



Council Report

Report Number: PUR2025-006
Meeting Date: July 22, 2025
Title: 2025-014-CP Central Roads Operations Depot EA
Author and Title: Linda Lee, Buyer
Joseph Kelly, Supervisor, Traffic Management

Recommendation(s):

That Report PUR2025-006, **2025-014-CP Central Roads Operations Depot EA**, be received;

That AECOM Canada Architects Ltd. be selected for the award of the Request for Proposal (RFP) 2025-014-CP Central Roads Operations Depot EA as the highest scoring Proponent;

That the budget for special project 921220701 (Central Roads Operations Depot EA) be increased to \$365,000 with financing revised to 66% by the Development Charges Reserve - Roads (3.24140) for \$240,900 and 34% by the Special Projects Reserve for \$124,100;

That the budget increase of \$195,000 for special project 921220701 (Central Roads Operation Depot EA) be financed by \$206,900 from the Development Charges Reserve - Roads (3.24140) and the return of \$11,900 to the Special Projects Reserve (1.32296) as per Table 2 in the report.

That the expiry of special project 921220701 (Central Roads Operations Depot EA) be extended to December 31, 2026;

That subject to receipt of the required documents, the Director of Engineering and Corporate Assets be authorized to execute the agreement to award; and

That the Supervisor of Procurement be authorized to issue the purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the Council Meeting of October 24, 2017, Council adopted the following resolution:

CR2017-930

RESOLVED THAT Report PW2017-09, **Public Works Roads Depot Master Plan**, be received;

THAT the recommendations of the draft Master Plan report and preferred solution, be endorsed;

THAT Staff be authorized to file the Master Plan report with the Ministry of the Environment and Climate Change for the legislated 30 day comment period; and

THAT Staff be directed, upon final acceptance of the report by the Ministry of the Environment and Climate Change, to update the Capital Asset Management plan accordingly.

This report addresses that direction.

At the time of the Public Works Roads Depot Master Plan adoption, the City's Asset Management Plan and Long-Term Financial Plan were updated accordingly to fund the first phase of recommendations, which include the required Municipal Class Environment Assessment (MCEA) for site selection and preliminary design of a new Central Roads Operations Depot.

When considering the elapsed time since the original recommendations, and the City's recent focus on inter-departmental coordination in assessing operational needs, it was considered appropriate that the Request for Proposal include tasks to validate the recommendations in the master plan and perform a robust site selection analysis using modern technology and algorithms. Additionally, tasks including inter-departmental needs assessments and coordination with the City's Portfolio Management Team were included to address future growth and co-location opportunities.

While these factors have given rise to the need for additional budget and time for the project, refinancing is needed to align the project with draft results of the 2025 Development Charges Background Study. When combined, these factors result in a net decrease in tax-supported funding required for the project.

The Request for Proposal (RFP) 2025-014-CP Central Roads Operation Depot EA was issued in accordance with the Purchasing Policy.

Financial Considerations.

The RFP was opened electronically on May 15, 2025, with the following submissions:

Company Name
AECOM Canada Architects Ltd.

The submission was scored by an evaluation committee to consensus. AECOM met all the evaluation criteria. References were checked and found to be favorable.

Rationale:

Staff recommends that AECOM be selected for the award for the Request for Proposal. Their submission was reviewed by the evaluation team and met all the requirements. Considering the enlarged scope of the project and cost inflation between 2022 and 2025, staff finds AECOM's proposed price reasonable.

Other Alternatives Considered:

No other alternative is being recommended.

Alignment to Strategic Priorities

The recommendation in the report contributes to Council's adopted strategic priorities namely:

1. Healthy Environment
2. An Exceptional Quality of Life
3. A Vibrant and Growing Economy
4. Good Government

Financial/Operation Impacts:

A budget of \$170,000 for 2025-014-CP Central Roads Operations Depot EA (under project number 921220701) is provided for in the 2022 Special Projects Budget.

Financing included 20% (\$34,000) from the Development Charges Reserve - Roads and 80% (\$136,000) from the Tax Levy (now Special Projects Reserve).

Table 1

Project Number	Original Project Budget	Other Committed Funds *see below	Project Balance	Estimated Purchase Amount (excl. HST)	HST Payable	Forecasted Staff Time 3%	Total Amount	Project Balance
921220701	\$170,000	\$0	\$170,000	\$314,732	\$5,539	\$9,442	\$329,713	(\$159,713)
Totals	\$170,000	\$0	\$170,000	\$314,732	\$5,539	\$9,442	\$329,713	(\$159,713)

To address the financial deficit of \$159,713 and allow for a contingency of approximately 10%, staff is recommending that the special project budget 921220701 be increased to \$365,000 from the original 2022 estimate of \$170,000.

To align with the draft 2025 Development Charges Background Study, staff is further recommending that this budget be financed 66% (\$240,900) from the Development Charges Reserve - Roads and 34% (\$124,100) from the Special Projects Reserve.

Table 2

	Budget	Development Charge Reserve Roads	Tax Levy/Special Projects Reserve
2025 Budget	\$365,000	\$240,900	\$124,100
Original 2022 Budget	\$170,000	\$34,000	\$136,000
Increase (Decrease)	\$192,000	\$206,900	(\$11,900)

This results in a net decrease of \$11,900 in tax-supported funding for the project.

Any surplus or deficit in the project will be addressed according to the Capital and Special Projects Policy.

Consultations:

Executive Assistant – Engineering and Corporate Assets
Manager of Corporate Assets
Financial Coordinator – Capital Programs

Supervisor of Procurement
Treasurer
Manager, Technical Services
Director of Engineering and Corporate Assets
Director of Corporate Services

Attachments:

N/A

Department Head email: sbeukeboom@kawarthalakes.ca

Head: Sara Beukeboom, Director of Corporate Services

Department File: 2025-014-CP