



Alberni-Clayoquot Regional District

ELECTORAL AREA COMMITTEE MEETING WEDNESDAY, AUGUST 13, 2014, 12:30PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Electoral Area Committee Meeting held May 14, 2014	2-4
<i>THAT the minutes of the Electoral Area Committee meeting held on May 14, 2014 be adopted.</i>	
4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
5. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u>	
6. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	5-12
Millstream-Ucluelet Emergency Water Connection & Watermain Upgrades	
<i>THAT the EA Committee recommend that the staff amend the 2014-2018 Financial Plan to allocate \$30,000 of Electoral Area Administration Gas Tax Funding and \$20,000 of Millstream Water Capital Reserve to the Millstream Water Supply and Distribution System Upgrades. That the Board of Directors award the Millstream-Ucluelet Emergency Water Connection and Watermain upgrade contract to Crow Excavating for \$148,323.29 (including GST).</i>	
7. <u>REPORTS</u>	
8. <u>UNFINISHED BUSINESS</u>	
9. <u>ADJOURN</u>	



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS & TOFINO COMMITTEE MEETING HELD ON MAY 14, 2014, 10:30 AM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS Penny Cote, Chair, Electoral Area "D" (Sproat Lake)

PRESENT: Eric Geall, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
Josie Osborne, Mayor, District of Tofino

STAFF PRESENT: Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Alex Dyer, Planner

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:30 am.

The Chairperson recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Electoral Area Directors Meeting – February 11, 2014.**

MOVED: Director Kokura

SECONDED: Director Geall

THAT the minutes of the Electoral Area Directors Meeting held on February 11, 2014 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. **CORRESPONDENCE FOR ACTION/INFORMATION**

6. **REQUEST FOR DECISIONS & BYLAWS**

- a. **ADMINISTRATIVE MEMORANDUM**
Bylaw P1321 – Medical Marihuana Facilities

Director Bennett entered the meeting at 10:34 am.

The Manager of Planning and Development provided a brief overview and history of the zoning bylaw amendments to define Medical Marihuana Facilities.

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Electoral Area Directors and Tofino Committee instruct staff to amend Bylaw P1321, Medical Marihuana Facilities removing the Forest Reserve (A4) District and increasing the minimum lot size in the A1, A2, A3 zones to 6 acres.

CARRIED

The Manager of Planning and Development noted that the minimum lot size in the industrial zones remains at 4 acres and the minimum setback remains at 100 feet.

Staff will arrange a public meeting 1 hour prior to the public hearing for Bylaw P1321.

- b. **ADMINISTRATIVE MEMORANDUM**
Parkland Dedication and Cash in Lieu of Parkland

MOVED: Director Bennett
SECONDED: Director Geall

THAT Regional District staff be directed to draft a resolution for consideration at AVICC and UBCM requesting that regulations for use of parkland dedication monies be expanded to include improvement to existing parks.

CARRIED

- c. **ADMINISTRATIVE MEMORANDUM**
Development Variance Permit Procedures

MOVED: Director Geall
SECONDED: Director Bennett

THAT the Electoral Area Directors and District of Tofino Committee receive this memorandum.

CARRIED

7. **REPORTS**

8. **UNFINISHED BUSINESS**

9. **LATE BUSINESS**

10. **QUESTION PERIOD**

11. **ADJOURN**

MOVED: Director McNabb

SECONDED: Director Kokura

THAT this meeting be adjourned 11:52 am.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Russell Dyson,
Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, Manager of Finance

Meeting Date: August 13, 2014

Subject: Millstream-Ucluelet Emergency Water Connection & Watermain Upgrades

Recommendation:

That the Board of Directors direct staff to amend the 2014-2018 Financial Plan to allocate \$30,000 of Electoral Area Administration Gas Tax Funding and \$20,000 of Millstream Water Capital Reserve to the Millstream Water Supply and Distribution System Upgrades.

That the Board of Directors award the Millstream-Ucluelet Emergency Water Connection and Watermain upgrade contract to Crow Excavating for \$148,323.29 (including GST).

Summary:

McGill & Associates Engineering Ltd., the consulting engineers, provided the following information on the Tenders received:

Three complete Tenders were received on July 16, 2014 for the above referenced project.

Tenderer	Total Tender Price Including GST
Denis Francoeur Backhoeing	\$179,915.74
Ridgeline Mechanical	\$236,467.31
Crow Excavating	\$148,323.29

There is a notable difference between the low tender and the next lowest (\$30,088.04). This is attributed to familiarity with the area, and mobilization/demobilization costs. As much of the difference in price with the highest Tenderer is attributable to pipe installation, it may show that the high bidder was not able to obtain reasonable quotes for import backfill.

The schedule for completion of the project ranged between 75 and 100 days, with the low tender indicating 75 days.

Although, we have not worked with Crow Excavating in the past, we are familiar with their references and find them to be reputable. On discussions with these references, the projects Crow Excavating has worked on were described as well organized and professionally run. Based on this we are satisfied they are able to perform the work specified under this contract.

We have worked previously with the Contractor's site superintendent on the installation of the site servicing for the Port Alberni branch of North Island College. He has proven to be a knowledgeable and capable superintendent. The asphalt sub-contractor proposed by Crow Excavating is known to us and is established and experienced in the local area.

Therefore, Staff recommend that this contract be awarded to Crow Excavating for the following reasons:

1. Tender Price - Crow Excavating submitted the lowest qualifying tender.
2. Schedule – The tender was for a reasonable time period for this project.
3. The Contractor has experienced personnel that have conveyed a good understanding of the work required.

Time Requirements – Staff & Elected Officials:

Staff time will be required to work with McGill & Associates and the contractor to complete the project.

Financial:

The recommendation exceeds budget and it is estimated that an additional \$50,000 will be required to complete this project when considering the remaining engineering fees. Staff recommends that \$30,000 of the unallocated Electoral Area Administration Gas Tax initiatives be utilized for this project as well as \$20,000 of the Millstream Water capital reserve fund. If this recommendation is support by the Board staff will bring forward an amendment to the 2014-2018 Financial Plan at the August 27, 2014 Board meeting.

Policy or Legislation:

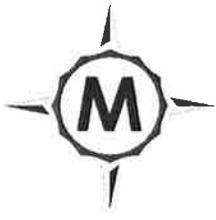
As per ACRD purchasing policy.



Submitted by: _____
Teri Fong, Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



July 24, 2014

Alberni Clayoquot Regional District
3008 4th Avenue
Port Alberni, B.C. V9Y 2E3

Attention: Andy Daniel

Re: Project No. 2493
Millstream-Ucluelet Emergency Water Connection & Watermain Upgrades

Dear Sirs:

This letter reviews the three tenders received on July 16, 2014, for the above referenced project and recommends the award of the contract to Crow Excavating as described below:

1. Tenders Received

Three tenders were received as follows:

Tenderer	Bid Security	Total Tender Price Including GST
Denis Francoeur Backhoeing	Yes (Certified Cheque)	\$179,915.74
Ridgeline Mechanical	Yes (Bid Bond)	\$236,467.31
Crow Excavating	Yes (Certified Cheque)	\$148,323.29

All tenders were properly signed. A more detailed comparison of all tenders is attached.

2. Arithmetic Check

An arithmetic check of all three Tenders showed no errors.

3. Bid Bonds and Consents of Surety

All tenderers submitted the required 10% Bid Security as indicated above.

4. Attendance at Site Meeting

Attendance at the site meeting was not required for the tenderers to be eligible to submit a bid for the project. However, representatives of Denis Francoeur Backhoeing and Ridgeline Mechanical were present at the site meeting, and minutes from the meeting were distributed to all Tenderers.

5. Balancing Unit Prices

No obvious signs of manipulation of Unit Prices were noted. The most significant difference between the three tenderers prices was Ridgeline's price for installation of watermain, which may have impacted the cost of proceeding with the optional work.

In comparison to the project budget, the connection cost to the existing asbestos-cement mains was higher than anticipated, and may present an option for negotiation with the selected contractor.

6. Variations in Submitted Tenders

There is a notable difference between the low tender and the next lowest (\$30,088.04). This is attributed to familiarity with the area, and mobilization/demobilization costs. As much of the difference in price with the highest tenderer is attributable to pipe installation, it may show that the high bidder was not able to obtain reasonable quotes for import backfill.

7. Schedule

The schedule for completion of the project ranged between 75 and 100 days, with the low tender indicating 75 days.

8. Acknowledgement of Addendae

All tenderers acknowledged receipt of the three addendae issued.

9. Force Account Rates

Force Account rates proposed by the low tenderer, Crow Excavating, appear normal for the industry and location.

10. Alternate Proposals

No alternate proposals were submitted.

11. Contractor Qualifications

Although, we have not worked with Crow Excavating in the past, we are familiar with their references and find them to be reputable. On discussions with these references, the projects Crow Excavating has worked on were described as well organized and professionally run. Based on this we are satisfied they are able to perform the work specified under this contract.

12. Contractors Supervisory Personnel

We have worked previously with the Contractor's site superintendent on the installation of the site servicing for the Port Alberni branch of North Island College. He has proven to be a knowledgeable and capable superintendent.

13. Sub-Contractors

The asphalt sub-contractor proposed by Crow Excavating is known to us and is established and experienced in the local area.

14. Budget Constraints

The three tenders all exceeded the available budget to complete this project. We would recommend, that you enter into a negotiation with the low tenderer on possible reduction of the scope of work to meet the funds available for the project or to determine whether additional funding is available.

We recommend that this contract be awarded to Crow Excavating for the following reasons:

1. Tender Price - Crow Excavating submitted the lowest qualifying tender.
2. Schedule – The tender was for a reasonable time period for this project.
3. The Contractor has experienced personnel that have conveyed a good understanding of the work required.

We would be pleased to review this with you at your convenience.

Yours truly,

For **McGill & Associates Engineering Ltd.**



Brad West, P. Eng.

BW/wm
Encl.

TENDER COMPARISON

ITEM NO.	REF	SCHEDULE	Unit of Measure	Approx. Quantities	UNIT PRICE	Crow Excavating			Denis Francoeur Backhoeing			Rideline Mechanical Contractor			
						AMOUNT \$	Faxed revision	Submitted Tender Amount	UNIT PRICE	AMOUNT \$	Faxed revision	Submitted Tender Amount	UNIT PRICE	AMOUNT \$	Faxed revision
02111		Area clearing and grubbing	Lump Sum	-	2,200.00		2,200.00		3,000.00		3,000.00		5,715.00		5,715.00
02312		(HWY CROSSING) Asphalt Infill strip thickness to match existing - hot mix	Square Metre	48	5,717.28		5,717.28		4,937.76		4,937.76		4,758.24		4,758.24
02312		Asphalt Infill strip 50 mm thick - hot mix, c/w granular base	Square Metre	43	995.54		4,108.22		79.07		3,400.01		3,400.01		3,105.46
02312		Asphalt Infill strip 50 mm thick - hot mix, c/w granular base (OPTIONAL, to be done with item 13)	Square Metre	22	995.54		2,101.88		108.22		2,380.84		2,380.84		1,588.84
02312		Asphalt concrete driveway, 50mm thick c/w sandcutting and 50mm shoulder each side - hot mix	Square Metre	30	995.54		2,866.20		96.14		2,884.20		2,884.20		2,166.60
02312		Asphalt concrete driveway, 50mm thick - hot mix (OPTIONAL, - DW @ 282 Lee St)	Square Metre	35	995.54		3,343.90		91.37		3,197.95		3,197.95		2,527.70
02666		Pipe - 150mm diam. PVC DR18 at 1.2 m depth of cover - imported backfill (shoulder)	Lineal Metre	190	155.27		29,501.30		137.11		26,050.90		26,050.90		93,603.50
02666		Pipe - 150mm diam. PVC DR18 at 1.2 m depth of cover - imported backfill (roadway)	Lineal Metre	50	155.27		7,763.50		138.00		6,900.00		6,900.00		24,632.50
02666		Pipe - 150mm diam. PVC DR18 for Uluwalei Hwy Crossing	Lineal Metre	16	286.25		4,580.00		513.00		8,208.00		8,224.00		8,224.00
02666		Yard hydrant assembly	Each	1	726.00		726.00		1,650.00		1,650.00		727.12		727.12
02666		Hydrant assembly	Each	1	4,798.00		4,798.00		7,000.00		7,000.00		6,405.00		6,405.00
02666		Service connection - 19mm diam., short side	Each	2	665.00		1,330.00		900.00		1,800.00		2,345.00		4,690.00
02666		Service connection - 19mm diam., long side (OPTIONAL)	Each	1	725.00		725.00		1,200.00		1,200.00		3,884.00		3,884.00
02666		Test Point - 19mm	Each	2	680.00		1,360.00		550.00		1,100.00		990.00		1,980.00
02666		Air Valve chamber, 25mm diam. double acting	Each	2	1,735.00		3,470.00		1,741.00		3,482.00		2,907.00		5,814.00
02666		Concrete chamber c/w Backflow Prevention, PRV, Water Meter & 25mm Air Valve	Each	1	39,609.00		39,609.00		49,047.00		49,047.00		34,032.00		34,032.00
02666		Under pressure Tee-in, 150mm branch tee off 400mm main District of Uluwalei	Lump Sum	1	5,755.00		5,755.00		6,200.00		6,200.00		5,000.00		5,000.00
02666		Tee-in, 150mm diam. PVC DR18 to 100mm AC - inline @	Each	2	3,280.00		6,560.00		5,837.99		11,675.98		1,000.00		2,000.00
02666		Tee-in, 150mm diam. PVC DR18 to 100mm AC - tee @ LEE ST & MAYIS AVE	Each	1	3,455.00		3,455.00		5,629.22		5,629.22		4,500.00		4,500.00
02666		Tee-in, 150mm diam. PVC DR18 to 100mm AC - tee @ LEE ST & ALBION CRES.	Each	1	6,340.00		6,340.00		7,104.46		7,104.46		4,500.00		4,500.00
02666		WATER TANK	Each	1	6,340.00		6,340.00		7,104.46		7,104.46		4,853.00		4,853.00
02727		Temporary servicing - as per Contract Documents	Lump Sum	1	3,550.00		3,550.00		9,500.00		9,500.00		5,000.00		5,000.00
02727		Drain lead for Backflow Prevention Chamber - 100mm diam. (c/w rock outfall energy dissipation)	Lineal Metre	50	28.00		1,400.00		100.00		5,000.00		10.00		500.00
Total					141,260.28		141,260.28		171,348.32		171,348.32		228,350.96		225,206.96
Plus H.S.T.					7,063.01		7,063.01		8,567.42		8,567.42		11,417.55		11,260.35
Total including H.S.T.					\$148,323.29		\$148,323.29		\$179,915.74		\$179,915.74		\$239,768.51		\$236,467.31



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Gas tax - budget allocations & upcoming funding

Service area/organization	Allocation	Current amounts spent	Remaining budgeted amounts
Bamfield Water System	482,851	46,841	436,010
Beaver Creek Community Club	25,000	18,111	6,889
Beaver Creek Water system	1,550,000	1,550,000	-
Bell Road/ Stuart Avenue water system	264,000	-	264,000
Cherry Creek Improvement District	385,000	36,753	348,247
Long Beach Airport Water system	250,000	-	250,000
Millstream Water system	121,000	19,370	101,630
	<u>3,077,851</u>	<u>1,671,075</u>	<u>1,406,776</u>

On May 22, 2014 the parties announced that the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Renewed Gas Tax Agreement or GTA) has been signed between Canada, British Columbia and UBCM, and takes effect as of April 1, 2014.

We have received the first payment for the 2014/15 year from UBCM and the amounts was \$225,671.50 received on July 31, 2014. We should receive the second half of the payment by December 1, 2014.

Community Works (Gas Tax) funding for ACRD for upcoming years

Year - 2014/15	444,326
Year - 2015/16	444,326
Year - 2016/17	466,542
Year - 2017/18	466,542
Year - 2018/19	488,810
	<u><u>\$ 2,310,546</u></u>



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Breakdown of payments received and unallocated amounts

Year	Payments received	Interest	
2005	141,134.30		
2006	141,042.41	3,588.29	
2007	187,232.40	10,933.97	
2008	234,189.64	15,603.64	
2009	458,376.60	5,796.94	
2010	452,115.98	11,193.21	
2011	452,069.12	21,805.04	
2012	452,069.12	27,987.45	
2013	451,881.77	25,812.21	
2014	-	8,148.65	Total
	<u>2,970,111</u>	<u>130,869</u>	3,100,981

Committed amounts

BWS	482,851
BCCC	25,000
BCWS	1,550,000
Bell/Stuart	264,000
CCID	385,000
LBA	250,000
MSWS	121,000
	<u>3,077,851</u>

UPDATED UNALLOCATED AMOUNTS

Received with interest	3,100,981	(interest to June 2014)
BCCC - unspent	6,889	
Less		
Committed amounts	<u>3,077,851</u>	
Remaining unallocated	<u>30,019</u>	