



SOUTH NATION
CONSERVATION
DE LA NATION SUD

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Board of Directors

Special Meeting Agenda

Date: July 15th, 2021

Time: 10:00 am

Teams Meeting Coordinates:

*Meeting connection information will be provided
48 hours in advance.*



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Board of Directors

Special Meeting Agenda

July 15th, 2021 at 10:00 am

1. Chair's Remarks
2. Approval of SNC Board of Special Meeting Agenda
3. Declaration of Conflict of Interest
4. Request for Approval: Flood Risk Assessment Partnership Project 3-4
5. Adjournment

Angela Coleman,
General Manager/Secretary-Treasurer.

/dm



To: Board of Directors
From: Sandra Mancini, Team Lead, Engineering
Date: July 8, 2021
Subject: Request for Approval: Flood Risk Assessment Partnership Project

RECOMMENDATION:

The Board of Directors approve retaining vendor C to complete South Nation Conservation's portion of the Flood Risk Assessment Partnership project at an approximate cost of \$53,000 plus HST.

DISCUSSION:

At the May 2021 meeting, the Board of Directors approved undertaking the Flood Risk Assessment Partnership project in partnership with Rideau Valley (RVCA) and Mississippi Valley (MVCA) Conservation Authorities (Resolution # BD-101/21). Funding was awarded for this project under Intake 6 of the National Disaster Mitigation Program (NDMP).

South Nation Conservation (SNC) is seeking to retain consulting services to complete the following deliverables by the March 31st, 2022 NDMP deadline:

- Project Geodatabase and Reach Delineation
- Risk Assessment
- Preliminary Floodplain Strategy and Cost Estimates

A Request for Proposals was issued and included an Evaluation Criteria and Scoring matrix. Proposals were evaluated by representatives from the three Conservation Authorities based on the following criteria:

- a. Understanding of the assignment (15%);
- b. Experience of Project Team (30%);
- c. Details of the proposed methodology, innovative ideas, schedule, and work plan (30%), and
- d. Cost (25%).

Summary of proposals received:

Vendor	Submission Score	Total Cost (excluding HST)	SNC Cost (excluding HST)
A	66.00	\$146,630	\$54,640
B	82.89	\$185,851	\$65,451.53
C	88.28	\$149,925	\$52,923.53



FINANCIAL IMPLICATIONS/ADHERENCE TO SNC POLICY:

Compliance with Budget:

Funding for this project was approved at the May Board of Directors meeting, (Resolution # BD-101/21). The total project budget is \$337,764: 50% of the funding from NDMP (\$168,882) and the remaining 50% shared between MVCA and RVCA (\$116,182) and SNC (\$52,700).

Each Conservation Authority partner will issue their own Purchase Order for the cost of the project within their area.

SNC Policy Adherence:

SNC Purchasing Policy, section (C) v. was followed for Purchases over \$100,000:

- Goods and services exceeding \$100 000 will be obtained by a formal bid process (ex. Public Tender, Request for Proposal, Prequalification, or other means acceptable to the Board of Directors) unless the Board of Directors direct otherwise;
- Senior Supervisors are responsible for preparing the formal bid package;
- If three bids cannot be obtained, the reasons will be documented;
- Bids will be routed to the appropriate Senior Supervisors, or their delegate, who will log and safeguard all tenders received;
- Bids will be opened in the presence of at least three (3) staff members, at least one being a Senior Supervisor;
- Approval of the Board of Directors is required for awarding the contract to the successful bidder. After the project is approved by the Board of Directors, the Board of Directors may delegate their approval authority to award the contract;
- Reasons for accepting other than the lowest bid, and/or not following the formal bid process must be documented;
- Any one of the signing officers, will sign the appropriate documents as required;
- All documentation must be retained on file in the Corporate Services office.

Sandra Mancini

Sandra Mancini,
Team Lead, Engineering.