

## 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 2022-308 – Design, Supply, and Installation of Typical Playground Equipment for Multiple Parks

**Date:** February 22, 2023

## Recommendation

That, on the recommendation of the Deputy City Manager, Environment & Infrastructure, the following actions **BE TAKEN** with respect to the Request for Proposal 2022-308 Design, Supply and Installation of Typical Playground Equipment for Multiple Parks:

- (a) The bid submitted by Park N Water, 9-75 First Street, Suite #253, Orangeville, ON, L9W 5B6 to Design, Supply and Installation of new playground equipment in Cayuga Park, Carriage Hill Park, Jaycee Park, St. Lawrence Park, and Upperpoint Park in accordance with RFP2022-308, at its bid price of \$181,883.52 excluding HST **BE ACCEPTED**;
- (b) The bid submitted by New World Park Solutions Incorporated, 42 Woodway Trail, Brantford, ON, N3R 6G7, Design, Supply and Installation of new playground equipment in Kiwanis Park, Thompson Ravine Park, and Pawnee Park accordance with RFP2022-308, at its bid price of \$150,000.00 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 Carriage Hill Park, Cayuga Park, Jaycee Park, St. Lawrence Park, Upperpoint Park, Kiwanis Park, Thompson Ravine Park, and Pawnee Park. Proposals were received from 6 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. Parks were grouped into two separate categories based on available budget and novelty or proposals being sought. 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 throughout the community 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 request for proposal seeks proposals for new play equipment at eight parks. Five of the existing parks will have their equipment replaced - Carriage Hill, Cayuga, Jaycee, St. Lawrence, and Kiwanis (junior equipment only). Most of the existing play equipment in each of the five parks is over 20 years old, in generally poor condition, and is eligible for lifecycle replacement funding. Most of the of the existing playgrounds above have sand play surfacing with no accessible entrances.

Three of the parks will have new play areas constructed in 2023 - Pawnee Park, Upperpoint Park, and Thompson Ravine to accommodate the new equipment.

#### 1.3 Other Planned Park Improvements

In addition to replacing the play equipment, Parks Design & Construction staff will be coordinating minor repairs to existing park amenities throughout including pathway replacement, bench upgrades, bike rack installations, and tree planting. All play areas will have accessible entrances added (if not already in place) and replace safety surfacing with engineered wood fiber and replace drainage infrastructure as needed.

#### 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 eight parks. Proposals for each park were evaluated separately. The RFP was published on December 16, 2022, and subsequently closed on January 23, 2022. 6 proposals were received.

The terms of the RFP indicated that the eight parks have been grouped into two separate categories. A successful proponent was identified for each category. Category A parks included proposals for Cayuga Park, Carriage Hill Park, Jaycee Park, St. Lawrence Park, and Upperpoint Park as each of those five parks have typical sized play area (ranging from 15 m to 18 m diameter play circles). Category B parks include Kiwanis, Thompson Ravine, and Pawnee 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 a separate contractor to be coordinated by Parks Design & Construction. The schedule included with the RFP requested specified installation by September 1, 2023, and all proposals received identified they could meet that deadline if awarded the project in March 2023.

### 2.0 Discussion and Considerations

#### 2.1 RFP Evaluation Process

Each park proposal was reviewed and scored independently by staff from Parks Design & Construction and Park Operations with assistance from staff in Purchasing and Supply. 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
- Criteria 2: Accessibility
- Criteria 3: Aesthetics
- Criteria 4: Experience/References/Scheduling

## **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.

Kiwanis Park is the only district park or City-wide level park included in the RFP. The other seven parks are neighbourhood level parks. Criteria F identified rubber play surfacing as the preferred surfacing for district and City-wide parks. However, in Kiwanis Park, we are only replacing the existing junior equipment within the existing play area and keeping the senior equipment (approximately half of the equipment). We will be retaining the newer play components that were installed in 2015. Most of the existing play surfacing will be reused or used to top of the nearby multi-person swing area and new engineering wood fiber will be added to the main play area. There are two existing curb depressions providing accessible entrance to the ground level and direct ramp connection to the main existing play component, all of which will be maintained.

## **2.4 Project Timing**

Proponents included a schedule in their proposal identifying they would be able to supply and install new play equipment between July 1 and Aug 30, 2023, if a purchase order was issued from the City in March 2023. Staff from Parks Design & Construction will coordinate with the general contractors and installers to have all installations and related park improvements substantially completed by the Fall of 2023.

## **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 Carriage Hill Park, Cayuga Park, Jaycee Park, St. Lawrence Park, Upperpoint Park, Kiwanis Park, Thompson Ravine Park, and Pawnee Park. With Council's approval, awarding the RFP to the successful proponents will lead to the play equipment being replaced throughout the summer of 2023.

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

**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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## Appendix "A"

#23040

February 22, 2023

(Award Contract)

Chair and Members

Community and Protective Services Committee

RE: RFP 2022-308 - Design, Supply and Installation of Typical Playground Equipment for Multiple Parks

(Subledger PK230001)

Capital Project PK102320 - Maintain District Parks

Capital Project PK138219 - Neighbourhood Parks (2019-2023)

Capital Project PK128220 - Maintain Neighbourhood Parks

Capital Project PK302020 - Maintain Urban Parks

Park N Water - \$181,883.52 (excluding HST)

New World Park Solutions Incorporated - \$150,000.00 (excluding HST)

### Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Deputy City Manager, Environment and Infrastructure, the detailed source of financing is:

Estimated Expenditures	Approved Budget	Committed To Date	This Submission	Balance for Future Work
<b>PK102320 - Maintain District Parks</b>				
Engineering	143,456	93,717	0	49,739
Construction	3,686,843	2,126,095	225,789	1,334,959
City Related Expenses	3,315	3,315	0	0
<b>PK102320 Total</b>	<b>3,833,614</b>	<b>2,223,127</b>	<b>225,789</b>	<b>1,384,698</b>
<b>PK138219 - Neighbourhood Parks (2019-2023)</b>				
Engineering	250,407	407	0	250,000
Construction	1,104,678	277,892	35,616	791,170
City Related Expenses	515	515	0	0
<b>PK138219 Total</b>	<b>1,355,600</b>	<b>278,814</b>	<b>35,616</b>	<b>1,041,170</b>
<b>PK128220 - Maintain Neighbourhood Parks</b>				
Engineering	136,850	36,850	0	100,000
Construction	2,390,031	1,959,327	20,352	410,352
City Related Expenses	309	309	0	0
<b>PK128220 Total</b>	<b>2,527,190</b>	<b>1,996,486</b>	<b>20,352</b>	<b>510,352</b>
<b>PK302020 - Maintain Urban Parks</b>				
Engineering	191,966	53,804	0	138,162
Construction	1,850,415	807,255	55,968	987,192
<b>PK302020 Total</b>	<b>2,042,381</b>	<b>861,059</b>	<b>55,968</b>	<b>1,125,354</b>
<b>Total Expenditures</b>	<b>\$9,758,785</b>	<b>\$5,359,486</b>	<b>\$337,725</b>	<b>\$4,061,574</b>

### Sources of Financing

#### PK102320 - Maintain District Parks

Capital Levy	3,583,614	1,973,127	225,789	1,384,698
Corporate Sponsorship	250,000	250,000	0	0
<b>PK102320 Total</b>	<b>3,833,614</b>	<b>2,223,127</b>	<b>225,789</b>	<b>1,384,698</b>

**Appendix "A"**

#23040

February 22, 2023

(Award Contract)

Chair and Members

Community and Protective Services Committee

RE: RFP 2022-308 - Design, Supply and Installation of Typical Playground Equipment for Multiple Parks

<b>Sources of Financing Continued</b>	<b>Approved Budget</b>	<b>Committed To Date</b>	<b>This Submission</b>	<b>Balance for Future Work</b>
<b>PK138219 - Neighbourhood Parks (2019-2023)</b>				
Capital Levy	41,300	35,059	4,478	1,763
Debenture Quota (Note 2)	129,157	0	0	129,157
Drawdown from City Services - Parks and Recreation Reserve Fund (Development Charges) (Note 1)	1,185,143	243,755	31,138	910,250
<b>PK138219 Total</b>	<b>1,355,600</b>	<b>278,814</b>	<b>35,616</b>	<b>1,041,170</b>
<b>PK128220 - Maintain Neighbourhood Parks</b>				
Capital Levy	2,474,598	1,992,318	20,352	461,928
Drawdown from Capital Infrastructure Gap Reserve Fund	24,212	0	0	24,212
Drawdown from Parks Renewal Reserve Fund	24,212	0	0	24,212
Other Contributions	4,168	4,168	0	0
<b>PK128220 Total</b>	<b>2,527,190</b>	<b>1,996,486</b>	<b>20,352</b>	<b>510,352</b>
<b>PK302020 - Maintain Urban Parks</b>				
Capital Levy	1,860,500	831,178	55,968	973,354
Drawdown from Capital Infrastructure Gap Reserve Fund	76,000	0	0	76,000
Drawdown from Parks Renewal Reserve Fund	76,000	0	0	76,000
Government Grant	29,881	29,881	0	0
<b>PK302020 Total</b>	<b>2,042,381</b>	<b>861,059</b>	<b>55,968</b>	<b>1,125,354</b>
<b>Total Financing</b>	<b>\$9,758,785</b>	<b>\$5,359,486</b>	<b>\$337,725</b>	<b>\$4,061,574</b>
<b>Financial Note - Park N Water:</b>			<b>Park N Water Total</b>	
Contract Price	<b>PK102320J</b>	<b>PK138219E</b>		
	146,884	35,000		181,884
Add: HST @13%	19,095	4,550		23,645
Total Contract Price Including Taxes	165,979	39,550		205,529
Less: HST Rebate	-16,510	-3,934		-20,444
Net Contract Price	\$149,469	\$35,616		\$185,085
<b>Financial Note - New World:</b>			<b>New World Total</b>	
Contract Price	<b>PK102320L</b>	<b>PK128220P</b>	<b>PK302020H</b>	
	75,000	20,000	55,000	150,000
Add: HST @13%	9,750	2,600	7,150	19,500
Total Contract Price Including Taxes	84,750	22,600	62,150	169,500
Less: HST Rebate	-8,430	-2,248	-6,182	-16,860
Net Contract Price	\$76,320	\$20,352	\$55,968	\$152,640
<b>Financial Note - Total:</b>				
Contract Price	331,884			
Add: HST @13%	43,145			
Total Contract Price Including Taxes	375,029			
Less: HST Rebate	-37,304			
Net Contract Price	\$337,725			

**Note 1:** Development charges have been utilized in accordance with the underlying legislation and the approved 2019 Development Charges Background Study and the 2021 Development Charges Background Study Update.

**Note 2: Note to City Clerk:** Administration hereby certifies that the estimated amounts payable in respect of this project does not exceed the annual financial debt and obligation limit for the Municipality from the Ministry of Municipal Affairs in accordance with the provisions of Ontario Regulation 403/02 made under the Municipal Act, and accordingly the City Clerk is hereby requested to prepare and introduce the necessary by-laws.

An authorizing by-law should be drafted to secure debenture financing for project PK138219 - Neighbourhood Parks (2019-2023) for the net amount to be debentured of \$129,157.00.

Jason Davies  
Manager of Financial Planning & Policy