

## Request for Decision

<b>Title</b>	<b>Contract Award - Villeneuve Hamlet Drainage Improvement Project</b>
<b>Proposed Motion</b>	That Council award the contract for the Villeneuve Hamlet Drainage Improvement project to Ideal Earthworks Inc. at a contract price of \$614,960.00 (excluding GST) and authorize the Chief Administrative Officer to execute the contract.
<b>Administrative Recommendation</b>	Administration recommends that Council award the contract for the Villeneuve Hamlet Drainage Improvement project to Ideal Earthworks Inc., as the lowest compliant bidder and reference checks.
<b>Previous Council / Committee Direction</b>	<u>December 13, 2022 Regular Council Meeting</u> Motion 482/22: That Council approve the 2023-2025 Capital Budgets in the amounts of \$35,701,907 for 2023, \$42,114,975 for 2024, and \$38,639,232 for 2025 as referenced in Attachment 3: Capital Funding and Project Listing.
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>• The Villeneuve Hamlet drainage improvement project focuses on relieving the legacy flooding issues for the northern portion of the Villeneuve Hamlet located along Range Road 265 and west of Highway 44 (see Attachment 1).</li> <li>• The site is noted as a spring flood location, due to the main runoff from the agricultural lands to the west, the low infrastructure elevations of the hamlet, and degrading infrastructure.</li> <li>• The Villeneuve Hamlet Drainage Improvement project consists of 22 culvert replacements, 1.46km of ditching, and the construction of a 390-meter berm.</li> <li>• The project will be integrated into the future downstream improvements for the Villeneuve Drainage Channel.</li> <li>• Project limits entail the northern portion of the Hamlet of Villeneuve on the west side of Highway 44 including Ferland Drive and 475 meters along Range Road 265.</li> </ul> <p><u>External Communication</u></p> <p><b>Tendering</b></p> <ul style="list-style-type: none"> <li>• Tenders for the Villeneuve Hamlet Drainage Improvement project were posted on Alberta Purchasing Connection (“APC”) and Bids and Tenders on May 19, 2023, and closed on June 9, 2023.</li> </ul>

	<ul style="list-style-type: none"> <li>• Six (6) bids were received, ranging from \$614,960.00 to \$1,296,188.50 (excluding GST) (see Attachment 2).</li> <li>• Administration reviewed the received tenders for compliance with the tender specifications.</li> <li>• A clarification meeting was held with the recommended compliant bidder on June 14, 2023.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Notification has been delivered to all affected residents.</li> <li>• There will be ongoing communication from the project designate to residents throughout construction.</li> <li>• Construction communication guidelines have been developed for contractor to provide hand delivered letters to affected residents during individual lot impact phases of the project.</li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <p>Procurement Policy</p> <ul style="list-style-type: none"> <li>• Invitation to Tender is identified as the acceptable method of procurement for construction contracts and other high value procurements.</li> <li>• Sturgeon County's standard for communicating competitive procurement opportunities is through the APC.</li> <li>• Purchases exceeding \$500,000 are to be ratified at the following Council Meeting.</li> <li>• The Chief Administrative Officer is the signing authority for all construction or capital contracts over \$500,000.</li> </ul>
<b>Implication of Administrative Recommendation</b>	<p><u>Strategic Alignment:</u></p> <p><b>Planned Growth</b> – The awarding of this contract is consistent with the provision of <i>Reliable and effective infrastructure</i>.</p> <p><b>Operational Excellence</b> – The awarding of this contract is consistent with the delivery of <i>Quality cost-effective service delivery, asset management and performance measurement</i>.</p> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>• The awarding of this contract will address an area that is a seasonal flood risk, reducing the maintenance requirements, thereby freeing up additional capacity to maintain Sturgeon County's service commitment to operational excellence.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>• The total funding requirement is \$758,406.00</li> </ul>

	<p><b>Estimated Costs</b></p> <table> <tr> <td>Construction less Site Occupancy</td><td>\$577,460.00</td></tr> <tr> <td>Other works (Vegetation Removal &amp; Revegetation)</td><td>\$62,000.00</td></tr> <tr> <td>Engineering</td><td>\$50,000.00</td></tr> <tr> <td>Contingency 10%</td><td>\$68,946.00</td></tr> <tr> <td><b>Total Funding Requirement</b></td><td><b>\$758,406.00</b></td></tr> </table> <p><b>2023-2025 Multi-Year Capital Budget Council Approval</b></p> <table> <tr> <td>Villeneuve Drainage Project</td><td>\$929,555.00</td></tr> <tr> <td><b>Total Available Funds</b></td><td><b>\$929,555.00</b></td></tr> </table>	Construction less Site Occupancy	\$577,460.00	Other works (Vegetation Removal & Revegetation)	\$62,000.00	Engineering	\$50,000.00	Contingency 10%	\$68,946.00	<b>Total Funding Requirement</b>	<b>\$758,406.00</b>	Villeneuve Drainage Project	\$929,555.00	<b>Total Available Funds</b>	<b>\$929,555.00</b>
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<b>Alternatives Considered</b>	Council could decide not to award the contract at this time.														
<b>Implications of Alternatives</b>	<p><u>Strategic Alignment:</u></p> <p><b>Planned Growth</b> – Not awarding the contract would be inconsistent with this strategic objective.</p> <p><b>Operational Excellence</b> – Not awarding the contract would be inconsistent with this strategic objective.</p> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>By not awarding the contract, Sturgeon County would be required to continue to provide flood mitigation to the legacy drainage area, requiring further resources to maintain an acceptable level of service.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>Not awarding this contract would only temporarily defer the required capital renewal cost for these assets.</li> </ul>														
<b>Follow up Action</b>	<ol style="list-style-type: none"> <li>Execute the contract with Ideal Earthworks Inc. (CAO Office, Q3 2023).</li> <li>Send notification letters to impacted residents (Transportation &amp; Engineering Services, Q3 2023).</li> </ol>														
<b>Attachment(s)</b>	<ol style="list-style-type: none"> <li>Attachment 1: Location Map</li> <li>Attachment 2: Tender Bid Results</li> </ol>														
<b>Report Reviewed by:</b>	<p>Gary Mayhew, Director, Transportation &amp; Engineering Services</p> <p>Scott MacDougall, Chief Operating Officer – COO</p> <p>Reegan McCullough, County Commissioner – CAO</p>														

## Strategic Alignment Checklist

**Vision:** *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

**Guiding Principles:** Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

Community Outcome	Not consistent	Consistent	N/A
<b>Planned Growth</b>			
<ul style="list-style-type: none"> <li>Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Modern broadband and digital capabilities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Low cost, minimal red-tape regulations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Thriving Communities</b>			
<ul style="list-style-type: none"> <li>Beautiful, surprising places with high standards; integrated natural spaces &amp; trail systems; healthy and resilient</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Engaging cultural, historical, and civic amenities; strong community identity and pride</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Environmental Stewardship</b>			
<ul style="list-style-type: none"> <li>Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Sustainable development; partnerships with industry and others to drive emission reductions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Collaborative Governance</b>			
<ul style="list-style-type: none"> <li>Predictable and stable external relationships; volunteer partnerships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Meaningful connections with Indigenous communities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Respectful and informed debate; clear and supportive governance processes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operational Excellence</b>			
<ul style="list-style-type: none"> <li>Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Future focused thinking to proactively respond to emerging opportunities and challenges</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Alternative revenue generation and service delivery models integrated strategic and business planning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>