



## **CITY OF CORNER BROOK**

**Dear Sir\Madam:**

I have been directed by His Worship the Mayor to summon you to a Regular Meeting of the Corner Brook City Council, to be held on **Monday, October 5, 2020 at 7:00 p.m. Council Chambers, City Hall.**

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CITY CLERK

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**1 CALL MEETING TO ORDER**

**2 APPROVALS**

2.1 Approval of Agenda

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2.2 Approval of Minutes - Regular Council Meeting 21 September 2020

**3 BUSINESS ARISING FROM MINUTES**

3.1 Business Arising From Minutes

**4 CORRESPONDENCE/PROCLAMATIONS/PETITIONS/**

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4.1 Proclamations (Orange Shirt Day, Breast Feeding Week and Fire Prevention Week)

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4.2 Seniors of Distinction Awards 2020

4.3 World Council on City Data- Platinum Certification

**5 TENDERS/REQUESTS FOR PROPOSAL**

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5.2 RFP - Audit Services

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7.1 Civic Centre Update

**8 ELECTION OF DEPUTY MAYOR**

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9	<b>ADJOURNMENT</b>

**MINUTES OF A REGULAR MEETING OF  
THE COUNCIL OF THE CITY OF CORNER BROOK  
VIDEO CONFERENCE  
MONDAY, 21 SEPTEMBER, 2020 AT 7:00 PM**

**PRESENT:**

Mayor	J. Parsons	R. Cumby, City Manager
Deputy Mayor	B. Griffin	D. Park, Director of Finance & Administration
		T. Flynn, Director of Protective Services
Councillors:	T. Buckle	D. Burden, Director of Public Works, Water and Waste
	J. Carey	Water Services
	L. Chaisson	M. Redmond, City Clerk
	V. Granter	B. Tibbo, Sergeant-At-Arms
	B. Staeben	

Absent with regrets: D. Charters, Director Community Engineering Development and Planning

**20-113      Approval of Agenda**

On motion by Deputy Mayor B. Griffin, seconded by Councillor J. Carey, it is **RESOLVED** to approve the agenda as circulated. **MOTION CARRIED.**

**20-114      Approval of Minutes**

On motion by Deputy Mayor B. Griffin, seconded by Councillor B. Staeben, it is **RESOLVED** to approve the Minutes of the Regular Council Meeting of August 17, 2020 as presented. **MOTION CARRIED.**

**20-115      Confirmation of Minutes**

In accordance with the section 41(3) of the City of Corner Brook Act, "*Where a decision is made by the councillors at a privileged meeting, the decision, in order to be valid, shall be ratified at a public meeting of the council.*", the following minutes were brought forward for ratification and were motioned:

**RESOLVED** to ratify minute CC20-052: **Granter/Staeben**

**RESOLVED** to ratify minute CC20-054: **Granter/Buckle**

**RESOLVED** to ratify minute CC20-055: **Granter/Griffin**

**RESOLVED** to ratify minute CC20-057: **Granter/Chaisson**

**RESOLVED** to ratify minute CC20-058: **Granter/Buckle**

**RESOLVED** to ratify minute CC20-059: **Granter/Staeben**

**RESOLVED** to ratify minute CC20-060: **Granter/Buckle**

**RESOLVED** to ratify minute CC20-061: **Granter/Buckle**

**RESOLVED** to ratify minute CC20-062: **Granter/ Griffin**

**MOTION CARRIED on all minutes.**

**20-116      Business Arising From Minutes**

No items were brought forward.

**20-117      Proclamations**

Mayor Parsons announced that a proclamation was signed recognizing the month of **SEPTEMBER 2020** as **CHILDHOOD CANCER AWARENESS MONTH** in the City of Corner Brook. Mayor Parsons also announced that the Pride Flag is being flown in civic square at City Hall in honour of Pride week.

**20-118      Watson's Pond to T'Railway Trail Upgrade**

On motion by Councillor T. Buckle, seconded by Councillor J. Carey, it is **RESOLVED** to enter into a cost share agreement with the Western Sno-Riders and the Newfoundland and Labrador Snowmobile Federation to upgrade the section of ATV/snowmobile trail from Watson's Pond Road to the T'Railway in the amount, not to exceed, \$6,000.00. **MOTION CARRIED.**

**20-119      Supply of Water Treatment Chemical: Polyaluminum Chloride Coagulant 2020-19**

On motion by Councillor B. Staeben, seconded by Councillor J. Carey, it is **RESOLVED** to award the two year standing offer contract for the supply of water treatment plant chemical Polyaluminum Chloride Coagulant to Kemira Water Solutions Canada Inc. for the amount of \$478,802.50 per year (taxes included). **MOTION CARRIED.**

**20-120      Supply of Water Treatment Chemical: Soda Ash 2020-20**

On motion by Councillor L. Chaisson, seconded by Councillor, B. Staeben, it is **RESOLVED** to award the two year standing offer contract for the supply of water treatment plant chemicals: soda ash to Quadra Chemicals for the amount of \$116,150.00 per year (taxes included). **MOTION CARRIED.**

**20-121      Confederation Drive/West Valley Road Roundabout 2020-25**

On motion by Deputy Mayor B. Griffin, seconded by Councillor T. Buckle, it is **RESOLVED** to award the tender for the Confederation Drive/West Valley Road Roundabout 2020-25 to Marine Contractors Inc. for the tender price of \$914,537.79 (HST included). **MOTION CARRIED.**

Councillor L. Chaisson, Councillor J. Carey & Councillor V. Granter voted against the motion.

**20-122      16 Highland Ave - Discretionary Use Child Care**

On motion by Councillor L. Chaisson, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** to approve the application to operate a home based child care business from the dwelling located at 16 Highland Avenue in accordance with Regulation 11 - Discretionary Powers of Authority. **MOTION CARRIED.**

**20-123      Confirmation of Orders 2020-02 & 2020-03**

On motion by Councillor L. Chaisson, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** to confirm the following orders: #2020-02: Section 8 of the City of Corner Brook Development Regulations and #2020-03: Occupancy



and Maintenance Regulation under the Urban and Rural Planning Act.  
**MOTION CARRIED.**

**20-124      Combined Sewer Separation Phase 3 - Change Order No. 16**

On motion by Councillor V. Granter, seconded by Councillor L. Chaisson, it is **RESOLVED** to approve the change order between the City of Corner Brook and the Contractor, Bulldog Contracting Ltd. for the Combined Sewer Separation Phase 3 in the amount of \$42,623.80 (HST included). **MOTION CARRIED.**

**20-125      Combined Sewer Separation Phase 3 - Change Order No. 18**

On motion by Councillor V. Granter, seconded by Councillor B. Staeben, it is **RESOLVED** to approve the change order between the City of Corner Brook and the Contractor Bulldog Contracting Ltd. for the Combined Sewer Separation Phase 3 in the amount of \$22,514.47 (HST included). **MOTION CARRIED.**

**20-126      Combined Sewer Separation Phase 3 - Change Order No. 55**

On motion by Councillor V. Granter, seconded by Councillor T. Buckle, it is **RESOLVED** to approve the change order between the City of Corner Brook and the Contractor Bulldog Contracting Ltd. for the Combined Sewer Separation Phase 3 in the amount of -\$34,763.76 (HST included). **MOTION CARRIED.**

**20-127      Sanitary Sewer Capacity Analysis and Upgrades - Mt. Bernard Avenue**

On motion by Councillor T. Buckle, seconded by Councillor B. Staeben, it is **RESOLVED** to approve the Prime Consultant Agreement from CBCL Limited in the amount of \$97,980.00 (HST Included), for consulting services related to the Sanitary Sewer Capacity and Upgrades at Mount Bernard Avenue. **MOTION CARRIED.**

**Councillor J. Carey & Councillor V. Granter declared a Conflict of Interest due to them being members of the Board of Director of Rotary Arts and therefore abstained from deliberating and voting on this item.**

**20-128      Lease Agreement - Rotary Arts Centre**

On motion by Deputy Mayor B. Griffin, seconded by Councillor T. Buckle, it is **RESOLVED** to approve the attached three year lease with the Corner Brook Arts Centre Association (Rotary Arts Centre) from November 1, 2020 to October 23, 2023. **MOTION CARRIED.**

**20-129      Lease Agreement - Corner Brook Museum**

On motion by Councillor B. Staeben, seconded by Deputy Mayor B. Griffin, it is **RESOLVED** to approve the attached five year lease agreement with the

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Corner Brook Museum & Archives Society Inc. from December 1, 2020 to November 30, 2025. **MOTION CARRIED.**

**20-130      Purchase & Sale Agreement - 66 Carter Avenue**

On motion by Councillor J. Carey, seconded by Councillor L. Chaisson, it is **RESOLVED** to approve the execution of the purchase and sale agreement between the City of Corner Brook and owner of 66 Carter Avenue for land located on Carter Avenue. **MOTION CARRIED.**

**20-131      Parking Lease Agreement - 20 Randolph Place**

On motion by Councillor J. Carey, seconded by Councillor L. Chaisson, it is **RESOLVED** to approve the execution of the lease agreement between the City of Corner Brook and the property owner at 20 Randolph Place for City land on Randolph Place. **Motion Carried.**

**20-132      Parking Lease Agreement - 18 Randolph Place**

On motion by Councillor J. Carey, seconded by Councillor V. Granter, it is **RESOLVED** to approve the execution of the lease agreement between the City of Corner Brook and the property owner at 18 Randolph Place for City land on Randolph Place. **MOTION CARRIED.**

**20-133      Accounts Receivable Write Offs**

On motion by Councillor B. Staeben, seconded by Councillor J. Carey, it is **RESOLVED** to approve the write off of \$60,648.13 for the 17 accounts provided attached hereto. **MOTION CARRIED.**

ADJOURNMENT


The meeting adjourned at 8:10 P.M.

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City Clerk

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Mayor

	<p align="center"><b>City of Corner Brook Information Report (IR)</b></p>
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<b>Subject Matter: Proclamations</b>	
<b>Report Information</b>	
<b>Department: City Manager</b>	<b>Attachments: Proclamations</b>
<b>Prepared By: Jessica Smith</b>	<b>Council Meeting Date: October 5, 2020</b>

**Topic: *Proclamations/Events***

**Background:** The City of Corner Brook would to recognize the following proclamations and events:

- **SEPTEMBER 30, 2020** is declared to be **ORANGE SHIRT DAY** in the City of Corner Brook;
- **OCTOBER 1<sup>st</sup>-7<sup>th</sup>, 2020** is declared as **WORLD BREASTFEEDING WEEK** in the City of Corner Brook (Baby-FriendlyNL);
- **OCTOBER 4<sup>th</sup>-10<sup>th</sup>, 2020** is **Fire Prevention Week** in the City of Corner Brook (Corner Brook Fire Department).

<b>Prepared by: Jessica Smith, Legislative Assistant</b>
<b>Supervisor:</b> Marina Redmond, City Clerk
<b>City Manager:</b> Rodney Cumby
<b>Date:</b> August 14, 2020





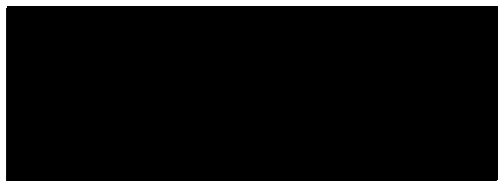
## Orange Shirt Day

**WHEREAS**, the Truth and Reconciliation summary report calls for a National day to honour residential school survivors, their families and communities, and ensure that public commemoration of the history and legacy of residential schools remain a vital component of the reconciliation process; and

**WHEREAS**, **Orange Shirt Day** is being celebrated across Canada, and beyond, as a day to commemorate the survivors of residential schools, to remember those who did not survive and to reaffirm our commitment to ensuring a better future of all children; and

**WHEREAS**, Corner Brook City Council supports the importance of creating awareness and encouraging communities to support a safe and inclusive environment for generation of children to come,

**THEREFORE**, on behalf of Council and the residents of the City of Corner Brook, NL do hereby recognize September 30, 2020 as "Orange Shirt Day" in the City of Corner Brook



Mayor Jim Parsons

Date: \_\_\_\_\_

*Spt. 30/2020*





Proclamation  
World Breastfeeding Week  
October 1 – 7, 2020



- Whereas Breastfeeding has an impact on lifelong health. Exclusive breastfeeding for the first six months of life with continued breastfeeding up to 2 years and beyond ensures that mothers, children and communities receive maximum health benefits; and
- Whereas Breastfeeding is one of the most cost-effective prevention strategies for many infections and chronic and acute diseases; and
- Whereas The theme for World Breastfeeding Week 2020 in Newfoundland and Labrador is **“Support Breastfeeding for a Healthier Planet”**. This theme highlights the impact of infant feeding on the environment with respect to climate change and the need to protect, promote, and support breastfeeding for the health of the planet and its people; and
- Whereas World Breastfeeding Week provides an opportunity for people to celebrate and to raise public awareness about the health, economic and environmental importance of breastfeeding; and
- Whereas Breastfeeding is normal, natural, environmentally safe and green because it is produced and delivered without pollution, packaging or waste; and
- Whereas Breastfeeding supports improved food security for families, especially during times of public health or environmental emergencies; and
- Whereas Breastfeeding requires supportive measures at all levels of society, from legal and policy directives to social attitudes and values, work and employment conditions, family support, knowledge and healthcare services.

I, Jim Parsons

proclaim October 1 to 7, 2020 “World Breastfeeding Week” in  
Corner Brook.

Signed

Dated:

Oct. 12, 2020







## **Fire Prevention Week: October 4<sup>th</sup> -10<sup>th</sup>, 2020**

### **“Serve Up Fire Safety in the Kitchen!”**


This year’s Fire Prevention Week campaign is “Serve Up Fire Safety in the Kitchen!” – The campaign works to educate everyone about simple but important actions they can take to keep themselves and those around them safe.

Here are some “Serve Up Fire Safety in the Kitchen” tips on behalf of the Corner Brook Fire Department:

- Never leave cooking food unattended. Stay in the kitchen while you are frying, grilling or broiling food. If you have to leave, even for a short time, turn off the stove;
- If you are simmering, baking, roasting, or boiling food, check it regularly. Remain in the home while food is cooking, and use a timer to remind you that you’re cooking;
- You have to be alert when cooking. You won’t be alert if you are sleepy, have taken medicine or drugs, or have consumed alcohol that makes you drowsy;
- Always keep an oven mitt and pan lid nearby when you’re cooking. If a small grease fire starts, slide the lid over the pan to smother the flame. Turn off the burner, and leave the pan covered until it is completely cool;
- Have a “kid-free zone” of at least 1 metre around the stove and areas where hot food or drink is prepared or carried.

The Corner Brook Fire Department is hosting a series of events in support of this year’s Fire Prevention Week campaign, “Serve Up Fire Safety in the Kitchen!”, including a poster contest for kids in grades K-3, a slogan contest for kids in grades 4-6 and daily trivia questions on the VOCM morning show with Lenny Benoit.



	<p align="center"><b>City of Corner Brook Information Report (IR)</b></p>
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<b>Subject Matter: Seniors of Distinction Awards 2020</b>	
<b>Report Information</b>	
<b>Department: City Manager</b>	<b>Attachments:</b>
<b>Prepared By: Jessica Smith, Legislative Assistant</b>	<b>Council Meeting Date: October 5, 2020</b>

### **Topic: Seniors of Distinction Awards 2020**

The City of Corner Brook would like to congratulate resident Doris Butt, on receiving a Seniors of Distinction Award 2020. The award was presented Thursday, October 1 by the Honourable Andrew Furey, Premier of Newfoundland and Labrador and the Honourable Brian Warr, Ministers of Children, Seniors and Social Development. The City would like to thank Doris Butt for her outstanding volunteer service and her numerous contributions to the community.

#### **Doris Butt**

Doris Butt was born in Petries Cove, Newfoundland in 1952. Her children describe her as “like having a bolt of lightning for a mother.” Her volunteer contributions span the Atlantic Provinces and include fundraising, church groups, sports teams, Girl Guides, and serving as a foster parent. In addition to fundraising for the Heart and Stroke Foundation and the Kidney Foundation for more than 35 years, she has been a church volunteer for most of her life. Doris worked to incorporate ski packages at Marble Mountain as a regular component of physical education for children in the area. Her commitment to children and physical activity included serving as the secretary, treasurer, and coach for the Humber Valley Speed Skating Club – leading the club to participate in three Canada Winter Games. Doris has also been a founder and leader for community groups throughout the Corner Brook area, including serving on the executive of the Scottish Heritage Society, initiating a writing group, and serving on the organizing committee for the Western Newfoundland Heritage Fair.

<b>Prepared by: Jessica Smith, Legislative Assistant</b>
<b>Supervisor:</b> Marina Redmond, City Clerk
<b>City Manager:</b> Rodney Cumby
<b>Date: August</b>





**City of Corner Brook  
Request for Decision (RFD)**

**Subject Matter: Owners' Advisor (A/O) Services for the Corner Brook Regional Recreation Centre**

**Report Information**

**Department: Community, Engineering, Development & Planning**

**Attachments: RFD**

**Prepared By: Darren Charters**

**Council Meeting Date: October 5th, 2020**

**Issue:** The City of Corner Brook issued a Request for Proposals (RFP) for Owner's Advisor services as it relates to the Corner Brook Recreation Centre Project.

**Background:** It is important to have an experienced team of professionals to assist the City with the design build project for the Recreation Centre to ensure the project is completed on time and on budget. Two proposals were submitted to the City on September 17<sup>th</sup>, 2020. The Owners Advisor Selection Committee, consisting of representatives from the City, the Province and Grenfell Campus of MUN, is responsible for reviewing and evaluating the submissions in order to make a recommendation to Council.

**Recommendation:** The Selection Committee has reviewed and evaluated the proposals based on the criteria set out in the RFP document and has come to a consensus that the project should be awarded to the team of SNC Lavalin and DSRA Architects for the cost of \$524,524.78. As such, it is recommended that the following resolution be considered by Council:

**Be it resolved that the Council of the City of Corner Brook** award the Owner's Advisor Services contract related to the development of the Corner Brook Regional Recreation Centre to SNC Lavalin / DSRA Architects for the estimated cost of \$524,524.78 (HST included).

**Options:**

1. That the Council of the City of Corner Brook award the Owner's Advisor Services contract related to the development of the Corner Brook Regional Recreation Centre to SNC Lavalin / DSRA Architects for the estimated cost of \$524,524.78 (HST included).
2. That the Council of the City of Corner Brook not award the Owner's Advisor Services contract related to the development of the Corner Brook Regional Recreation Centre to SNC Lavalin / DSRA Architects for the estimated cost of \$524,524.78 (HST included).
3. That the Council of the City of Corner Brook give other direction to Staff.

**Legal Review: N/A**



**City of Corner Brook  
Request for Decision (RFD)**

**Budget/Financial Implications:** ICIP Approved Project Funding

<b>Prepared by:</b> Darren Charters		
<b>Director:</b> Darren Charters		
<b>City Manager:</b> Rodney Cumby		
<b>Date:</b> October 2nd, 2020		

**Additional Comments by City Manager:**



# Owner's Advisor Services Related to Development of Design Build Corner Brook Regional Recreation Centre

## Technical Proposal

City of Corner Brook



Infrastructure Engineering

17 | 09 | 2020

Proposal > Client ref. 17-CCR-21-00005  
Internal ref. 673790-0047-P-21-PRP-0001\_C01



**SNC-Lavalin Inc.**  
 1090 Topsail Road  
 Mount Pearl, NL A1N 5E7  
 Tel: 709.368.0118  
 Fax: 709.368.3541  
[snclavalin.com](http://snclavalin.com)

Our reference: 673790-0047-P-21-PRP-0001\_C01

Your reference: 17-CCR-21-00005

Mr. Darren Charters, P. Eng.  
 Director of Community, Engineering, Development and Planning  
 City of Corner Brook  
 5 Park Street, P.O. Box 1080  
 Corner Brook, NL A2H 6E1

17 September 2020

Dear Mr. Charters:

**Re: Proposal for Owner's Advisor Services related to Development of Design-Build Corner Brook Regional Recreation Centre (2020-22)**

In response to the above-referenced Request for Proposal (RFP), SNC-Lavalin Inc. (SNCL) in association with DSRA Architecture Inc. (DSRA) is pleased to provide one (1) digital copy in Adobe PDF format of the **Technical Proposal**, and one (1) digital copy of the **Financial Proposal** (under separate cover), via email to [tender-rfp@cornerbrook.com](mailto:tender-rfp@cornerbrook.com). We also acknowledge receipt of Addendum No. 1 dated September 2, 2020, and Addendum No. 2 dated September 9, 2020.

This proposal was prepared after through reflection and review of all information provided by the City of Corner Brook (the City), coupled with our experience in design of community recreation facilities and intimate knowledge of this facility through the work we completed on the Concept Design Report for the Corner Brook Regional Recreation in early 2019. The structure and layout of our proposal is in accordance with the Terms of Reference and addresses all submission requirements.

Our project team personnel are registered and in good standing with the Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL) for all disciplines, Architects Licensing Board of Newfoundland and Labrador (ALBNL) and WorkPlaceNL (WPNL). The team we have assembled is a very experienced group of professionals, well qualified in all areas of the project; from the various design intricacies, to working and coordinating with various Government agencies and utilities. We feel that our past experience, along with our availability of highly qualified resources, will ensure that the project is completed to the highest standards, on time and on budget. SNCL agrees that this submission, including all prices, will remain valid for a period of 90 days after the date of closing and proof of pre-requisite insurance will be provided prior to award.

Our contact for this proposal is Mr. Walter Oakley, CET and can be reached at [Walter.Oakley@snclavalin.com](mailto:Walter.Oakley@snclavalin.com) or by telephone at 709.685.3933.

Yours truly,

Walter Oakley, CET  
 Senior Project Manager, Buildings - Area Lead, NL  
*Infrastructure Engineering – Eastern Canada*  
**Engineering, Design and Project Management**

Rennie Hynes, M.Sc., ASCT, EP  
 Vice President, Atlantic Canada  
*Infrastructure Engineering – Eastern Canada*  
**Engineering, Design and Project Management**

This proposal (including its attachments) is confidential and information contained therein may be subject to intellectual property rights of SNC-Lavalin Inc., its affiliates or third parties, be protected by law, including privacy laws and/or by export restrictions, or be otherwise deemed confidential or sensitive. This proposal is destined exclusively to the City of Corner Brook and is communicated for the sole purpose of allowing the City of Corner Brook to evaluate the opportunity of entering into a contract with SNC-Lavalin Inc. and, as the case may be, such further purpose as shall be expressly allowed by such contract, and may not be reproduced, used or disclosed, in whole or in part, nor used for any other purpose.

We are submitting this proposal during the COVID-19 global pandemic (COVID-19), which has and continues to have a significant impact in Canada and around the world. The parties agree that this proposal could be amended or that certain elements may no longer apply in taking into consideration the government directives related to COVID-19 or any other impact that may result from COVID-19.



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## Appendices

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### APPENDIX A – KEY PERSONNEL FORMS



## EXECUTIVE SUMMARY

Recreation and aquatic facilities have the ability to transform communities, offering opportunities for people to gather and socially interact and improve the overall health and well-being of the population. These facilities are vital pieces of infrastructure that enrich the lives of the citizens in the region – and this project will fulfill current gaps in the region's ability to address the long term recreational needs of the community.

With a local presence in the City of Corner Brook and a history of providing multi-disciplined architectural and consulting engineering services to municipal clients throughout the province for over 40 years, SNCL understands the needs of the region, but also the fiscal constraints that are faced by municipal clients in pursuit of achieving their project goals. SNCL will serve as Owner's Advisor (OA) for the Design-Build Project and will work to align the entire integrated project team with the Owner's priorities throughout the course of the project.

For this assignment we are offering the City the same core design team that executed the **Concept Design Report – Corner Brook Regional Recreation Centre**. This valuable project specific experience, paired with SNCL's experience as Owner's Advisor for *Paradise Double Ice Complex (\$22M)* and *Campia Gymnastics Facility (\$1.8M)*, Prime Consultant role on the *Summit Centre (\$35M)*, and DSRA's experience as Prime Consultant on *Homburg Wellness Centre (\$9.8M)*, *Canada Games Centre (\$44M)* and *Prospect Road Community Centre (\$8.6M)* – provides unmatched value to the City for this assignment.

Choosing an Owner's Advisor with well rounded experience and proven project execution skills, is critical to project success. Our Owner's Advisor Team will be lead by Senior Project Manager Walter Oakley, CET. Walter has a wealth of construction related experience in design, inspection, and management - bringing unmatched value to our team. We will act as a project facilitator, building collaborative teams in order to optimize the value inherent in design-build and are "One Team – One Goal" philosophy through to project completion.

Our Project Work Plan follows Project Management Institute (PMI) process methodology and will ensure a well planned, well executed project. This will be further supplemented by our in-depth understanding and knowledge of: required policies, processes and procedures; appropriate risk allocation and management; strong capability for design, project cost and schedule review; working knowledge and keen awareness of market conditions, and design/construction industry standards; sureties and bonding; as well as the innovation and value for the City of Corner Brook as an outcome of an effective Design Build project

As demonstrated by our detailed response and project experience, SNC-Lavalin in association with DSRA Architecture has developed an approach and methodology that targets project specific objectives to satisfy these goals. We have a proven ability to complete this project to the highest standard of quality within the allotted schedule.

Our proposal response is organized in sections that are consistent with the RFP document to ensure we satisfy the mandatory evaluation criteria.

# 1 PROJECT APPROACH

## 1.1 Understanding of Scope

Currently, the City is requesting proposals for an OA to lead and oversee a Design Build project execution for the design and construction of a new Regional Recreation Centre, and to provide advice to the Owner during the design, contract documentation, construction, and the commissioning and warranty period. This project involves the renovation and expansion of the existing pool and gymnasium on the Grenfell Campus of MUN to develop a new regional recreation centre.

The goal of the project is to complete the Corner Brook Regional Recreation Centre in a cost effective, efficient, and timely manner. With a project budget of \$25 Million (this includes capital costs, professional service fees and expenses, reimbursable expenses, and HST), the challenge will be to maximize the construction for the fixed budget. To some degree, the cost will be fixed by existing site conditions, surrounding infrastructure and services, and connection to existing systems. Maximization will be obtained through good budget control techniques and detailed QA/QC by the OA team during design and budget review.

## 1.2 Project Work Plan

Our approach to project delivery starts at the top with effective project management, which is vital to the success of any project. Our project management culture is based on a cooperative working environment and adoption of Project Management Institute (PMI) process methodology between all project stakeholders including: the SNCL Team, the City, Department of Municipal Affairs and Environment (DMAE), and the successful Design-Build proponent.

In association with DSRA, and law firm Curtis Dawe, who will provide legal review; SNCL has assembled a team that is well positioned to undertake this assignment. The SNCL/DSRA Team has first-hand knowledge of this project and the aspirations of the City of Corner Brook, having completed the **Concept Design Report – Corner Brook Regional Recreation Centre** in early 2019. **Having the same core team that executed stakeholder engagement and concept planning for the new Recreation Centre is invaluable to project execution. Our OA Team will ensure the design intent, project expectations, and quality are achieved, reducing project risk for the City.**

With relevant design expertise, experience as OA for municipal recreation facilities, recreation facility design experts, and local experience in engineering management and design that spans over four (4) decades, our team is uniquely capable of providing the resources and knowledge required for this project, ensuring timely availability of personnel throughout the life of the project.

SNCL's project management approach contributes to the overall success of our projects by combining integrated, modern and versatile methods designed to produce the most rapid, efficient and cost-effective results possible. The Project Management Process is comprised of five (5) key stages, and we develop project specific work plans to correlate with these, ensuring the project is properly and thoroughly delivered.

### 1.2.1 Project Initiation

Our Project Manager will coordinate an Internal Project Kick-off Meeting to introduce core team members, reaffirming roles, responsibilities, and reporting structure.

- > Project Kick-off Meeting – Completed internally to discuss items such as: ethics, project team, scope of work, deliverables, budget, risk analysis, project safety, and lessons learned from previous completed projects.

This meeting establishes our 'one-team, one-goal' strategy as a mantra for the project moving forward. The Project Kick-off Meeting Minutes will be recorded and registered in our document control system as a key quality document.

This will be followed by a Project Initiation Meeting with the stakeholders to review and confirm the scope of work, project expectations, budget and project schedule. This meeting will establish the lines of communication and review any items that may impact the progress or execution of the work.

### 1.2.2 Project Planning

SNCL views Project Planning as the most critical stage in the project life cycle – a well developed project plan is a differentiator between project success and failure. Nowhere is project planning more important than in a project

of this nature, which combines numerous stakeholders, rehabilitation and expansion of an existing facility, and ensuring the facility is designed for immediate community needs as well as future needs. Change during a construction project is inevitable but it can be successfully managed if there exists a plan.

***Failing to plan = failure to execute.***

The following records will be maintained, unless otherwise requested by the City:

- > Project Implementation Schedule;
- > Risk Register; and
- > Master Schedule;
- > Monthly Progress Reports.

**Risk Management Strategy:** SNCL recognizes the need for a comprehensive risk management strategy and will develop a *Risk Register*, meeting the requirements set out in the document “PMI’s Practice Standard for Project Risk Management”. The goal of the Risk Management Strategy is to identify and evaluate potential risks and risk impacts, to develop appropriate risk responses, and to monitor and control risk. Opportunities to capitalize on potential positive improvements associated with the project are also identified. The entire project team is accountable for engagement in the risk management process, with the Project Manager having overall responsibility for risk management.

The following outlines our process for risk reduction and management:

- > **Identify:** determine which risks might affect the project and document their characteristics.
- > **Qualify/Quantify:** assess risks for subsequent further attention by evaluating and combining their probability of occurrence and impact.
- > **Prioritize:** The aim will be to track our progress in implementing risk responses and evaluating and constantly improving on implementation strategies related to risks based on ongoing project learnings.
- > **Develop Response:** develop options and actions to reduce threats to project objectives (through avoidance, transfer, or mitigation), and to enhance opportunities (through exploitation, sharing, or enhancement).
- > **Implement Mitigation:** execute risk responses and allocate appropriate resources to implement the required actions.

### 1.2.3 Project Execution

The execution stage requires the greatest amount of effort and is decomposed into more manageable sub-stages each with key assignments, tasks and project objectives. The individual stages within the Project Execution stage, in accordance with the RFP, and specific to this opportunity are as follows.

**Programming Advisory Services:** Building from the **Concept Design Report - Corner Brook Regional Recreation Centre**, the primary focus of this stage is to review all existing information and prepare the project team for expectations. Key tasks during this phase will be as follows:

- > Develop a Site Specific Safety Plan (SSSP) for the SNCL Team’s scope of work described herein;
- > Review of previously completed Concept Design Report, Condition Assessment, and Feasibility Study, to ensure the project team has a full understanding of the existing conditions and overall design intent. It is assumed the Concept Design Report has been accepted by the City, no changes or deviations are required, and it will form the basis of the requirements of this project;
- > Project Kick-off meeting with the SNCL Team and Stakeholders; and
- > Site Topographic Survey, and review Property Boundary. This task will be completed by SNCL, and cost associated with this task is contained within the level of effort breakdown and included in Schedule II.

**Preliminary Design:** This phase will include development, issuance, and evaluation of a Request for Qualifications (RFQ) and subsequent RFP in order to select the best suited Design-Build Team for the Corner Brook Regional Recreation Centre. The RFQ call will short-list the top rated proponents to be invited to respond the RFP.

Development of the Design-Build RFP will include:

- > Owner’s Statement of Requirements;
- > Preliminary LEED Scorecard (based on Silver certification target), and Sustainability Checklist;
- > Preliminary Energy Model for M/E operating costs (based on Owner provided operating schedule);
- > Preliminary Building Code Review;
- > Room Data Sheets; and
- > Outline Performance Criteria – the mandatory performance standards that must be utilized for design, and identification of the general performance requirements for the project.

Along with preparation of the RFQ/RFP documents, SNCL will also develop selection reports for evaluation of the submissions, prepare debriefing notes for all evaluations and attend debrief meetings as required.

- > **Risk Mitigation:** Both the RFQ and RFP documents will be reviewed by our legal partner at Curtis Dawe – experts in Construction Law with local market experience. It is understood that legal services will be accommodated in a *Reimbursable Allowance* carried in *Schedule III* of the financial submission (under separate cover).

The key to successful Design Build project is a well-conceived RFP process that includes carefully and intelligently prepared design and evaluation criteria. The effort we have allocated for this phase of work will play an essential role in the successful execution of this project.

We will ensure clear description of the project objectives, expectations and design and construction requirements during development of the RFP. This will ensure competitive pricing from the respondents – optimizing the value inherent in design-build and providing maximum value to the City of Corner Brook.

**Review of Design Development Submissions/Shop Drawings:** Once the successful team has been awarded the Design-Build contract and design work progresses, the SNCL Team will complete review of three (3) design submissions (60%, 90%, and 100% completion). To will ensure the Owner's requirements and overall project goals are met, and to reduce risk of major changes during construction, our well experienced PM will lead the submission reviews with support from all discipline leads.

We will also perform critical contract submittal and shop drawing audits/reviews/oversight to ensure compliance to the contract documents. As the Design Builder is responsible for the design, our role will be to provide QA/QC oversight and checks – ensuring compliance to contract requirements.

LEED submissions from the Design-Build Team will be reviewed to ensure the project stays on track for LEED Silver certification. It is understood that the Design-Build Team will be required to register and maintain communication on behalf of the owner with the Canada Green Building Council (CaGBC).

**Contract Administration:** As outlined in the RFP, we have planned for an 18-month construction timeline. Contract Administration services will include: processing of payments and preparation of monthly project status reports; response to RFIs, CO's and other enquiries from the Contractor; Monthly Inspection of installations during construction; Resident Services for 12 hours/day, 5 days/week, for 10 weeks; substantial performance inspection, deficiency list and certification of substantial performance; attendance at commissioning activities; and final inspection for confirmation of Total Performance.

**Project Completion:** We will review As-Built drawings; Operation & Maintenance Manuals; and Commissioning Documents as provided by the Design-Build Team.

#### 1.2.4 Project Monitoring & Control

The Project Monitoring & Control process oversees all the tasks and metrics necessary to ensure that the project is within scope, on time, and on budget so that the project proceeds with minimal risk.

**Quality Assurance and Control:** Our ISO 9001: 2015 certified quality system is at the heart of our approach to ensure optimal quality for our projects. SNCL operates with a Quality Management System (QMS) that is certified and the recovery of information is an essential component of the provision of architectural and engineering services. All incoming and outgoing correspondence will be received, recorded, and filed within our electronic document control system.

In 2016, to continually improve upon our Project Management Processes, we implemented new procedures as part of our internal quality control program, namely: NLCSA COR™ Certification and World Office Mobile Document Management System for field staff which allows instant access to field activities by the Project Manager and other team members.

**Schedule and Cost Control:** Maintained by lead designers for each discipline and regularly monitored by the SNCL Project Manager, change management will be monitored and controlled throughout the design stages. Communication between the various disciplines will be emphasized, and the proposed changes by one discipline will be reviewed for impact to other disciplines, to ensure that the requirements of the City are being met in a cost effective and efficient manner.

**Communications:** SNCL believes that strong communication is critical to a successful project. The proposed means, frequency and location of written and verbal communication channels will be described in the *Communication Plan*. The plan describes how SNCL's team will work in collaboration with the City and other stakeholders. A clearly defined reporting structure will be put in place under the lead of the SNCL Project Manager



in accordance with the organizational chart provided with this submission. Communications will follow protocols to be established and agreed upon with the City at the initial kick-off meeting.

For all formal project-related meetings, SNCL will generate meeting records and issue them to the City within a five (5) working day period. These records will clearly identify key project decisions as well as assigned action items and will be stored in a document management system for future reference, if needed.

### 1.2.5 Project Close-Out

This final stage of the project ensures all contractual obligations have been met and provides assurance that all the work has been completed, all processes have been executed, and provides formal recognition of completion by all stakeholders.

The following tasks will be completed in order to assess and grade performance, which contributes to our collective knowledge base for future projects:

- > **Client Post Mortem Project Review:** The purpose of this form is to review project performance with the client to gauge satisfaction; and
- > **Lessons Learned:** Lessons learned is a valuable tool SNCL uses at all phases of the project. We identify the lesson learned, positive or negative, and at what phase it occurred in order to determine the root cause and the criticality.

## 1.3 Project Management Plan

The success of the project will be measured by the ability of the team to work together targeting common goals and meeting the challenges before them by sharing a common vision. We will focus on fulfilling the project goals and will work diligently to meet the end-users expectations by applying the collective experience of our project team, our technical expertise, and the talents of the professional personnel assigned to this project.

As detailed in *Section 1.2 Project Work Plan*, our Project Management Plan defines how the project will be executed, monitored and controlled. All process methodology stages include: planning; communications with the design team and the stakeholders; and regular progress and design reviews for scope, time, cost and quality. As the project progresses, the performance is measured against the 'performance measurement baseline' - the scope baseline, schedule baseline, and the cost baseline are collectively referred to as the performance measurement baseline. If there is a deviation from the baseline while the work is being done, the PM deals with it by making adjustments to correct the deviation.

Our Project Management Plan includes:

- > Baselines for scope, schedule, and cost;
- > Management plans for scope, schedule, cost, quality, communications, risk, and procurement;
- > Change management plan; and
- > Process improvement plan.

SNCL has a successful history of delivering projects on schedule and within budget. Through strong communication between all stakeholders, any potential delays will be identified at the earliest onset and mitigating measure will be implemented to prevent changes to the schedule or budget. Adherence to the prescribed schedule of construction meetings is one method of ensuring effective communication.

## 1.4 Climate Change Integration Plan

With global warming and climate change, urbanization and increasing land development, municipal infrastructure needs to be designed for current population and density, as well as increased intensity precipitation events. One of the most important risk-mitigation measures is ensuring **local climate trends, projections, and potential extreme weather events are incorporated into planning and design activities**. Many of these trends and projections are available in the form of documented temperature and precipitation extremes, Intensity-Duration-Frequency (IDF) curves, wind and snow loading, and freeze/thaw cycles. SNCL will ensure the Design Builder utilizes the most up to date climatic data available from Environment Canada as well as the climate change tools available through the various links referenced in the RFP Document.

Building design strategies need to consider mitigation of projected climate change risks. The exact climate adaptation methods will change dramatically based on the building usage and geographic location. In many cases a good sustainable design choice, such as LEED Silver, also promotes resilience, creating a kind of environmental

synergy that fills two needs with one program. Examples of sustainable and resilient climate change adaptation measures that can be integrated in new building design can include the following:

- > Implement sustainability standards that address both energy and water efficiency;
- > Incorporate building efficiency measures to reduce energy dependence on heating/cooling/electrical services that are prone to failure in extreme events;
- > Inclusion of robust and resistant material choices for building systems; and
- > Design strategies for HVAC systems that prevent or reduce damage from increased precipitation.

## 1.5 Project Risks, Constraints and Limitations

Each project will contain its own unique risks and risk responses based on the identified scope, stakeholders, geographic and economic factors. A properly developed risk management plan would identify all foreseeable risks from a high level through qualitative analysis, then perform a deeper analysis on critical risks through a quantitative risk analysis.

The following risks, constraints and limitations are to be expected and taken into consideration at the beginning of the project:

- > **COVID-19 Pandemic:** In order to mitigate the impacts of COVID-19, everyone has a role to play. SNCL has developed and implemented protocols to protect our employees, contractors, clients, suppliers and stakeholders. Screening tools and prevention measures to maintain a safe work environment – at home, in the office and on site – are a part of our daily operations. We remain resilient and open for business while taking the steps appropriate to safeguard our client's facilities and operations.
- > **Schedule:** The schedule presented in Section 2 presents a feasible timeline for project completion; however, any delays in the initial project stages have potential to delay start of construction. If early construction works are pushed into the cooler winter months, this will have budget implications. Furthermore, delays in approval periods/permitting and delays for utility re-routing could delay or extend the construction timeframe.
- > **Budget:** Renovations of existing facilities of this vintage always carry risk of discovering unknown conditions and potentially hazardous materials. Consideration will have to be given for allowances to address unforeseen conditions and the related Change Orders during construction. Also, results of geotechnical investigations will directly impact structural foundations. Should soil bearing capacity be unfavourable, it will affect foundation design requirements.

## 1.6 Value Added Information

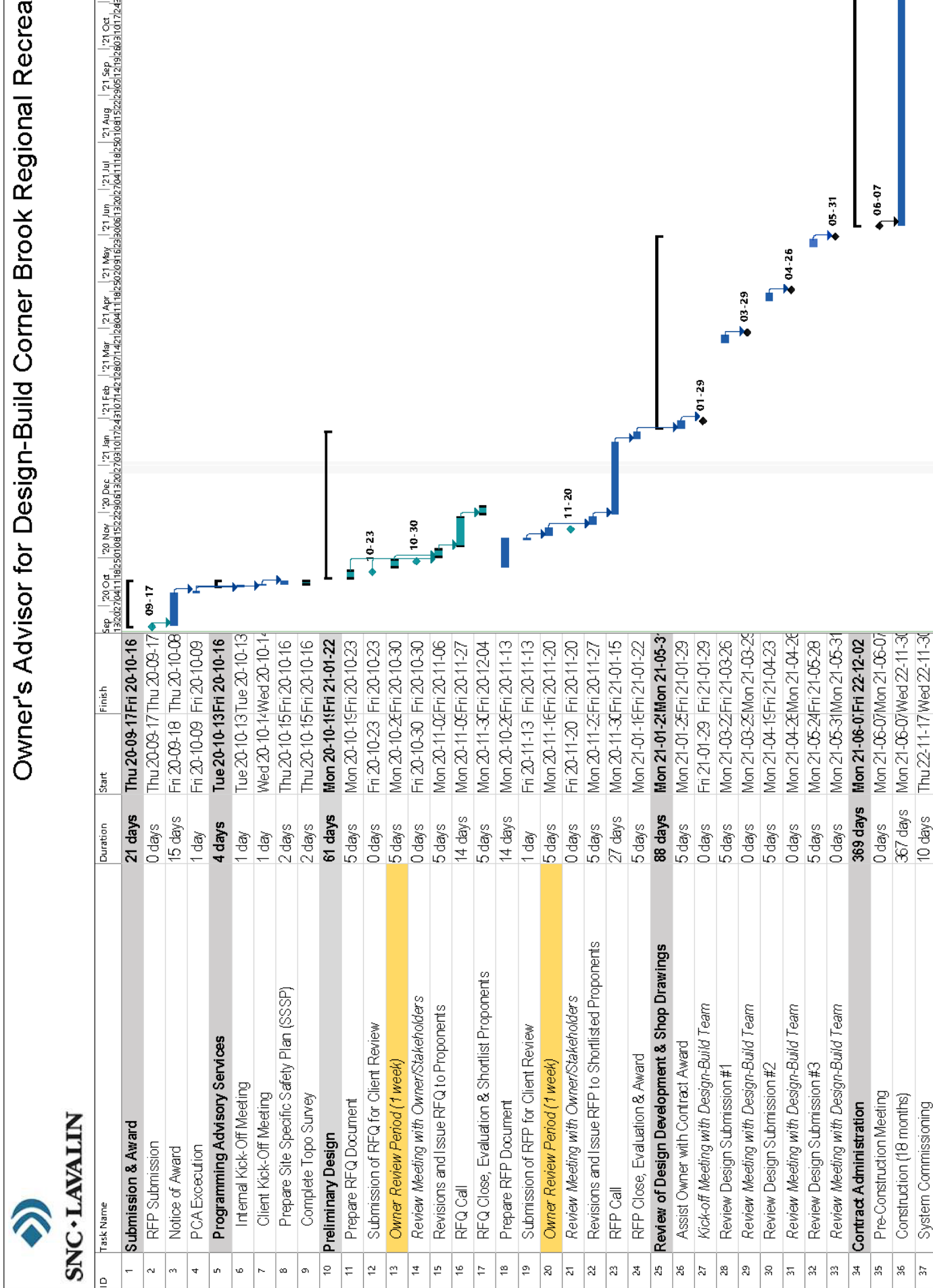
Our Project Team brings together industry leaders in the field of recreational facility design to develop and offer innovative and creative solutions to the client. We have teamed with DSRA who have been designing sport and recreation buildings for over 70 years. In 2007, DSRA toured over 25 new sport and recreation facilities across Canada, in an effort to remain current of the latest design and performance trends. In 2011 they toured another six (6) new facilities in Vancouver and Victoria. Members of our project team are always researching and gathering knowledge to enhance our design work!

In addition to our experience executing the *Concept Design Report – Corner Brook Regional Recreation Centre*, and the projects presented in Section 3, both SNCL and DSRA have considerable experience in community recreation projects. SNCL has served as OA for the *Campia Gymnastics Facility (\$1.8M)*, *Mt. Pearl (\$3.28M)*, Prime Consultant for *Conception Bay Centre Regional Recreation Facility – Concept Planning, Holyrood (\$20.6M)*, *Conception Bay South Arena, Conception Bay South (\$21M)*, as well as the *St John's International Air Terminal Building East Expansion, St. John's (\$53M)* – which utilized the Modified Construction Management procurement method.

DSRA has served as design lead and Prime Consultant for the *Canada Games Centre, Halifax (\$44M)*, *Homburg Wellness Centre Addition and Renewal, Saint Mary's University (\$9.8M)*, and *Prospect Road Community Centre, Halifax (\$8.6M)*.

## 2 DELIVERY SCHEDULE

We have scheduled to initiate this project immediately upon award and have developed our work plan around the requirements outlined in the RFP. This schedule is for completion dates for each task/phase identified in our work plan and execution strategy. In order to meet the requested timeline of 12 weeks for the RFQ and RFP, we





## 3 REFERENCE PROJECTS

### 3.1 Reference Project #1 – Pictou County Wellness Centre

**Project Location**  
New Glasgow, NS

**Client**  
Municipality of Pictou County

**Client Reference**  
Aaron Bryant  
Project Manager  
902.928.2055  
[aaron.bryant@crombie.ca](mailto:aaron.bryant@crombie.ca)

**Project Type**  
Sports Recreation &  
Wellness Centre

**Services**  
Programming, Conceptual  
and Detailed Design,  
Tendering and Contract  
Award, Contract  
Administration, Construction  
Inspection, Commissioning  
and Project Completion

**Duration**  
Start Date: December 2009  
End Date: August 2013

**Approved Funding**  
\$32M

**Final Project Cost**  
\$34M

**Key Proponent Roles**  
Prime Consultant;  
Architecture

**Key Project Staff Role**  
Peter Connell, P.Eng.,  
NSAA, MRAIC, LEED AP,  
PM/Senior Architect

**Relevance**  
Community Recreation  
Project  
Similar program of activities  
Multiple stakeholders  
including local community

**Project Description:** This 150,000ft<sup>2</sup> municipal, community facility is comprised of a two-pad arena complex, a full YMCA aquatic centre, fitness centre, gymnasium, multipurpose rooms, childcare facility and a conference centre.

The building design is founded on ease of construction, primary materials and passive resources.

Attention to these factors ensured maximum sports and wellness amenity for the community at an economical cost representing 'best value' principles.

An interior double height atrium space, separates the 'cold' side of building from the 'warm', offering entry and expansive views into the three programmed areas. The arena complex consists of two ice pads - a 1952 seat arena, and an adjacent auxiliary arena with 144 seats. The aquatic centre showcases a six-lane 25M lap pool and a leisure pool with several water features including a 'lazy river,' a hot tub swirl pool, and a steam room. The conference centre includes a large community hall that can be subdivided in to three acoustically multi-purpose studios. Expansive natural lighting creates comfortable, welcoming spaces accessible to all members of the community.

**Role of Proponent:** DSRA Architecture was the Prime Consultant and worked with the client through all phases of the project: Functional Programming; Preliminary Design; Schematic Design; Design Development; Construction Documentation; Contract Administration; and Warranty.

**Challenges:** The key management challenges for this project included dealing with a complex stakeholder group, an aggressive project schedule, and modest budget. We staged biweekly design sessions with the client group to insure the design team remained focused on the critical building issues. We required the client to provide timely decisions on design so that the team could remain on schedule. We worked closely with the client and cost consultant at each design milestone to assure the project remained on budget – and made adjustments accordingly. We assigned an experienced project architect to the project through contract administration to assure the construction process ran smoothly, and the contractor received all requested information in timely fashion. The project opened on-time and on-budget, to the great satisfaction of our client.

**Climate Change Adaptation/Mitigation Measures Incorporated:** Aquatic facilities by nature have heavy energy costs due the heating and circulation of pool water. Some key energy reduction design measures include: 1) The HVAC is designed to capture waste heat created from the pool exhaust, air conditioning and ice plant compressors, and circulate it back into the building; 2) Energy efficient fixtures and lighting levels with occupancy sensors; 3) The double-glazed curtain wall has a high efficiency Low-E coating (low emissivity) and is filled with Argon gas which reflects most ultra-violet and infrared light while significantly reducing heat loss; 4) Construction materials sourced from regional suppliers in order have a smaller carbon footprint.

These key energy design enhancements increased the project capital cost by approximately \$950,000, however energy modelled performance indicated 60% lower energy cost NRC equivalent reference building. This annual operating savings for the community translated to approximately \$375,00 per year – for three-year ROI.



## 3.2 Reference Project #2 - Paradise Double Ice Complex

### Project Location

1 Sarah Davis Way  
Paradise, NL

### Client

Town of Paradise

### Client Reference

Conrad Freake  
Director, Recreation &  
Community Services  
709.782.6203  
[cfreake@paradise.ca](mailto:cfreake@paradise.ca)

### Project Type

Municipal Recreation  
Centre & Arena

### Services

Owner's Advisor for  
Design-Build Procurement

### Duration

Start Date: October 2013  
End Date: November 2014

### Approved Funding

\$22M

### Final Project Cost

\$22.4M

### Key Proponent Roles

RFQ & RFP development,  
issue & evaluation;  
Construction Administration  
and Construction oversight

### Key Project Staff Role

Walter Oakley, CET –  
Project Manager

Wayne Manuel, P. Eng. –  
Senior Advisor

### Project Description:

Offering two NHL-sized ice surfaces, 4000ft<sup>2</sup> fully-accessible fitness centre, full service canteen, multi-purpose room, office space and meeting areas, the Paradise Double Ice Complex is the Town's



recreational cornerstone. The Complex is home to a variety of Town and community events and programs, as well as provides a wide array of usage opportunities to organizations, groups and individuals. The Paradise Double Ice Complex also acts as the main entrance to the Paradise Rotary Youth and Community Centre.

The Town of Paradise was seeking additional recreational capacity to keep up with the demands in this rapidly growing community to provide residents with access to a multi-purpose facility within the Town's borders. This project combines two (2) ice surfaces and ancillary spaces (washrooms, change rooms, etc.) with additional space allocations for a Fitness Centre, Multi-Purpose Room, and Cafeteria for community events, as well as staff offices, all under one roof.

The Paradise Double Ice Complex is the largest investment ever made by the Town of Paradise, and provides an extensive variety of year-round activities including skating and hockey programs, tradeshow, entertainment and more.

The project has obtained LEED® v2009 Silver certification.

**Role of Proponent:** SNC-Lavalin Inc. (SNCL) was contracted to undertake the Design-Build process for the Town of Paradise, in conjunction with DMAE, to develop design-build Request for Qualification and Request for Proposal documentation, including creation of evaluation methodology. SNCL also provided Technical Advisor services and provided Architectural, Civil, Mechanical, Electrical, Structural and LEED® reviews of Design-Builder's documentation and acted as the Owner's Engineer for the project construction and commissioning processes.

**Challenges:** The project site was partially located on the former steel mill property and there were numerous remediation activities that had to take place. To address this challenge, appropriate details for these requirements were provided in the RFP and, in the end, performed by the Design-Builder. The project is attached to the existing Paradise Rotary Youth and Community Centre and oversight of construction sequencing and events was required to ensure continuous operations of the existing facility during the new arena construction.

**Climate Change Adaptation/Mitigation Measures Incorporated:** From conceptual stage through to operation of the Paradise Double Ice Complex, environmental impact was paramount, and it was designed and constructed to achieve LEED certification. The facility's environmental management features include: indoor water use reduction; refrigerant management; use of recycled materials; and electric ice maintenance equipment. In addition, there are designated parking spaces for those who choose to carpool to the facility along with charging stations for electric vehicles. These efforts have resulted in 58% total energy cost savings, 57% energy savings, and over 36% reduction in indoor water use. The facility also has over 20% recycled content.

### 3.3 Reference Project #3 – Summit Centre Multiplex

#### Project Location

126 Smallwood Drive  
Mount Pearl, NL

#### Client

City of Mount Pearl

#### Client Reference

Darryl Drover  
Assistant Manager of  
engineering Services  
709.748.1069  
[ddrover@mountpearl.ca](mailto:ddrover@mountpearl.ca)

#### Project Type

Municipal Wellness Centre &  
Aquatic Facility

#### Services

Programming, Conceptual  
and Detailed Design,  
Tendering and Contract  
Award, Contract  
Administration,  
Commissioning and Project  
Completion

#### Duration

Start Date: January 2007  
End Date: September 2014

#### Approved Funding

\$35,000,000

#### Final Project Cost

\$35,000,000

#### Key Proponent Roles

Prime Consultant -  
Architectural & Engineering  
Consulting and Project  
Management

#### Key Project Staff Role

Walter Oakley, CET – Project  
Manager

Steven Greeley, P. Eng. –  
Structural Engineer

Wayne Manuel, P. Eng. –  
Senior Advisor

#### Project Description:

SNCL was retained by the City of Mount Pearl to provide consultant services for the design and construction of a new 5,575 m<sup>2</sup> (60,000 ft<sup>2</sup>) recreational multiplex – the Summit Centre. The facility includes dedicated rooms for spin classes, aerobics, cardio and weight training, as well as two (2) 75 m indoor tracks, all in addition to a natatorium. The aquatic portion of the facility includes a 25 m x 20 m lap pool, complete with ramp access, leisure pool and whirlpool, also with ramp access, as well as a splash pad, slide and smaller pool for children. The 2<sup>nd</sup> floor mezzanine provides a seating/viewing gallery for the aquatics area. Dedicated change/locker rooms for pool users, all fully accessible, include male, female, and family facilities. Fitness and weight training areas boast separate change and locker rooms complete with washroom, shower and sauna facilities, as well as access to the pool deck. A retail rental space on the second level, adjacent to a multi-purpose room which overlooks the pool area, is currently home to a local cafe. The Summit Centre Multiplex was part of a multi-phased expansion of the Pearlgate Recreation Complex which included the redevelopment of the existing Reid Community Centre and the addition of a second ice surface to the Glacier Multiplex, both projects designed by SNCL.

The project has obtained LEED® Silver certification.

**Role of Proponent:** SNCL was contracted to undertake the Design-Bid-Build process for this project. Services provided included programming, conceptual and detailed design (Architectural, Civil, Structural, Mechanical and Electrical), tendering and contract award, contract administration, commissioning and project completion. SNCL completed all project status reports to facilitate funding release through the provincial government's Municipal Support Information System (MSIS).

**Challenges:** The facility was constructed as an extension to the existing Reid Community Centre on a site shared by the Glacier Multiplex Stadium and the public library. The site was the right-of-way for municipal service infrastructure such as primary power lines, trunk sewers and primary water mains feeding the City of Mount Pearl. These constraints and the necessity to keep the facilities fully operational led to many site logistics issues which were addressed prior to and during construction in close collaboration with the City staff, in order to mitigate service disruption.

Water management was also a concern, site constraints required design of a water retention system to manage stormwater.

**Climate Change Adaptation/Mitigation Measures Incorporated:** Constructed abutting the existing Reid Community Centre and adjacent to the Glacier Arena complex, the Summit Centre was designed with an emphasis on energy saving features. In order to take advantage of heat reclaim from the adjacent ice surfaces, excess energy from the Eco Chill system is collected, recycled and re-used to assist in heating the swimming pool, in combination with geothermal heating.





## 4 ORGANIZATIONAL CHART

### 4.1 Team Member Roles and Responsibilities

Individual and Role	Responsibilities
<b>Walter Oakley, CET</b> <i>Project Manager</i>	<ul style="list-style-type: none"> <li>&gt; Liaise with City staff &amp; DMAE Personnel as required to ensure they are fully up to date on project progress;</li> <li>&gt; Work with the Design Build Team to ensure proper alignment of the project requirements;</li> <li>&gt; Foster open communication, working collaboratively as a team and conflict avoidance/resolution;</li> <li>&gt; Lead and oversee all QA/QC processes; and</li> <li>&gt; Oversee and manage cost, schedule and quality control for the project.</li> </ul>
<b>Wayne Manuel, P. Eng.</b> <i>Project Sponsor / Key Client Liaison</i>	<ul style="list-style-type: none"> <li>&gt; Liaise with City staff &amp; DMAE Personnel as required to ensure they are fully up to date on project progress; and</li> <li>&gt; Provide support to project manager, as required.</li> </ul>
<b>Gregory M. Smith, Q.C.</b> <i>Civil Litigation Lawyer</i>	<ul style="list-style-type: none"> <li>&gt; Review of RFQ and RFP documents prior to issue; and</li> <li>&gt; Services as required for construction litigation matters, legal advice and opinion on matters of drafting and interpretation of construction contracts, including CCDC documents, and other legal documentation.</li> </ul>
<b>Peter Connell, P.Eng., NLAA, LEED AP BD+C</b> <i>Principal Architect</i>	<ul style="list-style-type: none"> <li>&gt; Collaborate with other discipline leads for development of the RFQ/RFP Documents;</li> <li>&gt; Participate in RFQ/RFP evaluation;</li> <li>&gt; Review construction documentation as required to ensure compliance with project requirements;</li> </ul>
<b>Marija Govedarica, M. Arch.</b> <i>Project Architect</i>	<ul style="list-style-type: none"> <li>&gt; Oversight of construction document review from DB Team;</li> </ul>
<b>Steven Greeley, P. Eng.</b> <i>Lead Structural Engineer</i>	<ul style="list-style-type: none"> <li>&gt; Coordinate and provide supervision to discipline technical staff to ensure project objectives are met;</li> </ul>
<b>Douglas Morris, P. Eng., MBA</b> <i>Lead Mechanical Engineer</i>	<ul style="list-style-type: none"> <li>&gt; Ensure design is compliant with applicable codes, standards, and regulations; and</li> </ul>
<b>Jonathan Flynn, P. Eng., LEED AP</b> <i>Lead Electrical Engineer</i>	<ul style="list-style-type: none"> <li>&gt; Provide technical support throughout tendering and construction.</li> </ul>
<b>Justin Mayo, P. Eng.</b> <i>Lead Civil Engineer</i>	
<b>Zac Hutton, P. Eng., LEED Green Associate</b> <i>Energy Modeler / LEED Coordinator</i>	<ul style="list-style-type: none"> <li>&gt; Complete preliminary Energy Modelling for LEED requirements; and</li> <li>&gt; LEED support to OA Team.</li> </ul>
<b>Ruslan Vystryuk, EIT, LEED</b>	<ul style="list-style-type: none"> <li>&gt; Develop Sustainability Targets and LEED Scorecard; and</li> </ul>

SNCL has access to a broad depth of resources. We have chosen the most suitable staff for this project. Key Personnel forms changes in the key personnel shall be

### 4.2 Project Team Identification



**Project Sponsor / Key Client Liaison**  
 Wayne Manuel, P. Eng.  
 SNC-Lavalin Inc.

Project Team
<b>DSRA Architecture</b> <b>Principal Architect</b> Peter Connell, P. Eng., NLAA, LEED AP BD+C <b>Project Architect</b> Marija Govedarica, M. Arch.

# Appendix A

## Key Personnel Forms



### Name

Wayne Manuel, P. Eng.

\_\_\_\_\_

### Role for Proposed Project

As the **Project Sponsor/Key Client Liaison**, Wayne's role will be to Liaise with City staff & DMAE Personnel as required to ensure they are fully up to date on project progress; and Provide support to project manager, as required.

### Reference Project Role

Wayne has been the Senior Project Advisor on several significant projects including the International Airport East and West Terminal Expansions (St. John's, NL), Paradise Double Ice Complex, and the LEED certified Summit Recreation Facility for the City of Mount Pearl, NL.

### Reference Project 1:

**Project Name:** Paradise Double Ice Complex

**Role:** *Senior Advisor* for the Design-Build process to develop two NHL-sized ice surfaces, 4000ft<sup>2</sup> fully-accessible fitness centre, full service canteen, multi-purpose room, office space and meeting areas, the Paradise Double Ice Complex is the Town's recreational cornerstone. The Complex is home to a variety of Town and community events and programs, as well as provides a wide array of usage opportunities to organizations, groups and individuals. The Paradise Double Ice Complex also acts as the main entrance to the Paradise Rotary Youth and Community Centre.

**Year Completed:** 2014

### Reference Project 2:

**Project Name:** Summit Centre Multiplex

**Role:** *Senior Advisor* for the construction of a new 5,575m<sup>2</sup> (60,000 ft<sup>2</sup>) recreational multiplex. The building is a conventional steel superstructure supported by a reinforced concrete foundation but there were many design challenges due to existing topographical constraints and adjacent buildings. The facility is an extension to the existing Reid Community Centre and to limit the load imposed upon the existing building, the structural framing was modelled to divert load to new structure elements independent of the existing building. Additionally, to satisfy building code compliance, a two-storey free standing concrete block fire wall was designed at the interface of the building connection. The pool roof is supported by glulam trusses reinforced with post-tensioned steel rods. The existing topography and the expanse of the extension resulted in areas of the building below grade. To optimize site usage and reduce cost, many building walls are designed as retaining structures as well. Walter worked closely with the design team and Aqua Plans for the design of the pool basin and performed regular site inspections to verify construction was compliant with contract documents.

**Year Completed:** 2014

### Reference Project 3:

**Project Name:** St. John's International Airport Expansion

**Role:** *Senior Advisor* for the expansion of the Air Terminal Building at St. John's International Airport. The West Expansion Civil component under the CP01 package was completed in December 2019. The original intent of this project was to add 110,000 square feet to the three floors of the existing building and significantly expanded the range of passenger services, for CBSA. The existing building would have required significant reinforcement of its existing structure to accommodate the substantially increased loads. Walter was responsible for developing a solution to this challenging component. Construction commenced in 2019 in a modified construction management approach which resembles a design-build strategy.

**Year Completed:** Temporarily suspended in April 2020, due to COVID-19 pandemic.

Email:

Wayne.Manuel@snclavalin.com



### **Name**

Walter Oakley, CET

### **Role for Proposed Project**

As the Project Manager, Walter's role will be to Liaise with City staff, DMAE Personnel, and the successful Design-Build proponent – ensuring a one team, one goal approach to project delivery. As Owner's Advisor, Walter will lead the SNCL team as they provide advice and consultation with respect to design, value engineering, scope of the work, cost estimating, general contractor and subcontractor prequalification, scheduling, and construction.

### **Reference Project Role**

Walter has over 42 years of experience as a project manager and construction manager and is well known for his attention to detail and exceptional communication skills. He has worked on several significant projects including the International Airport East and West Terminal Expansions (St. John's, NL), Paradise Double Ice Complex, and the LEED certified Summit Recreation Facility for the City of Mount Pearl, NL.

### **Reference Project 1:**

**Project Name:** Paradise Double Ice Complex

**Role:** *Senior Project Manager/Construction Manager* for the Design-Build process to develop two NHL-sized ice surfaces, 4000ft<sup>2</sup> fully-accessible fitness centre, full service canteen, multi-purpose room, office space and meeting areas, the Paradise Double Ice Complex is the Town's recreational cornerstone. The Complex is home to a variety of Town and community events and programs, as well as provides a wide array of usage opportunities to organizations, groups and individuals. The Paradise Double Ice Complex also acts as the main entrance to the Paradise Rotary Youth and Community Centre.

**Year Completed:** 2014

### **Reference Project 2:**

**Project Name:** Summit Centre Multiplex

**Role:** *Senior Project Manager/Construction Manager* for the construction of a new 5,575m<sup>2</sup> (60,000 ft<sup>2</sup>) recreational multiplex. The building is a conventional steel superstructure supported by a reinforced concrete foundation but there were many design challenges due to existing topographical constraints and adjacent buildings. The facility is an extension to the existing Reid Community Centre and to limit the load imposed upon the existing building, the structural framing was modelled to divert load to new structure elements independent of the existing building. Additionally, to satisfy building code compliance, a two-storey free standing concrete block fire wall was designed at the interface of the building connection. The pool roof is supported by glulam trusses reinforced with post-tensioned steel rods. The existing topography and the expanse of the extension resulted in areas of the building below grade. To optimize site usage and reduce cost, many building walls are designed as retaining structures as well. Walter worked closely with the design team and Aqua Plans for the design of the pool basin and performed regular site inspections to verify construction was compliant with contract documents.

**Year Completed:** 2014

### **Reference Project 3:**

**Project Name:** St. John's International Airport Expansion

**Role:** *Senior Project Manager/Construction Manager* for the expansion of the Air Terminal Building at St. John's International Airport. The West Expansion Civil component under the CP01 package was completed in December 2019. The original intent of this project was to add 110,000 square feet to the three floors of the existing building and significantly expanded the range of passenger services, for CBSA. The existing building would have required significant reinforcement of its existing structure to accommodate the substantially increased loads. Walter was responsible for developing a solution to this challenging component. Construction commenced in 2019 in a modified construction management approach which resembles a design-build strategy.

**Year Completed:** Temporarily suspended in April 2020, due to COVID-19 pandemic.

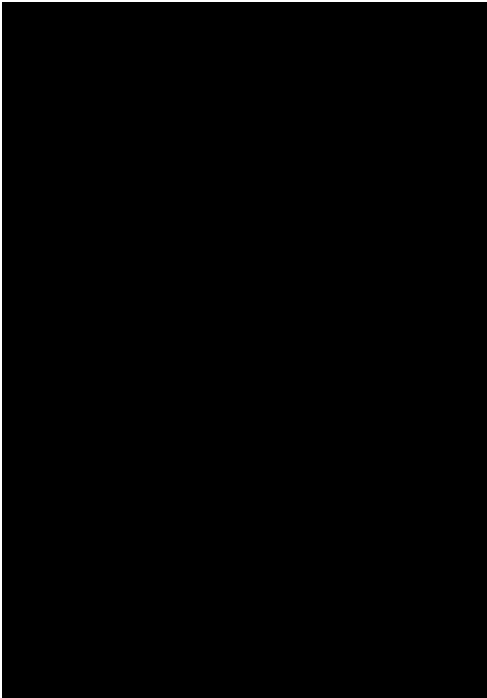
Email:  
walter.oakley@snclavalin.com



**Name**

Gregory M. Smith, Q.C.

\_\_\_\_\_



Email: gsmith@curtisdawe.com

**Role for Proposed Project**

As the **Legal Review** partner, Greg will provide legal advice to the City regarding any legal documentation required as part of the design build process including, but not limited to: contract preparation with successful design build team, scope change disputes, and other project related disputes.

**Reference Project Role**

Throughout all Greg's construction litigation matters, he has provided legal advice and opinion on matters of drafting and interpretation of construction contracts, including CCDC documents, and other legal documentation.

Greg has been providing support and working closely with SNCL, in its consultant role, on numerous projects over the past 20 years or so. Over that time period, Greg has worked on various construction related legal disputes and provided legal support to Owners, Consultants, Prime Contractors and Trade Contractors.

**Reference Projects:**

Within the construction law field, Greg is focused on assisting construction industry clients—including owners, consultants, prime contractors and trade contractors—in the management of the many issues that accompany construction and engineering procurement, contract administration, and project claims and disputes. With his experience with all facets of construction and commercial litigation and his focus on alternative dispute resolution, Greg brings a unique perspective to the design build process. Throughout all Greg's construction litigation matters, he has provided legal advice and opinion on matters of drafting and interpretation of construction contracts, including CCDC documents, and other legal documentation.

Some projects Greg has assisted on Legal Review are:

- > Owner's Advisor for the Design Build of the Western Regional Waste Management Facility;
- > Corner Brook City Hall;
- > Central Regional Waste Management Facility;
- > Bay Bulls Water Treatment Plant;
- > St. John's International Airport Expansion;
- > Conception Bay South Recreational Complex;
- > MUN Core Science Building; and
- > MUN Marine Lab.





### **Name**

Peter Connell, P.Eng.,  
NSAA, AANB, APEI,  
NLAA, MRAIC, LEED  
AP BD+C

### **Title**

Principal Architect  
Managing Director

### **Experience**

30 years

### **Contact**

T: 902-420-9990  
E: peter@dsra.ca

### **Role for Proposed Project**

As Principal Architect, Peter will lead the design team for the Corner Brook Regional Recreation Centre. With a hands-on management style, Peter will work in studio with a team of architects, engineers, and builders to resolve design details and construction related issues. Peter is included on all project communications and is readily aware of project schedules, production status, and project risks. Peter will be specifically involved with enveloping detailing and architectural specifications writing; he'll work directly with the design and construction team to quality design and construction execution. Peter will be responsible for guiding all design disciplines through each phase of the work. His goal is to assure client functional and design requirements are met and quality performance of the team is achieved.

### **Reference Project Role**

Peter served as the Design Team Lead for the following three reference projects. He listened to the multi-stakeholders to help resolve functional programmatic needs and articulate a shared vision. He defined design parameters for the project team based on the client design and budget requirements. He led the design team through all phases of the project to assure client project goals and expectations were understood and achieved by the builder

### **Reference Project 1:**

**Project Name:** Pictou County Wellness Centre, New Glasgow, NS

**Role & Project Description:** Peter led the design team for this \$34M major recreation complex, including a YMCA aquatic centre, fitness centre, community rooms, 1200 and 400 seat ice arenas, walking track, gymnasium, daycare, and dance studios. The key management challenges for this project included dealing with a complex stakeholder group, an aggressive project schedule, and modest budget. We staged biweekly design sessions with the client group to ensure the design team remained focused on the critical building issues. We required the client to provide timely decisions on design so that the team could remain on schedule. We worked closely with the client and cost consultant at each design milestone to assure the project remained on budget – and adjusted accordingly. We assigned an experienced project architect to through design and contract administration to assure the construction process ran smoothly, and the contractor received all requested information in a timely fashion. The project opened on-time and on-budget in the fall of 2015, to the great satisfaction of our client.

**Year Completed:** Fall 2015

### **Reference Project 2:**

**Project Name:** SMU Homburg Wellness Centre, Halifax, NS

**Role & Project Description:** Peter led the design team for this \$12M addition and renovation to Saint Mary's University's 30-year-old recreation facility to create the Homburg Wellness Centre (\$9M in 2012, \$2M in 2015, and \$1M in 2016). The complex three-phase renovation project employed a construction management delivery model to achieve project success. Phase 1 involved a full renovation of the change rooms, showers, saunas and steam rooms. Phase 2 consisted of the gymnasium renewal including a new high-performance hardwood sports floor, motorized bleachers, and new acoustic divider curtain. Phase 3, completed in the summer of 2016, saw the rejuvenation of the athletic club and varsity team rooms. Delivery of the project involved tendering of several specialized trade packages which required close coordination with the client and facility users. Peter's specialized knowledge and experience in the design and specification of high-performance sport and wellness material, products, and systems was critical to design team's success.

**Year Completed:** Summer 2016

### **Reference Project 3:**

**Project Name:** Prospect Road Community Centre, Halifax, NS

**Role & Project Description:** Peter led the design team for this \$9M recreation centre, including a gymnasium, fitness area, dance/aerobic studios and changing rooms all fronting an interior 'community street'. The project achieved LEED Silver with an emphasis on operational energy efficiency. Key sustainable design innovations include a geothermal-based heating system, rainwater collection for non-portable uses water, low electrical and water use fixtures, and sustainable indoor air quality measures for improved health and wellness outcomes.

**Year Completed:** 2011



**Name**

Marija Mojsilovic  
Govedarica, M. Arch.

**Title**

Project Architect

**Experience**

18 years

**Contact**

T: 902-420-9990  
E: marija@dsra.ca

**Role for Proposed Project**

As Project Architect, Marija will be preparing design concepts, including Schematic Design, Design Development, as well as the development of construction documents. She will leverage her knowledge of construction document development and detailing to the fullest extent for the new annex at Corner Brook Regional Recreation Centre.

**Reference Project Role**

For Westwood Mixed Use Developments in Halifax Marija served as an Assistant to Project Architect working as a part of the team on the development of the schematic design, design documents and construction documents. For Wellness center project and Aqua Park master plan Marija served as the Project Architect. She led design teams in all the stages of the project including functional programming, urban master planning, schematic design through the design development, construction, and tender documents, insuring that clients' needs are met, and construction is carried out with the required level of quality while meeting time and budget requirements.

**Reference Project 1:**

**Project Name:** Westwood Mixed Use Developments/ Halifax/ 2019/\$50M

**Role & Project Description:** Marija is an Assistant Project Architect for this high-end residential development in downtown Halifax facing Halifax Public Library. She is assisting Project Architect in the development of the schematic design, design developments, liaison with HRM staff and development of construction documents as well as coordination with various consultants.

**Year Completed:** Ongoing

**Reference Project 2:**

**Project Name:** Obrenovac Wellness Center/ Serbia

**Role & Project Description:** Designer and Lead Architect

This large project funded by Serbian Government as a landmark of this area, is being developed in 3 phases. Goals of the project are to enhance the healthcare tourism of the area using natural resources of the location, rich with mineral hot spring water known and researched for their healing properties.

The project includes pools, office for doctors, physiotherapist and a dietitian, spa facilities with 20 individual hot tub baths with mineral water, rehabilitation center, saunas, and a restaurant. Second floor consist of hotel rooms and apartments that include everyday nursing services.

Construction of the first phase is finished, and the second phase is underway.

This project is a green building design with high standard energy efficient systems, green roof and geothermal heating and cooling system.

Marija was leading a project teams in all the stages of the project from the first schematic design through the design development, construction, and tender documents for the first phase of the project.

**Year Completed:** Ongoing

**Reference Project 3:**

**Project Name:** Aqua Park/Serbia/\$20M

**Role & Project Description:** As a Design Lead and Project Architect Marija worked on the design concept of a Master plan for Commercial and Sport Complex including Aqua Park, Hotel, Fitness Center, Discotheque, Sport Fields (tennis court, soccer, basketball and volleyball fields), and interconnecting trails. Fitness Center building GFA 15,400sqft is finished. Marija lead a project team on this building as a Project Architect/Project Manager from schematic design through the substantial building completion.

**Year Completed:** 2015



### Name

Steven Greeley, P. Eng.

### Role for Proposed Project

Steven is proposed as the **Lead Structural Engineer** for this project. Steven will be responsible for the design of the building structure. In collaboration with the Architect, Steven will tailor the building structure to support the architectural intent. He will provide oversight and guidance for the structural technical staff to ensure project objectives are achieved. During tendering, he will provide technical support, and continue to support the project technically from construction through to project closeout.

### Reference Project Role

Steven has performed these same responsibilities and displayed this commitment to project execution on various projects throughout his career of similar size, scope, and complexity in other municipalities throughout Newfoundland and Labrador. Some specific examples include:

#### Reference Project 1:

**Project Name:** Mount Pearl Summit Centre

**Role:** *Structural Engineer* for a 5,578 m<sup>2</sup> extension to the existing Reid Centre. The expanded facility includes a new swimming pool, fitness center, gymnasium area and walking track. The extension was designed to achieve LEED® Silver certification. The building is a conventional steel superstructure supported by reinforced concrete foundations. A suspended structural slab was designed above a below-grade pool mechanical area. The pool roof was constructed with clear span glulam trusses with post tensioned steel cable reinforcement. The foundation walls at the rear of the facility dually served as retaining walls to optimize the development footprint due to the steep topography of the site. During construction, Steven completed rebar inspections, steel erection reviews, and was responsible for shop drawing reviews and responding to contractor queries.

**Year Completed:** 2014

#### Reference Project 2:

**Project Name:** CBS Stadium

**Role:** *Lead Structural Engineer* for structural steel multi-purpose facility with a gross area of approximately 5,962m<sup>2</sup> with a seating capacity of 1,064 people and is designed to achieve LEED® Silver certification. The building features custom fabricated structural steel trusses designed for the clear span for the building. The building's foundation dually serves as retaining walls to maximize building footprint and optimize the topography of the site.

**Year Completed:** 2016

#### Reference Project 3:

**Project Name:** Salvation Army Centre of Hope, St. John's, NL

**Role:** *Structural Engineer of Record* for the design of five storey steel superstructure complete with below grade reinforced parking garage. The first level features a suspended structural reinforced concrete slab with reinforced concrete and elevator shafts.

**Year Completed:** Estimated 2021

Email:

steven.greeley@snclavalin.com


**Name**

Jonathan Flynn, P. Eng., LEED AP

**Role for Proposed Project**

Jonathan is proposed as the **Lead Electrical Engineer** for this project and will be responsible for the design of all electrical systems in the building. He will provide oversight and guidance for the electrical technical support staff to ensure project objectives are achieved. He will collaborate closely with other discipline team leads, in particular his mechanical counterpart, to ensure a coordinated design. Jonathan will provide technical guidance throughout the tendering process. As the project progresses to construction, Jonathan will coordinate and assume responsibility for electrical technical support until project completion.

**Reference Project Role**

Jonathan has demonstrated these same responsibilities and commitment to project execution on many other projects throughout his career on projects of similar size, scope, and complexity in other small municipalities throughout Newfoundland and Labrador. Some specific examples include:

**Reference Project 1:**

**Project Name:** Mount Pearl Glacier HVAC Upgrades

**Role:** *Lead Electrical Engineer* for the design, tender phase services and construction phase services for HVAC upgrades to rectify issues of poor air quality, ventilation, heating and cooling comfort levels in the Glacier 1 board rooms, dressing rooms, washrooms, shower rooms and sport alliance offices. Scope of work also included the design for the installation of a new dehumidifier to increase dehumidification capacity for the ice surface area to mitigate ongoing operational challenges during warmer months.

**Year Completed:** Estimated October 2020

**Reference Project 2:**

**Project Name:** Corner Brook Pool Feasibility and Concept Design

**Role:** *Lead Electrical Engineer* for the development of options for the renovation and expansion of the existing pool and gymnasium wing of Grenfell Campus to accommodate a recreational facility for the Corner Brook/Humber Valley Region.

**Year Completed:** August 2019

**Reference Project 3:**

**Project Name:** Grand Bank Pool HVAC and Lighting Upgrades

**Role:** *Lead Electrical Engineer* responsible for design, tender phase services, construction phase services and cost estimating services for the installation of a new pool dehumidifier tied into existing duct work system; installation of a new heat recovery ventilation unit for the lobby, washrooms and offices; and the replacement of existing lighting with new energy efficient lighting throughout the building. During Construction, scope of work increased to include; the removal of existing electrical panels no longer in use; the installation of new emergency lighting system; the addition of electric space heater at mezzanine level; the installation of disconnects for mechanical equipment; the replacement of plumbing at electrical room (piping for electric water heaters, piping for filtration system, leaking pipes and various aging valves); the replacement of electric baseboard heaters; and the installation of new lighting over rear entrance doors.

**Year Completed:** April 2018

Email: jonathan.flynn@snclavalin.com

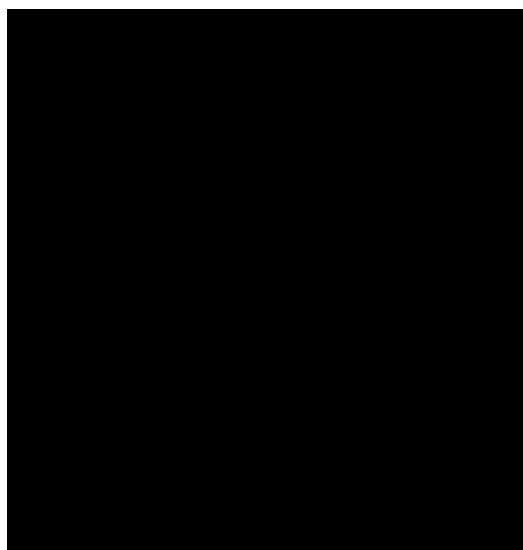




### Name

Douglas Morris, P. Eng., MBA

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douglas.morris@snclavalin.com

### Role for Proposed Project

Doug is proposed as the **Lead Mechanical Engineer** for this project and will be responsible for the design of all mechanical systems for the building. He will work in concert with our electrical department as well as our civil department to ensure a cohesive design is established. Doug will provide oversight and guidance for the mechanical technical support staff to ensure project objectives are achieved. He will work very closely with the contractor, owner and technical staff during system commissioning to ensure a functional and quality product is delivered.

### Reference Project Role

Doug has a long history of delivering quality products that satisfies long-term end user requirements for many clients on projects of similar size, scope, and complexity throughout Newfoundland and Labrador. Doug is committed to these same objectives as evidenced in the following project examples:

#### Reference Project 1:

**Project Name:** Mount Pearl Glacier HVAC Upgrades

**Role:** *Lead Mechanical Engineer* for the design and construction HVAC upgrades to rectify issues of poor air quality, ventilation, heating and cooling comfort levels in the Glacier 1 board rooms, dressing rooms, washrooms, shower rooms and sport alliance offices. Scope of work also included the design for the installation of a new dehumidifier to increase dehumidification capacity for the ice surface area to mitigate ongoing operational challenges during warmer months.

**Year Completed:** Estimated October 2020

#### Reference Project 2:

**Project Name:** Corner Brook Pool Feasibility and Concept Design

**Role:** *Lead Mechanical Engineer* for the development of options for the renovation and expansion of the existing pool and gymnasium wing of Grenfell Campus to accommodate a recreational facility for the Corner Brook/Humber Valley Region.

**Year Completed:** August 2019

#### Reference Project 3:

**Project Name:** Grand Bank Pool HVAC and Lighting Upgrades

**Role:** *Lead Mechanical Engineer* responsible for design, tender phase services and construction phase services for the installation of a new pool dehumidifier tied into existing duct work system; new heat recovery ventilation unit for the lobby, washrooms and offices; and the replacement of existing lighting with new energy efficient lighting throughout the building. During Construction, scope of work increased to include; removal of existing electrical panels no longer in use; installation of new emergency lighting system; addition of electric space heater at mezzanine level; installation of disconnects for mechanical equipment; replacement of plumbing at electrical room (piping for electric water heaters, piping for filtration system, leaking pipes and various aging valves); replacement of electric baseboard heaters; and installation of new lighting over rear entrance doors.

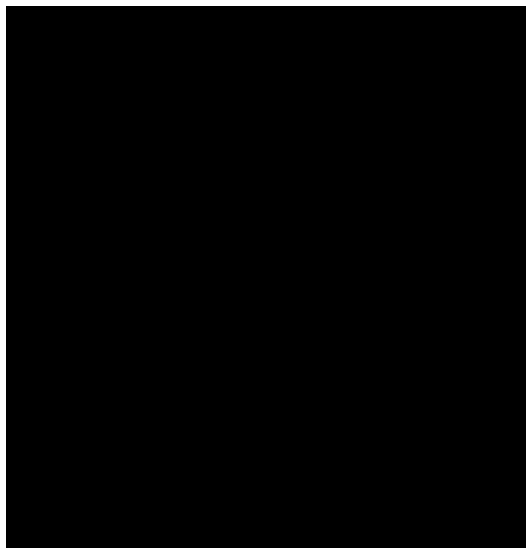
**Year Completed:** April 2018



### Name

Zac Hutton, P. Eng., LEED Green Associate

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zachary.hutton@snclavalin.com

### Role for Proposed Project

Zac is proposed as the **Energy Modeler** for this project. Zac will be responsible for providing technical oversight, guidance and coordination for the implementation of green building initiatives as part of the project. In addition to this, Zac will perform integrated energy modelling duties and spearhead the use of climate change tools incorporation into the design.

### Reference Project Role

In similar roles, Zac has provided Energy Modelling and LEED management and administration for facilities which seeking LEED certification. Specific project examples that benefitted from Zac's skills include:

#### Reference Project 1:

**Project Name:** Concept Design – Corner Brook Regional Recreation Centre

**Role:** *LEED Coordinator and Energy Modeler* for the development of options for the renovation and expansion of the existing pool and gymnasium wing of Grenfell Campus to accommodate a recreational facility for the Corner Brook/Humber Valley Region.

**Year Completed:** 2019

#### Reference Project 2:

**Project Name:** New Conception Bay South Stadium

**Role:** *Deputy Project Manager and LEED Coordinator* for the design of a new recreation facility for athletic associations and community events. Specific objectives included designing the facility with low energy and long-term maintenance costs by functional and efficient design and construction. The facility was designed to attain LEED Silver Certification.

**Year Completed:** 2017

#### Reference Project 3:

**Project Name:** New Conception Bay South Town Administrative Offices

**Role:** *Deputy Project Manager and LEED Coordinator* for the design of a new municipal administrative facility providing office space for various Town departments as well as a Council Chambers and service area. Specific responsibilities included the coordination of design efforts to ensure LEED Silver certification.

**Year Completed:** 2017

#### Reference Project 4:

**Project Name:** Summit Centre Multiplex

**Role:** *LEED Coordinator* for the design of the Glacier II and Summit Centre Multiplex. Specific responsibilities included perform calculations for completion of LEED Letter Templates, compilation and organization of documentation required for submission to CaGBC. Both facilities in the combined Multiplex successfully achieved LEED® certification.

**Year Completed:** 2017




**Name**

Ruslan Vyrstyuk, EIT, LEED AP Eng.

**Role for Proposed Project**

Ruslan is proposed as the **LEED Facilitator** for the Owner's Advisor Team. Ruslan will lead development of the LEED scorecard and sustainability goals of the project. He will provide oversight and guidance for the OA Team to ensure sustainability objectives are achieved. During tendering, he will provide technical support, and continue to support the project technically from construction through to project closeout.

**Reference Project Role**

Ruslan has performed these same responsibilities and displayed this commitment to project execution on various projects throughout his career in other municipalities throughout Ontario. Some specific examples include:

**Reference Project 1:**

**Project Name:** The Home Depot – Various Locations across Canada/US

**Role:** *LEED AP* - Duties included establishing sustainable design goals and targeted LEED credits with the design team. Providing support for all phases of LEED projects: design, construction and certification. Supervised the project's design and construction stages: monitor and coordinate architectural, engineering and construction firms' documentation submission. Developing and managing project plans, LEED letter templates, status reports, budgets and timelines. Assisted with basic commissioning processes, including developing Owner Project Requirements, Basis of Design Documents and other activities.

**Year Completed:** 2010-2013

**Reference Project 2:**

**Project Name:** Ontario Provincial Police (OPP) Stations – Various Locations in Ontario

**Role:** *LEED AP* - Duties included establishing sustainable design goals and targeted LEED credits with the design team. Providing support for all phases of LEED projects: design, construction and certification. Supervised the project's design and construction stages: monitor and coordinate architectural, engineering and construction firms' documentation submission. Developing and managing project plans, LEED letter templates, status reports, budgets and timelines. Assisted with basic commissioning processes, including developing Owner Project Requirements, Basis of Design Documents and other activities.

**Year Completed:** 2010-2013

**Reference Project 3:**

**Project Name:** Canada Post - Toronto, ON

**Role:** *LEED AP* - Duties included establishing sustainable design goals and targeted LEED credits with the design team. Providing support for all phases of LEED projects: design, construction and certification. Supervised the project's design and construction stages: monitor and coordinate architectural, engineering and construction firms' documentation submission. Developing and managing project plans, LEED letter templates, status reports, budgets and timelines. Assisted with basic commissioning processes, including developing Owner Project Requirements, Basis of Design Documents and other activities.

**Year Completed:** 2013

Email:

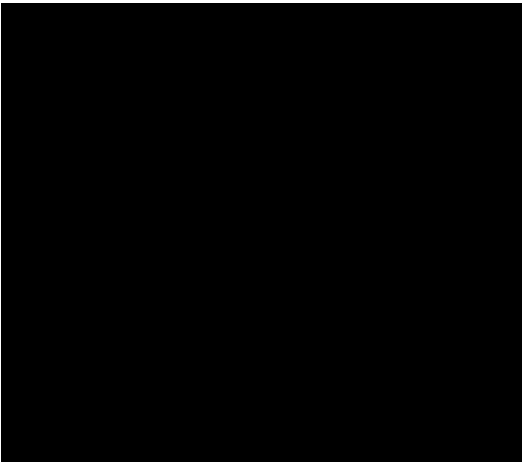
Ruslan.Vyrstyuk@snclavalin.com



### Name

Justin Mayo, P. Eng., M. Eng.

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Email: justin.mayo@snclavalin.com

### Role for Proposed Project

Justin is proposed as the **Lead Civil Engineer** for this project. Justin will be responsible for the review of the selected site and site development as well as design of all civil systems for the building. He will work in coordination with our mechanical, electrical, and structural departments to ensure an integrated design is established. He will provide oversight and guidance for the civil technical support staff to ensure project objectives are achieved. Justin will continue to support the project technically from tendering through to project closeout.

### Reference Project Role

Justin has performed undertaken similar responsibilities and displayed commitment to project execution on many other projects throughout his career on projects of similar size, scope, and complexity in other small municipalities throughout Newfoundland and Labrador. Some specific examples include:

#### Reference Project 1:

**Project Name:** RCMP Parking Lot Placentia, NL

**Role:** *Civil Engineering Lead* for a new parking lot to accommodate relocating the main entrance, new garage and repaving an existing parking lot, removal of parking along the road and landscaping around site as required. Responsible for design of site grading and drainage for new parking lot; design of accessible ramp for new main entrance; and prepare cost estimate.

**Year Completed:** Estimated October 2020

#### Reference Project 2:

**Project Name:** St. Anthony Maintenance Garage

**Role:** *Civil Engineer* for the rehabilitation of the architectural, mechanical and electrical systems, the addition of a one bay building expansion, plus layout modifications to accommodate another means of egress from the second floor and a renewed upper level layout. Responsible for responding to contractor RFI's, review of shop drawings, review of site grading due to changes on site.

**Year Completed:** Estimated February 2021

#### Reference Project 3:

**Project Name:** Justice Building, Nova Scotia

**Role:** *Civil Engineering Lead* for the renovation of the existing Justice Building in Nova Scotia. Responsibilities included review of site grading, design of new grading and drainage plan for building extension, extend existing storm water discharge on site with new infiltration trench, provide landscaping, design new accessible concrete walkway from upper parking lot to new building extension, and new gravel parking lot

**Year Completed:** Estimated September 2020



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**Name**

Larry Bussey

**Role for Proposed Project**

Larry Bussey is proposed as the Resident Site Inspector for this project who will be responsible for Site Works to ensure construction is completed in compliance with project specifications and applicable building codes

**Reference Project Role**

Larry Bussey is the Senior Resident Site Inspection for Municipal Projects carried out on the West Coast of Newfoundland. For this project Larry will provide the Civil Siteworks Resident Inspection Services as requested in the RFP.

Larry has provided Resident Site Inspection Services for all projects undertaken by SNCL for the West Coast region for the past 20+ Years.

**Reference Project 1:**

**Project Name: Town of Grand Falls-Windsor – Waste Water Treatment Facility (WWTF) Expansion – CP3 Building**

**Role:** *Senior Resident Site Inspector* providing full-time inspection services ensuring the project is carried out as per the contract documents and maintaining regular contact with Town Superintendent as required. Larry records contractors' hours on site and daily activities, recording all quantities of materials used, keeping a photographic record of the job, recording all as-built information, attending all safety meetings with contractors. Works include expansion and upgrades to the existing Headworks building to accommodate addition of a new dewatering and compaction system, extension to the auger system, and building extension to provide dry screening storage area.

**Year Completed:** Ongoing (Substantial Completion for CP3 Building estimated December 2020)

**Reference Project 2:**

**Project Name: City of Corner Brook – West Valley Road Storm Sewer Replacement Projects (2013, 2014 & 2015)**

**Role:** *Senior Resident Site Inspector* provided full-time inspection services ensuring project was carried out as per the contract documents and maintaining regular contact with Town Superintendent as required. Larry also recorded contractors' hours on site and daily activities, recorded all quantities of materials used, kept a photographic record of the job, recorded all as-built information, attended all safety meetings with contractors, calculated pipe grades while installing storm, sanitary, and force mains, completed monthly progress claims with a field engineer.

**Year Completed:** 2013, 2014 & 2015

**Reference Project 3:**

**Project Name: Town of Deer Lake – Fourth Avenue Upgrades**

**Role:** *Senior Resident site Inspector* provided full-time inspection services ensuring project was carried out as per the contract documents and maintaining regular contact with Town Superintendent as required. Larry also recorded contractors' hours on site and daily activities, recorded all quantities of materials used, kept a photographic record of the job, recorded all as-built information, attended all safety meetings with contractors, calculated pipe grades while installing storm, sanitary, and force mains, completed monthly progress claims with a field engineer.

**Year Completed:** 2018

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	<p align="center"><b>City of Corner Brook Request for Decision (RFD)</b></p>
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<b>Subject Matter: Request for Proposals – Auditing Services</b>	
<b>Report Information</b>	
<b>Department: Finance &amp; Admin</b>	<b>Attachments: 2019 Financial Statements, Final Report to the Finance Committee</b>
<b>Prepared By: Dale Park</b>	<b>Council Meeting Date: October 5, 2020</b>

### **Recommendation:**

It is staff's recommendation to approve the appointment of BDO Canada LLP as the City of Corner Brook audit for the five year period starting with the 2020 audit.

**Be it RESOLVED** that the Council of the City of Corner Brook appoint BDO Canada LLP as the City of Corner Brook auditor for the five year period starting with the 2020 audit.

### **Issue:**

As per the City of Corner Brook Act, the Corner Brook City Council is required to appoint an auditor to audit the City's annual financial statements and Annual Expenditure Report for Federal Gas Tax funding.

### **Background:**

The City issued a Request for Proposals on August 17, 2020, and there were five RFP packages requested. There was only one submission received and it was from BDO Canada LLP. BDO has been our auditors for the past five years, and have submitted a high quality proposal for continuing this work. The annual price that they have submitted is \$36,000 + HST per year, with \$1,000 annual increases for 2021 – 2024.

### **Options:**


1. That the Council of the City of Corner Brook approve the appointment of BDO as the City's auditors for 2020-2024.
2. That the Council of the City of Corner Brook not approve the appointment of BDO as the City's auditors 2020-2024, and Council provide direction on how to proceed for the appointment of an auditor.

### **Legal Review:**

None.

### **Governance Implications:**

Section 109 of the City of Corner Brook Act requires the appointment of an auditor by Council.

	<p align="center"><b>City of Corner Brook Request for Decision (RFD)</b></p>
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**Budget/Financial Implications:**

The price provided in the RFP is \$1,000 higher than the rate on the last five year term. The appropriate amount will be carried in the 2021 budget for this expense.


**Environmental Implications:**

None

<b>Prepared by:</b> Dale Park	
<b>Director:</b> Dale Park	
<b>City Manager:</b> Rodney Cumby	
<b>Date:</b> Oct 2 / 2020	

**Additional Comments by City Manager:**



	<p align="center"><b>City of Corner Brook Request for Decision (RFD)</b></p>
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<b>Subject Matter:</b> Live Fire Training Facility	
<b>Report Information</b>	
<b>Department:</b> Protective Services	<b>Attachments:</b> "Business Case to Construct a Live Fire Training Facility"
<b>Prepared By:</b> Todd Flynn	<b>Council Meeting Date:</b> October 5, 2020

**Issue:** The Corner Brook Fire Department has never had its own Live Fire Training Facility. To accomplish such training, the Cbfd has had to rely on resources from the Marine Institute in Stephenville. To avail of these resources, the Cbfd must schedule training outside Marine Institute's prime time training schedule. This often results in our training having to occur in less favourable climatic conditions and operational conditions. There is also financial cost associated with the rental of their facility and added overtime costs as a result of travel to Stephenville.

**Background:** For the past two years the City of Corner Brook has chaired a Western Regional Fire Training Ground committee to research building a fire training ground to be utilized by the various fire departments on the West Coast of Newfoundland. It is recommended that the City of Corner Brook authorize \$50,000 funding to construct a modular training facility in Corner Brook utilizing a shipping container design.

Being able to access their own training facility will enable the Cbfd to better manage training alongside its operations. In the long-term, it is expected training costs would decrease and training would be more accessible thereby better equipping our firefighters to competently and effectively respond to our community's structure fires.

**Proposed Resolution:** Be it **RESOLVED** that pursuant to the powers vested in it by virtue of Section 96 and Section 215 of the City of Corner Brook Act, 1990, the Council of the City of Corner Brook hereby approves that the Director of Protective Services proceed with the construction of the modular Live Fire Training structure for the Corner Brook Fire Department.

**Recommendation:**

**Options:**

1. Proceed with the construction Live Fire Training Facility as proposed. This will enable a controlled safe training environment for our firefighters both structurally and operationally. Moreover, the firefighters will be able to regularly practice the use of



**City of Corner Brook  
Request for Decision (RFD)**

different equipment including nozzles, study flow patterns, etc. in their interaction with live fire. This will also address a deficiency as noted in the POMAX report.

2. Do not proceed with the motion and continue facility rental from the Marine Institute in Stephenville. As Marine Institute training will be limited to once per year, this will bound the firefighter's ability to regularly practice live fire structural firefighting to once per year.

**Legal Review:** *Contracts for work to be done by others will be reviewed by our legal department.*

**Governance Implications:** N/A

**Budget/Financial Implications:** *Monies for this project will be taken from the Fire department's training budget line #1310-64500.*

**Environmental Implications:** N/A

<b>Prepared by:</b> Todd Flynn		
<b>Director:</b> Todd Flynn		
<b>City Manager:</b> Rodney Cumby		
<b>Date:</b> September 23, 2020		

**Additional Comments by City Manager:**

	<p align="center"><b>City of Corner Brook Information Report (IR)</b></p>
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<b>Subject Matter: Civic Centre Update</b>	
<b>Report Information</b>	
<b>Department: City Manager</b>	<b>Attachments:</b>
<b>Prepared By: Jessica Smith, Legislative Assistant</b>	<b>Council Meeting Date: October 5, 2020</b>

## **Topic: Civic Centre Update**

**Background:** Due to COVID-19, many of the programs at the Civic Centre have been postponed, however the Civic Centre is moving back into more regular programming. The following is an update on programs at the Civic Centre that will be resuming:

- Both ice surfaces are now operating;
- Figure skating has started;
- Minor hockey started on September 28<sup>th</sup>;
- Speed Skating will start on October 13<sup>th</sup>;
- Broomball will start on October 19<sup>th</sup>;
- Volleyball Tournaments will occur on October 3<sup>rd</sup>;
- Regular gymnasium programming will start on October 5<sup>th</sup>;
- Walking track will be opening on October 18<sup>th</sup> (limited hours, details to come).

The City of Corner Brook would like to thank residents for their patience during this time.

<b>Prepared by: Jessica Smith, Legislative Assistant</b>
<b>Supervisor:</b> Marina Redmond, City Clerk
<b>City Manager:</b> Rodney Cumby
<b>Date: August</b>



## REQUEST FOR DECISION

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**SUBJECT:           ELECTION OF DEPUTY MAYOR**

**Description:** Annually, in accordance with the requirements of the City of Corner Brook Act, Council has to conduct an annual election for the position of Deputy Mayor.

In accordance with the requirements of Section 28 of the City of Corner Brook Act, I am going to open nominations for the position of Deputy Mayor.

## NOMINATION PROCESS

### **Nominations from the floor:**

- If there is only one nomination the nominated Councillor is declared Deputy Mayor by acclamation.
- If there is more than one nomination once the nomination period closes Council members are asked to fill out a ballot indicating the name of one Councillor whom he\she desires to be selected as Deputy Mayor.
- If a Councillor receives a majority in this manner, the Councillor is declared elected Deputy Mayor.
- If no majority is received, a second ballot is then taken which will see the Councillor with the lowest number of votes dropped from the ballot.