

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 2022-306 – Hyde Park Village Green
Natural Playground Equipment and Rubber Safety Surfacing
– Irregular Result

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 2022-306 Hyde Park Village Natural Playground Equipment and Rubber Safety Surfacing:

- (a) The bid submitted by Earthscape Play Inc., 7215 Wellington Road 86, Wallenstein, ON, N0B 2S0, for Natural Playground Equipment and Rubber Safety Surfacing at Hyde Park Village Green in accordance with RFP2022-306, at its bid price of \$149,805.92 excluding HST **BE ACCEPTED**; it being noted that the bid submitted by Earthscape Play Inc. was the only bid received that 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 natural playground equipment and rubber safety surfacing at Hyde Park Village Green (1695 Hyde Park Road). Proposals were received from 2 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. Only one of the proposals met the minimum requirements of the technical review. Only the bid pricing for the qualified proposal was opened following the technical review. Usually, the successful proponent would be determined using a lowest price per point methodology. In this case, there is only one bid, which constitutes an Irregular Result, but the bid price is still within the budget identified for this project.

Linkage to the Corporate Strategic Plan

This project builds on Council's strategic priorities:

1. Strengthening Our Community – London's neighbourhoods have a strong character and sense of place.
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 Current Status of Park

Hyde Park Village Green is being upgraded to an urban park that can better support local community events, as well as area residents. This has been requested for many years by the Hyde Park Business Improvement Area (BIA), local businesses and individuals. Following a community survey in March 2022, a detailed concept plan was prepared for this project. Phase 1 of work is under construction and planned for completion by June 2023. It includes a new plaza space that can be used for events, enhanced pathways throughout the park, a garden of reflection, landscaped entrances, site furniture and more trees. This first phase is being funded mostly by a grant from the Federal Economic Development Agency for Southern Ontario.

The proposed natural playground with rubber safety surfacing is included in Phase 2 of work, along with outdoor musical instruments, a wood deck, a community table, and site furniture. Some of the work in this phase is sponsored by the Hyde Park BIA. Construction for the natural playground is scheduled to start after the first phase is finished and be completed by Fall 2023.

1.3 Proposed Natural Playground Equipment

The request for proposal seeks proposals for natural play equipment with rubber safety surfacing at Hyde Park Village Green. The park is located beside a large storm water management pond, which is visited by migrating birds and insects. The presence of native trees and shrubs planted on the edges of the pond, as well as naturally occurring herbaceous plants create a natural landscape that is enjoyed by neighbourhood residents. While the park is being enhanced as a new event park, the playground is intended to complement the natural surroundings of this outdoor environment.

The City has defined natural play equipment as: equipment that is made of natural materials (such as wood) or other elements (such as tree logs or boulders) instead of a traditional steel playground structure that includes plastic slides and climbers in vibrant colours.

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. The RFP was seeking new natural playground equipment proposals with rubber safety surfacing for Hyde Park Village Green. Each proposal was evaluated separately. The RFP was published on December 16, 2022, and subsequently closed on January 23, 2022. 2 proposals were received.

The schedule included with the RFP requested installation between June 15 and September 15, 2023. The successful proposal 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 Park Operations and Parks Design and Construction, with assistance from staff in

Purchasing and Supply. Each submission was evaluated based only on the information provided by the proponent.

Typically, the successful proponent would be 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.

As usual, 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. In this case, only one of the proponents was qualified through the technical score, so only one price submission was opened, which constitutes an Irregular Result as per section 8.10 of the Procurement of Goods and Services Policy. 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 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 Project Timing

Proponents included a schedule in their proposal identifying they would be able to supply and install new play equipment between June 15 and September 15, 2023, if a purchase order was issued from the City in March 2023. Parks Design & Construction staff will work with the proponent, general contractor, and community representatives to schedule installation following Pond Fest.

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.

Civic Administration will follow the usual process to prepare a 2024 Assessment Growth business case to provide the necessary funding for the increased costs to maintain this new playground, estimated at \$10,000 per year.

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 Natural Playground Equipment and Rubber Safety Surfacing for Hyde Park Village Green. With Council's approval, awarding the RFP to the successful proponent will lead to the new natural play equipment installed in the summer of 2023.

Prepared by: Julie Michaud,
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"

#23025

February 22, 2023
(Award Contract)

Chair and Members
Community and Protective Services Committee

RE: Request for Proposal 2022-306 - Hyde Park Village Green Natural Playground Equipment and Rubber Safety Surfacing - Irregular Result

(Subledger P4762101)

Capital Project PK302020 - Maintain Urban Parks

Earthscape Play Inc. - \$149,805.92 (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 This Date	This Submission	Balance for Future Work
Engineering	191,966	53,804	0	138,162
Construction	1,850,415	654,812	152,443	1,043,160
Total Expenditures	\$2,042,381	\$708,616	\$152,443	\$1,181,322

Sources of Financing

Capital Levy	1,860,500	678,735	152,443	1,029,322
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
Total Financing	\$2,042,381	\$708,616	\$152,443	\$1,181,322

Financial Note:

Contract Price	PK302020I \$149,806
Add: HST @13%	19,475
Total Contract Price Including Taxes	169,281
Less: HST Rebate	-16,838
Net Contract Price	\$152,443

Note 1: There will be annual operating costs of \$10,000.

Jason Davies
Manager of Financial Planning & Policy

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