



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF PARKS, FACILITIES & RECREATION

**Mission Statement:** As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Heidi Baillargeon	Report Date: February 3, 2025
Author's Phone: 519 736-5712 ext. 2128	Date to Council: April 14, 2025
Author's E-mail: hbaillargeon@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Playground Design, Supply and Installation for Malden Centre Park  
RFP #2025-004

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#### 1. RECOMMENDATION:

It is recommended that:

1. Council **APPROVE** the playground design attached under *Appendix A* as the new accessible playground for Malden Centre Park in accordance with RFP 2025-004 and the Town of Amherstburg's Purchasing By-Law; and
2. The Chief Administrative Officer and the Town Clerk **BE AUTHORIZED** to sign a contract with New World Parks Solutions Inc. in the amount of \$339,940 plus HST as result of RFP# 2025-004, satisfactory in form to the Town Clerk, financial content to the Chief Financial Officer, and technical content to the Director Parks, Facilities, and Recreation.

#### 2. BACKGROUND:

Malden Centre Park is a community park located at 5460 County Road 20. The park is approximately 5.6 ha in size and is used extensively by local baseball and softball groups.

In February 2022, Council Resolution #20220214-12 approved the removal of non-compliant playground equipment in Malden Centre Park. On June 9, 2023 an Open House was held for all at the Libro Community Centre to collect information, share ideas and answer questions regarding opportunities for the park and the playground. A public survey was launched and closed August 1,

2023 regarding park improvements and a notification for participation was sent to the Accessibility Committee and Parks Committee.

A second Open House was held February 5, 2024 to obtain feedback on the proposed park design showcasing the feedback and information received at the 1<sup>st</sup> Open House. A second public survey was launched and closed February 29, 2024 regarding the park layout and playground improvements.

Further to the first two public consultation sessions a third consultation was held on July 29, 2024 at the Parks Summit Meeting and notifications were mailed to every resident in Amherstburg. Committees of council were all notified and another public survey was launched collecting further feedback and ideas for the park and playground.

### **3. DISCUSSION:**

In February 2025, Request for Proposal (RFP) 2025-004 was issued for the design, supply and installation of a new accessible playground at Malden Centre Park including rubber safety surfacing and site furnishings. The RFP was issued based on comments received at the public consultation sessions and requested 2 designs be submitted, one with a sports/baseball theme and one non-themed design.

All proposals submitted were required to meet current AODA accessibility requirements. Evaluation of the proposals were based on play value, challenge, creativity, and how well accessible components were integrated into the design, aesthetics, use of space, number of children the playground could accommodate as well as the overall layout and technical requirements of the proposal package.

The Town of Amherstburg included a public voting component within the RFP process. All proposals were received via bids and tenders according to the Town's procurement process and only those that received a passing score in technical content were permitted to be included in the public vote. The Parks Committee and Accessibility Committee were notified of the public vote and consultation process on March 19, 2025 and April 2, 2025 respectively.

Each company of the five (5) companies responding provided 2 design proposals in their submissions, resulting in (10) design proposals. Four (4) companies, and both of their design submissions, met the minimum criteria, technical requirements and financial requirements as requested by the Town as part of the procurement process. These eight (8) designs were presented for public voting that was open from March 21, 2025 to April 4<sup>th</sup> 2025. Survey voting results are captured under **Appendix B.**

In accordance with the Town of Amherstburg's procurement process and the Purchasing By-Law, the highest ranked proposal was from New World Park Solutions Inc., Option 3 in the survey, and as such is recommended to be awarded the playground contract for Malden Centre Park. The successful design proposal is attached under **Appendix A.**

#### 4. RISK ANALYSIS:

The following items are being identified as potential risks:

- a) **Resource Risk:** There are sufficient personnel and financial resources available to complete the playground installations (see Financial Matters below), however there is a risk that unforeseen supply and demand conditions could cause increased costs to the project. It is considered possible, and of medium impact.
- b) **Timing Risks:** The manufacturing of play equipment (from the time of purchase order) takes approximately 12 to 24 weeks depending on the manufacturer and availability of materials. There are many issues including tariffs, shipping and cross border supply and demand for parts and service that have the ability to affect this project. In order to ensure that delivery and installation of playground equipment are completed before the potential of cold or poor weather conditions time is of the essence. Any delay or deferral of the contract will affect timelines in which the project can be successfully completed. This is considered possible, and of medium impact.
- c) **Health & Safety:** Playground equipment, in general, carries inherent risk to users and, by extension, the Town. Measures have been taken in the design process to limit risks to users. All playgrounds installed as part of this project will have rubber safety surfacing to help with impact attenuation and will meet the most current CAN/CSA-Z614-14 and Annex H guidelines. The playgrounds will be inspected and maintained by the Town of Amherstburg staff in accordance with these guidelines to limit the risk and liability. This is considered low risk, low impact.
- d) **Litigation:** As with any procurement, failure to award the contract in accordance with the terms of the RFP and the Purchasing By-Law could result in liability to the municipality. This is considered unlikely to occur and of medium impact.

#### 5. FINANCIAL MATTERS:

The total funding allocation required for this project is \$350,000 including non-recoverable HST and any third-party site inspection and landscaping.

	<b>Funding Source</b>	<b>Amount</b>	<b>Balance</b>
<b>Revenue</b>			
2025 Capital Budget (#725024/PAR-012-23)	New Capital (0401) Park Reserve (1010)	\$300,000 \$50,000	\$350,000
<b>Expenses</b>			
Playground		\$345,922.94	\$4,077.06

The tender cost of \$339,940 plus non-recoverable HST will result in a draw down of the approved budget in the amount of \$345,922.94. The remaining funding approved for this project, estimated at \$4,077.06, will be used to address the site inspection and landscaping.

**6. ASSET MANAGEMENT IMPACTS:**

There is no impact to the Asset Management Plan as this project does not increase our overall playground complement.

**7. CONSULTATIONS:**

- Manager of Parks Development
- Manager Facility Operations
- Manager of Recreation
- Parks and Facilities Technical Project Manager
- Procurement Specialist

**8. CORPORATE STRATEGIC ALIGNMENT:**

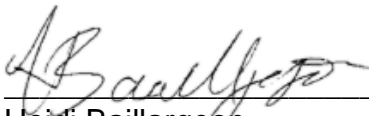
*Vision: Preserving our past while forging our future.*

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;"><b>PILLAR 1</b> <b>Deliver Trusted &amp; Accountable Local Government</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures.</li> <li><input type="checkbox"/> Deliver transparent and efficient financial management.</li> <li><input type="checkbox"/> Increase effective communication and engagement with residents.</li> <li><input type="checkbox"/> Develop our staff team, resources, and workplace culture.</li> <li><input type="checkbox"/> Continue to deliver strong core municipal services.</li> <li><input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation.</li> </ul>	<p style="text-align: center;"><b>PILLAR 3</b> <b>Encourage Local Economic Prosperity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage development of commercial and industrial lands.</li> <li><input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.</li> <li><input type="checkbox"/> Continue to facilitate downtown development for residents and visitors.</li> <li><input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.</li> </ul>
<p style="text-align: center;"><b>PILLAR 2</b> <b>Invest in Community Amenities and Infrastructure</b></p>	<p style="text-align: center;"><b>PILLAR 4</b> <b>Shape Growth Aligned with Local Identity</b></p>

<ul style="list-style-type: none"> <li>✓ Maintain safe, reliable and accessible municipal infrastructure and facilities.</li> <li>✓ Increase access to recreation opportunities for all ages.</li> <li><input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy's site, Belle Vue)</li> <li><input type="checkbox"/> Create public access to water and waterfront</li> <li><input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Define and communicate a vision for the Town's future and identity.</li> <li><input type="checkbox"/> Promote and plan for green and "climate change ready" development.</li> <li><input type="checkbox"/> Review and implement policies that promote greater access to diverse housing.</li> <li><input type="checkbox"/> Protect the Town's historic sites and heritage.</li> <li><input type="checkbox"/> Preserve the Town's greenspaces, agricultural lands, and natural environment.</li> </ul>
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**9. CONCLUSION:**

Of the proposals submitted for RFP 2025-004, and in accordance with the Town of Amherstburg's Purchasing By-Law, Administration recommends awarding a contract to New World Park Solutions Inc. for the complete design, supply and installation of a new accessible playground at Malden Centre Park.




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Heidi Baillargeon

**Director of Parks, Facilities and Recreation**

## Report Approval Details

Document Title:	Playground Design Supply and Installation for Malden Centre Park RFP 2025-004.docx
Attachments:	- Appendix A Winning Playground Images.pdf - Appendix B – Survey Results.pptx
Final Approval Date:	Apr 4, 2025

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



Tracy Prince

**No Signature - Task assigned to Valerie Critchley was completed by assistant  
Melissa Osborne**

Valerie Critchley



Kevin Fox