

The Municipality of the
VILLAGE OF BURK'S FALLS

172 Ontario Street • PO Box 160 • Burk's Falls ON P0A 1C0
P 705-382-3138 • F 705-382-2273 • www.burksfalls.net

NOTICE OF MEETING(S) April 29, 2020 at 12:30 pm in Council Chambers

1. Agenda
 - a. Yonge Street Tender Results
 - b. Arena Tender Results for 2020 capital items
 - c. Service Delivery Review Results
 - d. 2020 Budget

Thank you.

Nicky Kunkel
Clerk Administrator



April 29, 2020

The Corporation of the Village of Burk's Falls
172 Ontario Street
Burk's Falls, ON
P0A 1C0

Attention: Nicky Kunkel, Clerk

Dear Ms. Kunkel,

**Re: Yonge Street Rehabilitation
(Contract PW-2020-01) – Tender Analysis
D.M. Wills Associates Project No. 19-20129**

The following summarizes D.M. Wills Associates Limited's (Wills) analysis of Tenders received for the Yonge Street Rehabilitation, in Burk's Falls, Contract No. PW-2020-01.

The work covered under this contract generally consists of supplying all labour, materials and equipment necessary for the full road rehabilitation from the intersection of Syles Street to Centre Street (excluding Ontario Street intersection) for the Yonge Street Rehabilitation including but not limited to the following:

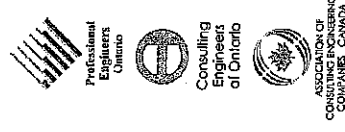
- Site Preparation/Earthworks
- Removals
- Storm sewer and Appurtenances
- Watermain and Appurtenances
- Roadworks
- Top Works and Landscaping
- Provisional – Miscellaneous

Additional provisional work, depending on grant funding, includes the rehabilitation scope above from Centre Street to Simpson Street.

Two (2) addenda were issued to the tender documents during the tendering period to clarify questions and provide additional information requested during the tendering period.

Tendering closed on Thursday, April 23, 2020 at 11:59:59 a.m. at The Village of Burk's Falls Office in Burk's Falls, ON.

D.M. Wills Associates Limited
150 Jameson Drive, Peterborough, Ontario, Canada K9J 0B9
P. 705.742.2297 F. 705.748.9944 E. wills@dmwills.com



Professional
Engineers
Ontario



ASSOCIATION OF
CONSULTING ENGINEERS
OF ONTARIO



W I L L S

Nicky Kunkel
Page 3 of 3
April 29, 2020

Reference Check:

As Coon was the lowest bidder, Wills has attempted to contact the three references that were provided by the Contractor as part of their tender package submission. Two of the three references responded and the reference interview forms are available upon request.

Tender Cost Comparison:

Generally, the pricing received for the typical road rehabilitation scope items were within the expected margins.

Based on the provided bids, the Village has the following options:

1. Since all tenders received were in excess of the Village's budget for the project, the Village has the opportunity to cancel the Tender.
2. The Village can cancel the Tender and retender with a reduced project scope.
3. The Village can cancel the Tender and retender, with a reduced scope, and request for Contractors to provide additional alternative solutions for cost saving measures.

Should the Village wish to retender the work, the additional work required is outside of a typical tender scope and additional engineering fees would be required.

We trust that the above analysis is sufficiently detailed and will await your direction for approach. Should you have any questions, please contact the undersigned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robert Jackson'.

Robert Jackson, P.Eng.
Municipal Engineer

RJ/km

Attachments: Tender Award Checklist
Bid Comparison Summary
Bid Evaluation
Appendix A – Tender & Addenda
Appendix B – Contractor Submissions

D.M. Wills Associates Limited
150 Jameson Drive, Peterborough, Ontario, Canada K9J 0B9
P. 705.742.2297 F. 705.748.9944 E. wills@dmwills.com



D.M. Wills Associates Limited

150 Jamieson Drive
 Peterborough, Ontario K9J 0B9
 Phone (705) 742-2297 Fax (705) 748-9944

Bid Comparison Summary

Project: Yonge Street Rehabilitation
Owner: The Corporation of the Village of Burks Falls
Address: 172 Ontario Street
 Burks Falls, ON
 P0A 1C0
Contract No.: PW-2020-01
Wills Project No.: 20129

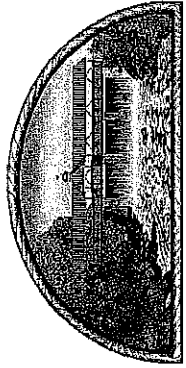
Item No.	Description	Engineering Estimate	Coon Bros.	Algoma Bio Soil	Fowler Construction
Division 1	Site Preparation/Earthworks	\$320,120.00	\$362,480.00	\$403,424.40	\$446,684.56
Division 2	Removals	\$80,350.00	\$119,830.00	\$166,523.50	\$107,883.59
Division 3	Storm Sewer and Appurtenances	\$349,528.50	\$304,034.70	\$327,939.50	\$458,564.26
Division 4	Watermain and Appurtenances	\$348,675.00	\$346,055.00	\$539,530.00	\$780,857.48
Division 5	Roadworks	\$459,967.00	\$466,565.25	\$493,576.85	\$422,136.88
Division 6	Top Works and Landscaping	\$378,930.00	\$326,240.00	\$472,577.00	\$363,836.00
Division 7	Provisional - Miscellaneous	\$20,000.00	\$7,900.00	\$9,500.00	\$9,054.00
Division 8	Provisional - Road Reconstruction Centre St. to Simpson St.	\$375,824.00	\$414,075.35	\$519,457.35	\$374,183.85
	Sub-Total	\$2,333,394.50	\$2,347,180.30	\$2,932,528.60	\$2,963,200.62
	Contingency	\$0.00	\$0.00	\$0.00	\$0.00
	H.S.T. (13%)	\$303,341.29	\$305,133.44	\$381,228.72	\$385,216.08
	Total	\$2,636,735.79	\$2,652,313.74	\$3,313,757.32	\$3,348,416.70



Division 3 - Storm Sewer and Storm Sewer		Engineering Estimate		Coon Bids		Algeria Bids		Fowler Construction			
Item	Spec. No.	Description of Work	Original Contract Qty	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
301	CPSS 427	120mm Storm Lift and CMH	8	Eq.	\$2,000.00	\$6,000.00	\$6,600.00	\$9,800.00	\$78,400.00	\$9,999.00	\$72,992.00
302	CPSS 430 & 430 CS		4	Eq.	\$3,900.00	\$15,600.00	\$3,400.00	\$13,600.00	\$3,000.00	\$12,000.00	\$16,674.00
303	CPSS 432	60" x 600 DCS	1	Eq.	\$4,500.00	\$4,500.00	\$4,400.00	\$3,900.00	\$7,800.00	\$4,600.00	\$4,600.00
304	CPSS 437	Acceptance Hole Leakage Testing	19	Eq.	\$600.00	\$6,500.00	\$750.00	\$14,025.00	\$9,000.00	\$9,000.00	\$9,210.00
305	SP 410	1/2" Dia PVC 30" x 35 Storm Sewer	93.8	m	\$460.00	\$43,208.00	\$24.00	\$2,271.60	\$29,700	\$28,044.60	\$76,668.34
306	SP 410	450mm PVC 30" x 35 Storm Sewer	267.3	m	\$500.00	\$1,336,500.00	\$380.00	\$1,013,574.00	\$29,700	\$7,846.50	\$1,414,111
307	SP 410	600mm PVC 30" x 35 Storm Sewer	76.5	m	\$475.00	\$36,262.50	\$33.00	\$2,535.00	\$29,000	\$2,199.00	\$41,366.56
310	SP 410	600mm PVC 30" x 35 Storm Sewer	32	m	\$710.00	\$22,720.00	\$50.00	\$1,600.00	\$300.00	\$9,640.00	\$30,494
311	SPW 032	Run and CCTV Sewers (Per to Surface Approval)	474	m	\$15.00	\$7,110.00	\$18.00	\$8,532.00	\$5.00	\$2,370.00	\$9,972.00
312	SP 410	Concrete Room Grates	1	Eq.	\$800.00	\$800.00	\$1,200.00	\$1,200.00	\$2,400.00	\$1,380.00	\$6,541.20
313	SP 410	Concord to Existing Storm-sewer	1	Eq.	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$4,500.00	\$1,299.00	\$2,992.00
313	SP 410	Service Connections	2	Eq.	\$2,000.00	\$4,000.00	\$2,400.00	\$4,800.00	\$9,000.00	\$4,180.00	\$13,980.00
Total for Division 3						\$5,972,925.50	\$3,043,478	\$327,799.50	\$4,180.00	\$46,544.74	



Bidding & Specifications			Engineering Estimate			Contract			Aggregates & Soil			Trench Construction		
Item	SP	Spec. No.	Description of Work	Original Contract Qty	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
501	SP 1840	CPS 1850	Trench's 300# Non-Woven Geotextile	4564	m ²	\$3.00	\$12,182.00	\$4.00	\$18,256.00	\$3.00	\$12,182.00	\$12,182.00	\$3,977	
502	SP 314	CPS 314	Granular B - Type 2 Road Subbase (450mm Depth)	4128	m ²	\$20.00	\$72,576.00	\$31.45	\$129,662.75	\$25.59	\$105,871.05	\$105,871.05	\$30,711	
503	SP 314	CPS 314	Granular B - Type 2 Road Subbase (600mm Depth)	1562	m ²	\$40.00	\$54,480.00	\$41.80	\$59,991.60	\$46.85	\$62,997.70	\$62,997.70	\$41,125	
504	SP 1840	CPS 1860	BK 1200 Jaccar Geogrid	4550	m ²	\$5.00	\$20,250.00	\$8.00	\$32,400.00	\$4.00	\$16,200.00	\$16,200.00	\$4,111	
505	SP 314	CPS 314	Granular A Road Base (150mm Depth)	4550	m ²	\$20.00	\$81,000.00	\$11.46	\$46,490.00	\$13.20	\$53,742.50	\$53,742.50	\$16,232.26	
506	SP 314	CPS 314	Granular A Driveway (100mm Depth)	819	m ²	\$20.00	\$14,380.00	\$16.20	\$13,267.80	\$14.90	\$12,211.10	\$12,211.10	\$1,782	
507	SP 325	CPS 335	Concrete Beers Curb with Nonwoven Geotextile	44	m	\$140.00	\$4,160.00	\$118.00	\$4,180.00	\$175.00	\$6,300.00	\$6,300.00	\$8,583.00	
508	SP 330	CPS 335	Concrete Semi-Permeable Curb with Standard Gutter	143	m	\$150.00	\$21,450.00	\$130.00	\$18,590.00	\$175.00	\$25,025.00	\$25,025.00	\$17,408	
509	SP 330	CPS 335	45" Concrete Curb with Standard Gutter	1	Ec.	\$3,000.00	\$3,000.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,700.00		
510	SP 312	CPS 312	45" Concrete Curb for Concrete Curb and Gutter	4	Ec.	\$2,000.00	\$8,000.00	\$950.00	\$3,800.00	\$2,300.00	\$9,200.00	\$9,200.00	\$3,600.00	
511	SP 312	CPS 312	50" Curb for Asphalt Curb and Gutter	3	Ec.	\$2,500.00	\$7,500.00	\$900.00	\$2,700.00	\$2,900.00	\$8,700.00	\$8,700.00	\$2,995.00	
512	SP 312	CPS 312	50" Curb for Asphalt Curb and Gutter	1004	m	\$25.00	\$25,100.00	\$30.00	\$30,120.00	\$27.00	\$27,090.00	\$27,090.00	\$12,116	
513	SP 405	CPS 405	Substrate	1191	m	\$50.00	\$59,550.00	\$23.00	\$27,393.00	\$33.00	\$39,303.00	\$39,303.00	\$27,540.31	
514	SP 310	CPS 310	Driveway (50mm H3)	407	m ²	\$55.00	\$22,385.00	\$55.00	\$22,385.00	\$55.00	\$22,385.00	\$22,385.00	\$24,584.29	
Total for Division 5							\$287,747.00		\$444,645.43		\$444,645.43		\$282,134.83	



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RFQ-ARBFM Arena-2020-001 - 2 Compressor Soft Starts and Condenser Fan VFD Report
April 28, 2020

RECOMMENDATIONS

That Council accept Black and McDonalds quotation of \$15,552.00 plus HST to complete the work requested in RFQ-ARBFM Arena 2020-001.

BACKGROUND

Council approved capital funding for the purchase of 2 compressor Soft Starts and a Condenser Fan Variable Frequency Drive in the 2020 ARBFM Arena budget.

These 2 pieces of equipment will help reduce hydro cost for the Summer and Winter ice seasons

An RFQ for the 2 compressor Soft Starts and the Condenser Fan VFD was prepared and sent out and posted April 14, 2020. The Closing deadline for this RFQ was April 28, 2020 at 12:00 noon.

ANALYSIS

The Village of Burk's Falls received 3 quotations for RFQ-ARBFM Arena-2020-001 by the deadline

1. Black and McDonald in the amount of **\$15,552.00 plus HST**
2. Raw Mechanical in the amount of **\$16,576.75 plus HST**
3. Robert D. Stewart Mechanical Contracting (2013) Ltd in the amount of **\$17,640.20**

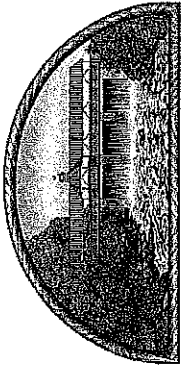
FINANCIAL IMPACT

Budget approval for the Compressor Soft Starts was \$10,000

Budget Approval for the Condenser Fan Variable Frequency Drive (VFD) was \$12,000

The Total Budget for the 2 pieces of equipment is \$22,000. Black and McDonalds quote is \$6,448 under approved budget.

Signature
Graham Smith RRFA/CIT
Burk's Falls Arena Manager



The Municipality of the
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Report from General Government – Service Delivery Review RFP

Council meeting for April 29th, 2020

In 2019 the Village of Burk's Falls conducted a financial review of municipal operations with the focus on determining affordability of the 2018-2022 Council list of Priorities. This review showed with provincial funding for major capital projects the Plan can be implemented. However, it also highlights that should the Province significantly decrease funding to municipalities the Village will have to have a hard look at services to ensure revenues balance with expenses.

Therefore, Council agreed to proactively seek sustainable operations through a Service Delivery Review and applied, and was successful, for Provincial funding under the Modernization Funding to conduct a service delivery review for the operations in Treasury, Administration, Recreation and Public Works. This funding is 100% of the project costs.

In March of 2020 the Village issued a Request for Proposal seeking consultants to perform the Review. The tender was advertised on the Village's website as well as Biddingo and Merx. In order to provide a three-week tender open period an advertisement was not placed in the local newspaper.

The Province had issued a tight timeline on the project completion with June being the date to have a draft plan submitted to Council and the Province with the final report due to the Province by June 30th, 2020. Since the tender was issued, and due to COVID 19, the Province has extended these dates to a draft in September with the final report, received by Council, due October 15, 2020 to the Province.

The Village received 12 bids on the RFP from firms throughout Ontario and Canada. The bid costs ranged from \$17, 190.00 to \$97,000. The results from the tender opening are attached.

The Clerk Administrator reviewed the submissions and scored them based on method (20 points), Similar Experience (20 points) and price (10 points). Scores ranged from 32 to 45 out of 50 possible points. Price was scored as within budget 5 points, over budget 0 points and underbudget as 10 points. In hindsight this provided higher scores for lower prices where firms may not have scored high in method or experience.

Summary of Submission Review

The company scoring the highest showed good research on the current state of Village along with similar experience in projects for small towns. However, there was no provision for knowledge transfer and no details on final presentation method. The scope of work did require the consultant to lead and educate staff in training to facilitate a culture of continuous improvement.

The second highest copied and pasted the scope of work and the RFP was specific about not doing so. They also did not have small town service delivery review experience.

Service Delivery Tenders

April 20/2020

2:06pm

- #1. Whittesell - Liberty Village ✓ \$72,346.50 (including HST) (not including HST)
- #2. G.E.F. Consulting ✓ \$97,600.00 (not including HST)
- #3. Grant Thornton LLP ✓ \$61,517.00 (not including HST)
- #4. Optimus Consulting ✓ \$60,750.00 (not including HST)
- #5. McLaren Municipal Consulting ✓ \$40,050.00 (not including HST)
- #6. CSPN Consulting ✓ \$17,190.00 (not including HST)
- #7. MNP Consulting ✓ \$66,000.00 (not including HST)
- #8. GB Consulting ✓ \$58,500.00 (not including HST)
- #9. Ladder Up Consulting ✓ \$71,392 (not including HST)
- #10. Think Best Practice ✓ \$39,040.00 (not including HST)
- #11. KPMG \$65,000.00 (not including HST)
- #12. LBCG ~~\$42,149~~ + 37,300.00 (not including HST)

6699
V2020

INELAH

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

BY-LAW NO. 09-2020

**BEING A BY-LAW TO SET TAX RATIOS FOR MUNICIPAL PURPOSES FOR
THE YEAR 2020**

WHEREAS it is necessary for the Council of the Corporation of the Village of Burk's Falls pursuant to the Municipal Act, as amended by the Fair Municipal Finance Act, 1997 and further amended by the Fair Municipal Finance Act, 1997 (No. 2) to establish the tax ratios for 2018 for the Village of Burk's Falls.

AND WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class:

AND WHEREAS the property classes have been prescribed by the Minister of Finance under the Assessment Act as amended by the Fair Municipal Finance Act, 1997, and Regulations thereto.

NOW THEREFORE the Council of the Corporation of the Village of Burk's Falls enacts as follows:

1. For the taxation year 2020, the tax ratio for property in the:
 - a) residential/farm property class is 1.0000
 - b) multi-residential property class is 1.1778
 - c) commercial occupied property class is 1.1000
 - d) commercial vacant units property class is 0.7700
 - e) commercial vacant land property class is 0.7700
 - f) industrial occupied property class is 1.4204
 - g) industrial vacant units property class is 0.9233
 - h) industrial vacant land property class is 0.9233.
 - i) pipelines property class is 0.8576
 - j) managed forest class is 0.2500
2. For the purpose of the By-Law:
 - a) the commercial property class includes all commercial office property, shopping centre property and parking lot property.
 - b) the industrial property class includes all large industrial property.
3. This By-law shall come into force and take effect immediately following third reading.
4. That all previous tax ratio By-laws are hereby repealed.

**AS READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN
COUNCIL THIS 29th DAY OF APRIL 2020.**

Seal

Mayor Cathy Still

Clerk Administrator, Nicky Kunkel

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY - LAW NO. 10-2020**

**BEING A BY-LAW TO SET AND LEVY THE RATES OF
TAXATION IN THE VILLAGE OF BURK'S FALLS
FOR THE YEAR 2020**

WHEREAS it is necessary for the Council of the Village of Burk's Falls pursuant to the Municipal Act to raise certain sums for the 2020 taxation year:

AND WHEREAS all property assessment rolls on which the 2020 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act subject to appeals at present before the District Court and the Ontario Municipal Board.

AND WHEREAS "Residential/Farm Assessment", "Commercial Assessment", "Industrial Assessment", "Farmland Assessment" and "Managed Forest Assessment" as defined in the Assessment Act as amended by the Fair Municipal Finance Act, 1997 and further amended by Regulations thereto have been determined on the basis of the aforementioned property assessment rolls:

AND WHEREAS the tax ratios on the aforementioned properties for the 2020 taxation year have been set out in By-law No. 9 -2020 of the Village of Burk's Falls:

AND WHEREAS the tax rates on the aforementioned property classes and property subclasses have been calculated pursuant to the provisions of the Municipal Act and the manner set out herein.

NOW THEREFORE the Council of the Corporation of the Village of Burk's Falls enacts as follows:

1. a) That the 2020 current municipal budget be adopted in the following amounts:

EXPENDITURES (MUNICIPAL)	\$ 4,787,699.
PUBLIC/SEPARATE (EDUCATION)	\$ 234,257.
TOTAL	\$ 5,021,956.
TAXATION AND PAYMENT IN LIEU (GENERAL PORTION)	\$ 1,326,288.
TAXATION (SCHOOL PORTION)	\$ 234,257.
OTHER REVENUE	\$ 3,461,411.
TOTAL	\$ 5,021,956.

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY - LAW NO. 10-2020**

b) For the year 2020, the Village of Burk's Falls shall levy upon the following rates of taxation per current value assessment for general purposes:

Class/Assessment	Municipal Rate	Education Rate	Total Tax Rate
Residential/Farm	0.01531054	0.00153000	0.01684054
Multi-Residential	0.01803275	0.00153000	0.01956275
New Multi-Residential	0.01531054	0.001530000	0.01684054
Commercial Occupied	0.01684159	0.00980000	0.02664159
Commercial Excess unit	0.01178912	0.00980000	0.02158912
Commercial Vacant	0.01178912	0.00980000	0.02158912
Industrial Occupied	0.02174709	0.00980000	0.03154709
Industrial Excess Unit	0.01413561	0.00980000	0.02393561
Industrial Vacant	0.01413561	0.00980000	0.02393561
Pipeline	0.01313032	0.00955889	0.02268921
Managed Forest	0.00382764	0.00038250	0.00421014

c) The Current Taxes shall be due on September 30, 2020

d) A penalty shall be charged as follows:

1-1/4 % on the first day of default plus an additional 1-1/4 % on the first day of every calendar month thereafter in which taxes remain unpaid.

2. For payments in lieu of taxes due to the Village of Burk's Falls under the Municipal Act, the actual amount due to the Village of Burk's Falls will be based on the assessment rolls and the municipal rates of taxation for the year 2020.
3. This By-law shall come into force and take effect immediately following Third Reading.

**AS READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED IN OPEN
COUNCIL THIS 29th DAY OF APRIL 2020.**

SEAL

Mayor, Cathy Still

Clerk Administrator, Nicky Kunkel

2020 Tax Rates Summary

Using OPTA calculated rates on April 17, 2020 11:11AM EST.

Assessment Data Filter Option Used: Decrease Limit: 25% Increase Limit: 100%, Include PIL Properties, Tax Ratios Used: 2020 Alternative Tax Ratios

	Residential	New Multi-residential	Multi-residential	Commercial			Industrial			Pipelines	Farm	Managed Forests
	Occupied	Occupied	Occupied	Occupied	Excess Land	Vacant Land	Occupied	Excess Land	Vacant Land	Occupied	Occupied	Occupied
Tax Ratios	1.000000	1.000000	1.177800	1.100000			1.420400			0.857600	0.250000	0.250000
Education- New Construction				0.00980000	0.00980000	0.00980000	0.00980000	0.00980000	0.00980000			
Burk's Falls Village, 4922												
Education	0.00153000	0.00153000	0.00153000	0.00980000	0.00980000	0.00980000	0.00980000	0.00980000	0.00980000	0.00955889	0.00038250	0.00038250
General	0.01531054	0.01531054	0.01803275	0.01684159	0.01178912	0.01178912	0.02174709	0.01413561	0.01413561	0.01313032	0.00382764	0.00382764