



Request for Decision

Regular Council Meeting

February 21, 2023

Report prepared by: Shanna Pierson, Executive Assistant

Wheatland Housing Management Body Request for RFP Committee Member

Recommendation from Administration

THAT Council direct Administration to appoint a member of staff as a committee member to the Wheatland Housing Management Body RFP Committee.

Chief Administrative Officer's Comments

Wheatland County's Administration occasionally offers support to different user groups in the community. However, it's important to note that while the County has the staff and resources to conduct an independent review of the documents, any liability or responsibility for the selection of a successful vendor through the RFP process would not be accepted by the County.

Report

Division County-wide

Request letter attached.

Relevant Policies, Practices, and Legislation

N/A

Alignment with the Strategic Plan

N/A

Response Options

Option 1: THAT the proposed recommendation is accepted/approved.

Option 2: THAT the proposed recommendation is not accepted/approved.

Option 3: THAT an alternate recommendation is accepted/approved.

Implications of Recommendation

General

N/A

Organizational

N/A

Financial

N/A

Environmental, Staff, and Public Safety

N/A

Follow-up Action / Communications

The direction provided by Council will be communicated by Administration to the Wheatland Housing Management Body CAO.

Report Approval Details

Document Title:	Wheatland Housing Management Body Request for RFP Committee Member.docx
Attachments:	- Letter to CAO's for RFP committee_.pdf
Final Approval Date:	Feb 16, 2023

This report and all of its attachments were approved and signed as outlined below:



Brian Henderson



February 10th, 2023

Dear CAO

Your Wheatland Housing Board of Director representative may have already informed your council that WHMB made submission of an RFP for “Owner Representation for Seniors Housing Development”. The submission date was February 8, 2023. The closing deadline for the RFP is 2:00 PM on February 21st, 2023.

WHMB Board of Directors is requesting one member from your administrative team experienced in RFP’s to be placed on the Selection Committee to evaluate and review all proposals.

The aim of the Selection Committee will be to select one Proposal which in its opinion meets WHMB’s requirements under this RFP and provides a satisfactory overall value.

As soon as your council has chosen one member, please contact myself so I can distribute the RFP for review and arrange a time and place for the selection committee to meet.

WHMB values all municipal council’s participation and input as we strive to further our mandate to ensure people have access to quality housing and hospice.

Sincerely.

Vickey Cook
CAO Wheatland Housing Management Body
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March 10, 2023

Request for appointment to WHMB Building Committee

To Brian Henderson CAO Wheatland County

On behalf of WHMB Board of Directors I would like to thank council for allowing Maureen Saunders County of Wheatlands Project Manager, to participate in WHMB's RFP Review Committee. Maureen's expertise and input was greatly appreciated when selecting the correct consulting team for the project.

In moving forward with the project WHMB Board of Directors would like to request that Maureen also be appointed to the WHMB Building Committee.

The board feels that Maureen's expertise will help the committee provide guidance to the M3 Development consultants on the direction of design and development as the project matures.

Having the six-member committee made of some of our largest partners on board during this time is vital. The project kickoff meeting could possibly be as soon as next week. Dates and times to be confirmed by the consultant.

Thank you for councils' consideration in assisting WHMB in moving forward with the project.

Sincerely

Vickey Cook

CAO

Wheatland Housing Management Body