

CITY OF PRINCE ALBERT

SPECIAL CITY COUNCIL MEETING

A G E N D A



MONDAY,
DECEMBER 31, 2007

12:00 P.M.(NOON)

COUNCIL CHAMBER
CITY HALL

1. **CALL TO ORDER:**

2. **PRAYER:**

3. **REPORTS OF ADMINISTRATION & COMMITTEES:**

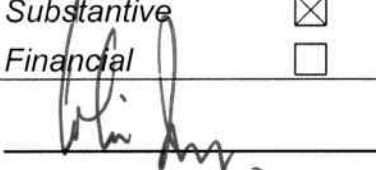
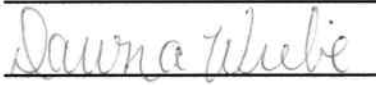
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| 3.1 | Report from Director of Community Services dated December 27, 2007, with respect to Request for Proposal – Field House Architect Hire. | 1 |
| 3.2 | Report from Acting City Manager and Mayor J. Scarrow dated December 27, 2007, with respect to Request for 2008 Operating Budget Pre-Approval. | 5 |

4. **ADJOURNMENT:**



City of Prince Albert

REPORT APPROVAL FORM

Report Title:	RFP – Field House Architect Hire	Date:	December 27, 2007
Prepared By:	Director of Community Service, Dawna Wiebe		
Prepared For:	City Council		
Approval Required By:		Report Type:	
		Routine	<input checked="" type="checkbox"/>
		Substantive	<input checked="" type="checkbox"/>
		Financial	<input type="checkbox"/>
City Manager	<input checked="" type="checkbox"/>		
Director of Financial Services	<input type="checkbox"/>	_____	
Director of Public Works	<input type="checkbox"/>	_____	
Director of Community Services	<input checked="" type="checkbox"/>		
Director of Ec.Dev& Planning	<input type="checkbox"/>	_____	
Fire Chief & Dir. of Emerg. Services	<input type="checkbox"/>	_____	
Chief of Police	<input type="checkbox"/>	_____	
City Solicitor	<input type="checkbox"/>	_____	
Human Resources Manager	<input type="checkbox"/>	_____	
	<input type="checkbox"/>	_____	

Report Type ~ Definitions:

Routine	Matters that are routine in nature and/or follow existing Council policy require Department Head approval only
Substantive	Matters that require the concurrence of more than one department and/or are complex in nature and require the approval of the City Manager prior to being provided to elected officials
Financial	Matters that have substantial or unusual financial implications require the approval of the Director of Financial Services



City of Prince Albert

REPORT

Report Title: RFP – Field House Architect Hire
Date: December 27, 2007
Prepared By: Director of Community Services, Dawna Wiebe
Prepared For: City Council

RECOMMENDATION:

That City Council award the Request for Proposal for the hiring of the Field House Architect to AODBT Architecture Interior Design.

JUSTIFICATION FOR INCAMERA: N/A

BACKGROUND:

At the September 24, 2007 Council meeting, City Council approved the budget, project scope, and construction management for the Field House Project. At this meeting, City Council also approved the hiring of RNF Ventures of the construction manager for this project.

The next step in the process was to select an architectural firm, so a request for proposals was developed. The deadline for the proposals was Thursday, November 8th, 2007.

DISCUSSION:

Four proposals were received for the Field House Architectural RFP. The consulting firms included: AODBT Architecture Interior Design, Banadyga Eldred Mitchell Partnership Architects (BEMP), Moore Architecture Consulting Group Ltd, and Stantec Architecture.

The following criteria were used to evaluate the written request for proposals:

Quality of General Firm Information:	10 Points
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Relevant Consultant Experience:	25 Points
Relevant Project Details:	25 Points
Overall Cost:	10 Points
Team Makeup (Individuals Committed to Project Team)	30 Points

Based on evaluating the written proposals utilizing the criteria, the Building Committee selected three consulting firms to participate in the interview process. The consulting firms selected were AOB DT Architecture Interior Design, Moore Architecture Consulting Group Ltd and Stantec Architecture.

In order for the Building Committee to develop a comparative costing of the actual consulting fee and prior to this interview process, we requested a fee clarification based on the current construction value of \$9.675 million. The costing is provided below:

Consulting Firm	Total Base Fee
AOB DT Architecture Interior Design	\$695,050
Stantec Architecture	\$685,377
Moore Architecture Consulting Group	\$727,890 (includes additional fees of \$48,375 for functional programming)

Interviews were conducted by the Building Committee on November 21st and 22nd, 2007. After the interview process, the Building Committee narrowed the field to the two strongest consulting firms that they felt could successfully complete this project: Stantec Architecture and AOB DT Architecture Interior Design.

The Building Committee met on November 29th to discuss the two consulting firms and select a consulting firm to recommend to City Council. After weighing each firm's ability to successfully complete our project, the Building Committee is recommending that the City of Prince Albert award the RFP to AOB DT Architecture Interior Design. A number of items influenced the final recommendation:

- AOB DT indicated that they would provide a full time technician on the working drawings; Stantec indicated that they would provide technician for 40% of this person's time. The ability to have a full time technician for this project is absolutely crucial, as it give us the opportunity to stay within the timelines that we have projected for this project.
- AOB DT has seven people in the Prince Albert office who will be driving this project; with the ability to have backup from their Saskatoon office. It was the opinion of the Building Committee that AOB DT also selected the strongest engineering consultant team including the Structural Engineer (Prakash Consulting Ltd), Mechanical Engineer (Hooker Dawson and Associates Ltd) and the Electrical Engineer (Genivar). AOB DT was also the only consulting

firm that would provide a "lead" contact that was not be directly acting as an architect, interior design, technician or engineer with this project.

- Because AODBT's staff work and live in Prince Albert, they will take ownership and pride in this project. Because they have the community ownership, they may be more willing to listen to community input regarding the design of this project.
- The City of Prince Albert has had past experience working with AODBT, which has been positive and had a good working relationship. The City of Prince Albert knows what to expect.

OPTIONS:

1. Award the RFP to AODBT Architecture Interior Design
2. Choose another Architectural Consulting Firm
3. Not award the RFP

FINANCIAL IMPLICATIONS:

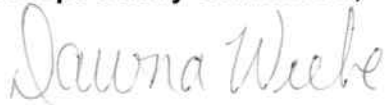
For the current construction value of \$9.675 million, the base fee for AODBT Architecture Interior Design is \$695,050. The consulting fees were included in the budget of 11.1 million that City Council approved on September 24, 2007.

ATTACHMENTS: N/A

CONCLUSION:

Through a fair process, the Building Committee fully supports the hiring of AODBT Architecture Interior Design for the Field House project. We believe that we have hired the firm that will do the best job for the City of Prince Albert.

Respectfully Submitted,

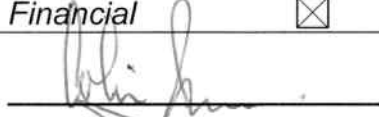

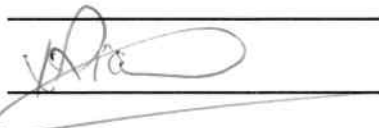


Dawna Wiebe
Director of Community Services



City of Prince Albert

REPORT APPROVAL FORM

Report Title:	Request for 2008 Operating Budget Pre-approval	Date:	December 27, 2007
Prepared By:	Acting City Manager & Mayor		
Prepared For:	City Council		
Approval Required By:		Report Type:	
		<i>Routine</i> <input type="checkbox"/> <i>Substantive</i> <input type="checkbox"/> <i>Financial</i> <input checked="" type="checkbox"/>	
A/ City Manager	<input checked="" type="checkbox"/>		
A/ Director of Financial Services	<input checked="" type="checkbox"/>		
Director of Public Works	<input type="checkbox"/>	_____	
Director of Community Services	<input type="checkbox"/>	_____	
A/ Director of Ec.Dev& Planning	<input checked="" type="checkbox"/>		
Fire Chief & Dir. of Emerg. Services	<input type="checkbox"/>	_____	
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City of Prince Albert

REPORT

Report Title: Request for 2008 Operating Budget Extension Pre-approval

Date: December 27, 2007

Prepared By: Acting City Manager & Mayor

Prepared For: City Council

RECOMMENDATION:

That City Council pre-approve 2008 Budget Funding of \$35,100 for Economic Development and Planning Travel and Accommodation to be funded from the City's 2007 surplus funds.

JUSTIFICATION FOR INCAMERA:

N/A

BACKGROUND:

In the 2007 Budget, City Council approved Economic Development and Planning Travel and Accommodation in the amount of \$35,100. This money was budgeted to allow for travel and accommodation for members of City Council, Administration and Members of the various development committees (Forestry, Diamonds and Mining). Its purpose was to assist in the development and attraction of major industries to Prince Albert and to allow members of City Council to visit other cities such as Fort McMurray and Lloydminster, to assist in planning for the impact that a major industry would have on our city.

This funding was not spent in 2007 and, therefore, will be allocated to the 2007 surplus funds.

DISCUSSION:

Recent delays in obtaining an agreement for the forest industry startup will mean additional funds may be required to facilitate public meetings, business meetings and advertising related to the importance of the forest industry to Saskatchewan and Prince Albert. Further, City representatives may be required to travel to Ottawa and Montreal to facilitate and encourage industry and government participation. It is understood that Council agrees that the City of Prince Albert must take a very proactive approach in promoting the start up of the forest industry with Prince Albert as the centre of that industry.

FINANCIAL IMPLICATIONS:

Any unspent money from 2007 becomes part of the City's surplus. City Council has the prerogative to utilize this money in any manner that they deem necessary. Unspent money from the Economic Development and Planning-Travel and Accommodation account forms part of the surplus that Council can re-direct in subsequent years. City Council can pre-approve a 2008 budgetary expenditure in the amount of \$35,100 and direct that surplus monies be utilized to fund this one-time expenditure.

OPTIONS:

COMMUNICATIONS:

ATTACHMENTS:

CONCLUSION:

This budgetary allocation will be used by Members of City Council, Administration and members of the various Development Committees to actively promote and encourage the re-emergence of the forest industry in Prince Albert.

Respectfully Submitted,



Colin Innes,
Acting City Manager


Jim Scarrow,
Mayor