



REQUEST FOR PROPOSAL: PLAYGROUND EQUIPMENT CENTENNIAL PARK AND SPRINGBROOK PARK

INTRODUCTION:

The Town of Bon Accord is requesting proposals for the provision and installation of playground equipment (including borders and surfacing) in Centennial Park and Springbrook Park.

OVERVIEW

The Town of Bon Accord has an official population of 1461 (Source: Statistics Canada, 2021) and is in the heart of Sturgeon County near the cities of Edmonton, St. Albert, and Fort Saskatchewan. We are located along Highway 28, a major route to destinations in northeast Alberta. Bon Accord has two schools, Bon Accord Community School servicing grades K-4 and Lilian Schick servicing grades 5-9.

Bon Accord is known as Canada's 1st Dark Sky Community and there are some exciting developments within Town recently such as a new three-bay commercial building across from the Town Office. The town has a solar farm that provides power to all municipal sites, and in 2022 Bon Accord installed 7 electrical vehicle chargers utilizing grant funding. In 2017, the Town annexed 480 acres of land from Sturgeon County. We also have one Town-owned property next to Lillian Schick School.

The Town has 2 large playgrounds (Springbrook Park and Roseglen Park). Smaller play areas are in Centennial Park and in the Archie Jenkins Sportsgrounds. Centennial Park is home to the Bon Accord Amphitheatre and host to multiple events throughout the summer months.

For more information about the Town please visit our website at www.bonaccord.ca.

I. SCOPE OF WORK:

1. The Town is seeking innovative designs for two play spaces that correspond and compliment the existing play equipment in the following two parks:

- a. **Play Space #1: Centennial Park:** replacement of an old swing set with a new, inclusive play structure or several small play equipment choices that will fit in this space. Note, this park has an amphitheatre and is home to many community events throughout the summer months. Therefore, as per the map shown in Appendix #1, there is limited space for play equipment or structures.
 - b. **Play Space #2: Springbrook Park:** replacement of the existing swing set with a new swing set that includes swings for all ages and abilities. This park has two possible placement locations for new swings: the existing location or a second location option according to the map shown in Appendix #2. The existing playground in this space will be replaced in the future, hence the new swing set will need to allow for future playground development.
2. The playground structure should be designed to accommodate children between the ages 5 – 12 years.
 3. The playground must be inclusive/accessible for all children.
 4. Maximize activity stations and play components for the stated budget.
 5. The Town requires that the playground equipment be delivered and installed by the Proponent. The Proponent will also supply all materials, equipment, and labour required for the installation of the playground equipment. The Proponent will be responsible for excavating the site, removing old play equipment, and full installation of the new play equipment, surfacing and borders to current safety standards within the stated timelines.
 6. The Proponent will be responsible for heavy metal fencing to be erected during the excavation, removal of old equipment and install of new equipment considering encroachment areas of existing play equipment. The fencing shall stay in place until the new play space may be opened to the public. The Proponent shall be responsible for removal of fence once the project is completed.
 7. All proposals are to meet the following:
 - a. CSA Compliant Children’s Play Spaces and Equipment National Standard of Canada intended for use by children ages 5 – 12.

- b. Ability to fit into the area identified in appendix #1 and appendix #2.
 - c. Ability to provide certificate or statement of compliance (including play equipment and installation) to CSA standards.
8. Provide manufacturers and installation warranty and maintenance on playground surfacing, structures, and equipment.

II. SITE VISITS

1. Site visits are not mandatory. Proponents may arrange a site visit by contacting the Town at 780-921 – 3550 and making an appointment. Site visits may be conducted between July 04th and July 27th, 2023 (excluding weekends).

III. PROJECT PROPOSALS

1. Proponents may include proposals for each project or only one of the following projects:

a. Centennial Park (Budget \$50,000)

Location: As shown in Appendix #1

- Provide two options/choices for play equipment appropriate to space available.
- Clearly identify accessible features and surfacing options
- Metal slides preferred.
- Installation target: October 2023 or as negotiated. Fall 2023 is preferred.

b. Springbrook Park (Budget \$65,000)

Location: As shown in Appendix #2

- Provide two options for replacement of existing swing set.
- Must include at least one accessible swing.
- Must include at least one infant swing.
- Identify surfacing options and costs.
- Installation target: October 2023 or as negotiated. Fall 2023 is preferred.

IV. PROPOSAL CONTENT

To simplify the evaluation process and obtain maximum comparability, the Town of Bon Accord requires that all responses to the RFP be organized in the following manner and format:

1. Executive Summary

Describe your understanding of the work to be performed and your company's ability to perform the work within the set reporting deadlines. Provide your number of years with playground equipment supply and installation, and the number of years that your company has been in business.

2. Professional Experience and Qualifications:

Describe how and why your company is different from other firms being considered; this should include an explanation of the firm's philosophy and vision, size, structure, and qualifications with serving municipalities with a similar scope, size, and operations.

Describe your company's qualifications for the safe design and installation of playground equipment.

3. Playground Equipment:

Proposals must include playground equipment, installation (including excavation and removal of old equipment), borders and surfacing options.

4. Client References

Include a list of client references for the company with contact names, telephone numbers, and email addresses of any references whom we may contact. A minimum of 2 client references is required.

5. Additional Information

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

V. PROPOSAL SUBMISSIONS:

1. Proponents may submit proposals in one of three ways:

- a. Email: PDF file
- b. Hard Copy
- c. USB Key

VI. PROPOSAL CLOSING DATE

Proposals (PDF, USB Key or Hard Copy), must be delivered no later than Monday, **July 28th, 2023**, to:

Jodi Brown, Town Manager
Town of Bon Accord
Box 779, 5025 50 Avenue
Bon Accord, Alberta T0A 0K0
cao@bonaccord.ca

VII. PROPOSAL TIMETABLE

Project Process	Date
Requests for Proposal Open	June 30 th , 2023
Requests for Proposal Closing Date	July 28 th , 2023
Non-mandatory site visits By appointment only	July 04 th – July 27 th , 2023 (Excluding weekends)
Proposal Award by Council	August 02 nd , 2023
Public Survey with equipment options from the awarded company or companies.	August 04 th – August 18 th , 2023
Finalization of new play equipment order based on equipment based on survey results	August 21 st – 25 th , 2023
Installation of new play equipment order	October 2023 or as negotiated. Fall 2023 is preferred.

VIII. EVALUATION OF PROPOSALS

While price is an important factor, the Town of Bon Accord will evaluate proposals on price and the following criteria:

1. Council's preference of play equipment proposals.
2. The company's qualifications and experience of the work to be performed.
3. References.
4. Completeness and timeliness of the proposal.
5. Timeline for installation of new equipment options

IX. TERMS AND CONDITIONS

1. There shall be no payment by the Town of Bon Accord for any costs incurred in the preparation and submission of proposals to this request.
2. The Town of Bon Accord reserves the right to reject any or all proposals submitted, or to accept a proposal in its entirety with or without negotiation.
3. The selection of the successful proposal will be based on technical merit and best overall value, not on cost alone.
4. Proposals submitted must be valid for ninety (90) days from the closing date.
5. The successful Proponent may not subcontract any portion of this engagement without permission from the Town.

X. INQUIRIES:

Please address requests for additional information and questions to:

Jodi Brown
Town Manager
(780) 921-3550
cao@bonaccord.ca

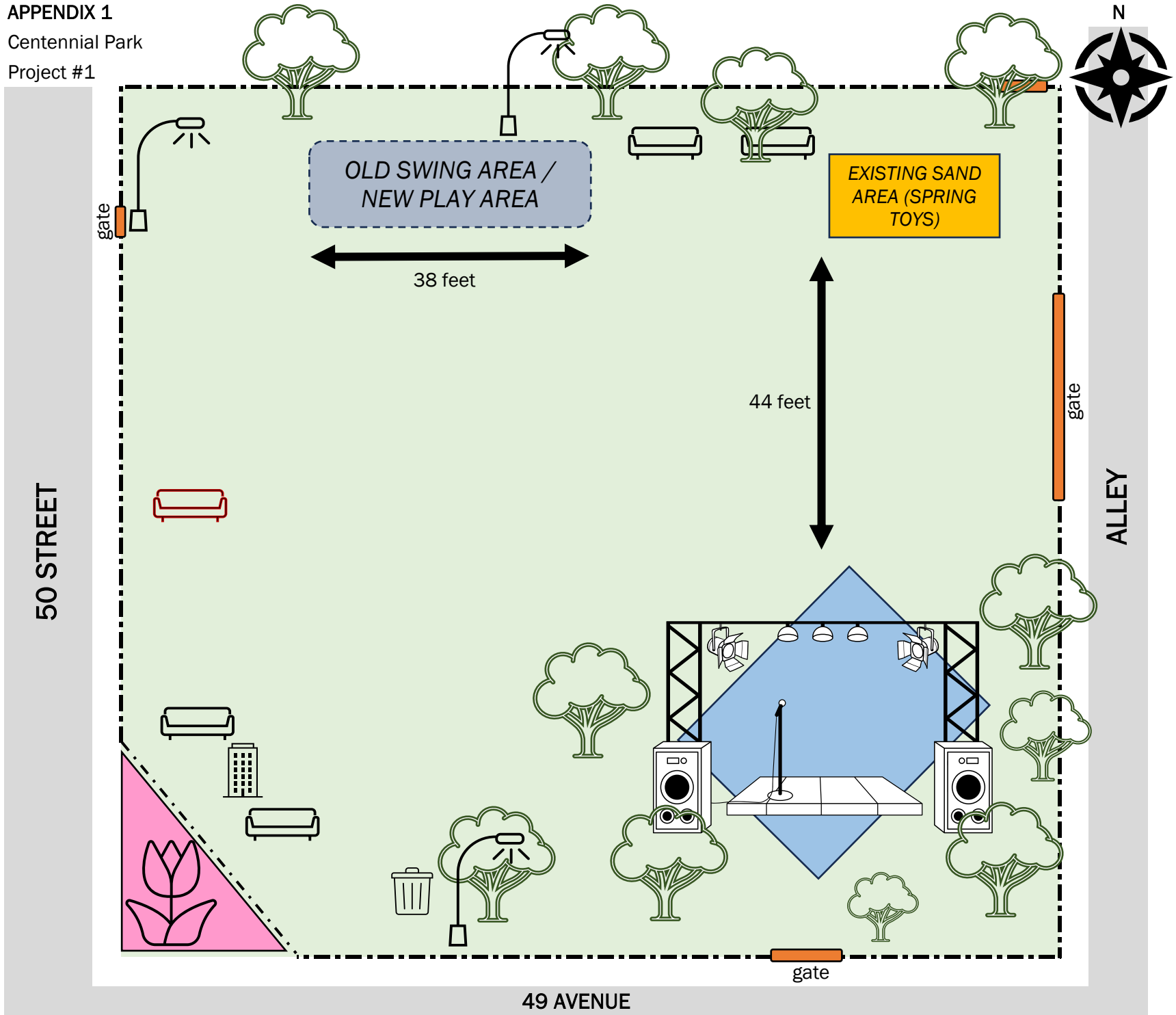
OR

Terry Doerkson
Infrastructure Manager
780-921-3550

XI. ATTACHMENTS

1. Appendix 1 Centennial Park
2. Appendix 2 Springbrook Park

APPENDIX 1
Centennial Park
Project #1



APPENDIX 2
Springbrook Park
Project #2

