

## Request for Decision

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| <b>Title</b>                                  | <b>Contract Award – 2023 Pavement Preservation Program – Mill and Fill</b>   |
| <b>Proposed Motion</b>                        | That Council award the contract for the 2023 Pavement Preservation Program – Mill and Fill to St. Albert Parking Lot Maintenance Ltd. at a contract price of \$1,164,326.75 (excluding GST) and authorize the Chief Administrative Officer to execute the contract.  |
| <b>Administrative Recommendation</b>          | Administration recommends that Council award the contract for the 2023 Pavement Preservation Program – Mill and Fill to St. Albert Parking Lot Maintenance Ltd., as the lowest compliant bidder.   |
| <b>Previous Council / Committee Direction</b> | <u>December 13, 2022, Regular Council Meeting</u><br>Motion 482/22: That Council approve the 2023-2025 Capital Budgets in the amounts of \$35,701,907 for 2023, \$42,114,975 for 2024, and \$38,639,232 for 2025 as referenced in Attachment 3: Capital Funding and Project Listing.   |
| <b>Report</b>                                 | <p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>The 2023 Pavement Preservation Program contract consists of the following road segments: <ol style="list-style-type: none"> <li>Starkey Road – Bridge to 400m North of Estate Way (700m);</li> <li>Bellerose Drive – Starkey Road to Villa Drive (650m);</li> <li>Cardiff Road (Township Road 554) from Highway 28 to Range Road 244 (1.7km); and</li> <li>Township Road 544 from Highway 779 to Range Rd 11 (1.6km).</li> </ol> </li> </ul> <p><u>External Communication</u></p> <p><b>Tendering</b></p> <ul style="list-style-type: none"> <li>Tenders for the 2023 Pavement Preservation Program were posted on Alberta Purchasing Connection (“APC”) on March 9, 2023, and closed on April 11, 2023.</li> <li>Sixteen (16) bids were received, ranging from \$1,164,326.75 to \$1,574,034.50.</li> <li>Administration is recommending that Council award the contract for the 2023 Pavement Preservation Program to St. Albert Parking Lot Maintenance Ltd. as the lowest compliant bidder.</li> </ul> |

|  |   |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
|--|---|------------------------|--|--------------|----------------|------------------|-------------|----------------------------------|-----------------------|---------------|--|----------------------|-----------------|--|----------------|------------------------------|-----------------------|
|  | <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>Following the contract award and prior to construction startup: <ul style="list-style-type: none"> <li>Notifications will be mailed to all affected residents.</li> <li>Construction signage will be placed.</li> </ul> </li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <p>Procurement Policy</p> <ul style="list-style-type: none"> <li>For purchases over \$75,000, tender notices must be posted on the APC website.</li> <li>The opening of tenders must be done in public tender meetings.</li> <li>Tenders exceeding \$500,000 must be ratified at the following Council Meeting.</li> <li>The Chief Administrative Officer shall be signing authority for all construction or capital contracts over \$500,000.</li> </ul>  |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| <b>Implication of Administrative Recommendation</b>  | <p><u>Strategic Alignment:</u></p> <p><b>Planned Growth</b> – The awarding of this contract is consistent with the provision of <i>Reliable and effective infrastructure</i>.</p> <p><b>Operational Excellence</b> – The awarding of this contract is consistent with the delivery of <i>Quality cost-effective service delivery; asset management and performance measurement</i>.</p> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>The awarding of this contract will reduce the maintenance requirements of this road segment, thereby freeing up additional capacity to maintain Sturgeon County’s service commitment to operational excellence.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>The estimated total cost to complete the 2023 Pavement Preservation Mill and Fill program is \$1,231,041.42.</li> </ul> <table> <tr> <td colspan="2"><b>Estimated Costs</b></td></tr> <tr> <td>Construction</td><td>\$1,164,326.75</td></tr> <tr> <td>Contingency (6%)</td><td>\$66,714.67</td></tr> <tr> <td><b>Total Funding Requirement</b></td><td><b>\$1,231,041.42</b></td></tr> </table><br><table> <tr> <td colspan="2"><b>Budget</b></td></tr> <tr> <td>2023 Approved Budget</td><td>\$ 2,000,000.00</td></tr> <tr> <td>Micro-Seal Project (Pavement Preservation Tender #1)</td><td>\$(768,958.58)</td></tr> <tr> <td><b>Total Available Funds</b></td><td><b>\$1,231,041.42</b></td></tr> </table> | <b>Estimated Costs</b> |  | Construction | \$1,164,326.75 | Contingency (6%) | \$66,714.67 | <b>Total Funding Requirement</b> | <b>\$1,231,041.42</b> | <b>Budget</b> |  | 2023 Approved Budget | \$ 2,000,000.00 | Micro-Seal Project (Pavement Preservation Tender #1) | \$(768,958.58) | <b>Total Available Funds</b> | <b>\$1,231,041.42</b> |
| <b>Estimated Costs</b>                               |   |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| Construction   | \$1,164,326.75  |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| Contingency (6%)                                     | \$66,714.67   |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| <b>Total Funding Requirement</b>                     | <b>\$1,231,041.42</b>   |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| <b>Budget</b>  |   |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| 2023 Approved Budget                                 | \$ 2,000,000.00   |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| Micro-Seal Project (Pavement Preservation Tender #1) | \$(768,958.58)  |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| <b>Total Available Funds</b>                         | <b>\$1,231,041.42</b>   |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| <b>Alternatives Considered</b>                       | Council could decide not to award the contract at this time.  |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |
| <b>Implications of Alternatives</b>                  | <p><u>Strategic Alignment:</u></p> <p><b>Planned Growth</b> – Not awarding the contract would be inconsistent with this strategic objective.</p> <p><b>Operational Excellence</b> – Not awarding the contract would be inconsistent with this strategic objective.</p>  |                        |  |              |                |                  |             |                                  |                       |               |  |                      |                 |  |                |                              |                       |

|                            |   |
|----------------------------|---|
|                            | <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>By not awarding the contract, Sturgeon County would be required to continue intensive maintenance requiring further resources to maintain an acceptable level of service.</li> </ul> <p><u>Financial:</u></p> <p>Not awarding this contract would only temporarily defer the required capital renewal cost for these assets.</p> |
| <b>Follow up Action</b>    | <ol style="list-style-type: none"> <li>Execute the contract with St. Albert Parking Lot Maintenance Ltd. (CAO Office, Q2 2023).</li> <li>Send project notification letters to impacted residents (Transportation &amp; Engineering Services, Q2 2023).</li> <li>Place project information signs (Transportation &amp; Engineering Services, Q2 2023).</li> </ol>                                      |
| <b>Attachment(s)</b>       | <ol style="list-style-type: none"> <li>Attachment 1: Location Map</li> <li>Attachment 2: Tender Bid Results</li> </ol>  |
| <b>Report Reviewed by:</b> | <p>Gary Mayhew, Director, Transportation &amp; Engineering Services</p> <p>Scott MacDougall, Chief Operating Officer – COO</p> <p>Reegan McCullough, County Commissioner – CAO</p>  |

## Strategic Alignment Checklist

**Vision:** *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

**Guiding Principles:** Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

| Community Outcome   | Not consistent           | Consistent                          | N/A                                 |
|---|--------------------------|-------------------------------------|-------------------------------------|
| <b>Planned Growth</b>   |                          |                                     |                                     |
| <ul style="list-style-type: none"> <li>Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Modern broadband and digital capabilities</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Low cost, minimal red-tape regulations</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning</li> </ul>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Thriving Communities</b>   |                          |                                     |                                     |
| <ul style="list-style-type: none"> <li>Beautiful, surprising places with high standards; integrated natural spaces &amp; trail systems; healthy and resilient</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Engaging cultural, historical, and civic amenities; strong community identity and pride</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Environmental Stewardship</b>  |                          |                                     |                                     |
| <ul style="list-style-type: none"> <li>Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Sustainable development; partnerships with industry and others to drive emission reductions</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Collaborative Governance</b>   |                          |                                     |                                     |
| <ul style="list-style-type: none"> <li>Predictable and stable external relationships; volunteer partnerships</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Meaningful connections with Indigenous communities</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Respectful and informed debate; clear and supportive governance processes</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>Operational Excellence</b>   |                          |                                     |                                     |
| <ul style="list-style-type: none"> <li>Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership</li> </ul>  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability</li> </ul> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <ul style="list-style-type: none"> <li>Future focused thinking to proactively respond to emerging opportunities and challenges</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Alternative revenue generation and service delivery models integrated strategic and business planning</li> </ul>   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |