



Town of Arnprior

Special Meeting of Council Agenda

Date: Thursday, May 16th, 2024

Time: 6:00 p.m.

Location: Council Chambers – 105 Elgin Street West, Arnprior

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**
- 4. Adoption of Agenda (Additions / Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Awards/ Delegations/ Presentations**
 - a) **Request for Award – MacDonald Street Reconstruction**
(Page 1-15)
 - **Copy of Original Staff Report - Awarding of MacDonald Street Reconstruction Project** (Page 16-18)
- 7. Matters Tabled/ Deferred/ Unfinished Business**

Matter Deferred:

 - a) **By-Law No. 7486-24 – Award Tender No. PW-2024-06 (MacDonald Street Reconstruction)** (Page 19)

8. Confirmatory By-law

By-law No. 7490-24 to confirm the proceedings of Council

9. Adjournment

Please note: Please see the Town's [website](#) to view the live stream. The meeting recording will also be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

E-mail to: Metroland Media; Oldies 107.7/My Broadcasting Corporation; Valley Heritage Radio; Ottawa Valley Business



Request for Award - MacDonald Street Reconstruction

Ryan Wall, Engineering Officer
Special Meeting Date: May 16, 2024

Background

- In 2023, staff undertook a design and engineering assignment for the combined Reconstruction of MacDonald St. S. and Edey St. which included watermain replacement, sanitary sewer upsizing, road reconstruction, sidewalk/curb replacement and traffic calming measures near John XXIII school.
- The project was broken into two phases for affordability and constructability purposes as follows:

Phase 1 (650m):

- Macdonald St. S. from McGonigal St. to 130 MacDonald St. S.

Phase 2 (450m):

- MacDonald St. S. from 130 MacDonald St. S. to Edey St.
- Edey St. from Edward St. to Allan Dr.

Background



Background

- On May 13, 2024, staff presented a report to Council with a recommendation to award a reduced scope of work for Phase 1 (2024) which would bring the cost within budget by changing the material type for the sanitary sewer and reducing the Phase 1 scope from 650m to 550m, deferring the remaining 100m to Phase 2 (2025).

Background



Discussion

- Council did not support the recommendation and requested staff obtain cost information from the contractor to undertake the originally tendered scope of work for Phase 1, but with a change of material type for sanitary sewer and a correction/reduction to the quantity of sanitary services.
- On May 14, 2024, staff received updated cost estimate from contractor confirming Phase 1 savings of \$141,680.62 and a total revised cost of \$4,478,319.37 plus HST.

Financial Considerations

Vendor	Tendered Value (PVC)	Full scope with Concrete Sanitary	Reduced Scope with Concrete Sanitary
Cavanagh	\$4,620,000	\$4,478,319	\$3,964,911
JP2G	185,055	185,055	158,780
Total	4,805,055	4,663,374	4,123,691
Total incl NET HST	4,889,624	4,745,450	4,196,268
Budget	4,200,000	4,200,000	4,200,000
Surplus/Deficit	(-) \$689,624	(-) \$545,450	\$3,732



Financial Considerations

- MacDonald Street Reconstruction – Full scope reconstruction (concrete)

	2024 Budget	Revised Project	Additional \$ Required
Grant Funding	\$1,097,195	\$1,097,195	-
Development Charges	231,066	231,066	-
Capital Expenditure Reserve Fund	1,984,467	2,257,191	\$272,724
Water Reserve Fund	443,636	579,999	136,363
Wastewater Reserve Fund	443,636	579,999	136,363
TOTAL	\$4,200,000	\$4,745,450	\$545,450



Financial Considerations

- Funding Options
 - Draw down reserve / reserve funds
 - Increase municipal tax levy & water/ww rates
 - 2.3% municipal tax rate increase (\$272,724 CERF)
 - 4.5% Water (\$136,363), 7.0% Wastewater (\$136,363)
 - Increase municipal tax levy
 - 4.6% municipal tax rate increase (\$545,450)
 - Commit 2023 surplus funds

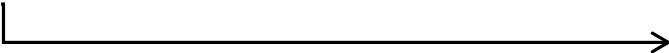


Reserve / Reserve Funds

	2024 Opening Balances	Budget Contributions	Capital Expenses	2024 Closing Balances
Reserves				
Working Capital	901,147			901,147
Insurance Stabilization	185,118			185,118
Election Expense	19,191	8,500		27,691
Levy Stabilization	450,000			450,000
Winter Control	1,059,641			1,059,641
Waste Management & Collection	372,979		-40,950	332,029
Police	125,000			125,000
Marketing & Economic Development	92,806	15,000		107,806
Cannabis / Modernization	3,228		-3,184	44
Total Reserves	3,209,109	23,500	-44,134	3,188,475
Reserve Funds				
Capital Expenditure Reserve Fund	7,800,662	4,457,092	-4,777,289	7,480,465
Landfill Reserve Fund	2,099,829	46,950		2,146,779
JA Gaumond Animal Control	48,273			48,273
Water Reserve Fund	2,131,088	1,127,336	-1,321,200	1,937,225
Wastewater Reserve Fund	743,351	538,880	-959,201	323,031
Cemetery	102,495		-35,000	67,495
Municipal Parking Lot	-117,931	15,100		-102,831
Museum Reserve Fund	102,622			102,622
Total Reserve Funds	12,910,389	6,185,358	-7,092,690	12,003,057
Obligatory Reserves				
Building Services	955,853		-111,500	844,353
Development Charges	6,710,409	950,000	-3,011,988	4,648,421
Parkland Development	364,103		-85,200	278,903
Gas Tax Reserve Fund	11,612	302,737	-302,737	11,612
Total Obligatory Funds	8,041,978	1,252,737	-3,511,425	5,783,290
OCIF Formula Funds	0	794,458	-794,458	0
Other Grants	0	488,272	-488,272	0
Total	24,161,477	8,744,325	-11,930,979	20,974,823

Reserve / Reserve Funds

- 2024 Budget – net impact was \$3,089,922
 - Addition - \$8,953 from CERF (1-Ton truck tender)
 - Addition - \$87,709 from Wastewater (WPCC Roof)

	Opening Balance	Contributions	Operating Expenses	Closing Balance
RESERVES	\$ 3,209,109	\$ 23,500	\$ (44,134)	\$ 3,188,475
RESERVE FUNDS	\$ 12,910,389	\$ 6,185,358	\$ (7,092,690)	\$ 12,003,057
OBLIGATORY FUNDS	\$ 8,041,978	\$ 1,252,737	\$ (3,511,425)	\$ 5,783,290
GRANTS	\$ -	\$ 1,282,730	\$ (1,282,730)	\$ -
TOTAL	\$ 24,161,477	\$ 8,744,325	\$ (11,930,979)	\$ 20,974,823
<div style="text-align: right; margin-right: 100px;">  </div> <p style="text-align: right;">Net Impact of \$3,186,654 decrease</p>				



Financial Considerations

- 2023 Surplus / Deficit (DRAFT)
 - Supplemental taxes - \$250K
 - Interest earned - \$300K

Contributions to Reserve & Reserve Funds	2023 Budgeted	2023 Actual	Surplus (Shortfall)
Parking Reserve	\$ 15,100	\$ 15,100	\$ -
Election Reserve	8,500	8,500	-
Museum Reserve	5,000	5,000	-
Marketing & Economic Development	15,000	15,000	-
Winter Control	-	(54,162)	(54,162)
Cemetery Reserve	2,700	2,300	(400)
Capital Expenditure Reserve Fund	3,864,409	3,864,409	-
Water Reserve Fund	1,100,424	1,187,751	87,327
Wastewater Reserve Fund	492,266	487,840	(4,426)
Waste Management	-	(45,801)	(45,801)
Landfill Reserve Fund	51,000	51,000	-
General Operating Surplus / (Shortfall)		777,088	777,088
TOTAL Contributions	5,554,399	6,314,025	759,626

Options

1. Reconsider staff recommendation from May 13, 2024 staff report.
 - Motion to suspend procedure
 - To address one week notification requirement for vote of reconsideration – requires 2/3 majority vote
 - Motion to reconsider past decision
 - Must be moved by a member who voted against the original motion – requires 2/3 majority vote
 - Consider original motion
 - New vote - as if the original vote did not occur.

Note: If motion passes, the deferred By-law to award can be adopted as presented.



Options

OR

2. Make a new motion to proceed to award the full project scope with concrete and identify funding sources for the \$545,450 shortfall.

Note: Deferred By-law to award needs to be amended, then adopted as amended.

Questions?



• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: Awarding of MacDonald Street Reconstruction Project

Report Number: 24-05-13-02

Report Author and Position Title: Ryan Wall, Engineering Officer

Department: Operations

Meeting Date: May 13, 2024

Recommendations:

That Council award the MacDonald Street Reconstruction Project to Thomas Cavanagh Construction Limited for \$4,480,349.12 (Incl HST); and

That upon the CAO's approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with Thomas Cavanagh Construction Limited; and

That Council award the contract for contract administration and inspection services for the MacDonald Street Reconstruction Project to JP2G Consultants Inc per the fee proposal dated May 2, 2024, in the amount of \$179,421.41 (Incl HST); and

That upon the CAO's approval of the final form of the foregoing documents, Council authorize the CAO to enter into a contract agreement with JP2G Consultants Inc.

Background:

The 2024 Capital Budget, as approved by Council on February 12, 2024, included capital budget of \$4,200,000.00 for the Reconstruction of MacDonald Street.

Following the passing of the capital budget, Staff proceeded to assemble a tender package to procure bids to complete the project.

The scope of work includes replacement of the watermain, sanitary main (and upsizing), storm sewer adjustments, road base, road surface, curbs and sidewalk on MacDonald Street from 100m north of Edey Street to McGonigal Street.

Discussion:

On March 18, 2024, Staff published via Merx.com, with a deadline for questions of April 10, 2024, and a tender closing date of April 15, 2024.

Upon closing of the tender, a submission was received from one firm. It was evaluated by staff for math errors and discrepancies.

Following the evaluation process, the tender results were as follows:

Proponents	Bid Price including HST
Thomas Cavanagh Construction Ltd.	\$5,220,600.00

Upon evaluating the tender submissions, staff did not find any discrepancies or errors in the submission from Thomas Cavanagh Construction Ltd.

With the single tender submission received being over budget, Town Staff entered negotiations with the vendors for a reduced scope of work to fit the Town's budget. The scope changes include a reduction of approximately 100m length of road and underground infrastructure (south of Mary Street) being reconstructed in 2024 and will see it deferred until 2025. A change of material for the sanitary sewer from PVC to concrete pipe was also made which resulted in cost savings. On May 7, 2024, Thomas Cavanagh Construction Limited submitted a revised price of \$4,480,349.12 including HST.

Staff also requested a revised proposal for inspection and contract administration services for the project from JP2G Consultants Inc under standing offer agreement. The proposal was received on May 2, 2024. The proposal's value is \$179,421.41 including HST.

Options:

Council could choose to award the original scope of work to Thomas Cavanagh Construction Limited and to JP2G Consultants Inc. This option is not recommended as it results in the total project cost to the Town being \$4,889,624.00 which is over budget by \$689,624.00 when accounting for Net HST.

Council could choose not to award the project; however, this is not recommended as the project is in line with the Town's Asset Management strategies.

Policy Considerations:

This project was tendered and evaluated to ensure it is in accordance with the Town's Procurement Bylaw. No math errors or irregularities were found in the submissions. Practices followed in the procurement process are in accordance with the Town's procurement policy.

Financial Considerations:

The financial impacts of the MacDonald Street Reconstruction Project when accounted for NET HST are as follows:

Vendor	Cost Including HST	Cost adjusted for NET HST
Thomas Cavanagh Construction Limited	\$4,480,349.12	\$4,034,692.43
JP2G	\$179,421.41	\$161,574.53
Total	\$4,659,770.53	\$4,196,226.96

The 2024 Capital Budget includes \$4,200,000.00 for the MacDonald Street Reconstruction Project. When accounting for NET HST rebate, the total cost of Thomas Cavanagh Construction Limited's negotiated scope submission and JP2G's inspection proposal is \$4,196,226.96. This results in a funding surplus of \$3,773.04.

Meeting Dates:

N/A

Consultation:

- Thomas Cavanagh Construction Ltd.
- Jp2g Consultants Inc.
- Jennifer Morawiec, General Manager, Client Services/ Treasurer
- John Steckly, General Manager, Operations

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Kaila Zamojski

**The Corporation of the
Town of Arnprior**

By-Law Number 7486-24

A by-law to award a contract for Tender PW-2024-06 MacDonald Street Reconstruction, and contract administration and inspection services.

Whereas Section 8 of the *Municipal Act* S.O. 2001 , CHAPTER 25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas on February 12th, 2024 Council passed by-law 7461-24 to adopt the 2024 Capital Budget which included a budget of \$4,200,000 for included capital budgets for the Reconstruction of MacDonald Street; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender #PW-2024-06 through a public process; and

Whereas Thomas Cavanagh Construction Limited was the sole respondent to the request for tender and negotiated a reduced scope of work with a cost of \$4,480,349.12 inclusive of HST; and

Whereas JP2G Consultants Inc submitted a proposal for Inspection and Contract Administration services, for the MacDonald Street Reconstruction Project, under standing offer agreement, in the amount of \$179,421.41 inclusive of HST; and

Whereas when accounting for net HST rebate, the submitted project costs are below the set budget by \$3,773.04.

Therefore, the Council of the Town of Arnprior enacts as follows:

1. **That** Council award the MacDonald Street Reconstruction Project to Thomas Cavanagh Construction Limited for a total of \$4,480,349.12 (including HST); and
2. **That** Council award Inspection and Contract Administration services for the MacDonald Street Reconstruction Project to JP2G Consultants Inc for a total of \$179,421.41 (including HST); and
3. **That** Council enact bylaw authorizing the CAO to execute the agreements and related documents with Thomas Cavanagh Construction Limited and JP2G Consultants Inc; and
4. **That** and by-laws, resolutions, or parts of by-laws inconsistent with this by-law be hereby repealed.

Enacted and Passed this 13th day of May 2024.

Lisa McGee, Mayor

Kaila Zamojski, Clerk