

RFP Opening Meeting held Tuesday, January 7, 2004.

PRESENT: Councillor Robert Bailey
Hilary Payne
David Mailloux
Lou Zarlenga

The meeting was held to open the RFP for the Amherstburg Sewage Treatment Plant.

The CAO explained the RFP. The two envelope system was used.

The RFP was prepared by Stantec.

The CAO specifically referred to Page 13 Paragraph 5.2 (insurance) which called for Professional Liability Insurance of not less than 5 million dollars. Prior to the November 28 closing date – CAO received letter from M.M. Dillon about sub consultants not having insurance requested.

CAO reviewed matter with Armando Deluca and the opinion received was that we maintain the provision in Paragraph 5.2.

CAO sent e-mail to consultants saying that we are not waiving insurance condition however they could submit an RFP and the selection committee would decide.

Moved by R. Bailey, seconded by L. Zarlenga that we open the RFP's submitted (technical portion only).

1. STANTEC
2. DILLON CONSULTING
3. CH2M HILL

CAO discussed the possibility of having someone with technical experience to be part of this selection committee. The members agreed.

CAO will contact Kit Woods and will attempt to obtain one other name.

When fully staffed the Selection Committee will review the proposals and report to Council

Next meeting will be held on Friday, January 16, 2004 at 10:00 a.m. at the Amherstburg Municipal Building.

DAVID MAILLOUX - CLERK