

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, September 16, 2019 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES Michelle Stimson – Concrete Community Ideas for the Shelter Area

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Climate Change Action Motions – For Information Only
2. New Business

CORPORATE SERVICES COMMITTEE

1. Budget Amendment – Mount McIntyre Ski Bridge
2. New Business

CITY PLANNING COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. Contract Award – Consulting Services – Cook Street Reconstruction Project
2. New Business

**CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE**

Date: Monday, September 16, 2019

Location: Council Chambers, City Hall

Chair: Jan Stick Vice-Chair: Jocelyn Curteanu



Pages

1. New Business

**CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE**

Date: Monday, September 16, 2019

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Stephen Roddick



Pages

1. New Business

**CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Monday, September 16, 2019

Location: Council Chambers, City Hall

Chair: Laura Cabott Vice-Chair: Dan Boyd



Pages

1. Climate Change Action Motions - For Information Only

Presented by Glenda Koh

2. New Business

ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: September 16, 2019
RE: Climate Change Action Motions – *For Information Only*

ISSUE

Analysis of Council climate change motions.

REFERENCE

- Motion 2019-12-08
- Motion 2019-12-09
- Motion 2019-12-10
- Motion 2019-12-11
- Council Strategic Priorities 2019
- Bicycle Network Plan
- Energy Management Plan
- Hazard Identification and Risk Analysis (HIRA)
- Local Action Plan to Reduce Energy and Greenhouse Gas Emissions
- Official Community Plan 2010 (OCP)
- Transit Master Plan
- Transportation Demand Management Plan
- Whitehorse Climate Change Adaptation Plan (WhiteCAP)
- Whitehorse Sustainability Plan (WSP)
- Greenhouse Gas Emissions in Yukon
- Intergovernmental Panel on Climate Change (IPCC)

HISTORY

On June 24, 2019 Council referred two motions (Motion 2019-12-08, as amended by Motion 2019-12-09, and Motion 2019-12-10) to Administration for “review and analysis with respect to potential actions, costing, implications, barriers to implementation and the information required to prepare a carbon budget” (Motion 2019-12-11).

Related City Activities

The City has pursued various climate change mitigation and adaptation activities over the past 20 years.

Some notable City planning activities related to climate change include:

- Completing the Local Action Plan to Reduce Greenhouse Gas Emissions (2004);
- Participating in the Partners for Climate Protection Program (Federation of Canadian Municipalities program – ongoing);
- Completing the Whitehorse Climate Change Adaptation Plan (WhiteCAP) in 2011.

Adaptation

Climate change adaptation refers to the process of adjusting to expected climate and its effects (source: IPCC).

The 2011 WhiteCAP identified high priority risks, many of which are climate related (listed in Appendix C of this report), and 87 corresponding high-priority adaptations. High-risk hazards have also been identified in the HIRA report, which names six priority hazards, two of which are climate related: urban interface (wild) fire and extreme cold.

While the link between these hazards and climate change isn't certain, the hazards are vulnerabilities to the City and community.

Departments report anecdotally that impacts of climate change are seen throughout most of the City's operations. Some examples include variable weather patterns, increased precipitation, damage to infrastructure, changes to environment, and vulnerability to supply chain disruption.

Mitigation

Mitigation refers to actions that reduce the sources of or enhance the capture of greenhouse gas emissions.

Data Collection: The City tracks corporate greenhouse gases (GHGs) using billing data for electricity, oil, and propane for its buildings and fleet. GHGs are not tracked from sources such as air conditioning and refrigeration, business travel in non-City vehicles, supplies, and waste water treatment. Landfill emissions can be calculated from volume data, with some uncertainty.

The City's corporate GHG measurement does not conform to any particular data collection protocol. Community GHGs are not currently tracked due to the effort of deriving Whitehorse data from Yukon-wide figures.

Corporate Emissions Reduction: The WSP set a target to reduce corporate emissions by 10% by 2020 and 25% by 2030 (over 2014 levels).

Operationally, opportunities are continually being sought to improve corporate energy use, some examples of which include:

- Installation of LED lighting in recreational facilities;
- Redistribution of heat generated by ice-making to heat rooms and water at Canada Games Centre;
- Cleaner exhaust emission systems on all new Transit buses purchased since 2006;
- Purchase of excess power ("secondary sales") generated by Yukon Energy without use of fossil fuels;
- Reduced landfill emissions from increased organics diversion;
- Design and construction of the Operations Building including installation of photovoltaic cells for energy generation and provision for potential biomass heating in future, to result in energy usage 80% better than the 2011 National Energy Code's target; and
- Design and construction of the new fire hall to result in 70% better energy usage than the National Energy Code's target (which could be improved in future by the addition of photovoltaic cells).

The capital budget ranking process includes criteria to prioritize projects that make progress towards sustainability goals as set out in the Sustainability Plan.

Community Emissions Reduction: The WSP also set community emissions targets. Without data, these targets cannot be measured. Nonetheless, the City continues to encourage community GHG reduction through several strategies including:

- Encouraging transportation modal shift through strategies outlined in the Transportation Demand Management Plan, the Transit Master Plan, and the Bicycle Network Plan; and
- Encouraging a more compact city through development strategies outlined in the Official Community Plan.

ANALYSIS

An analysis of each Motion is provided in Appendices A and B. Please note that Administration has made no attempt to compare one Motion against the other; the intention has been to fulfil the request for analysis as requested in Motion 2019-12-11.

Implementation of either Motion would require redeployment of existing resources and/or additional resources, with consequential impacts on existing program and service delivery, and activities arising from Council's identified priorities. The tables set out in Appendices A and B should be read as lists of potential actions with associated impacts and resources, not as an implementation plan for either Motion.

NEXT STEPS

Motion 2019-12-08, as amended by Motion 2019-12-09, and Motion 2019-12-10 will appear as New and Unfinished Business on the Regular Council meeting agenda for September 23rd, 2019.

Motion 2019-12-10 will be discussed and voted on first. Amendments to that motion may be proposed and would be discussed and voted on prior to a vote on the main motion. In the event that Motion 2019-12-10 is approved, Motion 2019-12-08, as amended by Motion 2019-12-09, dies. In the event that Motion 2019-12-10 is defeated, the discussion moves to consideration of Motion 2019-12-08, as amended by Motion 2019-12-09.

As before, Motion 2019-12-08, as amended by Motion 2019-12-09, may be further amended during the discussion, in which case any proposed amendments would be voted on prior to the vote on the main motion.

In the event that both Motions 2019-12-10 and 2019-12-08, as amended by Motion 2019-12-09, are defeated and a Council member wants consideration of the matter to continue, the Council member may provide a new notice of motion at a subsequent Standing Committee or Regular Council meeting.

■

**Appendix A – Review of Draft Motion 2019-12-08
as amended in Motion 2019-12-09**

BE IT RESOLVED THAT the City of Whitehorse officially declares a climate change emergency for the purpose of enhancing and accelerating action on our commitment to protect our community, economy, and ecosystems from the impacts of climate change as we advance our strategic priorities; and

That Administration be directed to enhance the City’s response to current and future impacts of climate change by:

(1) improving coordination of actions that reduce our vulnerability to climate change by establishing an internal climate change adaptation task force; and

Analysis

Terms of reference for a task force would have to be developed, identifying staff participants. Potential roles could be to:

- Conduct additional research and outreach on climate change impacts to City operations and the community of Whitehorse, including identification of measures of results pertinent to the City;
- Examine the City’s role in community climate change adaptation;
- Recommend priority actions to be considered in annual budgets;
- Report results to Council.

Creation of a task force would add to existing management workloads and would require additional staff time or redeployment of staff resources. From time to time the task force might also require contracted expertise not currently available within staff, to properly consider specific issues.

Potential Action	Impacts/Resources
Create internal task force.	Estimated \$20,000 administrative support & committee reporting plus staff time of task force members (likely involving managers and/or senior managers) and possible contracted expertise with costs to be determined as the need arises.

(2) Within Council’s strategic priorities, identifying actions that accelerate the implementation of existing climate plans and strategies, and developing new budgetary proposals to advance this work for Council’s consideration in the 2020 to 2023 capital budget cycle.

Analysis

Council has identified six strategic priorities for 2019:

- Official Community Plan
- Emergency Preparedness
- Attainable Housing
- City Building Consolidation
- Asset Management

- Arctic Winter Games

The draft motion directs Administration to identify actions that accelerate the implementation of existing climate plans and strategies within the context of Council's approved priorities. For 2020, to date the existing capital budget process has been followed which, as previously noted, considers criteria to prioritize projects that make progress on Council priorities and towards sustainability goals as set out in the Sustainability Plan. If Council wishes to delay the 2020 capital budget schedule significantly, this work could be undertaken for 2020; otherwise, it could be undertaken for the 2021 to 2024 capital budget.

Potential Actions	Impacts/Resources
<ul style="list-style-type: none"> • Address climate adaptation as an item in relevant administrative reports. 	Additional staff time for analysis and content drafting.
<ul style="list-style-type: none"> • Include adaptation in capital ranking criteria. 	Additional staff time to develop capital ranking criteria and for managers to address them in their submissions.
<ul style="list-style-type: none"> • Prioritize actions identified in the WhiteCAP. 	Additional staff time to develop capital ranking criteria and for managers to address them in their submissions Implementation costs to be approved through capital and operational budgets.
<ul style="list-style-type: none"> • Hire a climate change specialist to lead or coordinate a corporate City response. 	Estimated \$115,000/year at minimum.
<ul style="list-style-type: none"> • Update WhiteCAP 	Est. \$60,000 for consultant contract.

AND BE IT FURTHER RESOLVED THAT Administration be directed to enhance municipal efforts to increase energy efficiency and reduce carbon emissions by:

- (1) *Improving accountability for the 2020 to 2023 capital budget and the 2020 to 2022 operating budget by including a 'carbon budget' that identifies, where applicable, the carbon emissions associated with each capital budget line item and the total relative impact of the capital budget on the City's emission reduction goals; and*

Analysis

As previously noted, work on the 2020-2023 capital budget is underway and it is not feasible to integrate carbon budgeting into the current cycle.

A framework or model approach is required to establish a carbon budget. There is limited experience with carbon budgets in other Canadian municipalities. Most municipalities exploring carbon budgets are larger and have more capacity than the City of Whitehorse. In the City of Vancouver, the Climate Emergency Response recently directed staff to develop a carbon budgeting and accountability framework and report back in 2020. Without an existing framework or model, it is unclear at this time whether/how carbon budgeting and accountability will be feasible at the municipal level. Development of a model for the City is outside the scope of existing staff expertise and would require outside resources.

The current capital budget ranking system does include points for projects that enhance or protect the environment and reduce overall energy consumption. In many cases, energy consumption reduction equates a reduction in GHGs. Administration can provide to Council a list of capital projects that reduce the City’s energy consumption.

Potential Actions	Impacts/Resources
<ul style="list-style-type: none"> • Include GHG reduction in capital ranking criteria. 	Additional staff time to develop criteria that will result in measurable impacts and significant additional staff time to research the GHG reduction effects of specific budget proposals, given that methodologies to quantify those effects or resulting data may not be readily available.
<ul style="list-style-type: none"> • Undertake a thorough accounting of corporate GHG emissions and confirm targets. 	Est. \$20,000 for consultant contract
<ul style="list-style-type: none"> • Develop methodology and tools for assessing carbon implications of projects. 	Est. \$20,000 consultant contract or redeployment of staff time.
<ul style="list-style-type: none"> • Hire permanent energy manager. 	Est. \$115,000/year at minimum.
<ul style="list-style-type: none"> • Develop an action plan for meeting emissions targets, based on existing plans and replacement schedules. 	Est. \$40,000 consultant contract.

(2) Continuing and focusing engagement on climate change with the Government of Yukon and the Whitehorse business community to explore opportunities for ambitious new collaborative actions through the forthcoming Yukon Climate Change, Energy and Green Economy Strategy.

Analysis

City Administration has been participating in the Yukon Climate Change, Energy and Green Economy Strategy (the “Integrated Strategy”) since the process began.

Appendix B – Review of Draft Motion 2019-12-10

BE IT RESOLVED:

THAT Council directs Administration to write a letter to the Federal Minister of the Environment under the mayor's signature, asserting the municipality's support for the Pan-Canadian Framework on Clean Growth and Climate Change, and calling on the federal government to provide the powers and resources to local governments to make their regional 2030 Paris Agreement targets possible.

Analysis

Implementing this clause will require minimal staff time.

THAT Council directs Administration to enhance the City's response to current and future impacts of climate change by:

- (a) Assessing the municipality's vulnerability to climate change and understanding its adverse effects; and*
- (b) Managing risks presented by climate change by main-streaming adaptation into municipal operations, policies, plans and processes.*

Analysis

To manage climate change risks, they must first be understood, per part (a) of this Motion.

WhiteCAP and HIRA provide some information on the City's vulnerabilities; however systematic work has not yet been commissioned on the current and future impacts of climate change on infrastructure, operations and service delivery. The necessary expertise/capacity is not currently available within the City's staff complement.

Once vulnerabilities are understood, risk management is a recognized approach to decision-making, particularly around climate change adaptation. Adaptive measures are currently identified on an ad hoc basis within departments. Mainstreaming refers to integrating adaptation measures into various aspects of City business on a sustained, ongoing basis. A focussed and informed response to climate change impacts, mainstreamed into existing City processes, will inevitably have budget implications as adaptations are proposed.

Potential Actions	Impacts/Resources
<ul style="list-style-type: none"> Address climate adaptation as an item in relevant administrative reports. 	Additional staff time for analysis and content drafting.
<ul style="list-style-type: none"> Include adaptation in capital ranking criteria. 	Additional staff time to develop capital ranking criteria and for managers to address them in their submissions.
<ul style="list-style-type: none"> Prioritize actions identified in the WhiteCAP. 	Additional staff time to develop capital ranking criteria and for managers to address them in their submissions. Implementation costs to be approved through capital and operational budgets.
<ul style="list-style-type: none"> Update WhiteCAP 	Est. \$60,000 for consultant contract.
<ul style="list-style-type: none"> Hire a climate change risk management specialist/energy manager to coordinate a corporate assessment of climate change impacts and mitigation measures, and to develop an action plan, 	Est. \$115,000/year at minimum.
<ul style="list-style-type: none"> Respond to budget requests for mitigation measures as they arise. 	To be determined.

THAT Council directs Administration to enhance municipal efforts to increase energy efficiency and reduce carbon emissions by:

(a) Incorporating the principles of environmental stewardship into municipal operations, plans, programs and services to reduce greenhouse gas emissions in order to assist in meeting our regional target of the Paris Agreement by 2030; and

Analysis

The City already considers environmental stewardship through its diverse plans, programs, and services, though not specifically with a view to reducing carbon/GHG emissions.

Canada’s Paris Agreement target is to reduce GHG emissions by 30% below 2005 levels by 2030, largely through the Pan-Canadian Framework on Clean Growth and Climate Change, which Yukon has agreed to. The City has been participating with the Yukon government on its Integrated Strategy since its inception.

Additional integration of environmental stewardship into City operations, to the extent not already present, would have similar implications as those listed for the previous Motion; please see the Potential Actions/Impacts/Resources table above.

(b) Consider funding resources and training opportunities available for municipalities to assist in developing a local response to climate change; and

Analysis

Training related to various aspects of climate change is available, through a variety of organizations. Other sources of training opportunities, notably those for which outside

funding is available, could be identified through staff research. Selecting training appropriate to the City’s needs will require some thought on the part of departments, and increased funding for training or redeployment of resources will be needed.

Potential Actions	Impacts/Resources
<ul style="list-style-type: none"> Direct managers to consider using existing training budgets to focus on climate change. 	Redeployment of existing resources would diminish the ability to meet existing training needs.
<ul style="list-style-type: none"> Implement City-wide training and resources to build staff capacity to address climate change. 	Est. \$30,000 training fees unless external funding is available.

(c) Employing greenhouse gas reduction strategies and available, proven and affordable technologies into new capital projects and infrastructure upgrades where appropriate; and

Analysis

This clause is focused on GHG reduction in capital projects.

Potential Actions	Impacts/Resources
<ul style="list-style-type: none"> Develop methodology and tools for assessing carbon implications of projects. 	Est. \$20,000 for consultant contract.
<ul style="list-style-type: none"> Include GHG reduction in capital ranking criteria. 	Additional staff time to develop criteria that will result in measurable impacts and significant additional staff time to research the GHG reduction effects of specific budget proposals, given that methodologies to quantify those effects or resulting data may not be readily available.
<ul style="list-style-type: none"> Put forward projects identified in City plans related to GHG reduction for consideration in the capital budget process. 	Staff time required to prepare submissions. Costs to be approved through capital budget.

(d) Continuing and focusing engagement on climate change with the Government of Yukon and the Whitehorse business community to explore opportunities for ambitious new collaborative actions through the forthcoming Yukon Climate Change, Energy and Green Economy Strategy.

Analysis

As previously noted, City Administration has been participating in the Integrated Strategy since the process began.

THAT the City of Whitehorse urges its citizens to take personal responsibility for their own carbon footprint and greenhouse gas emissions by exploring ways in their daily lives to reduce their environmental impact.

Analysis

This clause speaks to two key areas the City can actively encourage community emissions reduction:

- Encourage behaviour change through outreach and incentives.
- Use regulatory tools to induce emissions reduction.

Potential Actions	Impacts/Resources
<ul style="list-style-type: none">• Enhance current communication, outreach, and behaviour change efforts	Existing staff time, or up to \$57,500/year (0.5 full time employee). \$12,500/year expenses
<ul style="list-style-type: none">• Explore municipal regulatory tools to induce behaviour change, such as road-pricing, emissions restrictions, and increased efficiency requirements for buildings and vehicles.	Existing staff time, or up to \$57,500/year (0.5 full time employee).

Appendix C: High Priority Risks from WhiteCAP

Sector	Risk
Hazards	Community vulnerability to forest fire increases due to heavy fuel load, lightning, drought, wind, <i>etc.</i>
	Increased risk of catastrophic fire.
	Egress from subdivisions becomes a problem during emergency situations.
	Possibility of regional beetle infestation leading to more dead stands and increased risk of forest fire.
	FireSmart program ongoing for past decade; effectiveness is limited.
	Heavy increase in rural residential development leads to an accompanying increase in vulnerability.
	Increased risk of catastrophic flood and infrastructure failure (<i>e.g.</i> , Robert Campbell Bridge).
Infrastructure	Increased incidence of damage to power lines from wind-thrown trees, <i>etc.</i>
	Increase in multipliers - roads affect access which affects safety, <i>etc.</i>
	Increased rate of leaching from unlined landfill - hazardous waste requires special consideration.
	General strain on infrastructure as the result of their age, as well as pressure from population growth and climate change.
	Increased cost to maintain roads due to shifting landscape conditions (<i>e.g.</i> , erosion).
	Integrity of spillways and dams affected by increase in variability in precipitation and flood events.
Environment	Evapotranspiration and groundwater recharge are critical and still uncertain.
	Introduction of pests/invasive species.
	Concern about change to water quality and increasing demand.
Food Security	Increased incidence of drought places more reliance on groundwater – problems with irrigation arise.
Energy Security	Energy sector increasingly vulnerable to external forces (rising energy costs, expected carbon costs).

**CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Monday, September 16, 2019

Location: Council Chambers, City Hall

Chair: Samson Hartland Vice Chair: Laura Cabott



Pages

1. Capital Budget Amendment - Mount McIntyre Ski Bridge

Presented by Taylor Eshpeter

2. New Business

ADMINISTRATIVE REPORT

TO: Corporate Committee
FROM: Administration
DATE: September 16, 2019
RE: Capital Budget Amendment – Mt McIntyre Ski Bridge

ISSUE

Replacement of Mt. McIntyre ski bridge

REFERENCE

- 2019-2022 Capital Budget Project 240c00819 – Mt McIntyre Ski Bridge Repair

HISTORY

The bridge crossing Sumanik Drive at the Mt McIntyre Recreation Centre was struck by a waste removal truck on July 16th, 2019, resulting in immediate closure pending a detailed inspection of the structure. The inspection determined the bridge was damaged to the extent it is unsafe for pedestrian use and should be removed from service prior to winter due to the additional loading imposed from snow. Administration is exploring options to remove the bridge and install a temporary solution to maintain the current level of service until a permanent solution can be established.

The bridge has been damaged multiple times in recent years by vehicles exceeding the bridge's clearance height of 4.0 m. The regulated maximum height of vehicles in Canada is 4.15m.

These incidents include:

- October 2015 – Damage to sway bracing and bottom chord, repaired in November 2015.
- October 2017 – Damage to sway bracing and shifting of the structure.
- July 2019 – Damage to multiple structural members and shifting of the structure.

Following the October 2017 damage, a detailed condition assessment was completed and informed a capital budget request for project 240c00819. A design was completed for the repair and a contract was ready to be tendered in July 2019 to address the 2017 damage. However, due to the most recent collision, the RFT was not released.

The City added the bridge to its insurance policy after the 2017 incident and has initiated a claim to recover some of the costs associated with the 2019 collision to put toward the overall project.

The primary stakeholders have been informed of the situation: Whitehorse Cross Country Ski Club, Cross Country Yukon, 2020 Arctic Winter Games, and Whitehorse Curling Club.

ALTERNATIVES

1. Amend the capital budget and authorize Administration to use funds to remove the bridge and explore options for temporary and permanent solutions.
2. Refer the proposed budget amendment back to Administration for further analysis.

ANALYSIS

The bridge is a City-owned asset and the City is responsible for the operation and maintenance of the bridge. The bridge is predominantly used for winter recreation access to the trail network on the south side of Sumanik Drive. Although there are alternate routes to access the trails on the south side of the bridge, the bridge is the most frequented route by recreational users of the facility. The bridge also provides travel efficiencies for the grooming operations of the Whitehorse Cross Country Ski Club. Without a bridge in place, operational challenges will be faced by recreation users, the 2020 Arctic Winter Games organizing committee, and the Whitehorse Cross Country Ski Club.

Following the 2019 collision, the bridge was inspected by a local engineering consultant, Morrison Hershfield, who recommended the bridge be removed as soon as reasonably possible prior to winter due to structural limitations from additional loading imposed from snow, which could result in an unreasonable risk to the public. The estimated cost of removing and disposing of the bridge is approximately \$50,000.

The 2019-2022 Capital Expenditure Program allocated \$198,000 for the repair work to address the damage from 2017. The funding was allocated from two sources, \$128,000 from Gas Tax and \$70,000 collected from the 2017 insurance claim. The revised project scope will include the removal of the bridge, design of a temporary solution and analysis/conceptual design of a permanent solution. This work does not qualify for Gas Tax and would need to be funded entirely from reserves with the intent of recovering a portion of these costs from an insurance claim.

ADMINISTRATIVE RECOMMENDATION

THAT Council amend the scope of project number 240c00819 from repairing the bridge in place to removing the bridge and exploring options for temporary and permanent solutions; and

THAT the 2019 to 2022 capital expenditure program be amended by changing the funding source on the 2019 project number 240c00819 from Gas Tax to capital reserve in the amount of \$128,000.

**CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, September 16, 2019

Location: Council Chambers, City Hall

Chair: Stephen Roddick Vice-Chair: Jan Stick



Pages

1. New Business

**CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, September 16, 2019

Location: Council Chambers, City Hall

Chair: Dan Boyd Vice-Chair: Samson Hartland



Pages

1. Contract Award - Consulting Services - Cook Street Reconstruction Project

Presented by Taylor Eshpeter

2. New Business

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: September 16, 2019
RE: Contract Award – Consulting Services – Cook Street Reconstruction Project

ISSUE

Contract award for consulting services for the Cook Street reconstruction project

REFERENCE

- RFP 2019-071 Consulting Services for Cook Street Reconstruction Project
- Council Policy: Consulting Services Selection Procedures
- 2019-2022 Capital Budget Project 240c00418 Downtown Reconstruction: Cook Street
- Bylaw 2019-09

HISTORY

Cook Street is identified for full reconstruction of the roadway and deep utilities. Bylaw 2019-09 was passed in June of 2019 to undertake the local improvement project and provide a tax levy to the benefiting properties for the partial funding of the project. Subsequently a procurement was initiated to secure an engineering consultant to undertake the detailed design, construction inspections, and contract administration for the project.

The RFP was released on July 03, 2019 and closed on August 23, 2019. It was advertised on the City's website and in local newspapers. The documents were made available via the City's e-procurement platform www.whitehorse.bonfirehub.ca.

Two compliant proposals were received from the following firms:

- Associated Engineering (B.C.) Ltd.
- Stantec Architecture Ltd.

The proposals were evaluated by an internal committee comprised of personnel from Engineering Services and Financial Services. The evaluation team followed the Consulting Services Selection Procedures.

Federal and Yukon government funding has been confirmed for the project.

ALTERNATIVES

1. Authorize Administration to award the contract
2. Refer the proposed award back to Administration for further analysis.

ANALYSIS

The proposals were evaluated in accordance with criteria established in the Council Policy on Consulting Services Selection Procedures as outlined:

Project Team	Methodology and Approach
Past Relevant Experience and Performance	Project Schedule
Adjusted Fees	Local Preference

The analysis of proposals is a two-step process where all proposals are first evaluated on the first four technical criteria. Proposals that score at least 80% on these criteria move on to the second stage of evaluation.

The highest scoring proposal was submitted by Associated Engineering Ltd. The successful bid (inclusive of travel and disbursements, not including GST) is:

Stage 1: \$181,921.00

Stage 2: \$444,845.00

Total Cost: \$626,766.00

The approved 2019 budget of \$200,000 is limited to the engineering design of the project. However, to improve efficiency and ensure that the same consultant sees the project through design, construction, and project closeout, the RFP included engineering services for the entire project.

This contract will be awarded in two stages. Stage 1 is limited to design, awarded in 2019, while Stage 2 comprises the construction inspection services and will be awarded in 2020, subject to budget approval, external funding and the project proceeding to construction.

Funding for the 2019 budget is from the Government of Canada and Yukon Clean Water and Wastewater Fund. A transfer payment agreement is in place. Funding for the 2020 budget is proposed from a combination of LIC charges, external federal funding, and City capital reserves.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to award Stage 1 of the contract for consulting services for the Cook Street Reconstruction project to Associated Engineering Ltd. for a net cost to the City of \$181,921.00 plus GST.