

<b>TO:</b>	<b>CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON JUNE 9, 2020</b>
<b>FROM:</b>	<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>
<b>SUBJECT:</b>	<b>KIWANIS PARK NATURAL PLAYGROUND RFP 20-25</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Parks and Recreation, the following actions **BE TAKEN** with respect to Request for Proposal 20-25:

- (a) The bid submitted by Earthscape, 7215 Wellington Rd 86, Wallenstein, Ontario, N0B 2S0, to construct the Kiwanis Park Natural Playground in accordance with RFP20-25, at its bid price of \$298,960.98 excluding HST **BE ACCEPTED**; in accordance with Section 12.1 of the City of London’s Procurement of Goods and Services Policy; it being noted that the bid submitted by Earthscape was the only bid received and 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;
- (d) The approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the contractor for the work; and
- (e) The Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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- None

<b>2019-2023 STRATEGIC PLAN</b>
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This project builds on many of Council’s Strategic Areas of Focus:

1. Strengthening Our Community – as one piece of the parks and recreation system, the Kiwanis Park Natural Playground will contribute to strengthening neighbourhoods by creating new opportunities for a diverse population of children and their caregivers to lead healthy, and socially active lives.
2. Building a Sustainable City – this project will create a “*beautiful place and space*” within the community and will also include a Monarch Butterfly educational theme, which is one of the species at risk identified in nearby Pottersburg Environmentally Significant Area (ESA).
3. Growing Our Economy - investment in the parks and recreation system attract growth and investment, and revitalize existing park infrastructure.

## BACKGROUND

### Purpose

This report is submitted to seek Council approval to enter into a formal contract with Earthscape for the construction of the Kiwanis Park Natural Playground at 1545 Trafalgar Street, in accordance with RFP20-25.

### Context

The suggestion to create a natural playground in Kiwanis Park was a winning idea of the 2017 Neighbourhood Decision Making program. Staff have worked with the resident who submitted the idea to clarify the original vision and refine the project scope. Staff also suggested the location off the Trafalgar Street entrance, and identified additional existing funding allocated to a new playground in Kiwanis Park. Earthscape was retained at that stage to create a preliminary concept plan and costing of the project. The concept for the natural playground included an area for the 2 to 5 age group, a more challenging area for the 5 to 12 age group, and an accessible rubber pathway leading to an inclusive swing. A Monarch Butterfly theme was suggested for the playground, which was one of the species at risk identified previously in the Environmental Impact Study for the new Kiwanis Pedestrian Bridge project nearby.

## DISCUSSION

### Purchasing Process

Given the complexity and high specialization of this type of construction, a pre-qualification process was initiated through our Purchasing department whereby experienced natural playground design-build contractors were invited to submit their company profile, qualifications and experience constructing similar types of projects in municipal parks for RFQUAL20-03. Two (2) firms met the minimum criteria and were prequalified to be able to submit proposals for the project.

Proposals for the Kiwanis Park Natural Playground were received on March 27, 2020. The proposal submitted by Earthscape was the only proposal received which constituted an Irregular Result, as per section 8.10b of the Procurement of Goods and Services Policy:

#### “8.10 Irregular Result

The client Service Area, in conjunction with Purchasing and Supply, shall submit a report to Committee and City Council and receive their approval for the award of a competitive bid greater than \$100,000 if any of the following conditions apply (if the award is less than \$100,000, the Managing Director with the concurrence of the Manager of Purchasing and Supply (or delegate) may approve the award):

- b. The specifications of a competitive bid cannot be met by two (2) or more suppliers”.

The bid does however meet the City’s specification and requirements in all areas. A summary of bid received is attached as Appendix “B”. This contractor has provided a bid within the allocated budget and has shown a proven track record of similar work done for other municipalities over many years.

At this time, the bid submitted by Earthscape still offers a good value to the City and has the best chance to get this project completed as per our schedule and public expectations, so it is recommended that they be awarded the contract for the work. Due to the COVID-19 pandemic, the start date and overall schedule of this project will be subject to Provincial Order (O.Reg. 82/20 - Emergency Order – “Closure of Places of Non-Essential Businesses”) and any possible future orders which may cause delays.

### Financial Implications

Sources of financing for this project are identified in Appendix A and can be accommodated within existing Parks Capital Programs.

**Future Operational Costs**

Civic Administration will follow the usual process to prepare a 2021 Assessment Growth business case to provide the necessary funding for the increased costs to maintain the natural playground, estimated at \$9,000 per year.

<b>CONCLUSION</b>
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Civic Administration has reviewed the one bid submitted for RFP20-25 and recommends Earthscape be awarded the construction contract for the Kiwanis Natural Playground project.

<b>SUBMITTED BY:</b>	<b>RECOMMENDED BY:</b>
<b>JEFF BRUIN MANAGER, PARKS PLANNING &amp; DESIGN, PARKS AND RECREATION</b>	<b>ANDREW MACPHERSON MANAGER, PARKS PLANNING &amp; OPERATIONS, PARKS AND RECREATION</b>
<b>RECOMMENDED BY:</b>	<b>REVIEWED AND CONCURRED BY:</b>
<b>SCOTT STAFFORD MANAGING DIRECTOR, PARKS AND RECREATION</b>	<b>IAN COLLINS DIRECTOR, FINANCIAL SERVICES</b>

Attachment: APPENDIX "A" – Sources of Financing  
APPENDIX "B" – Summary of Bids

cc: Alan Dunbar, Manager, Financial Planning & Policy  
Paul D'Hollander, Manager, Neighbourhood Operations  
John Freeman, Manager, Purchasing & Supply  
Karen Oldham, Manager, Neighbourhood Development and Support  
John Stevely, Procurement Officer, Purchasing & Supply

**APPENDIX 'A'**

Chair and Members  
Community and Protective Services Committee

#20060  
June 9, 2020  
(Award Contract)

**RE: RFP20-25 Kiwanis Park Natural Playground  
(Subledger P0122002)  
Capital Project PK213520 - Maintain Thames Valley Parkway  
Capital Project PD102319 - Maintain District Parks  
Capital Project PD302019 - Maintain Urban Parks  
Earthscope - \$298,960.98 (excluding H.S.T.)**

**FINANCE & CORPORATE SERVICES REPORT ON THE SOURCES OF FINANCING:**

Finance & Corporate Services confirms that the cost of this project can be accommodated within the financing available for it in the Capital Works Budget and that, subject to the adoption of the recommendations of the Managing Director, Parks and Recreation, the detailed source of financing for this project is:

	<u>Approved Budget</u>	<u>Committed to Date</u>	<u>This Submission</u>	<u>Balance for Future Work</u>
<b><u>SUMMARY OF ESTIMATED EXPENDITURES</u></b>				
<b><u>PK213520 - Maintain Thames Valley Parkway</u></b>				
Consulting	\$100,000			\$100,000
Construction	324,000		150,000	174,000
City Related Expenses	1,000			1,000
	<u>425,000</u>	<u>0</u>	<u>150,000</u>	<u>275,000</u>
<b><u>PD102319 - Maintain District Parks</u></b>				
Construction	500,000	400,000	100,000	0
<b><u>PD302019 - Maintain Urban Parks</u></b>				
Construction	1,055,470	993,027	54,223	8,220
<b>NET ESTIMATED EXPENDITURES</b>	<b><u>\$1,980,470</u></b>	<b><u>\$1,393,027</u></b>	<b><u>\$304,223</u></b>	<b><u>\$283,220</u></b>
<b><u>SUMMARY OF FINANCING:</u></b>				
<b><u>PK213520 - Maintain Thames Valley Parkway</u></b>				
Federal Gas Tax	\$425,000	\$0	\$150,000	\$275,000
<b><u>PD102319 - Maintain District Parks</u></b>				
Capital Levy	500,000	400,000	100,000	0
<b><u>PD302019 - Maintain Urban Parks</u></b>				
Capital Levy	1,055,470	993,027	54,223	8,220
<b>TOTAL FINANCING</b>	<b><u>\$1,980,470</u></b>	<b><u>\$1,393,027</u></b>	<b><u>\$304,223</u></b>	<b><u>\$283,220</u></b>
<b>1) FINANCIAL NOTE:</b>	<b><u>PK213520</u></b>	<b><u>PD102319</u></b>	<b><u>PD302019</u></b>	<b><u>Total</u></b>
Contract Price	\$147,406	\$98,270	\$53,285	\$298,961
Add: HST @13%	19,163	12,775	6,927	38,865
Total Contract Price Including Taxes	166,568	111,046	60,212	337,826
Less: HST Rebate	16,568	11,046	5,989	33,603
Net Contract Price	<u>\$150,000</u>	<u>\$100,000</u>	<u>\$54,223</u>	<u>\$304,223</u>

2) It is estimated that the annual operating costs for the Kiwanis Park Natural Playground will be approximately \$9,000 per year.

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Jason Davies  
Manager of Financial Planning & Policy

# RFP20-25

## Kiwanis Park Natural Playground

Closing Date: Thursday, March 26, 2020

### Submission Summary

Vendor	City/Province	Submission Name	Unofficial Value or Notes
Earthscape	Wallenstein, Ontario	Submission 1	\$298,960.98

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Witness (Print Name)

Signature

Date

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Witness (Print Name)

Signature

Date

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Witness (Print Name)

Signature

Date