



City of Humboldt
March 10, 2025 - Special Meeting of Council - 05:30 PM

- 1 Call To Order**
- 2 Land Acknowledgement**
- 3 Adopt Agenda**
 - 3.1 Conflict of Interest
- 4 New Business**
 - 4.1 Recommendation - City Controller - Council Representative to SUMA Cities Caucus
 - 📎 Report - Council Representative to SUMA Cities Caucus
 - 4.2 Recommendation - City Controller - April Executive Committee Meeting Reschedule
 - 📎 Report - April Executive Committee Meeting Reschedule
 - 4.3 Recommendation - Director of Leisure Services - Municipal Roof Condition Assessment RFP
 - 📎 Report - Municipal Roof Condition Assessment RFP
 - 4.4 Recommendation - Director of Public Works - 2025 Concrete Replacement and Patching Program
 - 📎 Report - 2025 Concrete Replacement and Patching Program
- 5 Adjourn**



CITY OF HUMBOLDT REPORT

TITLE: City Council Representative to the SUMA Cities Caucus
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: March 10, 2025

RECOMMENDATION

That Mayor Rob Muench be appointed as the City of Humboldt's representative to the SUMA Cities Caucus for a term from March 10, 2025 to November 30, 2028, or until a successor is appointed.

BACKGROUND

Saskatchewan Urban Municipalities Association (SUMA) has recently transitioned to a caucus-based governance model, and requires the City to appoint an elected official to the Cities Caucus. This representative will be vital in advocating for our community's needs, engaging in key discussions, and shaping policies that impact Saskatchewan's urban centers.

CURRENT SITUATION

SUMA is enacting the change to strengthen advocacy by placing primary responsibility with sectoral caucuses, elected by their respective members. The SUMA Board of Directors will focus on overarching governance, including budget, audits, and province-wide initiatives. Specifically, the Cities Caucus, with one representative from each city, will address urban-specific advocacy. Nominating a representative to this caucus ensures our city's priorities are represented and contributes to SUMA's collective efforts.

OPTIONS

1. Accept the Recommendation.
2. Reject the recommendation and recommend another elected official.

COMMUNICATION AND ENGAGEMENT

The City Controller will notify SUMA of the City of Humboldts appointee.

ATTACHMENTS

N/A



FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The SUMA Cities Caucus is important for ensuring the City of Humboldt's voice is effectively represented in provincial urban policy discussions. This appointment enables active contributions to SUMA's collective efforts and advocate for our community's specific needs.



CITY OF HUMBOLDT REPORT

TITLE: April Executive Committee Meeting Reschedule
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: March 10, 2025

RECOMMENDATION

That the April Executive Committee meeting scheduled for Monday April 14th at 5:30 p.m. be rescheduled for Wednesday April 16th at 3:30 p.m.

BACKGROUND

At the December 2024 Council Meeting, Council passed the motion adopting the 2025 meeting schedule for the City with the anticipation the April Executive Committee Meeting would be held April 14th.

CURRENT SITUATION

The Saskatchewan Urban Municipalities Association Annual Convention and Tradeshow is taking place in Saskatoon from April 13th to the 16th with many of the elected officials and some senior management anticipated to be in attendance, it is recommended the City re-schedule the Executive Committee meeting to avoid any anticipated absences.

Administration is recommending the meeting be rescheduled to April 16th at 3:30 p.m., as the Convention will be concluding at noon.

OPTIONS

1. Wednesday, April 16th at 3:30 p.m.
2. Monday, April 7th at 5:30 p.m.
3. Thursday, April 17th at 5:30 p.m.

COMMUNICATION AND ENGAGEMENT

N/A

ATTACHMENTS

N/A



FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

Rescheduling the April Executive Committee meeting will ensure that any Council or Staff member attending the SUMA Convention would not be required to travel back to Humboldt to attend the meeting during the conference.



CITY OF HUMBOLDT REPORT

TITLE: Municipal Roof Condition Assessment RFP

PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: March 10, 2025

RECOMMENDATION

That the City award the Municipal Roof Condition Assessment RFP to Tri Tech Pinnacle at a total cost of \$12,920 plus applicable taxes.

BACKGROUND

In response to past roof issues related to water infiltration and surface concerns, Administration decided to proceed with an RFP process to assess the roof conditions of existing municipal buildings. A full assessment of these assets has not been completed since a similar review of five municipal buildings' roof structures was conducted in 2003.

CURRENT SITUATION

On January 29th, the Community and Leisure Services Department put out a Request For Proposal to solicit a contractor to perform a roof condition assessment of thirteen City owned municipal buildings. The competition closed on February 28th, with a total of eighteen proposals received. The selected contractor will be required to complete a visual inspection of all roof structures and provide the City with a comprehensive condition assessment of the roofing structure. The contractor will be expected to identify existing deficiencies and provide recommendations and pricing on repairs, prioritized by severity.

The RFP document included a scoring matrix to evaluate the proposals:

1. Experience & Qualifications (30%) – this category scored proposals based on how they demonstrate their past experience and qualifications pertinent to this project.
2. Proposed Methodology (20%) – this category scored proposals based on their planned approach to assessing the roofs, timeframes, engagement and overall reporting process.
3. Pricing (30%) – this category scored proposals based on the total cost associated with their proposal.
4. References (10%) – this category scored proposals based on the references and how they related to proposed project.
5. Safety (10%) – this category scored proposals based on their commitment to safe work practices within their company.

The following chart provides the total score awarded to each of the vendors based on their proposals:

Proponent	Score	Price
Tri-Tech Pinnacle	77	\$12,920.00
Howes Roof Consultants Inc.	77	\$26,000.00
EGIS	75	\$30,500.00
WSP Canada Inc	75	\$101,200.00
Green PI Inc.	75	\$109,000.00
MAE	74	\$43,210.00
Rimkus	73	\$27,835.00
EXP	73	\$32,000.00
Brault Roofing	72	\$6,492.00
TC Roofing	72	\$11,460.00
Tektum Consulting Group	72	\$23,750.00
Garland Canada	71	\$5,000.00
Pinchin Ltd.	70	\$20,000.00
Concentric	70	\$50,150.00
Keller Engineering	68	\$14,300.00
Flynn Group of Companies	66	\$21,400.00
Focus Advisory Group	64	\$15,720.00
Prakash Consulting Ltd.	60	\$55,750.00

The scoring matrix established at the beginning of this process was designed to ensure that the lowest proposed price would not necessarily be chosen. While it would still be valued at a significant amount, experience and qualifications were of equal importance, as is the methodology proposed for providing us with the information we are looking to receive those this process.

OPTIONS

1. Award the RFP to Howes Roof Construction Inc.
2. Award the RFP to an alternative proponent.
3. Provide alternative direction to Administration.

ATTACHMENTS

NA



FINANCIAL IMPLICATION

The proposal recommended to be accepted was for \$12,920. There were three bids that came in at a lower price than this proposal, however following the scoring of each proposal, Tri-Tech Pinnacle scored at the top. The project will be funded through existing maintenance budgets or through funded reserves.

CONCLUSION

Administration was extremely pleased with the response for this RFP and believes that the selected proponent is qualified and capable of meeting the specifications of the RFP. If approved, Administration will contact the vendor to move the process forward and expect to have the full process completed by late spring.



CITY OF HUMBOLDT REPORT

TITLE: 2025 Concrete Replacement and Patching Program

PREPARED BY: Peter Bergquist, P.Tech; Public Works and Utilities Director

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: Special City Council

DATE: March 10, 2025

RECOMMENDATION

Award the 2025 Concrete Program to WestCrete Curb and Landscape Inc. in the value of \$117,280 plus applicable taxes.

BACKGROUND

The Concrete Program involves spot replacements of sidewalks, curbs, wheelchair ramps in the following locations:

- 6th Avenue – From 5th St to 6th St
- 7th Avenue – From 2nd St to 3rd St
- 9th Avenue – From 17th St to the lane East of Barnes Crescent
- Concrete Patching Program – Various Locations

CURRENT SITUATION

The following bids were received.

Contractor Name	Net Bid Price (Not Included Taxes)
WestCrete Curb and Landscaping Inc.	\$117,280.00
Wheatland Builders and Concrete Ltd.	\$206,324.56

OPTIONS

1. Approve the recommendation as presented.
2. Not approve of the recommendation as presented.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

The bidding contractors as well as affected property owners will be notified of the decision and plans for the project.

FINANCIAL IMPLICATION

The 2025 budget for this work was estimated at \$87,000.

The lowest bidder meeting specifications for the concrete program is WestCrete Curb and Landscape Inc. at a cost of \$117,280.00 plus PST = \$124,316.80. The work is approximately \$30,280 over budget; however staff did identify more issues that should be fixed now which were included in the tender. Budgets related to roadwork and paving were significantly under budget (\$194,000); therefore staff recommend proceeding with this concrete work award because the overall project budgets will still be under at the end of the year and will result in a better finished product on site.

Please note:

- 17th Street from 5th Ave to 8th Ave reconstruction is planned for 2026, so staff are planning to replace some severely damaged concrete this year in preparation for that project.

CONCLUSION

WestCrete Curb and Landscaping has completed concrete patching in the city for many years and staff are quite comfortable proceeding with them.