

**REPORT TO:** Committee of the Whole

**DATE OF MEETING:** March 20, 2023

**SUBMITTED BY:** Ryan Scott, Chief Procurement Officer, 519-741-2200 ext. 7214

**PREPARED BY:** Sarah Pethick, Associate Procurement Specialist, 519-741-2200 ext. 7213

**WARD(S) INVOLVED:** N/A

**DATE OF REPORT:** March 8, 2023

**REPORT NO.:** FIN-2023-131

**SUBJECT:** Request for Additional Funding – Q23-004 Conway Drive and Wayne Drive Road Reconstruction

---

## RECOMMENDATION:

That \$754,000 be transferred from the Water Infrastructure Program (WIP) Road Reconstruction General Account to the Conway Drive and Wayne Drive Road Reconstruction account to allow the project to proceed.

## REPORT HIGHLIGHTS:

- The purpose of this report is to obtain approval to transfer funds to the Conway & Wayne Drive Road Reconstruction capital project to allow the award of a procurement in accordance with Procurement By-law 2022-109;
- The impact of not approving the transfer would be canceling the solicitation and delaying the project until at least 2024;
- This report supports the delivery of core services.

## BACKGROUND:

The scope of the work for the Conway Drive and Wayne Drive Road Reconstruction project includes the replacement of the existing sanitary sewer, storm sewer, water supply system, roadway, curb and gutter, sidewalks and municipal service connections to the street property line. The work also includes a small component of cured-in-place sewer lining and exfiltration trenches. Approximate project distance is 780 metres. The project would be scheduled to begin on April 3, 2023, weather permitting.

## REPORT:

In accordance with the Procurement By-law 2022-109 (Chapter 170 Municipal Code), Council's approval is required if any one or more of the conditions of Section 10 – Delegated Approval Authority are not met.

Specific to the project listed, the City has conducted an open competitive process which resulted in eight (8) responses being received, and the intent is to award to the lowest compliant response.

Staff have concluded that:

- Market pricing has been received for the listed deliverables; and
- Based on the significant number of bids received through this competitive process early in the year, staff do not believe better pricing would be received by canceling this solicitation and waiting at least another year; and
- It would be in the City’s best interest to proceed ahead with the project.

However:

- There is insufficient funding to award the procurement under delegated authority; and
- Additional funds are being requested to facilitate an award.

Failing to transfer additional funds would lead to canceling the solicitation and delaying the project until at least 2024. Further, delaying the project will increase the likelihood of service disruption in the area as the infrastructure being replaced is at the end of its useful life.

**STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

**FINANCIAL IMPLICATIONS:**

The table below shows the proposed transfer and the revised project budget that would allow the procurement to be awarded within the Procurement By-Law.

**Summary of Proposed Action**

	<b>Account</b>	<b>Amount</b>
Approved Budget	Conway & Wayne Drive Reconstruction	\$5,288,000
Recommended Transfer	WIP Road Reconstruction General Account	\$ 754,000
<b>Revised Budget</b>	<b>Conway &amp; Wayne Drive Reconstruction</b>	<b>\$6,042,000</b>

There is sufficient funding within the WIP Road Reconstruction General Account to make this transfer.

**COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting.

**PREVIOUS REPORTS/AUTHORITIES:**

There are no previous reports/authorities related to this matter.

**APPROVED BY:** Jonathan Lautenbach, Chief Financial Officer, Financial Services.