



North Red Deer Regional Wastewater Services Commission

5432-56 Avenue, Lacombe AB T4L1E9 Tel: (403)782-1254 Fax: (403)782-5655 mgoudy@lacombe.ca

December 9, 2016
Time 9:00 am-10:00am

COUNCIL CHAMBERS
LACOMBE AB

INVITEES:

Members: Mayor Steve Christie, Chairperson, Mayor, City of Lacombe
Mayor Melodie Stol, Vice Chairperson, Mayor, Town of Blackfalds
Councillor Ken Wigmore, Lacombe County

Others: Matthew Goudy, CAO - NRDRWWC
Norma MacQuarrie, CAO, City of Lacombe
Myron Thompson, CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
Terry Hager, County Commissioner, Lacombe County
Keith Boras, Manager of Environmental & Protective Services, Lacombe County
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.

Guests: Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.

AGENDA

1. Call to Order

2. Adoption of Agenda

3. Adoption of Previous Minutes
 - Organizational Meeting Minutes- November 14, 2016
 - Regular Meeting Minutes- November 14, 2016
 - Special Meeting Minutes-November 25, 2016

4. Award of Odour Management Facility



North Red Deer Regional Wastewater Services Commission

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5. Stantec Additional Scope
6. Signing Authority
7. Engineers Report
8. Next Meeting Date
 - In the City of Lacombe Council ChambersNRDRWSC next meeting is April 10 2017 at 9am
9. Adjournment

Attachments:

NRDRWWSC Minutes-Draft –Organizational November 14, 2016

NRDRWWSC Minute -Draft – November 14, 2016

NRDRWWSC Minutes-Draft- Special Meeting November 25, 2016

AT Correspondence Letter

OMF Tender Recommendation

Additional Scope and Fee Request

NRDRWWSC Bylaw 1

Engineers Report- Dec 9, 2016

November 14, 2016
Time 9:00 am-10:00am
Organizational Meeting
COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

Members: Mayor Steve Christie, Chairperson, Mayor, City of Lacombe
Mayor Melodie Stol, Vice Chairperson, Mayor, Town of Blackfalds
Councillor Ken Wigmore, Lacombe County

Others: Matthew Goudy, CAO - NRDRWWSC
Norma MacQuarrie, CAO, City of Lacombe
Terry Hager, County Commissioner, Lacombe County
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.
Denise Bellabono, Recording Secretary, City of Lacombe

Guests: Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.

Regrets: Myron Thompson, CAO, Town of Blackfalds
Keith Boras, Manager of Environmental & Protective Services, Lacombe County

AGENDA

1. Call to Order by CAO Matthew Goudy

Chairperson Christie called the meeting to order at 9:05 and turned the meeting over to CAO Goudy.

2. Nomination of Officers

- 1) Chairman
Councillor Wigmore nominated City of Lacombe, Mayor Steve Christie

MOVED by Mayor Stol that the nomination of Chair cease

CARRIED

- 2) Vice Chairman
Councillor Wigmore nominated Town of Blackfalds, Mayor Melodie Stol

MOVED by Mayor Christie that the nomination of Vice-Chair cease

CARRIED

CAO brought to the Commissions attention that section 3.1 under the NRDRWWSC Bylaw1, be amended to reflect the three year term for elections of the Chair and Vice-Chair.

MOVED by Councillor Wigmore that Mayor Steve Christie be elected Chair of the North Red Deer Regional Wastewater Services Commission for the term of three years as stated in the NRDRWWSC Bylaw1, commencing January 1, 2017 and expiring December 31, 2019.

CARRIED

MOVED by Councillor Wigmore that Mayor Melodie Stol be elected Vice-Chair of the North Red Deer Regional Wastewater Services Commission for the term of three years as stated in the NRDRWWSC Bylaw1, commencing January 1, 2017 and expiring December 31, 2019.

CARRIED

3. Attachments:

NRDRWWSC Bylaw 1

4. Adjournment

MOVED by Chair Christie that the North Red Deer Regional Wastewater Services Commission Organizational meeting of November 14, 2016 be adjourned at 9:08 a.m.

CARRIED

Chairperson

Administrator

**REGIONAL WASTERWATER MEETING MINUTES
November 14, 2016**

COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

- Members:** Mayor Steve Christie, Chairperson, Mayor, City of Lacombe
Mayor Melodie Stol, Vice Chairperson, Mayor, Town of Blackfalds
Councillor Ken Wigmore, Lacombe County
- Others:** Matthew Goudy, CAO - North Red Deer Regional Wastewater Services Commission,
Director of Planning & Operations, City of Lacombe
Norma MacQuarrie, CAO, City of Lacombe
Terry Hager, County Commissioner, Lacombe County
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.
Denise Bellabono, Recording Secretary, City of Lacombe
- Guests:** Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.
- Regrets:** Myron Thompson, CAO, Town of Blackfalds
Keith Boras, Manager of Environmental & Protective Services, Lacombe County

1. Call to Order:

Chairperson Christie called the meeting to order at 9:09am.

2. Adoption of the Agenda:

MOVED by Vice Chairperson Stol that the agenda for November 14, 2016 be adopted as presented.

CARRIED

3. Adoption of Previous Minutes

October 17, 2016

MOVED by Vice Chairperson Stol that the minutes for October 17, 2016 be adopted as presented.

CARRIED

4. Lease Agreements – Town of Blackfalds and City of Lacombe

Administration presented options to the Commission to go into lease agreements or have transfer of subdivisions from the City of Lacombe and the Town of Blackfalds in order to acquire land needed for equalization ponds. The risk with the transfer of a subdivision is that it is the more difficult approach and could become a lengthy process. The boundaries of the leased land will be confirmed by the technical committee prior to the signing of the agreements.

MOVED by Vice Chairperson Stol that the Commission approve the lease agreement for the Town of Blackfalds, with confirmation of the south boundary be set at the technical committee meeting and the agreements be presented to each respective Council for approval.

CARRIED

MOVED by Vice Chairperson Stol that the Commission approve the lease agreement for the City of Lacombe and the agreements be presented to each respective Council for approval.

CARRIED

5. Letter of Funding

Administration provided the Commission a copy of the letter from the Minister of Transportation approving to fund 87.97% of the estimated eligible project costs, or up to \$60,030,464 for the project from combined provincial and federal resources. The letter confirmed that the previous approval percentage provided for the detailed design of this project is also 87.97%.

MOVED by Councillor Wigmore that the Commission accept the Ministers Letter for Funding as information.

CARRIED

6. Business Plan and Estimated Utility Rates

The Commission was presented the updated 2017 Business Plan, which included the updated estimated utility rates of each member. The 2017 Business Plan was presented and endorsed by each respective Council.

MOVED by Vice Chairperson Stol that the Commission endorse the North Red Deer Regional Wastewater Services Commission's 2017 Business Plan, as attach to this memo.

CARRIED

MOVED by Vice Chairperson Stol that the Commission endorse the updated estimated member utility rates proposed within the Commission's 2017 Budget Plan, dated October 18, 2016, of approximately \$2.07/m³.

CARRIED

7. Release & Award of Tender

The Commission was advised by Administration of delays expected in releasing and awarding tenders as it is still waiting the signing of the funding agreement and receiving the funds from the province. Administration cannot award tenders until funding is available and suggested additional tenders not be released before awarding the existing tenders. If an extension for the tender is needed, a request will be sent out to the top three qualified contractors to accept or decline the extension.

MOVED by Vice Chairperson Stol that the release of any further tenders be deferred until such time as that the financial capacity has been secured, to allow for award of the existing tenders.

CARRIED

MOVED by Vice Chairperson Stol the Commission approve that a letter be forwarded to Alberta Transportation advising them that the delay in funding confirmation is now impeding the progress of the project, and that prompt confirmation is critical to achieving the target deadlines that have been identified.

CARRIED

8. Engineers Report

Mr. Sawatzky updated the Commission on the land acquisitions and expropriations. Field investigations are still underway for geotechnical and environmental, while the utility and Topo Survey have been completed. Design progress has the detailed design underway for all contracts, and summaries of the tender progress, contractor pre-qualification and technical memos were presented.

MOVED by Vice Chairperson Stol that the Commission accept the Engineer's Report of November 10, 2016 as information.

CARRIED

9. Next Meeting

The next meeting is scheduled for Friday December 9, 2016 at 9:00am in the City of Lacombe Council Chambers.

10. Adjournment:

MOVED by Chair Christie that the North Red Deer Regional Wastewater Services Commission meeting of November 14, 2016 be adjourned at 10:55am.

CARRIED

Chairperson

Administrator



North Red Deer Regional Wastewater Services Commission

November 25, 2016
Time 9:00 am-10:00am
Special Meeting
COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

Members: Mayor Steve Christie, Chairperson, Mayor, City of Lacombe
Mayor Melodie Stol, Vice Chairperson, Mayor, Town of Blackfalds
Councillor Ken Wigmore, Lacombe County

Others: Matthew Goudy, CAO, NRDRWWSC
Norma MacQuarrie, CAO, City of Lacombe
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
John Van Doesburg, Commission Administrator, C&J Vanco Services Ltd.
Denise Bellabono, Recording Secretary, City of Lacombe

Regrets: Myron Thompson, CAO, Town of Blackfalds
Keith Boras, Manager of Environmental & Protective Services, Lacombe County
Terry Hager, County Commissioner, Lacombe County

AGENDA

1. Call to Order by CAO Matthew Goudy

Chairperson Christie called the meeting to order at 9:03am.

2. Adoption of Agenda

MOVED by Vice Chairperson Stol that the agenda for September 26, 2016 be adopted as amended.

CARRIED

3. In Camera

Expropriation of Land

MOVED by Councillor Wigmore to MOVED IN CAMERA AT 9:04 AM

CARRIED

MOVED by Vice Chairperson Stol to MOVED OUT OF CAMERA AT 9:09 AM

CARRIED

4. Expropriation

MOVED by Councillor Wigmore that the proceeds shall be commenced by the NORTH RED DEER REGIONAL WASTEWATER SERVICES COMMISSION, its servants, officers or agents to expropriate an easement and right-of-way in the Lands identified as NE 23 39 27 W4M.

CARRIED

5. Alberta Capital Finance Authority

The Commission was informed of options that may facilitate lower rates for borrowing if the Commission were to become shareholders in the Alberta Capital Finance Authority.

MOVED by Vice Chairperson Stol that the Commission purchase a share at the cost of \$10 from the Alberta Capital Finance Authority.

6. Award Tender

Recommendation from Stantec was brought forward by Administration to the Commission. Alberta Transportation has also advised that the Commission proceed to award tender.

MOVED by Vice Chairperson Stol that the Commission award the tender for the Blackfalds lift station to Alpha Construction, at a Tender Price of \$10,076,190, excluding GST.

CARRIED

MOVED by Vice Chairperson Stol that the Commission release tender number three for the Lacombe lift station.

CARRIED

7. Next Meeting Date

- Friday December 9, 2016 at 9:00 AM in the City of Lacombe Council Chambers

8. Adjournment

MOVED by Chair Christie that the North Red Deer Regional Wastewater Services Commission Special meeting of November 25, 2016 be adjourned at 9:22 a.m.

CARRIED

Chairperson

Administrator

Recommendation for Tender Award – Odour Management Facility

December 8th, 2016

By: Matthew Goudy, P.Eng

PURPOSE:

To request the Commission's direction on proceeding with the award of the Odour Management Facility, which closed on November 16th, 2016.

BACKGROUND:

The second tender released for the North Red Deer Regional Wastewater Services Commission's pipeline project was the Odour Management Facility, south of Blackfalds, just north of the City of Red Deer. Five contractors were prequalified for the work, to ensure capacity to successfully complete the job. As the contractors were prequalified prior to the tender, the selection criteria were limited to price.

Contractors were given a three-week tender period, and all five prequalified bidders submitted competitive bids. The lowest three bids were within 7% of one another, and approximately 12% separated the highest bid from the lowest. All bids received were below the estimated value, with the lowest bid below the estimate by approximately 17%.

The Commission has previously awarded the contract for the Blackfalds Regional Lift Station for this project. Work has already begun on that portion of the project.

ISSUE ANALYSIS:

Unfortunately, the Commission continues to await a detailed funding agreement that will allow for application for debt limit extension, and actual borrowing capacity from a financial institution. Without these items in place, the Commission does not have funds truly identified to meet the \$4M+ commitment represented by this tender award.

Administrative staff at Alberta Transportation have advised, in writing, that the Commission should proceed to award the tender, and that AT would 'advance funds to ensure [the Commission's] payments until the agreement is finalized.' A copy of this correspondence is attached. All levels of government seem to be working hard to finalize the agreement, and are eager to see the project moves forward.

This component of the project is not seen as a critical timeline portion, so the Commission would be able to continue to await a finalized funding agreement, which we have been led to believe is forthcoming shortly.

The 5 bids received are as follows (from lowest to highest):

Company Name	Total Tender Price (excluding GST)
[REDACTED]	[REDACTED]

The submissions were reviewed by Stantec, who confirmed [REDACTED] as the [REDACTED] compliant bid. [REDACTED] has significant experience with this type of infrastructure, and successfully completed similar facilities for the South Red Deer Regional Wastewater Services Commission. Should the Commission choose to award the tender at the December 9th meeting, Administration recommends [REDACTED] be awarded the project.

ALTERNATIVES:

The Commission may choose to:

- A. Defer decision on the award of the tender, until the next regular meeting, scheduled for December 20th, OR
- B. Award the tender to [REDACTED] at a Tender Price of [REDACTED], including GST, OR
- C. Direct Administration how they wish to proceed.

ATTACHMENTS:

Tender Award Recommendation - Stantec.pdf
Email Correspondence with AT regarding Tender Award.pdf

ACTION/RECOMMENDATION:

Due to the uncertainty with funding mechanisms that persists, Administration recommends THAT:

The Commission defer decision on the award of the tender, until the next regular meeting, scheduled for December 20th, 2016.

-----Original Message-----

From: Barry Pape;

To: Matthew Goudy; Mike Yakemchuk; Keith Schenher; Denette Leask; Stephen Christie

Subject: Chairman Christie

Matt . . . you should proceed with tender award.

We will proceed to get the concurrence of legal for the agreement.

-----Original Message-----

From: Matthew Goudy

To: Mike Yakemchuk; Barry Pape; Keith Schenher; Denette Leask; Stephen Christie

Subject: Chairman Christie

Mike,

Thanks for this funding update, and continuing to help us move the project forward. From the message below, and our conversation this morning, I am of the understanding that we can proceed with the award of tenders, with the assurance of Alberta Transportation that grant funds will be made available as invoices are received for construction. This 'interim strategy' would only be applicable while a funding agreement is detailed and executed by both parties.

Can you please confirm that my understanding is correct? I will be calling a special meeting of the Commission to award the tenders based upon your confirmation.

Sincerely,

Matthew Goudy, P.Eng., ENV SP
Chief Administrative Officer

-----Original Message-----

From: Mike Yakemchuk

To: Barry Pape Keith Schenher Denette Leask Matthew Goudy

Subject: Chairman Christie

Talked to Steve again and indicated that we consider the Minister's letter as gospel.

He said that may be good for the government but banks want to see and have a copy of an agreement.

We've asked them to arrange for interim financing in view of the fact that we don't know what our grant cash flows will be.

I said that for these initial tenders we will ensure that we will advance them funds to ensure their payments until the agreement is finalized.

I suggested that they may want to award the tenders and continue with the process.

You got to remember the Commission has no assets and/or revenue at this time.



Stantec Consulting Ltd.
1100 490050th Street
Red Deer, AB T4N 1X7

November 22, 2016
File: 113929319-10-Contract2

North Red Deer Regional Wastewater Services Commission
c/o City of Lacombe
5432 - 56 Avenue
Lacombe, AB T4L 1E9

Attention: Matthew Goudy, P.Eng. – Chief Administrative Officer

Dear Matthew Goudy,

Reference: NRDRWWSC Contract 2 – Odour Management Facility – Tender Comparison

The construction tender for the NRDRWWSC Contract 2 Odour Management Facility closed on November 16, 2016 at 2:00 pm following a three week tender period.

All five pre-qualified contractors submitted a tender. Alpha Construction and Trittech Group Ltd. tender packages contained arithmetic errors. These errors were corrected using the unit rates and the updated total tender prices are reflected in the table below and attached tender comparison. Alpha and Trittech submitted adjustments to their total tendering value prior to close and these adjustments are reflected in the table below. The low three bidders were within 7% of each other and all 5 bids came in within 12% of each other.

Company Name	Total Tender Price (Excluding GST)	Total Tender Price (Including GST)
████████████████████	██████████	██████████
████████████████████	██████████	██████████
████████████████████	██████████	██████████
████████████████████	██████████	██████████
████████████████████	██████████	██████████

All submissions were reviewed for the mandatory requirements and all tenders were complete and compliant. ██████████ (excluding GST). As the ██████████ was requested to provide an updated unit price breakdown with the tender deduction reflected in the totals. Following our review, the unit prices are typical for this type of project and we do not have concerns with the breakdown. The unit price breakdown is attached for reference and for use in the Contract documents.



November 22, 2016
NRDRWWSC Contract 2 – Odour Management Facility – Tender Comparison
Page 2 of 2

Reference: NRDRWWSC Contract 2 – Odour Management Facility

Stantec has worked on past projects with [REDACTED] and we recognize them as capable and competent to complete the work on this contract to a high standard and within the time constraints provided in the contract. [REDACTED] bidder for the Blackfalds Lift Station project and we are confident that they can complete both projects on schedule. Due to this, we recommend that the NRDRWWSC Commission proceed to award the Tender for the NRDRWWSC Contract 2 – Odour Management Facility to [REDACTED].

Attached to this letter for information is [REDACTED] updated unit price breakdown as well as the overall detailed breakdown of the tender comparison including the Engineer's Estimate and all bids that were received.

Sincerely,

Stantec Consulting Ltd.

A handwritten signature in black ink, appearing to read 'Joel Sawatzky'.

Joel Sawatzky, P.Eng.
Managing Leader, Water
Phone: 403-341-3320
Joel.Sawatzky@Stantec.com

Attachment: Alpha's Updated Unit Price Breakdown
Tender Comparison

c. Todd Simenson, Cody Gillrie, Samuel Fritz

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Engineering Scope & Change Order

November 28th, 2016

By: Matthew Goudy, P.Eng

PURPOSE:

To request the Commission's endorsement of the proposal from Stantec Consulting for an additional scope of design, and the inclusion of tendering services.

BACKGROUND:

In January, 2015, Stantec Consulting proposed a consulting services package for the detailed design of the regional wastewater line. Due to the uncertainty of the timing for provincial funding, only the detailed design was included in the Commission's approval. However, the proposal did identify the future cost of additional tasks, such as tendering services, for the Commission's information. This portion of work (tendering services) was quoted in the 2015 proposal as 0.5% of construction.

At the outset of the project, the project concept was the creation of a pipeline from Lacombe to Red Deer's Wastewater Treatment Plant, solely for the exclusive use of the NRDRWWSC member municipalities. This ensured that the project would be eligible for grant funding reflective of the need for a dedicated pipeline, without partnering contributions from other agencies. The accepted design fee for this work was \$2,987,000. Alberta Transportations' maximum funding allocation for the design fee is currently \$3.24M (payable up to 90% of total project costs).

ISSUE ANALYSIS:

As detailed design has progressed, opportunities for further collaboration with other municipal entities have been realized. Through work with Alberta Transportation, and Alberta Environment & Parks, partial flows from the City of Red Deer, and future flows from the Sylvan Lake Regional Wastewater Services Commission, will be combined in the final stretches of pipe through some of the more congested areas near the river, within the urban boundary. The design, and construction, of these sections of line will be appreciably higher.

Original estimates for this stretch were approximately \$4M. With the more complex infrastructure needed for larger flows, the infrastructure is now closer to \$11M. The funding arrangement with the provincial/federal grants, and City of Red Deer, reflect this additional cost, with the benefitting parties paying their proportionate share. The engineering, which is also grant eligible, is also significantly more complex. The additional work, and effort, is detailed in the attached proposal from Stantec. Administration has worked with the consultants to finalize a scope for design fees for this additional work. The proposed fee,

recommended for endorsement by Administration, is \$145,000, of which the Commission will be responsible for 10%. Approval of this scope will not require any additional grant approvals, as it is well within the approval already given by AT.

Work has been progressing at a rapid pace over the last months, with tendering now in process, or complete, for the majority of the project. The project team's focus has been on the work, and meeting the provincial/federal timelines imposed on the project. Stantec has submitted a proposal for the tendering services, at 0.5% of construction, as proposed originally in 2015. The estimated value of this fee is \$311,911, which will be finalized upon completion of the remaining tenders.

The total value of the proposed scope change attached is \$456,911. Administration recommends approval of this scope change.

ALTERNATIVES:

The Commission may choose to:

- A. Endorse the proposed scope change, OR
- B. Reject the proposed scope change and request modifications, as specified by the Commission, OR
- C. Direct Administration to proceed in a fashion specified by the Commission.

ATTACHMENTS:

North Red Deer Regional Wastewater System – Additional Engineering Scope and Fee Request for Design and Tendering Services.pdf

ACTION/RECOMMENDATION:

Administration recommends THAT:

The Commission endorse the requested scope change, as attached to this memo.



Stantec Consulting Ltd.
1100-4900 50th Street
Red Deer AB T4N 1X7 Tel: (403) 341-3320 Fax: (403) 342-0969

November 28, 2016
File: 113929319-01a

Attention: Matthew Goudy, P.Eng., NRDRWWSC Chief Administrative Officer
NRDRWWSC c/o City of Lacombe
5432 – 56 Avenue
Lacombe, AB T4L 1E9

Dear Mr. Goudy,

Reference: North Red Deer Regional Wastewater System – Additional Engineering Scope and Fee Request for Design and Tendering Services

Referencing our original proposal dated January 16, 2015 for the preliminary and detailed design services, we have reviewed this original scope of services and proposed fees and we are submitting this letter to respectfully request professional services fees for the following services:

1. Task 1 - Additional scope of work required to include the City of Red Deer (CRD) shared infrastructure as part of this project.
2. Task 2 – Tendering Services

Scope of Work

Task 1 - City of Red Deer (CRD) Shared Infrastructure

As noted in the January 16, 2016 proposal, the original scope of work for the NRDRWWSC Project was to design and install a single pipeline from Lacombe to the City of Red Deer WWTP. The following scope of work outlines the additional infrastructure required to accommodate the City of Red Deer North of 11A sanitary flows from the OMF site location to the WWTP.

Preliminary Design:

1. OMF Location and Servicing for CRD Flows North of Chiles:
 - a. Analyze 2 options for the OMF site: (1) South part of Melcor parcel near the existing Chiles industrial development, and (2) North part of the Melcor parcel near Township Road 391.
 - i. This will include reviewing the shadow plan from the City of Red Deer / Al-Terra and the future CRD flows North of the Melcor parcel both east and west of the OMF.
 - b. Prepare Tech Memo to outline the two options, discussion with NRD and CRD and finalizing the Tech Memo.



Reference: North Red Deer Regional Wastewater System – Additional Engineering Scope and Fee Request for Design and Tendering Services

2. Analysis and confirmation of projected future CRD flows, including:
 - a. At the proposed OMF site for downstream pipeline sizing
 - b. At the south end of Chiles parcel for future flows along Highway 11A
 - c. At the WWTP Headworks for tie-in locations and accommodation of future Headworks 3
 - d. Analysis of existing CRD 1050mm pipeline for possible tie-in at the south end of Chiles property
 - e. Analysis of existing CRD 300mm pipeline and lift station on WWTP site for possible tie-in at the new entrance chamber
 - f. Analysis of metering options for CRD flows

Detailed Design

3. North Entrance Chamber:
 - a. Detailed design of the chamber including:
 - i. Civil site design, pipeline stubs and pipeline tie-ins
 - ii. Detailed design of the pipeline on the Melcor Parcel to ensure gravity servicing of the parcel is accommodated with the chamber invert elevation;
 - iii. Process design for interconnections of the OMF stripping chamber with the north entrance chamber
4. Re-Design of the OMF to Move it Slightly to the East
 - a. Civil Design – this will require a full redesign of the civil design including grading, site access, site layout, incoming and outgoing piping, and modifications to the elevations on all drawings.
 - b. Structural Design - this will require a relook at the structural design based on the new location and depth.



Reference: North Red Deer Regional Wastewater System – Additional Engineering Scope and Fee Request for Design and Tendering Services

5. Shared Pipeline from the OMF/North Entrance Chamber to the North Highway Connector Roadway
 - b. This pipeline section was originally proposed to be a closed foremain and has since changed to a gravity pipeline (graded) with manholes. This will require a deeper installation and additional design efforts to avoid crossing conflicts.
 - c. Design with the addition of manholes and likely potential for tees to the Chiles property
6. Shared double barrel closed gravity system pipeline from the North Highway Connector Roadway to the WWTP and Two Chambers
 - d. Design of a second pipeline down the escarpment with very little available space. The design complexity increases substantially with the increased trench and ROW width required.
 - e. Connection Chamber at the top of the closed system for interconnecting the two pipelines including civil, process and structural designs;
7. Increased size and complexity of the WWTP headworks tie-in
 - f. Connection Chamber at the bottom of the closed system for interconnecting the two pipelines with the CRD pipelines including the following disciplines:
 - i. Civil for pipeline tie-in's, site grading and site layout ;
 - ii. Process for the meters required on the pipes and for the stainless steel piping within the chamber;
 - iii. Structural for the concrete chamber design;
 - iv. Electrical, Instrumentation and Controls for the mag meter power and controls back to the WWTP.
 - g. Removal of existing pipelines and manholes within the WWTP site.



November 28, 2016
Matthew Goudy, P.Eng., NRDRWWSC Chief Administrative Officer
Page 4 of 7

Reference: North Red Deer Regional Wastewater System – Additional Engineering Scope and Fee Request for Design and Tendering Services

Task 2 – Tendering Services

The original proposal dated January, 2016 for preliminary and detailed design also included a fee chart of the tendering services required to complete this project. The scope of work for tendering services is as follows and will be provided for all 6 Contracts for the project.

Contractor Pre-Qualification

We will provide services to prepare and publically post a Request For Qualification (RFQ) letter for the pre-qualification of contractors for the 2 components of the project:

- Lift Stations and Odour Management Facility
- Pipeline

This process includes preparation of the RFQ letter, responding to contractor inquiries and review and recommendation of the submissions.

Prepare Front End Contract Specifications

We will prepare the front end contract specifications as part of the tendering task. This will include notification to the pre-qualified contractors, the administrative specifications, the technical unit price schedules as well as the special provisions noted specifically for each of the 6 contracts.

Tender Period

We will provide professional services throughout the tender period for the proposed works for all of the proposed 6 Contracts. This scope will include timely responses to Contractors and will involve all disciplines to provide detailed and accurate responses back to the Contractors.

Scope of work items will include the following for all 6 Contracts:

- Receiving and tracking questions from Contractors;
- Responding to Contractors for minor clarification items that do not require a formal addendum response;
- Responding to Contractor questions by issuing addendums as required during the tender period.
- Clarifying items with addendums that are identified by the Stantec team during the tender period;
- Facilitating a pre-tender meeting with the Contractors, to be held in the office with a site visit to follow each meeting;
- Issuing pre-tender meeting minutes as part of an addendum;



Reference: North Red Deer Regional Wastewater System – Additional Engineering Scope and Fee Request for Design and Tendering Services

- Facilitating the official tender opening with the Contractors in attendance.

Following the tender opening, Stantec will review all bid submissions and provide a recommendation for award to the Commission. The recommendation letter will include a detailed tender comparison spreadsheet which will include an Opinion of Probable Cost along with all bid submissions.

Fees

Task 1 - City of Red Deer (CRD) Shared Infrastructure

We propose to complete this scope of work on a fixed fee basis as per the terms of the original agreement. The following proposed fees include labour, disbursements and expenses.

Table 1:

Engineering Design Services for CRD Infrastructure	Fixed Fee
OMF Location and Servicing for CRD Flows North of Chiles	\$13,000
Analysis and confirmation of projected future CRD flows	\$15,000
North Entrance Chamber Design	\$10,000
Re-Design of OMF to Move Location to the East to Accommodate CRD Requirements	\$6,000
Shared Pipeline from the OMF/North Entrance Chamber to the North Highway Connector Roadway	\$19,000
Shared double barrel closed gravity system pipeline from the North Highway Connector Roadway to the WWTP	\$45,000
Increased size and complexity of the WWTP headworks tie-in	\$37,000
Total Engineering Services for CRD Infrastructure	\$145,000



Reference: North Red Deer Regional Wastewater System – Additional Engineering Scope and Fee Request for Design and Tendering Services

Task 2 – Tendering Services

We proposed to complete this scope of work on a fixed fee basis as per the terms of the original agreement. The following proposed fees include labour, disbursements and expenses.

Note - the actual tendering fees will be adjusted to be 0.50% of the total contract value following tender award.

Table 2:

Tendering Services	% of Total Construction Cost	Estimated Construction Cost	Total Engineering Services (Fixed Fee)
Tendering	0.50%		
Contract 1 - Pipeline - CRD to OMF	0.50%	\$9,396,000	\$46,980
Contract 2 - Odour Management Facility	0.50%	\$4,117,000 *	\$20,585
Contract 3 - Pipeline - OMF to Blackfalds LS	0.50%	\$8,538,000	\$50,381
Contract 4 - Blackfalds Lift Station	0.50%	\$10,076,191 *	\$42,690
Contract 5 - Pipeline - Blackfalds to Lacombe	0.50%	\$22,205,000	\$111,025
Contract 6 - Lacombe Lift Station	0.50%	\$8,050,000	\$40,250
* Actual from Tender Bid			
Total Engineering Fees for Tendering Services			\$311,911

Table 3:

Scope and Fee Summary	Engineering Services Fees
Total Engineering Services for CRD Infrastructure	\$145,000
Total Engineering Fees for Tendering Services	\$311,911
Total Engineering Fee Request	\$456,911

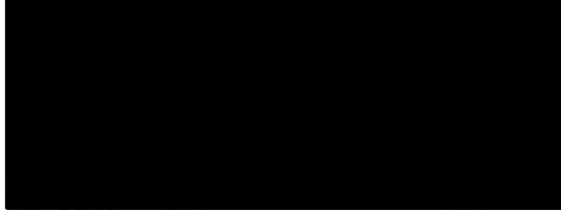


November 22, 2016
Matthew Goudy, P.Eng., NRDRWWSC Chief Administrative Officer
Page 7 of 7

Reference: North Red Deer Regional Wastewater System – Additional Engineering Scope and Fee Request for Design and Tendering Services

Closing

We look forward to continuing our involvement with the NRDRWWSC and are available to meet with the Commission and answer any questions regarding this scope of services at your convenience.



Todd Simenson, P.Eng.
Senior Principal
Phone: (403) 341-3320
todd.simenson@stantec.com



Joel Sawatzky, P.Eng.
Senior Associate
Phone: (403) 341-3320
Joel.sawatzky@stantec.com

Acceptance:

By signing below, The NRDRWWSC accepts the additional scope of work noted herein for a total value of \$456,911.00.

Print Name

Signature

Date

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AGENDA REPORT

SUBJECT:	Alternate Signing Authority
PREPARED BY:	John Van Doesburg, Administrator
PRESENTED BY:	Matthew Goudy, CAO
DATE:	December 7,2016

PURPOSE:

To provide a alternate administrative signature when the CAO of the Commission is absent or unavailable to sign cheques and documents on behalf of the Commission.

BACKGROUND:

At the NRDRWWSC Regular Meeting on December 4, 2012, it was recommended by administration two signing authorities be established, one being the Chairman or designated board member and one administrative person; The motion for two signing authorities was carried; namely the CAO (Matthew Goudy) and Commission Chair (Steve Christie) were authorized for signing. In addition, various legal documents also require two signatures.

To ensure that the Commission has the ability to proceed with execution of the Commission documents in the event of the absence of the CAO, there is an alternate person, who could sign the documents if required prior to the return of the CAO. The procedure will require the signature of the Chairman in addition to the alternate signing person to ensure that all the administrative safe guards for financial management are in place.

LEGISLATIVE AUTHORITY:

The Commission Bylaw 1 Sec. 2.4, 2.5 and MGA Sec.602.06

ALTERNATIVES:

1. Commission continues with one administrative authority to sign cheques and documents.
2. Appoint the Commission Administrator as the alternate signing authority.

ATTACHMENTS: None

ACTION/RECOMMENDATION:

THAT Commission appoint the Commission Administrator, John Van Doesburg as the alternate signing authority for the Commission in the event that the CAO is absent or not available for signing of cheques and documents.

North Red Deer Regional Wastewater Services Commission

BYLAW NO. 1

Being a By-Law of the North Red Deer Regional Wastewater Services Commission (Commission) in the Province of Alberta respecting the appointment of a Board of Directors, Chair and Vice Chair

WHEREAS pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26; the Board of the Commission must pass a Bylaw respecting the appointment of its Directors and the designation of its Chair, and

WHEREAS such Bylaw does not come into effect until receiving approved from the Minister of Municipal Affairs.

NOW THEREFORE the Board of North Red Deer Regional Wastewater Services Commission, duly assembled, enacts the following:

1. DEFINITIONS

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26;
- 1.2 "Board" means the Board of Directors of the Commission;
- 1.3 "Chair" means the Chairperson of the Board;
- 1.4 "Commission" means the North Red Deer Regional Wastewater Services Commission;
- 1.5 "Director(s)" means the representative of a Member to the Board (the representatives of the Members to the Board) appointed in accordance with this Bylaw;
- 1.6 "Member(s)" means that Member (or those Members) of the Commission set out in the Regulation;
- 1.7 "Regulation" means Alberta Regulation AR 166/2008;

2. BOARD OF DIRECTORS

- 2.1 The Board shall consist of three (3) Directors that shall be appointed as follows:
 - (a) one (1) Director from the Town of Blackfalds;
 - (b) one (1) Director from the City of Lacombe;
 - (c) one (1) Director from Lacombe County;Each Director must be an elected official of the Member appointing such Director.
- 2.2 The term of office of Director is three years.
- 2.3 A Member may revoke its appointment of a Director and may appoint a replacement Director in writing.

- 2.4 An alternate Director, as appointed by a Member, is entitled to act in the place of the Director in respect of who he is named as alternate when the original Director is absent or not able to attend a meeting of the Board.
- 2.5 When an alternate Director acts in place for a Director, the alternate Director is a member of the Board for all purposes.

3. CHAIR AND VICE CHAIR

- 3.1 The Directors shall elect, from amongst their number, the Chair and the Vice-Chair at the first Regular Meeting of the Board in November of each year.
- 3.2 The term of office of the Chair and Vice Chair is three years.

4. AMENDMENT

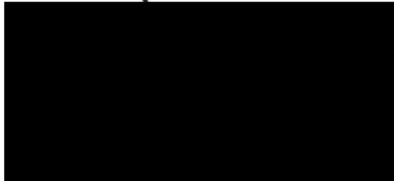
- 4.1 In accordance to section 602.07(2) of the Act, a bylaw to amend this Bylaw does not come into force until the bylaw is passed by a three quarters majority of the Directors and approved by the Minister of Municipal Affairs.
- 4.2 Written notice of a proposed amendment to this Bylaw shall be provided to each Director and each Member not less than thirty (30) days in advance of the meeting at which the amendment is to be considered.

5. BYLAW IN FORCE

- 5.1 In accordance to section 602.07(2) of the Act, this Bylaw shall come into force and effect upon approval by the Minister of Municipal Affairs.

READ A FIRST TIME this 19th day of June, 2012. Carried

READ A SECOND TIME this 19th day of June, 2012. Carried

READ A THIRD TIME this 8th day of April, 2013  **Carried**

CHAIRPERSON

MANAGER

Approved by the Minister of Municipal Affairs this 6 day of MAY 2013


Minister of Municipal Affairs

**Engineer's Report
December 9, 2016
North Red Deer Regional Wastewater Services Commission
(NRDRWWSC)**

**Submitted to: North Red Deer Regional Wastewater Services Commission
Matt Goudy, P.Eng. – CAO
John Van Doesburg – Project Manager**

**Submitted by: Stantec Consulting Ltd. - Red Deer
Per: Todd Simenson, P.Eng.
Joel Sawatzky, P.Eng.
Sam Fritz, Intern**

FILE 113929319

1. Land Acquisition

- a. The Field agent, Land Solutions, is currently conducting land acquisition negotiations and payments.
- b. Expropriation is ongoing for the [REDACTED] land parcel.
- c. LandSolutions has experienced complications in securing the [REDACTED], [REDACTED] sections.
- d. Crossing applications for Hwy 597, Hwy 2A north, and Hwy 2A south have been submitted.
- e. Crossing applications for CP and CN are being finalized.

2. Field Investigations

- a. Geotechnical – Final alignment report is complete. Final CP and CN railway crossing reports are being finalized.
- b. Environmental – Conservation and Reclamation (C&R) report was submitted to Alberta Environment and Parks (AEP) and approval is pending.
- c. Utility Locates – Complete
- d. Topo Survey – Complete

3. Design Progress

- a. The detailed design is underway for contracts 1 and 5, the pipeline sections from the City of Red Deer WWTP to the OMF and from the Blackfalds Lift Station to the Lacombe Lift Station.

Table 1.0 - Tender and Construction Schedule

Contract	Tendering and Award Period	Construction and Commissioning
<u>Contract 1</u> WWTP to OMF Pipeline	Jan 3 – Jan 24, 2017 Award by Feb, 2017	Feb 11, 2017 – Mar 31, 2018
<u>Contract 2</u> Odour Management Facility	Oct 25 - Nov 16, 2016, Award Pending	Jan 2, 2017 – , Feb 6, 2018
<u>Contract 3</u> Blackfalds to OMF Pipeline	Open for Tender Dec1 – Dec 22 2016,	Jan 2, 2017 – Jan 2, 2018
<u>Contract 4</u> Blackfalds Lift Station	Closed Oct 25, 2016, Awarded Nov 28	Dec 6, 2016 – Jan 27, 2018
<u>Contract 5</u> Blackfalds to Lacombe Pipeline	Jan 24, 2017 – Feb 14, 2017 Award by Feb, 2017	Mar 4, 2017 – Mar 31, 2018
<u>Contract 6</u> Lacombe Lift Station	Open for Tender Nov 30 – Dec 21, 2016	Jan 20, 2017 – Mar 31 2018

4. Tender Progress

- a. The Odour Management Facility Tender is pending award.
- b. The Lacombe Regional Lift Station opened for tender on November 30, 2016.
- c. The Blackfalds to OMF Regional Wastewater Pipeline tender opened on December 1, 2016

5. Construction Progress

- a. The Blackfalds Regional Lift Station Contract was awarded to Alpha Construction Ltd. on November 28, 2016
- b. Mobilization and preliminary site excavation and started on December 6, 2016.

6. Technical Memos

- a. Technical Memo 1: Wastewater Flow Projections – Complete & Adopted
- b. Technical Memo 2: Pipeline Alignment Options – Complete & Adopted
- c. Technical Memo 3: Odour – Complete
- d. Technical Memo 4: Lift Stations – Complete
- e. Technical Memo 5: Equalization Storage – Complete & Adopted
- f. Technical Memo 6: NRD/CRD Shared Infrastructure – Complete & Adopted
- g. Technical Memo 7: Pipeline Materials – Complete
- h. Technical Memo 8: Opinion of Probable Costs
 - i. This memo will remain un-finalized, with updates presented to the Tech Committee as necessary.
- i. Technical Memo 9: Pipeline Hydraulics and Transient Analysis
 - i. The transient analysis final report has been submitted to the Commission.
- j. Technical Memo 10: System Operation and Communications
 - i. Stantec to update and finalize memo.
- k. Technical Memo 11: Acquisition Strategy – Complete & Adopted
- l. **Technical Memo 12 - 15: Major Equipment Preselection**
 - i. #12 – Pumps – Accepted Sulzer (TDH) Pumps – Accepted.
 - ii. #13 – Generator – Accepted Kohler Generators – Accepted.
 - iii. #14 – MCC – Accepted General Electric MCC – Accepted.
 - iv. #15 – Odour Control - Stantec to update and finalize memo.
 1. Blowers – Recommending Sulzer (TDH)
 2. Biofilters – Recommending BIOREM
 3. Chemical Injection – Recommending Evoqua (Siemens)