



# Memo

**To:** Mayor Gibson & Members of Council  
**From:** Morgan Alcock, Fire Chief/CEMC  
**Date:** February 15, 2022  
**Re:** Central Fire Station Construction Tender

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As directed by Council, the Project Manager has been working with the existing project team to conduct a review of the project scope and processes to date. Staff have worked diligently to provide the Project Manager with all Council directions, and background information. The Project Manager has actively engaged all team members to transition into their new position.

With the Holiday Season and some turnover within the team there has been some delays in finalizing the details. As previously reported, one of the mitigation strategies to reduce delays and further cost escalations require timely approvals as necessary. The project team has been actively working to finalize all drawings, specification and bid documents and continue to review as required.

On February 7, 2022 the Prime Consultant issued a letter to the seven pre-qualified contractors, notifying them that the Construction Tender was scheduled to be issued on February 11, 2021, and that all Drawings, Specification and Bid Documents would be made available to the bidders via the Architects Client Portal (FTP Site).

Key dates for the Tender period include:

Key Date	Benchmark
February 11, 2022	Tender & Bid Documents are issued and bid period opens
February 15, 2022	Mandatory Site Meeting for all bidders
February 24, 2022	Bid period Closes
March 8, 2022	Council Report and Contract Award.

The project team is prepared to respond to requests for information from the bidders and issue addenda's if required.

