

Report to Community & Protective Services Committee

To: Chair and Members
Community & Protective Services Committee

From: Kelly J. Scherr
Deputy City Manager, Environment & Infrastructure

Subject: Request for Proposal 2024-093 – Thames Park Consulting Services – Award

Date: October 21, 2024

Recommendation

That, on the recommendation of the Deputy City Manager, Environment & Infrastructure, the following actions **BE TAKEN** with respect to the Request for Proposal 2024-093 Thames Park Consulting Services:

- a) The bid submitted by Landscape Planning Ltd. 95 Mural Street, Richmond Hill, On L4B 3G2 for Consulting Services for Thames Park in accordance with RFP2024-093, at its bid price of \$353,046.25 excluding HST **BE ACCEPTED**; it being noted that the bid submitted by Landscape Planning Ltd. meets the City's specifications and requirements in all areas;
- b) The financing for this project **BE APPROVED** as set out in the Sources of Financing Report attached as Appendix "A";
- c) The Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this project; and,
- d) The Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

Executive Summary

The City completed a competitive Request for Proposal (RFP) process in accordance with Section 12 of the Procurement of Goods and Services Policy, seeking proposals for Consulting Services for Thames Park. Proposals were received from three proponents and evaluated based on the four primary criteria included in the RFP. Proposals were evaluated separately by staff in Park Operations and Parks Design and Construction. The proposal submitted by Landscape Planning Ltd. represents best value and meets all City requirements.

The project consultants will be preparing project concepts and the eventual park design, informed by public feedback, parks infrastructure needs identified in the Parks and Recreation Master Plan, and park design standards.

Linkage to the Corporate Strategic Plan

This project builds on Council's strategic priorities:

- Climate Action and Sustainable Growth – Waterways, wetlands, watersheds, and natural areas are protected and enhanced.
- Strengthening Our Community – London's neighbourhoods have a strong character and sense of place.
- Growing Our Economy - investment in the parks and recreation system attracts growth and investment and revitalizes existing park infrastructure.
- Wellbeing and Safety – Londoners have safe access to public spaces, services, and supports that increase wellbeing and quality of life.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

- 2023-07-18 Thames Pool Conditions Update and Repair Options

1.2 Previous Council resolutions

At the July 25th, 2023, Council meeting, City council directed staff to take the following actions with respect to the Thames Park Outdoor Pool:

- a) Proceed with the process to decommission Thames Pool;
- b) Undertake a community consultation with respect to implementing potential new amenities in Thames Park, including but not limited to, pickleball courts, basketball courts, or other amenities;
- c) Undertake a review of the feasibility of a new spray pad installation in Thames Park or in Wortley on the Village Green, in consultation with the community on preferred location;
- d) Undertake a feasibility study for the location of a potential new indoor pool opportunity including; Murray Park, Rowntree Park, and other appropriate city owned properties within the same general geographic service catchment area as Thames Pool;
- e) Continue to work with the community to provide transportation opportunities to other aquatic facilities; and,
- f) Parts b), c), d) and e), above, not exceed a combined budget of \$1.92 Million, consistent with the lowest cost temporary repair option for the current Thames Pool location outlined in the staff report, dated July 18, 2023;

It being noted that any costs associated with part a), related to any required demolition of decommissioning the existing pool, are not included in the \$1.92 million noted above;

The consulting engagement is intended to fulfill items b) and c) of the Council resolution.

1.3 Project Process

On November 29th, 2023, the Ward Councillor (Councillor Franke) hosted a town hall meeting with City staff at Mounts field Public School from 6pm – 8pm. The purpose of the meeting was as follows:

- to introduce the project;
- invite a conversation about potential improvements in Thames Park;
- present initial options for spray pad locations & designs; and,
- listen to and document ideas from community members.

Community feedback was collected at the meeting and posted on the City's [Get Involved London website](#) for information.

Phase One – Public Engagement, Challenges and Opportunities – Complete

Based on the feedback received from the November 2023 Ward Councillor Meeting, City staff prepared a list of draft opportunities and challenges in Thames Park and requested input from the community through an on-line survey posted on the City's [Get Involved London website](#). Letters were mailed, April 2024, to residents in a 250-meter boundary surrounding the park, inviting them to complete this survey and provide further input into the project. The results are currently posted on-line: [Thames Park Improvements | Get Involved London](#).

Input to date suggests that residents are likely to support installation of a spray pad (if technically viable), along with other potential amenities such as pickleball courts. There

is interest in upgrading the parks playground equipment (which is nearing its expected lifespan) and improving pedestrian connections. There is also strong support to ensure this park project protects mature trees, enhances existing ecological function, and maintains unprogrammed open green space.

City staff initiated the following technical reports in Phase One to help inform future park design efforts:

- Subject Lands Status report per the City's Environmental Management Guidelines.
- Stage 1 & 2 Archaeological Assessment.

Phase Two – Alternative Solutions – (Summer 2024 – Spring 2025) **WE ARE HERE!**

The scope of the work in Phase Two is as follows:

- Request for Proposals for consulting services;
- geotechnical investigation;
- hydrogeological investigation;
- feasibility study for a spray pad at Thames Park; and
- preparation of alternative design solutions;

The consultant hired for this assignment will generate design alternatives for Thames Park, based on public input to date and technical report findings. These alternatives will be presented at a public meeting Spring of 2025 where City staff and the consultant will seek feedback from members of the community. The alternatives will also be posted on the City's [Get Involved London website](#) for those who could not attend the public meeting.

Based on feedback from the public, a preferred design alternative will be selected and shared on the City's [Get Involved London website](#).

Phase Three – Study Report & Detailed Design (2025)

City staff and the consultant will generate a study report for the project documenting the process, reports completed, community feedback received to date, design alternatives considered, the preferred design solution and post the report on the City's [Get Involved London website](#).

Once a preferred design alternative has been selected and the study report finalized, the project can progress to detailed design, where technical refinements and construction drawings will be completed in preparation for a public tender.

The detailed design phase will also include a permit application to the Upper Thames River Conservation Authority.

Phase Four – Implementation (2026)

Following regulatory approvals and tender award, construction of this park project is anticipated to proceed in 2026.

1.5 Request for Proposals RFP2024-093

In accordance with Section 12 of the Procurement of Goods and Policy, a request for proposal was prepared and advertised via bids and tenders. This RFP was seeking professional consulting services for Thames Park Improvements. Each proposal was evaluated separately. The RFP was published on Tuesday July 16th, 2024, and subsequently closed on August 23rd, 2024. Three proposals were received.

2.0 Discussion and Considerations

2.1 RFP Evaluation Process

Each proposal was reviewed and scored independently by staff from Parks and Forestry and Purchasing and Supply. Each submission was evaluated based only on the information provided by the proponent.

Per the City's procurement by-law, a two-stage process was used. Stage one determined the proponent's technical score which was based on the average score of each evaluator, prior to opening of the price submissions for evaluation in Stage two.

The successful proposal does however meet the City's specification and requirements in all areas. The bid price of the successful proponent was within the allocated budget for the project.

2.2 Evaluation Categories

All proposals were evaluated based on the following four criteria. Each criteria had a specific weighting and was rated on a scale from 0 to 10. To determine a proponent's technical score, all evaluators' scores were averaged for each criterion.

Category 1: Understanding and Approach

Category 2: Proponent Experience on Similar Projects

Category 3: Proponent Project Team Members

Category 4: Work Schedule

2.3 Project Schedule

The following presents the anticipate schedule for this project:

Project Phase & Status	Timeline
Town Hall Public Meeting - complete	November 29 th 2023
Subject Lands Status Report	January 2024 – December 2024
Stage 1 & 2 Archaeological Assessment – complete	February 7 th , 2024 – July 1 st 2024
Topographic Survey – complete	February 2024
Private Locates – complete	February 2024
Phase One – Challenges & Opportunities – complete	January 2024 – July 30 th 2024
Phase Two – Alternative solutions (includes RFP process) – WE ARE HERE!	June 2024 – June 2025
Phase Three – Study Report	Summer 2025
Phase Four – Detailed design	June 2025 – December 2025
Phase Five – Implementation (Construction)	2026 Construction Season (Spring 2026 – December 2026)

The above dates are subject to change based on, but not limited to the following:

- Outcome of the geotechnical / hydrogeological investigations;
- Outcome of the feasibility study for a spray pad;
- Time associated with developing design alternatives;
- Outcome of the public engagement.

3.0 Financial Impact/Considerations

Sources of financing for this project are identified in Appendix A and can be accommodated within the Capital Program established by Council for Thames Park.

Conclusion

The City has completed a fair and competitive Request for Proposal in accordance with Section 12.0 of the Procurement of Goods and Services Policy to purchase Professional Consulting services for Thames Park improvements. With Council's approval, awarding the RFP to the successful proponent will lead to a preferred design alternative for Thames Park that is sustainable over time, consistent with Council's Strategic Plan, the 2019 Parks and Recreation Master Plan and input provided by the community.

Prepared by: John Griffin, OALA, CSLA
Landscape Architect, Parks Design & Construction

Submitted by: Paul Yeoman, RPP, PLE
Director, Parks and Forestry

Recommended by: Kelly J. Scherr, P. Eng, MBA, FEC
Deputy City Manager, Environment & Infrastructure

Attachments:

Source of Financing – Appendix A