

# STAFF REPORT

**Department: Environmental Services and Special Projects**

**Date: September 24, 2024**

**Item: Contract Administration for Connecting Link Phase 4**

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**Recommendation:** Be It Resolved That: Council enter into an agreement with RVA for the provision of Design and Contract Administration for Connecting Link Phase 4 as presented.

**Background:**

- Connecting Link Phase 4 is the section of Center Street from Station Road to Tudhope Street.
- RVA has been working with the Town throughout the various Connecting Link projects and has prepared their proposal for design and contract administration for this next phase.
- Under the Procurement Policy F17-01325, the provision of engineering services and other professional services may be exempt from the purchasing policy, provided that sufficient funds are available in Council's approved budget. However, staff is making it a practice to seek Council's approval of these services for major capital projects in order to provide Council the opportunity to ask questions and set direction regarding plans for the design, timelines and/or whether they prefer to go to market for these services prior to proceeding.
- Past practice has always been to award contract administration to the firm that does the design work as they are the most knowledgeable on the project with regard to geotechnical information, close circuit video of services and having worked with the municipality during the design process. RVA has already done preliminary design work as was required for the grant submission to the Connecting Link fund.
- The application for the Connecting Link fund was submitted in the fall of 2023. The municipality received approval for funding late spring, making it a challenge to hit any construction milestones before winter arrives. The project has been delayed to spring of 2025 as a result.

- The grant application estimated the project to be valued at \$5,223,103 (not including HST) with an estimated design and contract administration fee of \$370,000 (not including HST).
- RVA's submission for design and contract administration is valued at \$423,500.

Design updates	\$10,500	2024
Traffic Signal Design	\$60,000	2024
Electrical Design	\$20,000	2024
Tendering	\$12,000	2024
Site Review	\$190,000	2025
Contract Administration	\$66,000	2025
As-Builts	\$10,000	2025
Materials Testing	<u>\$55,000</u>	2025
	\$423,000 (not including HST)	

### Analysis:

- The estimated design and contract administration fee at the time of the grant application was an estimate based on 8% of the project fee.
- RVA's detailed proposal for a total \$423,000 represents an increase due to the following factors:
  - Traffic signal design is completed when the project is approved by the Province, this ensures that traffic signals are most up to date to meet AODA standards. At the time of application, the value of this work was valued at \$50,000, in RVA's submission it is valued at \$60,000.
  - The need for electrical design to repair failing infrastructure for street lights and to bring them into compliance was identified in the summer of 2023 by North Bay Hydro and not part of the original submittal for funding. This work is valued at \$20,000 with some of the work identified in design updates to incorporate the design into the project drawings.
  - The retaining along Centre Street wall was identified in 2023 as to be at the end of its life with many of the bricks crumbling as a result of roads salts and the freeze thaw cycle. This additional work is allocated in design updates.
  - The value of the Contract Administration is an upset limit for work provided in the time frame of the contract. Work outside the contract time is subject to additional fees, however this cost is offset by liquidated damages.



Given RVAs many years of experience as the Town's engineer and the level of experience they have in working with the Town's infrastructure, staff recommends proceeding on a sole source basis and welcomes any questions or comments from Council relating to this contract or the design and timelines for the project.

For clarity, as part of RVAs work, they support staff in preparing the tender for the project and a further approval comes to Council for the awarding of the tender.

**Existing Policy:** F17-01325

**Strategic Goal:** #3 Infrastructure: Infrastructure that reliability serves existing and new development. #6 Town government: Effective Municipal governance and operations.

**Financial Commitment:** \$423,000, \$102,500 to be spent in the 2024 year with the remainder in 2025

**Budgeted:** Yes ☒ No ☐

**Implementation:** Upon Council Recommendation

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**CAO/Clerk:** Joseph Burke

**Approval of Recommendation:** Yes ☒ No ☐

**Comments:**