

# **Town of Drumheller COUNCIL MEETING AGENDA**

**March 9, 2015 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

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

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

3-7 5.1.1 Regular Council Meeting Minutes of February 23, 2015

### **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**

8 8.1.1 RFD - Community Futures Request to Transfer 49 Shares in the 878947 Alberta Ltd. to the Town of Drumheller

9-11 8.1.2 RFD - Award of 2015 Cast Iron Waterline Replacement Program

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**8.1. CAO**

12-23 8.1.3 RFD - Professional Engineering Services for Roads and Bridge Structures

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

February 23, 2015 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

**MAYOR:**  
Terry Yemen

**COUNCIL:**

Jay Garbutt  
Lisa Hansen-Zacharuk  
Patrick Kolafa  
Tara McMillan  
Sharel Shoff  
Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Allan Kendrick

**DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:**

**1.0 CALL TO ORDER**

Mayor Terry Yemen called the meeting to order at 4:30 PM.

Councillor P. Kolafa sworn in as Deputy Mayor for the months of March and April, 2015.

**2.0 MAYOR'S OPENING REMARK**

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

**MO2015.37** McMillan, 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 February 9, 2015

**MO2015.38** Shoff, Hansen-Zacharuk moved to adopt the regular Council meeting minutes of February 9, 2015 as presented. Carried unanimously.

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

5.2.1 Municipal Planning Commission Meeting Minutes of November 27, 2014  
Municipal Planning Commission Meeting Minutes of December 18, 2014  
Municipal Planning Commission Meeting Minutes of January 8, 2015  
Municipal Planning Commission Meeting Minutes of January 22, 2015

**5.3. BUSINESS ARISING FROM THE MINUTES**

**MO2015.39** Zariski, Shoff to move **MO2015.29** from the table. Carried unanimously.

Clarification held on motion **MO2015.29**:

Councillor L. Hansen-Zacharuk provided an overview of the discussion held at the Council meeting of February 9<sup>th</sup>. She stated that Council gave first reading to the Business License Bylaw 04.15 on February 9<sup>th</sup> however the consensus was to table any further readings to allow for more input from stakeholders. She further stated that the Drumheller and District Chamber of Commerce and other stakeholders have provided their comments.

Councillor T. McMillan requested more information on mandatory and voluntary DMO's and how they are structured. She further stated that 95% of the campground owners are not in favour of the bylaw.

Councillor S. Shoff questioned whether Council could proceed with Schedule A and leave Schedule B until there is further consultation with stakeholders. R. Romanetz advised that Council could proceed with further readings to Bylaw 04.15 with an amendment to exclude Schedule B. He further explained that Administration has had to proceed with using business licenses based on the rates within the 2014 Business License Bylaw as a number of business owners were in need of the Town's business license in order to qualify for a provincial license.

Councillor J. Garbutt stated that Schedule B will be the economic driver to generate the revenue for tourism and as the majority of hoteliers are not opposing the bylaw, he wished to move forward with second and third readings if the bylaw included the

following amendments: 1) DMF exemption for those B&B with 3 rooms or less – rationale is that these business owners are seasonal operators that would not benefit from tourism marketing; 2) that the payment schedule be amended for 2015 to include only a 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter roll out of fees – rationale is that the first quarter will be completed once the bylaw is approved; and 3) that campgrounds be eliminated from the 2015 version of the bylaw with discussion in the future for their inclusion in 2016.

It was agreed that an amended bylaw would be reviewed at Council's Committee of the Whole Meeting of March 2<sup>nd</sup>.

## **6.0 DELEGATIONS**

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

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

#### **8.1.1 RFD - 2015 Operating Budget - Tax Supported**

R. Romanetz advised that Council reviewed the 2015 Operating Budget on February 2<sup>nd</sup>. He stated that adoption of the 2015 operating budget allows Administration to commence implementation of the programs established by Council and that Schedule B has no net impact on the budget. He further stated that the budget proposed reflects a net surplus of \$1,347 based on an overall 2% increase with a budget of \$17,128,383 for expenses and a budget of \$17,129,730 for revenues.

**MO2015.40** Shoff, Zariski moved to approve the Town of Drumheller 2015 Operating Budget – Tax Supported as presented.

#### **Clarifications on Motion:**

In response to a question from Council, R. Romanetz confirmed that the budget includes a bylaw staffing model moving to a full time position bylaw officer.

In response to a question from Council, R. Romanetz explained that the outstanding BCF fundraising is \$2.3M from the initial fundraising target of \$6M. He further explained that this amount will be funded through the Town's cash flow and / or municipal capital reserves. He explained that the total \$3.7M fundraising contributions may not be in the Town's bank account right now as some donors have not yet met their commitment. He further stated that confusion arises from the principal and interest for the \$6M debenture to construct the facility – these dollars are guaranteed from increased taxes over a number of years - once the building was up and running these dollars are being used to offset the debenture payment (principal and interest).

#### **Vote on Motion:**

Carried unanimously.

Councillor J. Garbutt thanked Director B. Miller and her staff for budget documents that include concrete details attached to the numbers.

**8.1.2 RFD - 2015 Operating Budget - Utilities Supported**

R. Romanetz advised that utility increases of 5% have been applied to water rates and 2% to sewer rates effective January 1, 2015 as adopted by Council on December 22, 2014. He further explained that using the full cost utility recovery method, the budget as presented reflects recovery of operating expenses, amortization expense (less amortization cost of contributed capital) and a return on investment of approximately \$75K for water and \$298K for wastewater.

**MO2015.41** McMillan, Garbutt moved that Council approve the Town of Drumheller 2015 Operating Budget – Utilities Supported as presented. Carried unanimously.

**8.1.3 RFD - 2015 Capital Plan**

R. Romanetz advised that the budget for the proposed 2015 capital plan is \$5,968,926 of which \$2,371,865 are projects carry forward from 2014, resulting in new capital project funding requests of \$3,597,061 for 2015. He further advised that the majority of the capital projects are also contingent on grant funding from either the federal or provincial governments. With the exception of preliminary engineering, capital projects will not proceed until funding has been approved.

**MO2015.42** Hansen-Zacharuk, Kolafa moved to approve the 2015 Capital Budget, totaling \$5,968,926 in expenditures, as presented. Carried unanimously.

**8.1.4 RFD - Appointment to the Subdivision and Development Appeal Board**

R. Romanetz advised that Keith Hodgson has submitted his name to serve on the Subdivision and Development Appeal Board. He further advised that this vacancy has been advertised for several months.

**MO2015.43** Hansen-Zacharuk, Shoff moved that Council approve the appointment of Keith Hodgson for a one year term expiring on the date of Council's Organizational Meeting in 2015. Carried unanimously.

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS MO2015.44** McMillan, Hansen-Zacharuk moved to go in camera at 5:15 PM. Carried unanimously.

**14.1 Legal Matter**

**MO2015.45** Shoff, Kolafa moved to revert to regular Council meeting at 6:00 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:00 PM.

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Mayor

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Chief Administrative Officer



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.1



### Request for Decision

		<b>Date:</b>	March 6, 2015
<b>Topic:</b>	<b>878947 Alberta Ltd. (Downtown Revitalization Corporation)</b>		
<b>Proposal:</b>	<p>Ministerial approval was received for the creation of a private Alberta Corporation on November 6, 2000 with the Town of Drumheller acquiring 51% of the voting shares and at that time, the Drumheller Regional Chamber of Commerce acquiring 49% of the voting shares. The purpose of the Corporation was for the redevelopment of aging buildings in the downtown core. In 2008, the Chamber transferred their shares to Community Futures Big Country.</p> <p>In a letter dated February 4, 2015 Community Futures is requesting to transfer their shares to the Town of Drumheller. In speaking with the Town's Solicitor there will be a nominal cost to transfer 49 shares in 878947 Alberta Ltd. to the Town of Drumheller. The CAO will discuss annual costs for this Corporation with our Solicitor. It may be prudent to continue this Corporation until we confirm that it has no value as the effort that went into getting Ministerial approval was considerable.</p>		
<b>Proposed by:</b>	Administration		
<b>Correlation to Business (Strategic) Plan</b>	To attract additional commercial activity into the downtown core.		
<b>Benefits:</b>			
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>	Nominal.		
<b>Operating Costs:</b>		<b>Capital Cost:</b>	
<b>Budget Available:</b>	\$0.00	<b>Source of Funds:</b>	
<b>Budget Cost:</b>	\$0.00	<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	That Council approve Community Futures' request in a letter dated February 4, 2015 to transfer 49 shares in 878947 Alberta Ltd. (Downtown Revitalization Corporation) to the Town of Drumheller.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	<b>CAO:</b>	
<b>Position:</b>	Chief Administrative Officer		

#### OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Ray Romanetz	
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### Request for Decision

Date: March 3, 2015

<b>Topic:</b>	2015 Cast Iron Watermain Replacement Program		
<b>Proposal:</b>	Tenders for the 2015 Watermain Replacement Program closed on February 18, 2015 at 2:00 PM. This tender package is a combination of the 2014 project as well as the 2015 project. Nine tenders were received from: Knibb Development Ltd., Innovative Civil Constructors., Brooks Asphalt & Aggregate, Whissell Contracting, Slimdor Contracting Ltd., , Bluebird Contracting Services Ltd., Pidherney's Inc, Cannex Contracting, BYZ Enterprises Inc. The low bidder was Knibb Development Ltd. with a tender amount of \$1,081,311. The engineering estimate for this project was approximately \$1,400,000 (includes GST and 25 % contingency). See attached Tender Summary Letter from MPE Engineering Ltd. dated February 20, 2015. If awarded to the lowest bidder work would not commence till May 2, 2015 and continuing through to August 31, 2015. Therefore the Engineering budget reflects 4 months of construction management.		
<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>	None		
<b>Alternatives:</b>	Reject all tenders		
<b>Finance/Budget Implications:</b>	Approved project within the 2015 Capital budget financed through the MSI Capital Program.		
<b>Budget Available:</b>	Project Costs including eng.: \$1,339,840.00	Estimated Total Projects Costs Based on Tender	Project Costs including Engineering and Geotechnical: \$1,189,820
<b>Communication Strategy:</b>	Affected parties will be notified.		
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>Council award the project to the low bidder Knibb Developments Ltd. for the sum of \$1,029,820 (excluding GST)</li></ul>		
<b>Report Writer:</b>	Allan Kendrick	CAO:	R. M. Romanetz
<b>Position:</b>	Director of Infrastructure Services		

INFRASTRUCTURE SERVICES

Telephone: (403) 823-1312

	Created By: 3/3/15 3:01 PM	1
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Suite 320, 6715 - 8 Street NE  
Calgary, AB T2E 7H7  
Phone: 403-250-1362  
1-800-351-0929  
Fax: 403-250-1518

Town of Drumheller  
224 Centre Street  
Drumheller, Alberta  
T0J 0Y4

February 20, 2015  
File: N:\2450\036-01\L02-1.0

Attention: Al Kendrick,  
Director of Infrastructure Services

Dear Mr. Kendrick:

Re: Job No. 2450-036-01: 2015 Water Main Replacement  
Tender Summary

Bids for the 2015 Water Main Replacement closed on February 18, 2015. A total of nine bids were received.

The low bid submitted on the Contract is \$1,081,311.00 (including GST), submitted by Knibb Developments Ltd. of Standard, Alberta.

Knibb Developments has provided the proper bid bonding and safety qualifications. Knibb Developments has completed other similar projects of this nature.

Table 1 summarizes the results of the nine tenders that were submitted.

Table 1 – Tender Summary

Contractor	Tendered Amount (including GST)	Difference from Low Bidder
Knibb Developments Ltd.	\$1,081,311.00	-
Innovative Civil Constructors	\$1,119,774.60	\$ 38,463.60
Brooks Asphalt & Aggregate	\$1,268,850.45	\$187,539.45
Whissell Contracting	\$1,300,590.90	\$219,279.90
Slimdor Contracting Ltd.	\$1,312,883.25	\$231,572.25
Bluebird Contracting	\$1,547,270.55	\$466,959.55
Pidherney's Inc.	\$1,668,240.00	\$586,929.00
Cannex Contracting	\$1,681,898.46	\$600,587.46
BYZ Enterprises Inc.	\$1,842,666.00	\$761,355.00

MPE Engineering Ltd. estimated a construction budget of \$1,400,000 (including GST and 25% contingency) for this 2015 Water Main Replacement project.

The total estimated project costs (excluding GST), based on the low bid submitted, are as follows:

Knibb Developments Ltd. (incl. contingency):	\$1,029,820
Engineering Allowance (MPE):	\$ 140,000
Geotechnical:	\$ 20,000
<b>Total Project Cost:</b>	<b>\$1,189,820</b>

## ***Agenda Item # 8.1.2***

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Please advise us on the Town's decision.

Please contact me if you have any questions or concerns.

Yours truly,

**MPE ENGINEERING LTD.**



Joel Thomson, P.Eng.  
Project Engineer

JT/jt

cc: Ray Romanetz, Town of Drumheller



# DRUMHELLER

## INFRASTRUCTURE SERVICES

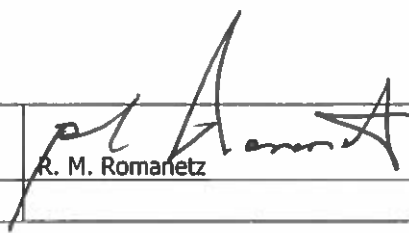
Agenda Item # 8.1.3



### Request for Decision

		<b>Date:</b>	March 5, 2015
<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, which meets the New West Partnerships Trade Agreement (NWPTA) (formerly TILMA) requirements.</p> <p>The closing date was January 22, 2015 at 2 p.m. with 11 proposals received. Allnorth, Stantec, Tagish, AECOM, AE, MPE, AMEC, WSP, CAP Management, Tetera Tech, ISL.</p> <p>After review and evaluation of the 11 proposals received, 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>	<p>Professional Engineering Services are secured for a 3 year term, which provides for longer term planning over the 3 years. Rates for services will be held at the current fee rate (2013) schedule for 2015, 2016 and 2017 for all Key Team Members.</p> <p>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.</p>		
<b>Disadvantages:</b>	None		
<b>Alternatives:</b>	Council reject all proposals		
<b>Finance/Budget Implications:</b>			
<b>Operating Costs:</b>		Capital Cost:	Council Approved Street Improvement Program for 2015, 2016 and 2017
<b>Budget Available:</b>		Source of Funds:	
<b>Budget Cost:</b>		Under budgeted Cost:	

## Agenda Item # 8.1.3

<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 2015, 2016, 2017 to AECOM on a year by year basis as annual capital budgets are approved.		
<b>Report Writer:</b>	Allan Kendrick	CAO:	 R. M. Romanetz
<b>Position:</b>	Director of Infrastructure Services		



## **REQUEST FOR PROPOSALS**

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

**Issue Date: January 15, 2015**

**Prepared By:** Town of Drumheller  
Infrastructure Services  
703 2<sup>nd</sup> Avenue West  
Drumheller, AB  
T0J 0Y3

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

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

## **1.0 INTRODUCTION**

The Town of Drumheller is intending to acquire professional engineering services necessary during the calendar years of 2015 to 2017 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**

**224 Centre Street**

**Drumheller, Alberta T0J 0Y4**

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 **January 22, 2015, 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		X
Detailed Design/Contract administration		X
Engineering Services during construction		X
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**

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. 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:

## ***Agenda Item # 8.1.3***

Prepare Contract Documents for signing by the Town of Drumheller and the Contractor;  
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**

## ***Agenda Item # 8.1.3***

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

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.

### **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 2014 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**

**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	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.