Design (Southdale Drive area)	Aug 2021	Feb 2022
Phase 1 – CA:	Cast Iron Watermain Replacement - CA (Southdale Drive area)	April 2022	Dec 2022
Phase 2 – Design:	Cast Iron Watermain Replacement Design (Drakefield Road area)	Jan 2022	Oct 2022
Phase 2 – CA:	Cast Iron Watermain Replacement - CA (Drakefield Road area)	April 2023	Dec 2023

RECOMMENDATION

Recommended bidder	Accardi Schaeffers & Associates Ltd. (highest ranked bidder / 2 nd lowest priced bidder)	
Current budget available for 2021 Design	\$299,600.00	053-6150-21169-005 Cast Iron Watermain Replacement - Design
Less cost of award	\$ 271,332.86	Cost of award – Phase 1 Design
	<u>\$ 27,133.29</u>	Contingency (10%)
	\$ 298,466.15	2021 Phase 1 Design Award (Incl. of HST)
	\$ 246,104.52	Cost of award – Phase 1 CA
	<u>\$ 24,610.45</u>	Contingency (10%)
	\$ 270,714.98	2022 Phase 1 CA Award
	\$ 268,229.18	Cost of award - Phase 2 Design
	<u>\$ 26,822.92</u>	Contingency (10%)
	\$ 295,052.10	2022 Phase 2 Design Award (Incl. of HST)
	\$ 247,748.97	Cost of award – Phase 2 CA
<u>\$ 24,774.90</u>	Contingency (10%)	
\$ 272,523.86	2023 Phase 2 CA Award (Incl. of HST)	
	\$1,136,757.09	Total Award (Incl. of HST & Contingency)
Budget remaining after Phase 1 Design Award	\$ 1,133.85	(\$299,600.00 - \$298,466.15)

The remaining balance of \$1,133.85 will be returned to the original funding source.

Note:

1. The cost estimate for Phases 1 and 2 contract administration is based on an estimated construction period of 32 weeks. The construction period may change subject to detailed design and therefore the purchase orders may need to be adjusted.
2. The Purchase Order for the Phase 2 design and Phases 1 & 2 CA will not be issued until 2022 and 2023. Issuance of the Purchase Order will be subject to Council approval of the respective year's Capital Budgets. Under this award, Staff are able to lock in pricing for the design and contract administration and contract inspection required in these years.

Staff negotiated with Accardi Schaeffers and was able to reduce the 2021 Design fee by \$14,449.92 (5.1%) to bring the 2021 award within the budget.

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Environmental Services Department and facilitated by staff from the Procurement Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage process.

Stage One (1) – Technical Evaluation:

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/Past Performance of the Company 15%, Similar Five (5) Projects completed within the last 5 Years 5%, Qualifications and Related Experience of the Project Manager and Project Team 30%, Project Delivery 20% totaling 70%.

Stage Two (2) – Price Evaluation:

Based on the Stage 1 evaluation, Bidders who received a minimum of 75% or 52.5 points out of 70 proceeded to Stage 2 - Price Evaluation. The price proposal provided by the Bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Bidder	Total Score (100 points)
Accardi Schaeffers & Associates Ltd.	92.7

The bid prices ranged from \$1,118,200.90 to \$1,660,734.27 inclusive of HST and 10% contingency.

Accardi Schaeffers & Associates Ltd., the highest ranked bidder, demonstrated a good understanding of the project, had an experienced and qualified project team and illustrated a comprehensive plan and methodology for the project.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The constructed PVC watermain is estimated to last for 90 years. As such, there is no incremental impact to life cycle reserve study over the next 25 years. There is no incremental operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

The consultant will oversee the construction contract and review, monitor and ensure compliance with contractor environmental submissions. Additionally, they will maintain environmental compliance records complying with environmental statutes and regulations

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services