

File No.: 04-1000-20-2022-501

December 2, 2022

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am writing regarding your request of September 22, 2022 under the ***Freedom of Information and Protection of Privacy Act*** for:

All Vancouver Board of Parks records, excluding emails, including reports, memos, and briefing notes regarding the implementation of gender neutral and/or universal/fully accessible washrooms for the following:

- 1. The budget provided for the implementation;**
- 2. All detailed plans for the implementation; and**
- 3. Any documents relating to where and when each will be built.**

Date Range: November 2, 2020 to September 21, 2022.

All responsive records are attached.

Please note, the Senior Planner in the Park Board Planning, Policy and Environment Office notified us that the Washroom Strategy, approved in by the Park Board in 2022, does not focus on gender, their designs are focused on function and use, and the washrooms are referred to as single-user stalls. This information can be found here: <https://vancouver.ca/parks-recreation-culture/parks-washroom-strategy.aspx>. It was also noted that Universal/accessible washrooms are a component of the City of Vancouver's Building Code.

Regarding point one of your request, Park Board staff noted that they had not been notified of any cost elevation due to the Washroom Strategy. Regarding point two, the detailed plans for the implementation are contained in the previously referenced Strategy and are being implemented based on the availability of capital funds. Lastly, for point three there is an appendix in the Strategy that shows tentative places for building new washrooms or renovated washrooms, as well as in the Project Overview on page 3 of the attached records package.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2022-501); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

Kevin Tuerlings, FOI Case Manager, for

[Signed by Kevin Tuerlings]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy
cobi.falconer@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604-871-6584.

Encl. (Response Package)

:ma

Park Washroom Buildings – Tisdall Park

Project Charter

Project Approval / Signatures

Danica Djurkovic, Director of Facilities Planning and Development

Date

Natalka Lubiw, Associate Director, Facilities Development

Date



Dave Hutch, Director, Park Planning and Development

6/23/2021

Date

Author:	Matthew Halverson, Manager REFM Facilities Planning
Modification Date:	June 23, 2021
Document Status:	Final

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1. Project Overview

Guided by the need for facility renewal, expected population growth, and changing service needs, the Park Board has undertaken a Parks Washroom Strategy that aims to create a system-wide plan for the provision of safe, clean and accessible washroom facilities to enhance the park experience for all. This project is to implement delivery of the top priority washroom facilities based on emerging directions from the Parks Washroom Strategy as identified in the attached prioritization list (refer to Appendix).

Top priority new washrooms identified through the Parks Washroom Strategy are planned at the following locations:

- West Fraser Lands: Co-located with a new childcare and managed under a separate Project Charter. (In progress, described under a separate Project Charter)
- CRAB Park: Location identified to pilot two single-user pre-fabricated modular washroom facilities. (In progress, described under a separate Project Charter)
- Columbia Park: Location identified to pilot one single-user pre-fabricated modular washroom facility. (In progress, described under a separate Project Charter)
- Coopers' Park: Location identified to pilot one single-user pre-fabricated modular washroom facility. (In progress, described under a separate Project Charter)
- Tisdall Park: Location identified to build three single-user washrooms in a single conventionally designed and constructed building.

This Project Charter describes the Tisdall Park project and formally authorizes the start of the design and construction phases of this project as detailed below.

Site Background

The park is an urban neighbourhood park one block south of the Oakridge Centre Redevelopment site. It is framed by W 49th Avenue to the south, Tisdall Street and Annie B. Jamieson Elementary School parcel (owned by Vancouver Board of Education) to the west, Ash Street to the east, and three parcels with private apartments and condos to the north (Figure 1). The approximately 2.5 hectare Park is a designated permanent park on City-owned land (Capital Fund) (Figure 2). The property is zoned [RS-1](#) and falls within the Oakridge Municipal Town Centre portion of the [Cambie Corridor Plan](#).

Tisdall Park is named for its bounding street and contains baseball diamonds, curving paths, large catalpa trees and a seniors' wellness circuit located in the northwest part of the park.

Proposed Washroom Facility

One conventionally designed free-standing washroom facility built in accordance with [the City of Vancouver's Public Washroom Design & Technical Guidelines](#) built to Type A High Abuse-resistant/Vandal-proof standards. Facility to be approximately 200 square feet (to be confirmed by design consultant) and comprise three single-user universal toilet rooms and a janitor / mechanical space. The location for the new facility is anticipated in the north-western section of the park close to Tisdall Street, and existing pathways, significant trees,

and the senior's wellness circuit to the east of indicated areas are to be preserved. Precise building construction, form, and location to be determined through consultant review of options with Park Board staff.

Site preparation will include tree protection, soils work as required for structural bearing, water, electrical, and sanitary service connections (assume connections to services on Tisdall Street within 50-200 feet of proposed locations, connection to existing paved access pathways, and limited site work to leave the site graded with non-irrigated grass finish.

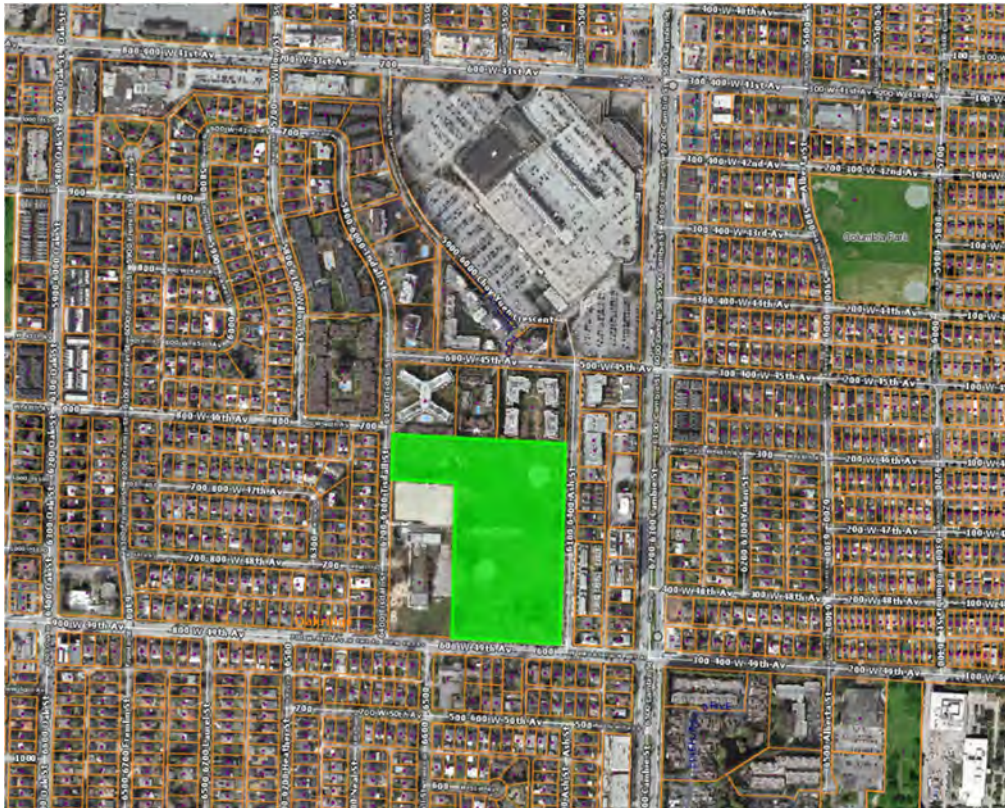


Figure 1 – Tisdall Park Location Map



Figure 2 – Aerial showing park context.

2. Project Objectives

The project objective is to design and construct one conventionally designed free-standing washroom facility comprising three single-user universal toilet rooms and a janitor / mechanical space generally where indicated in Figure 3.



- Two proposed siting options on west side of park with connections to road with bike lane and utilities, active program, and without disturbance to mature trees.
- Proposed washroom type: facility including 3 universal single-user washrooms of 1800 x 2220mm, and a service space for custodial needs, each space accessible from the exterior

Figure 3 - Proposed washroom site to be determined along northwestern edge of park.

3. Project Scope & Deliverables

The project scope is broken down as follows:

Phase	Scope	Major Deliverables
Consultant Procurement	<ul style="list-style-type: none"> • Issue RFP • Evaluate Proposals • Recommend award to Park Board • Award Consultant Contract 	<ul style="list-style-type: none"> • RFP • Evaluation • Consultant Contract Award
Pre-Design	<ul style="list-style-type: none"> • Project Initiation: Consultant Team to review documentation and engage with Working Group to develop alignment on project objectives • Confirm Project Schedule and Work Plan 	<ul style="list-style-type: none"> • Schedule • Regular Project reporting suitable for Park Board briefings as appropriate • Communication Plan (Park Board to provide).

	<ul style="list-style-type: none"> • Regulatory Review: <ul style="list-style-type: none"> ○ City of Vancouver Development and Building Permits ○ (If required) MST: Archaeological & First Nations • Validate or initiate site reporting: survey, geotechnical, arborist, archaeological, environmental, heritage, etc. • Validate services housed in fieldhouse that are required to maintain park services. • Communication Plan (Park Board to lead) Park Board to manage all external stakeholder relationships and provide communication plan and signage requirements. 	
Schematic Design	<ul style="list-style-type: none"> • Generation of preferred Schematic Design options incorporating all site reporting, program information, and Working Group input • Refinement and development of options • Selection and development of preferred Schematic Design option 	<ul style="list-style-type: none"> • Schedule / Work Plan Update • Schematic Design Preferred Option • Submit drawings to CoV enquiry centre as part of pre-assessment process and confirm permit requirements • Regular Project reporting suitable for Park Board briefings as appropriate • Cost review as appropriate
Design Development	<ul style="list-style-type: none"> • Design Development of Schematic Design incorporating technical 	<ul style="list-style-type: none"> • Schedule / Work Plan Update • Regular Project reporting suitable for

	<p>systems, regulatory review and input</p> <ul style="list-style-type: none"> • Design Development drawings and outline specifications • Refinement and coordination of systems 	<p>Park Board briefings as appropriate</p> <ul style="list-style-type: none"> • Cost review as appropriate
Construction Documentation (Tender Documents)	<ul style="list-style-type: none"> • Building Permit submission and processing 	<ul style="list-style-type: none"> • Full coordinated technical drawing and specifications tender package for servicing and structural slab (unit should be on order by this point) • Building Permit(s) • Regular Project reporting suitable for Park Board briefings as appropriate
Contractor Procurement	<ul style="list-style-type: none"> • Issue Invitation(s) to Tender. • Evaluate Tenders & recommend award. • Award Construction Contract 	<ul style="list-style-type: none"> • ITT(s) • Evaluation • Park Board award approval • Construction Contract Award
Construction	<ul style="list-style-type: none"> • Construction Contract Administration • Bi-weekly (minimum) Site Meetings • Shop Drawing Review • Field Reviews • Management of course-of-construction changes • Monthly Payment Certifications • Deficiency Review(s) • Management of Substantial Performance 	<ul style="list-style-type: none"> • Waste Management Reporting • Schedule Update • Bi-weekly meeting minutes • Contract administration forms, schedules, summaries and certificates • Final Deficiency List • Certificate of Substantial Performance • Regular Project reporting suitable for Park Board briefings as appropriate

Occupancy / Handover	<ul style="list-style-type: none"> • Operator training • Confirmation of outstanding deficiencies • Handover of key documentation/ deliverables • Site transferred from Contractor's to City's care and custody 	<ul style="list-style-type: none"> • Operator's walk-through • Letters of Assurance • Occupancy Permit • O&M Manuals • Record Drawings • CoV Insurance in Place • Keys handed over
Project Close-out	<ul style="list-style-type: none"> • Completion of all deficiencies • Contract close-out • Project financial reconciliation and account close-out 	<ul style="list-style-type: none"> • Completion Report
Warranty Period	<ul style="list-style-type: none"> • Warranty period issues management 	<ul style="list-style-type: none"> • Resolution of all construction contract warranty items (labour and materials)

NOT IN SCOPE:

- Engagement or communication (Park Board to manage).
- Park Redevelopment including any landscape scope beyond:
 - site grading and pathways for building access
 - exterior landscape directly supporting the washroom facility

4. Project Schedule

The following table includes the start and completion dates for the project and major deliverables.

MILESTONE	Duration	Target Completion Date
Consultant procurement	4 months	Q4 2021
Schematic Design	2 months	Q1 2022
Design Development	2 months	Q2 2022
Construction Documents	4 months	Q3 2022
Contractor Procurement / Award	4 months	Q4 2022
Construction	12 months	Q4 2023

5. Project Budget

Project budget of \$730,000 based on September 24, 2020 estimate. This project is within the program for Park Buildings (New Washrooms & Fieldhouses) that allows Capital Plan funding up to \$8,700,000.

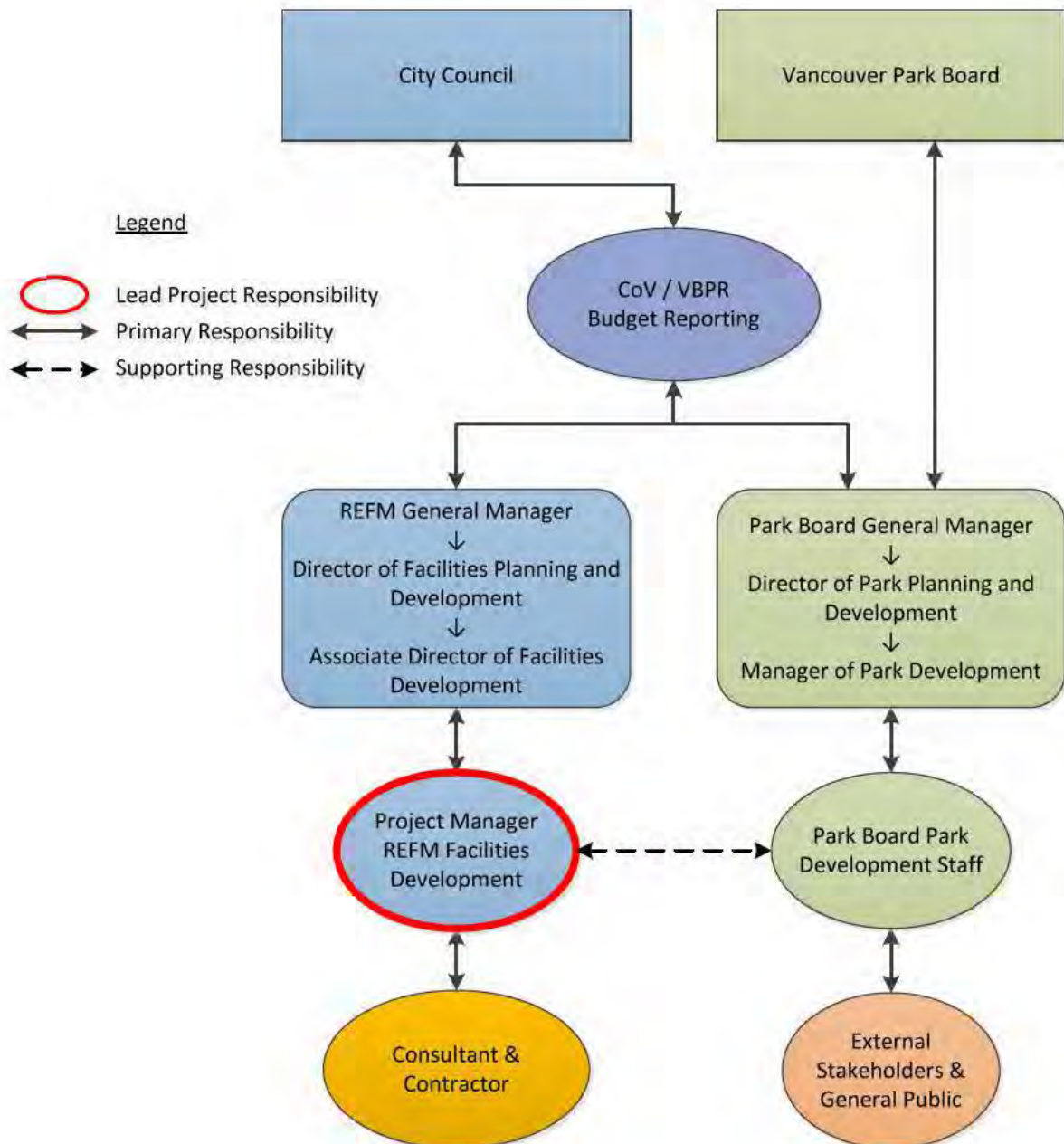
6. Interested Parties

This project affects several parties within and outside of the City and the following is intended to identify key people and functional areas are involved and communication is directed appropriately.

PARTY	INTEREST	REPRESENTATIVE	NOTES
CoV & Park Board Staff			
Park Board	Project Sponsor, Director, Park Planning and Development	Dave Hutch	
REFM Capital Maintenance	Asset Manager, Facilities, Facilities Sustainment	Doug Manarin	
REFM Facilities and Operations	Associate Director Maintenance & Ops	Dennis Leung	
REFM Environmental Services	Manager Environmental Services	Margot Davis	
REFM Energy & Utilities	Manager Energy & Utilities	Craig Edwards	
REFM Security	CPTED Practitioner, Physical Security Specialist	Jennifer Black	
VBPR Operations		Janice Bishop	
External Parties			
MST	Rightsholders, FN Permits (if applicable)	TBD (Geordie / Rena to advise)	VBPR responsible for managing communications.

7. Project Organization

Project Lead will be a Project Manager assigned from REFM Facilities Development. Park Board Park Development staff will provide project support



8. Project Risks

Project risks are circumstances or events that exist outside of the control of the project team that may have an adverse impact on the project if they occur.

No.	Risk Areas	Probability Low/Medium/High (L/M/H)	Impact Low/Medium/High (L/M/H)	Risk Mitigation Strategy
1	COVID-19 impact	L	H	Maintain standard best practice in response to BC Health guidelines. Minimal contact between staff, contractors, and staff is anticipated to be easily managed with regular physical distancing and sanitation.
2	Environmental Impact	L	H	Soils contamination is currently being reviewed.
3	Archeological Impact	L	H	No archeological concerns identified by Park Board. Site has undergone significant post-Colonial soil disturbance. Park Board to manage archeological requirements and communications with MST.
4	Community Impact	M	M	Park Board to be responsible for community outreach to inform community groups and members with interest in developments within the Park.
5				
6				
7				

9. Approvals

PROJECT PHASES OR COMPONENTS	D DECIDER <i>Holds the ultimate power re: the project</i>	A ACCOUNTABLE <i>Person fully accountable for making the project happen</i>	R RESPONSIBLE <i>Those responsible for doing the work on the project</i>	C CONSULTED <i>Those from whom input will be solicited</i>	I INFORMED <i>Those to be kept apprised of relevant developments</i>
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1. Project Planning, Scope and Budgeting (This phase complete at signing of Project Charter)	Danica Djurkovic, Director, FP&D with sign-off from: Dave Hutch, Director, PP&D	Michelle Schouls, Associate Director, FP with sign-off from: Ian Stewart, Manager PD	Matt Halverson, Manager Facilities Planning, FP with sign-off from: Alexandre Man-Bourdon, PMII	Steve Jackson, Director, Financial Planning, VPB Hamond Tai, Financial Planning, CoV Natalka Lubiw, Associate Director, FD John Ross, Project Manager, FD Liz Nguyen, LA	Margot Davis, Environmental Services Dennis Leung, Facilities Operations Dane Dolman, Capital Maintenance Craig Edwards, Manager, Energy And Utilities
2. Project Delivery (Design and Construction)	Danica Djurkovic, Director, FP&D with sign-off from: Dave Hutch, Director, PP&D	Natalka Lubiw, Associate Director, FD with sign-off from: Ian Stewart, Manager PD	TBD, Project Manager, FD with sign-off from: Zhiwei Lu, LA	Alexandre Man-Bourdon, PMII, PD VPB Operations VPB Special Events VPB Recreation Services VPB Filming & Special Events	Margot Davis, Environmental Services Dennis Leung, Facilities Operations Dane Dolman, Capital Maintenance Craig Edwards, Manager, Energy And Utilities Jennifer Black , CPTED Practitioner, Physical Security Specialist Hamond Tai, Financial

					Planning, CoV Matt Halverson
3. Public / External Stakeholder Engagement & Needs Verification	Dave Hutch, Director, PP&D	Ian Stewart, Manager PD	Zhiwei Lu, LA (Lead) TBD, Project Manager, FD (Support)	VPB Operations VPB Special Events VPB Recreation Services VPB Filming & Special Events	Danica Djurkovic Michelle Schouls Natalka Lubiw Matt Halverson

10. Reference Materials, Documents & Attachments

The following documents have been used in the preparation of this document and are useful references to provide additional information about the project.

Folder	Title	Notes
01. Budget	Project Request Form	In progress.
01. Budget	Detailed Budget	In progress.
02. Tenure and Jurisdiction	Permits required	City of Vancouver is the permitting authority. Development and building permits are anticipated. Facilities Development PM to manage permits.
03. Site Data	Site survey	Park Board to provide.
03. Site Data	Arborist report	Park Board to provide.
03. Site Data	Geotechnical report	To be managed by Facilities Development PM.

03. Site Data	Contaminated site / environmental report	Has been requested from Environmental Services and is in progress.
03. Site Data	Archeology Report	Park Board to manage.
03. Site Data	Site Servicing (Water, Sewer, Hydro, I.T., other)	TBD
04. Building Data	Existing as-built drawings and specifications	N/A
04. Building Data	Hazardous Materials assessments	N/A
04. Building Data	Code report	N/A
04. Building Data	Building assessments (Ameresco Report)	N/A
04. Building Data	Seismic report	N/A
04. Building Data	Heritage review / Statement of Significance	N/A
04. Building Data	Sustainability and Energy Performance review	N/A
05. Other	Other (MPSC briefing notes / presentations, Council reports, Board reports, presentations to Steering Committees, Media releases)	
05. Other	Applicable Technical Guidelines	Public Washroom Design & Technical Guidelines

Check list:

- **Project Request Form**, signed by Finance
- Detailed Budget (QS estimate or closest equivalent)
- Zoning
- Permits required
- Existing as-built drawings and specifications
- Site survey
- Arborist report
- Soils / geotechnical report
- Contaminated site / environmental report
- Archeology Report
- Site Servicing (Water, Sewer, Hydro, I.T., other)
- Code report
- Building assessments (Ameresco Report)
- Hazardous Materials assessments
- Seismic report
- Heritage review / Statement of Significance
- Sustainability and Energy Performance review
- Functional Program
- Applicable Technical Guidelines
- Other (MPSC briefing notes / presentations, Council reports, Board reports, presentations to Steering Committees, Media releases)

Marpole Community Centre and Outdoor Pool Project Charter

Project Approval



Oct 27, 2021

Nick Kassam, General Manager
Real Estate and Facilities Management (Project Sponsor)

Date



Feb 5, 2021

Danica Djurkovic, Director of Facilities Planning and Development
Real Estate and Facilities Management

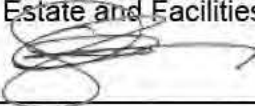
Date



12 May 2021

Nataalka Lubiw, Associate Director, Facilities Development
Real Estate and Facilities Management

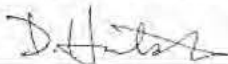
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Oct 8, 2021

Donnie Rosa, General Manager
Vancouver Board of Parks and Recreation

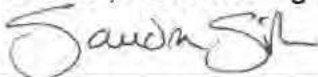
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Oct 8th, 2021

Dave Hutch,
Director, Park Planning and Development

Date



June 16, 2021

Sandra Singh, General Manager
Arts, Culture and Community Service

Date



June 17, 2021

MaryClare Zak, Managing Director Social Policy / Projects
Arts, Culture and Community Service

Date

Author:	Matthew Halverson, Project Manager, REFM Facilities Planning
Modification Date:	February 3, 2021
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This Project Charter formally approves the Marpole Community Centre and Outdoor Pool Project and authorizes the start of the project delivery phase comprising the functional program verification, design and construction phases of this project.

1. Project Overview

The delivery phase of this project will provide functional programming verification, design, and construction of the renewed Marpole Community Centre and Outdoor Pool at Oak Park in accordance with direction provided at the November 4, 2019 Regular Park Board Committee meeting. This project is fully funded within the current capital plan and the project target for occupancy is early 2025.

2. Project Objectives

The project objective is to complete design and construction of the renewed community centre and new outdoor pool facility at Oak Park. This work carries on from direction provided by the Marpole Community Centre Needs Assessment and Oak Park Schematic Master Plan projects completed in 2019 that identify the following building components:

1. A community centre comprising:
 - multi-purpose rooms for recreation, arts & culture, and other programs,
 - a fitness centre,
 - a gymnasium,
 - a commercial kitchen, and
 - social spaces to support seniors and teens.
2. Childcare and out-of-school care (OOSC) spaces comprising
 - A minimum of 69-space childcare located on the roof,
 - 60 OOSC shared-use spaces within the community centre, and
 - exploration of additional rooftop childcare spaces if feasible.
3. An outdoor pool providing:
 - leisure and lap swimming.
4. Field use and spray park support spaces (in addition to those identified during Needs Assessment):
 - two exterior access universal washrooms with change bench in near proximity to splash park sized to accommodate family use by parents / guardians with stroller, integrated into community centre or outdoor pool facility,
 - four exterior access single-user washrooms with shower access integrated into community centre,
 - two team rooms for field sport use integrated into community centre – may be shared use with other community centre spaces, and
 - utilities stub-outs to the spray park location. Park Board Development staff will provide water volume requirements of the future spray park. Although the spray park is outside the scope of this project, coordination will be required with Park Board staff on the spray park design.
 - For the purposes of developing the project charter and budget, areas are estimated as follows and are to be validated during project delivery:

Field Use and Spray Park Support Program Area	Area (sf)
2 oversized universal washrooms / family change stall (80 sf each)	160 sf
4 exterior access single-user washrooms with shower (80 sf each)	320 sf
2 team / multipurpose rooms (300 sf each)	600 sf
Component gross up @ 20%	216 sf
Net area subtotal	1296 sf
Building gross up @ 30%	389 sf
Gross Area Total	<u>~1,700 sf</u>

5. Demolition of existing community centre and fieldhouse after occupancy of new facilities.

The project team will work collaboratively on meeting the requirements and goals of the Vancouver Park Board (VPB) for recreation and community centre spaces, and the City of Vancouver Arts Culture and Community Services (ACCS) for the childcare and out of school care spaces.

The project will be supported by dedicated REFM Civic Engagement staff working together with Park Board staff to coordinate MST engagement around this project with other projects active in the Marpole community. Park Board staff will support the project by coordinating engagement with the Marpole-Oakridge Community Centre Association.

In accordance with City policy, the project will be expected to meet the following sustainability objectives:

- 1) The project must be certified to the Passive House energy performance standard, or an approved alternative zero emission building standard, and use no fossil fuels, in order to minimize energy consumption and GHG emissions.
- 2) A minimum of LEED Gold Certification is also required. Refer to the most current LEED® Canada NC, CI, or other appropriate LEED standard.
- 3) The project is also required to calculate the life-cycle equivalent embodied carbon emissions through a whole-building life-cycle assessment (LCA) study, and identify opportunities to reduce embodied carbon emissions by 40% compared to baseline.

Demolition required to realize the renewal will be in accordance with Facilities Planning and Development's Green Demolition Guidelines targeting diversion of 85% of non-hazardous waste from landfill.

The project will be designed for resiliency and longevity with appropriate seismic standards guided by VBBL and CoV requirements. Facility to support post-disaster sheltering functions and to be designed to "high importance standard" in accordance with VBBL with consideration of enhanced resilience in the context of business continuity and emergency preparedness.

The renewal will consider phasing and/or temporary relocation strategies to mitigate interruption to existing service delivery and to minimize impacts on the surrounding community.

Diagram showing approximate extents of project area:



3. Project Scope & Deliverables

The project scope is broken down into objective-based steps organised within project phases as follows:

	Phase	Scope	Major Deliverables
Project Planning (COMPLETE)	Feasibility Study (2011)	<ul style="list-style-type: none"> • Park Board led Feasibility Study with CCA input 	<ul style="list-style-type: none"> • Feasibility Study (Patkau Architects)
	Project Definition (2018-2020)	<ul style="list-style-type: none"> • Site validation • Needs assessment and high-level program definition • Park Board-led community engagement 	<ul style="list-style-type: none"> • Community Centre Needs Assessment Study (High-Level Functional Program) • Oak Park Schematic Master Plan • Outdoor Pool High-Level Functional Program
	Project Charter	Project Planning: Department alignment on project delivery	<ul style="list-style-type: none"> • Signed Project Charter
Project Delivery	Consultant Procurement	<ul style="list-style-type: none"> • Issue Request for Proposals • Evaluate Proposals 	<ul style="list-style-type: none"> • RFP • Evaluation • Park Board / Council Approval

		<ul style="list-style-type: none"> • Recommend award to Park Board, Bid Committee and Council • Award Consultant Contract 	<ul style="list-style-type: none"> • Consultant Contract Award
	Pre-Design	<ul style="list-style-type: none"> • Project Initiation: Consultant Team to review documentation and engage with Working Group to develop alignment on project objectives • Confirm Project Schedule and Work Plan, including Engagement touchpoints • Program Verification and Development: <ul style="list-style-type: none"> ○ Verify and refine program needs identified in Charter. ○ Develop program detail including room data sheets, etc. ○ Confirm operational requirements • Regulatory Review: <ul style="list-style-type: none"> ○ City of Vancouver: Zoning, Development, Building, Engineering, Plumbing, ○ Vancouver Coastal Health: Pool and Child Care (CCFL) ○ MST: Archaeological & First Nations ○ Technical Safety BC • Validate or initiate site reporting: survey, geotechnical, arborist, 	<ul style="list-style-type: none"> • Schedule • Work Plan including Engagement touchpoints • Regular Project reporting suitable for Park Board briefings as appropriate

		archaeological, environmental, heritage, etc. <ul style="list-style-type: none"> Confirm MST / Musqueam interest (if any) in facility renewal 	
	Schematic Design	<ul style="list-style-type: none"> Generation of Schematic Design options (2-3) incorporating all site reporting, program information, and Working Group input Refinement and development of options Selection and development of preferred Schematic Design option Presentation of Schematic Design to community Creation of Schematic Design Report c/w Traffic Study and Class D cost estimate 	<ul style="list-style-type: none"> Schedule / Work Plan Update Schematic Design Options (2-3) Schematic Design Preferred Option Schematic Design Presentation Regular Project reporting suitable for Park Board briefings as appropriate Schematic Design Report c/w Class D Cost Estimate
	Design Development	<ul style="list-style-type: none"> Design Development of Schematic Design incorporating technical systems, regulatory review and input, and Working Group and community input Design Development drawings and outline specifications Refinement and coordination of systems Massing and modelling Energy review and modelling to meet targets Development Permit submission and processing 	<ul style="list-style-type: none"> Schedule / Work Plan Update Design Development Presentation Regular Project reporting suitable for Park Board briefings as appropriate Design Development Report c/w drawings and Class C Cost Estimate
	Construction Documentation (Tender Documents)	<ul style="list-style-type: none"> Development of a full coordinated set of technical drawing and specifications describing 	<ul style="list-style-type: none"> Schedule / Work Plan Update Periodic milestone review sets of documents c/w Class

Project Delivery		<p>the building and all its assemblies and systems</p> <ul style="list-style-type: none"> • Construction documentation based on approved Design Development incorporating more detailed technical systems, regulatory review and input, and Working Group and community input • Periodic milestone review sets of documents c/w Class B/A Cost Estimates (minimum of 3) – i.e. 30%, 60%, 90% completion • Energy review and modelling to verify targets compliance • LEED Scorecard • PHPP model • Building Permit submission and processing 	<p>B/A Cost Estimates (minimum of 3)</p> <ul style="list-style-type: none"> • Full coordinated technical drawing and specifications tender package • Development Permit • Demolition Permit • Building Permit(s) • Regular Project reporting suitable for Park Board briefings as appropriate
	Contractor Procurement	<ul style="list-style-type: none"> • Issue Invitation(s) to Tender • Evaluate Tenders • Recommend award to Park Board, Bid Committee and Council • Award Construction Contract 	<ul style="list-style-type: none"> • ITT(s) • Evaluation • Park Board / Council Approval • Construction Contract Award
	Construction	<ul style="list-style-type: none"> • Construction Contract Administration • Bi-weekly (minimum) Site Meetings • Shop Drawing Review • Field Reviews • Management of course-of-construction changes • Monthly Payment Certifications • Deficiency Review(s) 	<ul style="list-style-type: none"> • Schedule Update • Bi-weekly meeting minutes • Contract administration forms, schedules, summaries and certificates • Final Deficiency List • Certificate of Substantial Performance • Regular Project reporting suitable for

Project Delivery		<ul style="list-style-type: none"> Management of Substantial Performance 	Park Board briefings as appropriate
	Occupancy / Handover	<ul style="list-style-type: none"> Operator training Confirmation of outstanding deficiencies Handover of key documentation/ deliverables Site transferred from Contractor's to City's care and custody 	<ul style="list-style-type: none"> Operator's walk-through Letters of Assurance Occupancy Permit O&M Manuals Record Drawings Commissioning Report CoV Insurance in Place Keys handed over
	Existing MOCC & Fieldhouse Demolition	<ul style="list-style-type: none"> Demolition and removal from site of existing MOCC building Diversion of minimum 85% of waste from landfill Coordination with Park Board who will lead any subsequent park development work. 	<ul style="list-style-type: none"> Existing MOCC demolition and removal from site Waste Management Reporting
	Project Close-out	<ul style="list-style-type: none"> Completion of all deficiencies Contract close-out Project financial reconciliation and account close-out 	<ul style="list-style-type: none"> LEED Gold Certification Passive House Standard Certification Project Close-out Report
	Warranty Period	<ul style="list-style-type: none"> Warranty period issues management Seasonal commissioning and measurement and verification 	<ul style="list-style-type: none"> Resolution of all construction contract warranty items (labour and materials) Commissioning reporting

NOT IN SCOPE:

- Oak Park Master Plan or engagement or design scope.
- Park Redevelopment including any landscape scope beyond:
 - site grading for building access
 - exterior landscape directly supporting community centre and outdoor pool functions
 - backfill and rough grading of demolition areas
- Operating agreements, including:

- Memorandum of Understanding or similar agreement between Park Board, CCA, and CoV (ACCS) clarifying expectations around operation of childcare spaces after renewal (to be co-led by Park Board and ACCS with Legal and REFM FPD support), and
- Changes to JOA agreement between CCA and Park Board (to be led by Park Board with Legal and REFM FPD support).
- RFP and lease agreements for new childcare facility (to be led by ACCS with support from REFM FPD).

4. Project Schedule

The following notional schedule assumes typical timelines for partner and authority approvals and is subject to change as the project move forward.

MILESTONE	DURATION	TARGET COMPLETION
Project Planning: Project Charter signed.	2 months	Q1 2021
Consultant Procurement (incl. Council Approval)	4 months	Q1 2021
Functional Programming	3 months	Q1 2021
Schematic Design	6 months	Q3 2021
Design Development / Construction Documentation Permits: MST, Development, and Building Permits	18 months	Q1 2023
Contractor Procurement (incl. Council Approval)	6 months	Q3 2023
Construction (TBC by contractor)	24-30 mos.	Q3 2023 - end of Q2 2026
Deconstruction of old MOCC and fieldhouse & rough grading	6 months	Q3 – Q4 2026
Warranty Period	24 months	~2026 + 2027

5. Project Budget

The 2019-2022 Capital Plan includes \$60.6M towards the design and construction of the renewed Marpole Community Centre and outdoor pool. Budgets are approved to proceed with this work in 2020 as indicated below.

Project Component	2019 – 2022 Capital Plan Funding	Approved Multi-Year Project Budget (2020)
Marpole Community Centre Renewal including demolition of existing community centre	\$38.6 million	\$6.2 million (planning & design)
Outdoor Pool at Oak Park	\$15.0 million	\$2 million (planning & design)
Childcare at Marpole Community Centre	\$7 million (funding from Childcare)	\$1 million
Park washrooms and support spaces integrated into community centre to support spray park and field uses and demolition of existing fieldhouse.	\$1.5 million (funding from Park Washroom, Fieldhouse, and Concession Renewal Program)	\$0 million

6. Parties Involved

This project impacts several organizational units and the following ensures that the right people and functional areas are involved and communication is directed appropriately.

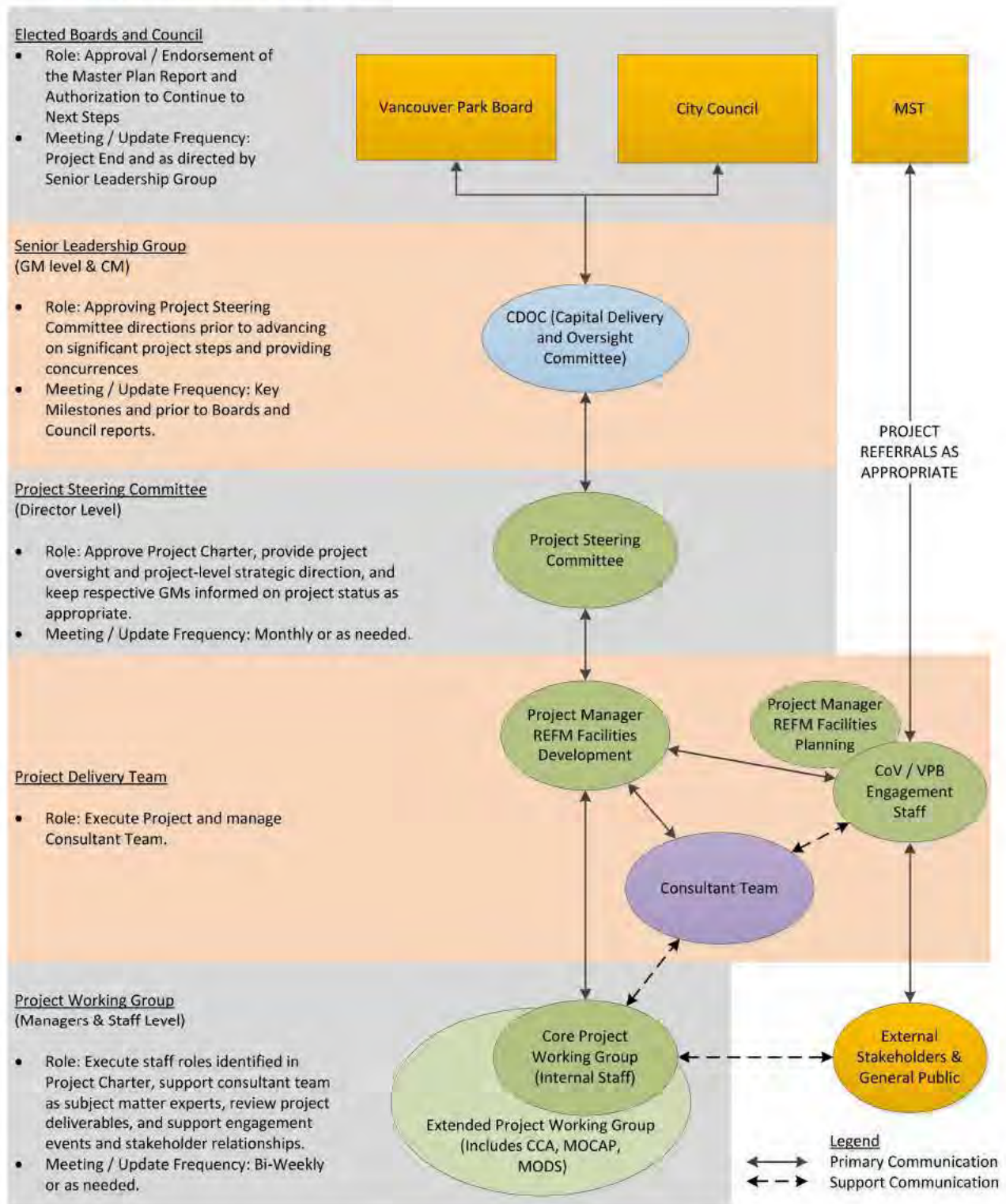
INTERNAL PARTIES	INTEREST	REPRESENTATIVE
COV REFM – Facilities Planning	Project planning representing CoV	Danica Djurkovic Michelle Schouls Matthew Halverson
COV REFM – Facilities Development	Project delivery representing CoV	Danica Djurkovic Natalia Lubiw Agatha Malczyk
Park Board – Planning, Policy and Environment	Parks + Recreation: Planning and Coordination	Dave Hutch Doug Shearer Catarina Gomes PM (TBD) Leila Todd (Facilities Planner - Aquatics)
Park Board – Park Development	Landscape architectural review and coordination with Oak Park Master Plan	Debra Barnes Mandy Yu

Park Board - Recreation	Recreation Needs Community Centre Association Communications	Daisy Chin Susan Mele (CC) Patrick McCarthy (CC + MOCA liaison) Peter Fox (Aquatics) Michael Marousek (Fitness, Fields) Paul Czene (Access and Inclusion)
Park Board – Reconciliation, Arts and Culture	Decolonization in action Arts programming Public Art	Rena Soutar Marie Lopes (Arts & Culture programming) Julia Hulbert (Public Art)
Park Board – Communications	TBD	TBD
COV – ACCS Social Policy and Projects	Child Care & Seniors Services Needs	MaryClare Zak, Mark Pickersgill
COV – Communications	Corporate Communications and Civic Engagement	Monica Bennington
COV – Finance	Long-term Financial Strategy and Planning	Grace Cheng
REFM – Facilities Maintenance and Operations	O&M Needs	Paul Hsu, Dennis Leung
REFM – Facilities Sustainment	Sustainment Needs	Dane Doleman, Lukasz Krawczyk, Grahame Hamilton
REFM - Energy Management	Energy / GHG Reduction	Craig Edwards
COV – Planning, Urban Design, & Sustainability	Authority Having Jurisdiction Community Planning	TBD
COV – Engineering	Authority Having Jurisdiction Transportation	TBD

COV – Development, Permits and Licensing	Authority Having Jurisdiction Development and Building	TBD
EXTERNAL PARTIES	INTEREST	REPRESENTATIVE
MST (TBD)	Rightsholder. Government to government Indigenous relations.	TBD
Musqueam Indian Band	Rightsholder. Key interest due to proximity of site to čəsnaʔəm.	TBD
Marpole Oakridge Community Association (MOCA)	Key site stakeholder. Volunteer Board of Directors partnered with VPB to provide programming at MOCC	Mike Burdick Albert Leung
Marpole Oakridge Daycare Society	Licensed non-profit society who is governed by a Board of Directors made up of past and present parents. Our licensed group daycare provides for children ages 2 ½ to 5 years of age. May not continue operations after renewal – ACCS to support any engagement.	Contacts: Juby Periabras and Kerry Heath 604-325-5516 mods@telus.net
Marpole Oakridge Community Association Preschool	The Marpole-Oakridge Preschool operates Monday to Thursday, from September to June. There are a maximum of 18 children in the 3 year-old program and 20 in the 4 year-old program Operated by MOCA, Park Board & ACCS to support any engagement.	
Vancouver Society for Promotion of Outdoor Pools	Informed of project status through Park Board	
Close-by aquatic facility pool programmers (Kerrisdale, Hillcrest, Kensington, Langara)	Informed of project status through Park Board	

7. Project Organization

Communication Network Diagram



8. Project Risks

Project risks are circumstances or events that exist outside of the control of the project team that may have an adverse impact on the project if they occur.

No.	Risk Areas	Probability Low/Medium/High (L/M/H)	Impact Low/Medium/High (L/M/H)	Risk Mitigation Strategy
1.	Engagement delay due to community centre program definition	L	M	Define and manage level of engagement
2.	Engagement delay due to outdoor pool program definition	H	H	Program verification of high-level functional program for outdoor pool.
3.	Issues arising from negotiation of operating agreements (CCA)	L	M	Operating agreements are not in this scope. CCA has been closely involved and supportive to date and has signed new JOA. Continue to support Park Board in keeping CCA informed and involved as appropriate.
4.	Issues arising from negotiation of operating agreements (Out of School Care)	H	L	OOSC currently not offered at Marpole-Oakridge Community Centre. Operating agreements are not in this scope. Park Board / ACCS to manage separately and REFM to support as necessary.
5.	Issues arising from negotiation operating agreements (Childcare)	H	L	Existing childcare has been operated by existing NPO for 45 years. Operating agreements are not in this scope. Park Board / ACCS to manage separately and REFM to support as necessary.
6.	Business continuity – keeping programs operational during construction	L	H	It is anticipated that new facility will be built prior to demolishing old facility so service interruption should be minimal.
7.	Outcomes of MST consultation causing	M	H	Address engagement strategy early to incorporate direction into detailed functional program.

	significant changes to program or building siting.			
8.	Covid-19	H	H	Schedule highly unpredictable and engagement challenging. Identify what engagement can be done remotely and develop strategies to proceed with design while adhering to provincial health requirements as they arise.

9. Approvals

PROJECT PHASES OR COMPONENTS	D DECIDER <i>Holds the ultimate power re: the project</i>	A ACCOUNTABLE <i>Person fully accountable for making the project happen</i>	R RESPONSIBLE <i>Those responsible for doing the work on the project</i>	C CONSULTED <i>Those from whom input will be solicited</i>	I INFORMED <i>Those to be kept apprised of relevant developments</i>
1. Overall Project Planning	CoV - GM REFM Nick Kassam with sign-off from: VPB - GM Donnie Rosa	CoV - Director FP&D Danica Djurkovic AD FP Michelle Schouls with sign-off from: VPB Dave Hutch Doug Shearer	PM Matthew Halverson with sign-off from: VPB Shira Standfield	Corporate Finance Patrice Impey Grace Cheng Park Board Finance Steve Jackson ACCS Sandra Singh MaryClare Zak Legal Francie Connell PDS Gil Kelley Jason Olinek Engagement & Comms	Project Steering Committee

PROJECT PHASES OR COMPONENTS	D DECIDER <i>Holds the ultimate power re: the project</i>	A ACCOUNTABLE <i>Person fully accountable for making the project happen</i>	R RESPONSIBLE <i>Those responsible for doing the work on the project</i>	C CONSULTED <i>Those from whom input will be solicited</i>	I INFORMED <i>Those to be kept apprised of relevant developments</i>
1a. Functional Program Needs Decisions - Recreation & CCA	VPB Donnie Rosa	VPB Daisy Chin, Dave Hutch, Doug Shearer	VPB Shira Standfield	Rena Kendall-Craden Engineering TBD Project Steering Committee MOCA Facilities, Park Board MOCA Public	Project Steering Committee
1b. Functional Program Needs Decisions - Parks	VPB Donnie Rosa	VPB Dave Hutch, Daisy Chin, Doug Shearer	VPB Shira Standfield	Facilities Park Board MOCA Public	Project Steering Committee
1c. Functional Program Needs Decisions - Social & Child Care	GM ACCS Sandra Singh	MD SP&P MaryClare Zak	Social Policy and Childcare Mark Pickersgill, Marisol Petersen	Facilities Park Board MOCA, MOCAP (Preschool), MODS (Daycare) Public	Project Steering Committee

PROJECT PHASES OR COMPONENTS	D DECIDER <i>Holds the ultimate power re: the project</i>	A ACCOUNTABLE <i>Person fully accountable for making the project happen</i>	R RESPONSIBLE <i>Those responsible for doing the work on the project</i>	C CONSULTED <i>Those from whom input will be solicited</i>	I INFORMED <i>Those to be kept apprised of relevant developments</i>
2. Functional Program Verification	GM REFM Nick Kassam with sign-off from: VPB - GM Donnie Rosa	Director FP&D Danica Djurkovic AD FD Nataalka Lubiw with sign-off from: VPB Dave Hutch Daisy Chin	PM Agatha Malczyk with support from Matthew Halverson with sign-off from: VPB Catarina Gomes PM (TBD)	Social Policy and Childcare Mark Pickersgill, Marisol Petersen Culture Alix Sales VPB - Recreation Susan Mele Patrick McCarthy Peter Fox Michael Marousek Marie Lopes Paul Czene VPB - Park Development Debra Barnes Mandy Yu VPB – Reconciliation Rena Soutar Engagement & Comms Monica Bennington MOCA Public	Project Steering Committee

PROJECT PHASES OR COMPONENTS	D DECIDER <i>Holds the ultimate power re: the project</i>	A ACCOUNTABLE <i>Person fully accountable for making the project happen</i>	R RESPONSIBLE <i>Those responsible for doing the work on the project</i>	C CONSULTED <i>Those from whom input will be solicited</i>	I INFORMED <i>Those to be kept apprised of relevant developments</i>
3. Project Delivery	GM REFM Nick Kassam with sign-off from: VPB - GM Donnie Rosa (from pre-design to DD stage only)	Director FP&D Danica Djurkovic AD FD Natalka Lubiw	PM Agatha Malczyk	Project Steering Committee MOCA Social Policy and Childcare Mark Pickersgill, Marisol Petersen Culture Alix Sales VPB - Planning Doug Shearer Catarina Gomes PM (TBD) VPB - Recreation Susan Mele Patrick McCarthy Peter Fox Michael Marousek Marie Lopes Paul Czene VPB - Park Development Debra Barnes Mandy Yu	Public

PROJECT PHASES OR COMPONENTS	D DECIDER <i>Holds the ultimate power re: the project</i>	A ACCOUNTABLE <i>Person fully accountable for making the project happen</i>	R RESPONSIBLE <i>Those responsible for doing the work on the project</i>	C CONSULTED <i>Those from whom input will be solicited</i>	I INFORMED <i>Those to be kept apprised of relevant developments</i>
				VPB – Reconciliation Rena Soutar PDS TBD Eng. / Transportation John Turecki Corporate Finance Judy Robbins Frances Smit Engagement & Comms Monica Bennington	

Reference Documents & Attachments

Tab	Title	Notes
1	Project Request Form	On file.
1	Detailed Budget	On file.
2	Zoning	Site is within RS-1 District Community Centre is a Conditional Approval Use https://bylaws.vancouver.ca/zoning/zoning-by-law-district-schedule-rs-1.pdf
2	Permits required	MST Permits, Development Permit, Building Permit Facilities Development PM to manage permits
	Existing as-built drawings and specifications	N/A
3	Hazardous Materials assessments	In progress.
4	Site survey	On file.
5	Arborist report	On file.
6	Soils / geotechnical report	On file.
7	Contaminated site / environmental report	On file.

8	Archeology Report	Referral on file.
9	Site Servicing (Water, Sewer, Hydro, I.T., other)	pending
	Code report	N/A
10	Building assessments (Ameresco Report)	Attached
	Seismic report	N/A
	Heritage review / Statement of Significance	To be prepared as required by demolition/DP permit.
	Sustainability and Energy Performance review	N/A
11	Other (MPSC briefing notes / presentations, Council reports, Board reports, presentations to Steering Committees, Media releases)	<p>Marpole Community Plan:</p> <p>https://vancouver.ca/files/cov/marpole-community-plan.pdf</p> <p>Marpole CC Renewal and Oak Park Schematic Master Plan Report:</p> <p>https://parkboardmeetings.vancouver.ca/2019/20191104/REPORT-MarpoleCCRenewal-Pool-OakParkSMP-20191104.pdf</p> <p>Presentation:</p> <p>https://parkboardmeetings.vancouver.ca/2019/20191104/PRESENTATION-MarpoleCCRenewal-Pool-OakParkSMP-20191104.pdf</p> <p>VanSplash Report:</p> <p>https://parkboardmeetings.vancouver.ca/2019/20191028/index.htm</p>

		2011 Feasibility Study (Patkau)
12	Oak Park Schematic Master Plan	On file.
13	Preliminary Needs Assessment	On file.
14	Outdoor Pool – High Level Functional Program	On file.
	Website	Marpole Community Centre renewal website: https://vancouver.ca/parks-recreation-culture/marpole-community-centre-renewal.aspx
15	Applicable Technical Guidelines	Recreational Facility Technical Guidelines Vancouver Childcare Technical Guidelines

Procurement Strategy Review

Prefabricated Park Washroom Procurement Bid Committee Strategy

26 November 2020

Objectives and Business Needs



Porta Potty



Automatic Public Toilet



Waterless (Golf Course)



Washroom Trailer



The Portland Loo



Site Built

A City-wide Washroom Review has been initiated, led by BPPS, in collaboration with:

- **Park Board**
- **ACCS**
- **REFM**
- **Engineering**

Staff from these Departments will be working together with a Project Manager from BPPS to:

- **Focus on City-wide service delivery**
- **Identify potential synergies**
- **Determine coordinated next steps**

ATP Defining Elements / Features

1/2

Security

- enclosure – fully private and secure during use
- digital display – identifies availability for use
- timed use – auto-unlock limits use time, prevents people from being locked inside
- default (power outage) unlocks door.

Accessibility

- single occupancy/use
- large model accommodates accessibility requirements
- small model does not meet accessibility requirements
- units have lighting and automated self cleaning
- many are in operation 24hrs



APT Defining Elements / Features

2/2

Track Record

- automated components are subject to vandalism and failure
- down time – varies for each unit depending on location

Aesthetics

- advertisements – are a component of city wide advertising that covers all operations and maintenance costs and contributes revenue to City

Maintenance and Cleaning

- self cleaning
- repairs and maintenance are included in the Street Furniture Contract with Outfront/JCDecaux (contract expires at end of 2023)
- attendants – pilot program underway at VAG location

Washrooms in Parks are subject to intensive use and at times abuse, and are challenging both to deliver and to maintain, due to competing needs and requirements for access, security, maintenance and longevity.

No one solution is ideal, but based on a design developed to address a range of similar issues in Portland, Park Board is working with REFM to pilot the installation of four single-user pre-fabricated modular toilets to be installed at 3 sites (Crab Park, Coopers Park, and Columbia Park).

Based on how these initial units perform, we propose to potentially expand this to a program of installation of prefabricated units in suitable high wear-and-tear Park locations where washroom facilities are urgently required. These units could be relocated in future, as more permanent facilities are developed. Parks has identified “The Portland Loo” as the optimal product to pilot this approach.



Portland Loo Defining Elements / Features

1/2

Crime Prevention

- louvered enclosure – visual privacy plus ability to observe for safety
- tamper-resistant hardware and fixtures
- designed to Crime Prevention Through Environmental Design (CEPTED) principles
- fire-resistant

Accessibility

- single occupancy/use
- built to comply with ADA Standards
- Generous enough to accommodate assistants or family members
- can be available 24/7
- functional year round (with heat tracing)

Portland Loo Defining Elements / Features

2/2

Track Record

- ten years record of successful installations, including in BC
- tried and tested

Aesthetics

- clean and design-forward look suitable for urban locations
- quality materials and construction

Maintenance and Cleaning

- a minimum of materials
- stainless steel structure (lightweight yet robust)
- simple installation and removal (once services and seismic base are provided)
- cleaning hose and janitorial supplies stored in the mechanical closet
- anti-graffiti clear coat

3 Scopes of Work

Procurement Issues

Financial

Capital Project Spend Category	Preliminary Project Budget	Proposed Shopping Cart
1. Consulting (for 4 washrooms in 3 locations)	\$155,900	\$155,900
2. Supply (for 4 washroom units)	\$600,000	\$600,000
3. Construction (for 3 washroom locations)	\$1,039,320	\$1,039,320
4. Other Costs (permits, project management, escalation)	\$287,800	
5. Contingency	\$269,200	
Total (for 4 washrooms in 3 locations)	\$2,352,100	

Risks and Mitigation

Risk	Likelihood	Impact	Action Required
COVID-19 Impact	H	M	Maintain best practices, follow Health guidelines, review border/supply issues.
Permits	M	M	DBL is supportive with proper documentation; VFPA BP req'd Crab Park
CSA / standards compliance	M	M	Engineers of record to review & ensure standards meet jurisdictional requirements.
Environmental Impact	L	L	Most sites not ecologically sensitive
Archeological Impact	L	M	Parks Archeologist to support work; Contractors to take Chance Find training
Community Impact	M	L	Park Board to inform interested / concerned community groups

Recommendation

- **FPD and SCM suggest proceeding with a three-pronged procurement strategy of:**

- 1. Consulting**
- 2. Prefabricated Unit Supply, and**
- 3. Construction/Installation**

With 1. and 2. proceeding in tandem to shorten overall project timeline.

- **Alternative Plan B suggestion is to hold off on Prefabricated Unit Supply until Consultants Tender Packages are complete, and tender Supply and Construction/Installation together.**