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Reference/Project No.: 2022-3515

Jeff Shaw
Chief Administrative Officer
Town of Cardston
67 3rd Avenue West
PO Box 280
Cardston AB, T0K 0K0

Re: CARDSTON MAIN STREET REDEVELOPMENT
SCOPE CHANGE REQUEST - REVISED

Dear Jeff:

Further to our discussion at the Design Review meeting, held on March 21, 2025, we wish to present this Scope Change Request for consideration by the Town of Cardston (Town).

As noted in previous Project Status Report updates, provided in 2023 and 2024, we raised budget concerns related to the following items:

1. Insufficient survey coverage and Town record information on existing sanitary and storm pipe systems included pipe depths and manhole inverts
2. Additional effort required for Roundabout Feasibility analysis included in the Traffic Analysis report
3. Additional effort expended developing numerous iterations of the concept plans for the roadway, requiring several reviews with Alberta Transportation & Economic Corridors. (TEC)

At the time these budget concerns were raised, we indicated we would proceed with the work within the current budget allocated to the project, and assess the overall impacts prior to finalizing the project, to assess how much would be required to complete the remaining design work. Each of these items are described in greater detail below.

Survey Data

With the missing information on the existing sanitary and storm pipe systems, an additional survey file was provided on the sanitary system, with survey information collected by Talbera. Upon review of this data, we found that this data was still somewhat incomplete for the pipe systems being impacted by the Main Street project, and contained several survey points that were not consistent with the rest of the Town location. The storm system information provided within the Infrastructure Master Plan (IMP) was noted as being schematic in nature, and could not be directly related to the storm manholes that were surveyed by Associated at the start of the Main Street project.



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The missing and erroneous data within the sanitary survey, as well as the schematic nature of the storm system from the IMP resulted in a number of assumptions and additional analysis work to be completed to prepare the 50% Preliminary Design presented in early March, 2025. At our 50% design review meeting, the Town staff indicated that there also were recent changes made to the Town's GIS information, and that this information should also be reviewed and incorporated as the design is finalized. Within this review of additional GIS data and updating our design files, we have assumed that no additional surveys will be required.

Roundabout Feasibility Study

Following the Draft Traffic Analysis Memo preparation and review with TEC in April 2023, they requested that we include a roundabout feasibility study to address the comparison of roundabouts to traffic signals at 3 Avenue and 4 Avenue. For the follow-up revisions to the Traffic Analysis Memo, this request required AE to complete additional reviews and add content to the memo including commentary about traffic analysis and capacities, property and ROW impacts, roundabout design criteria, as well as operational and safety considerations and comparisons. Please note that we had included both roundabout and traffic signals capacity analysis as noted in the proposal, within the Traffic Analysis scope. The extra work represented within this task item is related to the additional Roundabout Feasibility Review that was requested by TEC following completion and review of the Draft Traffic Analysis Memo, which was discussed with the Town staff and completed to accommodate TEC's request. A revised, updated Traffic Analysis Memo was presented to TEC for approval upon completion of this additional scope of work.

Concept Plan Development

At the outset of the project, we anticipated preparing an overall roadway concept plan that would be reviewed by the Town and TEC, and would require some revisions to incorporate feedback to finalize this plan for final issuance, to move into the next phase of design for streetscape concepts and preliminary design. In the early stages of the project, we developed several iterations of the concept plans, with two options presented. Initially the two options were based on a parallel parking and an angle parking option. The parallel parking option was expanded to include off-street parking options. These options were reviewed with TEC and Town staff.

Following the stakeholder engagement open house, feedback from stakeholders and Council indicated that the parallel parking option would not be feasible primarily due to the loss of parking stalls along Main Street. The Town then requested that we develop a modification to the angle parking option to present sub-options with and without a centre median. Following review of these concepts with TEC and Town Council, there was direction given that there was preference for the angle parking option with no centre median.



In total, seven iterations of the roadway concept plans, some with multiple options, were developed and submitted for reviews with Town Staff, TEC meetings, Stakeholder Meetings and Council updates. Three separate meetings were held with TEC staff to review the concept plans. A summary of the various iterations we prepared is presented in the table below:

Iteration No.	Issue Date	Summary of Concept Plan
1	2022-11-01	Initial roadway concept plan for discussion with TEC
2	2023-02-13	Revised concept plan following initial meeting with TEC and incorporating TEC comments, for internal review
3	2023-04-18	Development of 2 concept plans – one using existing bridge (widening) and one with a separate pedestrian bridge, for TEC review
4	2023-09-05	Development of 2 concept plans for Stakeholder Engagement– angle parking concept and parallel parking with off-street parking lot, large format printing of these plans for Stakeholder meeting
5	2023-11-24	Updated concept plan with angle parking, landscaping and centre median
6	2023-12-07	Revised centre median concept with breaks at accesses
7	2024-03-26	Refinement of 2 concept plans for issuing to TEC for review – both with angle parking, one with centre median and one with no medianm for TEC review and final approval.

Rate Increase

For the work remaining on the project, we are requesting an increase on the chargeout rates, as the work as originally proposed was based on 2022 rates, with the anticipation that the work would be completed in 2023. As this project has now extended into 2025, we are requesting an increase on our team member chargeout rates. We are proposing a 10% increase, which amounts to an overall budget increase of approximately \$3,000, for the work remaining on the project. For the Town's reference, the Consulting Engineers of Alberta (CEA) publishes an engineering rate guide each year, and based on this rate guide, they recommended an average increase in rates of 10% in 2023, 5% in 2024 and 5% in 2025. The rate increase we proposed will only apply to the remaining work on the project, and amounts to an increase of 2% overall to the project cost. With the proposed rate increases the revised rates for our team members are still well below the recommended rates as published in the 2025 CEA Rate Guide. The revised rates for work remaining on the project will be as follows:



Team Member	Classification	2025 Rate
Darryl Schalk – Project Manager	E5	\$ 226
Quality Reviewers	E5	\$ 226
Chris Petty – Roadway EOR	E3	\$ 149
Elsa Hernandez-Manrique – Utility EOR	E2	\$ 138
Melvin Lacebal – Electrical EOR	E3	\$ 171
Engineering Support	E1	\$ 121
CAD Technician	T4	\$ 160
CAD Support	T1/T2	\$ 105
Administration	S3	\$ 105

Summary

We have assessed the remaining work to be completed on the project and are respectfully requesting \$26,250 to account for the extra work generated from these items above, and from the planned review of the updated GIS information, along with updates to our 2022 rates. This request is summarized in the table below, related to the extra work outlined herein.

Extra Work Item	Fees (Rounded)
Survey Data – review, processing, GIS interpolation	\$ 3,500.00
Review updated GIS Data and update design files	\$ 6,000.00
Roundabout Feasibility Study	\$ 2,500.00
Concept Plan Development – various options	\$10,000.00
2025 Rate Increase	\$3,000.00
Subtotal	\$25,000.00
Disbursements (5%)	\$ 1,250.00
Total Additional Fee Request	\$ 26,250.00



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We respectfully request your consideration of this Scope Change. Should you require any additional information or clarification, please do not hesitate to contact me.

Yours truly,

Darryl Schalk, P.L.(Eng), R.E.T.
Sr. Project Manager

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