

Appendix 1: Purchase Order Change Requests to Existing Contracts

1. Project Name: 2017-RFP-19 – RR20 West St, West Lincoln – Phase 4

Consultant: Associated Engineering (ONT)

Purchase Order Number: 0000033408

Increase the contract award amount to the lowest compliant bidder (\$432,139.02 exclusive of HST) with an additional (\$53,510.00 exclusive of HST)

The increase is to complete the following additional tasks which were not previously included in the design assignment;

- Revision of Issued for Tender Package to include the limit extension from the previous completed Phase 3.
- Township of West Lincoln requested the inclusion of municipal servicing works (watermain, storm)
- Additional Illumination analysis

Rationale for Increase

A continuation of the current design assignment, to maintain quality and control to ensure the designs being completed meet the required Regional, Provincial and Municipal standards. Originally Phase 4 was to be included as part of the Phase 2 & 3 construction; however due to internal and Municipal budget constraints, Phase 4 became its own stand-alone project within the original project limits.

During construction of Phase 2 & 3, project scope was increased to incorporate additional sidewalk works requested by the Township of West Lincoln, which subsequently requires an adjustment to the finalized Phase 4 design.

During the RFP process the Consultant was required to undertake specific tasks; infrastructure works were not flagged by the Township of West Lincoln for inclusion at the time of proposal preparation, and have recently been requested for inclusion in the project scope for design and construction.

The accumulated total, including the current change (\$53,510) to the original Purchase Order is \$205,437.06 as summarized below:

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|---|------------|
| i. Vertical and horizontal design changes to coordinate Township works .. | \$5,100.00 |
| ii. Alignment change to eliminate property acquisitions for the Township (Phases 2 & 3) | |
| | \$9,050.00 |
| iii. Additional storm sewer design and investigation | \$3,301.96 |
| iv. Incorporate Region landscaping into tender set (Phases 2 & 3) | \$1,100.00 |

v. Additional survey works for property at SGR6 (Phases 2 &3).....	\$1,932.00
vi. Re-tendering after initial cancellation (Phases 2 &3)	\$2,711.00
vii. Inspection fees (Phases 2 &3) (competitively procured)	\$128,732.10
viii. Current change request	\$53,510.00

Alternatives Reviewed

- (i) Do Nothing:
 - Without including the Township's infrastructure works, ageing infrastructure would be left under the newly constructed roadway, which could result in infrastructure failure and excavation of the project sites to fix. This is not being recommended.
- (ii) Increase the PO:
 - Allows for the continuation of the current assignment which will maintain quality control over the design completed / to be completed and facilitated during construction in a timely manner.

Recommendation by Transportation Services

Increase PO for an additional \$53,510.00 (excluding HST) to add the additional design assignments to the project.

2. Project Name: 2019-RFP-55 Thorold Stone Road Extension – Stage Two

Consultant: WSP Canada Inc.

Purchase Order Number: 0000088530

Increase the contract award amount to the lowest compliant bidder (\$480,648.00 exclusive of HST) with an additional \$127,763.50 (exclusive of HST)

The increase is to complete the following additional tasks which were not previously included in the design assignment;

- Review additional options for a stormwater outlet to service the proposed roundabout at Stanley Ave./Bridge St., and the proposed Thorold Stone Road Extension between the current cul-de-sac and the roundabout. This requires an hydrology assessment and analysis of five (5) potential options and preparation of a summary report; preparation of schematic plans for each option as well as cost sharing analysis for each; presentation of options and recommendations to various stakeholders including City of Niagara Falls; additional meetings with Region and City staff to reach consensus.

- Upgrades to the landscaping of the Victoria and Bridge roundabout, including illumination, irrigation, upgraded vegetation were requested by the City of Niagara Falls.
- City of Niagara Falls requested the inclusion of municipal servicing works (watermain, sanitary sewer and disconnection of catch basins from the existing combined sewers).
- Additional project management requirements for the coordination of these tasks into the tender package as it is nearing 90% complete.

Rationale for Increase

A continuation of the current design assignment in order to maintain quality and control to ensure the designs being completed meet the required Regional, Provincial and Municipal standards.

During the RFP process the Consultant was required to undertake specific tasks for the storm sewer outlet. However, at preliminary design a number of other alternatives were requested by stakeholders which require a scope change. Landscaping upgrades and infrastructure works were new requests by the City of Niagara Falls for inclusion during design and construction.

The accumulated change, including the current change (iii, iv, v), to the original Purchase Order is \$279,481.50 as summarized below:

i. Designated Substance Survey of 4799 Bridge Street	\$6,350.00
ii. Geotechnical and Excess Soil Management Plan	\$145,568.00
iii. Storm Sewer Outlet Options	\$46,604.50
iv. Municipal Landscape, Irrigation and Infrastructure Additions.....	\$80,959.00

Alternatives Reviewed

- (i) Do Nothing:
- Examination of additional storm outlet options, which includes a potential outlet into the hydro canal, will assist with identifying effective preferred locations in order to properly drain the roadway and neighbouring lands.
 - A vision for this area has been identified by both the City and Region, so the request is to include for the landscaping upgrades to enhance the gateway feature at the roundabout. Not including for this would be a loss to the gateway vision.
 - Without including the City's infrastructure works, ageing infrastructure under the newly constructed roundabout will be left, which could result in infrastructure failure and excavation of the project site in the near future.

- (ii) Increase the PO
 - Allows the continuation of the current assignment which will maintain quality control over the design completed and facilitated during construction.

Recommendation by Transportation Services

Increase PO for an additional \$127,564.50 (excluding HST) to add the additional design assignments to the project.

3. 2015-RFP-14 Regional Road 87 (Lakeshore Road) From Townline Road to Four Mile Creek in Niagara on the Lake – Consulting Services for Design of Road and Drainage Improvements

Request: Updates to tender documents and Phase 2 Contract Administration and Inspection Services.

Consultant: Kerry T. Howe (KTH)

Purchase Order Number: CNV0000139

Increase original contract amount of \$271,721.78 (excl. HST) by \$145,798.00 for a new total of \$616,466.71. *With the launch to the Peoplesoft System, the actual PO amount in the system is \$417,519.78 = \$344,744.93 (accumulated changes) + \$72,774.85 (converted PO in Peoplesoft)

Rationale for Increase

The request is for an extension to an existing contract.

Kerry T. Howe (KTH) was retained through a competitive bidding process under Request for Proposal 2015-RFP-14. The additional fees are required to provide:

- Updates to Contract Documents for Procurement in order to secure a Contractor for 2021 Phase 2 Construction
- Contract Administration and Inspection Services of 2021 Phase 2 Construction

The additional fees requested by Kerry T Howe to undertake the above is \$145,925. A credit in the amount of \$127 will be applied so the change PO request is \$145,798 (\$145,925 - \$127).

The accumulated change, including the current change (vi), to the original Purchase Order is \$344,744.93 as summarized below:

i) Financials not captured during PeopleSoft Conversion	\$18,712.33
ii) Ellis Engineering Culvert Extension	\$29,432.00
iii) Ellis Engineering culvert extension	\$23,680.00
iv) Contract Administration and Inspection for Phase 1 Construction (tendered)	\$127,122.60
v) PO Amendments: Changes Documented but PO value not adjusted	\$0
vi) Contract Administration and Inspection for Phase 2 Construction (current)	\$145,798.00

Alternatives Reviewed

- (i) Do nothing:
 - Impacts tendering of document.
 - Construction requires Contract Administration and Inspection Services. Rates to be applied were tendered under Phase I.
- (ii) New procurement:
 - Increased risk exposure to the Region as a result of the lack of project specific knowledge and decisions.
 - Increase in timeline (three to four months due to project delay).
 - Not considered a viable alternative since compatibility with existing service is a paramount consideration.
- (iii) Extend current assignment to cover the additional services:
 - Compatibility with existing service from a consistency and technical perspective with the current professional services.
 - Mitigates the risk/cost exposure resulting from conflicting information if a new consultant were to be procured.

Recommendation by Transportation Services

Approval of additional fees to support finalization of contract documents in order to procure the construction for 2021 season and for Contract Administration and Inspection Services.