

CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION

BY-LAW # 12-06-547

Being a By-Law authorizing Council to enter into an agreement with the Ministry of Transportation regarding the engineering costs associated with rehabilitation of Highway 17 in Cobden.

WHEREAS pursuant to the *Municipal Act, 2001* (Ontario), a Council may enter into Agreements;

AND FURTHER that the Municipal Council for the Township of Whitewater Region deems it beneficial to enter into an agreement with Ministry of Transportation regarding the engineering costs associated with rehabilitation of Highway 17 in Cobden

THEREFORE the Council of the Corporation of the Township of Whitewater Region enacts that:

1. The Township of Whitewater Region hereby authorizes the Mayor and Clerk to execute the engineering costs agreement with the Ministry on Transportation (Schedule "A").

READ a First, Second and finally passed on the Third Reading this 20th day of June, 2012.



MAYOR



CAO/CLERK

**Letter of Understanding
Required Works of Detailed Design
For the rehabilitation of Highway 17 in the Village of Cobden**

This is to serve as a Letter of Understanding ("Understanding") between The Corporation Of The Township Of Whitewater Region (Municipality) and Her Majesty the Queen in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario ("MTO"), regarding the Engineering Detailed Design costs associated with the pavement rehabilitation of Highway 17 from station 11+800 to 13+700 in the Village of Cobden. In consideration of the terms of this Understanding and the sum of Ten Dollars (\$10.00) of lawful money of Canada paid by each of the parties to the other, the receipt of whereof is hereby acknowledged, and other good and valuable consideration, the parties understand and agree as follows.

The Corporation Of The Township Of Whitewater Region agrees and recognizes that as the MTO having permit control and jurisdiction over land development adjacent to and surrounding Highway 17 and that MTO will contribute a one time payment of \$31,501.00 + GST dollars (Canadian) for Detailed Design costs associated with the pavement rehabilitation of Highway 17 from station 11+800 to 13+700.

DETAILED DESIGN

1. The "Municipality", as the proponent, shall:
 - comply with the Environmental Assessment Act and the Ministry of Transportation Class Environmental Assessment for Provincial Transportation Facilities process and;
 - obtain from the Ministry of Environment, as well as the Ministry of Natural Resources, all clearances required by the Act.
2. The "Municipality" shall retain the services of a consulting engineer to prepare the detailed design for the reconstruction of the pavement in the Village of Cobden as per the agreed to terms described in section 1.0 Modification to Tender Package for MTO Works in the letter to the Township, dated May 7, 2012 and modified by email dated May 30, 2012. (attached).
3. The "Municipality" shall design and prepare, according to the Ministry's standards and specifications, the contract drawings and documents for the construction of the rehabilitation of the pavement, which shall be approved in writing by the Regional Director prior to the tendering and the construction of the Work.
4. The "Municipality" and the Minister of Transportation shall enter into a cost share agreement prior to the construction of the pavement rehabilitation.

IN WITNESS WHEREOF the Parties have by the hands and seals of their duly authorized signing officers executed this Letter of Undertaking.

The Corporation Of The Township Of White Water Region

Mayor

Reeve - Authorized Signing Officer
[Signature]

Clerk - Authorized Signing Officer

c.s.

SIGNED AND SEALED this 20th day of June, 2012.

IN WITNESS WHEREOF the Minister of Transportation for the Province of Ontario on behalf of the Party of the First Part has hereunto set her hand and the Party of the Second Part has hereunder affixed its Corporate Seal under the hands of its proper officers duly authorized in that behalf.

SIGNED this _____ day of _____ 2012.

Kathryn Moore, Regional Director, Eastern Region
Ministry of Transportation, MTO

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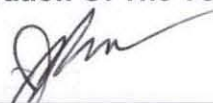
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The Corporation Of The Township Of White Water Region



Mayor **Reeve - Authorized Signing Officer**



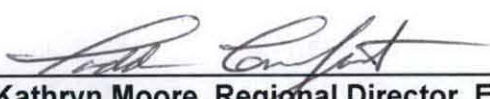
Clerk - Authorized Signing Officer

c.s.

SIGNED AND SEALED this 20th day of June, 2012.

IN WITNESS WHEREOF the Minister of Transportation for the Province of Ontario on behalf of the Party of the First Part has hereunto set her hand and the Party of the Second Part has hereunder affixed its Corporate Seal under the hands of its proper officers duly authorized in that behalf.

SIGNED this 28 day of June 2012.



for **Kathryn Moore, Regional Director, Eastern Region
Ministry of Transportation, MTO**

May 7, 2012

Township of Whitewater Region
44 Main St.
Cobden, Ontario
K0J 1K0

Attention: Mr. Dan Sauriol, CAO

**Re Highway 17 Road Resurfacing
Jp2g Project No. 2116592A**

Dear Sir:

Further to the meeting held on April 25th, 2012 with Chris Belanger of MTO, we are providing for your review the following summary of engineering fees as related to the extension of the Township's watermain reconstruction contract to also include the resurfacing of Highway 17 through the Village of Cobden. Based on the meeting, we understand that, in general terms, the scope of work to be covered under the road resurfacing work is as follows:

- Mill and repave the roadway from the previous contract limits at both the east and west ends of Cobden. MTO's geotechnical section will confirm the depth of removal, but it is anticipated that it would be in the order of 100mm depth milling, and repaving in 2 lifts. The mill and paving work will extend to MTO's right-of-way limits for all intersecting roadways.
- Line painting upon completion of the repaving operation.
- Minor curb repairs wherever the curb is either currently removed and/or severely damaged. These locations are to be documented and approved by MTO prior to tendering the work.
- Residential driveways are to be repaved approximately 2m beyond the edge of pavement and commercial driveways are to be repaved to the limit of MTO's right-of-way.
- Reinstate the paved and granular shoulders in the sections where there are no curbs.
- The paved boulevard behind the curb is only to be repaired where it is severely damaged. These locations are to be documented and approved by MTO prior to tendering.

1.0 Modification to Tender Package for MTO works

To date, our office has completed the detailed design work for the watermain replacement, including preparation of specifications and tender documents. In order to add the road resurfacing works to this tender, and have the Township tender all of the work (with MTO reimbursing the Township for its share of the work) we would have to undertake the following work:

1. Obtain the digital drawings and mapping that MTO has for the area.
2. Undertake a site review to document with pictures and road chainage the following:
 - any area of severe curb damage,
 - areas where the curb has been removed,
 - areas of the roadway that should be repaired with full depth excavation, rather than just milling and repaving,
 - areas of the paved boulevard that are severely damaged and in need of repair,
 - any road drainage issues that need to be addressed.
3. Prepare a report, to be submitted to MTO, documenting the damaged areas noted in item 2 and seek MTO's approval to include these works in the tender package.
4. Prepare base plans at a scale of 1:1000 for the length of the resurfacing project, based on the digital information provided by MTO.

5. Prepare the detailed plan & profile, details and pavement marking drawings. These will note the limit of the works, all areas of spot improvements, repairs to the storm sewer, etc.
6. Prepare specifications for the resurfacing works based on OPSS.
7. Modify the form of tender to incorporate the additional work items for the resurfacing.
8. Incorporate any changes required in the contract documents for the additional scope of work.
9. Prepare a cost share summary for the Township and MTO's review.
10. Submit the final package to MTO for review, including the drawings, tender document and cost share summary.
11. Attend meeting for the identification of scope of work items and final hand over by MTO for construction.

Based on the attached Work Breakdown Sheet, we have estimated that our engineering fees for this work would be \$31,400. Since the Township has already paid for the preparation of the watermain design drawings and tender documents associated with that aspect of the project, this additional cost should be paid by MTO, as it relates solely to the cost of the design for the repaving contract and the work to modify the tender documents to include this work. We would be prepared to complete the work for a lump sum of **\$33,501.00** and we anticipate that we would have the revised tender package available for MTO's approval in 6 weeks.

2.0 Contract Administration and Field Review

The work involved in section 1.0 would result in the development of a tender package incorporating all of the work involved in the Township's watermain reconstruction project and the MTO's resurfacing contract. We understand that this document would then be advertised for a competitive bid by the Township and that the Township would be responsible for administration of the contract and for the field review. MTO would then compensate the Township for its share of both the engineering and construction costs, based upon a predetermined cost sharing formula.

Under this aspect of the project, we would provide the following services:

1. Prepare and publish the tender ad for the project which will be published in the local newspapers as well as the Township's website,
2. Respond to inquiries from bidders during the tender period,
3. Prepare addenda as required,
4. Attendance at the tender opening, including preparation of the tender report for the Township's and MTO's consideration,
5. Preparation of the contract documents for signing and forwarding of award letter to the successful tenderer,
6. Arrange for and attend at the pre-construction meeting,
7. **Perform Construction Liaison duties as required,**
8. Undertake full-time field review by a senior field representative and one assistant for the duration of the construction project, which we anticipate will be 8 weeks,

9. Undertake contract administration services, including preparation of monthly payment certificates, recommendations on any contractor or owner generated contemplated change orders, attendance at weekly site meetings, and provision of weekly status reports to the Township and MTO,
10. Arrange for Quality Assurance of the Contractor's Quality Control for the concrete, asphalt and associated works,
11. Undertake reviews at the completion of the project as well as at the end of the maintenance period.

Based on the anticipated 8 week construction timeframe for this project, our lump sum fee to undertake items 1 to 10 would be **\$85,000**, which would be cost shared between the Township and MTO.

Should you have any questions in regards to the above, please do not hesitate to contact the undersigned.

Yours truly,
Jp2g Consultants Inc.
Engineers • Planners • Project Managers



Steven Webster, P.Eng.
Principal, Pembroke Office Manager

SW/sw

Encl.

Work Breakdown Sheet showing Level of Effort (in hours) and Costs - Design & Tender Preparation
Township of Whitewater Region, MTO Road Resurfacing, Cobden Ontario
Jp2g Project #2116592A

ID	Task Description	PM	SR.ENG.	C.E.T.	ST	Survey	CAD	Admin	Total LOE	Consulting Fees	Subconsultants	Disb.	Total
1.00	Site Review	3	0	22	0	0	0	0	29	\$2,760	\$0	\$200	\$2,960
1.01	Site Review	2		10					12			\$50	
1.02	Curb Review and repair	1		4					5			\$50	
1.03	Road review and repair			4					4			\$50	
1.04	Road Drainage Issues			4					8			\$50	
1.05	Prepare report to MTO for approval	1		4				2	8				
2.00	Review Geotechnical Information From MTO	1	0	2	0	0	0	0	3	\$360	\$0	\$0	\$360
2.01	Review Report to be provided by MTO	1		2					3				
3.00	Base Plan Preparation	1	0	8	0	0	36	0	45	\$3,330	\$0	\$100	\$3,430
3.01	Review available Drawings and Information	1		4					5				
3.02	Base plan preparation (CAD drafting) based on digital information provided by MTO			4			36		40				
4.00	Preparation of Detailed Design	10	0	60	0	0	152	4	226	\$17,860	\$0	\$536	\$18,396
4.01	Plan Preparation to 50%	2		8			72		82				
4.02	Submit 50% Design & Specification Package to MTO for review	2		4				4	10				
4.03	Plan Preparation 99%	2		32			48		82				
4.04	Submit 99% Design & Specification Package to MTO for review	2		8					10				
4.05	Finalize Detailed Design Drawings/Cross Sections	2		8			32		42				
5.00	Preparation of Specifications and Documents for Tendering	10	0	48	0	0	16	12	86	\$8,120	\$0	\$236	\$8,356
5.01	Update Specification section of Tender Document to include roadworks (based on OPSS)	1		24				8	33				
5.02	Breakdown Sheets for roadworks			2			16		18				
5.03	Update Form of Tender			8				2	10				
5.04	Tender (Pre-bid) Class A Estimate			4					4				
5.05	Final Package to Township & MTO	1		2				2	5				
5.06	Meeting - Hand/Turn over package for construction	4		4					8				
5.07	Meeting - Confirm Work Scope items	4		4					8				
Total LOE per resource (hours)		25	0	140	0	0	204	16	385	\$32,430	\$0	\$1,071	\$33,501
Hourly Rates		\$150	\$115	\$105	\$80	\$120	\$65	\$45					

PM - Project Manager, E.ENG. - Electrical Engineers, C.E.T. - Civil C.E.T., ST- Senior Field Tech, Survey - 2 person survey crew, CAD - CAD design, Admin - Administration Staff

Ministry of Transportation

Planning and Design Section
1355 John Counter Boulevard
Postal Bag 4000
Kingston, Ontario K7L 5A3
Tel.: 613 540-5187
Fax: 613-540-5106
chris.belanger@ontario.ca

Ministère des Transports

Section de gestion des couloirs routiers
1355, boulevard John Counter
CP/Service de sacs 4000
Kingston, Ontario K7L 5A3
Tél.: 613 544-2220
Télé. 613 540-5106



Township of Whitewater Region
Box 40, 44 Main Street
Cobden, Ontario
K0J 1K0

June 8th, 2012

Attention: D. Sauriol, CAO/Clerk

Dear Mr. Sauriol:

**Re: Rehabilitation of Highway 17 in the Village of Cobden
Letter of Understanding - Required Works of Detailed Design
The Township of Whitewater Region, County of Renfrew
Highway 17, MTO Eastern Region**

The following is provided as cover to a Letter for the Letter of Understanding, regarding Ministry of Transportation (MTO) compensation to the Township of Whitewater Region (Municipality), for engineering costs, associated with pavement rehabilitation of Highway 17 in the Village of Cobden from Station 11+800 to 13+700.

As the Municipality is prepared to undertake the design of contract documents for the rehabilitation of the pavement, the attached Letter of Understanding is required to formalize MTO's payment to the Municipality for the design, in advance of the execution of a forthcoming cost share agreement.

Attached are three copies of the Letter of Understanding, inclusive of referenced May 7, 2012 and May 30, 2012 e-mail correspondence. In the event that the Municipality has no concerns with the text, please execute the three copies. Upon return to MTO, the ministry will execute the letter, returning one original to the Municipality, retaining the remainder for MTO internal records for the Planning and Design, and Program Planning offices respectively.

I thank you for the opportunity to further advance cost sharing, pertaining to working with the township in order to co-ordinate the rehabilitation of the riding surface of Highway 17 through the Village of Cobden. This Letter of Understanding will meet the needs of all parties and allow the Village of Cobden to focus their investment on repairing the water main replacement.

Sincerely,

Chris Belanger
Project Manager, Planning and Design
Eastern Region, MTO

cc:
bcc: