

## 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 2022-054 – New Play Equipment at  
Gibbons Park and Greenway Park

**Date:** April 20, 2022

## Recommendation

That, on the recommendation of the Deputy City Manager, Environment and Infrastructure, the following actions **BE TAKEN** with respect to the Request for Proposal 2022-054 Design, Supply and Installation of Playground Equipment at Gibbons Park and Greenway Park:

- (a) The bid submitted by Park N Play Design Company Limited. #20, 10 Wrangle Place SE Rocky View County, AB, T1X 0L7, to design, supply and install new playground equipment in Gibbons Park in accordance with RFP2022-054, at its bid price of \$223,215.98 excluding HST **BE ACCEPTED**;
- (b) The bid submitted by New World Park Solutions Incorporated, 42 Woodway Trail, Brantford, ON, N3R 6G7, to design, supply and install new playground equipment in Greenway Park in accordance with RFP2022-054, at its bid price of \$170,000.00 excluding HST **BE ACCEPTED**;
- (c) The financing for this project **BE APPROVED** as set out in the Sources of Financing Report attached as Appendix “A”;
- (d) The Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this project; and,
- (e) 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 new playground equipment at Gibbons Park and Greenway Park. Proposals were received from six proponents and evaluated based on the four primary criteria included in the RFP. Proposals for each park were evaluated separately by staff in Park Operations and Parks Planning and Design. The bid pricing for the proposals was opened following the technical review, and the successful proponent was determined using a lowest price per point methodology which factors technical scores, along with the proposed price, to determine the proposal providing the best value for the City.

## Linkage to the Corporate Strategic Plan

This project builds on Council’s strategic priorities:

1. Strengthening Our Community – as two major pieces of London’s parks and recreation system, the new playgrounds at Gibbons Park and Greenway Park will contribute to strengthening neighbourhoods by enhancing services and supports that promote well-being, health, and safety in their neighbourhoods and across the city.
2. Growing Our Economy - investment in the parks and recreation system attracts growth and investment and revitalizes existing park infrastructure.

# Analysis

## 1.0 Background Information

### 1.1 Previous Reports Related to this Matter

None

### 1.2 Condition of Existing Play Equipment

The existing play equipment at Gibbons Park and Greenway Park was installed in 2002 and 1998 respectively and is up for renewal. The play equipment was one of many sponsored by Saturn and many other local businesses. The existing play equipment in both parks is extremely well-used and primarily constructed of wood. Both playgrounds are generally in poor condition and both have had several necessary repairs completed over the years to keep them in a safe and operational condition for the community. The existing swings at each park are planned for re-use as they have been recently upgraded.

### 1.3 Other Planned Park Improvements

In addition to replacing the play equipment, Parks Planning and Design will be coordinating minor repairs to existing park amenities in the area surrounding both the Gibbons and Greenway Park playgrounds. These improvements include replacement of site furnishings, repairing pathways, improving accessible entrances into the play area, and replacing playground safety surfacing.

### 1.4 Request for Proposal

In accordance with Section 12 of the Procurement of Goods and Policy, a request for proposal was prepared and advertised via bids and tenders. A single RFP was prepared seeking proposals for new play equipment at each of the two parks. Proposals for each park were evaluated separately. The RFP was published on February 18, 2022, and subsequently closed on March 18, 2022. Six proposals were received.

Each proposal is intended to be installed within the existing play areas in each park. The scope of work for the RFP is limited to the design, supply, and installation of new play equipment in each park. Other site improvements will be completed by the City's unit rate park construction contractor. The schedule included with the RFP specified installation by October 15, 2022, and all proposals received identified they could meet that deadline if awarded the project in early May.

## 2.0 Discussion and Considerations

### 2.1 RFP Evaluation Process

Six proposals were reviewed and scored independently by staff from Parks Planning and Design and Park Operations with assistance from staff in Purchasing and Supply. Each proposal included play equipment for Gibbons Park and Greenway Park. Each park proposal was reviewed and evaluated separately by all evaluation team members.

Each submission was evaluated based only on the information provided by the proponent. The City determined the successful proponent using a lowest price per point evaluation. Equal weighting was given to point-rated and bid price, and best value was calculated using the following formula:

$$\text{Total \$ Price} / \text{Total Technical Score} = \$ \text{ Price per Point}$$

A two-stage process was used. Stage one determined the proponent's technical score which was based on the average score of each evaluator. Stage two included the proponent's price submission. The technical proposal was evaluated first prior to

opening of the price submissions for evaluation. The successful proponents were determined using the lowest price per point identified in the formula above.

## **2.2 General Evaluation Criteria**

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 criteria.

- Criteria 1: Play Value and Aesthetics
- Criteria 2: Accessibility
- Criteria 3: Warranty, Service and Maintenance Requirements, Quality and Durability of Materials
- Criteria 4: Experience/References

## **2.3 Accessibility Criteria**

In early 2020, a sub-committee of the Accessibility Advisory Committee assisted staff in Parks Planning in updating the standard accessibility criteria for new playgrounds. For district and city-wide parks, the agreed-upon criteria is:

- a) Access to play equipment - At a minimum, partial ramp access to a play structure that leads to a play opportunity and quality and variety of play experiences available by ramp is required.
- b) Several additional play opportunities should be available at ground level or by ramp/ transfer stations, and there should be quality, variety, and uniqueness in those play experiences.
- c) Inclusive components and some level of independent play by users with disabilities (not only play panels) - Mutual and inclusive play between all users is encouraged, including play equipment requiring 2 or more persons to play together.
- d) The most desirable play components for these projects are those that encourage mutual play among all users.
- e) Consideration of physical and sensory disabilities such as mobility, hearing (auditory stimulation), low or no vision (colour contrast), reaching and /or dexterity disabilities (fine motor skills development and textures for tactile stimulation) - Vestibular stimulation (experience of movement), quiet retreat (to prevent over-stimulation), and cognitive stimulation (acting, memory) should be considered.
- f) Artificial safety surfacing (such as rubber) covers the whole area.

Although Criteria "F" identified rubber play surfacing as the preferred surfacing for district and city-wide parks, for both projects, we are planning to install an engineered mulch play surfacing due to the risk of flooding. Based on research completed prior to advertising the RFP, prospective suppliers for rubber play surfacing indicated that their products will not perform as intended once submerged in water and cannot be warranted.

A presentation to the Accessibility Advisory Committee will be prepared in April or May 2022 to seek input on the proposals and other planned park upgrades to pathways, seating, and other nearby facilities.

## **2.4 Project Timing**

Proponents included a schedule in their proposal identifying they would be able to supply and install new play equipment by October 2022, if a purchase order was issued from the City in early May 2022. Staff from Parks Planning will coordinate site removals

and preparation just after Labour Day to minimize disruption of the playgrounds in the summer. Installation is anticipated to be substantially complete in the Fall of 2022.

### **3.0 Financial Impact/Considerations**

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

## **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 new playground equipment for Gibbons Park and Greenway Park. With Council's approval, awarding the RFPs to the successful proponents will lead to the play equipment being replaced in the fall of 2022.

**Prepared by:** Eric Conway,  
Landscape Architect, Parks Planning & Design

**Submitted by:** Scott Stafford  
Director, Parks and Forestry

**Recommended by:** Kelly J. Scherr  
Deputy City Manager, Environment & Infrastructure

### **Attachments:**

Source of Financing – Appendix A

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