

**SPECIAL SESSION OF THE 51ST COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE**

July 5, 2017

The Special Session of the 51st Council of the Municipality of the District of Shelburne was held on Wednesday, July 5, 2017, commencing at 2:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

THOSE IN ATTENDANCE WERE:

Warden Penny Smith
Councillor Norman Wallet
Councillor John Roscoe
Councillor Roger Taylor
Councillor Terry McIntyre
Chris McNeill, CAO

Also in Attendance:

Val Kean, Executive Assistant

Regrets:

Deputy Warden David Levy
Councillor Doris Townsend

1. CALL TO ORDER:

The meeting was called to order at 2:00 pm by Warden Smith.

2. APPROVAL OF AGENDA:

Being duly moved and seconded, be it resolved that the Agenda of July 5, 2017, be approved.

- MOTION CARRIED

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3. AWARDING OF RFP FOR MUNICIPAL ADMINISTRATION BUILDING – OWNER CONSULTANT SERVICES – MDS001-2017:

A request for proposals was issued on May 25, 2017, for Owner Consultant Services for a new Municipal Administration Building with other associated government tenants. The deadline for submission was extended to June 19, 2017. At the deadline, nine proposal were received.

Council’s appointed New Building Committee, along with its Consultant Engineer and Chief Administrative Officer reviewed all nine proposals in detail and rated each proposal according to the criteria outlined in the RFP document.

After reviewing all proposals against the established criteria and further reviewing the top three highest ranking proposals, Amec Foster Wheeler, Lydon Lynch and Stantec, the Committee recommends awarding the RFP to Lydon Lynch.

Lydon Lynch submitted the highest evaluated proposal, whose price was the lowest of the top three submissions at \$173,500 plus expenses for travel, printing and courier. References have confirmed that Lydon Lynch are a reputable firm that do very good work ensuring due diligence with all their contracting partners, are fair and upfront with design and cost challenges. They are known for continually looking for efficiencies to ensure budget and sustainability goals are met.

Discussion was held regarding cost projections and analysis, LEED requirements and effects on overall project cost, time allocated to potential tenants for space requirements and past projects that Lydon Lynch has been involved in.

MOTION: AWARDING OF RFP FOR MUNICIPAL ADMINISTRATION BUILDING – OWNER CONSULTANT SERVICES – MDS001-2017

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne accept the Request for Proposals for Municipal Administration Building Owner Consultant Services bid submission from Lydon Lynch for a total cost of \$173,500 plus expenses and Harmonized Sales Tax;

AND that the Warden and Municipal Clerk be authorized to enter into a contractual agreement with Lydon Lynch for such service provisions according to the terms and conditions of the Request for Proposals issued on May 25, 2017.

- MOTION CARRIED

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4. ADJOURNMENT:

There being no further business, the meeting was adjourned at 2:17 pm.

Val Kean
Recording Secretary

Date

Penny Smith, Warden

Chris McNeill, Chief Administrative Officer