

ATTACHMENT 3
Pavilion Park Restrooms Purchase



COBURG PARKS | TREES COMMITTEE
ACTION/ISSUE ITEM

PAVILION PARK UPDATE MEMO

Meeting Date: October 17, 2023

Prepared by: Adam Hanks, City Administrator

Project Status

City Staff and the City’s contract Engineer, with vision, input and recommendation from the Parks | Trees Committee, have recently completed the project design and engineering specifications for the improvements to Pavilion Park.

As noted in the final plan set, a number of significant elements of the project are identified as “by owner”, meaning they are excluded from the bid and will be completed by City staff or by separate bid/contract process at some point in the construction process. These items include the bathroom and associated septic system, the fountain feature, bike racks, tables, bench and play structure.

Project Schedule

The desired completion of the project had been tentatively set for June of 2024, which provides an approximately six-month construction window to complete both the work that would be bid out through the RFP and the “by owner” elements.

Staff has determined this to be unrealistic for a number of reasons. Continuing to move forward with the existing plan and timeline would have a high likelihood of the project completion date extending well beyond the June 2024 timeline and would disrupt the summer use of the park.

Staff is also concerned that the overall project cost (bid and “by owner” work combined) has a high likelihood of exceeding the grant award being utilized to fund this project.

Scheduling Adjustments

To address both the project budget and completion timeline concerns, staff will be altering the project build out schedule and the order in which the construction will occur by first bidding and constructing the “by owner” elements of the project, which will be done within the original construction window of November 2023 – June 2024.

This minimizes construction conflicts between excavation, utilities and plantings, ensures that

the park will be available for community use for the full summer season, completes several of the project elements required by the grant award and reduces project budget uncertainties. The RFP for the remainder of the project will be issued in July, selection, award and contract approval in September for a construction window of October 2024 – June 2025.

This project phasing plan ensures compliance with the grant award, minimizes heavy season disruption of park availability, increases quality and cost control and improves the final product for the community to enjoy for decades to come.