

DATE: September 16, 2024

REPORT NO: PW-22-2024

SUBJECT: **Murgatroyd Trail Reconstruction (PW 2024-05) Tender Award**

CONTACT: Ray Vachon, C.E.T. – Project Manager
Mike DiPaola, P.Eng., - Director of Public Works & Recreation

OVERVIEW:

- In the 2022 Capital Budget, Council approved \$15,000.00 for the detail design of the Murgatroyd Trail reconstruction, which was awarded to Kerry T. Howe Engineering Limited for \$13,000.00 (excluding HST)
- In February 2024, Council approved the 2024 Capital Budget that included \$200,000.00 for the reconstruction of Murgatroyd Trail and the contract administration and construction inspection fees.
- Administration circulated a Tender on August 14, with six (6) tender submissions received on the closing date of August 29, 2024.
- A low bid in the amount of \$167,987.00 (excluding HST) was received from Stevensville Lawn Service Inc. from Stevensville ON.
- Administration recommends awarding the contract to Stevensville Lawn Service Inc.
- Administration recommends that the Township enter into an Engineering Agreement with the consulting firm of Kerry T. Howe Engineering Limited for the required contract administration and construction inspection services at an upset limit of \$25,000.00 (excluding HST).

RECOMMENDATION:

1. That Report PW-22-2024 titled, “Murgatroyd Trail Reconstruction (PW 2024-05) Tender Award”, dated September 16, 2024 be received;
2. That Tender submission be awarded to Stevensville Lawn Service Inc., for the trail reconstruction work, in the amount of \$167,987.00 (excluding HST); and
3. That the Township enter into an engineering agreement with the consulting firm of Kerry T. Howe Engineering Limited for the contract administration and inspection services at an upset limit of \$25,000.00 (excluding HST); and
4. That a by-law authorizing the Mayor and Clerk to enter into an agreement with Stevensville Lawn Service Inc. be passed.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- Build a safe, connected, caring and active community

BACKGROUND:

Murgatroyd Trail is an existing asphalt trail that is approximately 210 metres long that connects Canborough Street (Regional Road 14) and Ellis Street in Smithville (Refer to Schedule A). It is currently not AODA compliant due to steep grades (+12%) and is in poor condition.

In the 2022 Capital Budget, Council approved \$15,000 for the detailed design of the trail reconstruction. In September of 2022, Administration issued a Request for Quotation (RFQ) for professional design services to upgrade and reconstruct Murgatroyd Trail. Kerry T. Howe Engineering Limited was the successful consultant and completed the detailed design at a cost of \$13,000.00 + net HST.

In the 2024 Capital Budget, Council approved \$200,000.00 towards the reconstruction of the Murgatroyd Trail. Administration held the posting of this tender in order to determine whether or not West Lincoln was successful in obtaining the Ontario Trillium Foundation grant funding to offset costs. Unfortunately, the Township was not successful.

CURRENT SITUATION:

On August 14, 2024, Administration circulated a Tender document on the Township’s Bidding System – Bids & Tenders. On the closing date of August 29, 2024, six (6) tenders were received and opened.

All six (6) submissions were reviewed by Administration and checked for completeness, accuracy and arithmetic correctness. One submission was disqualified due to missing 5 pages of the Form of Tender. All extensions and the totals for all tenders were checked and no errors found. The tender bid submissions are as follows:

Company	Tender Price (excl. HST)
Anthony's Excavating Central Inc.	\$187,372.24
Circle P Paving Inc.	\$205,200.00
CRL Campbell Construction & Drainage LTD	\$221,820.00
Lyncon Construction Inc.	\$240,934.50
Stevensville Lawn Service Inc.	\$172,987.00
Three Seasons Landscape Group Inc.	Disqualified

The low bidder, Stevensville Lawn Service Inc. and their subcontractors, have experience

completing similar works in other Niagara municipalities. Administration reviewed and evaluated the Tender and did not find any errors or discrepancies other than one disqualifications for missing information within the Form of Tender. Therefore, awarding the contract to Stevensville Lawn Service Inc., is being recommended.

The Tender included a contingency allowance of \$30,000 within the Schedule of Quantities. To ensure total costs, including construction, construction administration and inspection, fall within the approved budget, Administration reviewed the contingency allowance amount and feel it is appropriate to reduce this contingency amount (post-tender) to \$25,000. This reduces Stevensville Lawn Service Inc.'s total bid to \$167,987.00 excluding taxes. The reduction in the contingency does not change the order of the bids as the \$5,000 would be deducted from all bidders.

Additionally, the Township's engineering agreement with detailed design consulting firm – Kerry T. Howe Engineering Limited (KTH) – did not include any construction administration and inspection. KTH submitted a quote on August 29 to complete the construction administration and inspection services, which has an upset limit of \$25,000. This price falls within industry standards for this scope of work. Since KTH was the detailed design engineer, it is recommended that the Township enter into an agreement with Kerry T. Howe Engineering Limited to continue with this project to complete the construction administration and inspection.

Based on the tender bid submitted by Stevensville Lawn Service Inc., the Township's total estimated cost for this project is itemized below:

Construction Cost	\$167,987.00
Detailed Design – KTH (2022)	\$ 13,000.00
Contract Admin. / Inspection – KTH (2024)	\$ 25,000.00
Net HST & Misc. Costs (rounded)	<u>\$ 3,713.00</u>
Total Estimated Project Cost:	\$209,700.00

FINANCIAL IMPLICATIONS:

The total approved budget for this project is \$215,000, and the total estimated project cost of \$209,700.00 is within the approved budget. There may be additional miscellaneous costs incurred, however, administration will ensure these costs are within the approved budget.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Finance, CAO, and the Clerks Department.

CONCLUSION:

In summary, Administration recommends this contract be awarded to the low bidder, Stevensville Lawn Service Inc. at their bid price of \$167,987.00 (plus HST), and that the Township enters into an engineering agreement with Kerry T. Howe Engineering

Limited for the contract administration and inspection services with an upset limit of \$25,000.00 (plus HST). The total estimated project cost is within the approved budget amount of \$215,000.00.

SCHEDULES:

Schedule A – Key Plan

Prepared and Submitted by:

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Mike DiPaola, P. Eng., Director of Public Works & Recreation

Approved by:

Truper McBride, C.A.O