

## *Scope of Service Outline*

### *Lake Wabamun Boat Launch Study*

*Parkland County*

#### *Introduction*

An increase in demand and lack of adequate facilities has warranted an examination of current and future boat launch facilities on Lake Wabamun. A preliminary assessment needs to be completed of the existing launch facilities, both the water and land based conditions, the demand for launch opportunities and possible alternative launch locations elsewhere, on the lakeshore. The resulting strategy will identify opportunities and constraints for upgrading both existing and alternative launch facilities on the lake including an identification of best practices, estimated capital costs, management approaches and implementation guidelines.

#### *Project Team*

The study would be undertaken by a team of specialized consultants with specific experience and expertise in recreation facility assessment, demand analysis, coastal engineering and community consultation. The project team includes;

- **EDA Collaborative Inc.** – Prime Consultant, Landscape Architect, Strategy Planning
- **RC Strategies Inc.** – Community Consultation, Demand Analysis
- **Shoreplan** – Coastal and Civil Engineering

#### *Approach*

Our proposed scope of service is divided into three phases;

- Phase One – Inventory and Analysis*
- Phase Two – Public Engagement and Demand Assessment*
- Phase Three – Preliminary Strategy Options*
- Phase Four – Final Strategy Plan*

The following provides a brief description of the tasks and products in each phase and a summary of the estimated professional fees.

#### *Phase One: Inventory and Analysis*

1. Confirm Project Objectives – meet with steering committee to confirm study approach, collect background information and confirm study objectives.
2. Existing Site Conditions; Land Based – review based on both the Lake as a whole and the existing individual launch locations, including the identification of; launch locations, municipal boundaries, land ownership, built form, existing infrastructure, traffic volumes, vegetation, etc.

3. Existing Site Conditions; Water Based – review based on both the Lake as a whole and the existing individual launch locations, including the identification of; bathymetry, shoreline features, wave action, exposure, sediment transport, etc.
4. Planning Context – review of relevant planning documentation including, but not limited to, land use, transportation, management, bio-physical, etc.
5. Current Launch Operations and Management Assessment – review of current situation and assessment of opportunities / constraints.
6. Best Practices Research – comparative review of boat launch facilities in other jurisdictions and identification of best practices and minimum standards.
7. Summary Report – inventory and analysis background report presented to the client (administrative level) for review and collaborative interpretation

#### Phase One Deliverables

- *Existing conditions mapping – land and water*
- Operations and Management Assessment
- Best Practices Research
- *Inventory / Analysis Summary Report*

#### Phase One Estimated Fees

- EDA \$8000
- RCS \$2500
- Shoreplan \$7000

#### *Phase Two: Public Engagement and Demand Assessment*

1. User / Stakeholder Identification – determine potential users / stakeholders including but not limited to; Hamlets, Summer Villages, the Paul Band Reserve, Provincial Parks, TransAlta, Coast Guard, Navigable Waters, Sailing Clubs, summer camps, etc.
2. Engagement of two target populations: 1) users of the existing boat launches (including individuals and groups) and 2) residents of the lake communities and other stakeholders identified in Step 1. Users will be consulted via an intercept survey at each boat launch during the summer season (assumes 16 hours). Summer residents will be consulted via a mail out survey, developed and tabulated by RCS but facilitated (printed, mailed) by the County and summer villages.
3. Demand assessment to quantify appropriate number of launches and potential locations will be based upon primary research (e.g. user / stakeholder feedback, marine retailers, user counts) and secondary research (e.g. review of boating publications).

#### Phase Two Deliverables

- *Intercept survey*
- *Resident survey*

- *Demand assessment*

#### Phase Two Estimated Fees

- EDA \$1000
- RCS \$10000

#### *Phase Three: Preliminary Strategy Options*

1. Boat Launch Development Program – a Program Statement on the development and management of new and/or expanded Launch facilities provided including identification of launch minimum standards and recommended guidelines.
2. Opportunities and Constraints Framework Plan to provide an overview of the limitations and opportunities for the Launch Program and associated future use
3. Preliminary Launch Alternative Plans – Conceptual Site Plans including; locations, site access, a description of water/land based facilities, relative capital costing and a comparative evaluation.
4. Client presentation – presentation of Alternative Plans to the client steering committee.

#### Phase Three Deliverables

- *Opportunities and Constraints Framework Plan*
- *Boat Launch Development Program*
- *Preliminary Launch Alternative Plans*
- *Comparative Evaluation*

#### Phase Three Estimated Fees

- EDA \$10000
- Shoreplan \$5000

#### *Phase Four: Final Strategy Plan*

1. Preferred Launch Location Refinement – refine selected launch locations and detail site requirements for each location
2. Finalize Strategy Report – summary report of major study findings and associated concept plans including sections dealing with; Introduction/Project Objectives, Community Consultation, Existing Conditions, Demand Analysis, Boat Launch Program/Guidelines, Proposed Launch Locations, Implementation, Costing and Phasing.
3. Client presentation – presentation of Strategy to the client steering committee.
4. Finalize report and mapping

#### Phase Four Deliverables

- *Final Launch Strategy Plan – Draft*

- *Final Report and Mapping*

#### Phase Four Estimated Fees

- EDA \$8000
- RCS \$2000
- Shoreplan \$1000

#### *Estimated Project Fee Summary*

We propose to complete this project for the upset fees identified below;

Phase One – Inventory and Analysis	\$17500
Phase Two – <i>Public Engagement and Demand Assessment</i>	\$11000
Phase Three – Preliminary Strategy Options	\$15000
Phase Four – Final Strategy Plan	<u>\$11000</u>
<b>Total Professional Fees</b>	<b>\$54500</b>
Estimated Expenses @ 4%	\$ 2180
GST @ 5%	<u>\$ 2834</u>
<b>Total Project Cost</b>	<b>\$59514</b>

#### *Project Schedule*

The first two phases would be commenced this summer with the intent of presenting alternatives to the steering committee this fall and completing the final strategy plan before the end of the year. If required for budgeting purposes, preliminary capital estimates could be provided to meet the County's budget process.