



Special Board of Directors Meeting

Wednesday, July 13, 2022

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

1:30 pm

Regular Agenda

Watch the meeting live at www.acrd.bc.ca/events/13-7-2022/

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_PR2uL55tTjG7aWq-tpxi-g

PAGE #

1. CALL TO ORDER

Recognition of Territories.

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

Introductions - Board Members and Staff present in the Boardroom.

2. APPROVAL OF AGENDA

(motion to approve, including late items required ALL VOTE 2/3 majority vote)

3. DECLARATIONS

(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)

4. REQUEST FOR DECISIONS

a. REQUEST FOR DECISION

Tender for West Coast Organic Processing Facility and Tipping Area
Construction – Civil Works
(ALL/WEIGHTED)

3-5

THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works contract to Hazelwood Construction Services Inc. in the amount of \$2,612,848.35 (excluding GST) upon confirmation of satisfactory reference checks; and further,

THAT the ACRD Board of Directors authorize the CAO to negotiate and execute the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works contract on behalf of the Regional District.

5. **LATE BUSINESS**

6. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

7. **ADJOURN**

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, July 27, 2022, 1:30 pm
Regional District Board Room & Zoom**



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Jodie Frank, Organics Diversion Coordinator
Shane Koren, Procurement Coordinator
Paulo Eichelberger, Solid Waste Manager

Meeting Date: July 13, 2022

Subject: Tender for West Coast Organic Processing Facility and Tipping Area Construction – Civil Works

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works contract to Hazelwood Construction Services Inc. in the amount of \$2,612,848.35 (Excluding GST) upon confirmation of satisfactory reference checks; and further,

THAT the ACRD Board of Directors authorize the CAO to negotiate and execute the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works contract on behalf of the Regional District.

Desired Outcome:

To construct an organics processing facility at the West Coast Landfill, in support of diverting organic waste from landfilling and increasing landfill lifespan.

Summary:

ACRD staff, assisted by the ACRD's engineering consultant, Tetra Tech, issued a Request for Tender (RFT) on May 30, 2022. The West Coast Organic Processing Facility and Tipping Area Construction – Civil Works includes construction and installation of a compost pad, contact water pond, surface water ditching, surface water pond, culverts, z-style precast concrete block tipping wall, and associated works.

This construction project, in conjunction with the Fall 2022 expansion of 3-stream curbside waste collection on the West Coast, will further support waste diversion at the West Coast Landfill.

The contract will be prepared by Tetra Tech and is to be tied to the Tender submission by Hazelwood Construction Services Inc. (inclusive of quantities and timelines).

Background:

The ACRD issued a RFT for the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works and Buildings/Equipment (the "Original Tender") on March 16, 2022. At the ACRD Board of Directors Meeting on May 11, 2022 a Request for Decision to non-award the Original Tender was approved. The non-award facilitated splitting the

original tender into two separate projects; Civil Works and Buildings/Equipment. This was to support budgetary planning, design modifications, a more competitive tender process, and tender submission price reductions.

The first project, Civil Works, was issued for RFT on May 30, 2022. Four submissions were received from qualified and experienced companies. All bids were evaluated based on completeness, price, schedule, and ability to complete the project. The evaluation was completed by ACRD staff and engineering consultants. The bids received were as follows:

| Proponent | Contract Value (Excluding GST) | Notes |
|--------------------------------------|-----------------------------------|---------------------|
| Hazelwood Construction Services Inc. | \$2,612,848.35 | Acceptable Timeline |
| Bowerman Construction Ltd. | \$2,772,002.50 | |
| Tebo Mill Construction Inc. | \$3,110,010.10 | |
| Tritech Group Ltd | \$3,501,367.73 | |

Financial Implications:

The total project budget in the approved financial plan for this project is \$4,133,850. Subtracting the engineering costs of \$319,117 and procurement of equipment which has been successfully secured at \$448,217, the remaining available approved budget for the construction is \$3,366,516. There is \$2 million from the Strategic Priorities Fund Grant in addition to \$1.3 million from the Solid Waste reserve available for funding this project. The remaining funding will need to be secured through borrowing as detailed in the charts below.

| Organics Processing & Tipping Wall Project | Estimated Costs |
|--|-----------------|
| Engineering Costs | \$319,117 |
| Compost Equipment | \$448,217 |
| Construction Costs | |
| Electrical Upgrades (est.) | \$320,000 |
| Tender Award - Civil | \$2,612,848.35 |
| Tender Award – Building/Equipment | *TBD |
| Tender Contingency (est.) | \$520,000 |
| Current Construction Costs Subtotal if Awarded | \$4,220,182 |
| Total Project Costs | *TBD |

*The Building/Equipment tender for the organics facility will be closed as of July 8, 2022.

As the tender process for the earthworks was successful in obtaining additional competitive bids, staff are recommending award of the civil works contract to Hazelwood Construction.

Other Financial Considerations:

On June 1, 2022, the West Coast Committee approved development of a Loan Authorization Bylaw to a maximum of \$4 million dollars to cover off costs to complete the organics facility, with the understanding that only the amount needed to complete the project will be borrowed. This bylaw is being prepared by staff for Board consideration.

ACRD staff are planning to provide both the draft loan authorization bylaw; as well as recommendations for the West Coast Organic Processing Facility and Tipping Area Construction –Buildings/Equipment Tender Award; at the July 27, 2022, ACRD Board of Directors Meeting.

Time Requirements – Staff & Elected Officials:

Staff time will be required to create and execute contract documents and provide contract management in conjunction with the ACRD’s engineering consultant.

Strategic Plan Implications:

This project aligns with Strategic Focus Area #3.2 New and Existing Infrastructure - Solid Waste Management Plan Implementation.

Policy or Legislation:

An RFT was issued in this scenario as the ACRD’s Purchasing Policy requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

Submitted by: Jenny Brunn
Jenny Brunn, General Manager of Community Services

Approved by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services