



## REPORT N° INF2019-031

<b>Date</b>	13/11/2019
<b>Submitted by</b>	Julian Lenhart
<b>Subject</b>	Consulting Services to Manage Snow Storage Site Project
<b>File N°</b>	

1) **NATURE/GOAL :**

To contract consultant services to manage the development of the snow storage site project.

2) **DIRECTIVE/PREVIOUS POLICY :**

At the 2019 budget deliberation process Council approved a budget of \$1,271,000 for consulting services, design and construction of a snow storage facility.

3) **DEPARTMENT'S RECOMMENDATION :**

**WHEREAS** Council approved a \$1,271,000 budget for consulting services, design and construction of a snow storage site during the 2019 budget deliberations;

**WHEREAS** Mr. Darch has been extensively involved in advancing key initiatives such as the Caron Pond project and has extensive knowledge of the City's operations;

**WHEREAS** the development of a permanent snow storage site is an urgent priority and that the Department does not have the capacity to manage the project internally;

**BE IT RESOLVED THAT** Committee of the Whole recommends that Council approves that the Administration deviates from the current procurement policy to sole source the consulting services to Mr. Darch;

**BE IT RESOLVED THAT** that the Chief Administrative Officer be authorized to sign an upset limit contract of \$100,000 with Mr. Darch for the services to manage the development of the snow storage site project.

**ATTENDU QUE** Le Conseil a approuvé un budget de 1 271 000\$ pour les services de conseil, la conception et la construction d'une installation d'entreposage de neige lors des délibérations budgétaires de 2019;

**ATTENDU QUE** M. Darch a largement participé à l'avancement d'initiatives clés telles que le projet Caron Pond et possède une connaissance approfondie des opérations de la ville;

**ATTENDU QUE** la mise en place d'installations permanentes de l'entrepôt de neige est une priorité urgente et que le département n'a pas la capacité de gérer le projet à l'interne;

**QU'IL SOIT RÉSOLU QUE** le comité plénier recommande que le conseil autorise que l'Administration dévis de la politique d'approvisionnement en vigueur pour octroyer un contrat à source unique pour les services de consultant.

**QU'IL SOIT RÉSOLU QUE** la directrice générale soit autorisée à signer avec M. Darch un contrat d'une valeur limite maximal de 100 000 \$ pour les services de gestion du développement du projet d'installation d'entrepôts de neige.

4) **BACKGROUND :**

The City currently has two snow storage sites one is located in Rockland in its industrial park and the other is located in Bourget in the municipal landfill. Both sites have significant issues as they have been developed as temporary sites until the City develops its permanent snow storage site. The development of permanent snow storage site is an urgent priority, because the City will not be able to continue using the temporary sites for much longer.

Issues with the Rockland Site

- Limited capacity with no possibility to expand,
- Site is currently near capacity estimated 3 to 5 left of use based on development rates,
- The City has limited industrial properties to develop in its industrial park

Issues with the Bourget Site

- The City has received a ministerial order to cease snow storage operations at the landfill,
- Contamination to neighbouring properties.

5) **DISCUSSION :**

The City will consolidate both temporary sites into one centralized site. The City does not currently own a property to develop the new snow storage site and therefore a property will need to be purchased. The Ministry's involvement is crucial in order to successfully select a site and develop the snow storage site. The Department does not have the capacity to manage this project internally, as extensive work is

required to develop a project plan, assess potential properties and coordinate with the Ministry.

The Administration recommends that Mr. Darch be retained to manage this project. Mr. Darch has extensive knowledge of the City's operations and has established great working relations with the Ministry of Environment Conservation and Parks. Mr. Darch has had success with shepherding the Caron Pond/Notre Dame landfill project, which is similar to the snow storage site project as it requires the same agility in dealing with the Ministry.

6) **CONSULTATION:**

N/A

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

N/A

8) **FINANCIAL IMPACT (expenses/material/etc.):**

At the 2019 budget deliberation process Council approved a budget of \$1,271,000 for consulting services, design and construction of a snow storage site.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

N/A