

## CAPITAL PROJECT CHARTER

<b>YEAR:</b>	2019
<b>CHARTER NUMBER:</b>	SERV-009
<b>CHARTER NAME:</b>	Servus Place Aquatics Expansion
<b>LEAD DEPARTMENT:</b>	Recreation and Parks



<b>TYPE:</b>	<input type="checkbox"/> RMR <input checked="" type="checkbox"/> GROWTH	
	Project is an Aquatics expansion to the existing Servus Place facility therefore is growth.	
<b>ASSET CATEGORY:</b>	<input checked="" type="checkbox"/> Civic Facilities <input type="checkbox"/> Master Plan, Studies, & Other <input type="checkbox"/> Roads & Other Engineered Structures <input type="checkbox"/> Historical/Cultural	<input type="checkbox"/> Parks & Trails <input type="checkbox"/> Mobile & Other Equipment <input type="checkbox"/> Land & Land Improvements
<b>SCOPE STATEMENT:</b>	The expansion of aquatic facilities at Servus Place to include a 2 lane 25m lap pool, 4 lane 15m flexible teach pool, storage, mechanical room and expanded aquatic change rooms based on the 2016 report Servus Place Expansion Analysis-Aquatics.	

<b>PROJECT CHARTER JUSTIFICATION:</b>	<p>Based on a Council approved motion (C175-2016), March 21, 2016 Administration was directed to perform an analysis involving a re-scope of the original "Servus Place- A Plan for the Future" conceptual aquatic expansion plans and provide a report that would outline new detailed design drawings and a cost estimate. A report with the consultants re-scoping and details of the aquatics expansion was presented to Council on September 19, 2016. Council through motion, rescinded the original Servus Place Expansion project charter Serv-007, and directed Administration to develop a new project charter specific to the September 19, 2016 aquatics expansion report, for consideration as part of the 2018 Growth Capital budget deliberations.</p> <p><b>Current State</b>          Servus Place is a highly successful community facility and is a significant investment in the health, wellness and economic development of St. Albert.</p> <p>St. Albert Aquatic facilities on average see over 700,000 users per year through the four aquatic facilities. Fountain Park Recreation Centre (year-round) and Grosvenor Outdoor Pool (Summer) provide direct provision of aquatic fitness programs, swimming lessons, school lessons, and specialty programs. Over 180,000 participants participate in registered (150,000) and drop in (30,000) aquatic programs per year.</p>
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	<p>Use of the Landrex Water Play Centre (LWPC, Landrex) has remained consistently high since the opening of Servus Place. Based on the current facility traffic, approximately every third person that enters Servus Place utilizes the Landrex Water Play Centre, or approximately 272,000 visitors a year.</p> <p><b>Issue</b> Increased demand for aquatic lesson programs and lane swimming are reaching thresholds. High fill rates for aquatic lessons along with large numbers on waiting lists is growing. There are also more demands from casual lane swimmers as well as aquatic user groups. There is no short-term plan for an additional stand alone aquatic facility, or land identified/developed as a future location.</p> <p><b>Opportunities</b> As identified in the Recreation Master Plan, by looking to enhance and expand Servus Place before building new, St. Albert will extend community use, ensure that existing service levels are maintained, and programs currently subscribed to can continue to be offered; while providing cost savings, staffing efficiencies, and other economies of scale. The aquatics expansion plans, as identified in the September 19, 2016 analysis, provides the opportunity to accommodate additional aquatic swim lesson programs, lane swimmers, and Servus Place public swimmers. The Servus Place existing infrastructure can accommodate the additional operational requirements.</p> <p><b>Risks</b></p> <ul style="list-style-type: none"> <li>- No public consultation has occurred regarding the project</li> <li>- Limited or no funding</li> <li>- Increased construction costs</li> <li>- Existing site constraints</li> <li>- In house resources availability</li> <li>- Availability of qualified contractor(s)</li> <li>- Work can be implemented with minimal impact on stakeholders/ user groups</li> </ul>				
<b>STRATEGIC PLAN &amp; CORPORATE BUSINESS PLAN ALIGNMENT:</b>	<p>Council Priority: 4. Infrastructure Investment</p> <p>Activity: 4.1 Identify opportunities for shared Recreation, Social and Culture activities and</p> <p>Administrative Priority: N / A</p> <p>Activity: N / A</p>				
<b>STAKEHOLDER IDENTIFICATION:</b>	<table> <tr> <th>Name &amp; Role</th><th>Responsibility or Contribution</th></tr> <tr> <td>Recreation &amp; Parks</td><td>Project sponsor, public engagement, design review, stakeholder liaison.</td></tr> </table>	Name & Role	Responsibility or Contribution	Recreation & Parks	Project sponsor, public engagement, design review, stakeholder liaison.
Name & Role	Responsibility or Contribution				
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	Capital Project Office	Review and/or development of Engineering tender documents, Construction execution, Project Management.
	Legal Services, Risk & Insurance and Purchasing	Risk Assessment, agreement support and procurement process support.
	Stakeholders (internal and external)	Advisory, Notification of Construction, Disruption of Service and issue resolution
<b>TIMELINE:</b>	2019 Detailed design 2020 Construction	
<b>FINANCIAL INFORMATION:</b>	Year 2019 Investment	<b>\$130,000</b>
	Year 2020 Investment	<b>\$1,157,200</b>
	Year 2021 Investment	<b>\$13,027,500</b>
	<b>Total</b>	<b>\$14,314,700</b>
	See Capital Project Worksheet for details.	
<b>OPERATIONAL IMPACTS:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, refer to Operating Impacts Worksheets for details.	
<b>ASSOCIATED OPERATING BUSINESS CASE:</b>	N/A	

## APPROVAL

Author:		April 18, 2018
	Project Charter Developer	Date
Director:		April 18, 2018
	Director	Date
GM Approval:	Kevin Scoble	May 22, 2018
	Acting General Manager	Date

## CAPITAL PROJECT WORKSHEET

PROJECT COMPONENT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Land Determined Costs										
Concept Planning – Completed in 2016	80,000									
Detailed Planning and Design 10 % of preliminary construction estimate		1,157,200								
Site Servicing										
Structure/Building Construction			10,534,000							
Landscaping										
Construction Management			852,500							
Commissioning and QA/QC			32,100							
Contingency			1,073,100							
Public Participation Activities	50,000									
Equipment			535,800							
<b>TOTAL</b>	130,000	1,157,200	13,027,500							

Please note Public Art and Branding will be reviewed and shown separately on the ten-year capital plan.

### Assumptions:

- Cost estimates based from Consultants report, performed by Workun Garrick, 2016.
- Workun Garrick used a costing consultant to perform project costing.
- Public Consultation on conceptual design was not performed, (e.g. Council motion). Public consultation would be required, which may impact conceptual design and project time frame.
- Detailed Planning and design – 10% of preliminary construction estimate.
- Construction Contingency from Consultant's report.
- There is an **estimated 20% or \$2,243,000 (2016 Workun Garrick report) added to construction cost estimate for additional** expenses including Consultant Fees, Project Management Fees, additional project Soft Costs.
- Public Consultation occurred through the initial Plan for the Future project in 2011, further public consultation built in to overall costs.
- Conceptual designs completed in 2016.
- 2% escalation added to 2019, and 2% for 2020 compounded from 2018 project charter cost estimate.
- Project coordination costs have not been factored or determined in.

## OPERATING IMPACTS WORKSHEET

<input type="checkbox"/> One Time <input checked="" type="checkbox"/> Ongoing	Operating impacts will be determined following detailed design.
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OPERATING IMPACTS	2019	2020	2021