



AGENDA

Meeting: March 26, 2021 1:00 p.m.

Virtual meeting: <https://call.lifesizecloud.com/8204687>

- 1. CALL TO ORDER - SPECIAL MEETING**
- 2. EXCUSED FROM MEETING**
- 3. ADOPTION OF AGENDA**
- 4. UNFINISHED BUSINESS**
 - 4.1 Bassano Wastewater Treatment Upgrades and Irrigation Project – Tender Award
 - 4.2 Bassano Outdoor Pool – 2021 Operations Plan
- 5. ADJOURNMENT**



REQUEST FOR DECISION

Meeting: March 26, 2021

Agenda Item: 4.1

Bassano Wastewater Treatment Upgrades and Irrigation Project – Tender Award

BACKGROUND:

The purpose of this action item is to award the Bassano Wastewater Treatment Upgrades and Irrigation Project. Upon award notification, the successful vendor is expected to be onsite the first part of April.

Council pre-qualified 13 contractors to bid on the Bassano Wastewater Treatment Upgrades and Irrigation Project in January. A tender was issued on March 2, 2021 with a mandatory onsite pre-bid meeting which was held on March 16, 2021.

At tender close on March 23, 2021 at 2:00 p.m. five (5) bids were received.

<u>Tenders</u>	<u>Tender Amount</u>
1. White Fox Group Ltd.	\$5,977,912.50
2. BYZ Enterprises Inc.	\$6,062,857.50
3. Howitt Construction Ltd.	\$6,514,145.01
4. LBCO Contracting Ltd.	\$7,556,062.50
5. BTO Contracting Ltd.	\$10,129,313.25

In summary, the construction work to be completed as part of the tender is:

- Construction of a new 7-month storage cell with site dewatering.
- Embankment and transfer structure upgrades in the anaerobic and facultative cells.
- Desludging.
- Road bore and pipeline construction.
- Purchase and installation of the irrigation pivot.

It is recommended that council award the Bassano Wastewater Treatment Upgrades and Irrigation Project to the low bidder, White Fox Group Ltd. at \$5,977,912.50.

Next steps

- Award bid and notifications.
- Issue a press release and notify local business of the upcoming investment.
- Notify funders to ensure progress payment release – prepare a short-term borrowing plan if necessary due to funding release delays.
- Notify Alberta Environment and Parks; Alberta Transportation; and other key stakeholders of contract award.

- Obtain conveyance agreement with Eastern Irrigation District for dewatering of the site.
- Finalize power upgrade and obtain easement with Fortis for the pivot.
- Execute contracts to include project specific timelines and logistics management.
- Prepare ground-breaking ceremony.
- Begin project.

OPTIONS:

#1 – That council awards the Bassano Wastewater Treatment Upgrades and Irrigation Project to White Fox Group Ltd. in the amount of \$5,977,912.50 in accordance with the tender submitted on March 23, 2021.

CAO COMMENTS:

None

ALIGNMENT WITH STRATEGIC PLAN

Goal 3 – Task 1

PROPOSED RESOLUTION:

That council awards the Bassano Wastewater Treatment Upgrades and Irrigation Project to White Fox Group Ltd. in the amount of \$5,977,912.50 in accordance with the tender submitted on March 23, 2021.

Attachments:

1. Bid Summary dated March 25, 2021

Prepared by: Amanda Davis, CAO; Blake Smith, MPE

Town of Bassano
Box 299
502 2 Avenue
Bassano, AB T0J 0B0

March 25, 2021
File: N:\1446-007-00.L06

Attention: Amanda Davis, Chief Administrative Officer

Dear Amanda:

**Re: Town of Bassano – Wastewater Treatment Upgrades
Tender Results and Recommendation**

On March 23, 2021 at 2:00 p.m. local time, a total of five (5) Tenders were submitted online through Bids and Tenders for the above noted project. We have reviewed the tender submissions and found all the supporting documents to be in compliance except for BYZ Enterprises Inc. which included a bid bond for 5% instead of the required 10%. The following summarizes the tenders received from lowest to highest.

<u>Tenders</u>	<u>Tender Amount</u>
1. White Fox Group Ltd.	\$5,977,912.50
2. BYZ Enterprises Inc.	\$6,062,857.50
3. Howitt Construction Ltd.	\$6,514,145.01
4. LBCO Contracting Ltd.	\$7,556,062.50
5. BTO Contracting Ltd.	\$10,129,313.25

The tender amount includes a \$500,000.00 extra work allowance and 5% GST.

White Fox Group Ltd. has provided the proper bid bond, surety and safety qualifications and has completed projects with components similar in nature. Based upon the above, it is our recommendation that the work be awarded to the low bidder, White Fox Group Ltd. for the tender amount of \$5,977,912.50.

The warranty period for the project is one year following Substantial Completion of the project. The Contractor will be required to extend the duration of the Labour and Material Payment Bond to the end of the warranty or provide a separate warranty bond.

Upon notice from the Town of Bassano, MPE will prepare the necessary Contract Documents for execution by both parties.

If you have any questions or require additional information, please contact the undersigned at (403) 317-3618.

Yours truly,

MPE ENGINEERING LTD.



Blake Smith, C.E.T.
Project Manager

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REQUEST FOR DECISION

Meeting: March 26, 2021

Agenda Item: 4.2

Bassano Outdoor Pool – 2021 Operations Plan

BACKGROUND:

On March 15, 2021, an informal round table discussion was held regarding 2021 outdoor pool operations where administration provided a summary of the risks and opportunities. To better manage risk and uncertainty related to the pandemic and current public health restrictions town council directed administration to prepare an operations plan with a delayed opening for July and August only.

By delaying the pool opening, there was the hope that the public health restrictions may be relaxed with higher vaccinations. During the week of March 21, the province declared that it would not be moving to phase 3 opening because hospitalizations were nearing 300 and active cases continue to rise. Variables are changing on a day-to-day basis; the proposed operating plan reduces risk and provides a viable way forward for the town within budget.

2021 Outdoor Pool Operating Plan Variables

From an operational standpoint there are three key outcomes that will dictate the town's ability to open the pool this season:

1. Provincial restrictions – guidance related to pool operations is not current and is based on the state of the pandemic in 2020. Currently, Red Cross is offering some best practices.
 - How many patrons can be in the pool at any one time.
 - How swimming lessons and events must be conducted.
2. Staffing – the pool must be fully staffed to operate.
 - Staff receive appropriate covid related training.
 - Lifeguards must have their appropriate training and certification.
3. Financial – determine what degree town council is willing to fund pool operations with limited operations.
 - Number of patrons permitted in the pool at any one time.
 - Ability to offer modified programs (e.g. swimming lessons under Level 4 will require one guardian with the child - regulated).
 - Facility usage base on operations modifications
 - i. e.g. maintaining social distancing in the pool, limited number of users in the pool at a time, limiting hours for facility usage (e.g. operating within 60 minute blocks – 45 minutes in the pool, 15 minutes for changing and cleaning prior to

the group of patrons), maximizing daylight hours to provide limited services to patrons.

Based on the level of risk council is willing to assume, an operations plan can be developed contingent upon the following:

1. That the facility can be fully staffed with trained personnel.
2. Provincial health restrictions align with operational needs.

Variable Mitigation Plan – 2021 Proposed Operating Outline

Based on the level of uncertainty due to public health restrictions, we cannot guarantee that the pool will be able to open this season. However, per the direction of council, we must develop a plan based on the assumption that the pool will be opened with a modified schedule.

As such, we propose the following:

- That the town sets the intention to operate the outdoor pool for the 2021 season and begins a hiring process immediately for an operating season of July 1 – August 30, 2021. Staff would be onboarded with inhouse training provided by the middle of June.

If the outdoor pool is unable to operate during the 2021 season due to a lack of staffing or public health restrictions, all personnel will be transitioned to assist with community projects within the public works department and divided into small operational teams.

By providing this alternative, the town is committing to the development of its youth, providing stable employment opportunities, covering a vast number of tasks that may otherwise never be accomplished, and bridging the gap until such time that the globe has a handle on the pandemic.

Below are some examples of some of the team based community projects that would be completed:

- Cemetery maintenance – cleaning headstones, planting trees, grounds maintenance, flower bed upgrades, row markings.
- Building maintenance – removing debris and improving exterior facades of properties recovered through tax recovery.
- Asset management – locating cc values in the field and inputting data into the GIS system. Assisting with valve cycling to support the upcoming roads infrastructure project as outlined in the strategic plan.
- Grounds maintenance – assist with grounds maintenance at the fire training grounds, a wind barrier tree planting project west of the golf course, outdoor facility (e.g. gun club clean-up where applicable).
- Public works maintenance – sidewalk and road painting, hydrant maintenance and painting, sign post cleaning, painting and upgrades, roads maintenance, crack filling and potholes.

- Beautification – flower and tree maintenance, back alley maintenance.

Anticipated budget without expending funds on pool start up: \$75-85,000. Municipal contribution from the Town and County budgeted at \$85,000 (split at 60/40 or 70/30 depending on the final tasks and their alignment with the ICF).

Anticipated budget with pool start up and shut-down at season opener (within 2-weeks): \$110,000. Municipal contribution from the Town and County budgeted at \$110,000 (split depending on the final tasks and their alignment with the ICF and exact amount invested in the pool start-up).

Anticipated budget with pool operations at reduced season and reduced user fees remains unchanged at \$189,500. Municipal contribution from the Town and County budgeted at \$132,000 (split equally).

OPTIONS:

#1 – The council directs administration to proceed with the pool operations plan for 2021 that is contingent upon the following:

1. Delayed operating season with the pool being active July 1 – August 30, 2021 pending public health restrictions permit such operations. As it takes 4-weeks to start-up the pool, council will confirm by May 10 whether it will accept the level of financial risk to begin start up operations.
2. Securing appropriate levels of staffing to manage and operate the pool for the 2021 season.
3. If the pool is unable to operate in 2021 due to inappropriate levels of staffing or to public health restrictions that hired personnel are transitioned to the public works department to assist with community projects for the season.

#2 – That due to the level of risk at this time, council directs that the outdoor pool remains closed for the 2021 season. In place of the pool operations, council directs administration to proceed to hire pool staff and transition their duties to support the public works department to assist with community projects.

#3 – That prior to deciding on a path forward, that council undertakes a community consultation process pertaining to the operations of the pool for 2021 immediately providing two options. First, that the pool may operate with a delayed season for July and August realizing that public health restrictions may force a shut down or require an extreme level of modifications rendering financially inefficient to operate. Second, that all pool staff are hired and transitioned to support public works duties for the season.

CAO COMMENTS:

None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

PROPOSED RESOLUTION:

The council directs administration to proceed with the pool operations plan for 2021 that is contingent upon the following:

1. Delayed operating season with the pool being active July 1 – August 30, 2021 pending public health restrictions permit such operations. As it takes 4-weeks to start-up the pool, council will confirm by May 10 whether it will accept the level of financial risk to begin start up operations.
2. Securing appropriate levels of staffing to manage and operate the pool for the 2021 season.
3. If the pool is unable to operate in 2021 due to inappropriate levels of staffing or to public health restrictions that hired personnel are transitioned to the public works department to assist with community projects for the season.

Prepared by: Amanda Davis, CAO

Attachments:

1. None