



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Heidi Baillargeon	Report Date: May 5, 2022
Author's Phone: 519 736-5712 ext. 2128	Date to Council: May 24, 2022
Author's E-mail: hbaillargeon@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Playground Design, Supply and Installation for Jack Purdie and Briar Ridge Park RFP #2022-011

1. RECOMMENDATION:

It is recommended that:

1. The Chief Administrative Officer and the Town Clerk **BE AUTHORIZED** to sign a contract with New World Park Solutions to an upset limit of **\$550,000** for the complete design, supply and installation of playground equipment and site servicing including site preparation work at Jack Purdie and Briar Ridge parks satisfactory in form to the Town Clerk, financial content to the Chief Financial Officer, and technical content to the Director Parks, Facilities, Recreation and Culture;
2. **\$550,000 BE FUNDED** from the Parks Reserve Fund as per Council Resolution 20210208-031; and
3. Council **DELEGATE** authority to the Chief Administrative Officer to award and issue purchase orders and/or sign and execute any agreements as may be required for the necessary services to execute the scope of work for the Playground replacement project at Jack Purdie and Briar Ridge parks.

2. BACKGROUND:

At the February 8, 2021 Council meeting, Administration brought a report to council regarding aging playground equipment in need of replacement. Council passed the following resolution:

Resolution #20210208-031 *“That Administration **BE DIRECTED** to immediately begin public consultation on Briar Ridge and Jack Purdie parks for playground equipment to be funded from the Reserves Fund General.”*

Senior staff changes and related issues delayed the design of the consultation process to late 2021. In January 2022, the public was engaged through an online survey for both Jack Purdie and Briar Ridge parks in order to obtain feedback on potential site features and amenities the public desired. The survey was open from January 26th to February 28th 2022 with a total of 82 online responses. In addition, feedback was sought from the Parks and Recreation Committee, Accessibility Advisory Committee, the Mayors Youth Advisory Committee and Senior's Advisory Committee regarding playground improvements for both parks.

At the February 14, 2022 Council Meeting, Council approved the removal of the non-compliant playground equipment at Jack Purdie and Briar Ridge parks due to safety and non-compliance issues, and Administration immediately began working on an RFP for its replacement.

The Council adopted Parks Master Plan Recommendation #41, identified as a HIGH priority, that the town "Continue to replace traditional equipment with creative and challenging play structures. Short-term playground renewal efforts should focus on: Anderdon Park, Beaudoin Park, Briar Ridge Park, Golfview Park, Jack Purdie Park, Scodeller Park, and Warren Mickle Park."

3. **DISCUSSION:**

In April 2022, an RFP for the design, supply and installation of two (2) new accessible playgrounds, including rubber safety surfacing and site furnishings was issued for Jack Purdie and Briar Ridge parks. Four (4) proposals were received, three (3) of which met the minimum criteria required by the Town as part of the procurement process.

The RFP sought creative and original custom designs based on the results of the public surveys. The proponents submitted designs for each park. 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 proposal package.

In accordance with the Town of Amherstburg's Purchasing By-Law, Administration ranked the proposals and recommends New World Park Solutions be awarded the playground contract for both parks inclusive of site preparation, walkways and drainage work due to the high score in the evaluation.

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 8 to 16 weeks depending on the manufacturer and availability of materials. Lingering COVID-19 issues has the ability to affect

shipping, delivery and availability of supplies for this project. In order to ensure that delivery and installation are completed with ample time to complete all associated site work before the potential of cold or poor weather, delay or deferral early contract award is best. 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:

Council Resolution 20210208-031 identifies the project be funded from the Reserve Fund General. The total funding allocation required for both playgrounds is \$550,000. Adequate funds are available within the Reserve Fund

As per RFP No. 2022-11 Playground Design, Supply and Installation for Jack Purdie and Briar Ridge Park and in accordance with the Town of Amherstburg Purchasing By-Law, Administration recommends awarding each park to the highest scoring proponent which is New World Park Solutions.

6. CONSULTATIONS:

Manager of Parks Development
Manager Facility Operations
Director of Corporate Services

7. CONCLUSION:

Of the proposals submitted for RFP 2022-011, and in accordance with the Town of Amherstburg Purchasing By-Law, Administration recommends awarding a contract to New World Park Solutions for the complete design and installation of playgrounds at Jack Purdie and Briar Ridge park as they were the highest scoring proposal. The new playgrounds will be accessible and will have a positive impact on the neighbourhoods and the Town.



Heidi Baillargeon
Director of Parks, Facilities, Recreation and Culture

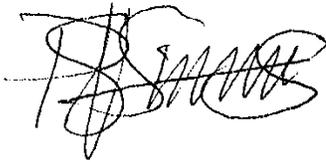
Report Approval Details

Document Title:	Playground Design, Supply and Installation for Jack Purdie and Briar Ridge Park RFP No. 2022-011.docx
Attachments:	- Briar Ridge Park Winning Playground image.pdf - Jack Purdie Park Winning Playground image.pdf
Final Approval Date:	May 17, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley