

Minutes Special Meeting

**Civic Centre
Council Lounge**

**July 15, 2019
4:30 pm**

Present: Mayor Darren Canniff, Chairperson Carmen McGregor, Commissioners Marjorie Crew, Trevor Thompson, Steve Pinsonneault, Jamie McGrail, General Manager Tim Sunderland, Manager Compliance & Monitoring Lilly Snobelen, Facility and Systems Manager Rob Bernardi, CAO Don Shropshire

Absent: Commissioner Mark Authier, Area Manager (South/Central) Robin Dudley, Area Manager (North/Central) Darren Galbraith

Call To Order

Chairperson Carmen McGregor's called the meeting to order at 4:31 pm.

1. Disclosures of Pecuniary Interest (Direct or Indirect) for Open Session Agenda Items and the General Nature There Of

- none

2. Reports

a) Tender Award - T19-295 Park Ave W Sanitary Sewer Investigation

Municipality of Chatham-Kent
Infrastructure and Engineering Services
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Matthew Link, A.Sc.T.
Engineering Technologist
Date: June 21, 2019
Subject: Tender Award: T19-295, Park Avenue West Sanitary Sewer Investigation, Community of Chatham

Recommendation

It is recommended that:

1. The tender in the amount of \$56,553.68, including HST for the Park Avenue West Sanitary Sewer Investigation, Community of Chatham be awarded to Hurricane SMS Inc.
2. The Chatham-Kent Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.

Background

The Municipality of Chatham-Kent has experienced sanitary flow irregularities along Park Avenue West, west of Sanitary Pump Station No. 10.

The Tender focused on the procurement of sewer investigation services associated with the flushing of sanitary sewer lines, CCTV inspection, maintenance hole inspection.

The project to investigate these irregularities is part of the 2019 PUC Sanitary Sewer Lifecycle Budget by the Public Utilities Commission (PUC).

Comments

The project consists of 2800 m of sewer flushing and CCTV inspection as well as 25 sanitary maintenance holes. This work is scheduled to take place in 2019.

The sewer inspection work zone extends west from Sanitary Pump Station No.10 to the Irwin Sewer Easement along Park Avenue West and north along the Irwin Sewer Easement to Richmond Street. This work is to take place in the summer of 2019. The engineering, contract administration and inspection on this project are being carried out by the Chatham-Kent Engineering and Transportation Division.

The Purchasing Officer received and opened a single quote for the work on Wednesday June 20, 2019. The results are as follows:

**Contract T19-295
Park Avenue West Sanitary Sewer Investigation
Community of Chatham**

Rank	Tenderer	Tender Amount incl. HST
1	Hurricane SMS Inc. Kingsville, ON	\$56,553.68

The Engineering and Transportation Division has reviewed the quote and found them to be complete in all respects. It is the recommendation herein that the contract be awarded to Hurricane SMS Inc. who submitted the lowest contract bid.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
 - A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
 - People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
 - Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources
- The recommendations in this report support the following critical success factors:
- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
 - Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
 - Has the potential to support all areas of strategic focus & critical success factors
 - Neutral issues (does not support negatively or positively)

Consultations

The tenders were opened by the Purchasing Officer and reviewed by the Engineering and Transportation Division.

The General Manager of the Chatham-Kent PUC and the Purchasing Officer were consulted in the preparation of this report.

Financial Implications

This project is being funded through the 2019 PUC Sanitary Sewer Lifecycle

The project summary is set out in the following table:

**Contract T19-295
Park Avenue West Sanitary Sewer Investigation
Community of Chatham**

	Description	Total
(A) Project Costs	Low Tender, with HST	\$56,553.68
	Engineering & Admin, with HST	\$6,780.00
	Less HST Rebate (11.24%)	\$(6,299.74)
	Project Total	\$57,033.94
	Description	Total
(B) Project Funding	2019 Sanitary Lifecycle	\$57,033.94
	Funding Total	\$57,033.94

The low tender bid submitted by Hurricane SMS Inc. was within the budget estimate.

Prepared by:

Matthew Link, A.Sc.T.
Engineering Technologist
Engineering and Transportation

Reviewed by:

Mark McFadden, P.Eng.
Manager
Engineering and Transportation

Reviewed by:

Chris Thibert, P.Eng.
Director
Engineering and Transportation

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC

Attachment(s):

Appendix A

**Moved by Commissioner Crew and seconded by Commissioner Pinsonneault;
“That the Chatham-Kent Public Utilities Commission (CK PUC)**

The tender in the amount of \$56,553.68, including HST for the Park Avenue West Sanitary Sewer Investigation, Community of Chatham be awarded to Hurricane SMS Inc.

The Chatham-Kent Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.”

Motion carried

b) Tender Award - T19-162 – Highgate Well Site Decommissioning

Municipality of Chatham-Kent
Chatham-Kent Public Utilities Commission

To: PUC Chairperson and Commission Members
From: Jeannie Medeiros, C.E.T.
Engineering Technologist
Chatham-Kent Public Utilities Commission Date:
Date: May 3, 2019
Subject: Tender Award for Contract T19-162 – Highgate Well Site Decommissioning

Recommendations

It is recommended that:

1. Tender T19-162 in the amount of \$221,932.00 including HST for the Highgate Well Site Decommissioning project be awarded to Delway Contractors Ltd.
2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.

Background

The project includes the decommissioning of two (2) municipal groundwater supply wells in the community of Highgate. The wells, known as Highgate #1 and Highgate #2 were installed in 1982 and 1988, respectively.

The Highgate Reservoir and Pumping Station was commissioned in 2018, which now forms part of the Ridgeway Drinking Water System. The improvement addressed water quality and quantity issues for Highgate by providing a new water supply service area.

The Highgate well supply and treatment system was permanently isolated from the Highgate Distribution System, making the existing Highgate water wells and treatment system redundant.

In Ontario, wells are regulated under the Ontario Water Resources Act (OWRA) and Regulation 903 “Wells”, a well owner must abandon (decommission) a well if it is not being used or maintained for future use as a well.

The engineering services for this project are being provided by Dillon Consulting Ltd. The construction project is scheduled to begin shortly and will be completed by October 8, 2019.

Comments

A total of two (2) quotations were received and they are summarized in the following table.

Tender Award for Contract T19-162 Highgate Well Site Decommissioning		
Rank	Tenderer	Tender Amount (including Contingency and HST)
1	Delway Contractors Ltd. Chatham, Ontario	\$221,932.00*
2	Murray Mills Excavating & Trucking (Sarnia) Ltd. Sarnia, Ontario	\$265,640.97

*Note Corrected due to arithmetic error

Dillon Consulting Ltd. has reviewed the tenders and found them to be complete in all respects with the exception to the bid received from Delway Contractors Ltd., in which an arithmetic error was corrected. This error did not change the tender ranking.

It is recommended that the Chatham-Kent PUC award Contract T19-162 to Delway Contractors Ltd at a quoted price of \$221,932.00 and that the Chairperson and General Manager be authorized to complete the necessary agreements.

Consultations

The tenders were opened by the Purchasing Officer and reviewed by Dillon Consulting Ltd. Dillon Consulting Ltd. provided a letter of tender analysis and recommendation for contractor selection.

Financial Implications

Cost associated with this project in the amount of \$221,932.00 will be funded by CK PUC Facility 2019 Lifecycle budget.

Prepared by:

Jeannie Medeiros, CET
Engineering Tech
Chatham-Kent PUC

Reviewed by:

Robin Dudley
Area Manager – South - Central
Chatham-Kent PUC

Reviewed by:

Tim Sunderland
General Manager
Chatham-Kent PUC
Attachment: none

Moved by Commissioner Mcgrail and seconded by Commissioner Thompson; “That the Chatham-Kent Public Utilities Commission (CK PUC)

- 1. Tender T19-162 in the amount of \$221,932.00 including HST for the Highgate Well Site Decommissioning project be awarded to Delway Contractors Ltd.**
- 2. The Chatham-Kent Public Utilities Commission (CK PUC) Chairperson and General Manager be authorized to sign the necessary agreement.”**

Motion carried

3. New Business

Tim Sunderland provided two (2) verbal information reports regarding the impacts that the PUC is experiencing with this year's high water levels:

- Queen St. sanitary Pump Station in Wallaceburg – this sewage station has experienced an increase in flows for the past two (2) months. The pump station has two (2) sewage pumps and one pump has been running 24 hours a day for two (2) months. The second pump is now operating about 70 % of the time. The PUC has done some CCTV investigation on the catchment area of this pump station and have found some connections flowing with ground water. We have plugged two (2) vacant property connections that were causing issues. We have CK Legal preparing letters that will be sent out to other property owners to have their non sanitary connections removed from our system. The hope is to reduce flow at the Pump Station. The PUC has implemented a contingency plan by a pump and hose rental, and if needed we can pump on the ground from Pump Station to manhole. Pump rental cost is approximately \$12,000/ month. We will investigate a purchase cost.
- Erieau water feed – Erieau is fed by a single waterline along Erie Shore Drive. With the high lake water and the concern of the potential loss of Erie Shore Dr., the PUC is investigating a secondary feed into Erieau. We have a proposed route that we are obtaining quotes for this project. The cost of this PUC project to provide the alternate feed to Erieau will be a PUC cost. A report will be brought forward once an alternative and costing is found.

4. Recess to Closed Session if Necessary

5. Resolution Regular Meeting and Adjournment

That Chatham-Kent Public Utilities Commission adjourn, its next Regular Meeting to be held on Thursday, August 15th, in the PUC Boardroom, and that the PUC Commission authorize itself to meet in closed session on that day to discuss any matters permitted by the Municipal Act.

**Moved by Commissioner Pinsonneault and seconded by Commissioner Crew
“That the Special Meeting be adjourned at 4:45 pm.”**

Motion carried