



**ROADS SUB-COMMITTEE HYBRID MEETING  
MONDAY, JUNE 3<sup>RD</sup>, 2024 AT 9:30 A.M.  
AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/85189987388?pwd=ZVBLM24yWWFtNDA5Tlg0T0VJMGduQT09>

Meeting ID: 851 8998 7388

Passcode: 998586

One tap mobile

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- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada
- +1 647 374 4685 Canada
- +1 647 558 0588 Canada

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1. Call to Order

***Welcome to all in Attendance and note to the Public – this Committee meeting is being recorded and will be available on the Township website under the Boards and Committee (Roads Sub-Committee) section within 5 business days of the Committee meeting.***

2. Land Acknowledgement

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways, and resources.

### 3. Additions/Deletions/Approval of Agenda

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ be it resolved that the agenda be approved as \_\_\_\_\_.

### 4. Declaration of Pecuniary Interest or Conflict of Interest

### 5. Approval of Draft Minutes – May 6, 2024

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ be it resolved that the minutes of the Roads Sub-Committee meeting held on May 6<sup>th</sup>, 2024, be approved as circulated.

### 6. Business Arising from Minutes

### 7. Correspondence Items

### 8. General Business

1. Update from Public Works Superintendent
2. Email from Eli Sherk regarding opening 250 Sideroad Road Allowance
3. Email from Al Blundell regarding Paid Duty Officer
4. Follow up on Mennonite Community Engagement
  1. County Report
  2. OPP Engagement
  3. Next Meeting
5. Other/Additions
6. Unfinished Business

### 9. Delegations

9:45 a.m. – Chris Knechtel, RJ Burnside and Associates: Bridge 2023 Rehabilitation

Engineering Change Order No.1

10. Acting Sergeant R. Button – Dufferin OPP

11. Recommendations to Council

12. Public Question Period

13. Confirmation Motion

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ be it resolved that all actions of the Members and Officers of the Roads Sub-Committee with respect to every matter addressed and/or adopted by the Board on the above date be hereby adopted, ratified, and confirmed; and each motion, resolution and other actions taken by the Board members and Officers at the meeting held on the above date are hereby adopted, ratified, and confirmed.

14. Adjournment and Date of Next Meeting

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ be it resolved that we adjourn this Roads Sub-Committee meeting to meet again on Monday, July 8<sup>th</sup>, 2024, at 9:30 a.m. or at the call of the Chair.



## Engineering Change Order No.1

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**Date:** May 8, 2024 **Project No.:** 300056829

**Project Name:** Bridge 2023 Rehabilitation

**Client Name:** Township of Melancthon

**Address:** 157101 Highway 10, Melancthon ON L9V 2E6

**Delivery Method:** Email

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<b>Current Total Authorized Limit</b>	\$20,000.00
<b>Increase Due to This Change Order</b>	\$17,400.00
<b>New Total Authorized Limit</b>	\$37,400.00

New total authorized limit excludes all applicable taxes.

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### 1.0 Background

R.J. Burnside & Associates Limited (Burnside) respectfully requests that the Township increase the budget for the above-mentioned project. The original budget was \$20,000 for the design, tender and construction phases and to date Burnside has incurred approximately \$30,000 in engineering costs.

We have encountered changes to our original scope of work that had increased our costs. Given our relationship with the Township, Burnside has written off \$5,000.00 of these incurred costs to date. We have invoiced \$18,626.00 to date and request a budget increase of \$17,400.00 to cover the additional work completed, as well as cover the upcoming construction inspection and contract administration work.

### 2.0 Description of Changes

#### Grand River Conservation Authority Requirements

During the Grand River Conservation Authority's (GRCA) review of permit application submission documents, they had requested Burnside to review and comment on the hydraulic capacity of the existing structure. Review and comment on hydraulic capacity of the existing structure is not typical for a structure rehabilitation project of this scope and Burnside had not accounted for this in the proposal. The unforeseen GRCA requirements had resulted in additional project management, coordination, design, and review costs as detailed below:

Position	Additional Hours	Rate	Total
Project Management	2	\$140	\$280.00
Hydraulic Designer	5	\$120	\$600.00
Environmental Coordinator	10	\$151	\$1,510.00
QA/QC	1	\$268	\$268.00
<b>Total:</b>	<b>18</b>		<b>\$2,658.00</b>

**Change in Scope for Concrete Repairs in Culvert Barrel**

During the detailed design phase of this project, after further site investigations it was determined that localized concrete patch repairs would not be a suitable option for rehabilitation of the culvert barrel and instead the barrel was required to be resurfaced. Additional design, drawings, and tender specifications were required for the concrete resurfacing aspect of the design. The additional hours to complete the work are as detailed below:

Position	Additional Hours	Rate	Total
Project Management	4	\$140	\$560.00
Design Engineer	7	\$173	\$1,211.00
CAD Technician	21	\$109	\$2,289.00
QA/QC	4	\$268	\$1,072.00
<b>Total:</b>	<b>36</b>		<b>\$5,132.00</b>

**Tender Process**

Burnside incurred additional time associated with the facilitation of the tender process beyond what was originally anticipated related to the distribution of the tender documents and responses to bidder's questions. Burnside estimates an additional five hours were required during the tender process as broken down below:

Position	Additional Hours	Rate	Total
Project Management	5	\$140	\$700.00
<b>Total:</b>	<b>5</b>		<b>\$700.00</b>

**Contract Administration & Part-Time Construction Inspection**

Revising the localized concrete patch repairs to concrete resurfacing within the culvert barrel increases the construction scope and duration. This increased construction scope and duration directly impacted Burnside's budget for Contract Administration and Part-Time Construction Inspection. The additional time anticipated below will account for the coverage associated with the additional work, as well as ensure Burnside provides adequate site inspection and contract administration services during construction to successfully complete this project.

	Additional Hours	Rate	Total
Contract Administration (12 hours/week x 3 weeks)	36	\$140	\$5,040.00
Part-Time Construction Inspection (10 hours/week x 3 weeks)	30	\$109	\$3,270.00
Disbursements (mileage)			\$600.00
<b>Total:</b>	<b>66</b>		<b>\$8,910.00</b>

### 3.0 Conclusion

Based on the above information, Burnside respectfully requests that the Township increase the engineering project budget by **\$17,400.00 excluding HST**.

It is understood that this new limit will not be exceeded without authorization from the Township and if the realized costs are less, the savings will be passed back to the Township. Once approved, please sign, and return a copy of this Engineering Change Order No. 1 to the undersigned.

We look forward to continuing to work with the Township to successfully complete this project. If you have any questions, or require any more information or clarification, please contact us at your earliest convenience.

Approved by:

\_\_\_\_\_  
Denise B. Holmes, AMCT  
Township of Melancthon

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chris Knechtel, P.Eng.  
R.J. Burnside & Associates Limited  
CK:jh

\_\_\_\_\_  
May 9, 2024

\_\_\_\_\_  
Date

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