

Agenda

Commission Special Meeting

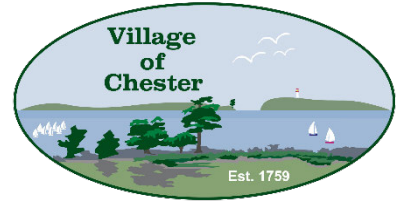
Thursday, October 26, 2023 – 5:15 pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom Meeting ID: 882 5986 7369, password 301715

or YouTube Live https://bit.ly/YouTube_villageofchesterns



1.0 Call to Order

2.0 Approval of Agenda

3.0 New Business

3.1 Request for Decision: Fire Hall Conceptual Design RFP – Recommendation to Award p. 2

3.2 Request for Decision: Chester Fire Services Committee – Member Replacement p. 6

5.0 Adjournment



REQUEST FOR DECISION

REPORT TO: Chester Municipal Council, Chester Village Commission
MEETING DATE: October 26, 2023
DEPARTMENT: Corporate & Strategic Management
SUBJECT: Fire Hall Conceptual Design RFP
 Recommendation to Award
ORIGIN: Motion 2023-290

Date: October 3, 2023 Prepared by: Erin Lowe, Deputy CAO; Dan Pittman, Records Manager
 Date: October 4, 2023 Reviewed by: Chester Fire Services Committee
 Date: October 17, 2023 Authorized by: Tara Maguire, CAO

RECOMMENDED MOTION

Subject to approval of both the Chester Village Commission and Municipal Council, and subject to the incorporation of the Chester Fire Services Committee, approve the award recommendation to Acre Architects for the Conceptual Design and Cost Estimates for a New Chester Fire Hall at a lump sum fee not to exceed \$106,000 (HST not included).

CURRENT SITUATION

Following a comprehensive evaluation of proposals from 7 firms; the evaluation team for the Request for Proposals (RFP) for Conceptual Design and Cost Estimates for a New Chester Fire Hall have identified a successful proponent.

BACKGROUND

The Chester Volunteer Fire Department (CVFD) provides fire protection and emergency services for Electoral Districts 3, 7 and part of 1 within the Municipality of Chester. The Chester Fire Services Committee (CFSC) was formed as a partnership between the Village of Chester and the Municipality of Chester for the delivery of fire protection and emergency services. One of the objectives for the Committee is to develop recommendations for a new Fire Hall to serve the communities within their Fire District.

To supplement internal resources of the CVFD, the Committee is seeking engagement of an external consultancy to work with the Fire Department and the Committee in the development of conceptual plans and cost estimates for a new fire hall.

A scope of work was prepared with and reviewed by members of the Chester Fire Services Committee and was subsequently approved by the Village of Chester Commission and Municipal Council in June 2023.

DISCUSSION

The Municipality was responsible for leading the procurement process. RFP MODC-T-2023-006 was published for open competition on July 22, 2023. The competition closed on August 25 with 7 firms bidding from a list of 21 suppliers who registered as plan takers.

Proposals were scored in three phases.

1. *Mandatory Requirements (Pass / Fail)*

Each bidder had to have at least one professionally certified architect and one professionally certified engineer on their project team. All firms passed with each firm having more than one professional architect and engineer.

2. Technical Criteria (80%)

An evaluation committee was formed that included representatives from the Municipality (fire services, engineering, executive), Chester Village and the Fire Department. The technical proposals were unsealed and independently evaluated using an 11-point (0-10) rating scale based on the following weighed criteria.

Item	Weight
1. Experience and Qualifications	25
Brief description of proponent	5
Description of projects	20
2. Methodology, Schedule and Organization Chart	20
How the proponent will provide the Deliverables	10
Workplan with schedule and milestones	5
Organization chart illustrating working relationship	5
3. Project Team	20
Project team roles, responsibilities and experience	20
4. References	15
Three references over last five years	15
Total Points	80

A consensus meeting was held September 29th to collectively review and finalize the technical scores. Evaluators were consistent across all criteria. Variations were minor and where outliers were noted, the adjustments made had little to no impact on overall bidder scores and ranking.

3. Pricing (20%)

Price submissions were unsealed following the technical evaluation. Scoring is based on a formulaic ranking of bidder prices above and below the median price. The median is awarded the full 20 points. Bidders greater or less than 25% of the median are subject to potential rejection. The winning bidder's price was below the median within 10%.

The Chester Fire Services Committee met on October 4th, 2023, to discuss the evaluation team's recommendation and have endorsed awarding the Conceptual Design and Cost Estimates for the Chester Fire Hall to the highest scored proponent, Acre Architects. This is contingent on the incorporation of the Chester Fire Services Committee. The following motion was passed at the committee meeting:

Motion: Moved by Norm Countway and seconded by Kirk Collicut:

That the Chester Fire Services Committee approve the recommendation from the evaluation team to award the project to Acre Architects, pending incorporation.

Motion carried unanimously.

The Committee will contract with Acre Architects and is responsible for the management of the consultant to ensure project deliverables are met. A Project Manager will be assigned by the Committee as the project point person and primary contact with the consultant. Village of Commission staff will be considered support for this project with Municipal staff pulled in on an as-needed basis.

OPTIONS

1. Approve the award recommendation for Acre Architects.
 - The evaluation team is confident in its consensus and conclusion that Acre Architects offers the best value from the bidders evaluated.
2. Cancel procurement and retender.
 - There is no guarantee that retendering this procurement will result in a larger pool of more qualified bidders. There is a corresponding higher risk that the current bidders would choose not to resubmit.
3. Cancel project.
 - Exercising this option implies that there is no need for a new fire hall. Further renovation of existing facilities would be required which has already been ruled out as suboptimal.

IMPLICATIONS

By-Law/Policy

MODC Procurement Policy P-04

Financial/budgetary

\$50,000 for this project is included in the joint fire services budget for this fiscal year. The committee anticipates the remainder of the project costs to be accounted for in next fiscal year's joint fire services budget.

Environmental

Conceptual design will address environmental conditions and requirements for the new building and site as well as any impacts on municipal operations, infrastructure, communities, etc.

Strategic Priorities

The new Fire Hall will assist the Village in advancing the following Priority Outcomes of the Municipal 2021-24 Strategic Priorities Framework:

Priority Outcomes: Environmental Stewardship

2. Explore options for integrating green energy and sustainable technologies in municipal infrastructure and program delivery.

Priority Outcomes: Governance & Engagement

1. Ensure municipal service delivery is efficient and effective, communicated and accessible.

Priority Outcomes: Healthy & Vibrant Communities

1. Ensure residents have access to facilities, natural assets, programs, and services that enrich a quality of life and provide safe communities for residents and visitors alike.

Priority Outcomes: Infrastructure & Service Delivery

2. Create efficiencies through innovative service delivery, and proactive maintenance and operations of existing infrastructure.

Work Program Implications

This work will be contracted with and managed by the Chester Fire Services Committee. Impact on Municipal staff is not expected to be significant.

Has Legal review been completed? Yes No N/A

COMMUNICATIONS (INTERNAL/EXTERNAL)

A Project Manager will be assigned as the Committee's project point person and primary contact with the consultant. Internal communications are channeled through the Project Manager and lead consultant to the Committee, and from the Committee to the respective Council / Commission.

External stakeholder engagement is a primary requirement for this project. Engagement mechanisms and timing will be determined with the consultant at the beginning of the project.

ATTACHMENTS / REFERENCES

Acre Architects (<https://theacre.ca/>)

**Village of Chester Commission
Request for Decision**

<p>Topic:</p> <p>Chester Fire Services Committee – Member Replacement</p>	<p>Date: October 26, 2023</p> <p>Proposed By: Heather McCallum Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>One of the three voting members on the Chester Fire Services Committee appointed by the Village has resigned, and a replacement member is needed.</p>	
<p>Background:</p> <p>The Chester Fire Services Committee, now a body corporate, is made up of three voting members appointed by the Village of Chester and three voting members appointed by the Municipality of the District of Chester (MODC). The voting members of the Committee are also Directors of the body corporate.</p> <p>The members were appointed on July 13, 2022 and June 30, 2022, respectively; four of the members for three years, and two of the members for two years. Mr. Miller was appointed to a three-year term.</p>	
<p>Options:</p> <p>Per the terms of the Intermunicipal Fire Service Agreement signed between the Village and MODC on May 12, 2022 “Committee Roles and Terms” (items 19-26) there is only one option: replace Mr. Miller with another appointee to serve out his term.</p>	
<p>Considerations:</p> <p><u>Financial Impacts</u> There may be minor advertising costs should a public call for volunteers be needed.</p> <p><u>Policy Impacts</u> See options note above.</p>	
<p>Recommendation:</p> <p>It is recommended that the Commission replace Mr. Miller on the Committee.</p>	
<p>Draft Motion:</p> <p><i>That the Commission search for a replacement voting member for the Chester Fire Services Committee from the Village to serve out the remainder of David Miller’s term (July 2025).</i></p>	

SEAVIEW

CHESTER, LUN. CO. N.S. B0J 1J0
TEL: (902) [REDACTED] FAX: (902) [REDACTED]
E-MAIL: [REDACTED]

October 19, 2023

Heather McCallum
Clerk/Treasure
Village of Chester Commission
7 Pleasant Street,
PO Box 620
Chester NS B0J 1J0

Dear McCallum:

Re: Chester Fire Services Committee

I was and am honoured to be asked to be one of the Village's representatives on the Fire Services Committee. I agreed.

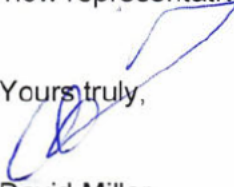
I attended a meeting in August 2022 and by distance attention one further meeting. Those were not meetings of the Committee as certain issues had to be dealt before appointments to the Committee. As such we agreed to meet on an informal basis, recognizing that we were not the Committee and not able to make decisions as the Committee.

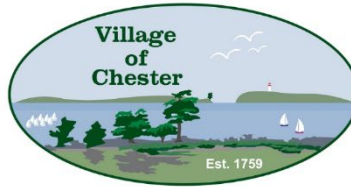
Since then I do not recall actually having been appointed to the Committee. In any event notwithstanding that I received e-mail messages relating to the Committee I have not acted on them. I have not taken part in the Committee whether by way of discussions, deliberations recommendations or otherwise.

So I am not prepared to act as a Committee member. My decision is based in part on personal reasons. I want to leave it at that without getting into any details.

I wish the Village well in appointing a new representative and I wish the Committee well in its endeavours.

Yours truly,


David Miller



Directors and Officers

Chester Fire Services Committee

Directors

a.k.a. Voting Committee members appointed June 30, 2022 (MODC) / July 13, 2022 (VOC) respectively, by motion of Council/Commission

Name	Appointed by	Civic Address
Kirk Collicut	MODC (3 yr)	██████████ Chester
Norm Countway	MODC (3 yr)	████████████████████ Chester Basin
Nancy Hatch	VOC (2 yr)	██████████ Chester
Colin MacDonald	VOC (3 yr)	██████████ Chester
David Miller	VOC (3 yr)	
James Robert	MODC (2 yr)	██████████ Chester Basin

Officers

Elected by Committee Members on October 4, 2023

Colin MacDonald	Chair/President
Norm Countway	Vice-Chair
Kirk Collicut	Secretary
Kirk Collicut	Treasurer