



# **Board Meeting**

# **Agenda Package**

**August 9, 2018**

**AGENDA****Type of Meeting:** Board**Date:** August 9, 2018**Page:**1 of 1*"TOWARDS NEW HORIZONS":**Is it in the best interest of our students?**Does it support excellence?*

**NEW HORIZONS CHARTER SCHOOL SOCIETY  
BOARD OF DIRECTORS' MEETING  
AUGUST 9, 2018**

**AGENDA**

*Vision: New Horizons School will enable gifted students to strive for excellence in a positive academic learning environment that fosters social and emotional support for each student.*

- |   |   |            |         |
|---|---|------------|---------|
| 1.  | <b>Call to Order</b>  | N. Pasemko | 6:30 pm |
| 2.  | <b>Statement of Territorial Acknowledgment</b>  | N. Pasemko | 6:31 pm |
| <i>The Board of Directors of the New Horizons Charter School Society respectfully acknowledges that the land on which we meet is Treaty 6 territory, a traditional home, gathering place, and travelling route for diverse Indigenous Peoples, including Cree, Saulteaux, Blackfoot, Nakota, Sioux, as well as the homeland of the Métis Nation. We recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples of this land.</i> |   |            |         |
| 3.  | <b>Adoption of Agenda</b>   | N. Pasemko | 6:32 pm |
| 4.  | <b>Disclosure of Conflict of Interest</b>   | N. Pasemko | 6:33 pm |
| 5.  | <b>New Business</b>   |            | 6:34 pm |
|   | 5.1 Recommendation re Contract for Modular Classroom Construction Project – attachments (2) | D. Falk    |         |
| 6.  | <b>In Camera</b>  | N. Pasemko | 7:00 pm |
| 7.  | <b>Adjournment</b>  | N. Pasemko | 7:15 pm |

**Next Board Meeting – Wednesday, September 19, 2018 at 7:00 p.m.**



**Don Falk**  
Superintendent  
Phone: 780-416-2353  
Email: dfalk@newhorizons.ca

**MEMORANDUM**

August 9, 2018

To: Board of Directors

From: Don Falk - Superintendent

Re: Bids on Modular Classroom Construction Project

**Background:**

On July 25, 2018, a request for bids on our school's modular classroom addition project was posted on the websites of the Alberta Purchasing Connection and COOLNet Alberta respectively, with a closing date of 2:00 p.m. on August 9, 2018.

Four potential bidders attended a mandatory pre-bid meeting on July 31, 2018. Ultimately, however, only two bids were received, with bids being opened in the offices of ONPA Architects Inc. at 2:00 p.m. on August 9, 2018.

Attached for the consideration of the Board of Directors is correspondence from ONPA Architects that summarizes the bids and makes a recommendation for awarding the contract. Alberta Infrastructure (AI) has reminded the NHCS Society that no contract may be entered into with the low or any bidder until AI has reviewed the bids and has received a copy of a motion from the Board recommending acceptance of the bid of choice.

The task of the Board at this time, therefore, is to consider a motion which recommends acceptance of the bid of choice and, subject to its approval, forward that motion to AI, together with a request that AI approve signing of the CCDC2 contract with the recommended contractor. (CCDC is a reference to the Canadian Construction Documents Committee. A CCDC2 contract is a standard prime contract between an owner and a prime contractor to perform the required work for a single, pre-determined fixed price or lump sum, regardless of the contractor's actual costs.)

ONPA Architects will be responsible for preparing the CCDC2 contract for review and signing.

**Recommendations:**

It is recommended that the Board of Directors undertake the following:

- Identify which of the bids is the Board's bid of choice.
- Approve a motion that recommends acceptance the Board's bid of choice and which requests that Alberta Infrastructure approve signing of a CCDC2 contract with the recommended contractor.
- Advance the motion to Alberta Infrastructure.

A handwritten signature in blue ink, appearing to read "Don Falk".

Don Falk

Attachment

August 9, 2018  
File: 18113

New Horizons School  
1000 Strathcona Drive  
Sherwood Park, AB T8A 3R6

Attention: Don Falk  
Superintendent

**Re: Bid Contract Award Recommendation  
New Horizons School  
Modular Classroom Addition**

Bids were received on August 9, 2018 in accordance with the Bid Call with the following results:

Bidder	Krawford Construction Ltd.	Tri-Tec Project Management Inc.
<b>Overall Bid Price</b>	<b>\$217,800.00</b>	<b>\$254,990.00</b>

Based on the requirements of the Bid Documents and the Bid Submission, we recommend that the contract be awarded to the lowest compliant bid which is Krawford Construction Ltd. in the amount of Two Hundred and Seventeen Thousand, Eight Hundred Dollars (\$217,800.00) excluding GST.

### **Funding**

The funding request made to Alberta Education and Alberta Infrastructure for construction costs is listed below based on the lowest bid price. The funding amount identified is \$121,200.00 for construction and \$2,424.00 for construction-related project expenses (permits, alarm verification).

Please note that the following items are included in the tender amount and are typically considered Furniture and Equipment (F&E) items or items that are the responsibility of the School Division:

Lockers (supply and install):	\$6,155.00
Whiteboards / Tackboards (supply and install):	\$1,640.00
Window Roller Shades (supply and install):	\$2,695.00
<u>Additional Millwork (supply and install):</u>	<u>\$7,600.00</u>
Total:	\$18,090.00

The final funding amount, excluding GST, is:

<b>Tender Amount:</b>	\$217,800.00
<b><u>F&amp;E Items:</u></b>	<u>(\$18,090.00)</u>
Subtotal:	\$199,710.00
 <b>Funding:</b>	 \$123,624.00 (variance of \$76,086.00)

Based upon this information, New Horizons School will need to seek approval from Alberta Education and Alberta Infrastructure for additional funds in the amount of \$76,086.00 excluding GST.

Trusting the above meets with your understanding, please do not hesitate to contact the undersigned should you feel the need to discuss further.

Yours truly,

**ONPA Architects**

Per:

A handwritten signature in black ink, appearing to read 'C. Woollard', is written over a light blue horizontal line.

Chris Woollard  
Senior Partner  
M.Arch., AAA, SAA, MAA, MRAIC

BID ANALYSIS FORM

PROJECT INFORMATION

PROJECT NAME:

New Horizons Schools – Modular Classroom Addition

PROJECT #: 18113

ADDRESS:

1000 Strathcona Drive, Sherwood Park, AB T8A 3R6

CLOSING DATE & TIME:

August 9, 2018 – 2:00:00 p.m.

CLOSING LOCATION:

ONPA Architects 9431 - 41 Avenue NW Edmonton Alberta T6E 5X7

Bidder	Base Bid Price (\$)	Check If All Items Are Accounted For				
		Bid Security	Confirmation of Mandatory Pre-bid Meeting Attendance	Addenda Acknowledged	Bid Forms Signed & Sealed	Certif. of Recognition
Krawford Construction Ltd.	\$217,800.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tri-Tec Project Management Inc.	\$254,990.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>