

DATE: March 2, 2017

FILE: 5340-02

TO: Chair and members
Comox Valley sewage commission

FROM: Debra Oakman, CPA, CMA
Chief Administrative Officer

RE: Comox No. 2 update – project timing and design consultation planning

Purpose

To provide an update on timing and design consultation planning for the Comox No. 2 pump station and forcemain project.

Policy analysis

The Comox Valley Regional District (CVRD) operates a sewerage service primarily for the City of Courtenay and Town of Comox, established by Bylaw No. 2541, being the “Comox Valley Sewerage Service Establishment Bylaw No. 2451, 2003”.

At its October 18, 2016 meeting, the Comox Valley sewage commission approved the following recommendation:

THAT the report dated October 12, 2016 regarding the indicative design phase and accompanying communications plan for the Comox No. 2 pump station project be received.

At its January 21, 2017 meeting, the Comox Valley sewage commission approved the following recommendation:

THAT as a result of a competitive process, the contract for the owners engineer services for the pre-implementation phase of the Comox No. 2 pump station project be awarded to Opus International Consultants (Canada) Ltd. in the amount of \$168,496 excluding GST;

AND FURTHER THAT subsequent phases of the work including the implementation, construction and post-construction phases be awarded to Opus International Consultants (Canada) Ltd. at the Comox Valley Regional Districts discretion for a total overall cost of \$491,336 excluding GST;

AND FINALLY THAT the chair and corporate legislative officer be authorized to execute the contract.

Executive summary

The Comox No. 2 pump station project is to be delivered as a design-build (DB) project. Under the DB model, a single bid team is responsible for both the design and construction of the project. As part of the DB process the Comox Valley sewage committee at its January 2017 meeting approved the contract award to Opus International Consultants (Canada) Ltd. (Opus) for phase one of the owners engineer services.

The owners engineer role is divided into four phases with phase one being the pre-implementation phase. This phase is expected to be complete by June 2017, see appendix ‘A’ for project timeline. The purpose of this phase is to develop the indicative design for the project which includes

resolving any potential red flags and development of technical, architectural and urban design criteria.

This phase of the project provides an important opportunity for the public to offer input into the design and aesthetics of the facility. To ensure involvement of the community in the development of the pump station design a series of three interactive workshops will be occurring in the spring. The focus of these workshops will be to collect comments and feedback from residents in the neighborhood. This feedback will be incorporated into the design criteria to ensure the facility suits the form and character of the neighborhood. The workshops will focus on design and esthetics of the facility, while other separate public outreach forums will focus on general project updates. See appendix ‘B’ for the design workshop plan.

In parallel to the development of the indicative design, a condition assessment of the forcemain from the Courtenay pump station to Goose Spit is expected to be complete by the end of June 2017. This work is critical in improving understanding of the projected life-span of the existing forcemain and concerns related to the tie-in for the Comox No. 2 project.

All work is expected to be complete by the end of June 2017. Should all potential red flags be resolved through the pre-implementation phase, implementation of the Comox No. 2 project will begin in July 2017.

Recommendation from the chief administrative officer:

For information only.

Respectfully:

D. Oakman

Debra Oakman, CPA, CMA
Chief Administrative Officer

Prepared by:

Z. Berkey

Zoe Berkey, EIT
Engineering Analyst

Concurrence:

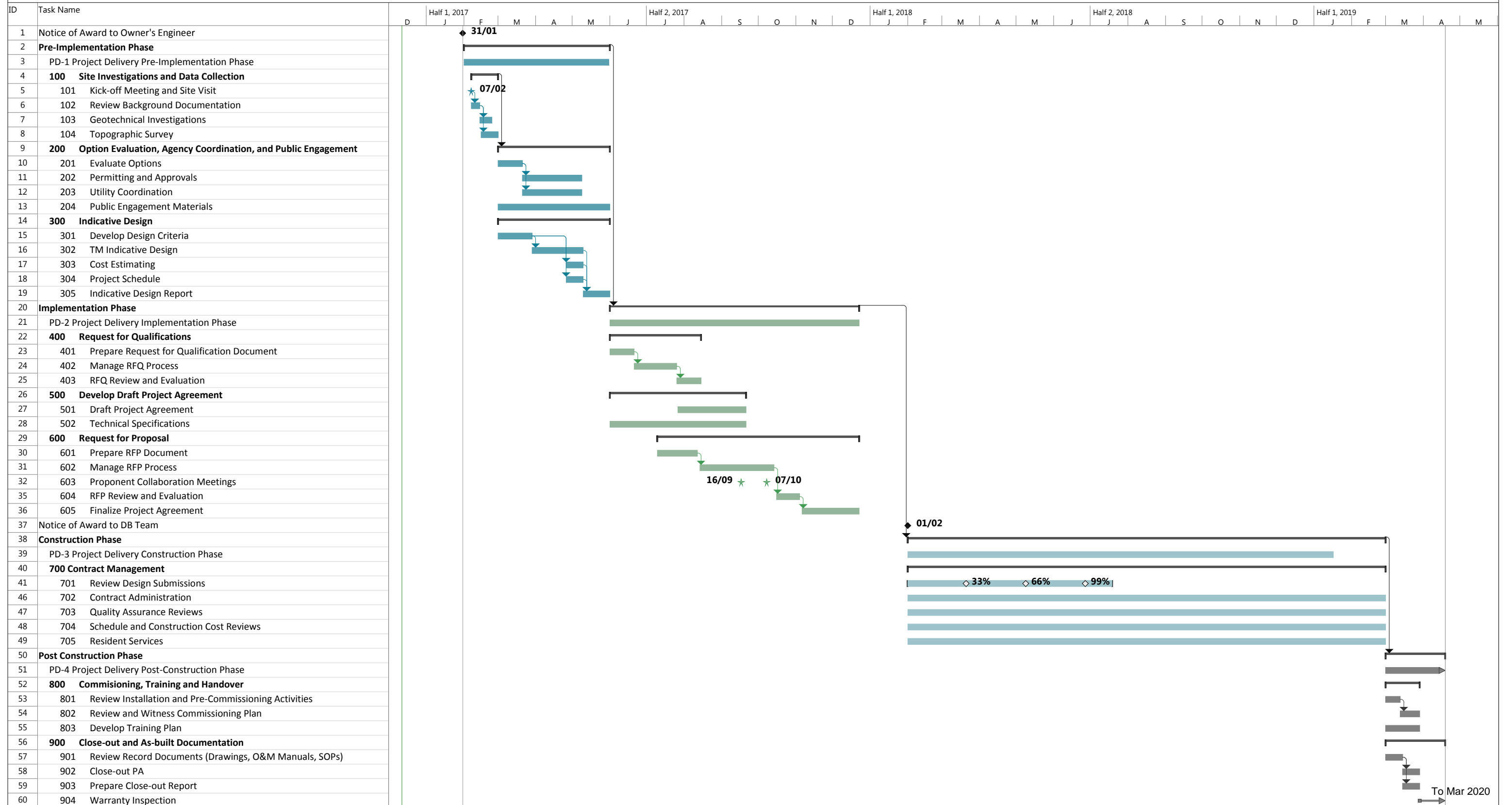
Kris La Rose, P.Eng
Senior Manager of
Water/Wastewater Services

Concurrence:

M. Rutten

Marc Rutten, P.Eng
General Manager of
Engineering Services

Attachments: Appendix A – “Comox No. 2 project timeline prepared by Opus”
Appendix B – “Comox No. 2 facility design workshops plan prepared by Zinc Strategies”



**Comox No. 2 Pump Station – Facility Design Workshops (File: 1470-06)****Date:** Feb. 9, 2017**Status:** Discussion Draft**Purpose:**

The indicative design phase of planning for the Comox No. 2 Pump Station project offers a unique opportunity for public input into the design and aesthetics of the proposed facility. To involve the community in this important step, the project team is proposing a series of three workshops through the spring of 2017 to collect feedback on the design of the pump station. This process will happen simultaneously with other continued investigations of the property, including further groundwater assessment and geotechnical review, and the condition assessment of the forcemain along the foreshore of Comox.

Objectives:

- Provide opportunity for neighbourhood residents to identify priorities and concerns around the aesthetics of the facility.
- Make the opportunity interactive (rather than a more passive open house) while balancing the need to keep it easy for people to participate in.
- Collect comment/feedback to inform the creation of a facility that will suit the neighbourhood.
- Demonstrate options available in design and construction to address the concerns of the neighborhood.

Target audience(s):

The primary audience for these workshops are residents living in the neighbourhood with a vested interest in ensuring the finished project doesn't impact the community through its operations or aesthetic.

Workshop Format:

- A series of three workshops will be scheduled – one each month through the spring (est. March-May)
- Invitations will be sent by letter to residents in the Croteau Beach neighbourhood. Because the direct neighbourhood is the key audience for this, a broader release will not be shared.
- Hours will be selected to allow for after-work, before dinner-hour attendance
- Location closer to the neighbourhood will be selected to accommodate easier access by residents (ie: Comox Seniors Centre)
- Series of manned stations (each centered around an info-board) will provide background/overview of current status on the project, and then seek input on a series of questions (see further breakdown below).
- Attendees will be invited to drop in, and using a worksheet, work through the manned stations, discussing each step with the project reps and providing content both by posting comments to displayed content as well as providing written follow-up at the end of the session

- Second and third sessions will include reporting back on input from previous sessions

Proposed Workshop Structure:

The below table provides an overview of the general topics for each of the three proposed design workshops.

Session	Focus	Sample Questions/Topics for Feedback
Workshop #1 March 2017	Collection of priorities/concerns re: design of the proposed facility	<ul style="list-style-type: none"> - How would you describe the aesthetics of the neighbourhood? - What are the aesthetics you most value about your neighbourhood - What would you like to see in terms of design for the Comox 2 Pump Station? - What are you concerned about when it comes to the LOOK of the facility?
Workshop #2 April 2017	Presentation of three 'samples' of design/design elements for the facility, based on feedback from Workshop #1 Collect feedback/comment on the three potential designs	<ul style="list-style-type: none"> - Summary of the feedback from Workshop #1 - Provide comments/thoughts on each of the three sample designs - Share preferred/ranking of the three samples
Workshop #3 May 2017	Presentation of the preferred option as identified through feedback in Workshop #2 Collection of final comments/feedback	<ul style="list-style-type: none"> - Summary of the feedback from Workshop #2 - Presentation of preferred design option - Is there additional feedback you feel should be considered on this option?

Summary

While ongoing investigations will address some of the outstanding questions regarding Comox No. 2 pump station operations (ie: groundwater, geotechnical conditions), there is an opportunity to simultaneously collect feedback/comment from the community about their preferences regarding the aesthetics and design of a facility. This presents a hands-on way for the community to influence the proposed facility to ensure that – if all other feasibility and technical requirements are addressed through the ongoing expert analysis and planning – any construction would feel suitable to their neighbourhood.