

Project Charter: Maggie's Place Development

Background

The Town of Portugal Cove – St. Philip's proposes to begin planning for the Maggie's Place Development Project. The project area includes land located in the Blue, Red and Orange areas identified in the Project Scope of Work Map (see copy attached). Planning work will be based on the requirements set out in this Project Charter and the Town's planning policies affecting land use and development.

Goals

- Move the project forward in an integrated and complementary fashion.
- Plan the Maggie's Place development in conjunction with the Town Centre project and the Rainbow Gully Park Commercial area off Thorburn Road.
- Provide the Town with the information needed to inform go/no go decision making process at each development phase.
- Complete work under the three work packages within the budget and schedule identified.

Project Roles & Responsibilities

Project Sponsor/Authorization	Town of Portugal Cove –St. Philip's	
Prime Consultant	Tract Consulting Inc: Planners (MCIP), Civil Engineers (P.Eng) Urban Designers (MLA), Project Managers (PMP)	
Subconsultants	Transportation Engineer: Harbourside Transportation Consulting (P.Eng) Development Economics: Altus Architecture - Philip Pratt Architecture (MRAIC)	
Key Stakeholders	Town Staff/Council Town Residents Land Owners Business Community	Crown Lands/Dept. of Agriculture City of St. John's Canada Post NL Power

Scope and Work Plan

Work Package 1:

1. **Development Context (Blue Area – see map attached)**
 - 1.1. Review background information.
 - 1.2. Establish a context for the development of Maggie's Place
 - 1.3. Describe the proposed development area.
 - 1.4. Develop a surface model of the study area.
 - 1.5. Propose advanced street network and municipal service land requirements.
 - 1.6. Identify areas proposed to be preserved from development. (Slopes >15%, buffers for hilltops, waterways, watersheds and wetlands).

- 1.7. Public Consultation and Stakeholder Consultations.
- 1.8. Propose future land use.
- 1.9. Determine road classification and access points.
- 1.10. Proposed zoning for developable lands.
- 1.11. Stakeholder Consultation
- 1.12. Second Public Consultation
- 1.13. Go/No Go 1: Decision to Proceed with Work Package (WP) 2.

Work Package 2:

- 2. Maggie's Place Development Plan (Red Area – see map attached)**
 - 2.1. Define neighbourhood context
 - 2.2. Information collection and consultations
 - 2.3. Public Consultation
 - 2.4. Land Owner Consultation
 - 2.5. Develop Schematic Design
 - 2.6. Presentation to Council
 - 2.7. Complete Valuation/Cost Benefit Study
 - 2.8. Prepare Comprehensive Development Scheme
 - 2.9. Implementation Plan, Costing and Return on Investment
 - 2.10. Go/No Go 2: Decision to Proceed with WP3.

Work Package 3:

- 3. Request for Proposals (RFP) (Orange Area – see map attached)**
 - 3.1. Prepare RFP for development of Town owned lands.
 - 3.2. Advertise to development community.
 - 3.3. Review proposals and make recommendation to Town.
 - 3.4. Go/No Go 3: Decision to award Contract.

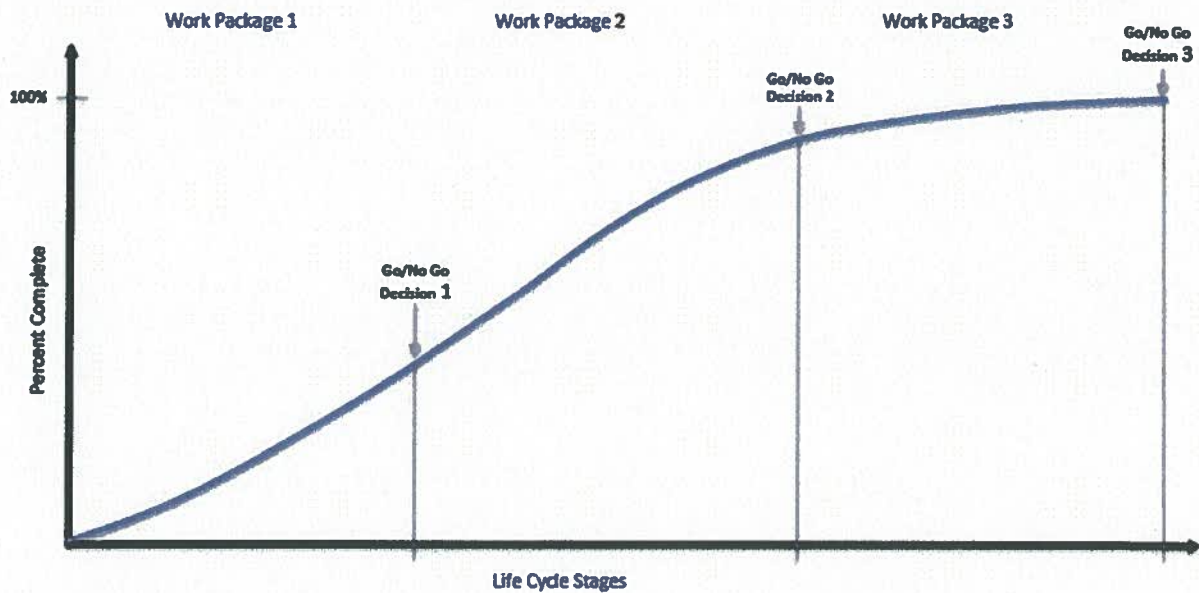
Project Schedule

ID	Task Name	Duration	Start	Finish	2017											
					Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	Project Charter	79 days	Tue 21/06/16	Fri 07/10/16	[Gantt bar from June to October]											
2	Work Package 1: Development Context	100 days	Mon 10/10/16	Fri 24/02/17	[Gantt bar from October to February]											
3	Work Package 2: Development Plan	120 days	Mon 27/02/17	Fri 11/08/17	[Gantt bar from February to August]											
4	Work Package 3: Developer RFP	20 days	Mon 14/08/17	Fri 08/09/17	[Gantt bar from August to September]											

Change Control

Changes affecting time, cost or quality require written approval of the Town prior to being implemented. Submission of a Contemplated Change Order (CCO) form is required. Pending approval, a Change Order form with Town signature is to be issued.

Project Lifecycle



WP1: Development Context

- Project context
- Study area surface model
- Propose advanced street network
- Preservation areas
- Public and Stakeholder Consultation
- Future land use
- Proposed zoning
- Stakeholder Consultation
- Second Public Consultation
- **Go/No Go 1:** Decision to Proceed with WP 2.

WP2: Development Plan

- Neighbourhood context
- Information collection and consultations
- Public Consultation
- Land Owner Consultation
- Schematic Design
- Presentation to Council
- Valuation/Cost Benefit Study
- Comprehensive Development Scheme
- Implementation Plan, Costing and Return on Investment
- **Go/No Go 2:** Decision to Proceed with WP3.

WP3: Developer RFP

- RFP for development of Town lands.
- Advertise to development community.
- Award recommendation
- **Go/No Go 3:** Decision to award Contract

Project Milestones

Work Package	Milestone	Description	Responsibility	Date
WP1	M1	Context, Road Network, Preservation Areas	Tract	Oct 10/16
	M2	Public Consultation #1	Town Staff	Nov 16/16
	M3	Proposed land use and zoning	Tract	Jan 20/17
	M4	Public Consultation #2	Town Staff	Feb 8/17
	M5	Go/No Go: Decision to proceed to WP2	Town Council	Feb 21/17
WP2	M6	Context & Land Owner Consultations	Tract	Mar 30/17
	M7	Public Consultation #3	Town Staff	Apr 5/17
	M8	Presentation to Council: Schematic Design	Tract	Jun 13/17
	M9	Submit Valuation, Comprehensive Dev. Scheme & Implementation Plan	Tract	Jul 21/17
	M10	Go/No Go: Decision to proceed to WP2	Town Council	Aug 8/17
WP3	M11	Develop and issue RFP to development community	Tract	Aug 18/17
	M12	Award recommendation	Tract	Sep 8/17
	M13	Go/No Go: Decision to award contract	Town Council	Sep 19/17

Budget

Town of PCSP, Maggie's Place Land Development Proposal

Tasks / Rate per Hour	PM	LV	LUP/LA	Arch	TE	CE	Tech	Total Hours	Sub total
	\$150	\$120	\$150	\$190	\$180	\$190	\$90		
<i>Work Package 1: Development Context</i>	38	8	140	17	48	50	80	381	\$ 56,230.00
<i>Work Package 2: Development Plan</i>	48	68	160	80	16	142	120	634	\$ 95,220.00
<i>Work Package 3: Developer RFP</i>	40	4	8	4	4	24	8	92	\$ 14,440.00
Total Hours	126	80	308	101	68	216	208	1107	
Sub total (not including HST and expenses)	\$18,900	\$9,600	\$46,200	\$19,190	\$12,240	\$41,040	\$18,720		\$165,890.00

LEGEND:

PM - Project Manager: Charlie Hamlyn/Bobbi Skanes
 LV - Land Valuation/Cost Benefit: Altus Group
 LUP/LA - Land Use Planner, Cliff Johnston and Landscape Architect, Gerhard Weiland
 Arch - Architect, Phillip Pratt
 Transport Engineer - Harbourside Engineering
 Civil Engineer - Tract (Mike Gorman)
 Tech - Technical Support

Risks, Assumptions & Constraints

Risks	Environmental and permitting needs Level of Developer interest Public/Land Owner opinion impact on political decisions Revenue generation
Assumptions	Available land is suitable in size and nature for development to proceed Project is feasible Developers will be available/interested
Constraints	Environmental issues Boundaries (Buffers, easements, watersheds) Permits (agricultural/crown land)

Project Authorization

Date: 11/10/2016

Approved By:


Chris Milley, Town Manager


Moses Tucker, Mayor

Project Scope of Work Area Map

