To: Mayor Linton and Members of Council
Prepared By: Dan Wilson, Managing Director of Corporate Services / Treasurer

Report: COR2018-73
Date: 17 Dec 2018

RE: Request for Proposal #38-18: Design and Construction of a Skatepark, Elora Community Centre

Recommendation:
THAT the Council of the Township of Centre Wellington award Request for Proposal #38-18 regarding the Design and Construction of a Skatepark to New Line Skateparks Inc. at an total upset limit of $362,000, exclusive of HST.

Summary:
The Elora Community Centre Skateboard Area was an approved project within the 2018 Capital Budget. In addition to Township funds (General Capital Reserves and Development Charges), donations have been collected from the community by the Centre Wellington Skatepark Association (the Skatepark Association) and provided to the Township for specific use in this project.

At the June 18, 2018 Council meeting, Council approved the allocation of $203,296 from MacDonald Trust Funds for the design and construction of the skatepark, as requested by the application submitted by the Skatepark Association.

Donations raised by the Skatepark Association, in addition to the MacDonald Trust Funds allocated, and approved Township funds have been combined to represent the total budget to build the skatepark.

Through an agreement between the Township and the Skatepark Association, the project is to proceed in 2019, with the Township being responsible for procuring and managing the skatepark design and construction. The Skatepark Association and the community will be encouraged to attend a public open house, meetings, and on-line engagement to provide feedback on the design of the skatepark.

Report:
This report seeks Council's approval to award the request for proposal to design and construct the skatepark.
The Township’s Purchasing Policy requires:

- Council approval of any proposal call having an expected value of more than $10,000;
- Proposal unit values or contents not be disclosed and held in confidence;
- A Selection Committee is to be identified and will be responsible for weighting vendor responses using established scores identified in the proposal call; and
- Only the final contract awarded price of the successful proponent will be available upon award.

The proposal was advertised on the Township’s website (www.centrewellington.bidsandtenders.ca) and on the Ontario Public Buyers’ Association’s website. There were 11 registered Plan Takers.

Two (2) responses were received:

Grindline Skateparks, Inc.
New Line Skateparks Inc.

Design and construction of a skatepark is a specialized field, therefore it was not expected that the Township would receive many submissions.

The responses were scored by the Selection Committee comprised of the Managing Director of Community Services, Pat Newson, Manager of Parks & Facilities Operations, Matt Tucker, and Urban Forestry Project Manager, Mathieu Alain. The meeting was chaired by the Township’s Purchasing & Risk Coordinator, Sandi Wiles.

Identified criteria in the proposal included:

- Proponent Team Overview
- Proof of Ability – Design & Construction
- Project Team Expertise
- Technical Elements
- Project Understanding & Work Plan
- Fees

It is the Selection Committee’s recommendation to award this proposal to New Line Skateparks Inc. at an upset limit of $362,000, plus HST. New Line is one of Canada’s most experienced municipal skatepark design-build teams with over 270 recognized projects across Canada, the United States and Europe over the last 17 years. Local examples that Council may be aware of include Rockmosa Skatepark in the Township of Guelph/Eramosa and 3 Musketears Skate Plaza in the Town of Halton Hills (Acton).

Once the contract is awarded, staff will immediately begin work with New Line Skateparks. They have provided a detailed work plan and project schedule which
includes public engagement, and a presentation to Council once a final design and specific location at the Elora Community Centre has been identified.

Summary of Anticipated Project Timing

March 2019: Site analysis, community consultation and concept finalization.
May 2019: Technical design and construction drawings.
May 2019: Presentation of the final concept design to Township Council.
August 2019: Skatepark grand opening.

These are proposed milestone dates for this project, and will be dependent on weather.

Corporate Strategic Plan:
This project is in line with the following Strategic Plan objectives:

Reliable Infrastructure - The Township will manage and upgrade the community's infrastructure and will be based on the objectively-derived priorities in the Township's asset management plan.

Health Growth - The Township will plan now for its inevitable growth, so that we retain a vibrant and accessible community and our high quality of life in the future.

Pride of Place - Acting responsibly, the Township will support community initiatives that foster pride in our community and enhance its amenities.

Good Government - The Township will make well-informed decisions, operate efficiently, get results, communicate openly and engage the public in important decisions.

Financial Implications:
The Council approved funding breakdown for this project is as follows:

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<tbody>
<tr>
<td>Donations Received</td>
<td>62,092</td>
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<tr>
<td>Development Charges</td>
<td>157,500</td>
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<tr>
<td>Township Reserves</td>
<td>7,112 net of costs incurred to date</td>
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<tr>
<td>MacDonald Trust Fund</td>
<td>203,296</td>
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<td><strong>Total</strong></td>
<td><strong>$430,000</strong></td>
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The above funding breakdown includes a reallocation of funding for the project of $67,500 from Township reserve funding to Development Charges funding, as per the Township’s new Development Charges Background Study. This reallocation will be included within the 2019 Budget.

A summary of project costs are as follows:
Total Project Budget               $430,000  
Less: Ancillary costs               ($ 67,000)  
Available Funds                       $363,000

Proposal Upset Cost               $362,000 before non-rebate HST, which will be funded under "ancillary costs"

(Over)/Under Budget               $  1,000

Note: Ancillary costs include geotech, survey, internal costs, landscaping, contingency, and non-rebate HST.

The project is within the available budget funding, therefore the Selection Committee recommends proposal award to New Line Skateparks.

Consultation:
This report has been prepared in consultation with:
  • Managing Director of Community Services, Pat Newson
  • Manager of Parks & Facilities Operations, Matt Tucker
  • Urban Forestry Project Manager, Mathieu Alain
  • Purchasing & Risk Coordinator, Sandi Wiles

Approved By:
Andy Goldie, Chief Administrative Officer