

**NORTH PERTH RECREATION COMPLEX
COMMITTEE MINUTES
Wednesday, July 21st, 2010
7:00 p.m. at the Wallace Municipal Office - Gowanstown**

Attendance: Heather Horn, Paul Horn, Ed Hollinger, Steve Hardie, Kate Docker, Fran Hale, Russ Danbrook, Tami Chauvin, Terry Seiler, Bill Woods, Lloyd Martin

- 1) Call to order – Chair Paul Horn called the meeting to order @ 7:10 p.m.
- 2) Additions to Agenda – Ed H. will make comment on signage under ‘Other Business’

It was moved by Lloyd Martin, seconded by Russ Danbrook THAT the agenda be approved as amended.

MOTION CARRIED

- 3) Declaration of Pecuniary Interest – None.
- 4) Review & Adopt Minutes –

It was moved by Terry Seiler, seconded by Tami Chauvin THAT the minutes from the June 23rd meeting be approved as circulated.

MOTION CARRIED

- 5) Delegation – None.
- 6) Review of RFP's – Steve reported that four (4) were received and opened @ 4:00 on Monday. The pricing between each RFP varies but everything we asked for appears to be included in each RFP. There was discussion regarding the lowest three (3) companies and the past projects they have been involved with. It was agreed that the fourth company will not be considered as their price is too high. Fran noted that we would have to re-tender for final architectural services for construction purposes. There was discussion regarding ownership of the drawings, especially if we go with a different firm for architectural services. Bill added that if electrical, mechanical and civil engineering is included in the conceptual drawings, the process is already 50% complete. Steve suggested we talk to the three (3) low bidders and allow them to make a presentation so we get a clearer picture of what we're getting. Russ noted that the Building Committee was thinking the same thing and would be willing to meet with them. There was discussion regarding pre-engineered and conventional construction and maintenance issues that can arise based on the design. Paul reminded everyone that the conceptual drawings are a tool to showcase the project to the community during the public forum process, and therefore need only to give an idea of what the complex could look like – these are not final designs. No direction has been given by Council to go any further at this point. Building Committee involvement in the design and RFP process was discussed. There was agreement to have a joint meeting of the Rec. Complex Committee and the Building Committee where the three (3) companies will be invited to give a 20 minutes presentation each followed by 10 minutes of Q & A. This will allow them to highlight past projects they have been involved with and show what they can bring to us. This should not be open to the public. They will be notified that the timelines will change as a result. Possible dates: July 29th, Aug. 3rd and Aug. 4th.

It was moved by Ed Hollinger, seconded by Russ Danbrook THAT direction be given to Steve Hardie to set up presentations for the three (3) lowest RFP's as per the preferred dates discussed.

MOTION CARRIED

- 7) Media Release – Tami suggested that we should hold off putting anything out until we firm up some dates. She feels the editorial can be used to our advantage.
- 8) Sub-Committee Reports – Lloyd – The Fundraising RFP closes July 30th and they will be opened Aug. 3rd. Lloyd and Ed will be meeting with Campaign Coaches next Monday to discuss the RFP, and there are two (2) other companies that have showed interest in the RFP. Heather – nothing; Russ – He will set up a meeting of his committee for next week to co-ordinate the questions for the presentations. It was agreed that these should be circulated in advance, so Russ will forward them to Kate; Tami – nothing.
- 9) Other Business – Ed has done some pricing on a double-sided billboard sign for the potential site. A 4' X 8' sign is \$500.00, an 8' X 8' sign is \$1,500.00, and an 8' X 16' sign is \$2,000.00. It was agreed that the 4' X 8' would be too small. \$25,000.00 was allowed for the RFP process so any savings could be used for signage.
- 10) Announcements and adjournment – The next meeting will be a joint Building Committee and Rec. Complex Committee meeting – date is to be announced.

It was moved by Lloyd Martin, seconded by Heather Horn THAT the meeting be adjourned at 8:05 p.m.

MOTION CARRIED

Chairperson – **Paul Horn**

Date

Recording Secretary – **Kate Docker**

Date