

The Special Meeting of Council was held on Thursday, June 18, 2009 at 12:00 p.m. in Council Chambers.

- Present: Deputy Mayor Maher, Councillors Lester, O'Brien, Burnstad and Latour.
- Staff: Terry Molenkamp – Senior Administrative Officer, Gerry Maloney – Director of Finance, Ross deBoer – Director of Recreation, May-Britt Hetesi – Assistant to the Senior Administrative Officer and Jaimi Carter – Recording Secretary.
- Absent: Mayor Miltenberger, and Councillors M<sup>c</sup>Kay and Wallington

1. CALL TO ORDER

The meeting was called to order at 12:09 p.m. with Deputy Mayor Maher presiding.

2. ADOPTION OF AGENDA

#09-152            MOVED BY: CLLR BURNSTAD  
                              SECONDED BY: CLLR LESTER

That the Council of the Town of Hay River accepts the Agenda for the June 18, 2009 Special Meeting of Council as presented.

CARRIED

3. DECLARATION OF INTEREST

There were no Declarations of Interest for the Special Meeting of Council, June 18, 2009.

4. Recreation Centre Roof Renewal

The tender for design, contract, and project management of the Recreation Centre Roof Renewal closed on Monday, June 15, 2009.

An overview of the terms of reference for this project are that the Town currently owns, operates and maintains the Town of Hay River Recreation Centre. The building is comprised of two distinct but joined sections constructed independently. The newest section of the facility includes a swimming pool and associated support areas. The larger and older section of the building incorporates an arena, curling club, curling club lounge, community hall and associated circulation and support spaces. The work of this project includes renewal of the roof on the older section of the building, which is approximately 3920m<sup>2</sup> in building (roof area).

The Scope of Work that the tender asked for is:

- The Town wishes to retain a consultant to work with Town Administration and Town Council to complete the following services;
- Meet with the Town including Facility Operators to understand current problems/issues related to the roof;
- Review the condition of the existing roof;
- Prepare a written conceptual building roof upgrading program describing the condition of the roof, the various roof assemblies, specific details of the roof and how it connects with the new section of the building, etc;
- Include in the program at least 3 technical options for remedial action, taking into consideration the various existing roof assemblies;
- Technical options are to include complete new roofing membrane, new air/vapour barrier, new thermal resistance insulation, sub-framing, sheathing and associated flashings;
- Include in the program structural analysis proving any superimposed loads on existing structures meet the requirements of NBC 2005, including updated climactic data;
- Design criteria for thermal resistance to be base values of RSI 3.5 for the arena and curling rink and RSI 7.0 for the heated support areas including the community hall, curling addition, old timers lounge and former swimming pool;



- Include in the program a simple lifecycle cost analysis of the base thermal resistance values and at least two alternative thermal resistance criteria for each of the arena/curling rink and the heated support areas noted above;
- Present findings to council and the public in a manner that is graphically clear and concise, sufficient for council to make a clear decision toward a cost effective retrofit, technically competent option;
- Prepare design and contract documents for a Public Tender for the roof renewal, based on the approved retrofit concept;
- Specify 5-year joint warranties shared by the roofing manufacturer and the roofing contractor for all roof assemblies;
- Ensure all roofing work is carried out by CRCA accredited companies;
- Provide assistance to the Town during the Tender period;
- Conduct professional services during construction including inspections and construction management on behalf of the Town to ensure that the General Contractor completes the project to the quality standards expected;
- Provide Post-construction services including a 10 month warranty inspection.

The Town received three tenders in response to the request:

FSC Architects & Engineers	\$109,427.40
Guy Architects	\$98,770.15
PSAV Architects Ltd.	\$73,606.00

The proposals were evaluated by a committee of the Senior Administrative Officer, Director of Recreation and the Town Foreman as described in the tender:

Proposals shall be evaluated and rated by an evaluation committee, using predetermined criteria to determine which proposal potentially provides the best value to the Town. Detailed ratings and comments will be confidential however, once the contract has been executed, a proponent can ask for their own detailed rating and comments and the names and total rating of the other proponents. In terms of relative importance, each criterion is given a pre-assigned weight, as outlined on the Proposal Rating Schedule, to which each proposal will be evaluated. Each criterion is rated on a scale of 0 to 10. Each criterion's rating is then multiplied by the assigned weight to yield a total for that element. Summation of the individual totals yields a total score, which represents the overall degree of satisfaction for the respective submission. This procedure is repeated for each of the responsive proposals. The highest total score will determine the proposal that potentially provides the best value to the Town.

The Proposal Rating Schedule

Item	Rating Criteria	Assigned Weight (A)	Unit Points Awarded (B)	Total Points (A) x (B) = (C)
1	Team – Personnel to be assigned to or made available to the contract	30		
2	Methodology or approach proposed by the proponent	20		
3	Proponent's Past Relevant Experience	15		
4	Project Schedule	5		
5	Fees and Expenses	20		
6	Northern/Local Content	10		
Totals		100	N/A	

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Legend:

Unless stated otherwise herein, Unit Points will be assigned as follows:

Deficient 0 points

Poor 1 – 3 points

Fair 4 – 6 points

Good 7 – 8 points

Excellent 9 – 10 points

Evaluation Results from highest to lowest

FSC Architects & Engineers  
Guy Architects and PSAV Architects Ltd.

Team experience and qualifications and approach to the project and its management are key components to the successful outcome of this complex specialized project. The proposal from FSC Architects & Engineers provides the best approach to the work, the most qualified and skilled personnel to deliver the service and received the highest overall score.

**#09-153**                    **MOVED BY: CLLR LATOUR**  
                                  **SECONDED BY: CLLR O'BRIEN**

That the Council of the Town of Hay River award the tender for the Recreation Centre Roof Renewal to FSC Architects and Engineers for the tendered amount of \$109,427.40.

**CARRIED**

**5. ADJOURNMENT**

**#09-154**                    **MOVED BY: CLLR BURNSTAD**

That the Special Meeting of Council of June 18, 2009 be adjourned at 12:12 pm.

**CARRIED**

Certified correct as recorded on the 18<sup>th</sup> day of June, 2009.

These minutes were accepted by motion #09-158.

  
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Mayor

  
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Senior Administrative Officer

