

TO: MAYOR & COUNCIL
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **CI – SIDEWALK EXPANSION PROGRAM – PACKAGE A**
PURPOSE: To obtain Council approval to award a Contract Increase (CI) for Sidewalk Expansion Program – Package A.

RECOMMENDATION

THAT a contract increase to R.F. Binnie & Associates Ltd. for an estimated total cost of \$256,132 including GST of \$12,197, as outlined in the September 11, 2023 Council Report titled “CI – Sidewalk Expansion Program – Package A”, be approved; and

THAT final payment will be based on the actual quantity of services delivered and hourly rates as submitted.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer.

1.0 POLICY SECTION

The City's Change Order Policy requires change orders, which individually or when accumulated with prior change orders increase total value of the contract exceeding \$1,000,000 shall be approved by Council.

2.0 BACKGROUND

On November 27, 2019, the City awarded a contract to R.F. Binnie & Associated Ltd. for the engineering design services related to the Sidewalk Expansion Program Package A (23 locations) for an estimated value of \$383,250 including GST in the amount of \$18,250.

Since the award of this contract, there have been approved change orders for a total value of \$536,438 including GST in the amount of \$25,545 for additional streets (11 locations) for the Sidewalk Expansion Program for Package B.

Package C has recently been added to the program for an additional 10 locations and we now also require a scope revision to include the additional engineering services for contract administration and inspection fees to complete all Packages A,B and C.

3.0 GENERAL INFORMATION

This contract increase of \$256,132, including GST in the amount of \$12,197, is required for additional engineering services consisting of contract administration and inspection services to complete Package C of the Sidewalk Expansion Program. The total estimated contract value will be \$1,175,820 including GST in the amount of \$55,992.

Contract History	Date	Accumulative Total Change (including GST)
Original Contract Award	November 2019	\$ 383,250
Change Order #1	April 2020	\$ 37,275
Change Order #2	January 2021	\$ 288,177
Change Order #3	March 2021	\$ 72,019
Change Order #4	May 2023	\$ 62,454
Change Order #5	June 2023	\$ 76,513
Subtotal for Change Orders #1 - 5		\$ 536,438
Change Order #6	Pending	\$ 256,132
TOTAL		\$ 1,175,820

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFP #199-09/19 (EA-3188) Sidewalk Expansion Program - Package A (Attachment 1) was publicly advertised. Upon closing, the City received a total of two submissions.

Locations for packages A, B and C are outlined in Attachment 2.

5.0 FINANCIAL CONSIDERATIONS

Funding for this contract is provided in the 2023 – 2027 Financial Plan under Engineering – Sidewalk Expansion Package 1. The total budget allocated for Sidewalk Expansion is \$4,544,978 and this change order will be accommodated under WBS EMC.3188 (\$244,000). Total commitments to date including this increase are \$4,417,687.

Respectfully submitted,
 Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer.

ATTACHMENTS

- Attachment 1 – RFP #199-09/19
- Attachment 2 – Location List for Packages A, B and C

REPORT CONTRIBUTORS

This report was prepared by Steve Chan, Senior Buyer, and reviewed by Sophan Lum, Assistant Manager, Purchasing - Capital.

TABULATION

COMPANY'S NAME

- 1 Aplin & Martin Consultants Ltd.
- 2 ISL Engineering and Land Services Ltd.
- 3 R.F. Binnie & Associates Ltd.

Interested parties are cautioned not to assume that the lowest priced tender or proposal will be awarded the contract.

Following the posting of company names, bids will be subject to a compliance check and evaluation process.

The posted company names and prices are unverified and provided prior to determining compliancy or completing any evaluation process. Each response is subject to review and evaluation in accordance with criteria stated within the competitive bid documents. Therefore, conclusions should not be drawn from this information.

Disclosure of Information for Tenders:

After the closing time, the City of Burnaby shall open the tenders and post the company names and total or lump sum price (including tax) for each tender received up to the closing time.

Disclosure of Information for Request For Proposal (RFP), Request For Quotation, Request For Expression of Interest (RFEI) and Request For Qualification (RFQ):

After the closing time, the City of Burnaby shall open the proposals and post the company names only for each proposal received up to the closing time.

PACKAGE A LOCATIONS

- Carnegie Street, Kensington Avenue to Brooklyn Avenue
- Dunnedin Street, Invergarry Avenue to Carnegie Street
- Cliff Avenue, Union Street to Curtis Avenue
- Chaffey Avenue, Grange Street to Burke Street
- Eastlake Drive, Underhill Avenue to 300 meters east
- Venture Street, Lake City Drive to Cul-de-sac
- Express Street, Lake City Drive to Cul-de-sac
- Halley Avenue, Fir Street to Spruce Street
- Darwin Avenue / Pine Street, Moscrop Street to Huxley Avenue
- Huxley Avenue, Moscrop Street to Spruce Street
- Smith Avenue, Thurston Street to 50 meters South
- Yeovil Avenue, Halifax Street to Yeovil Place
- Yeovil Place, Woodvale Street to Cul-de-sac
- Karen Street Yeovil Avenue to Cliff Avenue
- Government Street Brighton Avenue to 45 meters East
- Cliff Avenue, Kitchener Street to Halifax Street
- Parklawn Drive, Eastlawn Drive to Springer Avenue
- Crestlawn Drive, Dellawn Drive to Parklawn Drive
- Dow Avenue, Rumble Street to Portland Avenue
- Irmin Street, Macpherson Avenue to Buller Avenue
- Joffre Avenue, Clinton Street to Marine Drive
- Lochdale Avenue, Fell Street to east of Sperling Avenue
- Fir Street, Huxley Avenue to Halley Avenue

PACKAGE B LOCATIONS

- MacDonald Avenue: William Street to Kitchener Street
- Piper Avenue: Government Road to Winston Street
- Smith Avenue: Sunset Street to Lane North of Linwood Street
- Gilpin Street: Smith Avenue to Inman Avenue
- Sussex Avenue: Rumble Street to Carson Street
- Victory Street: Nelson Avenue to Royal Oak Avenue
- Buller Avenue: Kingsway to Prenter Street
- Smith Avenue: Belleville Avenue to Moscrop Street
- Smith Avenue: Thurston Street to Brandon Street
- Wedgewood Street: 2nd Street to Newcombe Street
- Newcombe Street: Wedgewood to 17th Avenue

PACKAGE C LOCATIONS

- Chaffey Avenue – Grange Street to Burke Street
- Yeovil Avenue – Yeovil Place to Halifax Street
- Halifax Street – Traffic Calming at Yeovil Avenue
- Woodvale Drive – Yeovil Place to South End
- Yeovil Place – Woodvale Drive to Yeovil Avenue
- Yeovil Place – Yeovil Avenue to East End
- Karen Street – Yeovil Avenue to Cliff Avenue
- Lochdale Street – West of Sperling Avenue
- Smith Avenue – Belleville Avenue to Moscrop Street
- Smith Avenue – Sunset Street to Lane North of Linwood Street
- Gilpin Street – Smith Avenue to Inman Avenue