

OPERATIONS QUARTERLY REPORT



October 1
—
December
31, 2017

Fourth Quarter 2017



Operations Quarterly Report

FOURTH QUARTER 2017

General Departmental Overview

The end of the fourth quarter brought lots of snow for the Town of Pincher Creek, and lots of snow removal for the Operations team. With total accumulation amounts in some areas exceeding 50", and snow falling persistently, staff worked very hard to keep priority routes clear and to maintain access to residential areas. Operations staff worked overtime through Christmas and New Year's, maintaining connectivity throughout Town in accordance with the Town of Pincher Creek Winter Street Maintenance Policy and in response to resident requests.

In October, two members of the Operations department visited Cardston, Alberta to conduct their external Health and Safety Audit and completed training related to Freedom of Information and Privacy legislation.

In November, staff focused on completion of the stats Canada public infrastructure survey, worked on ongoing committee follow up, preparations for administrative completion of 2017 capital projects, and planning for 2018 capital projects. Three requests for proposals were processed as well as ongoing application processing for pre-qualified contracting. Administratively, operations prepared 8 requests for decision this quarter and 19 letters responding to various inquiries.

Operations Staff facilitated communication between residents and contractors as Quanta Telecom was working towards implementation of AXIA services and Fortis was replacing power poles.



Snow Removal

We continued progress throughout all committee support roles, including Operations and Transportation committees. Three bus shelter pads have been poured in anticipation of a regularly scheduled transit system being operational in the near future. Operations committee items include researching and planning for recycling initiatives, as well as continued cemetery planning which saw a beautiful wind shelter constructed with memorial benches planned for installation in the spring.

Our Director of Operations attended the 2017 Alberta Emergency Management Agency Stakeholders Summit December 5-6. In preparations for how quickly planning and activation are required in the event of a disaster, sessions attended included "Provincial Operations Evacuation Framework and Re-Entry" planning as well as "Ensuring Communications when Disaster Strikes" and "Emergency and Continuity Management" where disaster planning and response are concerned. Operations staff also used this learning as we continued progress on our localized disaster evacuation plan.

Streets, Water and Waste Water Distribution

Fourth Quarter 2017

- Completed asphalt and concrete repairs for season
- Completed Veteran's St and Highway 6 upgrades
- Completed Hyde St water upgrades
- Directional drilling under golf course for new watermain nearing completion
- Crosswalk upgrades at arena completed
- Snow removal and sanding as required

Upcoming Jan-Mar '18

- Expect completion of directional drilling under golf course
- Sanding and snow removal as required
- Water service repair in Pineridge area



Spray Park Construction

Fleet and Solid Waste Collection

The 2018 pickup truck RFP was opened on December 11. We have awarded Castle Ford as the winning bid. Ongoing equipment repairs and maintenance as usual. Our 2017 garbage truck arrived December 20th.



New Garbage Truck

Water and Waste Water

- Sanitary wastewater approval #95-MUN-080 October 1 – December 31, 2017
total volume flows = 159,990 M3
- Water treatment filtered and treated water for distribution October 1 – December 31, 2017
total volume flows = 157,944 M3
- Our Raw Water Intake was Transferred from the Castle River to the Pincher Creek on November 2nd

Facilities and Open Spaces

Fourth Quarter 2017

- **Building repairs**
 - RCMP Station - working on bringing the heating system up to par and upgrade computer systems for better operations and control over the heating and cooling system as well as the regular up keep and maintenance
 - Label Mansion - companies have been in for the last while doing upgrades to the building as well as the regular inspections and work to maintain the building as well.
 - Old RCMP Station - working on upgrading the heating and cooling of the building so operations are conducted at higher efficiencies as well as bringing the building interior and exterior up to par
 - Town Offices - overall maintenance and work ongoing with interior and exterior upgrades
 - Golf Course - upgrades and maintenance of building with future upgrades coming in the new year
 - Water Plant - working on upgrading the lights to LED throughout the whole building bringing the overall cost of lighting down and going green
 - Shop - upgrading systems lighting heating and overall building condition
- Furnace Repairs
- Building Checks
- Playground Checks
- Snow removal of sidewalks and trails
- Started Making Ice at the North Hill Outdoor Skating Rink
- Trail Garbage
- Urn and Full Grave Burials at Fairview Cemetery
- Maintaining Cemetery Road Access

First Quarter 2018

- Snow Removal – Sidewalks and Trails
- Making and Maintaining ice on the North Hill
- Maintaining Cemetery Road Access
- Trail Garbage Collection
- Building Repairs as Needed
- Building Inspections
- Urn and Full Grave Preparations as needed



Requests for Proposal

1. Request for Proposal (RFP) 2018- Pickup Truck

As Per TILMA and Town of Pincher Creek Policy #110-94:

- ⇒ RFP Opened November 27, 2017
- ⇒ RFP Closed December 11, 2017
- ⇒ Pre-Bid Meeting N/A
- ⇒ Submissions were opened in public on December 11, 2017
- ⇒ Contract was awarded to Castle Ford

2. Request for Proposal (RFP) 2017-NC19 - Special Accommodation and Compliance Snow Removal

As Per TILMA and Town of Pincher Creek Policy #110-94:

- ⇒ RFP Opened November 2, 2017
- ⇒ RFP Closed November 16, 2017
- ⇒ Pre-Bid Meeting N/A
- ⇒ Submissions were opened in public on November 16, 2017
- ⇒ Contract was awarded to BMT. Construction

3. Request for Proposal (RFP) 2017-NC19a - RCMP Snow Removal

As Per TILMA and Town of Pincher Creek Policy #110-94:

- ⇒ RFP Opened November 8, 2017
- ⇒ RFP Closed November 22, 2017
- ⇒ Pre-Bid Meeting N/A
- ⇒ Submissions were opened in public on November 22, 2017
- ⇒ Contract was awarded to Grassy Butte Environmental

4. Request for Proposal (RFP) Ongoing Contractor Prequalification 2017

As Per TILMA and Town of Pincher Creek Policy #110-94:

- ⇒ RFP Opened January 1, 2017
- ⇒ RFP Closed December 31, 2017
- ⇒ Pre-Bid Meeting N/A
- ⇒ Submissions were opened privately on an ongoing basis, as received, a total of 32 applications were received, some are still being processed and the following have been accepted as of December 31
 - ASA Contracting Ltd.
 - BYZ Enterprises Inc.
 - Candu Automation & control Solutions Ltd.
 - Contour Earthmoving Ltd.
 - Ledcor Construction Ltd.
 - McNally Contractors (2011) Ltd.
 - Porter Tanner Associated Incorporated
 - SAAL Paving Ltd.
 - Silver Ridge Construction (1999) Ltd.
 - Tanex (2003) Inc.
 - Valard Construction LP
 - Wildstone Group of Companies
 - BMT Construction Ltd.
 - Brooks Asphalt
 - DMT
 - Link Builders
 - Playquest
 - Tollestrup
 - Ossa Terra
 - Playworks Inc.
 - DA Electric
 - GLVT Building Contractors
 - Jenex
 - ParknPlay
 - Delnor
 - Highline Electrical Constructors Ltd.
 - Alberta Fire and Flood

Citizens Requests

Fourth Quarter 2017

