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Date **December 1, 2020** **Report No. 2020-536**

To Chair and Members
Committee of the Whole - Operations and Administration

From Inderjit Hans
General Manager, Public Works Commission

1.0 Type of Report

Consent Item []
Item For Consideration [x]

2.0 Topic Year 2021 Capital Projects Funding Pre-Approvals
[Financial Impact - \$10,967,000 for the Pre-Approval of 2021
Projects as outlined in the Appendix "A"]

3.0 Recommendation

- A. THAT Report No. PW2020-536 titled "Year 2021 Capital Project Funding Pre-Approvals" BE RECEIVED; and
- B. THAT notwithstanding the annual Estimates Committee process, \$10,967,000 funding to support the budget pre-approval requests listed in Appendix "A" BE TRANSFERRED to the appropriate capital projects on January 1, 2021; and
- C. THAT the General Manager, Public Works Commission and the Purchasing Officer BE AUTHORIZED to award nineteen (19) 2021 projects for the Public Works Commission as shown in Appendix "A" attached to Report No. PW 2020 -536, in accordance with the City of Brantford's Purchasing Policy.

4.0 Purpose and Overview

The purpose of this report is to obtain Council approval for the acceleration of funding that is required to commence project activities for 2021 high priority capital projects. The Public Works Commission has identified the need to commence with the initial phases of selected high priority projects that will be identified for the upcoming budget year prior to Council's approval of the 2021 Capital Budget.. The first is based on the requirement to complete design or construction tenders or proposals within the first quarter of the calendar year in order to take advantage of anticipated lower tender prices. The second rational is to ensure completion of deliverables or construction that is seasonal work or have a long duration of time that requires as early in the calendar year as possible. Thirdly, to ensure that staff and external contracted services can commence with survey, pre-design and other preliminary work as early in the year as possible.

5.0 Background

Each year City departments prepare a Capital Budget and Forecast for approval by Council as part of the annual budget process. The 2020 Capital Budget was approved in December and Pre Approval was not required, however 2021 Budget process may prove to be difficult with approval of the Capital Budget not until the first quarter. Any delay of approval by council of the high priority projects identified in Appendix "A" can significantly impact the implementation of initial phases and completion of these projects. The earlier in the year that projects can be studied, designed or commence construction typically results in greater competition from the market leading to aggressive pricing which creates a more cost-effective approach to delivery. In addition, this also allows the organization and distribution of project workload to staff and achieves greater effectiveness throughout the year. Further, projects often have a limited construction period (for example, large infrastructure projects) and can only be completed typically between April and October. It is critical that capital projects be completed as early as possible to ensure the City takes full advantage of this window.

6.0 Corporate Policy Context

This preapproval report addresses the following City of Brantford Council Priorities for 2021 to 2022:

Outcome 1: All neighbourhoods in the City are safe, vibrant, attractive, and inclusive

Tier 2 Priorities: (d) Develop a multi-year asset management and funding strategy for all infrastructure categories, including natural assets, prioritize investment for area most in need and focus on preventative maintenance to extend the life of municipal assets

Outcome 4:

There is high trust in the City through demonstrated progress in taxpayer affordability and value for money

7.0 Input From Other Sources

Finance and Purchasing Departments and the Public Works Commission staff have been consulted in the development of this report.

8.0 Analysis

8.1 Overview

The list of 2021 Capital Projects in Appendix “A” that staff are seeking authorization to proceed with are based upon the Draft 2021 Capital Budget and Forecast recommended for approval by the Public Works Commission. The pre-approval process is an effective method for reducing administrative costs associated with the routine award of public tenders to the lowest responsive bidder. While it is difficult to determine exact costs associated with staff time spent preparing reports to Council on a variety of multi discipline in size and complexity, it is estimated to be in the \$10,000 to \$ 15,000 range. Council is continually kept apprised of the tenders awarded by staff through the “Quarterly Status Report of Contracts Awarded” presented to Finance Committee on a quarterly basis throughout the year. Council’s approval for tender award would be sought through a separate report if the recommendation for tender award was not in compliance with the Purchasing Policy or if there were insufficient funds in the approved budget. This list is based upon the 2021 Capital Projects, recommended for approval by the Estimates Committee and Project Pre-Approvals request detailed in Appendix “A”. It is noted that capital projects requiring Federal Gas Tax funding have been reviewed for compliance with sustainability goals by the Association of Municipalities of Ontario (AMO).

8.2 Construction Projects:

There are eight (8) construction projects that have funding that has been previously approved by Council, however additional funds are required for two (2) full corridor road projects that will include water, sewer, road and sidewalk construction, one bridge rehabilitation, four (4) wastewater treatment plant related projects, one water treatment plant related project, one storm water management pond reconstruction and one corporate security project proposed to get underway early in 2021 are identified

There are also two annual contracts that will be awarded in the first quarter prior to capital budget approval. These include annual concrete crushing contract at the landfill and contracts for storm water and wastewater sewer rehabilitation.

8.3 Studies: Transportation Master Plan and Master Servicing Plan Addendums

There are a total of seven (7) studies that require funding approvals in the first quarter of 2021, two (2) of these studies are the addendums to the two infrastructure master plan to ensure that these align with the time horizon used in the recently approved Official plan.

The 2020 Master Servicing Plan and Transportation Master Plan Updates accommodates Provincial growth targets to 2041 in line with Amendment 2 of the Province's A Place to Grow: Growth Plan for the Greater Golden Horseshoe. In August 2020, the Province amended the Growth Plan for the Greater Golden Horseshoe extending the required planning horizon of the new Official Plan from the year 2041 to the year 2051. This change resulted in additional growth of 2,000 residents and 1,000 jobs forecast to 2051 over and above the previous 2041 forecast. In addition the Settlement Area Boundary as presented in the June 2020 draft Official Plan has been adjusted in the November 2020 Official Plan, this will require additional analysis to determine the need for additional linear water, wastewater and stormwater capital infrastructure projects, as well as transportation infrastructure, which are not currently identified in the Master Servicing Plan Update or Transportation Master Plan Update 2041 capital program. The results of this additional study will be documented in an Addendum to the original Master plan and presented to Council for approval

As the Master Servicing Plan Update had already presented the preliminary preferred recommendation to the Public and the completion of the Master Servicing Plan Update, along with other planning studies, is required to allow the City to begin receiving development applications for the Boundary Expansion Lands; the decision was made to finalize the Master Servicing Plan Update to

satisfy the 2041 growth horizon, and to accommodate the 2051 growth scenario, and the increased *Settlement Area Boundary lands, in a Master Servicing Plan Amendment*

9.0 Financial Implications

The pre-approval process for the acceleration of funding directly contributes to project efficiencies in both delivery and anticipated project savings through lower prices bid. As identified in Appendix “A” funding will be required from various reserve accounts as identified in the “Pre-Approval Funding Source” column and in Table 1 in the amount of \$10,967,000. The following table (Table1) summarizes the requested pre-approval funding by financial reserve account.

Table 1: Summary of the Funding Request for Pre-Approval and associated Reserve account

Reserve Account	Funding Requested for Pre-Approval
RF0446 – Federal Gas Tax	\$840,838
RF0448, OCIF Reserve Fund	\$2,809,162
RF0537 – Roads and Related	\$200,000
RF0540 – Wastewater and Related	\$4,525,000
RF0542 – Water and Related	\$1,266,000
RF0526 – Facilities Asset Management Reserve	\$246,000
RF0406 – Dev. Charges – Transportation	\$75,000
RF0408 – Dev. Charges Sanitary Sewers	\$85,000
RF0409 – Water Development Charges	\$85,000
RF0413 – Development Charges-City Wide Stormwater	\$200,000
RF0556 - Capital Funding Envelope	\$85,000
RF0573 – Capital Levy	\$550,000

TOTAL FUNDING REQUIRED	\$10,967,000
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10.0 Conclusion

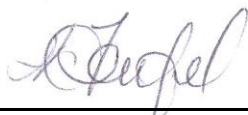
The pre-approval and acceleration of funding for select projects is required to maintain competition, the efficient delivery of the 2021 capital program and time to do so. It is recommended that the Capital Pre-Approval request be approved.



Russ Loukes, P.Eng., PTOE
Director, Engineering Services



Inderjit Hans, P.Eng., PMP
General Manager, Public Works Commission



Wendy Teufel
Manager, Design and Construction

Attachments (if applicable)

Appendix A - Year 2021 High Priority Capital Projects

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required

☐ yes ☒ no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk

☐ yes ☒ no

Is the necessary by-law or agreement being sent concurrently to Council?

☐ yes ☒ no

Appendix A – Year 2021 High Priority Capital Projects

- A. Previously Approved Projects with 2021 Budget Impacts
- B. Annual Programs
- C. New 2021 Projects with 2021 Budget Impacts

A. Previously Approved Projects with 2021 Budget Impacts							
Project ID	Project Description	Scope of Pre-Approved Work	Overall Project Funding Schedule	Total Project Cost	Total Budget Pre-approval Request	Pre-Approval Funding Source	Rationale
001351	St. Paul Avenue (Terrace Hill to St George Avenue) (W/WW/STM/RD)	Construction	Prior Budget - \$1,100,000 2021 Budget- \$3,535,000	\$4,635,000	\$3,535,000	RF0540, Wastewater and Related - \$425,000 RF0542, Water and Related - \$260,000 RF0446, Fed Gas Tax Reserve - \$840,838 RF0448 OCIF Reserve Fund \$1,809,162 RF0537, Roads and Relate- \$200,000	Full season of construction required; tendering in January; Completion required in 2021 as condition of Grant Funding
000080	Garden Avenue Bridge Rehabilitation	Construction	Prior Budget - \$250,000 2021 Budget - \$ 1,000,000	\$1,250,000	\$1,000,000	RF0448, OCIF Reserve Fund - \$1,000,000	Tender Package has been prepared; to Purchasing in December; completion in 2021 condition of Grant Funding
000041	St. James Street (Brant Avenue to Pearl Street) (W/WW/STM/RD)	Construction	Prior Budget - \$1,597,000 2021 Budget - \$81,000	\$1,678,000	\$81,000	RF0542, Water and Related - \$81,000	Full season of construction required; tendering in January
001183	Shellard Lane SMP Rehabilitation (STM)	Construction	Prior Budget - \$1,089,000 2021 Budget - \$ 150,000	\$1,239,000	\$150,000	RF0573 Capital Levy-\$150,000	Tender Package has been prepared; to Purchasing in December
001358	Wastewater Treatment Plant Outfall Condition Assessment and Flow Control	Construction	Prior Budget - \$55,000 2021 Budget - \$250,000	\$305,000	\$250,000	RF0540, Wastewater and Related - \$250,000	Construction must be carried out during low water season of summer 2021
001388	Wastewater Treatment Plant Digester Cleanout, Inspection and Repairs	Construction	Prior Budget - \$2,550,000 2021 Budget - \$2,000,000	\$4,550,000	\$1,000,000	RF0540, Wastewater and Related - \$1,000,000	Tender results are available. Only require \$1M in funding approval in January to award the project
001537	Wastewater Treatment Plant – Assessment and Replacement of Influent Flow Metering	Construction	Prior Budget - \$500,000 2021 Budget - \$500,000	\$1,000,000	\$500,000	RF0540, Wastewater and Related - \$500,000	Tender packaging prepared in December

A. <i>Previously Approved Projects with 2021 Budget Impacts</i>							
Project ID	Project Description	Scope of Pre-Approved Work	Overall Project Funding Schedule	Total Project Cost	Total Budget Pre-approval Request	Pre-Approval Funding Source	Rationale
001658	Water Treatment Plant – High Lift Drive & Filter Replacement	Construction	Prior Budget - \$250,000 2021 Budget - \$100,000	\$350,000	\$100,000	RF0542, Water and Related - \$100,000	Immediate replacement is required to provide uninterrupted water service
000165	Transportation Master Plan Review and Update	Study	Prior budget - \$292,520 2021 – Budget - \$75,000	\$371,520	\$75,000	RF0406 – Dev. Charges – Transportation - \$75,000	Consultant assignment to start in early January to provide input to D/C study
000325	Master Servicing Plan Update	Study	Prior Budget - \$605,000 2021 – Budget - \$170,000	\$775,000	\$170,000	RF0408 – Dev. Charges Sanitary Sewers - \$85,000 RF0409 – Water Development Charges - \$85,000	Consultant assignment to start in early January to provide input to D/C study
Subtotal (A)				\$16,153,520	\$6,861,000		
B. <i>Annual Programs</i>							
Project ID	Project Description	Scope of Pre-Approved Work	Overall Project Funding Schedule	Total Project Cost	Total Budget Pre-approval Request	Pre-Approval Funding Source	Rationale
000141	Wastewater and Storm Collection System Mainline Sewer Rehabilitation and Repairs	Construction	2021 Budget - \$400,000	\$400,000	\$400,000	RF0540, Wastewater and Related - \$200,000 RF0573, Capital Levy - \$200,000	This is a multi-year contract. Annual Program to begin first of January
000154	Concrete Crushing Quadrennial Contract	Construction	2021 Budget - \$200,000	\$200,000	\$200,000	RF0573, Capital Levy - \$200,000	Immediate need of crushed concrete for landfill operations
Subtotal (B)				\$600,000	\$600,000		
Total Pre Approval				\$16,753,520	\$7,461,000		

C. New 2021 Projects with 2021 Budget Impacts							
Project ID	Project Description	Scope of Pre-Approved Work	Overall Project Funding Schedule	Total Project Cost	Total - Project Request	Pre-Approval Funding Source	Rationale
001386	Wastewater Treatment Plant Boiler Replacement	Construction	2021 Budget - \$2,000,000	\$2,000,000	\$2,000,000	RF0540, Wastewater and Related - \$2,000,000	TSSA compliance requirement. Tender package prepared in December.
001836	Pressure District 2/3 Elevated Tank	Study	2021 Budget - \$625,000	\$625,000	\$625,000	RF0542, Water and Related - \$625,000	Study must be completed soon to allow time for design and construction of the new elevated water storage tank to service development north of Powerline Road. Tender package prepared in December.
Tender package prepared in December 001901	Maintenance and Inventory Implementation	Study	2021 Budget - \$200,000	\$200,000	\$200,000	RF0542, Water and Related - \$200,000	Maintenance implementation must be completed by Summer of 2021 to meet the deadline for the AIM work order system project
001900	City Wide Light Detection and Ranging (LiDAR) Asset Management Survey for Flood Mitigation	Study	2021 Budget - \$85,000	\$85,000	\$85,000	Capital Funding Envelope - \$85,000	Tender documents have been prepared; issue in January; required Award in March to fly and gather data related to spring conditions
000826	Stormwater Flow Monitoring Program	Study	2021 Budget - \$200,000	\$200,000	\$200,000	RF0413 Development Charges City Wide Stormwater - \$200,000	Tender documents have been prepared; issue in January; required Award in March to gather data related to spring conditions
000526	Wastewater Collection System Flow Monitoring	Study	2021 Budget - \$150,000	\$150,000	\$150,000	RF0540, Wastewater and Related- \$150,000	Tender documents have been prepared; issue in January; required Award in March to gather data related to spring conditions
001909	Corporate Security Program and Downtown CCTV System	Design and Construction	2021 Budget - \$246,000	\$246,000	\$246,000	RF0526 – Facilities Asset Management Reserve - \$123,000 and \$123,000 Grant Funding	Council Priority identified in resolution; Tender Package has been prepared; to Purchasing in December

C. New 2021 Projects with 2021 Budget Impacts							
Project ID	Project Description	Scope of Pre-Approved Work	Overall Project Funding Schedule	Total Project Cost	Total - Project Request	Pre-Approval Funding Source	Rationale
Subtotal (C)				\$3,506,000	\$3,506,000		
Total Solicitation				\$20,259,520	\$10,967,000		