



NOTICE OF A SPECIAL MEETING

AGENDA for the Special Meeting to be held on Tuesday, March 21, 2017 in the Council Chambers of the Municipal Office, 1 Mackenzie Boulevard, Mackenzie, BC.

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1. **CALL TO ORDER AT 12:00 PM**
 2. **ADMINISTRATION REPORTS**
 - a) Arena Ice Plant Replacement Project 3 - 4
THAT the report from Kevin Clarkson, Director of Recreation Services, be received;

AND THAT Council agrees to award the refrigeration upgrade services for the Arena Ice Plant Replacement Project to Fraser Valley Refrigeration for the amount of \$319,554.00 plus applicable taxes;

AND THAT Council authorizes the Mayor and Chief Administrative Officer to execute the contract.
 - b) Recreational Trail Planning Services - Mackenzie Trails Master Planning Project 5 - 6
THAT the report from Kevin Clarkson, Director of Recreational Services, dated March 17, 2017 be received;

AND THAT Council agrees to award the recreational trail planning services for the Master Planning Project to McElhanney Consulting Services Ltd. for the amount of \$61,000.00 plus applicable taxes;

AND THAT Council authorizes the Mayor and Chief Administrative Officer to execute the contract.
 3. **ADJOURNMENT**



**DISTRICT OF MACKENZIE
COUNCIL REPORT**

To: Mayor and Council
From: Kevin Clarkson, Director of Recreation Services
Date: March 17, 2017
Subject: Arena Ice Plant Replacement Project

RECOMMENDATION:

THAT Council agrees to award the refrigeration upgrade services for the Arena Ice Plant Replacement Project to Fraser Valley Refrigeration for the amount of \$319,554.00 plus applicable taxes.

AND THAT Council authorizes the Mayor and Chief Administrative Officer to execute the contract.

BACKGROUND:

In collaboration with Bradley Refrigeration Services, the District of Mackenzie issued an Expression of Interest (EOI) for the Arena Ice Plant Replacement Project. In total, four companies submitted EOI's for the scope of work identified, and after careful consideration three were selected to proceed with the tender call for the project.

The base tender included the following scope of work:

- Plate and Frame Brine Chiller
- Condenser
- One Compressor
- New Motor Control Centre

The results of the initial tender from each of the three refrigeration contractors were over budget so a post tender addendum was issued to reduce the scope of work and the cost in order to meet the approved 2017 capital budget for the project. The post tender addendum included the following items which are the most important equipment in need of replacement due to age:

- Plate and Frame Brine Chiller
- Condenser

The post tender addendum submissions received meet all of the requirements listed in the specifications. All three contractors have stated the cost of bonding with their submission.

After evaluating the three post tender addendum proposals and based on the results of the post tender addendum, Recreation Services is recommending Fraser Valley Refrigeration be awarded the contract for the arena ice plant refrigeration upgrade at a cost of



\$319,554.00 plus applicable taxes. The remaining work for the Compressor and the new Motor Control Centre can be considered when the additional finances become available.

COUNCIL PRIORITY:

Community Building

- Invest in long term planning of indoor and outdoor recreational infrastructure.
- Ensure District services are customer focused, sustainable, effective and relevant.

Environmental Sustainability

- Employ sound business and management practices to ensure the sustainability of the community, the environment and the well-being of residents.

BUDGETARY IMPACT OF RECOMMENDATION:

2017 Capital Budget - \$350,000.00.

Respectfully Submitted,

Kevin Clarkson
Director of Recreation Services

Approved for Submission to Council



DISTRICT OF MACKENZIE COUNCIL REPORT

To: Mayor and Council
From: Kevin Clarkson, Director of Recreation Services
Date: March 17, 2017
Subject: Recreational Trail Planning Services – Mackenzie Recreational Trails Master Planning Project

RECOMMENDATION:

THAT Council agrees to award the recreational trail planning services for the Master Planning Project to McElhanney Consulting Services Ltd. for the amount of \$61,000.00 plus applicable taxes.

AND THAT Council authorizes the Mayor and Chief Administrative Officer to execute the contract.

BACKGROUND:

A comprehensive Request for Proposals (RFP) was issued to recruit and engage a consultant or consulting team in the development of a Recreational Trails Master Plan for the District. The Plan will be a long range planning document that will provide direction for managing and developing recreational trails, associated facilities, programs, infrastructure, resources, and investment over a 20 year horizon. The Master Plan process will assess the current status of all recreational trails within the vicinity of the District of Mackenzie and plan a future that reflects the values and needs of the community.

The project scope of work was advertised as per the District's Purchasing/Procurement Policy through all available contacts and venues. The RFP deadline for submissions was at 4pm on Friday, February 24th, 2017 and a total of 3 submissions were received. A competitive and inclusive evaluation of all proponents' project submissions was undertaken.

Proponent submissions were evaluated based on criteria including team quality, related experience, value of fees, work plan, level of effort and added value. Each criteria was graded on a scale from 1 (lowest) to 5 (highest). Recreation Services recommends the project contract be awarded to McElhanney Consulting Services Ltd., for a total price of \$61,000.00 plus applicable taxes.

COUNCIL PRIORITY:

Community Building

- Invest in long term planning of indoor and outdoor recreational infrastructure.
- Ensure District services are customer focused, sustainable, effective and relevant.

Environmental Sustainability

- Employ sound business and management practices to ensure the sustainability of the community, the environment and the well-being of residents.



BUDGETARY IMPACT OF RECOMMENDATION:

2017 Operational Budget - \$61,000.00.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kevin Clarkson".

Kevin Clarkson
Director of Recreation Services

A handwritten signature in black ink, consisting of a large, stylized loop.

Approved for Submission to Council