MEDIA RELEASE: Friday, January 4, 2013, 4:30 p.m.

REGIONAL MUNICIPALITY OF WATERLOO
ADMINISTRATION AND FINANCE COMMITTEE
AGENDA

Tuesday, January 8, 2013
10:30 a.m.
(Time is approximate; immediately following Closed Committee)
Regional Council Chamber
150 Frederick Street, Kitchener

1. MOTION TO RECONVENE INTO OPEN SESSION

2. DECLARATIONS OF PECUNIARY INTEREST UNDER THE MUNICIPAL
CONFLICT OF INTEREST ACT

3. DELEGATIONS

CONSENT AGENDA ITEMS
Items on the Consent Agenda can be approved in one motion of Committee to
save time. Prior to the motion being voted on, any member of Committee may
request that one or more of the items be removed from the Consent Agenda
and voted on separately.

4. REQUEST TO REMOVE ITEMS FROM CONSENT AGENDA

5. REPORTS - Finance
   a) F-13-001, Quarterly Summary of Tenders, Quotes, Request for Proposals and
      Consultant Proposals Approved by the Chief Administrative Officer

6. INFORMATION/CORRESPONDENCE
   a) Council Enquiries and Requests for Information Tracking List

REGULAR AGENDA RESUMES

7. REPORTS – Corporate Resources
   a) CR-FM-13-003/PH-13-002, Downtown Kitchener EMS – Station Project

   REPORTS - Finance
   b) F-13-002, Municipal Infrastructure Investment Initiative (MIII)

8. OTHER BUSINESS

10. **ADJOURN**
TO: Chair Tom Galloway and Members of the Administration and Finance Committee

DATE: January 8, 2013  FILE CODE: F18-30

SUBJECT: QUARTERLY SUMMARY OF TENDERS, QUOTES, REQUEST FOR PROPOSALS AND CONSULTANT PROPOSALS APPROVED BY THE CHIEF ADMINISTRATIVE OFFICER

RECOMMENDATION:

For Information

SUMMARY:

Nil

REPORT:

The Region’s updated Purchasing By-law came into effect in July of 2010. The by-law allows for the Chief Administrative Officer to award certain tenders, requests for proposals and consultant proposals that meet specific conditions.

Tenders are competitive bids which specify the scope of the work and the terms under which the Region will contract for the goods and services. Administrative awards for tenders between $100,000 and $500,000 can occur if the following three criteria are met: a minimum of three bids received, award to the lowest bidder, and the bid amount within budget.

Request for Proposals (RFP) are a formal document that seeks best value through competition. The RFP specifies in general terms what the Region wants but provides flexibility for respondents to propose a solution. RFPs include an evaluation criteria and scoring matrix. While price is part of the evaluation criteria and scoring, award is made to the vendor with the highest overall score. Consultant Proposals are the same as RFPs with the commodity being consultant services. For RFPs between $100,000 and $500,000 and Consultant Proposals between $100,000 and $300,000, the three criteria to enable an administrative award are a minimum of three proposals received, award to the highest score, and proposal within budget.

A summary report is submitted on a quarterly basis to the Administration and Finance Committee outlining all tenders, RFPs and consultant proposals awarded by the CAO. This revised tender/RFP/consultant proposal award process has resulted in a more efficient and timely procurement process. Appendices 1-3 provide the details of the tender/proposal and consultant awards made by the CAO from October 1, 2012 to December 31, 2012.

CORPORATE STRATEGIC PLAN:

This report supports and meets the objective of Focus Area 5 “Service Excellence” – Ensure Regional programs and services are efficient and effective and demonstrate accountability to the public.
FINANCIAL IMPLICATIONS:

Nil

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Nil

ATTACHMENTS:

(Distributed separately from report)

Appendix 1 – CAO Tender/Quote Awards
Appendix 2 – CAO Request for Proposal Awards
Appendix 3 – CAO Consultant Awards

PREPARED BY: Lisa Buitenhuis, Manager, Procurement

APPROVED BY: Craig Dyer, Chief Financial Officer
## Appendix 1 – CAO TENDER/QUOTE AWARDS (OCTOBER 1, 2012 TO DECEMBER 31, 2012)

<table>
<thead>
<tr>
<th>TENDER/QUOTE NUMBER &amp; NAME</th>
<th>DESCRIPTION</th>
<th>LIST OF BIDDERS (Successful Bidder Indicated in Bold)</th>
<th>TENDER/QUOTE PRICE (Includes HST)</th>
<th>BUDGET</th>
<th>NET COST OF AWARD (Net of HST Rebate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T2012-104 Carpet Replacement at AHQ – 150 Frederick St., Kitchener, ON</td>
<td>To remove old carpet and replace with new carpet on the 5th and 6th floors at 150 Frederick St., Kitchener.</td>
<td>Commercial Sustainable Flooring Inc. Cooksville Interiors (Miss.) Ltd. Mayhew &amp; Associates Inc.</td>
<td>$147,763.40 $161,914.12 $181,235.83</td>
<td>2012 approved Capital Budgets includes $1,387,000 for AHQ Capital maintenance. To date $727,165 has been spent or committed leaving a balance of $659,835 to cover carpet replacements.</td>
<td>$133,065.78</td>
</tr>
<tr>
<td>T2012-135 Building Demolition at 518 Dutton Drive, Waterloo, ON.</td>
<td>Demolition of the main industrial type building and two portable building structures located at 518 Dutton Drive, Waterloo, ON.</td>
<td>Priestly Demolition Inc. Salandria Limited Waterloo Demolition JMX Contracting Inc.</td>
<td>$200,010.00 $281,191.46 $284,760.00 $336,740.00</td>
<td>Rapid Transit budget includes $30,000,000 for the development of the maintenance yard repair facility of which $300,000 has been identified for this demolition work.</td>
<td>$180,115.55</td>
</tr>
<tr>
<td>T2012-143 for the Supply of Fencing and Concrete Repairs at fifteen (15) Waterloo Region Housing sites</td>
<td>To repair and replace fencing and portions of concrete at fifteen (15) different WRH sites – broken into individual jobs to expedite work.</td>
<td>Hardscape Concrete &amp; Interlock (11) Kon Strutt Construction (2) Brantco Construction (2)</td>
<td>$177,636.00 $49,720.00 $38,553.34</td>
<td>The WRH 2012 budget provides for $5,475,000 for various capital projects, to-date a total of $3,194,474 has been committed. The budget for this project is $489,000.</td>
<td>$239,460.07</td>
</tr>
<tr>
<td>TENDER/QUOTE NUMBER &amp; NAME</td>
<td>DESCRIPTION</td>
<td>LIST OF BIDDERS (Successful Bidder Indicated in Bold)</td>
<td>TENDER/QUOTE PRICE (Includes HST)</td>
<td>BUDGET</td>
<td>NET COST OF AWARD (Net of HST Rebate)</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
<td>-------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>--------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>T2012-141 PH&amp;SS Building, Cafeteria Mechanical Upgrades at 99 Regina St., Waterloo, ON</td>
<td>To upgrade existing cafeteria kitchen at PH&amp;SS building at 99 Regina St., Waterloo with a new HVAC and plumbing system.</td>
<td>Velocity Mechanical Inc. Brenner Mechanical Inc. Nith Valley Construction (2008) Ltd.</td>
<td>$228,260.00 $253,593.47 $276,343.76</td>
<td>The 2012 Regional Accommodations Capital Program includes $260,000 for the kitchen upgrade; to date $18,904 has been spent.</td>
<td>$205,555.60</td>
</tr>
<tr>
<td>T2012-123 Elevator Maintenance at various Regional properties</td>
<td>To provide preventative and regular monthly maintenance to elevators, escalators and lifts at various WRH and Regional properties. The contract is for a three year period (starting February 1/13) with an option to renew for two additional one year periods.</td>
<td>Kone Inc. Schindler Elevator ThyssenKrupp Elevator Delta Elevator Alcor Elevator Ltd.</td>
<td>$294,360.48 $366,526.80 $410,664.60 $411,982.92 $631,353.60 (3 year costs)</td>
<td>The preliminary 2013 operating budget includes $47,145 (housing) &amp; $127,717 (other properties) for elevator services. The remaining budget room will cover elevator monitoring costs and parts/labour not covered under the maintenance contract.</td>
<td>$265,081.25</td>
</tr>
<tr>
<td>Q2012-1130 Baden Wastewater Pumping Station Access Road Extension</td>
<td>Supply, installation, removal of erosion sediment control, removal and disposal of trees, and chain link fence, grading/compaction with grading limits, supply and place asphalt, topsoil and seed.</td>
<td>E&amp;E Seegmiller Ltd. Sousa Concrete Brantco Construction K-W Cornerstone Paving Ltd. Five Star Paving Cambridge Inc. Capital Paving Inc. Steed and Evans Ltd.</td>
<td>$124,080.00 $130,855.59 $148,895.08 $158,173.51 $161,395.71 $162,025.16 $168,200.00</td>
<td>The 2012 Wastewater Capital Budget includes $239,000 for Sewage Pumping Station Infrastructure Upgrades. To date $67,000 has been spent on infrastructure upgrades.</td>
<td>$111,738.10</td>
</tr>
</tbody>
</table>
## Appendix 2 – CAO REQUEST FOR PROPOSAL AWARDS (OCTOBER 1, 2012 TO DECEMBER 31, 2012)

<table>
<thead>
<tr>
<th>PROPOSAL NUMBER &amp; NAME</th>
<th>DESCRIPTION</th>
<th>LIST OF BIDDERS (Successful Bidder Indicated in Bold)</th>
<th>PROPOSAL PRICE (Includes HST)</th>
<th>BUDGET</th>
<th>NET COST OF AWARD (Net of HST Rebate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2012-34 Laptop Replacement</td>
<td>For the replacement of approximately 180 laptop computers which were originally purchased in 2007 and 2008 and are at the end of their useful life.</td>
<td>Metafore Technologies Inc. Amsdell Inc. Acrodex Inc.</td>
<td>$139,171.00 $187,580.00 $197,735.42</td>
<td>The 2012 Information Technology Services Capital Budget provides for $1,025,000 for computer replacements. To-date $888,932 has been spent leaving a balance of $136,068 for this proposal.</td>
<td>$125,327.78</td>
</tr>
<tr>
<td>P2012-43 Snow/Ice Removal for GRT bus Stops located in Kitchener</td>
<td>Snow/ice removal as required at approximately 244 bus shelters and 1093 bus stops throughout the City of Kitchener. Contract is for one year with option to renew for 3 additional one year terms.</td>
<td>Forestell Designed Landscapes Cedar Springs Snowtech</td>
<td>$198,642.70 $240,622.20 $328,830.00</td>
<td>2013 GRT operating budget includes $415,000 for bus stop winter maintenance of which $250,000 is designated for routes in the City of Kitchener.</td>
<td>$178,884.26</td>
</tr>
</tbody>
</table>
## Appendix 3 – CAO CONSULTANT AWARDS (OCTOBER 1, 2012 TO DECEMBER 31, 2012)

<table>
<thead>
<tr>
<th>PROPOSAL NUMBER &amp; NAME</th>
<th>DESCRIPTION</th>
<th>LIST OF BIDDERS (Successful Bidder Indicated in Bold)</th>
<th>PROPOSAL PRICE (Includes HST)</th>
<th>BUDGET</th>
<th>NET COST OF AWARD (Net of HST Rebate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2012-16 Multimodal Hub Real Property Market Scope and Feasibility Study Consulting Services</td>
<td>The Market Scope study will enable the Region to identify and analyze potential property development scenarios to determine the most appropriate mix of type and size of land uses and their respective phase-in timelines.</td>
<td><strong>Cushman &amp; Wakefield Ltd.</strong> Ernst &amp; Young N. Barry Lyon Consultants Limited</td>
<td><strong>$203,400.00</strong></td>
<td>The 2012 capital budget includes $1,500,000 for the preliminary development of the King &amp; Victoria Multimodal Hub. To-date $1,141,000 has been committed. An amount of $205,000 has been allocated for this Market Scope Study.</td>
<td><strong>$183,168.36</strong></td>
</tr>
<tr>
<td>Meeting date</td>
<td>Requestor</td>
<td>Request</td>
<td>Assigned Department</td>
<td>Anticipated Response Date</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>26-Jan-10</td>
<td>Committee</td>
<td>Report on a policy related to development charge grants, exemptions and deferral requests, to include past history/practice, implications, and options.</td>
<td>Finance</td>
<td>2013, as part of Development Charges By-law review</td>
<td></td>
</tr>
<tr>
<td>08-Jun-10</td>
<td>A&amp;F</td>
<td>Review current funding for the tax increment grant program, with full range of funding options.</td>
<td>Finance</td>
<td>2012</td>
<td></td>
</tr>
<tr>
<td>28-Feb-12</td>
<td>A&amp;F</td>
<td>Process for calculating/appeal of development charges</td>
<td>Finance / Legal Services</td>
<td>2013, as part of Development Charges By-law review</td>
<td></td>
</tr>
<tr>
<td>20-Mar-12</td>
<td>A&amp;F</td>
<td>Report maintaining the optional class for new multi-residential development, including revenue forecasts</td>
<td>Finance</td>
<td>Fall 2012/Winter 2013</td>
<td></td>
</tr>
<tr>
<td>25-Sep-12</td>
<td>P&amp;W</td>
<td>Consultant's report on economic development in Waterloo Region</td>
<td>CAO</td>
<td>Dec-2012</td>
<td></td>
</tr>
<tr>
<td>25-Sep-12</td>
<td>A&amp;F</td>
<td>Legal Hold Policy</td>
<td>Council &amp; Admin Services - Information Management &amp; Archives</td>
<td>Feb-2013</td>
<td></td>
</tr>
<tr>
<td>06-Nov-12</td>
<td>A&amp;F</td>
<td>Defer report CR-FM-12-013/PH-12-035, Downtown Kitchener EMS Station Project to a future Committee meeting</td>
<td>Corporate Resources/Public Health</td>
<td>Fall 2012</td>
<td></td>
</tr>
<tr>
<td>06-Nov-12</td>
<td>A&amp;F</td>
<td>Defer report P-12-119, Public Art for Grand River Transit Operations Centre Strasburg Road until after the 2013 budget process has been completed.</td>
<td>PH&amp;CS</td>
<td>Spring 2013</td>
<td></td>
</tr>
</tbody>
</table>
TO: Chair Tom Galloway and Members of the Administration and Finance Committee  
DATE: January 8, 2013  
FILE CODE: A20-00  
SUBJECT:  DOWNTOWN KITCHENER EMS-STATION PROJECT  

RECOMMENDATION:  
THAT the Regional Municipality of Waterloo approve the use of the remnant properties at 100, 104 and 108 Weber Street West, acquired for the Weber Street reconstruction, for an Emergency Medical Services Waiting Station, as outlined in report CR-FM-13-003/PH-13-002, dated January 8, 2013.  

SUMMARY:  
NIL  

REPORT:  

Background:  
On November 6, 2012 staff submitted report CR-FM-12-013/PH-12-035 to Finance and Administration Committee in regard to the recommended location of a new Emergency Medical Services (EMS) station in downtown Kitchener. The report was deferred to a future meeting and has now been replaced with the current report which contains the same recommendation and some additional information.  

The Emergency Medical Services (EMS) Master Plan includes recommendations for a downtown Kitchener EMS station as per the Spatial Call Distribution Model (PH-07-061/PH-11-013). As indicated in the Master Plan, downtown Kitchener has the highest volume of calls per square kilometer and the highest number of cardiac arrest calls within the Region. It is estimated, based on data from the 2007 Report, that in 2016 8,100 of the highest priority ambulance calls would benefit from ambulance response time of 6 minutes or less, achieved by a downtown EMS station.  

The current interim Kitchener EMS station location at 16 Victoria St. N. (Unit 1) is located within the future Transit Hub site and should be vacated by mid 2014 to avoid impacting other projects. This location was intended as an interim solution while a permanent site was being sourced and purchased. A search for property, including potential acquisition of privately held lands, in the downtown Kitchener area has been ongoing for close to five years.  

Criteria for downtown Kitchener EMS Station:  
Potential sites for a downtown Kitchener EMS facility have been evaluated against the following criteria:  
  1. Proximity and immediate access to major thoroughfares in all directions;
2. Appropriate coverage of the Central Kitchener area (estimated response time);
3. Potential for other commercial redevelopment;
4. Current availability of the property allowing to meet the project benchmark dates;
5. Location relative to the area hospitals;
6. Potential impact of planned construction projects (LRT, road re-alignment, resurfacing);
7. Site must be available for a permanent EMS facility.
8. Properties that can be acquired economically.

Site Evaluation:

Staff identified several potential sites involving properties acquired, or in the process of being acquired, for other Regional projects. These were evaluated against the aforementioned criteria. A potential site at 100 to 108 Weber Street West was identified as the most suitable of the sites evaluated. Staff reviewed other potential surplus lands as well as privately held properties and none were as functional or viable as the 100 to 108 Weber Street West site.

Staff have prepared a preliminary feasibility study which confirmed that an EMS station with drive-through ambulance bay can be accommodated, within existing zoning requirements, on the unused (remnant) portions of the site. Because of property size, configuration and access/egress limitations, potential other commercial development on the remnant property is quite limited. Normally an EMS station would require property of about a third of an acre. However this unique corner location with access to both Weber and Water Streets and the compact design of the station layout makes the remnant parcels a fit for this purpose. Of the examined sites, this location provides the best coverage to the central Kitchener area. In addition, north-south and east-west coverage is excellent due to the proximity to the intersection of two major arterial roads.

The more commercially attractive portions of the 108 and 110 Weber Street West properties, fronting on both Victoria Street North and Weber Street West, remain available for commercial redevelopment (see attached site plan). The proposed EMS waiting station would form a good transition from commercial to neighbouring existing residential properties along Water Street as the station is well suited for a more residential appearance.

A preliminary project schedule has been developed reflecting timing associated with construction staging and development of the existing site and surrounding infrastructure, and which recognizes the need for uninterrupted coverage as per the recommended Spatial Call Distribution Model. Alternate sites investigated would likely involve delays that would impact both the overall EMS project schedule and the availability of the current EMS site for construction staging or traffic routing potentially required in conjunction with the King Street underpass and Light Rail Transit projects.

CORPORATE STRATEGIC PLAN:

Implementing a permanent EMS ambulance station at this location supports Focus Area 4 and the strategic objective of “Enhance local health service delivery by optimizing Emergency Medical Services (EMS) delivery”.

FINANCIAL IMPLICATIONS:

The project costs are estimated as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Station Development</td>
<td>$150,069</td>
</tr>
<tr>
<td>Consulting / Design Fees</td>
<td>$92,500</td>
</tr>
<tr>
<td>Construction Costs</td>
<td>$730,047</td>
</tr>
<tr>
<td>Other</td>
<td>$146,500</td>
</tr>
<tr>
<td>Total Cost</td>
<td>$1,119,116</td>
</tr>
</tbody>
</table>
The project costs will be financed by a combination of debentures and development charges. Sufficient funding for the construction of the facility is included in the 2013 Base Capital Budget under consideration by Budget Committee.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

Transportation and Environmental Service (Transportation and Design and Construction), Planning, Housing & Community Services (Community Planning) and Finance have reviewed this report and their suggested revisions have been incorporated where appropriate.

ATTACHMENTS

Appendix A – Project Site Plan
Appendix B – Potential Lay-out

PREPARED BY: René van den Berg, Project Engineer, Facilities Engineering
John Prno, Chief, Emergency Medical Services

APPROVED BY: Gary Sosnoski, Commissioner, Corporate Resources
Dr. Liana Nolan, Commissioner/Medical Officer of Health
APPENDIX A
PROJECT SITE PLAN

Proposed EMS site is indicated with blue cross-hatch (lower right properties).
Proposed Commercial redevelopment site is indicated with green hatch (upper left property).
APPENDIX B
POTENTIAL LAY-OUT
TO: Chair Tom Galloway and Members of the Administration and Finance Committee

DATE: January 8, 2013 
FILE CODE: F11-03

SUBJECT: MUNICIPAL INFRASTRUCTURE INVESTMENT INITIATIVE (MIII)

RECOMMENDATION:

THAT the Regional Municipality of Waterloo submit an application for Municipal Infrastructure Investment Initiative funding for the West Montrose Bridge restoration, as described in Report F-13-002.

SUMMARY:

Nil

REPORT:

Staff provided information to Committee at its December 11, 2012 meeting regarding the Municipal Infrastructure Investment Initiative (MIII) program, through which the Ontario government is providing $51 million to help address critical projects identified by municipalities in asset management plans (Report F-12-108). At that time, staff advised that the Region would not apply for funding under this program.

On December 17, 2012, the Ontario Ministry of Infrastructure announced that the funding for the MIII was increased to $90 million, providing additional support for municipal capital projects in the areas of roads and bridges, water and wastewater.

The Region has now undertaken a more detailed review of the West Montrose Bridge required repairs and longer term asset management plan, and staff have prepared an application for funding for consideration by the Committee.

Expressions of Interest under the MIII Capital Program are due by January 9, 2013. This pre-screen step will help identify projects that have the greatest potential for alignment with the objectives of the MIII Program. The share of provincial funding that may be requested is flexible up to a maximum of 90 per cent of total project cost to a maximum of $2 million.

CORPORATE STRATEGIC PLAN:

Focus Area 2 of the Region’s Corporate Strategic Plan is to develop, optimize and maintain infrastructure to meet current and projected needs and specifically strategic objective 2.2.1 to continue to prioritize and implement capital program projects required to meet community needs and ensure sustainability.

FINANCIAL IMPLICATIONS:

Staff has identified that the required asset management plan longer term restoration plans for the West Montrose Bridge are currently included in the latter years of the ten year capital program and
cannot be accommodated earlier with the other commitments made by the Region. Staff is recommending that the Region submit an application for funding under the MIII Capital Program.

OTHER DEPARTMENT CONSULTATIONS/CONCURRENCE:

The Transportation and Environmental Services Department was consulted in the preparation of this report.

ATTACHMENTS:

Municipal Infrastructure Investment Initiative Capital Program – Expression of Interest (*To be distributed at the Committee meeting*)

PREPARED BY: Calvin Barrett, Director, Financial Services & Development Financing

APPROVED BY: Craig Dyer, Chief Financial Officer