



**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY 26 NOVEMBER 2008**

**SUBJECT CORE AREA AND WEST SHORE WASTEWATER TREATMENT – CONTRACT
EXTENSION AND SCOPE CHANGE FOR PROVISION OF CONSULTING SERVICES**

PURPOSE

To extend the consulting services contract for the consulting team, Associated Engineering BC Ltd., with CH2M Hill and Kerr Wood Leidal.

BACKGROUND

On 14 December 2007, the Core Area Liquid Waste Management committee (CALWMC) awarded a contract extension to the consulting team of up to \$1,500,000 to carry out planning and engineering work. This contract extension was to cover work up to 31 December 2008.

In July 2008, the Minister of Environment approved a request by the Capital Regional District (CRD) Board to extend the date for submission of the Liquid Waste Management Plan amendment to 31 December 2009. The minister made this extension subject to "submission of a progress report on or before 31 December 2008 and a second progress report on or before 30 June 2009."

The schedule extension will extend the consulting team activities six months beyond the existing contract completion date and will include additional project management and technical support during the peer review process and the planned public communications program as summarized on the three activity sheets (Attachment A). This includes additional meetings and workshops with the CALWMC. The project team has also done substantially more work than originally anticipated in the area of integrated resource management. This includes work on heat extraction, solids integration and various scenarios for the distributed treatment model.

ALTERNATIVES

1. Extend the contract by six months and allow the consulting team to participate in the public communications program and finalize the Distributed Wastewater Management Report after receiving input from the CALWMC and peer review team.
2. Terminate the consulting team's services on 31 December 2008 contingent upon their submission of a draft Distributed Wastewater Management Report, currently underway.

FINANCIAL IMPLICATIONS

The estimated additional cost to extend the consulting team contract is \$260,000. The cost would be charged to Bylaw No. 3461.

SUMMARY/CONCLUSIONS

The Minister of Environment granted the CRD an extension for submission of a second progress report for the Core Area Wastewater Management Program. The consultants will require an extension of their contract to continue with planning and engineering work related to the peer review process, public consultation and finalizing of the Distributed Wastewater Management Report. The contract extension will require additional fees.

RECOMMENDATION

That the Core Area Liquid Waste Management committee recommend to the Board:

- that Associated Engineering BC Ltd., with CH2M Hill and Kerr Wood Leidal, be awarded a contract extension to 30 June 2009 in the amount of \$260,000 to carry out planning and engineering work related to the peer review process, public consultation and finalizing of the Distributed Wastewater Management Report.

Tony Brcic, PEng
Project Manager, Wastewater Treatment Project

Dwayne Kalynchuk, PEng
General Manager, Environmental Services
Concurrence

Kelly Daniels
CAO Concurrence

COMMENTS

TB:jt

Capital Regional District
Core Area Wastewater Management Program
Program Development Phase
Conceptual Planning

Additional Work to June 30, 2009

Subproject 030: Project Management / Meetings

Approach: Project management services will continue for the remaining 6 months of the Contract, in a similar manner to the original contract. Activities include monthly progress reporting, invoicing and project control. The level of effort includes at least monthly meetings with the CRD to provide an update on project management issues.

This activity also includes consultant team meetings with CRD staff and the CALWMC. This includes preparation prior to the meeting, meeting attendance and preparation of meeting records. Specific assumptions are:

- Two workshops with CRD staff, one in February and one in March.
- A preparatory meeting with the new CALWMC in February.
- Three meetings with the CALWMC, scheduled for early March through to early April to assist them with decision making. These meetings will be attended by senior members of the consultant team, as dictated by the meeting subject matter.
- Two meetings with the CALWMC in May and June to review the Summary Report.
- Three meetings with the TCAC and / or MoE staff, scheduled in conjunction with the CALWMC.
- A presentation to the CRD Board in June.

Activity Leader:

Rick Corbett

Other Key Staff:

Michelle Maynard

Tom Robinson

Chris Johnson

Deliverables:

- Monthly Progress Reports
- Monthly Invoices
- Meeting Materials including POWERPOINT presentations
- Record of Meetings

Capital Regional District
Core Area Wastewater Management Program
Program Development Phase
Conceptual Planning

Additional Work to June 30, 2009

Subproject 040: Peer Review Support

Approach: This activity is intended to support the Peer Review Team that will be engaged by the CRD to provide comments on the Core Area Wastewater Management Program. The specific tasks are:

- Meet with the Peer Review Team in February to present the background to the Program, analysis that has been undertaken and the options that are being considered for distributed wastewater management.
- Respond as required to questions from the Peer Review Team.
- Meet with the Peer Review Team in March to review their findings and conclusions.
- Provide the CRD with recommended actions in light of the Peer Review Team's comments.

Note that, as the conclusions of the Peer Review cannot be defined at this time, this activity does not include any budgeted hours for additional work as result of their review. It is suggested that the CRD retain a contingency amount in the 2009 budgets for possible additional work.

Activity Leader:
Rick Corbett

Other Key Staff:
John Spencer
Glen Daigger
Chris Johnson

Deliverables:

- POWERPOINT presentation to Peer Review Team
- Response to Peer Review Team
- Summary Response of Proposed Actions

Capital Regional District
Core Area Wastewater Management Program
Program Development Phase
Conceptual Planning

Additional Work to June 30, 2009

Subproject 041: Public Communications Support

Approach: This activity is intended to support the CRD Communications Team in preparing for and holding public or stakeholder meetings for events. Specific activities are:

- Assist the CRD Communications Team in structuring or planning public communication meetings or events. This includes attending up to three meetings at the CRD offices.
- Providing project graphics or industry photos to the CRD Communications Team.
- Preparation of POWERPOINT presentations as part of the technical presentation at meetings / events.
- Attendance of consultant team technical staff at public meetings or events. The attendance will vary depending upon the type of meeting / event. We have allocated 56 hours of team principle time (Corbett, Spencer and Daigger) and 48 hours of senior environmental engineer (Shiskowski and Tse) to meeting attendance.

Activity Leader:
Rick Corbett

Other Key Staff:
John Spencer
Dean Shiskowski
Rosanna Tse

Deliverables:

- Photos, graphics, etc to the CRD Communications Team
- POWERPOINT presentations for public meetings / events