



**REQUEST FOR PROPOSALS**

**RFP 2024 – 01**

March 6, 2024

**Playground Supply and Build –  
New McAdam Park Playground**

City of Duncan, Engineering Department  
**Attention: Brian Murphy, Director, Public Works and Engineering**  
City of Duncan, 200 Craig Street  
Duncan, BC V9L 1W3

**Submission Deadline: March 6, 2024 at 2:00 p.m. Pacific**

## TABLE OF CONTENTS

DEFINITIONS .....	3
1.0 - INTRODUCTION.....	3
1.1 PURPOSE.....	3
2.0 - INSTRUCTIONS TO PROPONENTS .....	4
2.1 SUBMISSION OF PROPOSALS.....	4
2.2 INQUIRIES .....	4
3.0 - GENERAL TERMS OF PROPOSAL PROCESS.....	5
3.1 PROPOSAL PREPARATION COSTS .....	5
3.2 PROPOSAL EVALUATION.....	5
3.3 PROPOSAL PRESENTATION .....	5
3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION.....	5
3.5 CONFLICT OF INTEREST .....	6
3.6 NO COLLUSION .....	6
3.7 LITIGATION .....	6
3.8 NO CONTRACT .....	6
3.9 ACCEPTANCE OF PROPOSAL.....	7
3.10 PROPOSAL CONTENT .....	7
3.11 SUBCONTRACTORS.....	7
3.12 PROPOSAL CONTENT & INNOVATION .....	7
3.13 WORKERS COMPENSATION ACT.....	8
4.0 - SCOPE OF WORK AND SCHEDULE.....	8
4.1 STATEMENT OF UNDERSTANDING .....	8
4.2 PRICING AND EXTRA WORK.....	8
4.3 SCHEDULING.....	8
4.4 SCOPE OF WORK.....	8
4.5 PROPONENT EXPERIENCE .....	11
4.6 DRAWINGS.....	11
5.0 - COMMUNICATIONS .....	11
6.0 - FEES AND DISBURSEMENTS.....	12
APPENDIX “A” .....	13
APPENDIX “B” .....	15
APPENDIX “C” .....	16

**RFP 2024-01  
PLAYGROUND SUPPLY AND BUILD – NEW  
MCADAM PARK PLAYGROUND**

---

**DEFINITIONS**

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“**CoD**” means the City of Duncan.

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**WORK**” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

**1.0 - INTRODUCTION**

**1.1 PURPOSE**

This Request for Proposals (the “RFP”) is an invitation by the City of Duncan (the “CoD”) to prospective Proponents to submit proposals for the supply and turnkey installation of new playground equipment for the City’s new McAdam Park Playground, including all associated civil works as outlined in the attached drawings (i.e. site clearing, excavation, sub-base, play surfaces, concrete, drainage, etc.).

Proposals will need to carefully outline costs for the various options as the play equipment may need to be installed in stages depending on overall budget.

## 2.0 - INSTRUCTIONS TO PROPONENTS

### **2.1 SUBMISSION OF PROPOSALS**

The Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to the project contact:

**Brian Murphy, Director of Public Works and Engineering  
City of Duncan  
200 Craig Street  
Duncan, BC V9L 1W3  
250-746-6126**

Alternately, electronic proposals may be submitted to:

**[bmurphy@duncan.ca](mailto:bmurphy@duncan.ca)**

Proposals should be received on or before the **Closing Time** of:

**TIME: 2:00 p.m. Pacific  
DATE: March 6, 2024**

It is the Proponent's sole responsibility to ensure its Proposal is received at the mailing or email address set out above by the Closing Time. Hard copies (3) of the Proposal to the above address are requested to follow at the same time or within two business days following the Closing Time.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by fax, email or hard copy. It is the Proponent's sole responsibility to ensure the revisions are received by the CoD prior to the Closing Time.

### **2.2 INQUIRIES**

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by CoD. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between CoD Councillors or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

### **3.0 - GENERAL TERMS OF PROPOSAL PROCESS**

#### **3.1 PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted. CoD shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

#### **3.2 PROPOSAL EVALUATION**

CoD recognizes that “Best Value” is the essential part of purchasing a product and / or service and therefore CoD may prefer a Proposal with a higher price, if it offers greater value and better serves CoD’s interests, as determined by CoD, over a Proposal with a lower price. Appendix “A” contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist CoD in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposals.

#### **3.3 PROPOSAL PRESENTATION**

CoD reserves the right to request one or more of the Proponents, whose submissions are of particular interest to CoD, to make oral presentations to CoD.

#### **3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION**

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific, or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.5 CONFLICT OF INTEREST**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

### **3.6 NO COLLUSION**

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

### **3.7 LITIGATION**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

### **3.8 NO CONTRACT**

This RFP is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

### **3.9 ACCEPTANCE OF PROPOSAL**

The acceptance of a Proposal will be made in writing from CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with CoD to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with CoD will contain terms similar to those contained in the MMCD Standard Client Consultant Agreement provided in Appendix B. The agreement attachments will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

### **3.10 PROPOSAL CONTENT**

Content to be included in the Proposal, but not limited to:

- Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- Primary Contact / Project Manager: The Proposal should identify the proposed project manager who will be the single point of contact, responsible for direct interaction with CoD. State their position and professional discipline. Describe the work to be performed by the project manager, their qualifications and substantive experience directly related to the proposed Work.
- References: The Proposal should provide no less than three (3) project references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.

### **3.11 SUBCONTRACTORS**

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of CoD. If CoD so requires, the Proponent shall be prepared to confirm to CoD the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

### **3.12 PROPOSAL CONTENT & INNOVATION**

The Proponent should address in the Proposal submission all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative, or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/or project acceptance, reduced risk, improved management or

administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

### **3.13 WORKERS COMPENSATION ACT**

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a WorkSafe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with WorkSafe BC.

## **4.0 - SCOPE OF WORK AND SCHEDULE**

### **4.1 STATEMENT OF UNDERSTANDING**

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP.

### **4.2 PRICING AND EXTRA WORK**

Pricing must be held for a minimum of 60 days. 90 days is preferred.

Note that the proposal evaluations will include a social procurement component which can include local and regional employment, addressing barriers to employment, and providing local and regional economic and community benefits. Proponents must complete the Social Value Questionnaire in the Appendix.

### **4.3 SCHEDULING**

Proponents should provide an anticipated delivery and construction timeline for the proposed playground including sufficient time for the City's review of the proposed elements and options and a planned public input opportunity. The new playground would be anticipated to open in Summer 2024.

### **4.4 SCOPE OF WORK**

The Proponent must provide a Proposal that includes the following:

- Sufficient drawings, renderings, etc. to satisfactorily portray the proposed play elements, including images that can be used for potential public input;
- Dimensions and installation requirements; and
- Layout drawings of the new proposed play equipment within each play area, including no encroachment zones. Civil drawings for the playground layout are attached.

Proposed play equipment and pricing for the Accessible Play Element Zone:

1. A proposed accessible play element(s) for the "Accessible Play Element" zone. It is suggested this accessible play element be in the \$15,000 to \$20,000 price range for the equipment and shipping and installation. Alternate options may also be listed



RFP 2024-01: Playground Supply & Build – New McAdam Park Playground

- separately. Equipment, shipping, and installation costs to be each listed separately.
2. An option for rubber surfacing for the Accessible Play Element Zone – inclusive lump sum cost.
  3. An alternate option for engineered woodchips installation for the Accessible Play Element Zone – inclusive lump sum cost.
  4. Identify the features and benefits of the proposed accessible play element, with images.

Proposed play equipment and pricing for the Small Play Area (i.e. 2-5 ages):

5. A proposed play structure(s) for the “Small Play Area” i.e. 2-5 ages play zone. It is suggested this play structure be in the \$25,000 to \$30,000 price range for the equipment and shipping and installation. Alternate options or add-ons should be listed separately. Equipment, shipping, and installation costs to be each listed separately.
6. An option for rubber surfacing for the Small Play Area – inclusive lump sum cost for supply and installation.
7. An alternate option for engineered woodchips for the Small Play Area – inclusive lump sum cost for supply and installation.
8. Identify the features and benefits of the proposed play structure(s), with photos or renderings.

Proposed play equipment and pricing for the Large Play Area (i.e. 5-12 ages):

9. A proposed play structure(s) for the “Large Play Area” i.e. 5-12 ages play zone. It is suggested this play structure be in the \$60,000 to \$70,000 price range for the equipment and shipping and installation. Alternate options or add-ons should be listed separately. Equipment, shipping, and installation costs to be each listed separately.
10. Pricing for engineered woodchips for the Large Play Area – inclusive lump sum cost for supply and installation.
11. Identify the features and benefits of the proposed play structure(s), with photos or renderings.

Proposed play equipment and pricing for the Swing Area:

12. Proposed swing set and elements (including an accessible swing) for the “Swing Area” It is suggested this play structure be in the \$15,000 to \$25,000 price range for equipment and shipping and installation for the swing equipment. Alternate options or add-ons may be listed separately. Equipment, shipping, and installation costs to be each listed separately.
13. Pricing for engineered woodchips for the Swing Area – inclusive lump sum cost for supply and installation.
14. Identify the features and benefits of the proposed swing equipment, with photos.

Water Fountain and Misting Station:

15. The playground layout includes a water fountain and misting station. The Proponent may propose a prefabricated model, or potential fabrication specs are provided

(these may be adapted as required and an aesthetically pleasing option is preferred). The water fountain should include a regular water fountain, bottle filling option, pet water bowl, and misting station features. Provide a lump sum cost for supply, shipping and installation.

16. Identify the features and benefits of the proposed water station, with images.

#### Proposed Plan and Pricing for Civil Construction and Civil Works

- Provide itemized and a summary of costs for civil construction including site clearing, sub-base, concrete, drainage, etc. in accordance with the attached layout drawings and schedule of quantities.
- For the civil works, the excavation and construction for the new pathway from the new playground area west to the McAdam Park entrance / parking lot / washroom buildings, must be listed as a separate (optional) lump sum cost item. The pathways from Beech Avenue to the new playground are to be included in the base pricing for Civil Construction and Civil Works.
- If necessary, identify any recommended changes to the plans and quantities.
- Identify civil sub-contractors.
- Where items have been costed separately above, identify any “discounts” for completing the full playground installation (i.e. all above elements) in one phase of work. Assume rubber surfacing for the accessible play element + small play area, and woodchips for the swing area and large play area. I.e. One turn-key overall price versus individual itemized costs.

#### Assumptions

- The site will be as is. Clearing of the site (including tree and shrub removal) and off-site disposal of excavated fill will be the responsibility of the Proponent. Soils testing results can be provided – no special disposal should be necessary.
- Additional (optional) play equipment add-ons for any of the play areas may be listed separately (with shipping and installation also listed) assuming there is sufficient space in the designated play zone layout. Add-ons should have a particular focus on accessible play.

#### Benches and Picnic Tables

For the identified locations in the drawings, provide a cost for the supply and installation (including concrete base pad) for the benches.

Uline Plaza Bench 6’ – brown colour

<https://www.uline.ca/Product/ProductDetailRootItem?modelnumber=H-4337>

The picnic tables will be supplied by CoD. Concrete base pads are to be prepared for the picnic tables as per the drawings. Include this cost within Civil Construction and Civil Works.

If the Proponent wishes to recommend another model for this specific setting, please identify as a separate option.

#### 4.5 PROPONENT EXPERIENCE

Proponents – including any civil sub-contractors – must provide proof of experience from recent and relevant project examples.

Quality and project experience and overall play value will be a significant factor in the evaluations.

Short-listed play equipment proposals are anticipated to be made public in order to solicit public input. The results of public input will form a significant factor in the final award.

#### 4.6 DRAWINGS

Document Type	Preferred File Format
Written Documents	Microsoft Word 2010
Spreadsheets	Microsoft Excel 2010
Technical Drawings	Autodesk AutoCAD 2019 (or newer)
Non-technical Graphics	.jpg, .jpeg, .png, Adobe pdf
Database	Microsoft Access 2007
Drawings, Maps and Spatial Data	Individual Plan drawings/maps must be supplied in both digital PDF and paper hard copy. Drawing/map source data must be delivered in ESRI ArcGIS shape file or Autodesk Spatial Data File (sdf) NAD 83, UTM Zone 10N projection and accurately overlay onto the City's existing base mapping. Core attributes and label names must be defined or included in the source data feature class tables with attribute domains created to constrain field values (where possible). From the final map series, a set of symbology layer files must be rendered for all map themes. All digital data are to be delivered on media compatible with the City's computer equipment.

#### **5.0 - COMMUNICATIONS**

Regular updates to CoD project manager are required throughout the project.

## **6.0 - FEES AND DISBURSEMENTS**

The proposal shall provide a schedule of fees and disbursements as to adequately perform the Work and satisfy the Work Plan and Final Deliverables.

**SUPPLIERS WHO ARE SUPPLIER MEMBERS OF CANOE PROCUREMENT GROUP OF CANADA OR SOURCEWELL MUST PROVIDE CANOE PROCUREMENT GROUP PRICING IF ADVANTAGEOUS.**

**NOTE: THE CITY RESERVES THE RIGHT TO NEGOTIATE AND AWARD DIRECTLY TO A CANOE PROCUREMENT GROUP MEMBER OUTSIDE OF THIS RFP PROCESS.**

Fee estimates must include all applicable taxes but listed as separate items.

**NOTE TO ALL BIDDERS: The City of Duncan may negotiate with a prospective supplier to adjust or alter some of the requested scope and duties prior to signing a contract.**



---

**RFP 2024-01**  
January 26, 2024

## **APPENDIX "A"**

# **Request for Proposal Evaluation Form**

**APPENDIX “A”**

**REQUEST FOR PROPOSAL EVALUATION FORM**

Proponent's Name: _____			
Project Title: Playground Supply and Build – New McAdam Park Playground 2024			
Evaluation Date: _____			
Evaluator: _____			
<b>Step 1:</b>		<b>YES</b>	<b>NO</b>
<b>Basic Attributes</b>	Proposal received prior to closing		
	Sub-contractor/consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Fee schedule (overall) included		
	Complete proposal as requested		
<b>Step 2:</b>		<b>Assigned Points</b>	<b>Points</b>
<b>Proponent</b>	<b>Quality &amp; Project References</b>	<b>25</b>	
<b>Proposal &amp; Public Input</b>	<b>Staff Evaluation and Results of Public Input</b>	<b>35</b>	
	<b>Social Value Questionnaire</b>	<b>5</b>	
<b>Price</b>	<b>Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (% weight)</b>	<b>35</b>	
<b>Total Score</b>	<b>Proponent + Proposal + Price Scores</b>	<b>100</b>	



---

**RFP 2024-01**  
January 26, 2024

## **APPENDIX “B”**

# **Civil Drawings and Schedule of Quantities**



---

**RFP 2024-01**  
January 26, 2024

## **APPENDIX “C”**

# **Social Value Questionnaire**