



PEACE RIVER REGIONAL DISTRICT

Chetwynd Public Library Advisory Committee Meeting Agenda

May 26, 2021, 3:00 p.m.

Via Teleconference

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1. Call to Order	
1.1. Committee Member Hoehn to Chair the meeting	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Adoption of Minutes	
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11. Adjournment	



PEACE RIVER REGIONAL DISTRICT

CHETWYND PUBLIC LIBRARY ADVISORY COMMITTEE MEETING MINUTES

WEDNESDAY, FEBRUARY 3, 2021

LOCATION ZOOM Webinar

ATTENDANCE

Directors

Director Rose, Electoral Area 'E'

Committee Members

Sara Hoehn, Chetwynd Public Library Board - Chair
Melissa Millsap, Manager of the Chetwynd Public Library
Janet Wark, Councillor - District of Chetwynd

Staff

Bryna Casey, Parks & Rural Recreation Coordinator
Trish Morgan, GM of Community Services
Carol Newsom, CAO – District of Chetwynd
Kyla Traichevich, Recorder

1. CALL TO ORDER The Chair called the meeting to order at 10:01 am.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda MOVED Director Rose, SECONDED Committee Member Millsap,
That the Electoral Area Directors Committee adopt the February 3, 2021 Meeting Agenda:

- 1. Call to Order**
- 2. Directors' Notice of New Business**
- 3. Adoption of Agenda**
- 4. Adoption of Minutes**
 - 4.1 Chetwynd Public Library Advisory Committee Meeting Minutes of December 15, 2020
- 5. Business Arising from the Minutes**
- 6. Correspondence**
- 7. Reports**
 - 7.1 Chetwynd Library Next Step Options, CS-CLIB-001
- 8. New Business**
- 9. Diary**
- 10. Item(s) for Information**
 - 10.1 Terms of Reference
- 11. Adjournment**

CARRIED



4. ADOPTION OF MINUTES

4.1

Dec 15/20 CLIB Minutes MOVED Director Rose, SECONDED Committee Member Millsap,
That the Chetwynd Public Library Advisory Committee adopt the December 15,
2020 Meeting Minutes.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

5.1

Item #7.1 CLIB Trish Morgan explained that no contact was made with TANSI after numerous
Dec 15/20 attempts made by staff.

6. CORRESPONDENCE

7. REPORTS

7.1

Chetwynd Library Next MOVED by Director Rose, SECONDED by Committee Member Millsap
Step Options That the Chetwynd Public Library Advisory Committee recommend that the
CS-CLIB-001 Regional Board issue a Design Build RFP, up to a maximum construction and design
cost of \$5 million, for a new Chetwynd Public Library.

CARRIED

8. NEW BUSINESS

9. DIARY

10. ITEMS FOR INFORMATION

10.1

Terms of Reference

11. ADJOURNMENT

11.1

The Chair adjourned the Meeting at 10:39 am.

CARRIED

Director Rose, Electoral Area 'E' Director

Kyla Traichevich, Recorder



REPORT

To: Chetwynd Public Library Advisory Committee

Report Number: CS-CLIB-002

From: Trish Morgan, General Manager of Community Services

Date: May 26, 2021

Subject: Chetwynd Library Design Build Contract Award**RECOMMENDATION:**

That the Chetwynd Library Advisory Committee receive the report "Chetwynd Library Design Build Contract Award - CS-CLIB-002", for information.

BACKGROUND/RATIONALE:

On April 2, 2021, the Peace River Regional District (PRRD) issued a request for proposals to identify qualified firms for design-build services for the construction of a new 8,000 square foot library facility in Chetwynd. The scope of work has been broken down into two (2) phases:

Phase 1:

- 1) Geotechnical investigation.
- 2) Two (2) concept plans and Class D cost estimates.
- 3) Four (4) meetings with the Advisory Committee to develop and make amendments to the concept plans.
- 4) Assist with community engagement.

Phase 2:

- 1) Completion of detailed design, project approvals and permits.
- 2) Construction services.
- 3) Post construction services (Record Drawings, O&M Manuals, permit submittals).

Upon reviewing the proposals, Field Lievers Architecture was the lead proponent with a sufficient bid, and as such, a contract has been awarded to Field Lievers. They are partnering with Tryon Professional Group and Field Engineering & Associates for engineering services and Celtic Construction as the general contractor.

	WL Construction Ltd.	Kalmar Construction Ltd.	S Young Enterprises Ltd.	Hegge Construction	Holaco Construction Ltd.	JIM Architecture	Field Lievers Architecture Ltd.
Mandatory Requirements							
Submission Form (Appendix B)	✓	✓	✓	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓	✓	✓	✓
Scoring Matrix Results							
Total Score	59.25	50.50	32.00	55.50	67.75	59.13	65.25
PROPOSAL COST (Excluding GST)	\$130,888.00	\$42,329.00	\$59,100.00	\$38,313.00	\$5.00	\$108,797.00	\$37,000.00

ALTERNATIVE OPTIONS:

1. That the Chetwynd Library Advisory Committee receive the report "Chetwynd Library Design Build Contract Award - CS-CLIB-002" for discussion.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

\$5,000,000 has been identified for this project which includes the construction, permits, design and engineering costs, etc. as well as the tasks identified above in Phase 1. This budget does not include the cost of furniture or computer equipment (computers or servers) as it was previously agreed that the Chetwynd Library Board would pay these costs from their reserve funds.

The cost to complete the Phase 1 tasks is \$37,000 which will leave \$4,963,000 for Phase 2.

COMMUNICATIONS CONSIDERATION(S):

In order to keep costs low, the PRRD will lead the public engagement process. Field Lievers will prepare drawings and information to assist PRRD staff with engagement. Some activities may include:

- Virtual town hall
- Displays at the Chetwynd Public Library and Recreation Centre
- Paper and online survey
- Social media campaign
- Project information the PRRD's "Have Your Say" page

OTHER CONSIDERATION(S):**Process:**

- Task 1: Kickoff meeting with PRRD and Committee (mid-June); geotechnical investigation (June/July)
- Task 2 & 3: Concept designs and cost estimates (July & August)
 - o meeting with the Committee and stakeholders
 - o development of two (2) concepts with costs & refinement
- Task 4: Public engagement (late August to beginning of September)
- Task 5: Final revisions of preferred concept and costs (late September)

Attachments:

1. Field Lievers Schedule

PROJECT SCHEDULE

Below is a proposed schedule for the Chetwynd Library project based on the information in the RFP. Because no specific deadlines were given, Field Lievers Architecture Ltd. has based this proposed schedule on easily achievable work periods based on our experience. If there are any approval dates or deadline dates that PRRD needs to achieve, the team presented to you here is completely open to modifying and expediting as required. We have the available resources to meet any schedule that PRRD needs to meet. We want sufficient time in the schedule to thoroughly complete each task and so have put this together as a starting point for discussion with the team.

[illegible]



District of Chetwynd Public Library Advisory Committee Terms of Reference

1. Purpose/Scope

- 1.1 The general mandate of the Chetwynd Public Library Advisory Committee (the “Committee”) will include, but not be limited to the following:
- a. To provide advice, input and feedback to the Peace River Regional District from a stakeholder perspective at key milestones during the planning and development process for the design and construction of the multi-purpose Chetwynd Public Library (the “Project”).

2. Principles

- 2.1 The activities of the Committee will reflect the following principles related to the Project:
- a. The Project must meet the objectives and timelines of the Peace River Regional District.
 - b. The Project must be completed within budget.
 - c. The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major community facility intended to service the residents of the District of Chetwynd and surrounding region for the long-term.
 - d. The process of completing the Project will encourage effective relationships, partnerships with others and community involvement.

3. Membership

- 3.2 The Peace River Regional District Board of Directors appoints members of the Committee. The membership will include the following:

- a. Two (2) representatives from the District of Chetwynd Library Board
- b. The Peace River Regional District Electoral Area ‘E’ Director
- c. The District of Chetwynd Mayor or one (1) Member of Chetwynd Council
- d. One (1) Staff Person (Manager) of the current Chetwynd Public Library

*This list is not exclusive and may be amended or added to at the discretion of the Regional Board.

A Chair shall be elected by the membership each calendar year.

The PRRD CAO or designate will be the senior staff liaison for this Committee. Other Regional District staff, District of Chetwynd staff and consultants will attend meetings as required in an advisory support role.

4. Objective

- 4.1 The Committee is advisory and all recommendations will be forward to the Peace River Regional District Board for approval.
- 4.2 The primary objective of the Committee is to support the Regional District's efforts in the investigation of the development of a new public space in Chetwynd.
- 4.3 Options for this Project should be developed at a \$1.5 million, \$1.75 million and \$2 million budget.

5. Procedures

- 5.1 The term of the Committee is for the duration of the Project. Upon completion of the Project, the Committee is automatically disbanded.
- 5.2 Meetings will be scheduled on an ad-hoc basis as requested by Staff or the Committee Chair.
- 5.3 Members are expected to attend all meetings. If unable to attend a meeting, an alternate is not required.
- 5.4 Communications will be through the CAO of the Peace River Regional District or designate.
- 5.5 The Committee will liaise with other stakeholders where appropriate.

6. Meetings

- 6.1 Meetings will be at the call of the Chair or when requested by the CAO of the Peace River Regional District or designate.
- 6.2 Copies of the agenda and minutes of the previous meeting will be circulated to the Committee members and Council members in advance of the next meeting.
- 6.3 The decision process is to be consensus based. Major decisions must go before the Peace River Regional District's Board of Directors. If some members disagree with the Committee's recommendations or activities, decisions will be recorded in the meeting minutes.
- 6.4 Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding upon the Peace River Regional District or Regional District Board.
- 6.5 Executive and secretarial support for the Committee will be provided by the Peace River Regional District.
- 6.6 A quorum is established when 50% +1 members are present.

7. Code of Conduct

- 7.1 Advisory Committee members shall:
 - a. Declare a conflict of interest if he or she has a direct or indirect pecuniary interest in a matter under consideration;
 - b. Also declare a conflict if he or she has some other, non-pecuniary type of interest that places the member in a conflict position (e.g. bias). This could include any benefit obtained by relations, close friends or associates of the member.
 - c. Be respectful towards each other and work cooperatively.
 - d. If there is a conflict of interest, it will be up to the member to remove himself or herself from the discussion and decision. However, where a conflict is not recognized by an individual, the Peace River Regional District may exercise its prerogative to excuse the member from the meeting and/or restrict their access to pertinent information.
 - e. Committee members serve at the pleasure of the Peace River Regional District's Board of Directors. The Board of Directors may amend these terms at its discretion.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	November 24, 2016	Board Resolution #	RD/16/11/38 (24)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	