



REQUEST FOR PROPOSALS

RFP 2024 – 02

April 15, 2024

**Playground Equipment and Surfacing
Supply and Install**

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: May 2, 2024 at 2:00 p.m. Pacific Time

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RFP 2024-02
PLAYGROUND EQUIPMENT AND SURFACING SUPPLY AND INSTALL
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”) 2024-02 supersedes previous RFP 2024-01 Playground Supply and Build – New McAdam Park Playground.

This RFP is an invitation by the CoD to prospective Proponents to submit proposals for the supply and installation of new playground equipment and surfacing at McAdam Park, including manufacture, delivery, and supply of playground equipment, surfacing, and the installation of these components within a prescribed layout for the associated civil works (as outlined in the attached drawings). The civil works will be tendered and completed separately by a selected civil contractor (ie. site clearing, excavation, sub-base, concrete, drainage, etc.). The civil work will need to be substantially complete prior to the installation of the new play equipment; however, some coordination with the civil contractor may be required during civil construction.

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, 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

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

**TIME: 2:00 p.m. Pacific Time
DATE: May 2, 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. Three (3) hard copies of the Proposal to the above address are requested to follow at the same time or within 2-3 business days following the Closing Time. Electronic submissions are to be in PDF format.

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 to fully allow for the public consultation period.

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 indication of the normal anticipated delivery and installation time frame for the proposed playground equipment (ie. number of weeks). Note there will be a period of City review followed by a planned public input opportunity following the receipt of the submissions.

Proponents should be aware that there will be an extended timeline for the civil construction to be completed prior to the delivery and installation of the new play equipment and surfacing.

The new playground would be anticipated to be constructed and opened in Summer or Fall 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 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 for supply and installation.
3. An alternate option for engineered woodchips for the Accessible Play Element Zone – inclusive lump sum cost for supply and installation.
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. ages 2-5):

5. A proposed play structure(s) for the “Small Play Area” i.e. ages 2-5 play zone. It is suggested this play structure be in the \$25,000 to \$30,000 price range for the equipment, 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. ages 5-12):

9. A proposed play structure(s) for the “Large Play Area” i.e. ages 5-12 play zone. It is suggested this play structure be in the \$60,000 to \$70,000 price range for the equipment, 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, 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.

Assumptions and General Terms

- The site will be substantially complete for civil construction. The play areas will be at a sub-base level. Some coordination with the civil contractor may be required to ensure that footings for play equipment do not conflict with drainage infrastructure, etc.
- 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.
- It is acceptable to re-allocate the proposed budget ranges between the different play areas, provided that the sum of the suggested cost ranges across the different play areas is generally the same as outlined in the RFP. See above note for proposing additional (optional) play equipment add-ons.
- The City has applied for the Kal-Tire and Tire Stewardship BC recycled rubber surfacing grants; however, those outcomes are unknown at this time and cannot be relied upon. Providing price options (as described above) is very important for ensuring the scope of the project can match the available budget. The quote the City utilized for the Tire Stewardship BC (TSBC) and Kal-Tire grant applications was from Softline Solutions (February 2024). Proponents are welcome to contact this vendor to incorporate that quote in your proposal. However, Proponents should not feel obligated to utilize this vendor only, as long as the Proponent can provide rubber surfacing options that will generally match the grant expectations.
- The proposed cost ranges for play equipment must include supply, installation, and freight. Those values should be itemized separately for each play area. GST can be additional to the costs that are outlined in the Proponent’s proposal.
- Proponents may propose modifications to the site shapes and square footage in the play areas. However, this will certainly incur significant additional costs to the City as the civil construction is being tendered formally in a separate process. Changes to the civil design after the civil tender process has been completed are

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 New McAdam Park Playground

generally very costly to implement. For this reason, Proponents are asked to work within the current layout unless absolutely necessary. Please clearly outline and proposed changes and the reasons for such in the proposal.

- For any of the separate play areas (ie. play structures), including the Accessible Play Element Zone and the Swing Area, the CoD may select one or each of these elements from one Proponent and the remaining play equipment from another Proponent(s) in order to ensure the best possible value for play for the community. Proposals will not be considered to be all or nothing.
- Given the public nature of this project, there may be community groups and/or local businesses interested in contributing to the project, particularly through volunteer work. Opportunities for this would be discussed with the selected Proponent(s) and would not be endorsed by the City if they will significantly interfere with the efficient installation of the equipment and surfacing by the Proponent.

4.5 PROPONENT EXPERIENCE

Proponents must provide proof of experience and quality from recent and relevant project examples.

Quality and project experience and overall play value will be significant factors 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 TECHNICAL 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.

PROPOSERS 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.



REQUEST FOR PROPOSAL

RFP 2024-02
April 15, 2024

APPENDIX “A”

**Request for Proposal
Evaluation Form**

APPENDIX “A”

REQUEST FOR PROPOSAL EVALUATION FORM

Proponent’s Name: _____			
Project Title: Playground Equipment Supply and Install New McAdam Park Playground 2024			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Basic Attributes	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		
Step 2:		Assigned Points	Points
Proponent	Quality & Project References	25	
Proposal & Public Input	Staff Evaluation and Results of Public Input	50	
	Social Value Questionnaire	5	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (% weight)	20	
Total Score	Proponent + Proposal + Price Scores	100	



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APPENDIX "B"

Civil Drawings

New McAdam Park Playground April 2024



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APPENDIX "C"

Social Value Questionnaire

New McAdam Park Playground

April 2024