



Special Board of Directors Meeting

A G E N D A

Special Meeting at the Call of the Chair

**February 3, 2025
7:00 p.m.**

1. First Nations Acknowledgement
2. Call to Order
3. Adoption of Agenda
4. Disclosure of Conflicts of Interest
5. Business for Approval
 - 5.1) Report on Tender - CM Wilson Conservation Area – Workspace Conversion – (Garage to a Water Quality Monitoring Office)
6. Other Business
7. Adjournment

1. First Nations Acknowledgement

We will begin by acknowledging that the land on which we gather is the traditional territory of First Nations people who have longstanding relationships to the land, water and region of southwestern Ontario. We also acknowledge the local lower Thames River watershed communities of this area which include Chippewas of the Thames First Nation, Oneida Nation of the Thames, Munsee Delaware Nation, Delaware Nation, Caldwell Nation and Walpole Island First Nation. We acknowledge the first nations people within the villages, towns and cities of our communities. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original peoples of Turtle Island (North America). We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

5. Business for Approval

5.1 Report on Tender for C.M Wilson Conservation Area- Workspace Conversion

Date: January 31, 2025
Memo to: LTVCA Board of Directors
Subject: Tender T04-2025 - CM Wilson Conservation Area - Workspace Conversion
From: Genevieve Champagne, Manager Conservation Lands and Services

Process

The C.M Wilson Conservation Area – Tender T04-2025 - C.M Wilson Conservation Area - Workspace Conversion was issued on January 13, 2025 through Bids and Tenders and had 2 addenda associated with it. A mandatory site meeting was required for General Contractor submissions to be accepted, seven firms attended the meeting, four submissions were made. The closing date was January 30th, 2025 at 1:30pm, five submissions were made through direct office drop off and electronic submissions.

Results of Tender

Upon the closing time, five (5) firms presented their bids for the project. Those five (5) firms were:

Company	RFP Price (before HST)
Westhoek Construction Limited	\$72,539*
Tradition Construction	\$89,800
Vreman Construction	\$123,496.04 **
Intrepid General Limited	\$154,797
Direk Construction Inc	\$178,285

The tenders were reviewed by Genevieve Champagne, Manager of Conservation Lands and Services. Each bid was reviewed for accuracy and completed in full.

*Westhoek had an error with their subtotal and their pricing form as it was off by \$63. The discrepancy is small and we will work with Westhoek on this pricing discrepancy.

**Vreman Construction submitted a quote however did not use the tender package forms and failed to submit supporting documentation required to have a valid bid.

Westhoek Construction was the lowest bidder, Tradition Construction is the second lowest bidder, Vreman Construction is non-compliant and Intrepid and Direk Construction are over our expected budget and therefore are excluded from review.

Budget Implications

Expected Costs:

	Costs
Workspace Construction Costs	\$72,602
Engineering Costs	\$12,900
Equipment Costs	\$22,000
Building Permit	\$1386.90
	<u>\$108,888.90</u>

Revenues

Revenues Available for Project:

	Costs
ECCC- Phosphorus Reduction Funding	\$99,800
LTVCA (Cash) – Administrative Funds set aside from the Phosphorus Program	\$8588.90
Building Permit- Refundable Portion	\$500
	<u>\$108,888.90</u>

The overall cost for the project has come in as expected and is within the allocated budget. The cost is to be covered through the ECCC Phosphorus Reduction Funding for 2024 Fiscal Year and the ECCC Phosphorus Reduction Funding Administration Funds; which have been set aside for this project.

Westhoek Construction Limited is the recommended choice for proceeding with Tender T04-2025 - C.M Wilson Conservation Area - Workspace Conversion coming in at \$72,602 (before HST), which is within the expected budget for the construction costs for the Workspace Conversion.

Recommended Resolution

Be it Resolved **That:**

The Tender T04-2025 - C.M Conservation Area - Workspace Conversion project be awarded to Westhoek Construction Inc. for a total value of \$72,602 (before HST);

And That the CAO and Chair be authorized to sign contractual documents in this award.

This report aligns with the following objectives of the LTVCA's Strategic Plan:

1. Strengthen and Increase Collaboration with Community Stakeholders

Respectfully Submitted:

Genevieve Champagne,

Manager Conservation Lands and Services

Approved By:

Mark Peacock, P. Eng.

C.A.O. / Secretary Treasurer