



**ROTHESAY**  
SPECIAL COUNCIL MEETING  
By Webex Videoconference  
**Monday, October 18, 2021**  
**6:00 p.m.**



**PRESENT:** MAYOR NANCY GRANT  
DEPUTY MAYOR MATT ALEXANDER  
COUNCILLOR HELEN BOYLE  
COUNCILLOR DAVE BROWN  
COUNCILLOR PETER J. LEWIS  
COUNCILLOR TIFFANY MACKAY FRENCH  
COUNCILLOR BILL McGUIRE  
COUNCILLOR DON SHEA

TOWN MANAGER JOHN JARVIE  
TOWN CLERK MARY JANE BANKS  
DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE  
DIRECTOR OF OPERATIONS (DO) BRETT McLEAN  
DIRECTOR OF REC/PARKS (DRP) CHARLES JENSEN  
TREASURER DOUG MacDONALD  
ADMINISTRATIVE ASSISTANT LIZ HAZLETT

Mayor Grant called the videoconference to order at 6:00 p.m. noting she and Town Clerk Banks are present in the Sayre Room, at Rothesay Town Hall, observing physical distancing requirements and wearing masks. All other Council members and Town staff are connected remotely.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Shea the agenda be approved as circulated.

**CARRIED.**

**2. OLD BUSINESS**

**2.1 Wastewater Treatment Plant Consultation Selection**

Engineering Design and Construction Management Services S-2021-008: Wastewater Treatment Plant

15 October 2021 Memorandum prepared by DO McLean

**MOVED** by Counc. Mackay French and seconded by Counc. Brown Wastewater Treatment Plant Consultation Selection be removed from the table.

**CARRIED.**

Mayor Grant provided a brief background, noting the project is intended to replace the current system of three lagoons, with a total cost of roughly \$22 million dollars. A joint funding agreement with the federal and provincial governments was announced in August for a contribution of \$15.8 million dollars. She requested the recommendation be revised to read as follows:

“Rothesay Mayor and Council accept the proposal submitted by Dillon Consulting Limited, in the amount of \$548,762.75 including HST, to provide *preliminary design and construction management services* for contract S-2021-008: Wastewater Treatment Plant and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.”

**MOVED** by Deputy Mayor Alexander and seconded by Counc. Mackay French Rothesay Mayor and Council accept the proposal submitted by Dillon Consulting Limited, in the amount of \$548,762.75 including HST, to provide preliminary design for contract *S-2021-008: Wastewater Treatment Plant* and further that the Mayor and Town Clerk be authorized to execute the appropriate documentation in that regard.

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### ON THE QUESTION:

Town Manager Jarvie explained this will be the largest capital project to date undertaken by the Town. The project will be completed in phases, and there are several major components such as process, equipment and technology, decommissioning of existing lagoons, proper disposal of liquid and solid waste, and mitigating impacts to the surrounding residential neighbourhood (odour and noise control). Three firms submitted compliant proposals, however the recommended firm – despite a considerably higher cost (almost twice as much as the other two submissions) – is preferable in terms of dedicating more hours to prepare a comprehensive plan by March, and capacity to analyze biological nutrient removal (BNR) processes through support from a credible international firm. There is a benefit to spending more money upfront (roughly 2% of the total cost) to develop a comprehensive plan that will allow for better cost control as the project proceeds. It will also enable construction to begin as soon as possible.

Councils. McGuire, Shea, and Brown commented on transparency, and asked why the cost of the other two firms was not included in the report, as done in the past. Town Manager Jarvie confirmed the other two submissions were roughly half the cost proposed by the recommended firm. Mayor Grant explained a Request for Proposals (RFP) was issued, which differs from bids provided for comparison when awarding a tender. Town Manager Jarvie indicated tender documents contain detailed specifications for the work, and qualifications and requirements of the bidders; whereas RFPs are more openly written to allow applicants to define the work.

When questioned, Town Manager Jarvie advised an independent consultant from Ontario assisted with the review of the proposals by videoconference. The Consultant was instrumental in drafting the RFP and ranking the proposals in terms of technical competence. Mayor Grant reminded Council the Consultant was engaged by resolution of Council.

Council. Brown asked why it is standard practice to award tenders to the lowest bidder, but not the case for proposals. Town Manager Jarvie advised, as outlined in tender packages, Council is not obliged to accept the lowest bid. He noted tender documents include detailed specifications, so barring any non-compliant bids, there is seldom a reason why the lowest bid should not be accepted. RFPs, on the other hand, allow firms to propose the best approach.

Deputy Mayor Alexander explained the hourly rate of all three firms is comparable however the recommended firm proposed dedicating more time to meet the project's objectives.

Council. Brown asked if a former Rothesay employee works at the recommended firm, noting their prior knowledge of the Town would be beneficial for the project. Town Manager Jarvie noted he is unsure, but the individual's name was not on the list for the proposed team.

Council. Lewis inquired about the timeline once construction begins. Town Manager Jarvie advised it is anticipated the project may span up to two and a half years. Once construction is complete the successful firm will help familiarize and train Town staff on the new equipment, systems, and processes. The next step is the detailed design phase – the intent is to get as many questions answered in the preliminary phase as possible. Council. Lewis expressed concern the cost is almost double, and the other two firms appear just as capable. Town Manager Jarvie reiterated the cost is higher because the recommended firm proposed allocating twice as many hours to the project as the other firms. It is predicted this will reduce the risk of cost overruns by identifying and addressing potential concerns upfront through a detailed and comprehensive plan. Council. McGuire summarized by indicating the Town may be paying more, but in essence, getting more "mileage" than what is offered by the other firms.

**NAY vote recorded from Council. Lewis.**

**CARRIED.**

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**3. NEXT MEETING**

The next meetings are scheduled as follows:

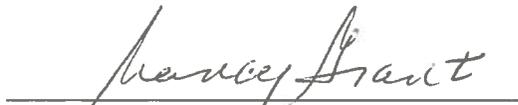
- Special Meeting** 6:00 p.m. Monday, October 25, 2021 (Operating Budget Discussion)
- Regular meeting** 7:00 p.m. Monday, November 8, 2021
- Special Meeting** Monday, November 15, 2021

**4. ADJOURNMENT**

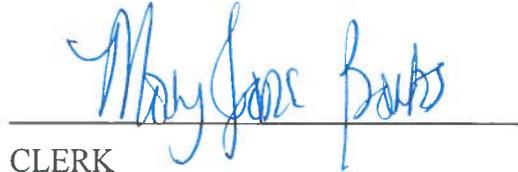
**MOVED** by Counc. Shea and seconded by Counc. Brown the meeting be adjourned.

**CARRIED.**

The meeting adjourned at 6:23 p.m.



MAYOR



CLERK