

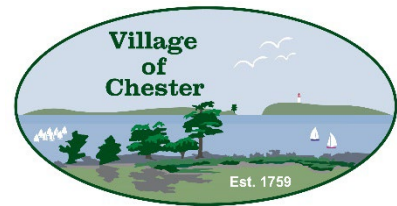
Minutes

Village Commission Special Meeting

Saturday, October 26, 2023 – 5:15pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester



Present: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Gloria Nauss, Commissioner; Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice-Chair

Staff: Heather McCallum, Clerk/Treasurer

Regrets: Nil

1.0 Call to Order

Chair Hatch called the Special Meeting of the Village of Chester Commission to order at 5:16 pm.

2.0 Approval of Agenda

Motion #23-108: Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Agenda of the October 26, 2023 Special Commission Meeting be approved as presented.

Motion carried unanimously.

3.0 New Business

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

The Request for Decision prepared by MODC's Deputy CAO Erin Lowe was reviewed (*Schedule 3.1*). The Chair reported that the motion was passed by MODC Council this morning.

Motion #23-109: Vice-Chair Pauley moved; Commissioner O'Malley seconded: Subject to approval of both the Chester Village Commission and Municipal Council, and subject to the incorporation of the Chester Fire Services Committee, the Chester Village Commission approves 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).

Motion carried unanimously.

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

One of the Village's appointees to the Committee, David Miller, has resigned. Chair Hatch reports interest from resident and former MLA Jim Barkhouse in taking on the appointment.

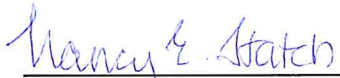
Motion #23-110: Commissioner Nauss moved; Commissioner Mulrooney seconded: To appoint The Honourable James Barkhouse as one of the Village representatives to the Chester Fire Services Committee.

Motion carried unanimously.

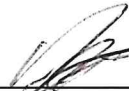
The duration of Mr. Barkhouse's and the other members' terms to be confirmed once incorporation has been completed.

5.0 Adjournment

The Chair adjourned the Meeting at 5:21 pm.



Commission Chair
Nancy Hatch



Clerk/Treasurer
Heather McCallum



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/>)