



**MUNICIPALITY OF EAST FERRIS**  
**MUNICIPAL OFFICE PROJECT/TECHNICAL ADVISORY COMMITTEE**  
**Minutes of October 9<sup>th</sup>, 2019 at 9:00 a.m. at the East Ferris Community Centre**

**COMMITTEE MEMBERS:** Mayor Pauline Rochefort  
Michel Voyer, Deputy Mayor  
Jason Trottier, CAO  
Paul Gervais, Chief Building Official  
Frank Loeffen, Fire Chief  
Monica Hawkins, Clerk  
Michel Champagne, Appointed Resident

**EXCUSED ABSENT:** Traven Reed, Appointed Resident  
Antoine Boucher, Municipal Engineer  
Greg Kirton, Manager of Planning and Economic Development

1. The Committee approved the agenda prepared by the Chair, Mayor Rochefort
2. Disclosure of Pecuniary Interests of Conflicts – none for this session
3. Minutes of the last meeting of September 5<sup>th</sup>, 2019 were circulated to Council and are on the Municipal Website under Council agendas.
4. Architectural Services Selection Process:
  - Schedule for Stages of Proposal Evaluation:
    - **October 9<sup>th</sup>** -  
Opening Envelopes A & C
    - **October 9<sup>th</sup> to 16<sup>th</sup>**  
Additional Information Required  
Rated Criteria
    - **October 17<sup>th</sup>**  
Pricing Evaluation  
Ranking & Selection
    - **October 22<sup>nd</sup>**  
Council Approval

- **October 23<sup>rd</sup>**  
Communication Successful Proponent  
Communication Unsuccessful Submissions  
Contract – October 31<sup>st</sup>

Opening Envelopes A & C  
Mandatory Requirements

- There was 6 RFP's received. The committee was given each a copy of the envelopes A and C. The committee reviewed the documents in order to determine if the mandatory requirements were submitted. The committee did an exercise together on 2 of the RFP and were advised to take the proposals with them and keep them confidential and work on the mandatory requirements. The committee will reconvene on Thursday, October 17<sup>th</sup>, at 8:00 a.m. at the CPH to discuss any issues, additional information required.
- Envelope "B" will be opened at the meeting of October 17 for the committee to do pricing evaluation.

5. Proposals Submitted

- Addenda – There was 2 addenda prepared

6. Project Management – Roles, Responsibility & Authority

- Council, Technical Advisory Ad-hoc Committee, Staff
- Project Manager, Prime Consultant, Cost Consultant

7. Site Survey: Although Antoine was not present at the meeting, Jason inquired with Antoine to see if we had gotten the site survey. Antoine advised Jason that he had not received any documents as of yet.

8. Conclusion: meeting adjourned at 11:10 a.m. and another meeting scheduled for October 17<sup>th</sup>, 2019 at the Corbeil Park Hall at 8:00 a.m.