





recreation, heritage and culture, its natural beautiful environs and the opportunity to participate in any one of the countless volunteer organizations that actively contribute to the quality of life in our community. For this work the Town will require a qualified contractor with the experience, knowledge and education to complete this project in a timely fashion.

**Project Purpose**

- Expand recreational activities in the community
- Promote the Town of Hay River's programs and facilities available to the community

**Target User Groups**

- Town of Hay River residents

**Scope of Work**

The contractor will prepare the site and construct a concrete sport pad at West Channel Park subject to the following specifications:

**General Specification:**

1. *Preparation:*
  - Pad area to be 150' x 60'
  - Preparation will include scraping and leveling site area
  - Any fill material required to be supplied by the contractor
  - Supply and install a layer of 50mm Minus, 300mm thick crush and compact to at least 98% standard proctor density
2. *Pad*
  - Strength: 20 MPa
  - Thickness: 100mm
  - Reinforcement: 102x102x6 Steel Mesh at center of slab OR 10M @ 350mm O/C Rebar Matt at center of slab
  - Slump: 100mm +/- 10%
  - Air Entrainment: 6-8%
  - Max Aggregate Size: 20mm
  - Cement: Type 10
  - Curing Temp (First 72 hours): 10 Degrees Celsius
  - Surface hardener to be used
3. *Miscellaneous:*
  - The Town of Hay River will provide two basketball posts to be installed at locations specified

**Deliverables**

The following is a list of deliverables required throughout the project:

- Pre-design meeting with Town Administration
- Biweekly progress reports

**Schedule**

The proposed schedule for this project is with key dates as follows:

Important Dates	Dates
Distribution of PUBLIC TENDER to Proponents	September 25, 2009
Bid Closing	October 2, 2009
Award of Bid	October 5, 2009
Start up Meeting	October 6, 2009
Completion	November 6, 2009

**END OF TERMS OF REFERENCE**

**Bid Evaluation**

The following information should be provided in each bid. As this information will be utilized in evaluating each responsive bid submitted, proponents are encouraged to use the same headings to present their offer.

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**Team**

- Describe the team in terms of responsibilities, decision-making and the role each member of the team will play. In particular:
- Who will have the overall responsibility for managing the project team (ie: Project Manager)?
- What experience does this person have managing a team on similar projects? In particular, describe the manager's experience on at least two similar projects. What experience does this person have managing a fixed fee contract?
- Identify the amount of time key members are expected to put into this project.
- Identify who will be backup to key personnel. (ie: Project Manager / Discipline Design Team Lead)
- Provide resumes for key members of the project team, including back-up members.

**Methodology**

Proponents should demonstrate their understanding of the work involved; explain their approach to meeting the stated objectives, identifying significant factors, objectives, site visits, meetings, schedule, budget, various concerns, client reporting, and other significant events or activities.

**Proponent's Past Relevant Experience**

Proponents should describe similar services they have provided in the past five (5) years. Identify the location and dates of the work performed. Work for the Town is of particular interest; however other projects that indicate the proponent's experience and ability to undertake the work should also be described. Note to users, this section focuses on the Firm's experience whereas the Team section focuses on the team's individuals.

The Proponent should include references and contact information from two (2) previous projects that relate to this PUBLIC TENDER.

**Project Schedule**

The proponent shall provide a detailed schedule and work plan that identifies how and when the services shall be conducted, individual responsibility for each service, and demonstrate that the work can be completed within the allotted time frame and within budget.

The work schedule will be evaluated based on how closely it meets the service requirements, and how it demonstrates a logical approach to delivering the required services.

**Fees**

The Town intends to enter into a contract as appended to this PUBLIC TENDER for a period of time that begins on the date of execution of a contract agreement and expires on the 30<sup>th</sup> day of November, 2009

- The bid must propose a fee for the total cost of the project.
- Prices bid must be stated in actual dollars and cents expressed in Canadian funds.
- Prices should not include GST.

**Northern/Local Content**

Preference will be made for Northern or Local content. The dollar value of the goods and services provided by the Proponent's own forces should be declared, as should the dollar value of goods and services to be provided by all sub-contractors with whom contracts will be entered into for this project. If this information is not submitted with a Bid or is incomplete, the Proponent will not receive appropriate credit.

**Mandatory Requirements**

The following are mandatory requirements for all bids. Bids that do not clearly demonstrate compliance with these requirements will result in disqualification of the proponent's bid and removal of the bid from further considerations during the evaluation process.

- Must be received by the closing time and date.
- Must clearly state proposed fees and expenses.

**Rating**

Bids shall be evaluated and rated by an evaluation committee, using predetermined criteria to determine which bid potentially provides the best value to the Town.

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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 Bid Rating Schedule, to which each bid 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 bids. The highest total score will determine the bid that potentially provides the best value to the Town.

**Bid 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	

**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

**END OF BID EVALUATION**

One tender for the work was received from Rowe's Construction in the amount of a lump sum payment of \$110,317.29 plus GST. This amount is 84% higher than the \$60,000.00 that is budgeted for this project and the cost of hording if needed to complete the project is not included in the tendered amount. Due to the timing of this project we can expect to incur additional costs for hording which are tendered as cost plus and in excess of \$550.00 per day.

Administration wishes to consult with the Recreation Board regarding the cost to develop a Concrete Sports Pad for the West Channel Park as tendered in the amount of \$110,317.29 plus GST, plus additional costs for hording in excess of \$550.00 per day.

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**#09-287**                    **MOVED BY: CLLR MCKAY**  
                                 **SECONDED BY: CLLR LESTER**

That the Council of the Town of Hay River consult with the Recreation Board regarding the cost to develop a Concrete Sports Pad for the West Channel Park as tendered in the amount of \$110,317.29 plus GST, plus additional costs for hording in excess of \$550.00 per day.

**CARRIED**

8. Land Administration By-law 2178 Non Compliant Properties Sold Under Repealed Legislation  
On September 28, 2009 Land Administration By-law No. 2178 received third and final reading. The new by-law does not require the purchaser to develop the land within a specific period of time after the date of purchase. That title is provided at the time that the land is paid for in full.

Administration advises Council that there are four properties that were purchased prior to by-law No. 2178 and are subject to the requirement to develop the land within a specified period of time after The purchase and that title cannot be granted until the development require is met. A list of the properties is provided.

Name	Lot	Plan	Civic Address	Purchase Date
Alvin Armstrong	1079	1016	18 Dean Drive	December 1996
Reg Campbell	1435	1466	42 Industrial Drive	May 2004
D. Perron/D. Plumadore	1439	1466	50 Industrial Drive	June 1999
Stan Dean & Sons Ltd.	1444	1466	60 Industrial Drive	November 1994

**#09-288**                    **MOVED BY: CLLR WALLINGTON**  
                                 **SECONDED BY: CLLR BURNSTAD**

That the Council of the Town of Hay River grant title for Lot 1079, Plan 1016 to Alvin Armstrong, Lot 1435, Plan 1466 to Reg Campbell, Lot 1439, Plan 1466 to Daniel Perron and Debbie Plumadore and Lot 1444, Plan 1466 to Stan Dean and Sons Ltd.

**CARRIED**

Let it be noted that Councillor Lester departed the Chambers and did not take part in the discussion or vote of this Agenda item.

9. Minutes of the Recreation Board Regular Meeting, September 2, 2009  
The Recreation Board Regular Meeting Minutes of September 2, 2009.

**#09-289**                    **MOVED BY: CLLR MCKAY**  
                                 **SECONDED BY: CLLR BURNSTAD**

That the Council of the Town of Hay River approve the Grant-In-Lieu application submitted by Tracy Therrien for the Community Hall rental for the sum of \$91.25

**CARRIED**

**#09-290**                    **MOVED BY: CLLR MCKAY**  
                                 **SECONDED BY: CLLR BURNSTAD**

That the Council of the Town of Hay River approve the Hay River Elks Grant-In-Lieu application for the Community Hall rental for the sum of \$150.00

**CARRIED**

**#09-291**                    **MOVED BY: CLLR MCKAY**  
                                 **SECONDED BY: CLLR O'BRIEN**

That the Council of the Town of Hay River approve the Hay River Beautification Committee Grant-In-Lieu application for the Community Hall Rental for the sum of \$205.00

**#09-292**                    **MOVED BY: CLLR MCKAY**  
                                 **SECONDED BY: CLLR LESTER**

**CARRIED**

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That the Council of the Town of Hay River enter into a lease agreement with the Hay River Curling Club for the curling rink and the lounge areas.

CARRIED

11. Minutes of the Recreation Board Regular Meeting, September 30, 2009  
The Recreation Board Regular Meeting Minutes of September 30, 2009.

#09-297            MOVED BY: CLLR MCKAY  
                              SECONDED BY: CLLR WALLINGTON

That the Council of the Town of Hay River ensure the curling ice is installed in a timely fashion.

#09-298            MOVED BY: CLLR MCKAY  
                              SECONDED BY: CLLR O'BRIEN

CARRIED

That the Council of the Town of Hay River approve the Grant-In-Lieu application submitted by NWT Track & Field for the Opening Ceremonies and accommodations for the sum of \$2150.00.

#09-299            MOVED BY: CLLR MCKAY  
                              SECONDED BY: CLLR WALLINGTON

CARRIED

That the Council of the Town of River accepts the Recreation Board Meeting Minutes of September 30, 2009 as presented.

CARRIED

12. ADJOURNMENT

#09-300            MOVED BY: CLLR BURNSTAD

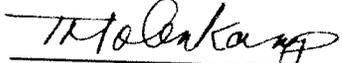
That the Special Meeting of Council of October 13, 2009 be adjourned at 12:15 pm.

CARRIED

Certified correct as recorded on the 13<sup>th</sup> day of October, 2009.

These minutes were accepted by motion #09-307.

  
Mayor

  
Senior Administrative Officer