

AGENDA ITEM NO: 7.3

MEETING DATE: August 15, 2023

STAFF REPORT – COVER SHEET

SUBJECT: Yarrow Community Hall Parking Lot RFP DATE: Aug 4, 2023

DEPARTMENT: Public Works and Parks Operations PREPARED BY: Richard Fortin

1. SUMMARY OF ISSUE:

The Yarrow Community Hall Parking Lot RFP consists of the construction of a 41-stall parking lot with streetlighting and provisions for an electric vehicle charger at 4670 Community Street. The tender closed on August 2023 and three (3) submissions were received before the stipulated closing time.

A decision to award the Yarrow Community Hall Parking Lot RFP is required.

2. RECOMMENDATION:

Recommendation that the "Yarrow Community Hall Parking Lot" RFP contract be awarded to Loewen Paving Ltd. in the amount of \$ 190,300.00 (plus applicable taxes); and further, that the Mayor and Corporate Officer be authorized to sign any necessary documentation.



Joe Koczur, Director of Public Works and Parks

3. FINANCE COMMENTS:

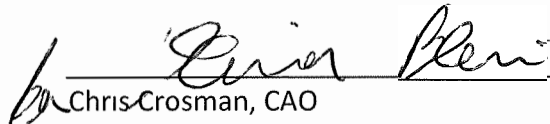
Funding is allocated within the 2023 Financial Plan for this project.



Glen Savard, Director of Finance

**4. CHIEF ADMINISTRATIVE OFFICER'S
RECOMMENDATION/COMMENTS:**

Supports recommendation.



Chris Crosman, CAO

STAFF REPORT ON

Yarrow Community Hall Parking Lot RFP

PREPARED BY: Richard Fortin DATE: Aug 4, 2023

POSITION: Parks Planning Manager DEPARTMENT: Public Works and Parks Operations

1. DEFINITION OF ISSUE:

The Yarrow Community Hall Parking Lot RFP consists of the construction of a 41-stall parking lot with streetlighting and provisions for an electric vehicle charger at 4670 Community Street. The tender closed on August 2023 and three (3) submissions were received before the stipulated closing time.

2. FACTORS

- 2.1 The Yarrow Community Hall / Community Park Parking Lot has more demand for parking than supplied, especially due to the popularity of the Vedder Rotary Loop and the restriction of on-street parking on Community Street, implemented in 2021.
- 2.2 The parking lot design will accommodate 41 parking stalls and one (1) Level 2 electric vehicle charger, along with two (2) LED streetlights, and landscaping.
- 2.3 Geo West Engineering completed a geotechnical review for design compliance and quality control.
- 2.4 The Yarrow Community Hall and Community Park Parking Lot RFP was procured through the competitive bid process as per City Purchasing Policy C-14.
- 2.5 Three (3) submissions were received before the stipulated closing time. The RFP process yielded the following;

Company	Price (excluding GST)	Score (%)
Loewen Paving Ltd.	\$ 190,300.00	75.50
Lil' Bear Contracting Corporation	\$ 265,000.00	61.34
Mountainco	\$ 250,102.00	58.26

3. RECOMMENDATION & SUBSTANTIATION:

Recommendation:

Recommendation that the "Yarrow Community Hall Parking Lot" RFP be awarded to Loewen Paving Ltd. in the amount of \$ 190,300.00 (plus applicable taxes); and further, that the Mayor and Corporate Officer be authorized to sign any necessary documentation.

Substantiation:

Through the evaluation process, Loewen Paving Ltd. was found to have sufficient experience to undertake the works.

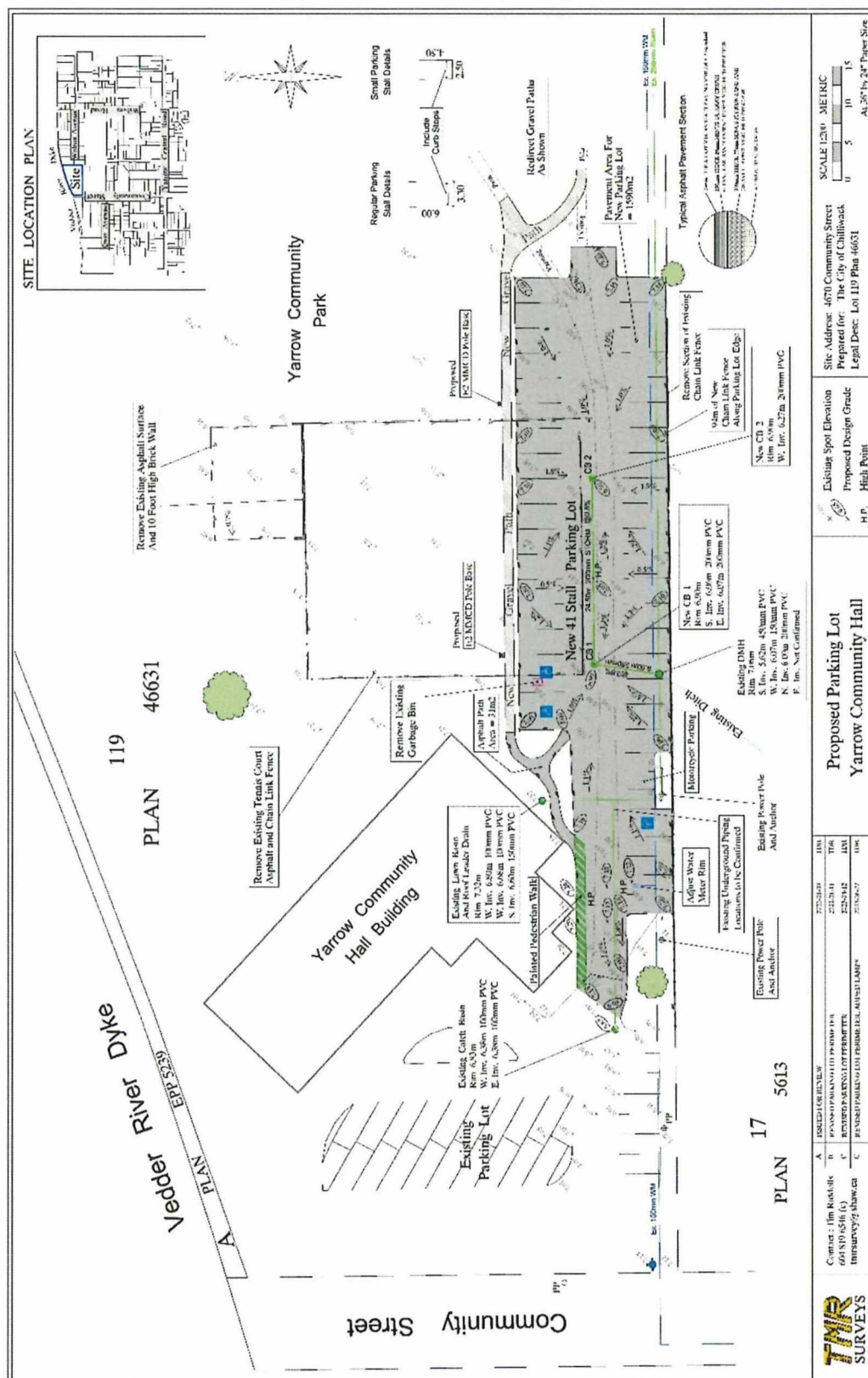


Figure 1: Yarrow Community Hall and Parking Area