

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 6, 2014

Item 26, Report No. 18, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 6, 2014.

**26 AWARD OF REQUEST FOR PROPOSAL RFP14-040
CAST IN PLACE OR COMBINATION CAST IN PLACE AND PRE-FABRICATED SKATE
ZONE DESIGN AND INSTALLATION FOR SONOMA HEIGHTS COMMUNITY PARK IN THE
CITY OF VAUGHAN – WARD 2**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Planning, dated April 29, 2014:

Recommendation

The Commissioner of Planning, in consultation with the Commissioner of Finance & City Treasurer, Director of Parks Development, the Director of Purchasing Services and Manager of Parks Operations recommends:

- 1) That Request for Proposal RFP14-040 Cast in Place or Combination Cast in Place and Pre-Fabricated Skate Zone Design and Installation for Sonoma Heights Community Park in the City of Vaughan be awarded to New Line Skateparks Inc. in the amount of \$124,999.88; and,
- 2) That a 15% contingency in the amount of \$18,749.98 be approved within which the Director of Parks Development or designate is authorized to approve amendments to the contract; and,
- 3) That the above amounts be funded from capital project PK-6350-13 Sonoma Heights Skateboard Park.

Contribution to Sustainability

This report is consistent with the priorities set by Council in the Green Directions Vaughan, specifically:

Objective 2.2: To develop Vaughan as a City with maximum greenspace and an urban form that supports our expected population growth.

Objective 4.1: To foster a city with strong social cohesion, and engaging arts scene, and a clear sense of its culture and heritage

Economic Impact

Funding for total project costs in the amount of \$148,062.36, including contingency, is available within the approved capital project PK-6350-13.

This new asset will result in an increase to the Parks Infrastructure Reserve in the estimated amount of \$12,500 to be included as part of the 2015 budget process. The purpose of this reserve is to fund repair, refurbishment, and replacement costs associated with City park structures.

An annual operating cost of \$1,871 is required and will be considered during the 2015 budget process.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 6, 2014

Item 26, CW Report No. 18 – Page 2

Communications Plan

Consultation with the local community will be undertaken as part of this project.

Purpose

The purpose of this report is to obtain Council approval to award Request for Proposal RFP14-040 Cast in Place or Combination Cast in Place and Pre-Fabricated Skate Zone Design and Installation for Sonoma Heights Community Park in the City of Vaughan to New Line Skateparks Inc.

Background - Analysis and Options

This project includes the design and construction of a new skate zone at Sonoma Heights Community Park in Ward 2. This item was originally referred to the 2011 budget process for consideration and was subsequently approved in 2013. Completion of this project will provide a new youth facility that is in demand in the community and requested through deputation during previous budget years.

Following approval by Council, a community consultation meeting will be arranged to facilitate discussion and provide input into proposed designs. The results of this meeting will be used by Staff to finalize design details and tender the project for Summer/Fall construction.

Request for Proposal Process

On February 21, 2014, the Purchasing Services Department issued a Request for Proposal RFP14-040 Cast in Place or Combination Cast in Place and Pre-Fabricated Skate Zone Design and Installation for Sonoma Heights Community Park in the City of Vaughan. In accordance with the City's Purchasing Policy for projects of this magnitude, the RFP was publically advertised using the following publication sources:

- City Website
- Ontario Public Buyer's Association Website
- Electronic Tendering Network (Biddingo)

A total of five (5) documents were picked up. One (1) addendum was issued by Purchasing Services to extend the closing date to March 19, 2014. Of these, four (4) proposals were received from the following companies before the closing:

- New Line Skateparks Inc.
- R-Chad General Contracting Ltd.
- Sam Velocci Construction Ltd.
- Serve Construction Ltd.

An evaluation meeting was held on March 31, 2014 with the Evaluation Committee, comprised of staff from the Parks Development and Parks Operations Departments. The proposals were evaluated against the following criteria:

Skate Value	30
Qualifications and Experience	20
Operating and Sustainability	15
Project Schedule	10
Project Budget	10
References	15

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 6, 2014

Item 26, CW Report No. 18 – Page 3

Evaluation Results

Proposals from the four (4) firms were evaluated by the Evaluation Committee. References were contacted by Purchasing Services and clarification received from the highest scoring Proponent New Line Skateparks Inc. Legal and Bylaw also completed their reviews.

New Line Skateparks Inc. ranked first in the overall scoring.

New Line Skateparks Inc. is a well-established skateboard company with significant experience in design and construction throughout Ontario and the rest of Canada. In addition to design and construction services, New Line Skateparks Inc. provides services in public consultation, which is a key component of this project. Based on the evaluation of the proposals, it is recommended that the proposal submitted from New Line Skateparks Inc. be accepted and that an Agreement be executed.

RFP14-040 Cast in Place or Combination Cast in Place and Pre-Fabricated Skate Zone Design and Installation for Sonoma Heights Community Park in the City of Vaughan Financial Summary - PK-6350-13	
Approved Capital Budget	153,000.00
Less: Expenses/ Commitments to Date (Rounded)	4,714.60
Current Funds Remaining	148,285.40
RFP Costs (RFP14-040)	124,999.88
Provisional items	N/A
Sub-Total	124,999.88
Contingency Allowance (15%)	18,749.98
Sub-Total	143,749.86
*Non Refundable Portion of HST (1.76%)	N/A
Sub-Total	143,749.86
Administration Recovery (3%)*	4,312.50
Total Tender Costs	148,062.36
Balance Remaining	223.04

*Permitting parks receive a full HST rebate, and therefore, HST (1.76%) is not included in project cost calculations.

Expenses and commitments to date include survey and geo-technical consulting fees.

The evaluation committee has reviewed the submitted proposals and has confirmed that the New Line Skateparks Inc. proposal meets the requirements of the Request for Proposal documents.

A total contingency amount of 15% of the bid price, (\$18,749.98) is requested. This amount is covered within the approved capital budget, and will be used to address any unforeseen work that

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 6, 2014

Item 26, CW Report No. 18 – Page 4

may result from working within an existing park site, dealing with existing sub-surface conditions or other unforeseen conditions. Any residual funds remaining following completion of work and deficiencies being resolved will be recommended to be returned to the PK-6350-13 Capital Budget source upon project closure.

Relationship to Vaughan Vision 2020 / Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the project will provide:

- **STRATEGIC GOAL:**
Service Excellence - Providing service excellence to citizens.
- **STRATEGIC OBJECTIVES:**
Pursue Excellence in Service Delivery; and Enhance and Ensure Community Safety, Health and Wellness - To deliver high quality services and to promote health and wellness through design and program.

This report is consistent with the priorities previously set by Council in the Vaughan Vision 2020 Plan and the necessary resources have been allocated and approved.

Regional Implications

Not applicable.

Conclusion

Based on the RFP submissions reviewed by the Evaluation Committee, it is proposed that the RFP be awarded to New Line Skateparks Inc. in the amount of \$124,999.88 plus contingency.

Upon approval to award this contract, a community consultation meeting will be arranged followed by detailed design and construction.

Attachments

Not applicable.

Report prepared by:

Jamie Bronsema, Director of Parks Development, Ext. 8858
Melanie Morris, Construction Coordinator, Ext. 8058

COMMITTEE OF THE WHOLE – APRIL 29, 2014

AWARD OF REQUEST FOR PROPOSAL RFP14-040 CAST IN PLACE OR COMBINATION CAST IN PLACE AND PRE-FABRICATED SKATE ZONE DESIGN AND INSTALLATION FOR SONOMA HEIGHTS COMMUNITY PARK IN THE CITY OF VAUGHAN – WARD 2

Recommendation

The Commissioner of Planning, in consultation with the Commissioner of Finance & City Treasurer, Director of Parks Development, the Director of Purchasing Services and Manager of Parks Operations recommends:

- 1) That Request for Proposal RFP14-040 Cast in Place or Combination Cast in Place and Pre-Fabricated Skate Zone Design and Installation for Sonoma Heights Community Park in the City of Vaughan be awarded to New Line Skateparks Inc. in the amount of \$124,999.88; and,
- 2) That a 15% contingency in the amount of \$18,749.98 be approved within which the Director of Parks Development or designate is authorized to approve amendments to the contract; and,
- 3) That the above amounts be funded from capital project PK-6350-13 Sonoma Heights Skateboard Park.

Contribution to Sustainability

This report is consistent with the priorities set by Council in the Green Directions Vaughan, specifically:

Objective 2.2: To develop Vaughan as a City with maximum greenspace and an urban form that supports our expected population growth.

Objective 4.1: To foster a city with strong social cohesion, and engaging arts scene, and a clear sense of its culture and heritage

Economic Impact

Funding for total project costs in the amount of \$148,062.36, including contingency, is available within the approved capital project PK-6350-13.

This new asset will result in an increase to the Parks Infrastructure Reserve in the estimated amount of \$12,500 to be included as part of the 2015 budget process. The purpose of this reserve is to fund repair, refurbishment, and replacement costs associated with City park structures.

An annual operating cost of \$1,871 is required and will be considered during the 2015 budget process.

Communications Plan

Consultation with the local community will be undertaken as part of this project.

Purpose

The purpose of this report is to obtain Council approval to award Request for Proposal RFP14-040 Cast in Place or Combination Cast in Place and Pre-Fabricated Skate Zone Design and Installation for Sonoma Heights Community Park in the City of Vaughan to New Line Skateparks Inc.

Background - Analysis and Options

This project includes the design and construction of a new skate zone at Sonoma Heights Community Park in Ward 2. This item was originally referred to the 2011 budget process for consideration and was subsequently approved in 2013. Completion of this project will provide a new youth facility that is in demand in the community and requested through deputation during previous budget years.

Following approval by Council, a community consultation meeting will be arranged to facilitate discussion and provide input into proposed designs. The results of this meeting will be used by Staff to finalize design details and tender the project for Summer/Fall construction.

Request for Proposal Process

On February 21, 2014, the Purchasing Services Department issued a Request for Proposal RFP14-040 Cast in Place or Combination Cast in Place and Pre-Fabricated Skate Zone Design and Installation for Sonoma Heights Community Park in the City of Vaughan. In accordance with the City's Purchasing Policy for projects of this magnitude, the RFP was publically advertised using the following publication sources:

- City Website
- Ontario Public Buyer's Association Website
- Electronic Tendering Network (Biddingo)

A total of five (5) documents were picked up. One (1) addendum was issued by Purchasing Services to extend the closing date to March 19, 2014. Of these, four (4) proposals were received from the following companies before the closing:

- New Line Skateparks Inc.
- R-Chad General Contracting Ltd.
- Sam Velocci Construction Ltd.
- Serve Construction Ltd.

An evaluation meeting was held on March 31, 2014 with the Evaluation Committee, comprised of staff from the Parks Development and Parks Operations Departments. The proposals were evaluated against the following criteria:

Skate Value	30
Qualifications and Experience	20
Operating and Sustainability	15
Project Schedule	10
Project Budget	10
References	15

Evaluation Results

Proposals from the four (4) firms were evaluated by the Evaluation Committee. References were contacted by Purchasing Services and clarification received from the highest scoring Proponent New Line Skateparks Inc. Legal and Bylaw also completed their reviews.

New Line Skateparks Inc. ranked first in the overall scoring.

New Line Skateparks Inc. is a well-established skateboard company with significant experience in design and construction throughout Ontario and the rest of Canada. In addition to design and construction services, New Line Skateparks Inc. provides services in public consultation, which is a key component of this project. Based on the evaluation of the proposals, it is recommended that the proposal submitted from New Line Skateparks Inc. be accepted and that an Agreement be executed.

RFP14-040 Cast in Place or Combination Cast in Place and Pre-Fabricated Skate Zone Design and Installation for Sonoma Heights Community Park in the City of Vaughan Financial Summary - PK-6350-13	
Approved Capital Budget	153,000.00
Less: Expenses/ Commitments to Date (Rounded)	4,714.60
Current Funds Remaining	148,285.40
RFP Costs (RFP14-040)	124,999.88
Provisional items	N/A
Sub-Total	124,999.88
Contingency Allowance (15%)	18,749.98
Sub-Total	143,749.86
*Non Refundable Portion of HST (1.76%)	N/A
Sub-Total	143,749.86
Administration Recovery (3%)*	4,312.50
Total Tender Costs	148,062.36
Balance Remaining	223.04

*Permitting parks receive a full HST rebate, and therefore, HST (1.76%) is not included in project cost calculations.

Expenses and commitments to date include survey and geo-technical consulting fees.

The evaluation committee has reviewed the submitted proposals and has confirmed that the New Line Skateparks Inc. proposal meets the requirements of the Request for Proposal documents.

A total contingency amount of 15% of the bid price, (\$18,749.98) is requested. This amount is covered within the approved capital budget, and will be used to address any unforeseen work that may result from working within an existing park site, dealing with existing sub-surface conditions or other unforeseen conditions. Any residual funds remaining following completion of work and

deficiencies being resolved will be recommended to be returned to the PK-6350-13 Capital Budget source upon project closure.

Relationship to Vaughan Vision 2020 / Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the project will provide:

- **STRATEGIC GOAL:**
Service Excellence - Providing service excellence to citizens.
- **STRATEGIC OBJECTIVES:**
Pursue Excellence in Service Delivery; and Enhance and Ensure Community Safety, Health and Wellness - To deliver high quality services and to promote health and wellness through design and program.

This report is consistent with the priorities previously set by Council in the Vaughan Vision 2020 Plan and the necessary resources have been allocated and approved.

Regional Implications

Not applicable.

Conclusion

Based on the RFP submissions reviewed by the Evaluation Committee, it is proposed that the RFP be awarded to New Line Skateparks Inc. in the amount of \$124,999.88 plus contingency.

Upon approval to award this contract, a community consultation meeting will be arranged followed by detailed design and construction.

Attachments

Not applicable.

Report prepared by:

Jamie Bronsema, Director of Parks Development, Ext. 8858
Melanie Morris, Construction Coordinator, Ext. 8058

Respectfully submitted,

John Mackenzie
Commissioner of Planning