



TOWN OF LAKE COWICHAN

Parks, Recreation and Culture Committee
Tuesday, January 21st, 2020 at 7:00 p.m. – Council Chambers

AGENDA

- | | Page # |
|--|----------|
| 1. CALL TO ORDER | |
| INTRODUCTION OF LATE ITEMS (if applicable) | |
| 2. APPROVAL OF AGENDA | |
| 3. BUSINESS ARISING AND UNFINISHED BUSINESS | |
| (a) Ongoing Items Still Being Addressed: | |
| (i) Stone Park. | |
| (ii) Trans Canada Trail Signage at Hammond Road. | |
| (iii) Riverfront Walkway and Trail Connections – Update. | |
| 4. DELEGATIONS AND REPRESENTATIONS | |
| None. | |
| 5. CORRESPONDENCE | |
| (a) Doug Drummond re: Access to Public Washroom Facilities in Parks. | 3 |
| 6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA– (maximum 3 minutes per speaker and maximum time allotted 15 minutes). | |
| 7. REPORTS | |
| (a) Superintendent, Public Works and Engineering Services re: Summary Report for Month. | 4 |
| (b) Superintendent, Public Works and Engineering Services re: Centennial Park – Parking Lot Request for Proposals. | 5 |
| 8. NEW BUSINESS | |
| None. | |
| 9. NOTICES OF MOTION | |
| 10. PUBLIC RELATIONS ITEMS | |
| 11. <u>QUESTION PERIOD</u> (maximum 3 minutes per speaker and maximum time allotted 15 minutes)
- Limited to items on the agenda | |
| 12. ADJOURNMENT | |

THIS

PAGE

IS

INTENTIONALLY

LEFT

BLANK

RECEIVED JAN 06 2020

January 5, 2020

Village of Lake Cowichan
South Shore Road
Lake Cowichan, B.C.

Dear Mr. Mayor and Council:

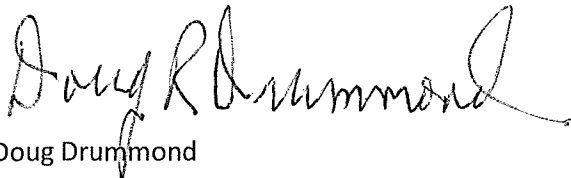
As a resident and taxpayer I am writing you to urge you to open our washroom facilities in village parks longer hours and year round.

It's shameful that we build infrastructure and then hang closed for the season signs on them. I understand "street people" can cause problems but creative ways can be found to overcome that. Most of our visitors come in summer but our facilities should be available to visitors at other times of the year and for residents who want to use our parks and trails year round.

Like a good percentage of our population, I am a senior and my bladder is not what it used to be. I and other residents in this community need these facilities when we walk our dogs or pretend to be on a fitness regime.

I'm confident that you can budget funds for washroom opening and closing, etc. We taxpayers expect it.

Yours Sincerely,



Doug Drummond



Memo

TO: Chief Administrative Officer

SUBJECT: Summary Report for Parks - Dec 2019/Jan 2020

DATE: January 17, 2020

FROM: Superintendent, Public Works and Engineering Services

Summary Report for PWS – Oct/Nov

Capital

- Centennial Park Parking Lot - RFP – Awarded. See Centennial Park Memo.
- Sahtlam Park hockey rink – Boards have been removed. Anchor polls already in place will be used to be used as foundation for new boards.
- Consultant working on concept plan for Columbarium.
- Scoped out Duck Pond Washroom renovations. Quote received.
- Consultant working on Gillespie Park concept plan.
- Scoping out Centennial Park Washroom.
 - Trailer washroom scoped.
 - Concrete Washroom scoped.

Kam So, P.Eng, MBA (Candidate)
Superintendent, Public Works and Engineering Services

PR 20-01-21
7(a)

Memo



TO: Chief Administrative Officer

SUBJECT: Centennial Park – Parking Lot Request for Proposals

DATE: January 17, 2020

FROM: Superintendent, Public Works and Engineering Services

Background

Centennial Park is a popular location for softball and potential soccer activities in town. To support these activities, the parking lot needs to be re-graded and paved. The current condition of the parking lot leads to flooding of the baseball field and parking lot, as well as possible damage to vehicles on an uneven driving area.

The 40-60 car asphalt parking lot was in the original concept plan of the Centennial Park Upgrades when the multi-purpose field was renovated several years ago.

RFP Competition

The Town issued an RFP for the design of the Centennial Park – Parking lot that closed on the 6th-Jan-20. The 6 proposals were received: Wedler Engineering, Stantec Engineering, Westbrook Consulting Ltd, MacDonald Gray, McElhanney and Onsite Engineering.

The RFP asked for design, tender and construction inspection/administration services to develop a paved parking lot at Centennial Park. The RFP included information on geotechnical and topography information that was developed during a previous Centennial park Project in 2015.

RFP Evaluation

The prices of the proposals range in value due to the extent a proponent included services into their proposal. For instance, some proponents included:

- A brand new geotechnical and topography study, where only a desktop review of the existing study is required.
- One proponent only included landscaping and did not include the design of the parking lot.

PR 20-01-21
7(b)

-
- The number of hours on the site inspection was not specified, leading to different number of hours, which affected the total price.
 - Number of site visits and length of travel times were different.

RFP Award

There were two proposals that were similar in experience and either price would have been acceptable for award of the contract. The proposal from McElhanney stood out from the other proposals because it had all the requirements that the project needed, and the firm has provided good service. The location of consultant in close proximity to Lake Cowichan and its understanding of the type of work that is required is useful.

McElhanney currently have a number of projects with the town. There is a cost savings when the consultant can visit all the projects on one visit.

Recommendation

Award the Centennial Park RFP to McElhanney Engineering for \$26,269 (excluding GST). Included in the price was an optional \$5,000 electrical component to design the parking lot lights.



Kam So, P.Eng, MBA (Candidate)
Superintendent, Public Works and Engineering Services