



OMPAH FIRE HALL DESIGN TASK FORCE

INAUGURAL MEETING AGENDA

TUESDAY, MARCH 26, 2013 AT 1:00 P.M.

CLAR/MILL FIRE HALL (UPSTAIRS MEETING ROOM) – PLEVNA, ONTARIO

- 1. CALL TO ORDER**
- 2. WELCOME FROM THE CHAIR**
- 3. INTRODUCTIONS AND SOME BACKGROUND OF ALL MEMBERS**
- 4. NEW BUSINESS**
 - a) Chair to explain the following:
 - (i) Task Force – Procedural By-law Excerpt.
(Committee Responsibilities, Goals and Rules)
 - (ii) Task Force – Members Confidential Contact Information.
 - b) Committee to review the draft Terms of Reference (TOR)
(including draft Committee Plan and Committee goals, objectives, develop the schedule, list of stakeholders, list of designers, and assign tasks)
and make recommendations and/or changes.
 - c) Council Resolutions:
 - (i) 132-13 dated February 28, 2013.
 - (ii) 133-13 dated February 28, 2013.
 - (iii) 168-13 dated March 18, 2013.
 - (iv) 170-13 dated March 18, 2013.
 - d) Ompah Fire Hall Feasibility Study – Renovation of Existing Station & Hall
(CONFIDENTIAL).
 - e) Notes from:
 - (i) Meeting with Chief Administrative Officer (CAO); Chief Building Official (CBO); Angela Millar, Treasurer; and Tammy McQuigge, CAO Confidential Secretary on March 19, 2013.
 - (ii) Teleconference with CAO; Steve Sunderland, Chair; and Secretary on March 19, 2013.
 - f) CAO to explain the following:
 - (i) Reimbursement Expenses Form.

5. ADJOURNMENT

TENTATIVE – NEXT MEETING DATE –

4.10 Task Forces

A Task Force shall:

- be appointed by Council resolution, including the Chair (who shall be a Member of Council), Council Representatives, Municipal Officers and Employees, and/or volunteer groups/individuals. The Task Force Chair can be appointed by the Presiding Officer.
- be made up of at least one (1) member of Council, but less than fifty percent (50%) Council members and shall include the CAO and/or at least one (1) Department Head (*If more than fifty per cent (50%) of Members of Council, see Council and/or Committee of Council as not a Task Force*).
- encourage membership from volunteer groups and/or individuals whose knowledge of the Task Force's mandate would be an asset; and have a clear mandate, established by Council resolution, including scope, target dates, when the Task Force is completed, etc.
- the CAO and/or Department Head(s) that are Member(s) on the Task Force shall appoint a Secretary from Municipal Officers and Employees.
- Task Force(s) are governed by this Procedural By-law.
- all Task Force(s) shall comply with all applicable legislation and Municipal by-laws and resolutions.
- Council Members and Township employees are accountable for their participation on a Task Force through the normal reporting structure to Council.
- For the voluntary sector participants, accountability is not defined through a formal reporting structure. The voluntary sector members will be accountable in a broad sense for responding to the views and reflecting the values and priorities of the sector. They should be accountable for their accessibility and responsiveness, and to each other, as members of a team, for participating, collaborating and doing their best to advance the joint process in good faith. As individuals with wide experience in the sector, they will apply their best judgment on behalf of the sector and of the Township.

Voluntary sector members shall:

- act with honesty, integrity and openness in advancing the joint process.

- not use their position on the Task Force to benefit materially from the process or the outcomes.
- not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council.
- not use their position to assist other Members of the voluntary sector in their dealings with the Township where this would result in preferential treatment to any person or organization.
- excuse themselves from the selection/decision process.

The Chair of the Task Force shall:

- bring back suggested individual names for non-Council representatives on the Task Force for approval by Council resolution, prior to holding the Task Force inaugural meeting.
- call the meeting, as long as all Members of the Task Force are advised well in advance of the meeting and as soon as there is a quorum after the hour fixed for the Meeting, the Chair will call the Task Force to order. The Secretary shall then record attendance. If a Member of the Task Force arrives late, or leaves before final adjournment, the Secretary shall note the time of arrival or departure in the Minutes.

The time limit for a Quorum is thirty (30) minutes after the time appointed for the Meeting. If no Quorum is present after thirty (30) minutes, the Task Force will stand adjourned until the next meeting is called by the Chair to deal with the matters intended to be addressed at the adjourned Meeting. The Secretary will record the names of the Task Force Members present at the expiration of the time limit and append this record to the next Agenda.

The Task Force shall:

- provide a written progress report (covering scoping issues and data collection, etc.) in accordance with their Terms of Reference to the Clerk for inclusion in the next Council Agenda.
- not make any decisions or spend any monies without approval by Council resolution.
- provide written clear recommendations (i.e. identifying options), with supporting documentation, to the Clerk for inclusion in the next Council Agenda.

- disband in accordance with their Terms of Reference, unless otherwise approved by Council. *(For housekeeping purposes only, the Clerk will have Council pass a resolution to disband all Task Forces).*

OPERATING PRINCIPLES FOR TASK FORCE MEETINGS

1. Quorum

Although Task Force membership is non-substituted, the members agree that it is not necessary to establish the number of members necessary for a Quorum; however, careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

2. Confidentiality

See Closed/In Camera Session definition.

Task Force members are expected to be open and candid in discussing items. Members are committed to respecting the personal privacy of participants and agree not to disclose personal information or views expressed by individuals during meetings. Deliberations should remain confidential until there is general agreement and consensus to make them public *(see principle 3 below)*.

3. Public Communication and Media

Regular communications about the progress of work being undertaken by the Task Force is a priority and should be part of the regular work of the Task Force. No material from the Task Force will be made available to people outside the Task Force without prior approval by Council.

4. Reaching Agreement

Task Force members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

5. Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of

Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

6. Expenses Incurred by Task Force Members

Task Force members' travel and accommodation expenses to attend Task Force meetings and related business will be reimbursed by the Township in accordance with Township policy. Bills for long-distance telephone calls made by Task Force members for Task Force business will be highlighted accordingly for the consideration and reimbursement by the CAO.

INDEMNIFICATION OF VOLUNTARY SECTOR REPRESENTATIVES ON THE TASK FORCE

Voluntary sector representatives serving as Members of the Task Force are extended the same risk management principles as Councillors and Employee(s) when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy. The Township of North Frontenac should support volunteers in any third party liability claim, and do all that is necessary to ensure that volunteers suffer no financial losses as a result of any claim arising from serving in a volunteer capacity.

OMPAH FIRE HALL DESIGN TASK FORCE

CONFIDENTIAL MEMBER CONTACT INFORMATION

	NAME AND ADDRESS
Chair (Ward 3)	Steve Sunderland 116 Tripp Crescent Nepean, ON K2J 1M7 Telephone #: (613) 825-0073 Email: sjsunderland@sympatico.ca
Council Representative	John Inglis, Councillor 1061A Lothlorien Road R. R. #1 Ompah, ON K0H 2J0 Telephone #: (613) 479-2570 or (613) 479-2711 Email: john@lwl.ca
Chief Administrative Officer	Cheryl Robson 6648 Road 506 Plevna, ON K0H 2M0 Telephone #: (613) 479-2231 Ext. 221 Email: cao@northfrontenac.ca
Secretary	Tammy McQuigge, CAO Confidential Secretary Telephone #: (613) 479-2231 Ext. 229 Email: info@northfrontenac.ca



Township of North Frontenac

6648 Road 506 Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
www.northfrontenac.ca

OMPAH FIRE HALL DESIGN TASK FORCE

MANDATE

*(Mandated by the Council of the Township of North Frontenac Resolution No. 132-13):
To renovate the existing building within the same footprint (reducing the vehicles by one) into a Fire Hall only with the ability for community use, at a maximum cost of \$180,000.*

TERMS OF REFERENCE - DRAFT

MISSION STATEMENT:

To collect and review data with respect to the design for the Request for Tender for the renovation to the existing Ompah Fire Hall/Community Centre into a Fire Hall only.

MEMBERSHIP:

As appointed by Council on February 28, 2013 (Resolution #133-13), the composition of the Task Force shall include:

Steve Sunderland, Volunteer Project Manager (Ward 3) shall be the Chairperson;

and the following Council Member:

Councillor John Inglis (Ward 3);

and the following Staff Person:

Cheryl Robson, Chief Administrative Officer (CAO).

Tammy McQuigge, CAO Confidential Secretary (Task Force Secretary, as appointed by the CAO).

Council authorizes the CAO to issue a Request for Tender (do not use Design Build) – per Council Resolution #133-13.

TASKS AND MILESTONES:

1. Initial Task Force meeting to review draft Terms of Reference); including draft Committee Plan and Committee goals and objectives; develop the schedule; list of stakeholders; list of designers; and assign tasks; and make recommendations and/or changes if applicable. This draft will go back to Council for consideration of final Terms of Reference.

At the initial meeting, the Chair Steve Sunderland will review with the Task Force the following information: **March 26, 2013 @ 1:00 P.M.**

- Task Force – Procedural By-law Excerpt (Committee Responsibilities, Goals, and Rules).
- Task Force - Member's Confidential Contact Information.
- Draft Terms of Reference. including:
 - ⇒ Mission Statement.
 - ⇒ Invite Firefighter Personnel and the CBO to meeting(s) for design input (per Council Resolution #133-13).
 - ⇒ Interview Stakeholders to determine functional needs, aspiration (Fire Department Representatives, Community Groups/Leaders, Recreational Groups, etc.), and select Design Consultant (per Chair).

Cheryl Robson, A.M.C.T., Chief Administrative Officer to explain:

- Reimbursement Expenses Form.

2. Approval of the Task Force Terms of Reference by Council. **April 8, 2013**

3. Task Force meeting(s) with:

- Proposed Meeting Dates as listed below.

i) **DATE, 2013 at TIME** at the Ompah Fire Hall/Community Centre, Ompah, ON.

- Invited Guests, per Resolution #133-13: 1) Firefighter Personnel and 2) CBO for design input.
- Invite Stakeholders, per Chair. (see #1 above).
- The Task Force shall tour the Ompah Fire Hall/Community Centre.
- Develop Building Program – list of proposed renovations, prioritize, and carry out cost analysis.
- Preparation of Design Report – needs analysis, costing, design consultant, construction process, and tender format.
- Seek Council consideration to hire a Design Consultant.

ii) **DATE, 2013 at TIME** at the Clar/Mill Fire Hall (upstairs Meeting Room), Plevna, ON.

- Prepare draft Tender documents – plans, sections, elevations, specifications, and tender forms (in accordance with the Township's Procurement Bylaw).
- CAO to Tender project, per Resolution #133-13.

iii) **DATE, 2013 at TIME** at the Clar/Mill Fire Hall (upstairs Meeting Room), Plevna, ON.

- Task Force to review Tender submissions.

- Task Force to prepare submission of a final report and recommendations to Council.

4. Submission of a final report and recommendations to Council.

(Shall be to the Clerk one week prior to Council Meeting)

June 10, 2013

Notes: If Council approves, CAO to award the Tender(s) and implement project.

The above is subject to change (i.e. as new information is brought forward).

ACCOUNTABILITY

Council members and Township employees are accountable for their participation on the Ompah Fire Hall Design Task Force through the normal reporting structure to Council.

For the voluntary sector participants, accountability is not defined through a formal reporting structure. The voluntary sector members will be accountable in a broad sense for responding to the views and reflecting the values and priorities of the sector. They should be accountable for their accessibility and responsiveness, and to each other, as members of a team, for participating, collaborating and doing their best to advance the joint process in good faith. As individuals with wide experience in the sector, they will apply their best judgment on behalf of the sector and of the Township.

CONFLICT OF INTEREST GUIDELINES

Councillors and employees are responsible for complying with the Township's guidelines and policies on conflict of interest, outside activities, gifts and hospitality.

Voluntary sector members shall:

- act with honesty, integrity and openness in advancing the joint process;
- not use their position on the Task Force to benefit materially from the process or the outcomes;
- not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council;
- not use their position to assist other members of the voluntary sector in their dealings with the Township where this would result in preferential treatment to any person or organization; and excuse themselves from the selection/decision process.

TIME FRAME AND MEETINGS

The Ompah Fire Hall Design Task Force is constituted for approximately two (2) months, commencing on March 26, 2013 and ending **DATE, 2013**. The Task Force will meet once in March, 2013; and at least twice per month in April and May 2013 initially or at a greater frequency to be determined at the call of the Chair, using face-to-face meetings, conference calls and/or electronic correspondence.

OPERATING PRINCIPLES FOR TASK FORCE MEETINGS

1. Quorum

Although Task Force membership is non-substituted, the members agree that it is not necessary to establish the number of members necessary for a quorum; however, careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

2. Confidentiality

Task Force members are expected to be open and candid in discussing items. For this reason it is important to maintain confidentiality. Members are committed to respecting the personal privacy of committee participants and agree not to disclose personal information or views expressed by individuals during meetings. Deliberations should remain confidential until there is general agreement and consensus to make them public (see principle 3 below).

3. Public Communication and Media

Regular communications about the progress of work being undertaken by the Task Force is a priority and should be part of the regular work of the Task Force. No material from the Task Force will be made available to people outside the Task Force without prior approval by Council. Task Force Notes shall be taken by the Staff Member appointed by the CAO and once the Task Force has approved the draft Notes in principle (i.e. circulated by the Staff Member through e-mails), said Notes will be included in the next Council Agenda package for information purposes and/or decision(s) throughout the process as deemed appropriate, by the Chair.

4. Reaching Agreement

Task Force members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

5. Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

6. Expenses Incurred by Task Force Members

Task Force members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township in accordance with Township policy.

Task Force members shall be paid mileage (at the present Mileage Rate used by the Township) to attend Meetings at the Clar-Mill Fire Hall (upstairs Meeting Room) and/or Ompah Fire Hall/Community Centre (i.e. Tour).

Task Force members shall be reimbursed for applicable minor expenses only if approved by the CAO in advance. Bills for long-distance telephone calls made by Task Force members for Task Force business will be highlighted accordingly for consideration. All expenses exceeding five hundred dollars (\$500.00) shall be approved in advance by Council resolution.

INDEMNIFICATION OF VOLUNTARY SECTOR REPRESENTATIVES ON THE TASK FORCE

Voluntary sector representatives serving as members of the Task Force are extended the same risk management principles as Councillors and Employee(s) when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy. The Township of North Frontenac should support volunteers in any third party liability claim, and do all that is necessary; when appropriate; to ensure that volunteers suffer no financial losses as a result of any claim arising from serving in a volunteer capacity.

DRAFT

COPY

Date: FEBRUARY 28 , 2013



Resolution Number 132 -13

RESOLUTION OF COUNCIL
TOWNSHIP OF NORTH FRONTENAC

Moved by: <i>Wayne Good</i>	Seconded by: <i>[Signature]</i>
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BE IT RESOLVED THAT Council accepts the
Ompah Fire Hall Task Force recommendation
of Option #2; that being to renovate
the existing building within the same
footprint (reducing the vehicles by one)
into a Fire Hall only with the ability
for community use, at a maximum
cost of \$180,000.

Carried

Mayor
[Signature]

Date: February 28, 2013



Resolution Number 133 -13

RESOLUTION OF THE COUNCIL OF THE
CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

Moved by:

Nervy Martin

Seconded by:

Wane Hood

BE IT RESOLVED THAT Council agrees that
~~is~~ a Fire/EFR Service shall remain in Ompah;
AND THAT Council authorizes the CAO to issue
a Request for Tender (do not use Design Build);
AND THAT Council accepts the offer of a
volunteer, qualified Project Manager (Steve Sunderland);
AND THAT Council appoints a Design
Task Force, as follows:
Sunderland (Chair)
Inglis
Cleland
CAO
AND THAT The Task Force shall invite firefighter
personnel and the CBO to meeting(s) for design
input.

Carried

Mayor

[Signature]

Date: March 18, 2013



Resolution Number 168 -13

RESOLUTION OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

Moved by:

Handwritten signature of the mover in cursive.

Seconded by:

Handwritten signature of the seconder in cursive.

BE IT RESOLVED THAT further to Resolution #133-13, Council receives the decline of appointment from Mike Cleland to the Ompah Fire Hall Design Task Force;

AND THAT _____

~~shall be appointed as a Voluntary Sector Member(s);~~ _____

Handwritten initials "ws." and a large scribble.

AND THAT Council approves the suspension of the Procedural By-law's Section 4.10 entitled Task Forces regarding the Chair being be a Member of Council to permit a Voluntary Sector Member to Chair the Ompah Fire Hall Design Task Force;

AND THAT the Clerk shall notify the Voluntary Sector Member(s) of their appointments and the Chair or Staff Representative shall notify the Members of the date, time and location of the Inaugural Meeting;

AND THAT Task Force shall prepare a draft Terms of Reference at their Inaugural Meeting for Council's consideration.

Carried

Mayor

Handwritten signature of the Mayor in cursive.

COPY

Date: March 18, 2013



Resolution Number 170 -13

RESOLUTION OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

Moved by: [Signature] Seconded by: Wayne Good

BE IT RESOLVED THAT Council receives for information the Reserve Fund Balance for the Ompah Station Fire - Ward 3;

AND THAT further to Resolution #132-13 the Ompah Fire Hall renovation maximum shall be \$180,000.00;

~~AND THAT the balance of the Reserve Fund of \$72,663.25 be used towards the purchase of a new pumper per Resolution #128-13.~~

Carried

Mayor [Signature]

Ompah Fire Hall Feasibility Study Renovation of Existing Station & Hall

Based on assumption that tanker truck is taken out of service

<u>Site Work</u>		
Asphalt Apron at Garage Entrances (350 m2)	\$	20,000
Concrete Sidewalks	\$	3,800
Landscape	\$	3,500
Gravel Parking Lot	\$	10,000
Signage	\$	5,000
Sub Total	\$	42,300
<u>Building</u>		
Floor Demolition	\$	3,000
New Concrete Floor/Insulation/Radiant Heat/Boiler	\$	35,000
Two New Overhead Doors at Front	\$	10,000
Paint Inside of Hall/Shop	\$	8,000
New Main Door Between Hall/Shop	\$	2,000
Re-Finish Hall Floors	\$	3,500
New Roof on Main Fire Hall	\$	20,000
New Facia/Soffit	\$	4,000
New Metal Siding on Front/East Side of Fire Hall	\$	10,000
Exterior Painting on Main Hall	\$	2,500
Miscellaneous (Storage, Racks, Lockers)	\$	10,000
Enclose Furnace/Sound Proof	\$	2,500
Sub Total	\$	110,500
Total	\$	152,800
Contingency	5%	\$ 7,640
Total	\$	160,440
*Optional Septic System Overhaul		\$18,000

Notes of a meeting held on Tuesday, March 19, 2013 with Cheryl Robson, Chief Administrative Officer; George Gorrie, Chief Building Official; and Angela Millar, Treasurer (Tammy McQuigge, CAO Confidential Secretary taking notes).

The meeting occurred to discuss the possibility of the Township acting as the “General Contractor” with hiring subcontractors and the current Procurement Policy to open the possibility of local, smaller contractors to bid on the required work to renovate the existing Ompah Fire Hall/Community Centre to a Fire Hall entirely.

The CAO explained the Ompah Fire Hall Design Task Force was set up with Steve Sunderland, Chair and Volunteer Project Manager; Councillor John Inglis; the CAO; and Tammy McQuigge, CAO Confidential Secretary as the Secretary.

It is anticipated the Terms of Reference for this Task Force will show the Township as the General Contractor and to eventually issue an RFT or RFQ with the Township hiring subcontractors. It was mentioned a Purchase Order with Terms and Conditions (instead of a detailed Contract) for some specifications may be possible providing the amounts are small and the terms are straight forward.

It was asked – what if we broke the entire project down? The CBO advised he spoke with Ray Scissons (a Councillor) for Drummond North Elmsley Township (also a part-time CBO for another Municipality) who gave the example of a project – their new municipal building. Ray said they broke down the entire project (= over \$1 million) to allow local contractors to bid; and approached several contractors to provide their required quotes. They had the Engineer’s design and broke it down from that document.

The Treasurer advised currently, the Township’s Procurement Policy states – if it’s \$20K or less = \$500 deposit; \$20K – 100K = 5% of the bid; and \$20K and over construction = performance bond and labour material bond also required. These Bonds are costly for our local contractors and limits their ability to participate in our tendering process.

As per our current Procurement Policy, if the cost per section of the project is broken down, and is kept under \$20K then only a \$500 deposit would be required.

The CBO advised Building Code Identification Number (BCIN) approved drawings are needed, An Engineer is not required as the proposed Confidential Estimate presented to the Ompah Fire Hall Task Force does not have any structural changes; however, it was noted if the renovations have a structural change, the Ontario Building Code (OBC) requirements may increase (i.e. Post-disaster, Engineer required, etc.). The CBO also advised there were several local Designers with a BCIN # who can provide/approve a drawing.

The Treasurer advised insurance will still be required (\$2 million general liability) regardless of the amount of the bid and that this is the insurance company and Procurement Bylaw’s requirements.

The CAO then suggested the following, based on the renovation specifications from the Ompah Fire Hall Task Force meeting held on February 21, 2013: (add 5% contingency)

1. Site Work = \$42,300.
2. Floor Demolition and New Concrete Floor = \$38,000.
3. Overhead doors = \$10,000.
4. Paint, new main door, refinish floors, and furnace enclosure = \$16,000.
5. Roof, fascia/soffit, metal siding, and exterior painting = \$36,500.
6. Storage racks and lockers = \$10,000.

- Septic system = N/A.

The above is based on whether Council would approve an amendment to the Procurement Policy (i.e. \$20K limits increased to \$50K).

The CAO to ask Sunderland if he is willing to act as the General Contractor, in addition to being the Project Manager; if not, then a General Contractor will be hired (i.e. CBO too busy).

Procurement Bylaw examples: (also see one-page summary that is attached)

- *Purchases less than \$1,000 = A documented solicitation of 3 quotations may be undertaken for purchases between \$100 and \$1,000.*
- *Purchases between One Thousand (\$1,000) and Five Thousand (\$5,000) Dollars inclusive = A documented written solicitation of 3 quotations must be undertaken.*
- *Purchases between Five Thousand (\$5,000) and Twenty Thousand (\$20,000) Dollars inclusive = a Request for Quotation shall be issued.*
- *Purchases Exceeding Twenty Thousand (\$20,000) Dollars = a Request for Tender shall be used and the Authorized Person shall follow the provisions in the Procurement By-law regarding the form of Contract required to complete the Purchase.*

Request for Proposal are only used for Purchases having a Total Acquisition Cost exceeding \$5,000, and a Request for Proposal shall be used in place of a Request for Tender or a Request for Quotation in circumstances where, in the opinion of the Authorized Person and in consultation with the CAO as follows:

- *Owing to the nature of the project: (i) the project requirements are not capable of being specifically delineated; (ii) Bidders are invited to propose a solution to a problem, requirement or objective; and (iii) the selection of a Vendor is to be based on the effectiveness of the proposed solution rather than on price alone; or*
- *It is expected that negotiations with one or more Bidders may be required with respect to any aspect of the requirement.*

Treasurer to prepare an Administrative Report for the April 8, 2013 Council Meeting showing comparisons with other Municipalities re: their Procurement Policy and their minimum requirements for insurance, bonds, etc. and provide a recommendation to Council that all bids \$5K – \$50K only requires a \$500 deposit.

The CAO then asked the CBO what he would require of the General Contractor; the response was to ensure this individual organizes the project (avoid delays); monitors sub-contractors; pays attention to details; set up CBO inspections; provides Status Reports to the CAO weekly; proposes Change Orders to CAO; and ensures the project runs smoothly and preferably on time.

The Treasurer then added that regardless of the minimum amounts required for bonds, etc. any Contractor will still require WSIB and \$2 million liability insurance; or if independent, Personal Liability Insurance coverage; and that these requirements are per the Township's insurance company and the Ministry of Labour. There is no way to get around these requirements unless the Township hires the individual(s) as Township employees; at which time the CAO recommended this is something the Township should not consider doing (i.e. liability issues).

Tammy McQuigge, CAO Confidential Secretary

North Frontenac Procurement Policy By-Law # 54-04

PURCHASE	CURRENT THRESHOLDS / LIMITS
Purchase Order Requirements	Over \$100
Request for Verbal Quotes	\$100 - \$1,000
Request for Written Quotes	\$1,000 - \$5,000
Request for Quotation	\$5,000 - \$20,000
Request for Tender	\$20,000 or more
Request for Proposal	\$5,000 or more
<p>Security</p> <p>Performance Bond to guarantee the performance of a Contract; and</p> <p>Labour and Material Bond to guarantee the payment for labour and materials to be supplied in connection with a contract.</p>	<p>Over \$20,000 in respect of Contracts where the Bid is in excess of \$20,000, all Construction and other service Contracts</p>

Notes of a teleconference held on Tuesday, March 19, 2013 with Cheryl Robson, Chief Administrative Officer; Steve Sunderland, Chair (on phone); and Tammy McQuigge, CAO Confidential Secretary.

The CAO informed the Chair she met with the Chief Building Official and Treasurer this morning to discuss the Township's Procurement Bylaw/Policy and the Ompah Fire Hall Feasibility Study Renovation of Existing Station and Hall Confidential estimate – attached (included in the Ompah Fire Hall Task Force Agenda on February 21, 2013).

The Treasurer will prepare an Administrative Report to Council for inclusion in the April 8, 2013 Council Agenda with proposed changes to the Township's existing Procurement Policy to increase the \$20K limit to \$50K (see March 19, 2013 Notes from a Meeting with the CAO, CBO, Treasurer and Secretary for details).

Then, if Council agrees to the proposed changes; and if the entire renovation project is broken down into 5 – 6 smaller Tenders (see attached confidential sample); Purchase Orders can be issued for tenders under \$50K.

The CAO asked the Chair if he would be interested in being the General Contractor, in addition to being the Project Manager. The Chair declined the offer and explained it is a much bigger job and a lot of expertise is required for a General Contractor. Larger municipalities have a person in-house for this job.

This type of job requires day-to-day contact with various contractors, etc. The Chair further explained a Project Manager (his level of expertise) has different tasks than a Construction Manager. As a Project Manager you meet onsite one to two days per week maximum with the General Contractor to discuss details (i.e. doors, windows, etc.); then write details in the minutes of this meeting of what was discussed, and then report to the CAO of the findings and ask for direction if required. As a Project Manager, you coordinate the project only; you wouldn't contact the sub-contractors for example; and would approve invoices (in-principle) and would recommend to the CAO applicable hold-back of monies when required.

The CAO thanked the Chair for his explanation and advised she understood; and as such a General Contractor would then be required to be hired.

The Chair then explained the '10 and 10' rule meaning a General Contractor usually would cost 10% overhead and 10% profit of the entire project cost. The CAO was initially concerned with this extra cost; as it was not made clear that it was included in the Feasibility Study – Renovation estimate costs ($\$180,000 \times 20\% = \$36,000$ leaving a balance of only $\$144,000$). The Chair explained that the cost for a General Contractor was included in the fees in the estimate (i.e. 20% built into the $\$160,440$ and should be included in the Request for Tender/Quotation); the Chair said when he (with the assistance of an Ompah Fire Hall Task Force member) prepared the renovation estimate, they inflated the numbers to include the cost of a General Contractor. The Chair then said generally the company who will be awarded a tender(s) has a General Contractor of their own (i.e. for the door company, etc.) and will come with each company.

It was mentioned by the Chair and agreed by the CAO that the municipality will be running a small risk with local contractors (but not on a large job); and this will be discussed at the first Task Force Meeting.

The CAO advised the Chair the draft Agenda order has been changed a bit and once the draft Agenda and the draft Terms of Reference have been completed, both will be emailed to the Chair prior to being emailed to Councillor John Inglis.

The Inaugural Meeting date for the Task Force meeting was confirmed for Tuesday, March 26, 2013 at 1:00 P.M. to be held at the Clar/Mill Fire Hall (upstairs Meeting Room). NOTE: before the teleconference ended, the Secretary called Councillor John Inglis who confirmed he was available.

Tammy McQuigge, CAO Confidential Secretary

March 20, 2013 – CAO called the Chair to advise the Township is experiencing computer server issues today; therefore, we cannot email the Task Force Agenda package today. It is anticipated to email the agenda package tomorrow and the agenda package will be sent to both the Chair and Councillor Inglis, as agreed to by the Chair.

Ompah Fire Hall Feasibility Study Renovation of Existing Station & Hall

Based on assumption that tanker truck is taken out of service

Site Work

Asphalt Apron at Garage Entrances (350 m2)	\$	20,000
Concrete Sidewalks	\$	3,800
Landscape	\$	3,500
Gravel Parking Lot	\$	10,000
Signage	\$	5,000
Sub Total	\$	* 42,300

①

42,300.00

Building

Floor Demolition	\$	3,000
New Concrete Floor/Insulation/Radiant Heat/Boiler	\$	35,000
Two New Overhead Doors at Front	\$	10,000
Paint Inside of Hall/Shop	\$	8,000
New Main Door Between Hall/Shop	\$	2,000
Re-Finish Hall Floors	\$	3,500
New Roof on Main Fire Hall	\$	20,000
New Facia/Soffit	\$	4,000
New Metal Siding on Front/East Side of Fire Hall	\$	10,000
Exterior Painting on Main Hall	\$	2,500
Miscellaneous (Storage, Racks, Lockers)	\$	10,000
Enclose Furnace/Sound Proof	\$	2,500
Sub Total	\$	110,500

②

38,000.00

③ *10,000.00*

④ *16,000.00*

⑤ *36,500.00*

⑥ *10,000.00*

④ SEE ABOVE

* ADD 5% CONTINGENCY
TO EACH

Total \$ 152,800

Contingency 5% \$ 7,640

Total \$ 160,440

*Optional Septic System Overhaul \$18,000

N/A



Township of North Frontenac

REIMBURSEMENT EXPENSES - FOR TASK FORCE MEMBERS

NAME: _____

ADDRESS: _____

DATE SUBMITTED FOR REIMBURSEMENT: _____

ONCE APPROVED BY THE CHIEF ACCOUNTS OFFICER (CAO), THIS INVOICE WILL BE REIMBURSED THROUGH A CHEQUE MAILED TO THE APPLICABLE PERSON.

DATE	DESCRIPTION	EXPENSE TO BE REIMBURSED (ATTACH COPY OF INVOICE)	MILEAGE = # OF KM X \$0.47/KM	TOTAL	ASYST ACCOUNT CODE	FOR OFFICE USE ONLY	
						HST 5% INCLUDED	HST 6.24% INCLUDED
1					100-0-50120		
2							
3							
4							
5							
6							
7							

TOTAL TO BE REIMBURSED: _____ \$

SIGNATURE: _____

CAO: _____