



SUNSHINE COAST REGIONAL DISTRICT



**SPECIAL BOARD MEETING
TO BE HELD ELECTRONICALLY IN ACCORDANCE WITH
MINISTERIAL ORDER M192 AND TRANSMITTED VIA
THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT
OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

MONDAY, AUGUST 16, 2021

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of agenda

MINUTES

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

- | | | |
|----|--|------------------------|
| 2. | Contract Sechelt Landfill Drop-Off Remediation Project – Financial Update – General Manager, Infrastructure Services | Annex A
Pages 1 - 5 |
| 3. | Request for Proposal (RFP) 2135003 Contract Award for Engineering Consulting Services for SCRD Landfills and Transfer Station – Manager, Solid Waste Services | Annex B
pp 6 - 9 |
| 4. | RFP 22161313 Fire Alarm and Linear Heat Detection Installation Award Report (Sechelt Aquatic Facility) – Acting Manager, Facility Services | Annex C
pp 10 - 12 |
| 5. | RFQ 2121202 Self Contained Breathing Apparatus & Fill Station Award Report (Roberts Creek Fire Protection) – Fire Chief, Roberts Creek Volunteer Fire Department | Annex D
pp 13 - 15 |
| 6. | Local Water Status Update – General Manager, Infrastructure Services | Verbal |

COMMUNICATIONS

MOTIONS

BYLAWS

DIRECTORS' REPORTS

NEW BUSINESS**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g), (i) and (k) of the *Community Charter* – “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Board – August 16, 2021

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: CONTRACT SECHELT LANDFILL DROP-OFF REMEDIATION PROJECT– FINANCIAL UPDATE

RECOMMENDATION(S)

THAT the report titled Contract Sechelt Landfill Drop-Off Remediation Project – Financial Update be received for information;

AND THAT the contract with Summit Earthworks Inc. for the Sechelt Landfill Drop-off Remediation be increased in the amount of \$214,723 up to \$1,243,264 (plus GST);

AND THAT the contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of the Sechelt Landfill Public Drop-off Area be increased from \$128,157 up to \$163,157 (plus GST) to provide Construction Oversight of the Sechelt Landfill Drop-off Remediation;

AND THAT the delegated authorities be authorized to execute both contracts;

AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$254,723 to \$1,913,878 (\$214,723 from short-term debt and \$40,000 from 2022 taxation) for the remediation/construction phase of the project;

AND THAT the Sunshine Coast Regional District authorize up to \$1,462,390 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;

AND THAT the loan be repaid within five years with no rights of renewal;

AND FURTHER THAT the 2021-2025 Financial Plan be amended accordingly.

BACKGROUND

At its June 10, 2021 meeting the Board approved the following recommendation:

070/21 *ITT Contract Award Sechelt Landfill*

THAT the report titled Contract Sechelt Landfill Drop-Off Remediation Project – Financial Update be received;

AND THAT the contract with Summit Earthworks Inc. for the Sechelt Landfill Drop-off Remediation be increased in the amount of \$128,779 up to \$1,028,541 (plus GST);

AND THAT the delegated authorities be authorized to execute this contract;

AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$158,779 to \$1,659,155 (\$128,779 from short-term debt and \$30,000 from existing operational budget) for the remediation/construction phase of the project;

AND THAT the Sunshine Coast Regional District authorize up to \$1,247,667 to be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;

AND THAT the loan be repaid within five years with no rights of renewal;

AND THAT the 2021-2025 Financial Plan be amended accordingly;

AND FURTHER THAT these recommendations be forwarded to the June 10, 2021 Board Meeting.

The purpose of this report is to provide the Board with a status update on the project, including a financial update, and seek direction on next steps.

DISCUSSION

Analysis

Since the June 10, 2021 status update to the Board, it was identified that the ground settlement as a result of the compaction of the ground resulted in a different elevation profile in the area of the new drop-off than anticipated during the design phase of the project. This triggered amendments to the original design resulting in the need for a substantial amount of additional fill to create the required elevation and some changes in project elements, such as lighting and drainage infrastructure. The overall financial impact of these design changes is \$115,723.

Mid-August, the scale and scale house were scheduled to be moved to their new location. While preparing for the move of the scale house, it was identified that the floor and walls of this modular unit were very heavily infested by rodents, including rats. As per WorkSafe BC standard, addressing such infestations is considered a safety hazard for the people working in it. In consultation with the SCRD Chief Building Inspector, it was decided that given the age of the structure and the extent of the infestation, a complete renovation of the unit would be required, including all the electrical, interior walls, floor and ceiling. Such renovation would be very costly and could take several weeks to complete. As the landfill cannot operate without a scale house, a full closure of the landfill during the renovation of the scale house would be triggered. It was therefore decided that the purchase of a used modular building would be the best solution.

The contractor has been able to find a suitable modular unit and could get it delivered and installed to the site without triggering any substantial delays to the schedule of the entire project. The new unit is only three years old and hence meets recent building code requirements and is

not expected to require any substantial maintenance or repairs within the next decade. The costs for the purchase and full installation of this new scale building and the demolition of the current one is \$99,000.

In part, because of the above listed design change, the project completion date is now late August instead of the original estimate of late July. This extension of the construction term also triggers extensions of the following two contracts and associated additional costs:

- Bin rental and container services: \$40,000
This operational contract allows for the continued use of the 20-yard bins and associated hauling services currently in use to facilitate a modified public drop-off.
- Engineering services - construction oversight support: \$35,000
This contract allows for contracted engineering staff to provide daily construction oversight and associated design support.

Financial Implications

Table 1 presents the above-listed impacts on the budget for this project.

Table 1 – Sechelt Landfill Drop-off Remediation Project Costs

Project Phase	Approved budget	Amended budget
Initial site assessments	\$15,200	\$15,200
Bin rental and container services	\$368,599	\$408,599
Construction temporary drop-off area	\$27,679	\$27,679
Engineering services (incl. 10% contingency allowance for construction oversight support)	\$129,160	\$129,160
Contractor for remediation/construction phase	\$1,028,541	\$1,243,264
Contingency allowance remediation/construction contract	\$89,976	\$89,976
Total	\$1,659,155	\$1,913,878

As the approved project budget is \$1,659,155, and the project costs are now budgeted at \$1,913,878 the budget shortfall is \$254,723.

The current value of the contract with Summit Earthworks Inc. is to be increased by \$214,723 and the amended budget listed would allow it to be increased to \$1,243,264 (plus GST) to reflect the changes in activities required to complete this project in a timely manner.

Staff also recommend that the existing contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of Sechelt Landfill Public Drop-off Area be increased from \$128,157 up to \$163,157 (plus GST) to allow for the construction oversight resulting from extension in the construction term.

The operating contract with Salish Soils Environmental Group Ltd for the bin rental and container services has a value of under \$100,000 and can therefore be awarded and executed by staff.

Staff are recommending that the budget shortfall be funded through an increase of \$214,723 to the short-term borrowing under Section 403 of the *Local Government Act* (Liability Under Agreement) with the Municipal Finance Authority of BC (MFA) and that \$40,000 operating increase for bin rental be funded from 2022 taxation. There are currently no operating reserves available to fund this amount; however, should a year-end surplus be realized in this service, it could be applied to reduce the 2022 taxation impact.

The contract increase for the engineering construction oversight by XCG can be funded from the project contingency allowance.

The short-term borrowing with the MFA has a current variable rate of interest of 0.94%. The estimated annual repayment including interest for 2021 is \$109,571, assuming the financing is obtained in August, to \$261,224, \$258,879, \$256,555, and \$254,188 in 2022-2025 when a full year of repayments is required with final payments to 2026. This would be recovered through taxation and approximately \$122,000 was budgeted starting in 2021.

Timeline for next steps

Upon Board approval of the contract and budget amendment, staff will initiate the contract amendments with Summit Earthworks Inc., XCG Consulting Ltd. and Salish Soils Environmental Group Ltd. for execution. This would allow construction to proceed as per the updated schedule and the project to be completed by the end of August, pending any other unforeseen events.

The move of the scale to its new location is considered the last major milestone that could trigger project cost increases or delays. During the move of the scale, the landfill will be closed to the general public and special arrangements will be made for curbside collection and commercial haulers.

Communications Strategy

Information about this project, including the closure of the landfill to allow for the move of the scale, is shared through social media and through the project page on [Let's Talk SCRD](#).

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

While the remediation/construction phase of the project is progressing on schedule, additional costs are being incurred which has resulted in a budget shortfall of \$254,723.

To address the shortfall resulting from both contract awards, staff recommend that the Sechelt Landfill Drop-Off Remediation budget be increased by \$254,723 to \$1,913,878 and be funded through short-term borrowing from the Municipal Finance Authority (\$214,723) and 2022 taxation (\$40,000).

Staff also recommend that the contract with Summit Earthworks Inc. for the Sechelt Landfill Drop-off Remediation be increased in the amount of \$214,723 up to \$ \$1,243,264 (plus GST) and that the contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of the Sechelt Landfill Public Drop-off Area be increased from \$128,157 up to \$163,157 (plus GST) to provide Construction Oversight of the Sechelt Landfill Drop-off Remediation.

Reviewed by:			
Manager	X - R. Cooper	CFO/Finance	X – B. Wing
GM		Legislative	X – J. Hill
CAO		Purchasing	X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Board – August 16, 2021

AUTHOR: Robyn Cooper, Manager, Solid Waste Services

SUBJECT: REQUEST FOR PROPOSAL (RFP) 2135003 CONTRACT AWARD FOR ENGINEERING CONSULTING SERVICES FOR SCRD LANDFILLS AND TRANSFER STATION

RECOMMENDATION(S)

THAT the report titled Request for Proposal (RFP) 2135003 Contract Award for Engineering Consulting Services for SCRD Landfills and Transfer Station be received for information;

AND THAT a contract for Engineering Consulting Services for SCRD Landfills and Transfer Station be awarded to XCG Consulting Ltd. in the amount up to \$211,880 (plus GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

BACKGROUND

Currently, the Sunshine Coast Regional District (SCRD) has a contracted service provider to provide engineering consulting services to assist with the operations of and meeting regulatory requirements for the SCRD landfills and transfer station. The current contract was set to expire on August 2, 2021.

As such, in accordance with the SCRD's Purchasing Policy Request for Proposal (RFP) 2135003 was issued on June 3, 2021 and closed on July 7, 2021. One addendum was issued. The RFP sought proposals for a contract term of five years with options to extend up to three additional one year terms.

The purpose of this report is to provide an update on the outcome of the RFP and to seek approval of the execution of a contract to provide engineering consulting services.

DISCUSSION

Scope of Work

The engineering consulting Services for the Sechelt Landfill and Pender Harbour Transfer Station include, but are not limited to, planning, design, tender, contract administration and engineering services during construction for approved capital projects.

The Services for ongoing operations at the Sechelt Landfill include, but are not limited to, operational support and troubleshooting related to environmental monitoring programs, drainage projects (surface water and leachate management), staged development and fill plan, and progressive closure (both interim and final).

The Services for ongoing operations at the Pender Harbour Transfer Station include, but are not limited to, operational support and troubleshooting related to transfer station operations, environmental monitoring programs, drainage projects (surface water and leachate management); as well, post-closure management of the closed landfill at this site and if required, post-closure management support for the closed landfills in Halfmoon Bay and Gibsons.

The Services will be provided to the Regional District on an “as required” basis throughout the duration of the contract and the Regional District may in its discretion modify or add capital projects or individually tender the engineering services related to these projects or other projects the Regional District may undertake.

The Site work plans over the next five years includes:

Sechelt Landfill OC 106060 Requirements	2021	2022	2023	2024	2025	2026
Annual Report		Mar	Mar	Mar	Mar	Mar
Design & Operation Plan - update		Dec				
Post Closure Operation & Maintenance Plan - update			Dec			
Geotechnical and Seismic Assessment - update			Apr			
Environmental Monitoring Plan - update			April			
Hydrogeological Assessment - update					Aug	
Leachate Management - update					Dec	
Landfill Gas Assessment and Generation – update						Mar
Annual GHG Reporting		May	May	May	May	May
Sechelt Landfill – Projects	2021	2022	2023	2024	2025	2026
Ground water wells: replace 2 and install 2 new	X					
Stage H+ Closure	X	X				
Final Closure					X	X

Pender Harbour Transfer Station MoE Requirements	2021	2022	2023	2024	2025	2026
Annual Report		Mar	Mar	Mar	Mar	Mar
Pender Harbour Transfer Station – Projects	2021	2022	2023	2024	2025	2026
Site Assessment	X					
Implementation of Results from Site Assessment	X	X				

RFP Results

Purchasing received five compliant proposals. Led by Purchasing, the evaluation team consisted of four team members. The evaluation committee reviewed and scored the proposals against the criteria set out in the RFP. Staff recommend that a contract be awarded to XCG Consulting Ltd. Their proposal met the specifications as outlined in the RFP and are the best value for the above-mentioned project.

The following table summarizes the compliant proposals.

Name	Total Contract Value (in the amount up to, not including GST)
XCG Consulting Ltd.	\$211,880
GHD	\$218,005
Dillon Consulting Ltd.	\$237,100
Tetra Tech Canada Inc.	\$256,285
Sperling Hansen Associates	\$293,137

Organizational and Intergovernmental Implications

n/a

Financial Implications

The approved annual budget is \$40,100. There is an additional \$75,000 approved within the 2021 budget for two projects, well monitoring upgrades and a site assessment for the Pender Harbour Transfer Station.

The proposal is within approved budget.

Timeline for next steps

Pending Board approval, execution of the contract will follow.

It is anticipated that additional projects will be added to the contract each year as projects are approved through the budget process. Given the total contract value for this service is above \$100,000, staff reports seeking Board authorization to amend the contract value will be brought forward as needed.

Communications Strategy

None required.

STRATEGIC PLAN AND RELATED POLICIES

The purchasing process followed for this service is aligned with the SCRD Purchasing Policy.

CONCLUSION

In accordance with SCRD's Purchasing Policy, RFP 2135003 was issued for Engineering Consulting Services for SCRD Landfills and Transfer Station.

Staff recommend that RFP 2135003 be awarded to XCG Consulting Ltd. in the amount up to \$211,880 (plus GST). The contract value is within approved budget.

Staff will bring forward future reports seeking Board authorization for contract amendments as needed as additional projects are approved through the budget process.

Reviewed by:			
Manager		Finance	X - B. Wing
GM	X - R. Rosenboom	Legislative	X – J. Hill
CAO		Purchasing	X -V.Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Board – August 16, 2021

AUTHOR: Allen van Velzen, Acting Manager, Facility Services

SUBJECT: RFP 22161313 FIRE ALARM AND LINEAR HEAT DETECTION INSTALLATION AWARD REPORT (SECHELT AQUATIC FACILITY)

RECOMMENDATIONS

THAT the report titled RFP 22161313 Fire Alarm and Linear Heat Detection Installation Award Report (Sechelt Aquatic Facility) be received for information;

AND THAT a contract for the Fire Alarm and Linear Heat Detection Installation for SCRD Sechelt Aquatic Center be awarded to Sasco Contractors Ltd. for a total value not to exceed \$ 154,000 (plus GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

BACKGROUND

The following resolution was adopted by the SCRD Board on June 10, 2021:

Sechelt Aquatic
Facility RFP

It was moved and seconded

165/21

THAT the report titled RFP 2161304 Reconstruction Pool Facility Fire Sprinkler System Award Report (Sechelt Aquatic Facility) be received for information;

AND THAT staff employ additional fire protection equipment by having a temporary linear heat detection system installed;

AND FURTHER THAT staff re-tender for the sprinkler system replacement project based on a three phase approach over a three-year period beginning in 2021, and report back to a future meeting.

The following resolutions were adopted by the SCRD Board on June 24, 2021:

176/21

Recommendation No. 12 *Sechelt Aquatic Centre Temporary Fire Protection System*

THAT the report titled Sechelt Aquatic Centre Temporary Fire Protection System be received for information;

AND THAT the Sechelt Aquatic Centre Temporary Fire Protection System in the amount of \$154,000 be funded through a combination of the 2021 tax re-allocation (\$26,000), \$64,000 operating reserves, and \$64,000 COVID-19 Safe Re-Start Funds;

AND FURTHER THAT the 2021-2025 Financial Plan be amended accordingly.

177/21

Recommendation No. 13 *Sechelt Aquatic Centre Temporary Fire Protection System*

THAT the Sunshine Coast Regional District Board (SCRD) invite the District of Sechelt, Town of Gibsons and Sechelt Indian Government District to contribute a proportionate share of \$64,000 from COVID-19 Safe Restart Funds to offset the SCRD operating reserves portion of the budget for the Sechelt Aquatic Centre Temporary Fire Protection System project.

DISCUSSION

Request for Proposal (RFP) Process and Results

Request for Proposal 2161313 Fire Alarm and Linear Heat Detection Installation was published on June 30, 2021 and closed on July 29, 2021. Three addendums were issued.

As a competitive process resulted in no submissions being received, Administration is entering to direct award negotiation with a potential vendor. This process is supported by our Procurement Policy, and applicable Trade Agreements rational for negotiated directly awarded contracts.

It is anticipated that these negotiations will conclude around August 18th, 2021.

The timely installation of the linear heat detection system and fire alarm system is critical to provide additional fire protection for the Sechelt Aquatic Centre until the sprinkler system is replaced.

The value of the work exceeds the \$100,000 CAO delegated expenditure limit and given that the Board does not meet again until September 9th, authority for this one-time expenditure is requested in order that the work can proceed immediately following negotiations.

Financial Implications

The requested authority is limited to the Board-approved budget for this project.

Communications Strategy

Administration will report back on the results of this project through established reporting mechanisms.

STRATEGIC PLAN AND RELATED POLICIES

THE INSTALLATION OF THIS FIRE ALARM SYSTEM AND LINEAR HEAT DETECTION SYSTEM SUPPORTS THE BOARDS STRATEGIC FOCUS AREA OF ASSET STEWARDSHIP AS WELL AS APPLICABLE PROCUREMENT POLICIES.

CONCLUSION

In anticipation of an August construction contract award, it is requested that the Board authorize awarding the Fire Alarm and Linear Heat Detection Installation contract to Sasco Contractors Ltd. through a direct award negotiation process for an amount up to the Board approved project budget of \$154,000.

Reviewed by:			
Manager		CFO	X – B. Wing
GM	X – S. Gagnon	Legislative	X – S. Reid
CAO	X – G. Parker	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Special Board – August 16, 2021

AUTHOR: Patrick Higgins, Fire Chief, Roberts Creek Volunteer Fire Department

SUBJECT: RFQ 2121202 Self Contained Breathing Apparatus & Fill Station Award Report (Roberts Creek Fire Protection)

RECOMMENDATIONS

THAT the report titled RFQ 2121202 Self Contained Breathing Apparatus & Fill Station Award Report (Roberts Creek Fire Protection) be received for information;

AND THAT Sunshine Coast Regional District award the purchase contract to Electrogas Monitors for the Self Contained Breathing Apparatus and Fill Station at a total value of \$182,929.34 (plus GST);

AND FURTHER THAT the delegated authorities be authorized to execute the contract.

BACKGROUND

The 2021 Budget includes the approval of Proposal 1 – Self Contained Breathing Apparatus & Fill Station with a maximum budget of \$220,000.

The SCRD Board adopted the following resolution on March 11, 2021:

068/21 **Recommendation No. 7** *Roberts Creek Fire Protection [212] – 2021 R2 Budget Proposal*

THAT the report titled 2021 R2 Budget Proposal for [212] Roberts Creek Fire Protection be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

Budget Proposal 1 – **Self Contained Breathing Apparatus and Fill Station**, \$220,000 funded from Municipal Finance Authority (MFA) 5-Year Equipment Finance Loan;

AND FURTHER THAT a loan of up to \$220,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the Local Government Act (Liabilities Under Agreement) to fund the purchase of **Self Contained Breathing Apparatus and Fill Station**.

DISCUSSION

The current Self-Contained Breathing Apparatus (SCBA) has reached the end of its life cycle and requires replacement. The current breathing air fill system must also be replaced as the new breathing apparatus being purchased require a higher pressure than the current fill system can supply.

An RFQ process closed on June 25, 2021 with five bids received. An evaluation committee met on July 14, 2021 and selected Electrogas Monitors as the successful proponent as they offered the lowest price and met all of the required specifications.

Additional items added to the base bid include Voice Amplifiers (20) and Spectacle Kits (10) for each SCBA mask.

Financial Implications

This purchase is to be financed through short-term borrowing through the Municipal Finance Authority with principal and interest payments approved in the 2021 budget. This purchase is consistent with the Protective Services 20-Year (2022-2041) Capital Plan.

Options

Option 1: Proceed with the purchase of the breathing apparatus and fill station from Electrogas Monitors

Option 2: Do not proceed with the purchase of the breathing apparatus and fill station from Electrogas Monitors and initiate a new tender process to purchase the required equipment.

Timeline for next steps or estimated completion date

The delivery date of the new equipment is estimated to be approximately 35 days from the issue of the purchase order. Electrogas Monitors will schedule an onboarding session that will include training and SCBA mask fit testing for all members of the Roberts Creek Fire Department as required by WorkSafe BC. The installation of new fill station can be done in-house and no changes to the fire hall are required.

STRATEGIC PLAN AND RELATED POLICIES

The manufacturers of SCBA equipment recommend replacing the equipment after 20 years of use. The breathing apparatus were scheduled for replacement in 2021 as per the Protective Services 20 Year Capital Plan.

CONCLUSION

The breathing apparatus currently in use has reached the end of its effective life. As the new breathing apparatus being purchased operates at a higher pressure than the previous equipment, the replacement of the fill station is also necessary. The selected manufacturer satisfied the required specification and did so at a cost that was within the available budget.

Reviewed by:			
Manager	X -M. Treit	Finance	X – B. Wing
GM	X – I. Hall	Legislative	X – J. Hill
CAO	X -	Purchasing	X – V. Cropp