



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **W.H. Jackson, Director of Utility Services**

Meeting Date: **August 31, 2015**

Subject: **Report USPW15-013**
Award of RFP P-20-15 for Design, Supply, and Installation of
Three Play Structures

Purpose

A report to award Request for Proposals (RFP) P-20-15 for the Design, Supply, and Installation of Three Play Structures.

Recommendation

That Council approve the recommendation outlined in Report USPW15-013 dated August 31, 2015 of the Director of Utility Services, as follows:

That RFP document P-20-15 for the Design, Supply, and Installation of Three Play Structures be awarded to KSL Design Ltd, 18 Spalding Drive, P.O. Box 25085, Brantford, ON N3T 6K5 at a total cost of \$332,591.30 plus \$43,236.87 HST for a total of \$375,828.17.

Budget and Financial Implications

The total net \$338,444.91 requirement, after applicable HST rebates for Design, Supply, and Installation of Three Play Structures for the City of Peterborough can be accommodated within the approved Capital Budget allocation within the 2015 Capital Budget, Upgrade and Replace Playground Equipment (Item 5-8.03).

Background

Brief Description of the Work

Playground structures in the City of Peterborough are replaced/installed in priority sequence based upon age and condition of each structure. The installations for 2015 will include two new structures located in Beavermead Park and Stewart Street Park. The third installation will replace the existing structure in Wedgewood Park. The play structures for this year's program will be constructed with totally accessible design criteria as established in the AODA regulations.

RFP Details, Closing, Prepared by, Reviewed by

Staff issued RFP P-20-15 on July 23, 2015 with a closing date of August 13, 2015 for the Design, Supply, and Installation of Three Play Structures. Five proposals were received and evaluated as shown in Chart 1. The proposals were evaluated by a committee consisting of the Purchasing Administrator, Parks and Forestry Supervisor, Recreationist and Accessibility Coordinator.

RFP Statement

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Section 6 6.4.3 (i) of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

RFP Evaluation Chart

Chart 1 below provides a summary of the RFP P-20-15 results.

Chart 1 - Bidder Submission Evaluation Chart

RFP P-20-15 Design, Supply, and Installation of Three Play Structures

Evaluation Criteria	Maximum Score	KSL Design	Blue Imp	Playground Planners	ABC Recreation	New World Park Solutions
Compliance with minimum design (item 7.4, Appendices F & G, Part 1)	20	20	10	15	15	16
Price (8.3) (Appendix C, Line 3)	20	19.4	19.2	20	19.2	19.6
Experience and Expertise (Appendix D, Appendix E, Items 5.10.2 and 5.10.4)	5	5	4	4	5	3
Overall design layout and play amenities (Appendices F & G, Item 5.10.3)	20	18	10	15	14	14
Quality, durability and warranty (Appendix G, Part 2 & 3)	15	15	10	15	15	15
Accessibility Features (Appendix G, Part 4)	15	12	10	0	8	8
Value Added (Appendix G, Part 5)	5	5	0	0	4	3
Rating Total	100	94.4	63.2	69	80.2	78.6
Ranking		1	5	4	2	3

Recommended Bidder

Staff recommends that P-20-15 be awarded to KSL Design Ltd. at a cost of \$338,444.91 net of HST. Staff have verified references for KSL Design Ltd. and are satisfied that quality, workmanship and timeframes will be provided by the successful proponent. KSL Design has successfully completed playground installations for the City in previous years.

Council Approval Required

Section 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and it is not a Request for Tenders. RFP P-20-15 meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, the purchase will be confirmed via a purchase order before the work commences.

The contractor will commence the work immediately after award and expects to be completed by November 2015.

Summary

RFP P-20-15 for the Design, Supply, and Installation of Three Play Structures for the City of Peterborough has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

W. H. Jackson, P. Eng.
Director Utility Services

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