

The Special Meeting of Council was held on Wednesday, November 2nd, 2011 at 12:00 NOON in the Council Chambers.

Present: Mayor Schofield, Deputy Mayor Maher, and Councillors Cassidy, Wallington, Langille, Dueck and Latour.

Staff: Michael Richardson – Senior Administrative Officer, May-Britt Hetesi – Assistant Senior Administrative Officer, John Holland – Director of Finance, Ross Potter – Fire Chief, and Jaimi Carter – Recording Secretary.

Absent: Councillor O'Brien.

1. CALL TO ORDER:

This Meeting was called to order at 12:10 PM with Mayor Schofield presiding.

2. ADOPTION OF AGENDA

**#11-456 MOVED BY: CLLR CASSIDY
SECONDED BY: CLLR DUECK**

That the Council of the Town of Hay River accepts the Agenda for the November 2nd, 2011 Special Meeting of Council as presented.

CARRIED

3. DECLARATION OF INTEREST

There were no declarations of interest for the Special Meeting of Council, Wednesday, November 2nd, 2011.

4. Tender for Janitorial Services

The contract for Janitorial Services for the Town Hall Office expired on September 30, 2011. The original tender that was submitted for closing on September 9, 2011 by Linda Antony o/a LM Services was for a fee of \$7,000.00 per month. In excess of the Town's Budget.

At the Special Meeting of Council on September 26, 2011, Council made a motion that administration re-tender the Janitorial Services and include the budget in the RFP.

The new tender closed on October 19, 2011 with the Town receiving three tenders. Tenders received are as follows:

Bidder	Bid	GST	Total Bid
LM Services	\$2,500.00	\$125.00	\$2,625.00
ARO Janitorial Services	\$2,500.00		\$2,500.00
Marzan Janitorial Services	\$3,135.00	\$165.00	\$3,300.00

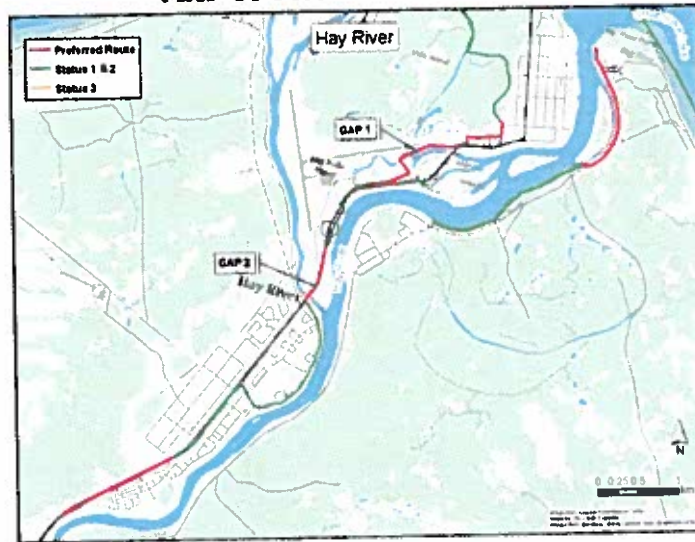
TRAIL PROJECT TIMELINE - UPDATE

Item	Actioned by:	Cost	Date of Completion
Selecting Trail -Cut Sheet	NWTRPA	n/c	DONE 2011
MOU - Town & Airport	Rec Director	n/c	DONE 2011
Move 930m of fence at airport	Rec Director	\$15,000	DONE 2011
Concept Plan - A, B,C Trail Development	Rec Director & Avens Assoc	Revised from \$10,000 to \$4,800	Revised from Jan 15 2012 to Dec 21 2011
A. Engineering Plan	Maskwa	\$10,000	Nov /11
B. Environmental Assessment	Maskwa	Revised from \$3,000 to \$6,000	Nov /11
C. Certificate of Insurance	Rec Director	n/c	DONE 2011
Submit Grant Funding Request	Rec Director	n/c	Feb 1/12
Design Tenders for : Trail Gap 1 & Gap 2	Rec Director	n/c	Feb 1/12
Approval Granted in 30 days for TCT Funding	TCT	n/c	Mar 1/12
Award tenders for Gap 1 & Gap 2	SAO	n/c	Mar 5/12
Gap 1 Tender Completed	Contractor	\$210,000	Aug 30/12
Gap 2 Tender Completed	Contractor	\$110,000	Aug 30/12
Interim Reporting to TCT	Rec Director	n/c	Ongoing
Install TCT Signage	Public Works	\$4,000	Nov 1/12
Final Report	Rec Director	n/c	Jan 1/13
TOTAL COSTS		Revised from \$365,000 to \$359,800	

Our trail has two gaps that require development at this time. The first gap is a 2 km stretch that will require a double track gravel trail to be constructed to link the Old Town Connector portion to the Oxbow Trail portion of the trail. The second gap is a .5 km stretch that will require a double track gravel trail to be developed to link the Kiwanis Trail portion to the Old Town Connector Trail portion of the trail.

MR *ES*

MAP OF PROPOSED TRAIL ROUTE



Currently:

- Contracted Avens Associates to review the draft concept plan developed by the Recreation Director, and to review the "EA Act" to determine if a full environment assessment is required
- Confirmed Memorandum of Understanding from Department of Transportation for the usage of Gap 1 land
- Contracted Maskwa to prepare a design and engineer plan for Gap 1
- Awaiting approval from Department of Transportation for "Permission to Occupy the Public Highway Right of Way" for Gap 2
- Engineer plan has been developed by Maskwa for Gap 2 in 2002/03 & 2005/6 and we will utilize one of the two suggested plans
- Awaiting "letter of support" by community ad hoc trail group to submit with the concept plan

For Information of Council.

7. Start Your Engines

The "Start Your Engines" Transportation Logistics – for Oil and Gas Development & Northern Industry Conference has been hosted in Hay River in 2006, 2008, and 2010. The Trade & Tourism Advisory Committee would like to see this event return in 2012.

Deputy Mayor Mike Maher will speak to this topic to initiate discussion on who should provide ownership and accountability for this project.

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8. ADJOURNMENT

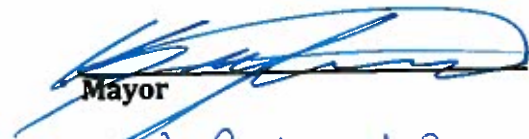
#11-459 MOVED BY: DEPUTY MAYOR MAHER


That the Special Meeting of Council be adjourned at 12:24 PM.

CARRIED

Certified Correct as Recorded on the 2nd day of November.

These minutes were accepted by motion#11-462.


Mayor


Senior Administrative Officer



REQUEST FOR PROPOSALS

Town of Hay River – Organizational and Operational Review

Reference Number 2011OOR-2

PROJECT DESCRIPTION

The Town of Hay River is inviting qualified human resource consulting firms to submit proposals for the provision of services for the review, update and ranking of existing job descriptions and to evaluate and make recommendations relative to working smarter, working better and increasing efficiencies within the day to day operations, to review library services position descriptions and place them in the proper job grouping and to develop an economic development officer position description and place it in the proper grouping.

Proposals will be received until Friday, December 2, 2011 **3:00 PM (15:00 hrs.)**
Hay River local time at:

Town of Hay River
73 Woodland Drive
Hay River, NT X0E 1G1

Attention: Michael Richardson
Senior Administrative Officer
Phone: (867) 874-6522
Fax: (867) 874-3237
Email: mrichardson@hayriver.com



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GENERAL INSTRUCTIONS TO THE PROPONENTS

Proposals will be received until Friday, December 2, 2011, 3:00 PM (15:00 hrs)
Hay River local time at:

Town of Hay River
73 Woodland Drive
Hay River, NT
X0E 1G1

Attention: Michael Richardson
Senior Administrative Officer
Phone: (867) 874-6522
Fax: (867) 874-3237

Technical enquiries can be directed in writing to:

Michael Richardson
Phone: (867) 874-6522
Fax: (867) 874-3237
Email: mrichardson@hayriver.com

Three (3) copies of the proposal are to be submitted, quoting reference number 2011OOR and the title **Town of Hay River Organizational and Operational Review** on the outside of the envelope. The Town will not be responsible for proposals received after the exact time and date noted and will reject and return late proposals to the proponent unopened.

1. The Town will not be responsible for any proposal that:
 - Does not indicate the request for proposal reference, closing date and proponent's name;
 - Does not arrive prior to the date & time displayed on the official tender clock in council chambers in the town hall; and
 - Is delivered to any address other than that provided above.
2. Facsimile transmitted proposals will be accepted under the following conditions:
 - The proposal is received before the submission deadline at the facsimile number stated;



- The Town shall not be liable for any claim, demand or other actions for any reason should a facsimile transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other facsimile unit other than that stated herein, or for any other reasons;
 - The Town cannot guarantee the confidentiality of information contained in the proposal; and
 - In accordance with paragraph 1, original copies of the proposal are to be submitted and received within five (5) business days following the closing date and time.
3. All questions or enquiries concerning this request for proposals must be in writing and be submitted to the address provided **no later than five (5) business days prior to the proposal deadline**. Verbal responses to any enquiry cannot be relied upon and are not binding on either party.
 4. Any available resources noted in the terms of reference, can be obtained at the town hall office.
 5. This is not a request for tenders or otherwise an offer. The Town is not bound to accept the proposal that provides for the lowest cost or price to the Town nor any proposal of those submitted.
 6. If a contract is to be awarded as a result of this request for proposals, it shall be awarded to the proponent who is responsible and whose proposal provides the best potential value to the town. The determination of best potential value shall be at the sole discretion of the town. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
 7. Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.
 8. The contract will contain the relevant provisions of this request for proposal, the accepted proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The town reserves the right to negotiate modifications with the successful proponent.



9. In the event of any inconsistency between this request for proposal, and the ensuing contract, the contract shall govern.
10. The town has the right to cancel this request for proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the town as a consequence.
11. Any addenda made by the town to the request for proposal will be issued in writing and sent by fax to all who have received the documents no less than three (3) days prior to proposal deadline.
12. The Town is not liable for any costs of preparation or presentation of proposals.
13. An evaluation committee will review each proposal. The town reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
14. Proponents may not amend their proposal after the proposal deadline but may withdraw their proposal at any time prior to acceptance.
15. Proposals may be short-listed. Proponents who are short-listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the proponent.
16. The proposal and accompanying documentation submitted by the proponent are the property of the Town and will not be returned.

END OF GENERAL INFORMATION AND INSTRUCTIONS



TERMS OF REFERENCE

Overview

The Town of Hay River recognizes that there is an opportunity to improve our organizational and operational structure to increase the municipalities efficiency and effectiveness and ensuring the best use of staff and municipal resources. The Town of Hay River indentified that the position descriptions for both unionized and non-unionized employees are outdated and may not be reflective of the actual tasks being performed due to changes in processes, procedures, policy, technology, and regulatory requirements and that some of the processes and procedures currently in place do not contribute to the overall efficiency and effectiveness of municipal operations and delivery of services.

The Town's library service is currently delivered through a partnership between the Town, the Hay River Library Committee and the Government of the Northwest Territories. Council has committed to investigate the cost of adding library services to the municipal operation.

The Trade and Tourism Advisory Committee have recommended to council the desire to retain an economic development officer position for Hay River and council has agreed to explore the cost of adding an economic development officer position to the municipal operation.

Scope of Work

The Town wishes to retain a consultant to work with town administration and town council to complete the review, update and ranking of existing position descriptions, to review and rank library services positions, to develop and rank and economic development officer position and to evaluate and make recommendations relative to working smarter, working better and increasing efficiencies within the day to day operations.

The scope of services to be supplied under this project is described as follows:

- Upon award of the consulting services contract a kick-off meeting will be held. The purpose of the meeting will be to address any questions or concerns, and further clarify the specific role of the project stakeholders within the project.
- Meet with administrative personnel to discuss program and budget;



- Become acquainted with the town's past and present and become familiar with policies, procedures and key governance activities in place.
- Conduct face to face confidential interviews with all available staff and using the Town of Hay River Personnel Procedures Manual perform a job evaluation to determine if the current position description for the employee accurately reflects the responsibilities and duties performed and create an up to date position description and ensure that the position is accurately placed in the proper job grouping;
- Conduct face to face confidential interviews with all available staff for the purpose of providing the employee to contribute their ideas about how their work and the work of others can be organized to provide the best service in the most cost effective manner.
- Conduct face to face confidential interviews with members of council for the purpose of gathering information respecting governance related items and council activities and how they impact staff, staff workloads and the day to day operations.
- Review position descriptions provided for the current staffing level at the NWT Centennial Library and accurately place the position description in the proper job grouping.
- Conduct face to face confidential interviews with the Trade and Tourism Advisory Committee respecting the position description for the economic development officer position, develop a position description and accurately place the position description in the proper job grouping.
- Review the current organizational structure and identify options and make recommendations to improve the efficiency and effectiveness of the structure.
- Evaluate the role and responsibilities of the Senior Administrative Officer in respect to the legislative requirements placed on this position and the expectations of council and make recommendations.
- Evaluate the current working relationship between the council and management and make recommendations.



- Review the following legislative systems:
 - Current legislative committee structure
 - Timelines, completeness and accuracy of reports received by Council/Committees
 - Presentation, review and processing of report at Council/Committee level
 - Council representation on internal and external committees
 - Orientation and planning processes
 - Council's involvement in the Integrated Community Sustainability Plan and Capital Plan
- Examine communication processes and recommend effective and efficient options including new media if applicable.
- The consultants will provide regular progress reports and a final report for consideration detailing the organizational and operational review's findings, organizational observations and recommendations for change. The final report will include an implementation plan that provides detailed recommendations on transitioning in the proposed changes.
- The consultant in addition to conducting face to face consultation shall present the final report to council.

Regulatory Requirements

All recommendations provided shall meet federal, territorial and municipal legislative requirements and the collective agreement and the management personnel by-law.

Local Involvement

The successful proponent is expected to utilize local resources whenever possible in order to maximize the benefits of this project to the community.

Project Team

Identify key members and their relevant experience, qualifications and project duties. The prime consultant and, if applicable, the sub-consultant shall be identified and the roles of all firms shall be described.

Preference shall be given to those consultants who are able to staff the project with qualified personnel resident in the Northwest Territories.



Past Relevant Experience and References:

Proponents should describe similar services they have provided in the past five (5) years. Identify the location and dates of the work performed. Projects for the municipal government are of particular interest; however other projects that indicate the proponent's experience and ability to undertake the work should also be described.

Two references are required from previous projects that relate to this RFP. The names and contact information are required for each reference.

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Work Plan/Methodology

Proponents should demonstrate their understanding of the work involved and explain their approach. The consultants should detail the proposed methodology to achieve the project objectives. The consultant should demonstrate their understanding of the work involved by addressing the following factors: objectives, information gathering, client input, consultation, schedules, budget, significant milestones or activities.

Schedule

The proposed schedule for this project is as follows:

Important Milestones	Dates
Distribution of RFP to proponents	November 2, 2011
Proposal closing	December 2, 2011
Award of proposal	December 6, 2011
Start up meeting	January 10, 2012
Interview staff and council	Jan 10-Feb 10, 2012
Prepare and rank job descriptions	Feb 10-Mar 10, 2012
Final report and recommendations	March 31, 2012

The proponent shall indicate if changes to the proposed schedule are anticipated and provide an alternate schedule.

Available Resources

Town of Hay River Profile
Current Employee Position Descriptions
Collective Agreement between the Public Service Alliance of Canada and the Town of Hay River, December 31, 2013
Management Personnel Bylaw No. 2240/GEN/11
Town of Hay River Organization Optimization Review, 2005
Town of Hay River Personnel Procedures Manual, March 1990 – Western Management Consultants
Town of Hay River Organization and Job Evaluation and Salary Administration System Review, February 1990 – Western Management Consultants

END OF TERMS OF REFERENCE



PROPOSAL EVALUATION

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

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 backup key personnel.
- 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 trips, 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. Projects for the Town are 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 RFP.



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 the project can be completed within the allotted time frame and within budget. The schedule shall include a minimum of two (2) visits to Hay River for the purpose of conducting face to face consultation and one (1) visit to present the final report to council.

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

Fees and Disbursements

The town has established a budget for this project. The town intends to enter into a lump sum contract as appended to this RFP.

Fees and invoicing are scheduled as follows;

Provide a breakdown of the proposed fee for each portion of work in a table format:

- Disbursements for Travel: Identify the place of work for each team member, and where travel will be billed from for each team member, for each phase of the work.
- The proposal must propose a stipulated sum fee for for the project.
- Prices bid must be stated in actual dollars and cents expressed in Canadian funds.
- Prices should not include GST.
- The Town will recognize minor disbursements with a mark-up on fees of 3%. This will apply to the following:
 - Local communication costs (phone, cell phone, fax, etc.)
 - Long distance phone expenses
 - Courier and messenger services



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 proposal or is incomplete, the proponent will not receive appropriate credit.

Mandatory Requirements

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

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

Rating

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.



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	25		
2	Methodology or approach proposed by the proponent	15		
3	Proponent's Past Relevant Experience	15		
4	Project Schedule	10		
5	Fees and Expenses	30		
6	Northern/Local Content	5		
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

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Appendix A: Sample Services Agreement

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