

REGIONAL DISTRICT OF NANAIMO
SPECIAL BOARD MEETING
TUESDAY, MARCH 11, 2008
(immediately following the Committee of the Whole)

(RDN Board Chambers)

A G E N D A

CALL TO ORDER

ADMINISTRATOR'S REPORTS

- 2-4 Church Road Transfer Station Expansion & Upgrade – Engineering Design Services.
(All Directors – Weighted Vote)

RISE AND REPORT

From the In Camera Board meeting held February 26, 2008:

Transit Select Committee. (All Directors – One Vote)

- 1. That the "Downtown Transit Service and Exchange" report be received for information.*
- 2. That staff be directed to work with the City of Nanaimo staff on an extension of the Prideaux Street leases.*
- 3. That staff work with the City of Nanaimo staff on future exchange opportunities during any redevelopment of the Port Place Mall property.*
- 4. That the three recommendations be referred to the City of Nanaimo Council and staff.*

ADJOURNMENT

IN CAMERA

That pursuant to Section 90(1) (e) and (g) of the Community Charter the Board proceed to an In Camera meeting to consider items related to land and legal issues.



RDN REPORT	
CAO APPROVAL	
EAP	
COW	
MAR 04 2008	
RHD	
Special BOARD	✓ MARCH 14th

MEMORANDUM

TO: John Finnie, P. Eng.
General Manager Environmental Services

DATE: March 3, 2008

FROM: Carey McIver
Manager Solid Waste

FILE: 5360-02

SUBJECT: Church Road Transfer Station Expansion & Upgrade
Engineering Services Award

PURPOSE

To consider awarding project engineering services for the expansion and upgrade of the Church Road Transfer Station to Gartner Lee Limited.

BACKGROUND

The capital plan for the Church Road Transfer Station (CRTS) includes a major expansion and upgrading to manage garbage, organics and recyclable materials generated in the northern community service area for the next 20 years. Due to increased use, the existing facility can no longer effectively and safely accommodate the traffic and solid waste volumes arriving at the site. Provisions are also required to accommodate the transfer of commercial and residential food waste to the compost facility at Duke Point.

In February 2007 staff submitted an application to the Gas Tax Revenue Transfer Program for this project. Staff were advised in December 2007 that the application required more detailed cost estimates and that we could reapply to the program by April 30, 2008.

Staff engaged Gartner Lee Limited (GLL) to provide an overview of existing conditions, issues that need to be addressed for effective operation of the facility, and recommendations for expansion and improvement of the facility.

GLL have now completed their review and have provided a number of recommendations for expanding and upgrading the facility. Their recommendations include improving traffic flow at the site and adding a new scale station, expanding the tipping floor area and removing the compaction unit in favour of top loading, increasing building height and door clearances, providing a dedicated food waste transfer facility, providing new administration space, redesigning the recycling areas to improve safety and optimize space, and addressing water supply and sewage disposal services.

Table 1 outlines GLL's conceptual cost estimates for this project. Further detailed design work is required to more precisely establish total project costs.

**Table 1
 CRTS Expansion & Upgrade
 Conceptual Cost Estimates**

Item	Cost
<i>Project Components</i>	
1. New Food Waste Facility	\$316,000
2. Retrofit Transfer Station	\$586,000
3. New Administration Building	\$405,000
4. Scale Plaza	\$337,500
5. Roadwork	\$93,800
6. Water Supply and Distribution	\$60,000
7. Sewage Disposal	(not costed)
8. Saw-tooth Recyclables Drop-off Area	\$750,000
9. Other	\$83,000
<i>Sub-Total</i>	\$2,631,300
15% Design Contingency	\$394,695
15% Construction Contingency	\$394,695
15% Engineering	\$394,695
Grand Total	\$3,815,385

These cost estimates do not include the cost to address disposal of sewage from the facility. Currently, domestic sewage from staff facilities is discharged to an on-site septic system and liquids from the transfer station floor are transported to the French Creek Pollution Control Centre. Options and costs for improved wastewater management at the site will be assessed and once cost estimates are available they will be considered in the total CRTS project costs.

With respect to Gas Tax funding, although these conceptual cost estimates will provide more detail to our updated application, preliminary design cost estimates will provide the necessary support to our request for funding assistance. Given the potential for funding assistance, staff believes it would be prudent to expedite the engineering design services.

Gartner Lee Limited has provided RDN's solid waste planning and design services for the last ten years, including siting and concept design work for a proposed south-end transfer station. All their projects have been within budget and have been completed in a timely manner. They are familiar with the transfer station operation and expansion requirements. Accordingly, staff recommends that the engineering design services associated with this project be awarded to Gartner Lee Limited.

ALTERNATIVES

1. Award the engineering design services for the CRTS Expansion and Upgrade to Gartner Lee Limited.
2. Issue a Request for Proposals to attract proposals from other engineering consulting firms.

FINANCIAL IMPLICATIONS

Alternative 1

The 2008 capital budget for this project is \$3 million with an anticipated grant of \$1.5 million from Gas Tax funds. There are sufficient funds in the budget to accommodate the estimated engineering design fees of \$395,000.

Alternative 2


Although other engineering firms may be able to provide comparable services, GLL's knowledge and experience with this project to date supports their continued involvement. From a timing perspective, their appointment at this time would also facilitate completion of the preliminary design work by the April 30, 2008 deadline for applications to the Gas Tax Program.

CONCLUSIONS

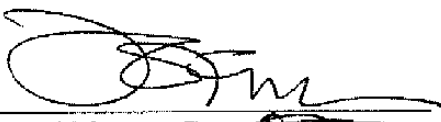
The capital plan for the Church Road Transfer Station (CRTS) includes a major expansion and upgrading. In February 2007 staff submitted an application to the Gas Tax Revenue Transfer Program for this project. Staff were advised in December 2007 that the application required more detailed cost estimates and that we could reapply to the program by April 30, 2008. Staff engaged Gartner Lee Limited to undertake a review of the CRTS and prepare conceptual cost estimates for any necessary improvements. Their conceptual cost estimate for the expansion and upgrading of the transfer facilities is \$3.8 million. GLL's knowledge and experience with this project to date supports their continued involvement. From a timing perspective, their appointment at this time would also facilitate completion of the preliminary design work by the April 30, 2008 deadline for applications to the Gas Tax Program.

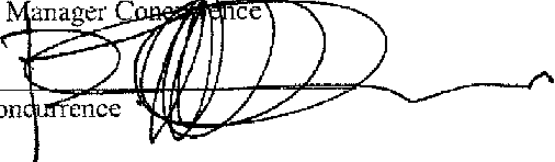
RECOMMENDATIONS

1. That the Board receive the conceptual cost estimate of \$3.8 million to expand and upgrade the Church Road Transfer Station.
2. That Gartner Lee Limited be appointed to provide engineering services related to the expansion and upgrade of the Church Road Transfer Station based on the concept design estimate to a value of \$394,695.



Report Writer
for C. Melver



General Manager Constance

A | _____
CAO Confluence

COMMENTS: