



# REPORT

To: Chair and Directors

Report Number: CS-BRD-241

From: Bryna Casey, Community Services Manager

Date: October 26, 2023

**Subject: Contract Award – RFP No. 32-2023 – North Peace Fall Fairgrounds Feasibility Study**

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## **RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board award Request for Proposal 32-2023 titled “North Peace Fall Fairgrounds Feasibility Study” to Expedition Management Consulting at a cost of \$100,000 (excluding taxes) for a one-year term; further that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the Peace River Regional District.

## **BACKGROUND/RATIONALE:**

As part of the 2023 budget process, supplemental requests were brought forward to the [February 1, 2023 Regional Parks Committee](#) (RPC) meeting, which outlined the proposed North Peace Fall Fairgrounds Feasibility Study Project. The supplemental request for this feasibility study was approved by the Regional Board on February 22, 2023, and included in the approved 2023 Financial Plan on March 9, 2023 when the following resolution was passed:

*MOVED, SECONDED, and CARRIED,*

*That the Regional Board include the 2023 supplemental request for a feasibility study for the North Peace Fall Fair – Engineering and Feasibility Studies totaling \$100,000 for Function 200 - Regional Parks, in the 2023 Financial Plan.*

The scope of the feasibility study includes:

- Conceptual architectural design and cost estimate to upgrade the Adeline Kelly Hall to a public occupancy building (engineering services may also be required and will be included as part of the 2024 Regional Parks budget for consideration by the Board).
- A needs assessment that examines the existing buildings and structures and identifies opportunities for increased usage.
- Options for operating models, new or upgraded buildings, and operating costs.

The scope of the feasibility study does not include:

- capital asset replacement costs and obligations over the long term.

It is the intention that this report will be used to effectively plan for the continued success of the grounds for the future.

Staff issued a Request for Proposal (RFP) to secure the consulting services required for this project from August 11-September 1, 2023. There were no submissions received for this work, and so staff reached out to Expedition Management Consulting, who were one of the proponents who pulled the package

and had an inquiry during the active solicitation though did not submit a proposal. Subsequently, after meeting with staff, the proponent submitted a proposal on October 13, 2023.

The submission was evaluated based on experience, references, and completeness of the proposal, and price. The submission met the mandatory requirements of the RFP. Based on the disclosed evaluation criteria, Expedition Management Consulting is recommended to complete the work.

Expedition Management Consulting has a team of technical resources that can provide specialized input toward the project, including architects, cost consultants, engineers, and others. Public and stakeholder engagement will be conducted as part of this project. If approved by the Board, the project is proposed to begin in November 2023 with the final report presented to the Board in April 2024.

### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

- Asset and Infrastructure Management
  - Undertake Condition Assessments for all PRRD Owned Assets
  - Determine Service Expectations for all Assets
  - Identify Funding and Investment Strategies

### **FINANCIAL CONSIDERATION(S):**

The approved supplemental request anticipated that the services to complete this project to be \$100,000, funded through Function 200 – Regional Parks. The total cost of the work included in the proposal is \$100,000.

As part of the 2024 budget, staff will bring forward a supplemental request for up to \$35,000 to conduct the engineering assessment of the Adeline Kelly Building, which may be required to determine whether the structural components of the building are sufficient to be classified as a public occupancy building. As part of the feasibility study, the consultant team (including an Architect) will conduct an initial assessment of the Adeline Kelly Building, and then work with staff to scope out what engineering work is required (if any) to meet the needs of the project.

### **COMMUNICATIONS CONSIDERATION(S):**

None at this time.

### **OTHER CONSIDERATION(S):**

None at this time.

#### Attachments:

1. Attach – McElhenney Structural Condition Report
2. Attach – 2023 PRRD North Peace Fall Fair – Site Plan

External Links:

1. [Report CS-BRD-150 North Peace Fall Fair Feasibility Study – Item 8.9, October 27, 2022, Board Meeting Agenda](#)
2. [McElhanney Presentation on NPFF Building Condition Assessment and Fire Code Compliance Review – Item 7.2 June 29, 2023, Regional Board Meeting.](#)