



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council, Planning - 29 May 2024
To: Members of Council
From: Denver Mayhew, Operations Manager
Department: Operations
Subject: Tender HH-2024-05 Little Papineau Creek Bridge Rehabilitation

Recommendation:

That Council accept this report "Tender HH-2024-05 Little Papineau Creek Bridge Rehabilitation" as submitted by the Operations Manager; and

That Council award Tender HH-2024-05 to Trilith Contracting Inc. for a price of \$505,443.06 (HST included); and

That Council approve a reserve transfer of up to \$140,000 from the Reserve for Working Capital to fund unbudgeted expenses.

Origin:

At the September 20, 2023 Regular Meeting of Council, the following was resolved by Council:

(362-2023)

That Council accept this report "Request for Proposal (RFP) HH-2023-07 Bridge Investigation and Engineering" as submitted by the Treasurer and Operations Manager; and

That Council award RFP HH-2023-07 to Ainley Graham & Associates Limited with a proposed bid price of \$57,663.90 (including HST), to a maximum of up to \$80,000 (including HST) contingent upon provisional items outlined in RFP HH-2023-07; and

Furthermore That Council delegate authority to the Mayor and Municipal Clerk to execute an agreement with Ainley Graham and Associates Limited, as required.

At the December 13, 2023 Special Meeting of Council, the following was resolved by Council:

(501-2023)

That Council accept this report "2024 Capital Budget" as submitted by the Treasurer for review; and

That Council provide further direction or required amendments, if necessary, by proposing a new motion; and

Furthermore That Council approve the 2024 Capital Budget.

Background information:

Upon Council's approval of the 2024 Capital Budget, staff proceeded to prepare Tender HH-2024-05 Little Papineau Creek Bridge Rehabilitation based on the engineering assessment and bridge rehabilitation designs developed by Ainley Graham and Associates Limited (the engineering company awarded the bridge investigation and engineering design tender in 2023).

Tender HH-2024-05 was released for public bidding on April 18, 2024. The Tender was placed on the Bids and Tenders website (www.bidsandtenders.ca, on online public procurement website) and linked to the Municipality's website for advertisement. The tender documents were downloaded by twenty-nine (29) companies.

Tender HH-2024-05 closed at 2:00 p.m. on Thursday May 16, 2024. The Municipality received a total of three (3) electronic tenders that were submitted in accordance with the closing time and date set out in the tender documents.

Pricing results of accepted bids are as follows, inclusive of HST:

Trilith Contracting Inc. -----	\$505,443.06
Strong Bros. General Contracting Inc.-----	\$758,088.77
Clearwater Solutions Inc.-----	\$806,494.56

Financial impact:

Trilith Contracting Inc. submitted the lowest bid for the bridge rehabilitation of \$505,443.06 (HST included).

Breakdown:

$$\$447,294.74 + \$58,148.32 = \$505,443.06$$

Total expense estimated to be borne by Hastings Highlands including all applicable taxes and rebates: **Approximately \$455,200**

The total budgeted amount for this bridge rehabilitation project within the approved 2024 Capital Budget is \$400,000, which was to also include contract administration costs and engineering expenses to be carried forward from 2023. The total expenditure to Hastings Highlands for this project award recommendation exceeds the approved 2024 Capital Budget. Staff are recommending that Council transfer additional funds from reserves to ensure this project is successfully completed in 2024 and is appropriately funded.

Should Council accept this bid, an approximate unbudgeted amount of \$140,000 will be required to complete the project, based on current engineering expenses incurred to date and anticipated contract administration expenses. Staff are recommending that this unbudgeted amount be transferred from the Reserve for Working Capital to fully fund the project. A 2024 Reserves Schedule (as approved within the 2024 Operating Budget) is **attached** for Council's reference. Should this unbudgeted reserve transfer be approved, it would deplete the Reserve for Working Capital by an additional \$140,000.

NOTE: Since this project may be subject to additional change and/or work orders once construction commences, any additional unbudgeted expenses will be reconciled once the project is completed and will be brought forward to Council as required.

Link to strategic plan:

Strategic Priority: Rationalize Infrastructure

Goal: Maintain roads and bridges

Action: Strategically invest in roads and bridges

How will we make this happen?

The municipality will embrace data-driven decisions to prioritize road and bridge revitalization in order to better manage risk and liability

References:

[Hastings Highlands 2024 Approved Capital Budget](#)

[Hastings Highlands Approved 5 Year Capital Expenditure Bridge & Culvert Plan](#)

Attachments:

[DRAFT 2024 Reserves Schedule_Unaudited](#)

Prepared By:

Denver Mayhew, Operations Manager

Reviewed By: Municipal Clerk May 21, 2024

Reviewed By: CAO/Deputy Treasurer May 22, 2024

RESERVES REPORT

YEAR: 2024 (DRAFT)

2023 Year End Surplus Not Yet Transferred

		2023 (unaudited)	2024	2024	2024
Description of Discretionary Reserve	Account #	Balance Dec 31	Budget From	Budget to	Balance Dec 31
Reserve for Working Capital	01-3100-0100	1,316,605.92	-867,000.00		449,605.92
Modernization Funding: Allocated to Fire via Council Resolution 76-2022	01-3100-0100	550,090.56	-265,000.00		285,090.56
Reserve for Insurance Expense	01-3100-0110	30,065.48			30,065.48
Reserve for Election Expense	01-3100-0130	52,468.99		15,000.00	67,468.99
Reserve for Recreation Expense	01-3100-0140	32,500.00			32,500.00
Reserve for Economic Development Expense	01-3100-0150	46,494.04		5,250.00	51,744.04
Reserve for Health Expense	01-3100-0160	10,000.00			10,000.00
Reserve for Gym Equipment Expense	01-3100-0170	8,164.00	-8,164.00		0.00
Reserve for Proceeds from Sale of Land	01-3100-0180	313,614.17	-290,000.00		23,614.17
Reserve for Building Capital Expense	01-3100-0200	441,934.58	-278,000.00	18,200.00	182,134.58
Reserve for Admin Capital Expense	01-3100-0210	293,679.36	-25,000.00	15,000.00	283,679.36
Reserve for Equipment Replacement	01-3100-0220	30,901.71	-635,000.00	625,000.00	20,901.71
Reserve for Bridge Capital Maintenance	01-3100-0230	812,616.62	-1,060,000.00	250,000.00	2,616.62
Reserve for Road Construction Expense	01-3100-0240	462,869.73	-785,000.00	425,000.00	102,869.73
Reserve for Landfill Capital	01-3100-0250	372,637.69			372,637.69
Reserve for Fire Capital	01-3100-0260	676,609.55	-112,500.00	100,000.00	664,109.55
Reserve for Landfill Closure Expense	01-3100-0900	622,004.07	-150,000.00	15,000.00	487,004.07
TOTAL		6,073,256.47	-4,475,664.00	1,468,450.00	3,066,042.47

YEAR: 2024 estimated

		2023 (unaudited)	2024	2024	2024
Description of Obligatory Reserve	Account #	Balance Dec 31	Budget From	Budget to	Balance Dec 31
Reserve for Gas Tax Fund (CCBF Funding)	03-3200-1030	171,374.50	-418,391.59	270,407.16	23,390.07
Reserve for OCIF (Deferred Revenue)	01-2200-0600	80,711.81	-306,608.41	225,995.00	98.40
Reserve for Recreation (Seniors Grant Lawn Bowling)	01-2200-0600	5,466.94	-5,466.94		-
Reserve for Cash In Lieu of Parkland (Deferred Revenue)	01-2200-0800	31,325.74	-20,000.00		11,325.74
Reserve for Cannabis Legalization Implementation	01-3100-0190	6,053.00			6,053.00
Reserve for Building Department Stabilization Fund	01-3100-0570	-			0.00
TOTAL		294,931.99	-750,466.94	496,402.16	40,867.21