

# **Town of Drumheller COUNCIL MEETING AGENDA**

**May 9, 2011 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

## **2.0 MAYOR'S OPENING REMARK**

3-4 2.1 Proclamation - May 2011 Vision Health Month

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

### **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

5-10 5.1.1 Regular Council Meeting Minutes of April 26, 2011

### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

11-12 8.1.1 Bylaw 09.11 being the Tax Rate Bylaw

### **8.2. Director of Infrastructure Services**

13-14 8.2.1 RFD - 2011 Cast Iron Watermain Replacement Program

15-26 8.2.2 RFD - Engineering Proposals for Street Improvement Program

**8.3. Director of Corporate Services**

**8.4. Director of Community Services**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICES OF MOTIONS**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

**14.1 Personnel Matter**

## ***Agenda Item # 2.1***

### **Vision Health Month May 2011 Proclamation**

**Whereas**, CNIB is celebrating Vision Health Month in May 2011 to raise awareness about the importance of safeguarding vision health;

**Whereas**, more than 836,000 Canadians are living with significant vision loss, including 79,000 Albertans;

**Whereas**, wearing sunglasses protects our eyes from harmful UVA and UVB rays;

**Whereas**, CNIB has declared May 26 "Shades of Fun Day" and asks people to wear their sunglasses to work and consider a \$2 donation to CNIB.

**Therefore:** I, Mayor Terry Yemen, do hereby proclaim May 2011 as Vision Health Month in the Town of Drumheller and declare May 26 "CNIB Shades of Fun" Day.

February 2011

Town of Drumheller  
Attn: Mayor Terry Yemen  
703 2nd Avenue W  
Drumheller AB T0J 0Y3

**Shades of Fun: A Vision Health Month Challenge**

Dear Mayor Terry Yemen,

CNIB has declared the month of May **Vision Health Month**. Fun and informative activities will be taking place across Canada, encouraging citizens to protect their eyes and have regular exams to prevent eye disease.

The City of Ottawa and over 20 other municipalities have jumped on board by declaring Thursday, May 26 **CNIB Shades of Fun Day**. People are being asked to wear sunglasses to work to highlight prevention of eye disease caused by sun exposure. It's also a fundraiser, as each employee is asked to donate two dollars to CNIB. Ottawa and other cities are inviting all their employees to participate.

We are asking the Town of Drumheller to do the same. CNIB has been a vital charity in Canada for over 90 years, providing blind and partially sighted Canadians the confidence, skills and opportunities to reach their goals. Our aging population is turning to CNIB at a record pace – over one million people contact CNIB each year - and they need our support.

Collectively wearing sunglasses on May 26 demonstrates a commitment to eye health, as excessive exposure to sunlight is a contributor to the development of major eye conditions such as cataracts and age-related macular degeneration. Plus, it's a unique and fun way to engage staff.

Please let me know if you would like to accept the challenge and show your community's shades of fun! Attached is a proclamation that would help you proclaim the day and make it official.

Thanks on behalf of thousands of Albertans who are blind or partially sighted!

Tracey J. Harrison  
Manager, Sponsorships, Special Events & Projects

Attached: Sample proclamation

02 AY  
T. J. Harrison

...  
**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

April 26, 2011 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta



**PRESENT:**

**MAYOR:**

Terry Yemen

**COUNCIL:**

Andrew Berdahl

Jay Garbutt

Lisa Hansen-Zacharuk

Sharel Shoff

Doug Stanford

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Allan Kendrick

**DIRECTOR OF CORPORATE SERVICES:**

Michael Roy

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**1.0 CALL TO ORDER**

- 1.1 Councillor Jay Garbutt was sworn in as Deputy Mayor for the months of May and June, 2011.

**2.0 MAYOR'S OPENING REMARK**

Mayor Terry Yemen proclaimed May 1<sup>st</sup> as Miners' Day in the Town of Drumheller.

Mayor T. Yemen advised that the Alberta Recreation Park Association Conference will be held October 27 – 29 in at the Fairmont Chateau. He stated that during the conference, an award will be presented to an individual who has volunteered their time in the area of parks and recreation development. He asked Council to consider nominees from our community who have excelled in this area.

- ... 3.1 Mayor T. Yemen called the public hearing to order at 4:33 PM.

### ***Agenda Item # 5.1.1***

Mayor Yemen stated that the purpose of the Public Hearing is to consider Bylaw 06.11 to close a portion of undeveloped Original Road Allowance from use and to sell or hold same (Cambria District - Applicant Sandy Brown)

Mayor Yemen asked if there were any items of correspondence. Secretary, L. Handy advised there were no items of correspondence.

Mayor Yemen asked if there were any speakers in favour of or against the proposed street closure. There were no speakers.

Mayor Yemen closed the public hearing at 4:35 PM.

## **4.0 ADOPTION OF AGENDA**

**MO2011.179** Garbutt, Shoff moved to adopt the agenda as presented. Carried unanimously.

## **5.0 MINUTES**

### **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

5.1.1 Regular Council Meeting Minutes of April 11, 2011

**MO2011.180** Zariski, Hansen-Zacharuk moved to adopt the regular Council meeting minutes of April 11, 2011 as presented. Carried unanimously.

### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

5.2.1 Municipal Planning Committee Minutes of March 31, 2011

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

6.1 Curling Club

Bill Herman (also in attendance Board Members - Mr. and Mrs. Larry Coveney and Ken Olsen) stated that the lease between the Curling Club and Town of Drumheller should be renewed however he questioned the length of the term. He stated that the only amendment to the terms of the lease that the Club is requesting is that the amount the Club is responsible for repairs be reduced from \$4000.00 to \$2000.00. He explained that the Club does not have a great deal of funding and if not for the Casino Funds, they would not be able to support themselves. He



...

explained that there are substantial immediate repairs that are necessary to the building as follows: the roof is leaking into the building causing staining and swelling of the gyprock; the ceiling paint is falling onto the ice surface; the urinal in the men's washroom is leaking into the main foyer and mold is throughout the building. He asked the Town to repair these problems. He stated that the Club has done some repairs to fix one urinal and the other urinal cannot be fixed. R. Romanetz stated that Town will undertake for the roof to be inspected. Bill Herman stated that in 2008 the Town had assisted with the preparation of an application to CFEP and it was approved by the Province however the Club did not have the matching funds and the Town did not offer these funds. He stated that the Club receives revenue from the Casino funds and membership fees which these dollars go towards the \$17,000 expense for their share of the ice plant maintenance and utilities. He stated that a new building will give the Club the opportunity to attract the younger crowd to the sport as well as host tournaments, including the Southern Alberta Men's Bonspiel. He stated that the Club does not want to see a break in their curling operations. He further stated that he has seen a recent study that shows a four (4) sheet ice surface and he highly recommended that this be upgrade to six (6) sheets in order to attract the larger bonspiels. He stated that these events will bring revenue for the Town. He stated that a cost of \$4M is reasonable for six (6) sheets building (not \$7M as he has seen in the study). T. Yemen encouraged the Club to recommend the appointment of a member to the Badlands Community Facility Steering Committee as the Committee will change their focus to Phase 2 of the project. R. Romanetz stated that the Fire Inspector has inspected the building and the fire code minimum requirements are in place.

## Agenda Item # 5.1.1

### 6.2 Gitzel Krjci Dand Peterson - Presentation of 2010 Audited Financial Statements

Eric Peterson provided the following overview:

- The 2010 financial statements have been prepared based on the new rules established by the Public Sector Accounting Boards. He explained that the purchase of capital assets is no longer recorded as expenses but now show the amortization and depreciation of assets.
- Page 1 Auditor's Report describes what was carried out during the audit and the opinion of the auditors which states that the statements are a fair representation of the financial position of the Town of Drumheller.
- Page 2 Assets – Accumulated surplus cash less debts plus the hard assets – total of \$126,511,225. Breakdown summary as follows: Cash and short term investments \$14.5M (cash balance changes as provincial grants come in and these dollars are spent). Investments are \$2.6M. Deferred revenue grants and other dollars received by the end of the year but not yet expensed is approximately \$2.96M. Net financial assets is \$2.86M; non financial assets is \$123.6M.

- Page 3 Consolidated Statement of Operations (revenues and

...

expenses by type for the 12 months). Add surplus at the beginning of the year \$114,702,339 plus excess revenue equal to \$11.8M. Revenue Net municipal taxes raised is \$6,734,103; Expenses – Amortization of Tangible Capital Assets (non cash expense and has been allocated to the different functions is \$3,324,930 (Note 9). Excess (shortfall) of revenue over expenses is \$26,591 plus government grants of \$11.7M to get excess of revenue at \$11.8M.

## Agenda Item # 5.1.1

- Page 4 Consolidated Statement of Changes in Net Financial Assets (Debt) – excess of revenue over expenses of \$11.8M and additions and reductions of tangible capital assets for a net total of (\$458,210) which is added to the balance at the beginning of the year of \$3.3M which gives the balance at the end of the year \$2.86M.

- Page 5 Consolidated Statement of Cash Flows – Excess of revenues over expenses is \$11.8M with adjustments for items that do not affect cash (non cash transactions). \$15.7M brought in from operations. Total change in cash of \$8M plus \$6.5M on hand at the beginning of the year for the end of year total of \$14.5M.

- Schedule of Tangible Capital Assets (cost at the beginning plus new additions less assets disposed of for a total of \$186M less accumulated amortization \$63M for a net book value of \$123M.

- Schedule of Breakdown of Property and Other Taxes (taxes levied less the portions of requisitions) for the net amount for municipal purposes of \$6.7M.

- Schedule of Breakdown of Government Grants for a total of \$12.8M.

- Notes to the Financial Statements – accounting policies being used.

E. Peterson concluded his report by commending Administration on the careful management of tax dollars. He stated that the capital assets have increased by \$15M as well, the long term debt by \$9M. He stated that this is the second year for the new format and M. Roy will modify the quarterly financial report Council receives so it will serve as a better management tool and the figures will be in line with the financial statements.

**MO2011.181** Garbutt, Shoff to approve the 2010 financial statements as presented. Carried unanimously.

## 7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

## 8.0 REQUEST FOR DECISION REPORTS

### 8.1. CAO

### 8.2. Director of Infrastructure Services

### 8.3. Director of Corporate Services



Apr 26, 2011  
... 8.3.1 Bylaw 07.11 (Business Tax Rate for 2011) - third reading

**Agenda Item # 5.1.1**

**MO2011.182** Hansen-Zacharuk, Zariski for third reading to Bylaw 07.11.

Carried unanimously.

8.3.2 Bylaw 08.11 (Joint Assessment Review Board Agreement) - three readings

M. Roy introduced Bylaw 08.11 and the Joint Assessment Review Board Agreement which would allow the Town of Drumheller and neighboring municipalities to form a Joint Assessment Review Board.

**MO2011.183** Shoff, Berdahl for first reading of Bylaw 08.11

Discussion on Motion:

Councillor D. Stanford stated that the provincial government should allow more opportunities for training. M. Roy stated that Municipal Affairs offered courses at the beginning of the year and that the Town of Drumheller is on the waiting list for future training courses. Council agreed that a letter should be sent to the Minister advising that more courses need to be offered.

Vote on Motion: Carried unanimously.

**MO2011.184** Garbutt, Shoff for second reading of Bylaw 08.11. Carried unanimously.

**MO2011.185** Berdahl, Garbutt moved no objection to third reading of Bylaw 08.11. Carried unanimously.

**MO2011.186** Zariski, Shoff for third reading of Bylaw 08.11. Carried unanimously.

**8.4. Director of Community Services**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

9.1 CAO's Quarterly Report to March 31, 2011

9.2 Director of Infrastructure Services' Quarterly Report to March 31, 2011

9.3 Director of Corporate Services' Quarterly Report to March 31, 2011

9.4 Director of Community Services' Quarterly Report to March 31, 2011

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

April 26, 2011  
... 12.0 NOTICES OF MOTIONS

***Agenda Item # 5.1.1***

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned at 6:15 PM.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

## Agenda Item # 8.1.1

### Town of Drumheller Bylaw Number 09.11

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPALITY OF THE TOWN OF DRUMHELLER ALBERTA FOR THE 2011 TAXATION YEAR.

- WHEREAS** the Town of Drumheller has approved the 2011 Budget requiring tax revenue of \$6,964,241
- AND WHEREAS** the required tax to pay the requisition from the Province for the Alberta School Foundation Fund and the requisition for Christ the Redeemer CSRD No. 3 is \$2,022,689.75 and \$402,333.91, respectively;
- AND WHEREAS** the required tax to pay the requisition from the Drumheller and District Seniors Foundation is \$245,623.00;
- AND WHEREAS** the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000;
- AND WHEREAS** the assessed values of all property in the Town of Drumheller as shown on the assessment roll is:

Assessed Value of Property	Municipal	Education	Seniors
Residential/Farmland	642,269,490	638,046,750	638,046,750
Non-Residential	230,404,950	230,404,950	230,404,950
Machinery and Equipment	3,415,270	exempt	3,415,270
Total Assessment	876,089,710	868,451,700	871,866,970

**NOW THEREFORE** the Council of the Town of Drumheller, in the Province of Alberta, hereby enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Drumheller.

#### 2011 Municipal Tax Rates

	Tax Levy	Assessment	Tax Rate
Residential Municipal	4,439,881	642,269,490	0.00691280
Non-Residential Municipal	2,524,370	233,820,220	0.01079620
Totals	6,964,250	876,089,710	

## Agenda Item # 8.1.1

### 2011 Education Tax Rates

	Tax Levy	Assessment	Tax Rate
Residential Municipal	1,561,237	638,046,750	0.00244690
Non-Residential Municipal	867,129	230,404,950	0.00376350
Totals	<u>2,428,366</u>	<u>868,451,700</u>	

### 2011 Seniors Foundation Rates

	Tax Levy	Assessment	Tax Rate
Residential Municipal	179,738	638,046,750	0.00028170
Non-Residential Municipal	65,867	233,820,220	0.00028170
Totals	<u>245,605</u>	<u>871,866,970</u>	

2. That this bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME this \_\_\_\_ Day of \_\_\_\_\_, 2011

READ A SECOND TIME this \_\_\_\_ Day of \_\_\_\_\_, 2011

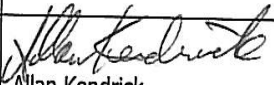
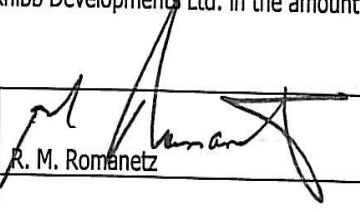
READ A THIRD AND FINAL TIME this \_\_\_\_ Day of \_\_\_\_\_, 2011

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



### Request for Decision

		<b>Date:</b>	May 5th, 2011
<b>Topic:</b>	2011 Watermain Replacement Program Tender results		
<b>Proposal:</b>	Tenders for the 2010 Watermain Replacement Program closed on April 28, 2011 at 2 pm. Two tenders were received from: Chinook Pipeline and Knibb Developments Ltd. The low bidder was Knibb Developments Ltd. with a tender amount of \$857,886.75 including GST. The engineering estimate for this project was approximately \$1,039,000.00. See attached Tender Award Recommendation Letter for MPE Engineering Ltd.		
<b>Proposed by:</b>	Allan Kendrick, Director of Infrastructure Services		
<b>Correlation to Municipal Sustainability Plan</b>	Program is identified in the MSP as a means to provide a roadmap for overall improvements to the Town's water system and also forms part of the 5 Year Cast Iron Water Main Replacement Plan approved by Council		
<b>Benefits:</b>	Improved reliability and delivery of water within the water system. Reduces the risk of emergency repairs, service interruptions and provides improved fire flows in the downtown area.		
<b>Disadvantages:</b>			
<b>Alternatives:</b>	Council reject this proposal		
<b>Finance/Budget Implications:</b>	Approved project within the 2011 Capital budget financed through the MSI Capital Program.		
<b>Operating Costs:</b>	N / A	<b>Capital Cost:</b>	\$ 857,886.75
<b>Budget Available:</b>	\$1,000,000.00	<b>Source of Funds:</b>	MSI Capital Program
<b>Budget Cost:</b>		<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>	Affected parties will be notified.		
<b>Recommendations:</b>	<ul style="list-style-type: none"> <li>Council award the low tender bid to Knibb Developments Ltd. in the amount of \$857,886.75 including GST</li> </ul>		
<b>Report Writer:</b>	 Allan Kendrick	<b>CAO:</b>	 R. M. Romenez
<b>Position:</b>	Director of Infrastructure Services		

### INFRASTRUCTURE SERVICES

Telephone: (403) 823-1354

... Suite 260, East Atrium, 2635 - 37 Ave NE  
Calgary, AB T1Y 5Z6  
Phone: 403-250-1362  
1-800-351-0929  
Fax: 403-250-1518

Town of Drumheller  
703 - 2 Avenue West  
Drumheller, Alberta  
T0J 0Y3

May 3, 2011  
File: N:\2450\030\L06-1.0

**Attention: Mr. Allan Kendrick**  
**Director of Infrastructure Services**

Dear Al:

**Re: 2011 Watermain Replacement Program**  
**Tender Award Recommendation**

Tenders were opened Thursday, April 28, 2011 at 2:00:00 p.m. at the Town Hall in Drumheller, Alberta.  
Table 1 summarizes the results of the two (2) tenders that were submitted.

**Table 1 – Tender Summary**

<b>Contractor</b>	<b>Tendered Amount (including GST)</b>	<b>Difference from Low Bidder</b>
Knibb Developments Ltd.	\$857,886.75	-
Chinook Pipeline	\$992,244.00	\$134,357.25

The estimate for construction costs by MPE was \$1,039,000.00.

MPE Engineering Ltd. recommends that Knibb Developments Ltd. be awarded the contract in the amount of \$857,886.75 (including GST).

Please advise us on your decision and we will proceed with the notice of award. Once awarded, the contractor will have 21 days to provide a Performance Bond (50% of the contract price), a Labour and Materials Bond (50% of the contract price), insurance, and a construction schedule.

Yours truly,

**MPE ENGINEERING LTD.**



Joel Thomson, E.I.T.  
Resident Inspector

JT:jt





### Request for Decision

		<b>Date:</b>	May 3, 2011
<b>Topic:</b>	Professional Engineering Services for Roads and Bridge Structures		
<b>Proposal:</b>	<p>This proposal is to secure Professional Engineering Services for the Street Improvement Program and Bridge Inspection Services over the next 3 years.</p> <p>A Request for Proposals was developed and posted according to the Town's purchasing policy. The closing date was April 12, 2011 at 2 p.m. with 7 proposals received.</p> <p>Selection Team consisted of Ray Romanetz, Mike Roy, Keith Russell, Daryl McConkey and Allan Kendrick. After review and evaluation of the 7 proposals received, the top 3 ranked proposals were reviewed a second time by the team and several calls were made to clarify fees, staff assigned to the project, in addition references were checked.</p> <p>AECOM's proposal was ranked the highest of the proposals received by the Town.</p> <p>Attached to this RFD is the Request For Proposals which includes the evaluation criteria matrix. The cost of the highest ranked proposal received is in line with costs of previous years.</p>		
<b>Proposed by:</b>	Allan Kendrick, Director of Infrastructure Services		
<b>Correlation to Municipal Sustainability Plan</b>	Street Improvement Program is approved annually by Council, includes road maintenance, and improves road safety and drainage. Asphalt and Concrete materials removed are recycled and the recycled materials are reused as base material in the SIP.		
<b>Benefits:</b>	Professional Engineering Services are secured for a 3 year term, meets the New West Partnerships Trade Agreement (NWPTA) (formerly TILMA) requirements. Provides for longer term planning over the 3 years. Rates for services will be held at the current fee rate schedule for 2011, 2012 and 2013. The proposal includes the same experienced staff resources that the Town is accustomed to for the term of the agreement. AECOM has been providing the engineering services for the street improvement program for many years, are very familiar with our special soils and engineering standards.		
<b>Disadvantages:</b>			
<b>Alternatives:</b>	<ul style="list-style-type: none"><li>• Council reject all proposals and re-issue the Request for Proposals</li><li>• Council award the contract to AECOM for the annual supply of Professional Engineering Services for Roads and Bridge Structures for 2011, 2012, 2013.</li></ul>		
<b>Finance/Budget Implications:</b>			
<b>Operating Costs:</b>		<b>Capital Cost:</b>	Council Approved Capital

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## Agenda Item # 8.2.2

			projects
<b>Budget Available:</b>		Source of Funds:	
<b>Budget Cost:</b>		Under budgeted Cost:	
<b>Communication Strategy:</b>	Affected parties will be notified.		
<b>Recommendations:</b>	Council award the contract for the Professional Engineering Services for Roads and Bridge Structures for 2011, 2012, 2013 to AECOM		
<b>Report Writer:</b>	Allan Kendrick	CAO:	 R. M. Romanetz
<b>Position:</b>	Director of Infrastructure Services		



***Agenda Item # 8.2.2***  
**REQUEST FOR PROPOSALS**

**Professional Engineering Services for  
Roads and Bridges Structures**

**Issue Date: March 23rd, 2011**

**Prepared By:** Town of Drumheller  
Infrastructure Services  
703 2<sup>nd</sup> Avenue West  
Drumheller, AB  
TOJ OY3

Director of Infrastructure Services  
Allan Kendrick  
(403) 823-1308

[akendrick@dinosaurvalley.com](mailto:akendrick@dinosaurvalley.com)

## 1.0 INTRODUCTION

### ***Agenda Item # 8.2.2***

The Town of Drumheller is intending to acquire professional engineering services necessary during the calendar years of 2011 to 2013 inclusive, for its Preliminary Design; Detailed Design; Engineering Services during Construction; Resident Engineering; and Post Construction Services associated with roads and bridge structures. The annual average construction budget would be approximately \$1,000,000.00 and may vary dependant on funding sources available to the Town.

Qualified firms with requisite experience in the supply and delivery of municipal engineering services are invited to submit a proposal outlining their experience, deliverables, work capabilities, performance, warranty and overall price in compliance with the specifications of this specific RFP document.

## 2.0 GENERAL INSTRUCTIONS

### 21 SEALED PROPOSALS

All proponents shall submit sealed proposals, marked on the outside of the envelope as follows:

**TOWN OF DRUMHELLER ENGINEERING OF  
ROADS AND BRIDGES Structures RFP :**

**Attention Ray Romanetz CAO**

**Town of Drumheller**

**703 2<sup>nd</sup> Avenue west,**

**Drumheller, Alberta T0J 0Y3**

Please note that Allan Kendrick is also the primary technical contact for questions during the submission process. He can be contacted via email ([akendrick@dinosaurvalley.com](mailto:akendrick@dinosaurvalley.com)) or by telephone or fax (Tel: 403-1312 OR Fax: 403-823 8006). To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this tender document shall be submitted in writing.

**2.2 CLOSING DATE/TIME**

Sealed and marked proposals will be received no later than **April 12, 2011, 2:00pm local time**. Proposals will be opened publicly at Town Hall Council Chambers.

**2.3 SUBMISSION REQUIREMENTS**

The proponent shall submit two (2) sealed and duly executed copies of the completed proposal document, including any additional proposal specific information by the closing date/time. Additional information shall not exceed ten (10) single sided pages.

**2.4 FIRM IDENTIFICATION**

Each proposal shall contain the full legal name of the proponent and be duly signed by a person with binding corporate authority.

**2.5 ACKNOWLEDGEMENT**

The proponent acknowledges and confirms that their proposal is based entirely on the terms, specifications, requirements and conditions laid out in the RFP document, or as otherwise established through any formal addenda issued relative to this RFP.

**2.6 ACCEPT OR REJECT PROPOSALS**

The proponent is advised that the Town of Drumheller reserves the right to reject any or all proposals. The Town may also, at its sole discretion, award the proposed work to other than the lowest price proposal. The contract will be awarded to the firm which is most advantageous to the Town. The proponent is advised that failure to satisfy any term or condition of this RFP may result in the rejection of said proposal. Further, any proposals not properly signed/dated, proposals received after the closing time/date, proposals that contain restrictions and/or provisions, proposals completed in pencil, bids with incomplete calculations, proposals lacking required information, will be rejected as incomplete.

**2.7 FREEDOM OF INFORMATION**

The proponent acknowledges that any information or documents provided in response to this RFP may be released pursuant to the provisions of the Alberta's Freedom of Information and Protection of Privacy Act (the FOIP Act). This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documentation.

**2.8 AMENDMENT OR WITHDRAWAL OF PROPOSALS**

The proponent may amend or withdraw their proposal prior to the closing date and time by submitting a clear and detailed written notice to the primary contact via fax, mail or PDF format via email. All proposals become irrevocable after the closing date and time.

**2.9 NEGOTIATIONS**

Proponents are advised that the Town may negotiate terms, conditions, or alterations to the services specified directly with the successful firm.

**2.10 ACCEPTANCE OF PROPOSAL**

Upon acceptance, the proponent agrees to the supply of services as specified in this RFP immediately upon Notice of Award to the successful proponent, or as agreed between owner and proponent.

**2.11 BINDING AGREEMENT**

All proposals shall be final and binding on the proponent for a period of 60 (sixty) days from the closing date and time and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Town. Termination of services may be initiated by the Town or the proponent for just cause at any time. A written notification of sixty (60) days is required for termination of services.



## 2.12 PROPOSAL EXPENDITURE

The Town will not reimburse any proponent for any costs related to the preparation of a proposal response to this RFP. Without foregoing any generalities, this shall extend to any review, presentations, and any supplemental information provided, and shall also extend to subsequent negotiations, if any, with the Town.

## 2.13 PROPOSAL PRICE

The proponent shall provide a detailed fixed price per element for the proposed services as identified in this RFP, for services to be provided on an hourly basis and shall provide a fixed price, based on a percentage of Construction Value for other areas as designated in the schedule below. All proposals shall show any applicable tax as a separate line item (i.e. GST).

Element	Estimated Hours	Percentage of Construction Value
Preliminary Engineering	150	
Detailed Design/Contract administration		X
Engineering Services during construction	150	
Resident engineering during construction	600	
Post construction services	50	

## 2.14 ADDENDA

In the event that questions/responses to this RFP require amendments or modifications to the original document, such amendments shall be advertised on the Town's Corporate Website ([www.dinosaurvalley.com](http://www.dinosaurvalley.com)). It is the proponent's sole responsibility to review the aforementioned website for any amendments/modifications to this RFP.

## 2.0 SCOPE OF SERVICES

### Level of Effort

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The proponent shall prepare a table showing the total manpower hours in each of the five major categories: Preliminary Design; Detailed Design; Engineering Services during Construction; Resident Engineering; and Post Construction Services.

### Preliminary Designs

- Survey and base map preparation
- Geotechnical subsurface investigation and soils analysis
- Utility co-ordination
- Prepare ROW plans
- Construction impact on traffic planning
- Preparation of preliminary cost estimates
- Review of related planning and engineering documentation
- Development of detailed work plans and timelines showing estimated completion of specific project phases

### Detailed Design

The design work shall include but is not limited to the following:

- Development of detailed design drawings, design review packages, specifications and tender documents that comply with appropriate standards;
- Acquisition of all necessary permits, approvals and certificates of completion;
- All geotechnical investigations and surveys;
- Prepare a pre-tender cost estimate and review with Town staff;
- Prepare a tender advertisement and submit to the Town. The Town will place the ad;
- Preparation of tender package, in accordance with the New West Deal (formerly TILMA). The consultant will arrange to have the necessary number of copies made and coordinate the distribution of the packages and posting on Alberta Purchasing Connection (APC);
- Arrange for and host a site meeting with contractors during the tender period;
- Reply to all questions relating the details of the construction project during the tender period;
- and issue addenda for clarification as required;
- Attend tender opening at Town office;
- Provide award analysis, tender summary, award recommendation, and provide an update on project budgets and schedule based on the accepted tender.

### **General Engineering during Construction**

General engineering services during construction shall include, but not be limited to, the following:

- ...
- Prepare Contract Documents for signing by the Town of Drumheller and the Contractor;
- Agenda Item # 8.2.2**
- Request the Contractor provide the necessary Bonds and Insurance;
- Provide interpretation of Contract Drawings and drawings during construction;
- Conduct a pre-construction meeting with the Town and the Contractor regarding schedule, construction procedures, public relations, traffic control, safety programs, lines of communications and other items;
- Arrange and coordinate bi-weekly site meetings (or more frequent, if required) including preparation and distribution of the minutes in a timely manner;
- Review and approve shop drawings;
- Advise the Town and Contractor regarding any contractual issues that may arise;
- Prepare and process Progress Certificates for payment;
- Implement a public relations program;
- Coordinate quality control testing during construction. The testing firm may be a Sub-Consultant to the Consultant and be acceptable to the Town;
- Attend Construction Completion inspection, documenting all deficiencies;
- Issue the Construction Completion Certificate upon rectification of all deficiencies;
- and

### **Resident Engineering during Construction**

Resident engineering services during construction shall include, but not be limited to, the following:

- Provide construction layout as required;
- Conduct inspection to confirm that the work is being performed in accordance with the design and specifications;
- Jointly with the Contractor implement the communications program responding to concerns during construction;
- Co-coordinate quality control testing;
- Measure quantities of work completed;
- Document construction activities including photographic logs;
- Conduct a construction completion inspection of the works noting deficiencies;
- Inspect rectified deficiencies and issue the construction completion certificate;
- Collect as-built data as construction proceeds for record drawing purposes.

### **Post Construction Services**

Post construction services shall include, but not be limited to, the following:

- Preparation and review of final payment and release of holdbacks;
- Preparation of construction drawings. One set of reproducible mylar and a digital copy of the drawings, in a format acceptable to the Town. **Must provide all**

... information required to the updated Town's GIS and Asset Management Programs.

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Issue a Final Acceptance Certificate once the contractor had rectified the deficiencies noted.

#### **Project**

The Town shall not be responsible for any unauthorized additional costs.

The Proponent shall be solely responsible for any and all payments and/or deductions required to be made including those required for the Canada Pension Plan, Employment Insurance, Workplace Safety and Insurance, and Income Tax.

All invoices must clearly show GST as a separate value and GST "registrant" number.

In the event of mathematical errors found in the pricing pages, the unit prices quoted shall prevail. Extensions and totals will be corrected accordingly by Town staff and adjustments resulting from the correction will be applied to the Total Lump Sum Price quoted. All dollar amounts, fee statements, and invoicing shall be in Canadian dollars.

#### **Selection Committee**

All Proposals will be evaluated through a comprehensive review and analysis by a Selection Committee. A selection panel comprised of representatives from the Town of Drumheller will recommend a consultant for the project.

The aim of the Selection Committee will be to select one Proposal, which in its opinion meets the Town's requirements under this RFP and provides a satisfactory overall value to the Town. The Proposal selected, if any, will not necessarily be the one offering the lowest fee.

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Selection Committee will be final and binding.

The information provided in this section is not intended to comprise a detailed scope of services, but is intended to provide general information to firms wishing to submit proposals. It is the intent of the Town to draw upon the expertise and experience of firms submitting proposals as to their recommendations of specific work tasks required

... to accomplish Town goals. The actual scope of service will be determined by mutual consent between the Town and selected consultant. **Agenda Item # 8.2.2**

### **3.0 PROPOSAL REQUIREMENTS**

#### **3.1 PROFESSIONAL INFORMATION**

Proposals must include information of a general nature on the firm and current total staffing and clients of the firm. For comparative purposes, proponents are requested to describe their experience and resources as it relates to the services being provided.

In addition, specific information shall be included with respect to key personnel who are proposed to be utilized to satisfy the Town's needs including:

Name and credentials

Training and experience

Position and area of specialization in the firm

Individual fee scale

For any area described within the Scope of Services section that the firm is unable to provide internally, the above mentioned must also be provided for any consultants who are proposed to be used on behalf of the proponent.

All proposals shall include a 2010 related project list that includes, budget numbers compared to actuals and proposed timelines to complete projects compared to actuals.

All proposals shall include a detailed description of all professional fees and other costs and recommended method of billing and payment. Where applicable, proposals must include all taxes, rates and charges applicable at the time the proposal is awarded.

#### **3.2 REFERENCES**

A minimum of three (3) references indicating the name of the contact person, phone number(s), and position within the organization must be submitted with the proposal.

... 4.0 AWARD AND COMPLETION

***Agenda Item # 8.2.2***

**4.1 EVALUATION CRITERIA**

Proponents will be evaluated according to the following factors:

- |    |  |     |
|----|--|-----|
| 1. | Qualifications of professional personnel to be assigned                                      | 25% |
| 2. | Availability and capability to meet work requirements as                                     | 20% |
| 3. | Familiarity with the Town's existing infrastructure, soil conditions & engineering standards | 20% |
| 4. | Related experience on similar projects:  | 15% |
| 5. | Engineering Fee Structure:   | 20% |

**4.2 PROPOSAL AWARD**

We wish to thank all interested parties for participating in this tender process, and look forward to working with the successful proponent in the immediate future.