



MINUTES

TERMINAL/NICOL CORRIDOR STREETScape PROJECT (TNCSP)

Tuesday, 2015-AUG-18 at 7:30 a.m.

Boardroom, 411 Dunsmuir Street, Nanaimo, BC

PRESENT: Mr. Darren Moss, Chair
Mr. Mike Davidson
Ms. Pamela James
Mr. Keith Brown
Mr. Ian Thompson
Ms. Leanna Plug
Mr. Dave Edgar
Ms. Janelle Erwin
Mr. Sean Herold
Mr. Doug Kalcsics
Councillor Dianne Brennan
Councillor Bill Bestwick

STAFF: Mr. Gordon Foy, Transportation Manager, Engineering Services Section
Ms. Carla Burgmann, Real Estate Clerk, Real Estate Section

1. Bus Tour of Corridor

TNCSP Committee and Staff toured the Corridor.

2. Call to Order

The meeting was called to order at 8:15 am.

3. Approval of Agenda

It was moved and seconded that the agenda be adopted, motion carried unanimously.

4. Election of Chair and Vice-Chair

TNCSP Committee received ratification of membership at the Nanaimo Council meeting 2015-AUG-17. The next order of business is the appointment of a Chair and Vice-Chair.

It was moved and seconded that Mr. Darren Moss be elected as the Chair of the TNCSP Committee.

It was moved and seconded that Councillor Dianne Brennan be elected as the Vice-Chair of the TNCSP Committee and to act in the Chair's absence.

5. Update on Consultant Request for Proposal (RFP) Process

There were 3 consultants that were invited to submit an RFP to work with the TNCSP Committee, with 1 consultant unable to commit to the required schedule due to current workload.

A sub-committee was formed to review, interview and score the consultants against a predetermined scoring matrix. A consultant summary was emailed to the TNCSP Committee members on 2015-AUG-11 with a hard copy provided to the members at today's committee meeting.

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Based on the scoring matrix the sub-committee recommends Golder Associates Ltd. (Golder) as the preferred proponent. Mr. Darren Moss has met with Golder to revise the proposal to adjust the scope of work to award Golder Phase 1 and 2 of the 3 Phase project at this time.

Mr. Darren Moss presented the TNCSP Committee with copies of Golder's revised price breakdown and draft budget update for review and discussion.

It was moved and seconded that the TNCSP Committee accept and award the revised fixed fee contract to Golder with the phased approach as presented, motion carried unanimously.

Mr. Sean Herold vacated the SARC Board Room at 8:40 am.

Golder entered the SARC Board Room at 8:40 am.

The TNCSP Committee welcomed Golder to the meeting and confirmed that their revised proposal was selected with the phased contract awarded as presented.

6. Brainstorm Opportunities/Constraints along Corridor

Introduction of the Golder group in attendance with introductions of the TNCSP Committee members present around the table.

Golder conducted a "hopes and fears" exercise with the TNCSP Committee members to determine what each committee member would like to see achieved during this project. Each of the TNCSP Committee members provided a hope and a fear with respect to the Corridor, with some discussion and notes taken by Golder for future use.

7. Next meeting

The next regular meeting of the TNCSP is scheduled for 2015-AUG-25 at 7:30 am.

7. Adjournment

The meeting adjourned at 9:25 am.

APPROVED BY:



CHAIR

25 August 2015

DATE