



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: May 3, 2021
Prepared by: Doug Sweet, Director Community Services/Deputy CAO
Report Number: Parks and Facilities-2021-04
Subject: Results of Request for Proposal – Design, Supply, and Install Playground Equipment for Hunter Park
Number of Pages: 5

Recommendation(s)

The following two (2) recommendations are provided for Council’s consideration:

1. That Community Services Report 2021-04 entitled **“Results of Request for Proposal – Design, Supply, and Install Playground Equipment for Hunter park”** be received; and
2. That Council **award** the Request for Proposal to Design, Supply, and Install Playground Equipment for Hunter Park to New World Park Solutions Inc.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases where the total contract price is in excess of \$100,000. This report is to seek **Council’s approval to appoint a qualified supplier, to design, supply, and install new playground equipment at Hunter Park in Essex Centre.**

Background and Discussion

A Request for Proposal **following the guidelines as set out in the Town's Procurement By-Law Number 1043 for a new Essex playground** was posted both on the Town's website and MERX, and closed on March 17, 2021 at 3:00 PM.

The proposals received were evaluated using a scorecard approach, taking into consideration the experience with similar projects, understanding of the proposal scope and quality of the proposal, design, age appropriateness features, accessible features, equipment warranties and public opinion, based on a fixed budget of \$200,000 including all applicable taxes.

The proposal review process included the public opinion and a team made up of:

- i. Doug Sweet, Director, Community Services;
- ii. Jake Morassut, Manager, Parks and Facilities; and
- iii. Jay Affleck, Assistant Manager, Parks and Facilities

In the past for public input on new playground structures, the Town of Essex has held an open house where the public was invited to attend and vote on their favourite playground submission. Due to Covid and the current gathering restrictions, for the Hunter Park playground replacement, a one week virtual open house was held from April 12th to April 19th to have the public review and rank all 6 designs. The public was asked to rank their top three (3) proposals with one (1) being ranked the highest. There were a total of 379 online votes with Option 5 receiving the most 1st place votes with a total of 179 choosing this option as their number one playground choice.

After reviewing each proposal as submitted and totaling all the criteria scores, **"New World Park Solutions Inc.'s - Option 5"** is recommended as the option for the new Hunter Park Playground equipment (see Appendix A). New World Park Solutions Inc. addressed all areas of the scope as identified in the request for proposal and reference checks have been performed and the Town is satisfied with the feedback received.

Financial Impact

A total of \$200,000 was approved in the 2021 Community Services capital budget for this park and playground project as Capital Project CS-21-0065 Hunter Park Replace Playground Equipment. **New World Park Solution's Inc. bid proposal of \$189,920.27 inclusive of** harmonized sales tax falls within the allocated budget for the new playground.

Consultations

Parks and Facilities Division

Finance Division

Appendix 'A' New World Park Solutions Inc. – Option 5 Design



Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☒ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ **Improve the Town's** capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	RFP-Design, Supply and Install Playground Equipment for Hunter Park - Parks and Facilities-2021-04.docx
Attachments:	
Final Approval Date:	Apr 27, 2021

This report and all of its attachments were approved and signed as outlined below:

Chris Nepszy, Chief Administrative Officer - Apr 27, 2021 - 11:10 AM