



PEACE RIVER REGIONAL DISTRICT

Special Electoral Area Directors Committee Meeting Agenda

June 4, 2020, 1:00 p.m.
1981 Alaska Avenue, Dawson Creek, BC

Pages

1. **Call to Order**
 - 1.1 Director Goodings to Chair the Meeting
2. **Adoption of Agenda**
3. **Reports**
 - 3.1 Wonowon Community Safety Improvement – Feasibility Study – RFP 15-2020-Contract Award, ADM-EADC-007 2
 - 3.2 Notice of Closed EADC Session – June 4, 2020, ADM-EADC-003 4
4. **Adjournment**



REPORT

To: Electoral Area Directors Committee

Report Number: ADM-EADC-007

From: Crystal Brown, Electoral Area Manager

Date: June 2, 2020

Subject: Wonowon Community Safety Improvement – Feasibility Study – RFP 15-2020- Contract Award

RECOMMENDATION

That the Electoral Area Directors Committee recommend that the Regional Board award RFP 15-2020 “Wonowon Community Safety Improvement – Feasibility Study” to Urban Systems Ltd., for a total cost of \$19,400 (excluding GST); further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

On November 19, 2019, the PRRD received a petition from residents in Wonowon indicating that they would like the PRRD to undertake a feasibility study to look at options and costs for the installation of a trail and street lighting to improve the safety of the community for pedestrians and children, and to upgrade the existing gravel road to a paved standard to reduce dust and roughness. After the feasibility study is completed, the residents will decide whether or not they want to move forward to a referendum to approve the establishment of a service to provide these improvements, and have the costs of the service borne by the benefiting area.

On May 1, 2020, the PRRD issued a Request for Proposal to conduct a feasibility study to review the following options and costs for safety improvements for the community of Wonowon:

- Development of a trail concept examining both gravel and paved options.
- Development of street lighting concept.
- Development of full road reconstruction concept of the existing Wonowon Road, Wonowon Subdivision Road and Wonowon Extension Road. This includes completion of paving and drainage upgrades.
- Completion of Class ‘D’ construction cost estimates for all options including professional fees for design and construction inspection and contract administration.
- Identification of annual operation and maintenance costs.
- Identification of required permits and associated permit costs for each studied option.
- Project engagement with various stakeholders, PRRD staff and elected officials throughout the project.
- Optional Work – to include scope of work and cost estimates to complete a geotechnical investigation and topographic survey for the study area.

The RFP closed on May 29, 2020 with 3 bids received as follows:

Company	Score	Price (excluding GST)
Urban Systems Ltd.	99	\$19,400
WSP	73.50	\$19,000
McElhanny**	14	\$39,500

***Vendor did not meet the minimum threshold of 22/30 for Project Budget, bid was not evaluated.*

All proponents were evaluated on experience and qualifications, schedule, methodology, references, and cost. Urban Systems Ltd. scored the highest in the evaluation based on their combined score for experience, qualifications, schedule, methodology, and cost. Staff recommend this firm as their proposal best addressed the requirements of the RFP. Their proposal demonstrated a thorough grasp of the project. It has a better work breakdown structure, stakeholder engagement and deliverables.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Director Goodings has committed to funding this from Area B PRA.

Development of a Full Road Reconstruction Concept- For this stage of the feasibility study, the concept will outline costs, benefits and challenges related to the upgrade option. It is believed that a geotechnical and topographical survey will not be required at this time; however, if the project progresses to the next stage (referendum), it can help increase the accuracy of costs. This would be an additional cost of \$21, 800.

COMMUNICATIONS CONSIDERATION(S):

Stakeholder engagement will be undertaken with Wonowon residents, Ministry of Transportation and Infrastructure representatives, PRRD staff and elected officials throughout the project. In the fall of 2020, there will be an open house in Wonowon to communicate the options and associated pricing with the residents of Wonowon, and to determine next steps.

OTHER CONSIDERATION(S):



REPORT

To: Chair and Directors

Report Number: ADM-EADC-003

From: Kelsey Bates, Deputy Corporate Officer

Date: June 2, 2020

Subject: Notice of Closed EADC Session – June 4, 2020

RECOMMENDATION: [Corporate Unweighted]

That the Electoral Area Directors Committee recess to a Closed Meeting for the purpose of discussing the following item:

Agenda Item M-1, M-2, M-3 – Closed Meeting Minutes (CC Section 97(1)(b))

Agenda Items D-1 & R-1 – Negotiations Related to a Proposed Service (CC Section 90 (1)(k) & 90(1)(j))

BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

ALTERNATIVE OPTIONS:

1. The Electoral Area Directors Committee may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session. *Community Charter* Section 90(1)(n).

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S): N/A

COMMUNICATIONS CONSIDERATION(S): N/A

OTHER CONSIDERATION(S): N/A