



REPORT

To: Chair and Directors

Report Number: ADM-BRD-034

From: Crystal Brown, Electoral Area Director Manager

Date: June 4, 2020

Subject: June 4, 2020 Special Electoral Area Directors Committee Recommendation

The following recommendation from the June 4, 2020 Special Electoral Area Directors Committee meeting is presented to the Regional Board for its consideration:

RECOMMENDATION: *[Corporate Weighted]*

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 PRRD will be able to provide information to the affected residents regarding the anticipated cost of the service. With this information, if the Board chooses to proceed with establishment of a service, assent of the electors will be required either through an alternate approval process or assent voting (referendum). All construction and ongoing operational costs of the service would be 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, as well as 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, and has a better work breakdown structure, stakeholder engagement and deliverables.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

Director Goodings has committed to funding this initiative from Area B Peace River Agreement funds.

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):

None at this time.