COMMITTEE OF THE WHOLE (2) – NOVEMBER 10, 2020

STAFF COMMUNICATIONS

Distributed November 6, 2020

SC1 Memorandum from the Deputy City Manager, Corporate Services, City Treasurer and CFO and the Director of Procurement Services dated November 2, 2020.

SC2 Memorandum from the Deputy City Manager, Infrastructure Development and the Director of Infrastructure Delivery dated November 6, 2020.

SC3 Memorandum from the Deputy City Manager, Infrastructure Development and the Director of Infrastructure Planning and Corporate Asset Management dated November 6, 2020.

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Please note there may be further Communications.

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STAFF COMMUNICATION

COMMUNICATION - SC 1
COMMITTEE OF THE WHOLE (2)
NOVEMBER 10, 2020

DATE: Monday, November 2, 2020

TO: Mayor and Members of Council

FROM: Michael Coroneos, Deputy City Manager Corporate Services, City Treasurer and Chief Financial Officer
Asad Chughtai, Director of Procurement Services

RE: **STAFF COMMUNICATION** – November 10, 2020 / CW(2)
Procurement Activity Report, Quarter 3 - 2020

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1. Purpose

The purpose of this Staff Communication is to provide Mayor and Council information regarding Procurement Activities undertaken in Q3 2020.

Under the City of Vaughan's *Corporate Procurement Policy PS-003, Reports to City Council Section 4.6.1*, "The Director of Procurement Services shall prepare a summary information report on all procurement awards, to be submitted to Council on a quarterly basis".

2. Analysis

92 procurement contracts worth $15.9 million were processed in Q3

Procurement Services processed 72 competitive bids valued at $15.5 million and 20 non-competitive bids valued at $0.4 million.

Additional details of all contract awards for procurement activities undertaken in Q3 2020 are available on the Vaughan Online Procurement Services internal site and the Procurement Services page on the City of Vaughan external website.

The City of Vaughan Bidding Portal offers public access to all bid documents, including bid results and contract awards. Consolidated quarterly contract awards are also available on the Procurement Services page in the City of Vaughan external website.

Procurement Services continues to work with client departments to further improve the competitive procurement awards, while reducing the non-competitive spend.

Departments processed $1.3 million in Low Dollar Module (LDM) Purchase Orders

The introduction of LDM Purchase Orders through JDE has provided a more robust reporting tool, allowing the distribution of monthly reports to departments with information on their LDM purchases. It also provides Procurement Services with the ability to review the types of procurements made and engage in meaningful conversations with departments regarding spend patterns and alternate procurement methods that could be thoughtfully considered. This will help facilitate the departments' procurement needs while leveraging the City's buying capacity to obtain the best value for money spent.

During the third quarter, there were 1,250 LDM purchase orders issued, totaling $1.3 million.

Q3 2020 LDM purchases represent a decrease of $357k over the same quarter last year, or a reduction of 21 per cent. A portion of this reduction was as a result of transitioning LDM purchases to competitive procurements through corporate contracts or Vendor of Record arrangements.

Procurement Services staff continues to review and monitor these transactions with client departments to determine if alternative procurement methods could be considered.

Departments processed $1.2 million in Purchasing Card (PCard) transactions

To provide City employees with the flexibility to conduct day-to-day business, departments have the authority to purchase low value goods and services using PCards. As of September 30, 2020, there were 271 approved PCard holders throughout the City of Vaughan and Vaughan Public Libraries.

The City of Vaughan implemented the PCard Program to transition from manual-intensive processes to a more efficient and cost-effective method of purchasing low value goods and services, reducing overall transaction time while improving transparency, visibility, monitoring and reporting.

During the third quarter, departments processed 2,158 transactions worth $1.2 million, primarily for low value operating supplies, advertising, professional memberships, training, seminars, and existing corporate contracts where the PCard can be utilized for payment.

As a result, the City continues to realize administrative and transactional savings through the significant reduction of cheque payments to multiple vendors, and to employees for reimbursement of out-of-pocket costs.

The PCard program provides a revenue sharing opportunity where the City is eligible for a rebate based on minimum performance requirements, such as, on-time monthly payments, meeting both a minimum annual transaction amount and minimum average transaction value.

For the twelve months ending September 30, 2020, the City earned a $54,804 rebate.

Conclusion

This report has been prepared in compliance with the Procurement Policy approved by Council on April 1, 2017.

For more information contact, Mary DiGiovanni, Manager, Business Support and Supplier Relationship, ext. 8020.



Michael Coroneos,
Deputy City Manager,
Corporate Services & Chief Financial Officer



Asad Chughtai,
Director Procurement Services

Attachments

Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Third Quarter

Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Third Quarter

Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Third Quarter

Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Third Quarter

Procurement Type		City Manager	Deputy City Manager	Director	Manager	Total
Request for Tender	$	7,040,672	1,606,139	218,984	7,859	**8,873,654**
	#	8	11	3	1	**23**
Request for Proposal	$	3,820,467	1,675,094	412,375	0	**5,907,937**
	#	5	8	7	1	**21**
Request for Quote	$	0	0	468,539	75,378	**543,917**
	#	0	0	10	6	**16**
Quick Quote	$	0	0	0	149,876	**149,876**
	#	0	0	0	12	**12**
Competitive	$	10,861,139	3,281,234	1,099,898	233,113	**15,475,384**
	#	13	19	20	20	**72**
Sole Source	$	0	0	32,500	0	**32,500**
	#	0	0	2	0	**2**
Single Source	$	62,274	205,090	129,082	0	**396,446**
	#	1	5	10	0	**16**
Emergency Purchase	$	0	0	15,232	6,840	**22,072**
	#	0	0	1	1	**2**
Non-Competitive	$	62,274	205,090	176,814	6,840	**451,018**
	#	1	5	13	1	**20**
Grand Total	$	10,923,413	3,486,324	1,276,712	239,953	**15,926,402**
	#	14	24	33	21	**92**

There were no contract awards during Q3 that required approval from Council or the VPL Board. Additionally, there were no Request for Pre-Qualification (RFPQ) or Request for Information (RFI) awarded during this quarter.

Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Third Quarter

Portfolio/Office		Request for Tender	Request for Proposal	Request for Quote	Quick Quote	Sole Source	Single Source	Emergency Purchases	Grand Total
City Manager	$	0	120,000	0	0	0	0	0	**120,000**
	#	0	1	0	0	0	0	0	**1**
Administrative Services & City Solicitor	$	0	154,295	42,120	0	0	19,450	0	**215,865**
	#	0	2	1	0	0	1	0	**4**
Community Services Portfolio	$	238,155	59,850	81,646	0	0	75,000	0	**454,651**
	#	3	2	3	0	0	2	0	**10**
Corporate Services, City Treasurer & CFO	$	101,289	0	112,600	0	0	151,608	0	**365,497**
	#	1	0	2	0	0	4	0	**7**
Infrastructure Development	$	6,743,580	4,667,085	134,505	126,308	7,500	73,360	0	**11,752,338**
	#	13	11	5	10	1	3	0	**43**
Planning & Growth Management Portfolio	$	85,150	771,362	2,500	0	0	0	0	**859,012**
	#	1	3	1	0	0	0	0	**5**
Public Works Portfolio	$	1,705,480	135,345	170,546	0	25,000	73,218	22,072	**2,131,661**
	#	5	2	4	0	1	5	2	**19**
Vaughan Public Libraries	$	0	0	0	23,568	0	3,810	0	**27,378**
	#	0	0	0	2	0	1	0	**3**
Grand Total	$	**8,873,654**	**5,907,937**	**543,917**	**149,876**	**32,500**	**396,446**	**22,072**	**15,926,402**
	#	**23**	**21**	**16**	**12**	**2**	**16**	**2**	**92**

There were no Request for Pre-Qualification (RFPQ) or Request for Information (RFI) awarded during this quarter.

Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Third Quarter

Bid Type	Q3 2020	
	No. of Awards	Value ($)
Competitive		
Tenders	23	8,873,654
RFPs	21	5,907,937
Quotes	16	543,917
QQ	12	149,876
Sub-Total Competitive	**72**	**15,475,384**
Non-Competitive		
Sole Source	2	32,500
Single Source	16	396,446
Emergency Procurement	2	22,072
Sub-Total Non-Competitive	**20**	**451,018**
Total	**92**	**15,926,402**

There were no Request for Pre-Qualification (RFPQ) or Request for Information (RFI) awarded during this quarter.

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STAFF COMMUNICATION FOR INFORMATION ONLY

COMMUNICATION - SC 2
COMMITTEE OF THE WHOLE (2)
NOVEMBER 10, 2020

DATE: **November 6, 2020**

TO: Mayor and Members of Council

FROM: **Nick Spensieri, Deputy City Manager, Infrastructure Development**
Jack Graziosi, Director of Infrastructure Delivery

RE: **STAFF COMMUNICATION**
– November 10, 2020, Committee of the Whole (2)

Kirby Road Extension between Bathurst Street and Dufferin Street

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Purpose

To provide Council an update on the Kirby Road Extension project between Bathurst Street and Dufferin Street (Project) as requested at the Committee of the Whole (1) meeting held on October 6, 2020 and approved by Council on October 21, 2020.

Report Highlights

- The City is leading the delivery of the Kirby Road Extension between Bathurst Street and Dufferin Street.
- The Request for Proposal to retain the Technical Advisory Services to undertake preliminary design for the Project was released on October 30 and has a closing date of November 30, 2020.
- Land acquisition activities will commence at the onset of preliminary design in support of advancing the Project into construction.
- A Design-Build delivery model will be utilized to aggressively advance the Project in order that detailed design and construction activities can commence in Q1 2022.

Background

On December 15, 2015, Council authorized and directed staff to formalize arrangements with Rizmi Holdings Limited (RHL), a private land developer, and permit RHL to undertake a Class Environmental Assessment Study (EA Study) for the Kirby Road Extension Between Bathurst Street and Dufferin Street. Subsequently, a Notice of Study Commencement was issued on May 11, 2017.

In December 2019, the Kirby Road Extension Environmental Assessment Study was approved following the expiration of the mandatory public review period and confirmation from the Ministry of Environment, Conservation, and Parks (MECP) that there were no

Part II Orders received. As a result, MECP confirmed that the Project can proceed to the next phase, Design and Construction.

Previous Reports/Authority

This project has been reported on, in the following past Reports:

1. Council Report – December 1, 2015 – Kirby Road Extension Between Bathurst Street and Dufferin Street Class Environmental Assessment Study
2. Council Report – June 5, 2019 – Kirby Road Extension Between Bathurst Street and Dufferin Street Class Environmental Assessment Study
3. Council Report – June 16, 2020 – Kirby Road Extension Between Bathurst Street and Dufferin Street Class Environmental Assessment Study - Cost Review and Capital Budget Amendment

Analysis and Options

The City has commenced delivery of the Kirby Road Extension project using a Design-Build delivery model.
Following completion and finalization of the EA Study in June, Staff initiated a review of various project delivery models with a goal of aggressively advancing the project that would also expedite construction. Upon the completion of the review, it was concluded that the project would benefit by utilizing a Design-Build (DB) project delivery model, in comparison to the more typical Design-Bid-Build (DBB) model used on many municipal linear infrastructure projects. The Design-Build project delivery model enables the City to quickly expedite project delivery and realize several benefits that include:

1) Land acquisition activities being carried out simultaneously with detailed design
2) Construction work being initiated in phases to facilitate existing development activities, before finalizing the detailed design
3) Risk transfer to the DB proponent for managing the detailed design and construction project teams

A Technical Advisor and Design Team (TA) will be retained to commence the Kirby Road Extension preliminary design, construction phasing strategy, and develop the DB procurement documents.

The TA will be responsible as the Owner's Consultant for completing, coordinating, and overseeing all preliminary project works including technical investigations, preliminary engineering design and validating land requirements, development of the terms of reference and output specification that will be incorporated into the design-build procurement document(s), and design-build procurement support and advisory services.

The TA will also provide detailed design review and technical compliance oversight during the DB detailed design and provide contract administration and inspection services during construction.

The City's project team will be responsible for project planning, approval of project scope, schedule, budget, and the terms and conditions for constructing, operating and

maintaining the new assets following consultation with the relevant private, municipal and provincial stakeholders.

The TA Request for Proposal (RFP) has been issued with a scheduled award in January 2021.

Request for Proposal (RFP 20-334) to retain the Technical Advisory Services to undertake preliminary design for the Project was released on October 30 and has a closing date of November 30. The scheduled award of the TA assignment is January 2021. The TA's preliminary design, construction phasing strategy, and Design-Builder procurement documents to retain a preferred DB Proponent is targeted for completion by the end of 2021. The detailed design and construction commencement is targeted for early 2022.

Timely property acquisition is essential to advance construction activities in 2022.

While the Design-Build delivery model will accommodate advancing certain design elements, property acquisition is critical to ensure the completion of the Project in a timely manner. In recognition of this, baseline principles identified through the preliminary design stage in 2021 will be utilized to identify and initiate the acquisition of the required property. Property acquisition has been identified as a large risk to the schedule as it is a significant item on the critical path for the project. The project team will aggressively move forward with all property acquisitions required to facilitate construction as the timely completion of this task will aid in advancing the Project. As a result, the project team will prioritize Technical Advisory work to identify land requirements and commence the property acquisition process as soon as possible. This will enable the project team to begin negotiations with the property owner. It is our intention to negotiate for the required property, while at the same time initiating the expropriation process to ensure finite timelines.

Financial Impact

Funding to award the Technical Advisory assignment is available in the approved Capital Project No. ID-2050-19 - Kirby Road Extension – Dufferin Street to Bathurst Street.

Broader Regional Impacts/Considerations

The proposed extension is an arterial road under the jurisdiction of the City of Vaughan. As a part of broader Kirby Road improvements, the proposed road extension will support planned population growth and the orderly distribution of traffic. The road is contemplated to play an important role and function in the overall Regional transportation network, and as such, will eventually be transferred to the Regional Municipality of York.

Conclusion

To advance the construction of the Kirby Road Extension, from Bathurst Street to Dufferin Street, and to facilitate the development of the abutting lands, the project will benefit by using a Design-Build delivery model. Upon award, preliminary design activities will be undertaken in 2021 to facilitate the commencement of the detailed design and construction activities in early 2022.

Staff will provide additional updates as the Project progresses.

For more information, please contact Jack Graziosi, Director of Infrastructure Delivery

Attachment

1. Location Map

Digitally signed by Graziosi, Jack Date: 2020.11.05 11:21:38 -05'00'

Jack Graziosi
Director of Infrastructure Delivery

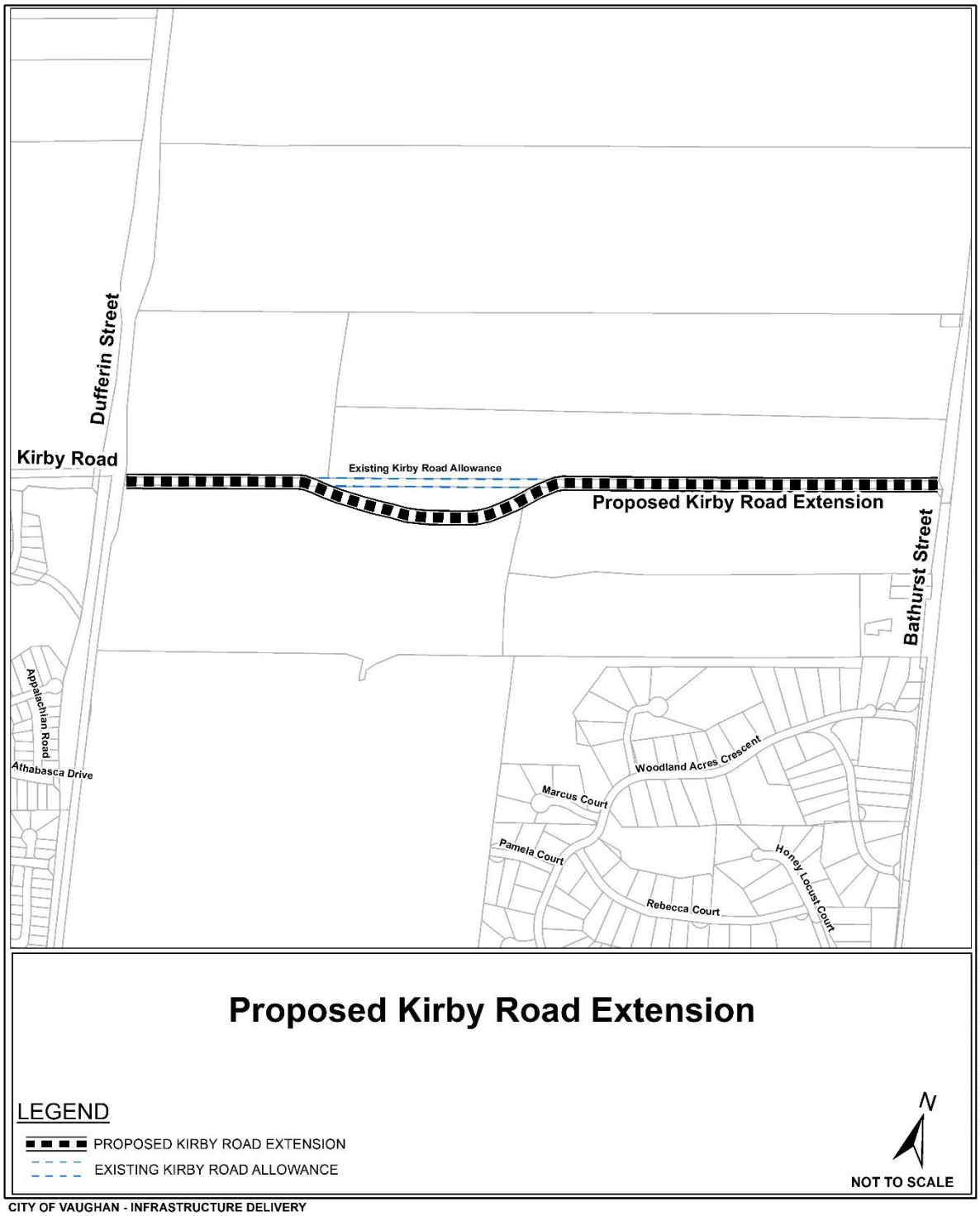
Spensieri, Nick

Digitally signed by Spensieri, Nick Date: 2020.11.05 12:29:14 -05'00'

Nick Spensieri
Deputy City Manager,
Infrastructure Development

ATTACHMENT 1

LOCATION MAP



CITY OF VAUGHAN - INFRASTRUCTURE DELIVERY

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STAFF COMMUNICATION FOR INFORMATION ONLY

COMMUNICATION - SC 3
COMMITTEE OF THE WHOLE (2)
NOVEMBER 10, 2020

DATE: November 6, 2020

TO: Mayor and Members of Council

FROM: Nick Spensieri, Deputy City Manager, Infrastructure Development
Vince Musacchio, Director of Infrastructure Planning and Corporate Asset Management

RE: **STAFF COMMUNICATION – Committee of the Whole (2), November 10, 2020**

Status Update - Teston Road Individual Environmental Assessment (IEA) and Langstaff Road Environmental Assessment (EA)

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1. Purpose

The purpose of this Staff Communication is to provide a status update on the ongoing York Region Municipal Class Environmental Assessment for Langstaff Road between Weston Road and Highway 7 and the Individual Environmental Assessment to examine transportation improvements in the Teston Road area between Highway 400 and Bathurst Street and between Major Mackenzie Drive and Kirby Road. This status update was requested by Council, Item 9 Report 44, at its meeting held on October 21, 2020.

2. Analysis

Langstaff Road Environment Assessment

In fall 2016 York Region initiated a Municipal Class Environmental Assessment to study improvements to Langstaff Road between Weston Road and Highway 7

York Region is undertaking a Schedule 'C' Municipal Class Environmental Assessment (MCEA) to address existing and future transportation needs for all road users of Langstaff Road between Weston Road and Highway 7. The proposed improvements will help manage traffic congestion in the area and assist the needs of pedestrians, cyclists, public transit users and motorists. Within the study area, it is anticipated that the future Regional road network will be very congested without additional east-west capacity. The EA Study is looking at improvements to Langstaff Road to support growth in the Vaughan Metropolitan Centre, Vaughan Mills and Concord GO Centres, improve access to employment lands and support an efficient movement of goods. The Study will include a new Langstaff Road connection across the CN MacMillan Yard, Highway 400 interchange improvements to facilitate full access, constructing an overpass or underpass at the Barrie GO rail line and widening certain sections of Langstaff Road. The notice of study commencement was issued on December 8, 2016.

York Region held two public open houses for the Langstaff Road EA; in June 2017 and in November 2018

Public consultation is an important part of the Environmental Assessment process. To date, York Region held two public open houses. – one in June 2017 and the second one in November 2018.

At the first public, open house York Region staff introduced the study. The study background was presented, including the planning and policy context, traffic analysis, needs and opportunities in the study area, evaluation and selection of the Preferred Planning Solution. The project team discussed key issues with the participants and sought comments on the information presented and potential improvements.

The Langstaff Road EA study draft recommendations were presented at the second Open House held on November 15, 2018

The background work done for the study following the first open house confirmed that improvements to Langstaff Road will support local, regional and provincial growth and development plans in York Region and the City of Vaughan. The improvements will promote goods and people movement for all modes and add more traffic capacity to help with congestion on parallel regional roads (e.g. Highway 7 and Rutherford Road). In addition, these improvements will support employment through more convenient access to businesses, efficient inter-regional travel, York Region and local transit services, and provide continuity in the transportation network.

To address these objectives, the draft study recommendations presented at the second public open house included:

- Widening of Langstaff Road to a six-lane urban road
- Constructing a major bridge crossing the CN MacMillan Yard connecting Langstaff Road between Creditstone Road and Keele Street
- Improving the Highway 400 interchange
- Constructing a bridge crossing of the Metrolinx GO Barrie Line
- Improvements at various intersections
- Installing active transportation facilities for pedestrians and cyclists

Staff have been participating in the study and providing feedback and comments through the consultation and engagement process.

The project team is working closely with MTO and CN to address complex planning and design challenges at Highway 400 and the CN MacMillan Yard

Since the second open house, the project team has been consulting with technical agencies and property owners about the study process, technical investigations, findings and potential benefits and impacts. The project team is working closely with MTO and CN to address the complex planning and design challenges at Highway 400 and the CN MacMillan Yard, respectively.

York Region is advancing improvements to Langstaff Road from Keele Street to Dufferin Street

Improvements to Langstaff Road from Keele Street to Dufferin Street are included in the Region's 2020 10-Year Roads and Transit Capital Construction Program. York Region has identified that these improvements will commence in 2026.

The Langstaff Road EA is anticipated to be filed for public review in early 2021

The project team is working with stakeholders to conclude the consultation, complete a preliminary design and finalize the project documentation. The final project documentation, known as the Environmental Study Report, detailing the decision-making process of the EA Study is anticipated to be filed for a mandatory 30-day public review in early 2021.

Teston Road Individual Environment Assessment

In December 2018, the Minister of the Environment, Conservation, and Parks (MECP) approved the Terms of Reference for the Teston Road Area Transportation Improvements Study

The Terms of Reference (ToR) provides a framework for the planning and decision-making process to be followed during the preparation of the Individual Environmental Assessment (IEA) for Teston Road Area between Highway 400, Bathurst Street, Major Mackenzie Drive and Kirby Road. The first phase in the IEA process is the preparation of a ToR. The draft ToR was submitted to the Minister of the Environment, Conservation and Parks (Minister) under Section 6 (2) (a) of the Ontario Environmental Assessment Act (OEAA) for approval. Approval from the MECP is required for the TOR and the conclusion of the IEA study once the IEA Report is submitted.

In December 2018, the Minister approved the Terms of Reference for the Teston Road Area Transportation Improvements Study. A copy of the approved Terms of Reference is available via the study link.

The Notice of Study Commencement for the Teston Road IEA was issued on August 13, 2020

York Region commenced the Individual Environmental Assessment Study to examine transportation improvements in the Teston Road area, between Highway 400 to Bathurst Street and between Major Mackenzie Drive and Kirby Road in the spring 2020. The discontinuous section of Teston Road between Keele Street and Dufferin Street is included in the study area.

An IEA is being undertaken to ensure that a full range of network alternatives and the potential effects to all aspects of the environment are considered in the decision-making process. The Notice of Commencement was published on August 13, 2020.

The Teston Road IEA Study background work is currently underway

The consultant retained by York Region to undertake the study is in the process of collecting data on the natural environment. The discontinuous section of Teston Road traverses the East Don River tributary valley, which is a part of the Oak Ridges Moraine. This section also crosses three closed landfill sites, west of the valley, which will require careful study. Once the data has been analyzed, it will form the baseline of all transportation improvements considered in the study area.

Traffic data has already been collected and will be analyzed to develop the future requirements of the road network and identify the capacity constraints in the area.

The project team met with City staff in early summer 2020 to discuss feedback received on the IEA ToR and provide an overview of the study process including the next steps.

First Public Open House is anticipated in spring 2021

Public consultation is an important part of the IEA Study and York Region welcomes resident and stakeholder feedback throughout the study. A robust consultation program will be developed including study open houses, technical and stakeholder advisory committees, online presence, newspaper ads, direct mail letters and meetings with key agencies. First public open house, in spring 2021, is planned to share information with stakeholders.

In the coming months data will be analyzed, alternatives developed and evaluated until a preferred alternative and design is identified.

The Teston Road IEA is expected to be complete by the end of 2023

The study proceedings will be documented in an Environmental Assessment Report that will be submitted to the Minister of Environment, Conservation and Parks for approval. The study is expected to be complete by the end of 2023.

For more information, contact Vince Musacchio, Director of Infrastructure Planning and Corporate Asset Management, ext. 8311