

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
SUBJECT: **CI – DESIGN, SUPPLY, AND INSTALL TRANSIT SHELTERS**
PURPOSE: To obtain Council approval to award a Contract Increase (CI) for the design, supply, and install transit shelters.

RECOMMENDATION

THAT a contract increase to Construction ET Inc., for an estimated cost of \$2,253,548 including GST in the amount of \$107,312 as outlined in the report titled “CI – Design, Supply, and Install Transit Shelters” dated October 21, 2024 be approved; and

THAT final payment will be based on the actual quantity of goods and services delivered and unit prices as submitted.

1.0 POLICY SECTION

The City’s Procurement Policy requires Council approval for change orders, which individually or when accumulated with prior change orders, increase the total value of the contract by \$1,000,000.

2.0 BACKGROUND

On April 24, 2023, the City awarded a two-year contract to Construction ET Inc. for the Design, Supply, and Install Transit Shelters program for an estimated value of \$1,920,660 including GST in the amount of \$91,460.

Since the award of the contract, there has been three contract increases totaling \$213,603 including GST in the amount of \$10,172. These increases consisted of:

- Additional site layout drawings;
- Additional site survey services;
- Construction of retaining walls;
- Extra electrical materials and labour;
- Add illuminated end bells to the roof assembly and vinyl City of Burnaby logo graphics for 50 transit shelters;
- Modification of benches from 3 seat to 4 seat for 26 transit shelters.

3.0 GENERAL INFORMATION

This recommendation is to approve a contract increase of \$2,253,548 including GST in the amount of \$107,312. This contract increase is required for the design, supply, and installation of bus shelters and benches at 50 locations throughout the City, as part of the 2024 project construction requirements, and contingency anticipated throughout the course of the project. This contract increase completes payment for shelter locations 51-100 in the shelter program and no further shelter construction is planned until council approval is received to continue. Furthermore, further construction of transit shelters are now included within the City’s Development Cost Charge (DCC) Transportation program and will require DCC funds to accumulate before additional construction should proceed.

The total estimated contract value is \$4,387,811 including GST in the amount of \$208,943.

The General Manager Engineering concurs with this recommendation.

Contract History	Date	Accumulative Total Change (including GST)
Original Contract Award	April 2023	\$ 1,920,660
Contract Increase #1	September 2023	\$ 161,142
Contract Increase #2	January 2024	\$ 40,135
Contract Increase #3	July 2024	\$ 12,326
Subtotal Contract Increase 1 - 3		\$ 213,603
Contract Increase #4	Pending	\$ 2,253,548
TOTAL		\$ 4,387,811

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFP #11-01-23 was publicly advertised. Upon closing, the City received a total of three submissions.

5.0 FINANCIAL CONSIDERATIONS

This project is included in the 2024 – 2028 Financial Plan under Engineering – Transportation, Bus Shelter Program.

The remaining allocated Community Benefit Bonus Reserve funds can continue to fund the 2024 portion of this project with \$2,000,000 of plan available for this contract increase. Additional plan is required to accommodate the scope changes noted above in Section 2.0 for the remaining transit shelters. Plan reallocation will be made in the amount of \$270,000 from the Edmonds Town Centre Cycling Improvements project, where work is currently under review.

The bus shelter program was initially planned to be funded by the Community Benefit Bonus Reserve. However, due to recent legislative changes from the province this project and any future contract awards will now be funded through the DCC program. As this funding program is new, there is not sufficient DCC funding available to date to fund the growth portion of the Bus Shelter Program. Furthermore, as DCC funds are generated from developer contributions, the timing of the collections of these funds are uncertain. As a result, as indicated in Section 3.0, further phases of the Bus Shelter Program will require DCC funds to accumulate before construction of additional shelters should begin.

This contract increase will be accommodated under WBS element EMF.7025 (\$2,146,236 excluding GST).

Respectfully submitted,
Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – RFP 11-01-23

REPORT CONTRIBUTORS

This report was prepared by Steve Chan, Senior Buyer, and reviewed by Scott Lovas, Acting Senior Manager, Purchasing - Capital.