



WILTON 2016

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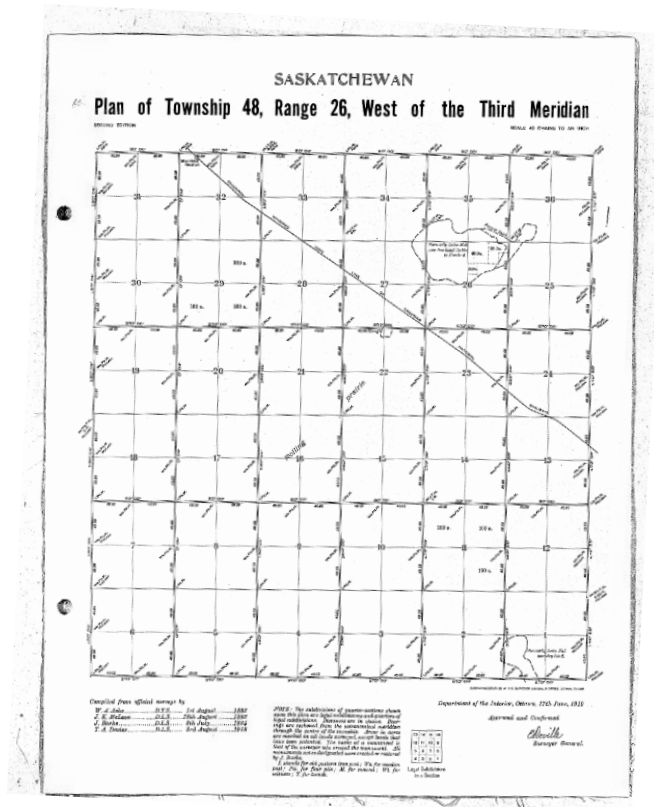
Disclaimer and Introduction

This presentation is for information purposes only. This presentation does not replace the need for legal representation or engineering expertise when deemed necessary.

- I stress that if at all possible, council motions approving projects be done the year prior to construction as this allows more time to properly prepare.
- Allowing yourself as much preparation time as possible, leads to the best possible outcome when dealing with projects – proper preparation ends in a successfully completed, on budget project.

Background

- Original ROWs were surveyed at 66 feet because, at the time of survey, the measurements used were links and chains. 1 chain was 66 feet.



- Right of Ways (ROW) were originally surveyed in the late 1800's to early 1900's and are surveyed every mile going north and south and every two miles going east and west (this may be slightly different depending on where you are in Saskatchewan)



Background continued

- Reason for survey being done this way was to provide access to each quarter section property.
 - This is why you need to be careful when someone wants to subdivide a property. You need to ensure they have "legal access" to the property, otherwise they would essentially end up being land locked.

D.L.S. 30

Third System Township
NOT TO SCALE

Figure 17

With only minor changes, the Third System Survey has been in use since 1881 covering most of the settled part of our Great Plains

31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	1

Changes from Second Systems:

- E-W road allowances 2 miles apart
- Road allowance width reduced from 99 feet to 66 feet.

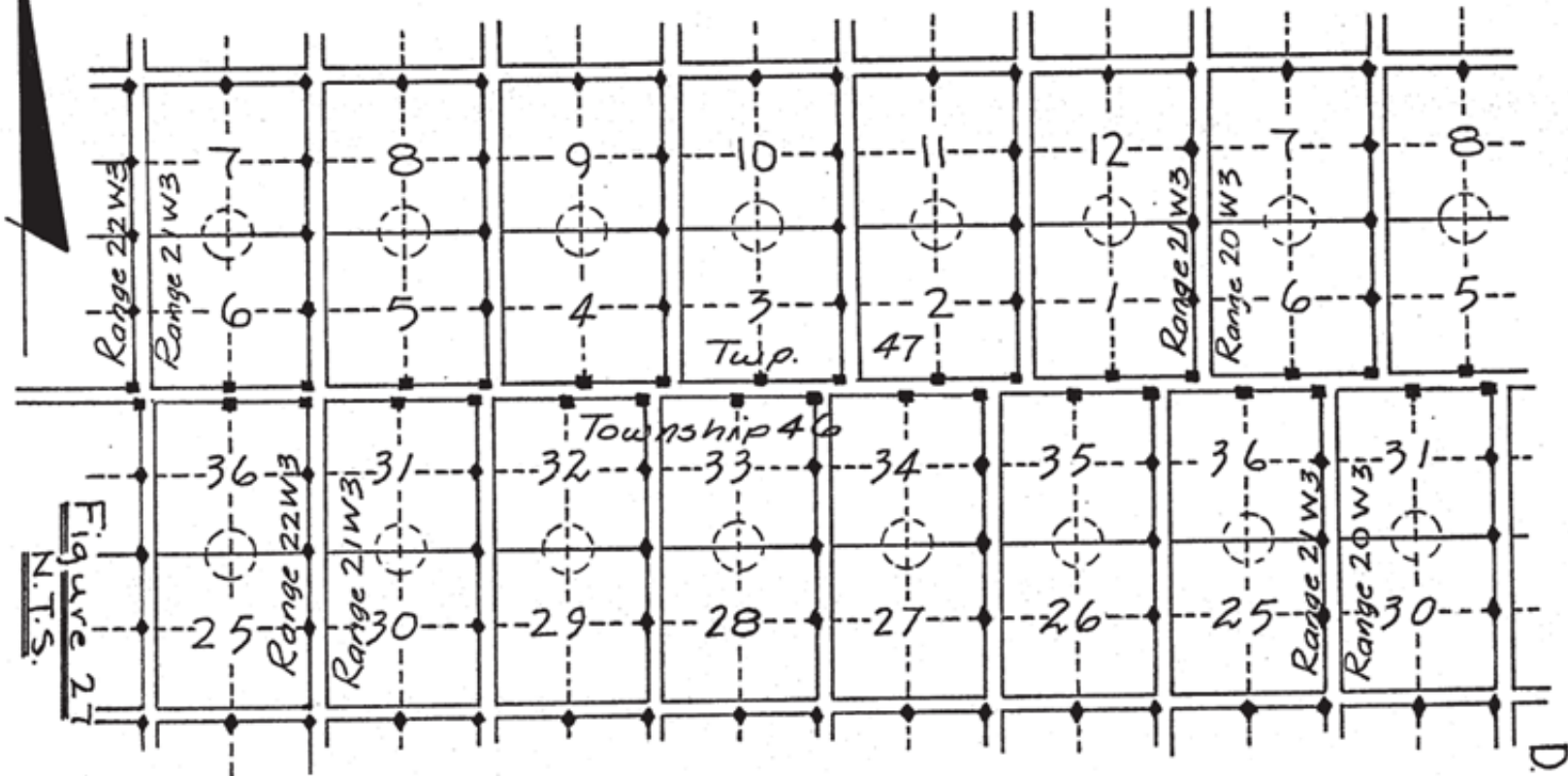
It is interesting to note that, in the last 30 years, the need for an all-weather road system has made it necessary for us to widen many of the 66-foot road allowances of the Third System to 100 feet.

This excerpt is from a book titled "The Land Subdivision System in the Prairie Region by I.W. Tweddell (1975)



Background continued

Location of Monuments of D.L.S. System. Circled points were required to be monumented after 1915



This excerpt is from a book titled "The Land Subdivision System in the Prairie Region by I.W. Tweddell (1975)



Planning

- The first step in building a road is planning:
 - Determine the type of road required and what it should be made of (what type of traffic it will likely see?)
- Even simple roads can take months of planning before construction can begin:
 - Complex roads that involve different structural elements such as bridges can take years to plan.
 - Other factors will need to be considered:
 - environmental impacts
 - cost
 - availability of materials
 - safety



Planning Continued

- This presentation will focus on basic dirt work (excavation) construction which involves widening the road from the existing right of way to a wider width, along with the use of an engineer in this process.



Planning Continued

WANT A GOOD DRIVING SURFACE? START AT THE BOTTOM

- It often helps to understand the structure of a road by comparing it to a house.
 - Just like a house, a road needs a foundation that provides support for everything that rests on top of it.
 - A road base must be able to drain well or at least withstand the effects of groundwater through all circumstances, or it will cause the structure above it to fail.
 - Both house and road must contain durable materials throughout
 - Finally, they both require something on top that can withstand the elements and shed water to keep the structure below it dry.
 - Like weeping tile to a house, ditches should be kept clean allowing water to flow freely from the roadway.

Driver Satisfaction is a guarantee that you used the right material and correct design.

Items of Importance

- **New West Partnership Agreement:** There is a requirement to tender under this agreement when contract values meet the following thresholds:

- **Goods:** \$75,000.00
- **Services:** \$75,000.00
- **Construction:** \$200,000.00



(Link to Procurement Guidelines for Domestic and International Trade Agreements can be found at:

<https://sasktenders.ca/Content/Public/KnowledgeCentre.aspx>



Items of Importance

- Understand when to use, and the purpose of each of the following processes:

1. Tendering:

- a) Once a need for a specific good or service is identified, and preliminary planning/evaluation identifies the item as falling in the threshold for tendering under the NWTPA, details/specifications are released to parties interested in bidding
- b) Tendering is generally used for contracted services such as road construction, gravel crushing, etc., where the RM owns the Asset that is to be improved or modified.



Items of Importance Continued

2. RFP (Request for Proposal):

- a) "The purpose of the RFP is to identify those suppliers capable of meeting the requirements in a feasible, economical and timely manner, and with whom a contract can be negotiated." (from [sasktenders.ca/Content/Public/KnowledgeCentre/Template for RFP](http://sasktenders.ca/Content/Public/KnowledgeCentre/Template%20for%20RFP))
- b) Lets contractors and suppliers know what is required and bid competitively based on specific requirements
- c) Lets the RM get detailed information on proposed supplies or services from a wide variety (hopefully) of bidders and allows them to fairly and equally evaluate all information received



Items of Importance Continued

- d) RFP's are generally used for more complex projects where a number of different components and materials are required and there is more than one method or set of materials available on the market to complete the project. Or, where an RM knows what they require as the outcome but are uncertain as to the processes to get there.

For Example:

Construction of a multi cell sewage lagoon or an
RM wide drainage study



Items of Importance Continued

1. RFQ (Request for Quote):

- a) This is used when the RM knows of a specific service or supply it would like to procure (for example: a specific brand/make/model of grader or a specific type of oil for chip sealing.
- b) The more detailed the specifications to be bid on, the more accurate the price
- c) Usually includes unique options, warranty costs, replacement parts, etc.

Items of Importance Continued

- **Grant Funding:** source out available grants. The following websites are great resources :



- **SUMA:**
 - Grants, loans and contributions available to municipalities for various projects
<http://suma.org/grants>



- **SARM :**
 - MREP (Municipal Roads for the Economy Program)
 - Heavy Haul-High Volume Road & CTP Construction Projects
 - Municipal Bridge Services
<http://sarm.ca/programs/administered-programs/mrep>



Items of Importance Continued

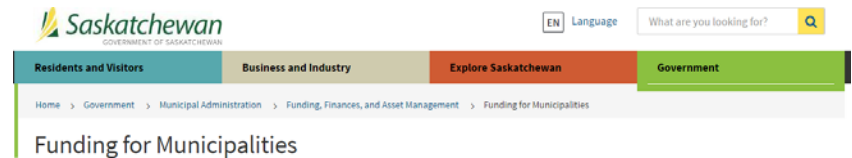
- Federal Infrastructure Grants:

- Gas Tax
- Building Canada



<http://www.infrastructure.gc.ca/prog/bcf-fcc-eng.html>

- Other Grants:



<https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding>

If your proposed project would fit under any of these categories, make application

Continued

- Keep an **Interest Binder and Spreadsheet**
 - When property changes hands a new interest number will be assigned and it is important to have record of the new interest number. Makes for easier interest removal and tracking.

Summary of Land Sales Agreement for ROW

Updated Jan 5, 2016 with new ownership, title & interest number information

Land Location	
---------------	--

Part	Sect	Twp	Rge	Land Owner(s) (from ISC)	Parcel # (from ISC)	Title #	Acres to Purchase	Cheque #	Cheque Date	Interest Registered (Date)	Interest #	ROW Registered with ISC	Notes
NW	23	48	26	XXXXXXXXX Saskatchewan Ltd John Doe	145*90*19	1*75*3*84 11*22*1*29	1.27	27145	21-May-15	12/22/2015 5/28/2015	17*522*1 1*22*21		Ownership and title change registered on ISC December 22, 2015. Letter from ISC dated December 22, 2015 has been received advising of changes, including new interest number. Cheque paid to John Doe



Items of Importance Continued

- **Crown Land:** when dealing with Ag & Food land, the Ministry requires a consent of occupant document to be signed by the lessee, and that all requirements noted on the document are satisfied.
- You do not enter into a Right of Way Agreement with Ag & Food, but they do allow additional ROW to be obtained for road construction purposes.
- Put an interest on this property. If Ag & Food sells the land your original consent of occupant is no longer valid.



Ensuring RM Policies, Bylaws & Motions are Up To Date

- *Do you have the following policies, bylaws or motions in place?
If you do, are they current or should they be reviewed and updated?*



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Agreements for Sale of Right of Way:**

- Used when RM is obtaining land by way of purchase from landowner
- Landowner needs to be compensated for purchase of land
- Council to determine the \$/acre to be paid (*contact a neighbouring municipality to ask what they are paying or your local assessor to determine the selling price of land, divide by the acres in the quarter*). Or Council can set their own price.

NOTE: Purchasing additional ROW from acreages at the standard \$/acre price may need to be reviewed as the selling cost is usually higher.

Some councils do not differentiate between ag land & acreages as they determine everyone is getting an upgraded road and all benefit equally.



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Agreements for Sale of Right of Way** continued:
 - Council should consider how agreements will get signed:
 - Utilize a Council member for the division where construction is taking place?
 - Use the Public Works Administration?
 - Use your Engineer?
 - It is important that all ratepayers affected by construction are treated fairly and equally and understand the document they are signing

Whoever is tasked to obtain signatures, ensure they are aware of what the construction is about and can speak to it.



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Borrow Agreements:**

These agreements are only required if you need to use “material” from outside your existing and/or proposed right of way. Your engineer will advise if agreements are necessary.

- Borrow Agreements are made with the landowner:
 - Usually on property adjacent to the road construction project, allowing the RM (contractor) to use material (clay) from the land, to use in the road building process.



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Borrow Agreements** *continued:*

Can be a "Landscape Borrow" or a "Dugout Borrow":

- **Landscape Borrow:**

- allows the land to be reclaimed back to its original state (*or close to!*)
- Best when a smaller quantity of material is required, as it will be easier to reclaim after

- **Dugout Borrow:**

- Used when the landowner would like a dugout (*useful if it is in an area that can collect water and the landowner has cattle*).
- Best method if a large quantity of material is required for construction



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Borrow Agreements** continued:

- Council needs to determine the \$ amount to be paid to the landowner.
 - Some RMs use a figure of \$1.00/cubic meter of useable material (for both landscape and dugout). The engineer will provide the cubic metres used, once construction is complete.
 - Other RMs deem that they will pay \$ for a landscape borrow, but nothing is paid if the landowner wants a dugout borrow.

These are decisions Council will need to make.



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Crop Loss:**

- Depending on type of land affected by construction – what is Council's position on paying for crop loss (crop land and pasture)?
- Adequate notice can prevent the landowner from planting in the area of land the RM has purchased, which may eliminating paying for crop loss.

Suggestion: If the agreements are already in place well ahead of construction (the year before). Write a letter to the landowners in February advising of upcoming road construction and state that the area the RM has purchased will be staked and to avoid planting in the staked area.



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Crop Loss** continued:

- Crop loss may need to be paid in the current year if adequate notice is not given, and planting has already taken place.
- Crop loss may also need to be paid for borrow areas, including the access route to the borrow area
- Payment is usually based on 1 year's crop loss on the amount of acres disturbed (borrow pit plus stockpile site plus access route)
- If pasture land, payment may need to be based on 2 years. As this type of crop requires more than 1 year before the landowner can harvest it.

Example: Acres X (type of crop) bushels/acre X \$/acre
2.82 acres Canola X 50 bushels/acre X \$9.00/acre = \$1,269.00



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Fencing:**

What is Council's position on fencing?

How does Council intend to handle the following:

- Removal of fence (*landowner responsibility or RM?*)
- Temporary fencing (*if needed due to livestock*):
 - Will the RM use electric fence? Who will monitor this?
 - Will a temporary fence be placed well within the property line, and a permanent fence built later, on the new property line?
- What is Council's position on fences that are old or serve no "containment" purpose?
- Material from fence removal:
 - Will the RM allow the landowner to keep this?
 - Does the RM obtain it?



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Fencing** continued:

Will the RM allow ratepayers to replace fence themselves?

- If so, Council will need to determine the amount they are willing to pay
- You may want to add to the right of way agreement a timeline for fencing to be done

Possible Problem: If several years go by and then the landowner replaces the fence, you may be faced with a landowner who expects the RM to pay more \$ due to increased costs (labour/materials)



Ensuring RM Policies, Bylaws & Motions are Up To Date

Continued

- **Signage:**

- If you have a sign bylaw (for traffic enforcement) ensure that this will be updated to reflect the new signs
- If a road is upgraded, you may want to determine if it requires reclassification



Prior to Presentation and Motion of Council

Determine **project viability**:

- Why should this project be done:
 - New residences?
 - Developments?
 - Subdivision?
 - Is the current road deteriorating?
- If this is a road rebuild, provide Council with costs on previous maintenance years:
 - Have they been increasing?
 - Has usage of equipment/manpower been increasing on the road?



Prior to Presentation and Motion of Council

Determine **Scope of Project**:

- What is the current length and width of the roadbed and road surface
- What will be the proposed length and width of the roadbed and road surface. What will the surface be (gravel/chipseal/pavement?)
- What needs to be done (dirtwork, widening, ditch work, hill cuts, large fills, water issues)
- Who will do the work (RM forces/contracted)
- Will there be different contracts for different stages of work? (dirt work/large culverts/bridges/strengthening/pavement)
- Who lives along this road – do you foresee any potential issues with landowner(s)?



Prior to Presentation and Motion of Council

Determine **Scope of Project** continued:

- Does this road currently handle heavy traffic as this will impact how the finished product/surface should be handled
- Is there any First Nations Lands within your boundaries or nearby neighboring boundary? If so, investigate if the project will require you to address the "Duty to Consult"

Link for more information on this process:

<https://www.saskatchewan.ca/residents/first-nations-citizens/duty-to-consult-first-nations-and-metis-communities>



Prior to Presentation and Motion of Council

FOOTWORK -take an onsite/ physical look at the proposed project :

If you can take pictures it will definitely assist later on (*highly recommended*)

- Take note of:
 - Current fencing
 - Type of adjacent property:
Crop land? Pasture with cattle? Industrial?



Prior to Presentation and Motion of Council

- **Footwork** continued :

- Overhead power lines
 - If there are lines, try to determine when the lines were placed (how many years ago). This is important as the type of existing line, where it is located, and how long ago it was placed can impact the costs the municipality may face if the poles/lines need to be lowered or moved.
- Take a look at the following website for further information:

<http://www.saskpower.com/home/how-we-do-business/electric-service-facilities-investment-guidelines/>



Prior to Presentation and Motion of Council

- **Footwork** continued :

- Look for markers in ditches and in nearby fields (SaskTel/SaskPower/SaskEnergy/TransGas)

Utility moves take time. The earlier you determine if a line move is required, the more successful your project will be (and possibly less costly)

- Look at culverts and their status (old/damaged/plugged) – will they need to be replaced or extended?
- Any water issues (creeks/ravines/C&D areas/irrigation ditches)?



Prior to Presentation and Motion of Council

- **Footwork** continued :
 - Any Hills (will you require less grade)
 - Residences (will construction delay school buses if construction were to take place during the school season)
 - Businesses – would construction impede customers from reaching the business – Example: Elevators
 - Events that happen along this road (major ball tournament, main road to seasonal campground)?

Prior to Presentation and Motion of Council

- **Footwork** continued :
 - Do you note any Ducks Unlimited property adjacent to your project:





Prior to Presentation and Motion of Council

- **Footwork** continued :

- Is there grant funding available? If so review to determine when you need to make application
- Timeline on work to be done? Are there items that may impact when work is to be done (Ocean's & Fisheries limitations, Grain Terminal road).
- Look for possible clay sources (if required outside right of way) – remember the closer the better as distance will impact how contractors will bid. The further they need to haul the product, the more costly it will be.
- Is this a road that can be closed during construction? If so, this should speed up the building process.



Prior to Presentation and Motion of Council

- **Footwork** continued :

- Can you determine an estimated budget:

Factors which determine the cost of construction:

- Contractors operating costs (all costs should be part of their tender)
- The time of year a project is tendered
- Time given to complete construction
- Construction materials used
- Amount of Environmental Mitigation required
- Availability of materials (gravel)
- Traffic control measures, such as detours
- Amount of construction being tendered
- Design of road
- \$ cost of right of way purchase (also borrow costs)

Set-up accounts with and/ or bookmark the following websites:



- Information Services Corporation (ISC)
www.isc.ca



- Saskatchewan Conservation Data Centre – Wildlife Clearance

<http://www.biodiversity.sk.ca/wildlifeapp.htm>



- Saskatchewan Heritage Resource Review and HRIA Information

<http://www.pcs.gov.sk.ca/HeritageReviewForms>



- Sask 1st Call
<http://www.sask1stcall.com/>



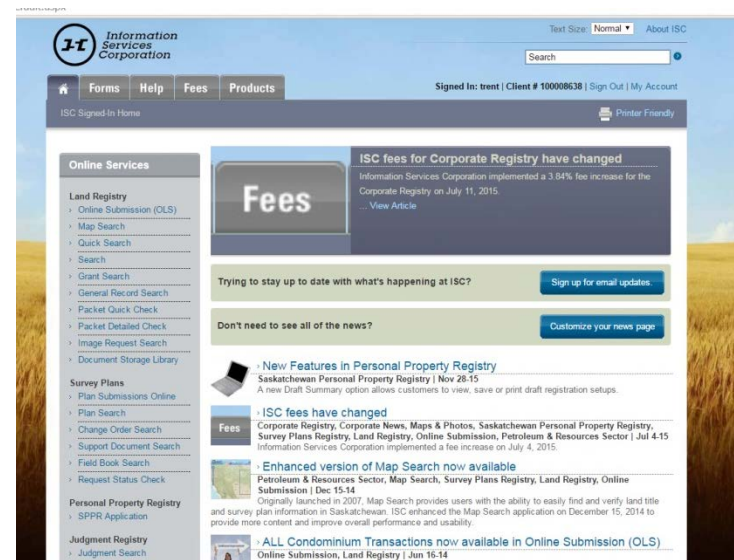
- Saskatchewan Workers' Compensation Board
<http://www.wcbsask.com/>



- SaskTenders
<https://sasktenders.ca/>

Information Services Corporation (ISC) – Land Registry

- www.isc.ca
 - Account required to use all services (free and fee)
 - Parcel information can be viewed for free, fee to view title information
 - Use to verify name of current land owner, property and ROW dimensions





Information Services Corporation (ISC) – Land Registry

Continued

- Can search for information using the following:
 - Land Description
 - Owner name
 - Parcel #
 - Title #
 - Map of Saskatchewan
- Other helpful information available regarding all aspects of land registry

Online Services

Land Registry

> Online Submission (OLS)

> Map Search

> Quick Search

> Search

> Grant Search

> General Record Search

> Packet Quick Check

> Packet Detailed Check

> Image Request Search

> Document Storage Library

Survey Plans

> Plan Submissions Online

> Plan Search

> Change Order Search

> Support Document Search

> Field Book Search

Quick Search

Client Reference:

Search By: Land Description ▼

☒ Typical Rural (i.e. Section, Township, Range)
 ☐ Typical Urban (i.e. Lot, Block, Plan)
 ☐ Other (any combination)

To refine your search, please select one of the following options:

☒ All
 ☐ Surface Only
 ☐ Mineral Only

☒ Return All Titles

For more detailed information about this option, please click [here](#).

Quarter Legal Sub Division: ▼

Legal Sub Division: ▼

Quarter Section: ▼

Section: ▼ * Required

Township: ▼ * Required

Range: ▼ * Required

Meridian: ▼ * Required

Extension:

Search

Back to top



Information Services Corporation (ISC) – Land Registry

Continued

- Reference information on ISC prior to:
 - Submitting Critical Wildlife & Heritage Sensitivity clearances
 - Construction planning
 - Creation of Land Sales Agreements

Land Description Blk/Par B-Plan 102129128 Ext 0			
Owner(s) RURAL MUNICIPALITY OF WILTON NO. 472			
Title	Number S143876199	Share 1/1	Title Lock Information N/A
Last Amendment Date 29 Jul 2014 09:21:11.867			Old Land Description
Parcel 202804523	Parcel Type Surface Regular	Municipality RM OF WILTON NO. 472	Ties
Validated Ties	Commodity/Unit N/A		Linked to Unit N/A

Land Description NE 06-48-26-3 Ext 0			
Owner(s) Her Majesty the Queen in Right of Saskatchewan			
Abstract *	Number S130956677	Share 1/1	Title Lock Information N/A
Last Amendment Date 19 Aug 2006 03:51:43.727			Old Land Description
Parcel 161663036	Parcel Type Mineral	Municipality RM OF WILTON NO. 472	Ties
Validated Ties	Commodity/Unit N/A		Linked to Unit N/A

4 Records

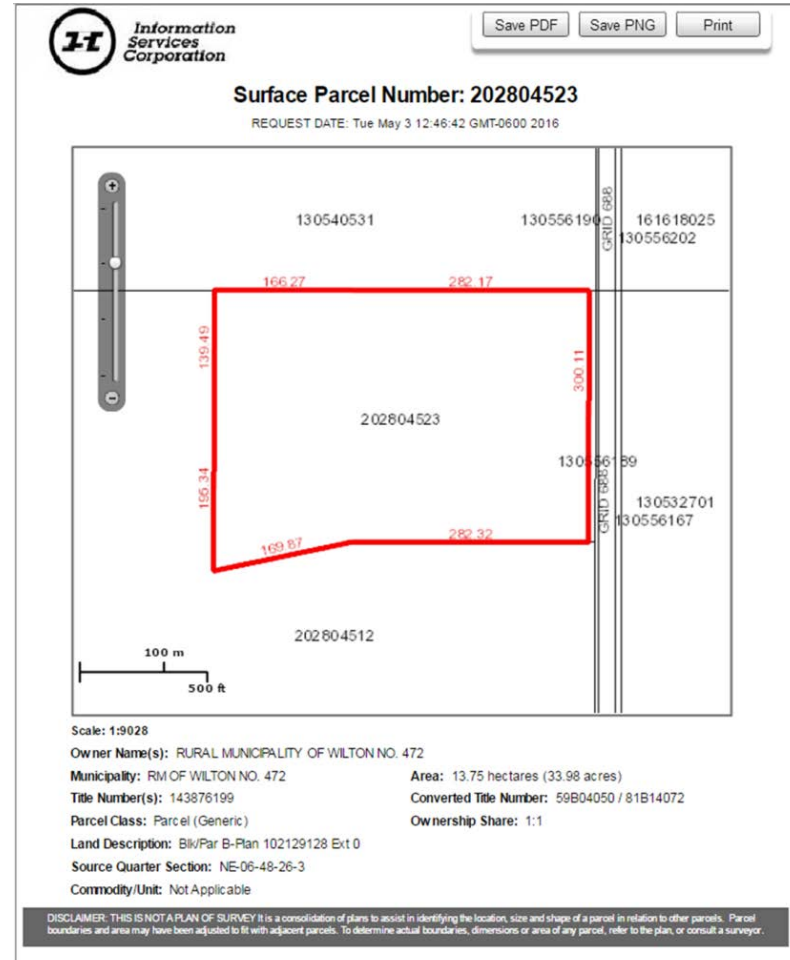
[Back to Search](#)



Information Services Corporation (ISC) – Land Registry

Continued

- Parcel view includes information such as:
 - Parcel picture (with dimensions)
 - Owner name(s)
 - Municipality
 - Title #
 - Parcel Class
 - Parcel area





Saskatchewan Conservation Data Centre – Wildlife Clearance

- o <http://www.biodiversity.sk.ca/wildlifeapp.htm>
- o No account required (*log in as “guest”, see next slide*)
- o Free to use
- o Use prior to construction planning to find out if and where critical wildlife habitats may exist within your planned construction area

Important: construction can be greatly affected and heavy constraints can be placed if there is found to be a species at risk. If construction is already underway, this could lead to the contractor being shut down and the possibility of the RM facing heavy costs associated with the contractor being unable to perform.

Saskatchewan Conservation Data Centre – Wildlife Clearance

Continued

- “Wildlife Application Help: Basic Steps to Using Wildlife Application” link at the bottom of the page is a detailed step-by-step guide
- Can also use to find crown land within your RM (cross reference with ISC)

Wildlife Application (Project Review Website) Log In Screen

If you do not have a Username or Password
Please sign in as a guest!

Username = guest
Password = guest

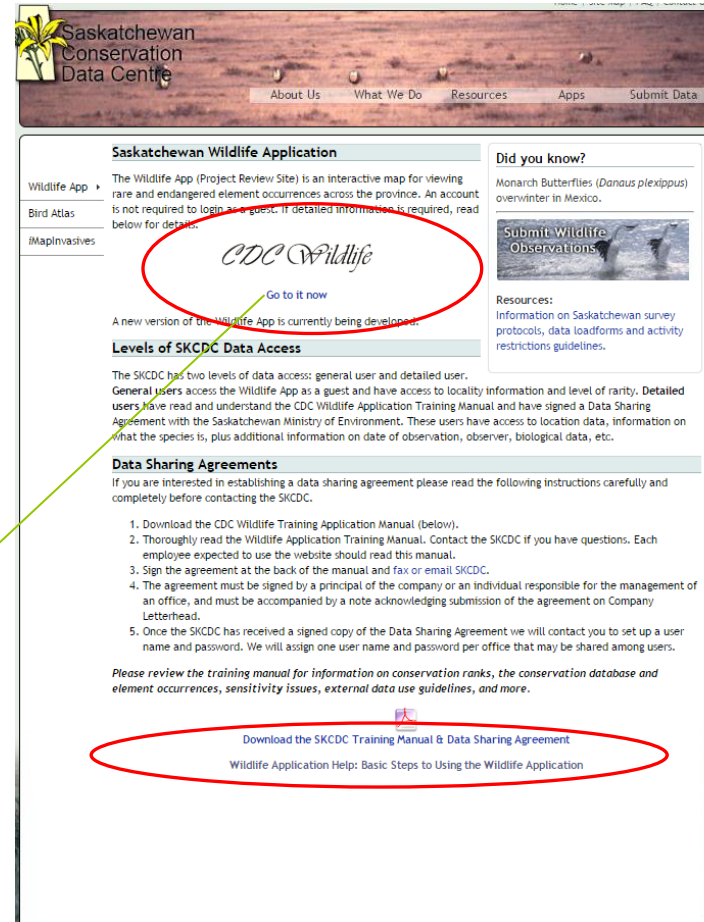
Please enter your Username and Password. (case sensitive)

Username:

Password:

Signing in as a guest will give you GENERAL Rare Species information.

Password protected access is now available at the discretion of the SKCDC.
Please download the [Wildlife Application Training Manual](#) and follow the instructions. - Updated Nov/2005
[Contacts](#)



Saskatchewan Conservation Data Centre

About Us What We Do Resources Apps Submit Data

Saskatchewan Wildlife Application

Wildlife App The Wildlife App (Project Review Site) is an interactive map for viewing rare and endangered element occurrences across the province. An account is not required to login as a guest. If detailed information is required, read below for details.

Bird Atlas

iMapInvasives

Did you know?

Monarch Butterflies (*Danusa plexippus*) overwinter in Mexico.

Submit Wildlife Observations

Resources:
Information on Saskatchewan survey protocols, data loadforms and activity restrictions guidelines.

Levels of SKCDC Data Access

The SKCDC has two levels of data access: general user and detailed user. General users access the Wildlife App as a guest and have access to locality information and level of rarity. Detailed users have read and understand the CDC Wildlife Application Training Manual and have signed a Data Sharing Agreement with the Saskatchewan Ministry of Environment. These users have access to location data, information on what the species is, plus additional information on date of observation, observer, biological data, etc.

Data Sharing Agreements

If you are interested in establishing a data sharing agreement please read the following instructions carefully and completely before contacting the SKCDC.

1. Download the CDC Wildlife Training Application Manual (below).
2. Thoroughly read the Wildlife Application Training Manual. Contact the SKCDC if you have questions. Each employee expected to use the website should read this manual.
3. Sign the agreement at the back of the manual and fax or email SKCDC.
4. The agreement must be signed by a principal of the company or an individual responsible for the management of an office, and must be accompanied by a note acknowledging submission of the agreement on Company Letterhead.
5. Once the SKCDC has received a signed copy of the Data Sharing Agreement we will contact you to set up a user name and password. We will assign one user name and password per office that may be shared among users.

Please review the training manual for information on conservation ranks, the conservation database and element occurrences, sensitivity issues, external data use guidelines, and more.

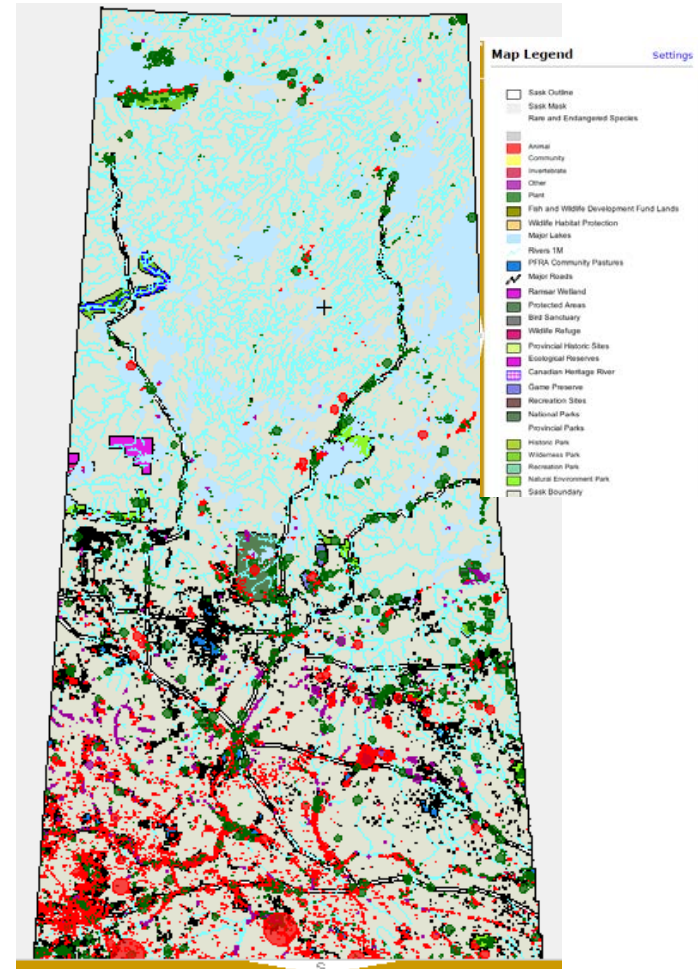
[Download the SKCDC Training Manual & Data Sharing Agreement](#)

Wildlife Application Help: Basic Steps to Using the Wildlife Application

Saskatchewan Conservation Data Centre – Wildlife Clearance

Continued

- There are a number of different ways to use the interactive map:
 - Read the manual to determine which method of searching will best suit your need (same results will be provided with all options, but will be displayed differently)
 - Map is colour coded, so you have a pretty good idea at the start whether or not there is anything to be concerned about





Saskatchewan Conservation Data Centre – Wildlife Clearance

Continued

- If an area of concern is identified on your map, contact the Saskatchewan Conservation Data Centre for more information
- Up-to-date contact information can be found at:
<http://www.biodiversity.sk.ca/contacts.htm>



Saskatchewan Heritage Resource Review and HRIA Information – Heritage Clearance

- ◉ <http://www.pcs.gov.sk.ca/HeritageReviewForms>
 - ◉ No account required
 - ◉ Free to use
 - ◉ Use during construction planning to find out if “heritage sensitive” areas are included in the construction area.

**** Think “Carlton Trail”**

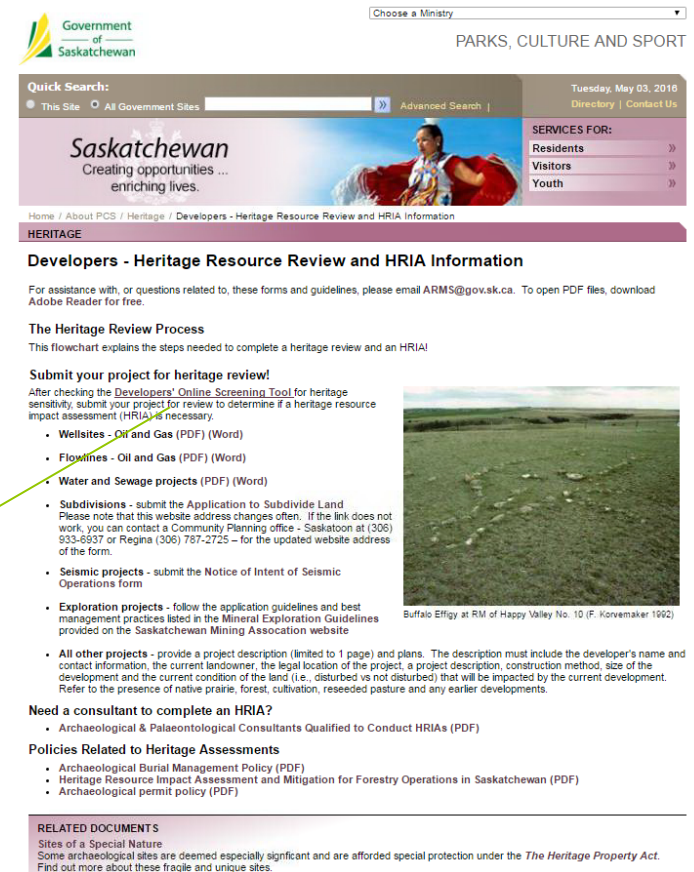
Saskatchewan Heritage Resource Review and HRIA Information – Heritage Clearance

Continued

- Read the webpage, follow the links and familiarize yourself with the process and the information before you start.
- Access the Developers' Online Screening Tool for detailed information. You will need the LLD of the areas you would like to check in order to use the tool. Verify exact locations on ISC.

Submit your project for heritage review!

After checking the [Developers' Online Screening Tool](#) for heritage sensitivity, submit your project for review to determine if a heritage resource impact assessment (HRIA) is necessary.



Government of Saskatchewan

Choose a Ministry: PARKS, CULTURE AND SPORT

Quick Search: This Site All Government Sites Advanced Search | Tuesday, May 03, 2016 Directory | Contact Us

Saskatchewan
Creating opportunities ... enriching lives.

HERITAGE

Developers - Heritage Resource Review and HRIA Information

For assistance with, or questions related to, these forms and guidelines, please email ARMS@gov.sk.ca. To open PDF files, download Adobe Reader for free.

The Heritage Review Process

This flowchart explains the steps needed to complete a heritage review and an HRIA!

Submit your project for heritage review!

After checking the [Developers' Online Screening Tool](#) for heritage sensitivity, submit your project for review to determine if a heritage resource impact assessment (HRIA) is necessary.

- [Wellsites - Oil and Gas \(PDF\)](#) (Word)
- [Flowlines - Oil and Gas \(PDF\)](#) (Word)
- [Water and Sewage projects \(PDF\)](#) (Word)
- [Subdivisions](#) - submit the Application to Subdivide Land. Please note that this website address changes often. If the link does not work, you can contact a Community Planning office - Saskatoon at (306) 933-6937 or Regina (306) 787-2725 - for the updated website address of the form.
- [Seismic projects](#) - submit the Notice of Intent of Seismic Operations form
- [Exploration projects](#) - follow the application guidelines and best management practices listed in the Mineral Exploration Guidelines provided on the Saskatchewan Mining Association website
- [All other projects](#) - provide a project description (limited to 1 page) and plans. The description must include the developer's name and contact information, the current landowner, the legal location of the project, a project description, construction method, size of the development and the current condition of the land (i.e., disturbed vs not disturbed) that will be impacted by the current development. Refer to the presence of native prairie, forest, cultivation, reseeded pasture and any earlier developments.

Need a consultant to complete an HRIA?

- [Archaeological & Palaeontological Consultants Qualified to Conduct HRIAs \(PDF\)](#)

Policies Related to Heritage Assessments

- [Archaeological Burial Management Policy \(PDF\)](#)
- [Heritage Resource Impact Assessment and Mitigation for Forestry Operations in Saskatchewan \(PDF\)](#)
- [Archaeological permit policy \(PDF\)](#)

RELATED DOCUMENTS

Sites of a Special Nature
Some archaeological sites are deemed especially significant and are afforded special protection under the *The Heritage Property Act*. Find out more about these fragile and unique sites.

Saskatchewan Heritage Resource Review and HRIA Information – Heritage Clearance

Continued

- Steps to submitting a review:
 - Follow the links through the “developer tool” link and log in as a guest.
 - Enter the location information and click search
 - Results will be provided immediately.
 - No matter what the result, print and keep for your records.

ABOUT PARKS, CULTURE AND SPORT

Heritage Sensitivity Search Log-in

May 29, 2012: In order to make the screening tool more accessible, a single username and password has been created which replaces all existing accounts.

If you are a new user, instructions are available [here](#).

Agent Company: **guest**
Passcode: **guest**

Login

Agent Company:

Passcode:

Login

ABOUT PARKS, CULTURE AND SPORT

Land Locations

Search Criteria

Quarter-section:	<input type="text" value="pick one"/>	
Section:	<input type="text" value="1 to 36"/>	
Township:	<input type="text" value="1 to 80"/>	<input type="checkbox"/> Correction Block A
Range:	<input type="text" value="1 to 34"/>	<input type="checkbox"/> Correction Block A
Meridian:	<input type="text" value="1, 2 or 3"/>	

If the quarter-section lies within a correction township or correction range (i.e., township 42A or range 26A), click the Correction Block checkbox to the right of the appropriate box.

NOTE: Due to their shape, river lots cannot be screened using this tool. Please submit your project for review using the appropriate form.

Search



Saskatchewan Heritage Resource Review and HRIA Information – Heritage Clearance

Continued



PARKS, CULTURE AND SPORT

ABOUT PARKS, CULTURE AND SPORT

Inquiry was made on August 19, 2015 at 1:55 PM

You are inquiring about the heritage sensitivity of the following land location:

Quarter-section:

SE

Section:

06

Township:

47

Range:

26

Meridian:

3

Development on this quarter-section will require further screening by the Heritage Conservation Branch.

This quarter-section is heritage-sensitive OR has not been screened yet for heritage sensitivity. Please complete the **appropriate referral form** and submit the project to the Heritage Conservation Branch for further screening. Project referrals must be accompanied by survey plans. Please email arms@gov.sk.ca for more information.

Inquiry was made on August 19, 2015 at 1:55 PM

[Home](#) / [About PCS](#) / [Heritage](#) / [Developers' Online Screening Tool](#) / [Land Locations Search](#)

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- If additional information is required to be submitted, follow instructions on webpage or contact ARMS@gov.sk.ca

- There is no form to submit regarding RM work. Wilton can provide examples of past submissions if requested

If at any point in the process you have a question, contact
ARMS@gov.sk.ca
 (they are VERY helpful)



Sask 1st Call – Line Locates

- Important to remember 1st Call line locates are valid for 10 working days only.
- <http://www.sask1stcall.com/>
 - Account required (helpful account set-up manual available on website)
 - **Free to use**
 - Use prior to construction planning and any ground disturbance activity (roadwork/ repair, culvert installation, trenching, etc....)
 - Mobile app available
 - Urgent/ emergency requests can be submitted by phone



Sask 1st Call – Line Locates

- Third party locate company may still be required, but third party locates *only*. These do not replace a 1st Call ticket. Visit these links for more information on third party locators in your area:
 - <http://www.capulc.ca/> (Canadian Association of Pipeline and Utility Location Contractors)
 - http://www.sask1stcall.com/Private_Contract_Locators.asp

If lines are required to be exposed you may need the services of a “Hydro-dig” company. These companies use methods which expose the line without damaging it.



Saskatchewan Workers Compensation

<http://www.wcbsask.com/>

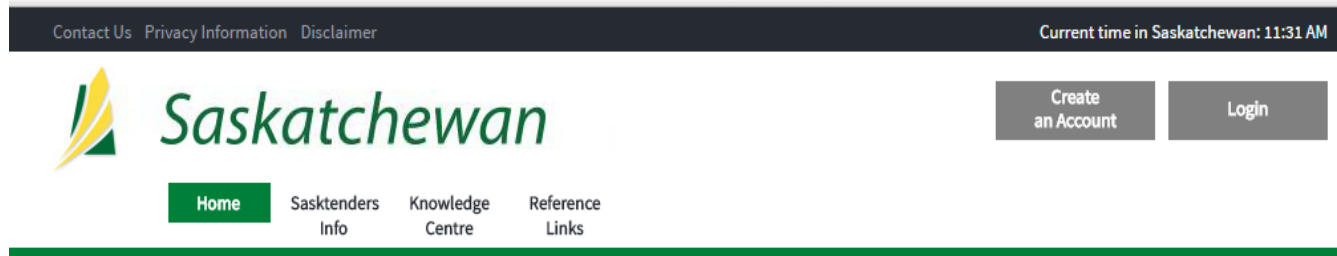
- There is no cost for obtaining a clearance
- **If the contractor is from out of province, they must have a Saskatchewan WCB account**
- Proof of good standing with the Saskatchewan WCB should be provided by contractor prior to contract being awarded or work being assigned.
- From the Saskatchewan WCB Clearances for Contract Workers Fact Sheet: *"If the contractor is not registered with us, they are considered a worker of the principal. The principal is then responsible for paying premiums on the labour part of the contract. If the worker is injured at work, any costs for that claim will be charged to the principal's WCB account."*
- Prior to payment of any invoice for work done for an RM, by any contractor, a WCB clearance must be obtained



SaskTenders

Site used when advertising tenders

- <https://sasktenders.ca/content/public/Search.aspx>
Account not required for viewing general information



SaskTenders Menu options for no account/ not logged in

- Account is required for posting tenders, viewing tender details, and utilizing additional site features



SaskTenders Menu options for no account/ not logged in



Preventing Delays

Prior Paperwork (if applicable to project)

1. Land Items

- Saskatchewan Conservation Data Centre (Critical Wildlife)
- Saskatchewan Heritage Resource Review

2. Water Items

- Sask Water Security Agency
- Saskatchewan Ministry of Environment
- Fisheries and Oceans Canada (DFO)
- Transport Canada – Navigable Waters

Preventing Delays

Prior Paperwork



- Saskatchewan Conservation Data Centre – Wildlife Clearance
 - Check for important habitats and endangered species

<http://www.biodiversity.sk.ca/wildlifeapp.htm>



Saskatchewan Heritage Resource Review and HRIA Information

- Check for specific locations of historic or cultural importance
- Review

<http://www.pcs.gov.sk.ca/HeritageReviewForms>



Preventing Delays

Prior Paperwork

If work is planned near water (culverts, drainage ditch, slough, pond, river, creek, etc), there may be permits, time or seasonal restrictions, and other items to be aware of prior to starting.

- **IT IS YOUR RESPONSIBILITY TO DO SO** – failure to comply with environmental legislation can result in irreparable damage to the environment and a very large fine.

Consult the following websites for guidance on specific projects and to keep up to date with any changes in policy

Preventing Delays

Prior Paperwork



- Saskatchewan Water Security Agency

www.wsask.ca



Choose a ministry

ENVIRONMENT

Quick Search:

☐ This Site ☐ All Government Sites

[Advanced Search](#) | [Help?](#)

Wednesday, May 04, 2016

[Directory](#) | [Contact Us](#)

Ministry of
Environment

SERVICES FOR:

Business »

Municipalities »

Individuals »

- Saskatchewan Ministry of Environment

<http://environment.gov.sk.ca/>

Preventing Delays

Prior Paperwork



- Fisheries and Oceans Canada (DFO)

<http://www.dfo-mpo.gc.ca/>



- Transport Canada - Navigable Waters Protection Program

<https://www.tc.gc.ca/eng/marinesafety/oe-p-nwpp-menu-1978.htm>



Motions of Council that may be Required:

- Tendering the project
- Engineering Services
- Survey Work
- Fencing Requirements
- Sourcing and obtaining materials (gravel, etc)



After Motion of Council

Depending on the road you are building and who the landowners are along this road, may determine how things are handled from this point on.

When widening a road the Engineer will need to enter upon the land which is outside the existing right of way. Without an agreement (or landowner approval) you should not be trespassing.

Therefore, your best bet is to get Right of Way Agreement in place.



Engineering:

You will want your engineering firm to get started on this project as quickly as possible. If you haven't already hired a firm, set this as a priority.

Be aware of how firms charge, as this will impact your budget.

Some firms charge based on items done (staking/profiles/road inspections) others may base their costs on a percentage of the contract. Ask questions if going this route, as the percentage of project may include all items used in construction, including culverts, gravel, etc., and this can add up.



Engineering:

- **Engineer should provide for you:**

- **Profile design based on estimated quantities**

The profile will show the cuts and fills. It may also show utility crossings, new and existing culverts and any other features the RM and contractor will need to be aware of. This is the point where you need agreements for sale of land (or permission) prior to the engineer doing any investigation or surveying on the property.

- **Provide you with information on interference with utilities**

Will lines need to be lowered, will power poles need to be moved prior to construction or can the contractor work around them? Utility companies may request to see a survey plan of the road to present to their construction department.



Engineering:

- **Engineer should provide for you** -continued:
 - **Tender document** (info later in presentation)
 - You will want to determine how the tender process will be handled. Some firms will take care of the whole tendering process (*be mindful as this isn't done for free*). I will discuss tendering later in the presentation.



Agreements for Sale of Land:

- Do up Agreements for Sale of Land for each ratepayer along this road.

Do not use your local RM map when doing up the agreements. Use ICS to ensure you have the correct landowner(s) (as the RM map name and actual landowners may differ).

If you need an example of a Right of Way Agreement I can send you a sample

- Look up each parcel of land – use ISC legal description on the agreement – use the landowner(s) full legal name, parcel description, title number, parcel #.



Agreements for Sale of Land CONTINUED:

- **Add in that an Interest will be placed on the Title:**

An interest helps to secure the agreement.

This is done in case the land changes hands, there is a death of a person on the title, or any change from the original ownership. If you have not secured your agreement and the land changes ownership in any way, you may find that your agreement is no longer valid and cannot be registered. You may have to enter into a new agreement with the new landowner.

If you need information on how to place an interest against a property, contact me and I can send you a step by step process.



Agreements for Sale of Land CONTINUED:

- If ownership is a partnership/corporation/limited ownership you will need them to place their stamp or a sign an affidavit which will be attached to the agreement
- Council will need to decide on when payment for the right of way will be done. Some RM's wait until after the final survey is complete (which can be up to 3 years) or payment can be done immediately with the knowledge that the acres may not be 100% correct upon final survey. Another way is to pay 80% and wait until final survey (to know the actual acres) and complete payment at that time.



Agreements for Sale of Land CONTINUED:

- Determine acres required for road construction.

For example, if you are widening a road from the original 66 foot right of way to a 100 foot right of way, this would be an additional 34 feet.

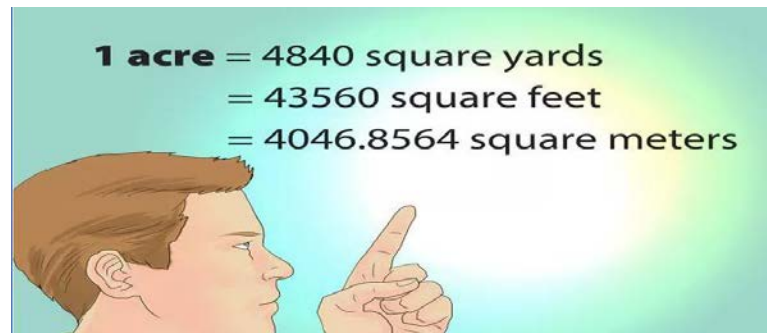
Most times this would mean you would be purchasing land from each side of the road in the amount of 17 feet. This may not be the case in all instances (such as a realignment, or even a deep ravine one side. It would then make more sense to get right of way from one side rather than both).

Agreements for Sale of Land CONTINUED:

- To figure out how many acres are needed, here is a quick little spreadsheet I use:

Calculate the Acreage	
Enter:	
Length (in feet)	2,640.00
Width (in feet)	25.00
Output: (do not edit fields below)	
Acreage	1.52

This would be length X width divided by 43560 = acres
43560 comes from the following:





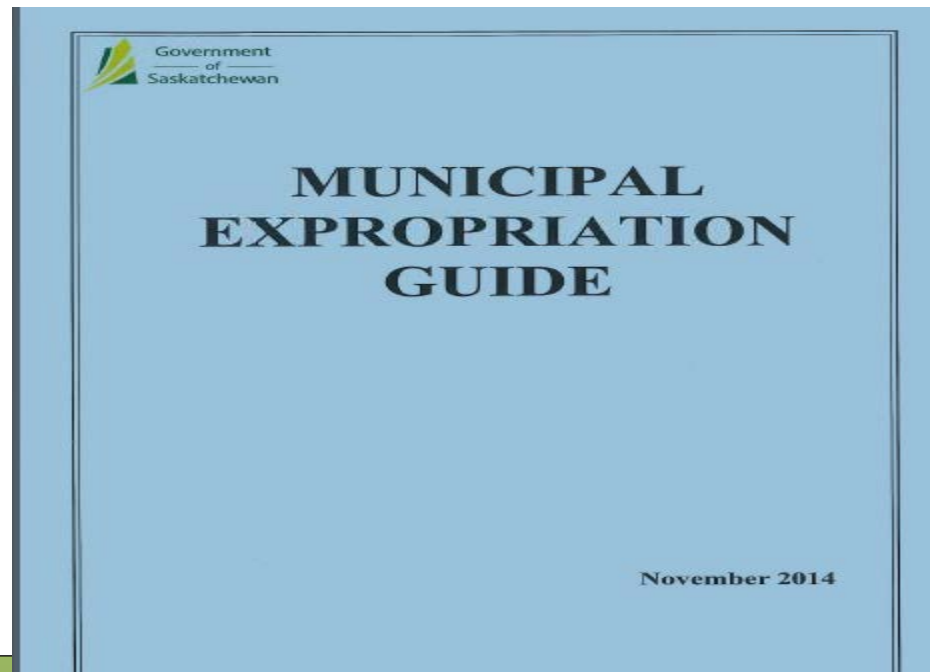
Agreements for Sale of Land CONTINUED:

- When getting agreements signed, identify and note any items that the landowner is concerned about. This could be fencing, culverts, access approaches, etc. **Memories are short, writing is forever.** Try to avoid deals or promises that are not written down.

These items of importance can be added to the agreement, but the landowner should be cautioned that unless agreed to by motion of council, these items may not necessarily be accepted. Use caution when adding “extras” to the agreement outside of items that you can normally handle (those might be: access approaches into fields, adding a culvert, etc) as any extras could now become an expected item when dealing on other roads (think: precedence)

Agreements for Sale of Land CONTINUED:

- There are times when you cannot get the agreement from the landowner no matter what you try. At this time you may be faced with the option of “Expropriation”. This is a step by step process, but does give the RM the ability to proceed in an expedited manner. (you can access this document thru the Government Relations website)





Agreements for Sale of Land CONTINUED:

- You may also consider giving the landowner a sheet spelling out your construction process (see next)



Sample:

Information for Landowners Regarding Purchase of Right of Way (ROW) and Construction

The following is a brief description of the process prior to/ during/ and after construction, in areas where additional ROW is required for road improvements:

Prior to commencement of construction:

The Municipality obtains ROW agreements for additional property required to widen an existing right of way; or easements, for back sloping property outside of right of way.

Once an agreement is obtained, it will allow the municipality to enter upon the land as required to do the necessary surveying, etc.

Once payment for the agreement is made the Municipality will place an interest against property signed for, which will protect the Municipality's interest until such time that a legal survey can be performed and registered.

The Municipality will obtain all other permits, approvals, and ensure the necessary locates are completed. If any lines or utilities need to be lowered or moved (SaskPower, SaskTel, etc), this may be done prior to or after construction.

The road which is to be developed may be surveyed by municipal engineers to determine cuts/fills, etc. that will be needed during construction.

Borrow sources (for material needed for road construction) are located and agreements processed.



Agreements for Sale of Land CONTINUED:

- Revenue Canada comes into play in regards to buying/selling property due to GST. Below is an excerpt we received from our auditing firm on how to handle this process:

You can either pay the GST on the land you are expropriating or you show it as an in and out on your GST return. It would be in lines 205 and line 106. If you choose to pay it, then yes, you need to break out gst and show it in the paperwork you send. If you choose just to report it on your GST return, both sides of the reporting are done already. The lawyers in town here handle it that way when doing land sales. If the person you're buying land from is not registered for GST, you're better just to report the in and out on your return. It's a lot less hassle that way too b/c then you don't have to inquire about gst #'s each time you do a buy.

Talk to your auditor on how you should handle GST on right of way purchases.



After Agreements for Sale of Land Have Been Signed:

- You now have the ability to enter upon the property. This is a good time to do 1st call. You will need to contact any utilities along the road to advise of upcoming construction ** again the more time you have to prepare the better when dealing with utilities. Utility companies need time in order to schedule this work in.
- Other Items:
 - If construction includes working up to a Provincial Highway you will require a permit from the Ministry of Highways.
 - Now may be a good time to do a RFQ on your fencing needs (as you should now know the landowners expectations with this item)



Borrow Agreements:

- Prepare Agreements
- Get signed (best to do when getting right of way agreements, but this isn't always possible).
- I suggest also placing interests on these, in order to prevent loss of use (if land changes hands)
- You will also need to do 1st call on the borrow areas.
Be careful of the route to the borrow area as high pressure lines can't take heavy (construction) equipment crossing it. Some utility companies require crossing agreements or proximity request applications.



MATERIALS NEEDED:

You will need to look at the material requirements for this project (if the RM is responsible for supplying them):

- **Culverts:**

You can get the sizes and lengths off the profile (or directly from the Engineer). Make sure you remember the culverts needed for access approaches for both field and residential property. If you can, combine the culverts needed for this project along with any other culvert needs for the year and then put out a Tender?/RFQ?. You may also want to put this on SaskTenders to get better coverage.

Entertain asking for FOB (freight on board) and all taxes included in the quote. If you ask for FOB then it is the companies responsibility to get the culverts to you and your quote will include all associated costs (*freight can add up*).



MATERIALS NEEDED continued:

- **Gravel:**

If gravel is required and the RM is responsible for supplying it (ie: gravel incorporation and/or surface gravelling,) then look at sourcing this out, if not already available.

You may want to investigate getting prices on delivery to, and application on, the road when needed.

If there is no readily available product at a good price, you may have to tender out crushing.

If you require information on how to go about producing crushing tenders or crushing with haul tender, contact me



MATERIALS NEEDED

continued:

- Other:

Look at all other materials that might be required (geomatting, seed needed for ditches, etc) and get that sourced, priced, ordered and in stock).



TENDERING:

Tender as early as possible

Tendering early allows you the opportunity to capture the most bidders and hopefully the best prices



Tendering

Tender Document

- The Engineer will produce a tender document – read it over carefully to ensure you are aware of what the contractor's responsibilities are and what the RM's responsibilities are. You may want to sit down and go thru this with the Engineer if you are new to the process.
- The Engineer should also produce a road profile plan that will form part of the tender document.



Tendering

Tender Document

When you read over the tender document (and you should, to familiarize yourself) look to see if the following have been included:

1. Tender submission date, and time of tender opening (state “Local Time” if you are like we are and border Alberta).
2. Completion date **

Completion date ensures the project is done by a specific date or the “penalty clause” will come into effect, which becomes detrimental to the contractor’s profit.



Tendering

Tender Document

3. Start Date**

Start date ensures the contract starts at a specific time. This can be beneficial if you have mitigating circumstances where an earlier start date wouldn't be acceptable.

For example:

there is prep work that needs to be done prior to the contractor starting.

Keep in mind that once a tender is awarded, and if there is no start date in the tender document, the contractor can (within reason) start anytime they deem suitable (which is acceptable in many instances).

** Note: Tenders can be either/or, or both



Tendering

Tender Document

4. Where tenders are submitted and how they are to be submitted.
5. Where tenders will be opened
6. List of General Provisions, Standard Specifications and List of Standard Plans

These all spell out the work needing to be done and how it is to be performed. It will show the approximately total quantities of Earth Excavation, approx. haul, amount of topsoil removal and replacement, any culvert installations, rock disposal, grubbing and clearing.

**these pages will also advise the RM of their responsibility (gravel after construction/supply culverts)



Tendering

Tender Document

7. Note to Bidders on reasons why Tenders shall be rejected.

Some are:

- Tender form not signed
- List of equipment not supplied or is insufficient to perform the class of work contemplated
- Not submitted on the tender form furnished by the RM or if the tender form is altered
- Tender form doesn't show price for every contract item where quantities are indicated
- Capability form not completed

Read this over carefully as all submission must be treated equally.



Tendering

Tender Document

8. Unit Prices (Bid Page) (see example below)

6. Unit Prices

ITEM	UNIT	ESTIMATE QUANTITY	UNIT PRICE	EXTENDED ESTIMATED TOTAL PRICE
1. Earth Excavation (Approx. Haul 375,000 m ³ hm)	m ³	80,000	_____dollars & _____cents (\$	
2. Topsoil Removal and Replacement	m ³	29,000	_____dollars & _____cents (\$	
3. Culvert Installation (500, & 600 mm)	m	276	_____dollars & _____cents (\$	
4. Culvert Extensions (1,200 mm)	m	84	_____dollars & _____cents (\$	
5. Rock Disposal	m ³	200	_____dollars & _____cents (\$	
6. Clearing and Grubbing	ha	2.0	_____dollars & _____cents (\$	
Total Bid Items				



Tendering

Tender Document

9. Listing of Equipment

This helps to determine if the equipment is suitable for the job and that it is available.

10. Contractor Capability and Prior Work Done

Shows any commitment to date for this equipment as well as previous work done and the amount of work accomplished.

11. Liability Insurance

You should ask for a minimum amount of Comprehensive Insurance (example: \$2 million per instance) Be careful that this is not “total” as one claim against this company and the \$2 million may no longer be in place for the year. **check with your insurance company on what to do here



Tendering

Tender Document

12. Evidence of Good Faith

Bid Bond Amount:

Bid bond is an amount that the contractor provides to show they are serious about bidding. Bid bonds are usually a percentage of the entire tender amount (5 – 10 % and is provided to you by way of a certified cheque or bid bond.

13. Withdrawal or Attempted Withdrawal

This portion would advise the Contractor of their legal liability should they attempt to withdraw during the acceptance period or after they have been awarded the contract (RM can retain bid bond as well as other possible legal remedies).



Tendering

Tender Document

14. Communication:

Advises contractor who they deal with on issues.

15. Contractor name and signature area.

**** Points 8 – 15 will be what the contractor submits back to the RM along with the Bid Bond**

16. Agreement

The Agreement pages are what the RM will use when entering into a contract with the contractor. The Agreement pages will also advise on the amount of Performance Bond that is required. **could be a set \$ amount ie: \$250,000.00 or a percentage of Contract Value ie: 50%



REMINDER PAGE

IF NOT ALREADY DONE

- Order your materials (culverts, geomattings, etc)
- Ensure you have a supply of gravel available or in stock
- If not already done, have surveyor "reference" survey pins



Tendering

ADVERTISING TENDERS

If the engineer will be taking care of tendering then the next items won't apply to you. But, if you decide to do this work yourself, I find a step by step approach (much like Tax Enforcement) a good way to approach this.

- Consider ahead of time how you will send documents to contractors (who are not close enough to pick them up in person) as well as how you will receive them. This information should be stated on SaskTenders.
 - Canada Post
 - Courier
 - Bus

Consider the best avenue for this as tendering becomes a time sensitive issue. Ensuring the document gets to the contractor with enough time for them to review and submit a bid is important.



Tendering

ADVERTISING TENDERS

- Determine if you require a deposit. A deposit can be useful as documents produced by the engineer (tender and profile) are expensive. If contractors have to pay a deposit, most likely they are serious and will be placing a bid. Make sure you note this on SaskTenders.

Keep in mind that the deposit will need to be refunded, so carefully track the deposits and issue receipts. We take deposit by:

- credit card (in person or over the phone)
- cash/ debit
- cheque (we deposit the cheque as soon as we can as a held cheque could be cancelled)

**If request comes by phone: wait for deposit to come in prior to sending out tender package – advise caller of this!!

Make sure you have copies of the tenders and road profiles on hand as well as shipping containers (tubes for tender and profile)



Tendering

ADVERTISING TENDERS

REMEMBER NWPTA

- From the “Guidelines to the Procurement Obligations of Domestic and International Trade Agreements” (February 2014), section III Time to Prepare and Submit Tenders , p.7:

III Time to Prepare and Submit Tenders

2. In addition, for procurements subject to the CUSPA/GPA (as outlined in Schedule C), the closing date for the submission of bids must not be less than:
 - (a) 30 days from the date on which the tender notice is published (or 25 days where the procuring entity accepts electronic submission of tenders);
 - (b) 13 days if the procuring entity is purchasing commercial goods or services (or 10 days where the procuring entity accepts electronic submission of tenders); and
 - (c) 10 days where a state of urgency, duly substantiated by the procuring entity, renders the usual time-period for tendering impractical.



Tendering

ADVERTISING TENDERS

- Advertise on SaskTenders

(note: if you include an “attachment” on SaskTenders, even if it an information page, you can then track who is looking at your tender – very useful to see what kind of interest there is in your project). – You will only have a small amount of information on here, the bulk of information for interested contractors will be in the tender and the profile.

We use a special tenders only email account that only a few people have access to, where tenders/ RFP/ RFQs can be securely submitted. Although, keep in mind that you need the hard copy of the bid bond in place at time of tender opening (can be submitted under a separate cover). A bid received electronically without receiving a hardcopy bid bond is considered an “non-qualifying” tender



Tendering

ADVERTISING TENDERS

- Keep a log of who calls to enquire about your tender and who receives a copy and how it was sent. Record complete contact information for tender recipient (main contact's phone, fax, email, mailing address) – important when refunding a deposit or if there is a change with the tender document [amendment].
- *If sending by bus or courier, take the contractors account number with their tender deposit so that when shipping you use the contractors account number so that the costs of shipping are borne by the contractor (not the RM)*



Tendering

ADVERTISING TENDERS

- After a period of time you will start to receive tenders back. If you said they were to be “Sealed Tenders” then ensure they are kept that way (**Do Not Open Them**).
Advise office staff that you are expecting tenders and ensure they are not opened. If possible Date Stamp them.
- Keep tenders in one place (cabinet or shelf in vault?)
- Note on your log who has returned tenders



Tendering

Tender Opening

TENDER OPENING DAY:

- Your Engineer will most likely be there to assist you and to answer any questions you may have.
- Check your email/ faxes/ post office box, etc before time for opening – if necessary have someone run to the Post Office at the time for tender opening to ensure nothing was dropped off (phone back to confirm)
- If having a public opening, you may want to consider a sign in sheet for any contractors sitting in on the opening
- Set yourself up apart from where the contractors may sit (ie: do not have them able to clearly see any writing on documents – to keep unit bid amounts confidential)



Tendering

Tender Opening

- Open your tenders one by one. Check the following items:
 - Is equipment listing in place
 - If required: Proof of insurance has been included and is acceptable/ sufficient
 - Documents submitted have not been changed or altered from original
 - Add up unit amounts and cross-reference to ensure totals are correct. Ensure each unit amount has been filled out. Add up total units to ensure "Total" at bottom is correct.
 - Is the Bid Bond in place and for the correct amount

After all items are verified, read out loud:

- the Contractor Firm Name
- and the **"Total" amount ONLY** (not each unit price).



Tendering

Tender Opening

- Continue to open tenders and perform the same procedures as before.
- Once all tenders have been read out loud, advise that the tenders will be reviewed and then submitted to Council (if you know when this date will be, advise the contractors sitting there of this date).

If the Engineer has not already done so as you were opening the packages, use this time for him to review the other areas of importance such as "Listing of Equipment" and "Contractor Capability".

Review information again (to ensure everything is in order) and present compiled information to Council for their perusal.



Tendering

After Tender Opening

- Council will make a motion on who the successful contractor was and for what amount.

Do not be surprised that once the tender opening is complete that phone calls start to come in (from both contractors who submitted bids or from other "curious" contractors). If the tenders are still under review and no motion has been made, just advise them of this fact.



Tendering

After Tender Opening

- Once motion of Council has been done, contact the winning contractor to advise – note the date and time of phone call – as this activates the “Notification Period”.
- Advise the contractor that the Agreement will be sent out shortly (unless they state they will come to the office to sign).

NOTE: Deadlines start to come into play now. For example some tender documents read: “Contractor to furnish **Performance Bond** within ten (10) days following advise from Rural Municipality that this Tender has been accepted.”

Performance Bond provides the RM with a level of insurance that if the job isn't completed (due to failure on the part of the contractor) the Bond can assist in getting the job completed (ie: hiring another contractor**). **get legal assistance if it comes to this



Tendering

After Tender Opening

- Send out a letter formally advising the contractor that they were the successful bidder (maybe include a copy of the Council motion) as well send two (2) copies of the "Agreement" from the tender package – 1 copy will be for the Contractor upon completion and one copy will be for the RM. In the letter ask for the Contractor to return both copies of the Agreement (signed and sealed) along with the Performance Bond. Do not send back Bid Bond yet!

While I am waiting for this information from the Contractor I DO NOT send back any Bid Bonds to any contractor (if for some reason the winning contractor is unable to provide the performance bond and documentation) you could move to the next lowest contractor if the acceptance period is still open.



Tendering

After Tender Opening

- Do up letters advising the other Contractors of who the winning bidder was and advise that refund of deposit will be forthcoming.
- Start working on the refund of deposit at this time, for all Contractors. - note these refunds on your "log".
- If phone calls come in asking about the winning tender I advise of the Contractor's Firm Name with the Total Bid Amount (no unit prices). If you are asked about the other contractor's prices, you will need to determine (as an RM) if you give this information out. Note: this is something that most likely can be accessed under LAFOIP [The Local Authority Freedom of Information and Protection of Privacy Act]



Tendering

After Tender Opening

Once the Contractor has supplied you with two (2) copies of the Agreement as well as the Performance Bond – *ensure the amount is correct*, have your RM Authorized Signing Officers (Administrator and Reeve?) sign both documents, add the RM SEAL to both, and return one (1) copy to the Contractor along with his Bid Bond.

Keep the Performance Bond in a safe place!!

I keep a copy of the bid page with my construction package at my desk. I reference it when the Engineer sends me a Progress Certificate – this way you can see how the contractor is progressing – as the Progress Certificate shows the quantities to date (this allows you to compare to the estimated quantities on the Bid Page)



Prior To Construction:

- Ensure you have all your right of way agreements and borrow agreements in place
- Have you placed interests?
- If not already done, get your survey company to survey the monuments and offset them if necessary (if this isn't done and survey monuments are destroyed, it will be more costly when getting the final survey done).
- Is staking for farming purposes needed? If so, get your engineer to do this.
- Will there be any issues with utilities, if so, they need to be identified to the contractor
- Are there any permits that the contractor and engineer will need copies of?
- Letter to ratepayers explaining what is happening or you can use Door Hangers



Prior To Construction continued:

- Set a pre-construction meeting date to go over items
A pre-construction meeting is usually held with the contractor, RM Engineer, RM Public Works Foreman, Administrator and any other essential personnel (we have our safety coordinator there). If you need information on what to discuss at a pre-construction meeting, please contact me.
- Does the contractor need culverts onsite at this time? If so, arrange to get them delivered.
- Do another 1st call (just in case new lines have been installed).
- Removal (or adjustment) of signage along road (to be put back up later) – if the signage impedes construction work – this is to be done just before construction commences



During Construction:

- Your tender document should have spelled out who the contractor deals directly with (normally it is the Engineer). All direction should be handled by this individual (to prevent confusion with the contractor).
- If the RM decides that they want other items done which are outside the tender, (but associated with the project) then your Engineer should provide a “Change Order” spelling out what this is. A copy should be given both to the RM as well as the Contractor.
- If the Engineer notes deficiencies as they inspect the construction work, ask that they provide you with these deficiencies in writing (as the contractor should also be receiving these in writing as well). Check on these periodically to ensure the deficiencies are being corrected.



During Construction continued:

- Depending on the length of construction, your engineer will provide the RM with a Progress Certificate. The certificate will be based on the percentage of work done – it may be based on the Engineers estimate of work done.

Normally, there is a holdback shown of around (10%). Holdbacks provide a level of insurance to the RM in case of deficiencies, as the holdback shouldn't be released until the tender is completed to the Engineers (RM's) reasonable satisfaction. Don't release payment of the holdback until you get a "Final Certificate" from the engineer.



During Construction continued:

- If you required the following items from the contractor and it was spelled out during the tender process, then before making final payment ensure you have a Statutory Declaration, PST Clearance and WCB Clearance in place. Hold final payment until you have these.
- If you have ratepayers that can be challenging, you may want to consider arranging an onsite meeting with them just before construction wraps up, to walk thru how things look. If there is anything that they deem (reasonably) still needs to be done, you may want to consider getting this done now.

REMINDER

- Is there any interim paperwork required if you have received grant funding?



During Construction continued:

- **Have a final inspection of the road.**

Along with the contractor, you would have the Engineer, Public Works Foreman and perhaps even the Administrator and/or Councillor or Reeve as part of this.

This would be an onsite inspection to ensure the road is built to your satisfaction (is the trim work adequate, were the culverts placed correctly, is there riprap around the culverts, are the ditches cleaned up of debris and rocks).

Utilize a final inspection form and note deficiencies (if any). If there are deficiencies, the contractor would then be given time to correct them. **Everyone onsite should sign this document!**



After Construction:

- If doing gravel incorporation and/or surface gravelling, this should be done immediately.
- Approaches will need gravel
- Seed ditches
- Get the survey company in the do the final survey
- Replacement of signage
- Get information from your engineer so that you can pay for any borrow material used or if there is any crop damage.
- *Final paperwork if you received grant funding.*



After Construction continued:

- You may want to have the landowner sign off that the borrow has been reclaimed to their satisfaction prior to making payment for material used. Once payment is made, remove interest from this property (Don't remove any interested associated with the Right of Way Agreement).
- Once survey is complete (approved Road Plan from ISC is received) then remove the interests from the titles. Make notations in your spreadsheet and binder.
- You will want to check to see what adjustments might be needed for your 293 adjustments. As purchasing property leaves the landowner with less property and thus the potential for a lower assessment. If the landowner uses this properties assessment to offset his residential assessment, it may require an adjustment.

QUESTIONS?

