

TOWN OF Westlock

Playground for All

Eastglen Playground Replacement

Request for Proposal

Date: April 10, 2025

Submission Information:

Town of Westlock

Attn: Carmen Clark

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Westlock, AB

T7P 2K3

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1 **Request for Proposal (RFP)**

The Town of Westlock invites you to respond to this Request for Proposal (RFP). The intent of this Request for Proposal is to receive proposals from Proponents for the performance of the Services and/or the supply of goods as detailed in this Request for Proposal. The Town will not be liable for any cost of preparation and/or presentation of any or part of a Proponent's Submission.

2 **Introduction to Town of Westlock**

The Town of Westlock is a vibrant community of 4,921 just 85 kilometers north of Edmonton. Westlock residents experience live arts, concerts, and sports with town amenities including the Westlock Rotary Spirit Centre, the Westlock Aquatic Centre, skateboard park, ball diamonds, outdoor rink, parks and playgrounds.

3 **Project Information**

Eastglen Playground is located at 10626 103A Street (see attached map on Schedule 'A'). Residential housing neighbors the park on three sides. Some mature trees exist on the lot; however, sightlines remain good. The total park area (parcel boundary) is approximately 5,188 m². The existing playground area being replaced is approximately 578 m²; however, this area may be expanded or reduced depending on the final design and budgetary considerations.

4 **Project Description**

The purpose of this RFP is to solicit proposals from qualified and experienced playground construction companies to remove the existing playground (and gravel base), site preparation, design and construct a new destination playground that will **serve as a safe, enjoyable, and accessible play area for children ages 18 months to 12 years of all abilities**. The project aims to create a state-of-the-art, inclusive, and welcoming play space that promotes physical activity, social interaction, and developmental growth for children, while providing a space that families of all backgrounds and abilities can enjoy together.

Inclusive playgrounds remove boundaries with safe and fun equipment that allows all children to feel independent, smart, comfortable and active. They should provide a variety of play components. These components should give opportunities to challenge user's abilities and play types, such as social, physical, and mental experiences. A number of ground-level play components should be included for persons who cannot access elevated areas.

Design options must include:

- accessible safety surfacing
 - pour-in place rubber (most accessible option for assistive devices, such as wheelchairs).
- elevated play components and/or ground-level play components such as,
 - elevated
 - climbers
 - slides
 - sensory play panels
 - ground
 - swings
 - spring riders

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- bouncers
 - sensory play panels
- elevated bridge and/or transfer platform to give access from the ground-level to elevated play components
- path connection to pedestrian walkway

Optional accessibility features:

- tactile orientation map
- accessible seating

Considering the size of the park, we expect a design that captures the “Spirit of Westlock”. A total budget, not to exceed \$475,000 plus GST, is allocated towards removal of existing park, design and installation of the equipment. Protective poured in rubber surfacing, and borders is also included in the scope of this project. Price to include demolition of existing playground structure(s), freight to sites, offloading and storage if needed, installation, auguring and removal of tailings.

The equipment and design shall be distinctive (a theme is welcome) and foster the development of motor, sensory, and social skills. The equipment shall include activities for both quiet and group interactions. A complementary mix of climbing, agility, spinning, exploratory swinging, and sliding activities are required while being different from traditional playgrounds. The layouts' fluid flow shall allow for play patterns, which inspire playful and engaging interactions for children.

5 Project Details

Demolition of the existing playground structure(s) and landscaping. Replacement of the outdoor playground (design, supply, and install) and site furnishings at the specified site locations in the Town of Westlock.

I. Deliverables

- a) Demolition of existing playground structure and landscaping.
- b) A detailed site design to scale for the location, appropriate for public review.
- c) Design details suitable for construction purposes must be provided, including equipment anchoring and surface recommendations and options.
- d) Details and pictures of all equipment included in the Proposal.
- e) A 3-dimensional layout plan of the playgrounds
- f) Specifications of the playground equipment model numbers, colours and dimension.
- g) All structures must meet the most recent CAN/CSA Z614 Standards.
- h) Excavation/ground preparation where needed, including any altering/expanding of existing footprint.
- i) Supply and installation of playground equipment. Contractor is responsible for seeding/sod replacement.
- j) All painted, coated or treated surfaces shall specify the type of products used.
- k) A maintenance kit must be provided to the Town to allow routine maintenance. The kit shall include hand tools, an assortment of spare hardware/fasteners, a maintenance manual, and touch-up paint. The maintenance kit must also include any specialty tools that are needed for the installation of the playgrounds specific to your product.

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- l) Design shall use best practices and include equipment that provides fully inclusive play opportunities and is suitable for a broad range of age groups with components that provide activity for age groups 18 months to 12 years old. Please clearly indicate the intended age level and inclusive value of the equipment in the Proposal.
- m) Proper age-level signage and labels shall be provided.
- n) At the conclusion, the Contractor must supply certified Playground Safety Inspections and supply the report to the Town.
- o) The Contractor shall come back and fully inspect and tighten/replace all loose fasteners after six (6) months.

II. Construction

- a) Public safety shall be held in the highest regard.
- b) The Contractor shall be responsible for the locations of all underground and overhead utilities before commencement and throughout construction. Contact Alberta 1 Call at 1-800-242-3447 and provide all other locates as necessary.
- c) The Contractor must erect fencing around the work sites.
- d) Contractor to perform earthwork and grading operations as necessary to prepare landscape areas for protective surfacing surface.
- e) The Contractor must leave the area clean and tidy when work is completed.
- f) All work shall be done during normal work hours as per the Bylaw.
 - 7:00 a.m. – 9:00 p.m. Monday to Friday
 - 9:00 a.m. – 9:00 p.m. Saturday and Sunday
- g) The Contractor shall have a competent foreman in charge of the work crew at all times. The Contractor's foreman will communicate effectively with both Town personnel and the work crew.
- h) The Contractor shall protect all facility structures, equipment, etc., against damage. Anything damaged by the Contractor's operations shall be repaired or replaced at the Contractor's expense.
- i) The Contractor shall comply with all applicable Municipal, Provincial and Federal regulations, including environmental and safety requirements while working on Town property.
- j) The Contractor's employees must have the proper certification to operate equipment (including but not limited to skid steers, man lifts, forklifts, zoom booms, etc.).
- k) The Town is COR certified, orientation will require contractor to comply with program details.

III. Other Important Information

- a) All warranty information for parts and labour and equipment certification is required.
- b) Manufacturer provide warranty details on the materials and components of its system being proposed.
- c) The requirements and expectations outlined herein are not meant to be all inclusive relative to the project inclusions and processes. Proponents are invited to provide any additions or inclusions that the Proponent determines to be beneficial or add value to the project. The Town of Westlock reserves the right to determine, in its sole and

unfettered discretion, whether any proposal fulfills or meets the general requirements and expectations of the project.

6 **Estimated Project Timetable**

Event	Anticipated Date
Issue Date for RFP	April 10, 2025
Site Meeting/Pre-Bid Meeting	April 22, 2025
Last Date for Questions	April 29, 2025
RFP Closes	May 8, 2025
Contract Award	May 22, 2025
Project Wrap Up	October 1, 2025
Final Inspection (includes tightening/Replacement Fasteners)	April 1, 2026

The Estimated Project Timetable is tentative only and may be changed by the Municipality at any time.

7 **Site Meeting/Pre-Bid Meeting**

The Town will host an optional pre-proposal meeting to discuss project specifics, conduct a site visit, and answer Proponent's questions. This meeting will be held at Eastglen Playground, Westlock, AB, on APRIL 22, 2025, at 2:00 p.m. A sign-in sheet will be available. Any clarifications raised during the Site Visit/PreBid Meeting that may cause a disadvantage amongst proponents will be disseminated in an addendum.

Proponents are responsible for inspecting the site(s) of the RFP and for making whatever inquiries or arrangements necessary for it to become fully informed of the nature of the site(s) not in the RFP, including the soil structure and topography of the site(s), and of the Deliverables to be performed and all matters which may in any way affect the Deliverables. Without limiting the foregoing, by the submission of its proposal, the proponent acknowledges that it has investigated and satisfied itself as to: (a) the nature of the Deliverables; (b) the location and all conditions relating to the location of the Deliverables including, but not limited to, accessibility, general character, surface and sub-surface conditions, soil structure, utilities, road, uncertainties of seasonal weather and all other physical, topographical, geological and geographic conditions; (c) the general character, conditions, laws and restrictions applicable to the Deliverables that might affect the performance of the Deliverables; (d) all environmental risks, conditions, laws and restrictions applicable to the Deliverables that might affect the Deliverables; and (e) the magnitude of the work required to execute and complete the Deliverables

8 **Permits, Licenses and Other Documents**

The Successful Proponent must obtain and pay for all permits and licenses and provide any proofs required by the Province, Town, or any other authority to enable a Proponent to do all things necessary to perform the work before the execution of the contract.

The permits, licensing, and other proofs required for this project include but are not limited to:

- Town business license
- Proof of WCB clearance

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- Proof of general liability insurance for \$2,000,000 or more
- COR/SECOR Certification

Except for the COR/SECOR Certification, documentation in this section is not required to be included in the Proposal Submission but must be provided prior to the execution of the contract.

9 Response Contents and Format

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a partner.

10 Proposal Requirements

Proposals must include project understanding and methodology, which clearly responds, or clearly indicates how a Proponent will fulfill the project requirements outlined in Section 5 - Project Details of this RFP.

The Proposal must include the following concerning the Proponent:

- the full legal name of the Proponent.
- the location of the Proponent's head office.
- the Proponent's contact for all questions and clarifications arising from the Proposal. The contact information should include the person's title, address including email, and telephone number.
- Proponent's contact authorized to participate in contract negotiations. The contact information should include the person's title, address, email, and telephone number.
- details of all subcontracting/third party arrangements proposed by the Proponent. Identify all project team members by area of responsibility and role in the project.
- If a consortium of firms is to be used, information is to be provided on the number and nature of past contracts involving the same consortium/Project Team and the lead consulting firm responsible for coordinating and liaison.
- Proposals must be written in English

11 Fees

All fees must be expressed in Canadian dollars and not include GST.

This is a Fixed Fee project. Rates quoted by the Proponent must be all-inclusive and must include all labour and material costs, all freight and carriage costs, all insurance costs, all costs of delivery to the Town, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

12 Proposal Evaluation

Following the closing date and time, the Town will review all Proposals. Proposals will first be checked against the Mandatory Requirements identified in Section 13 – Mandatory Requirements below. Any Proposals not meeting all Mandatory Requirements will be given no further consideration. Remaining Proposals will then be scored by the Committee according to the criteria identified in Section 14 – Scoring. The evaluation process will involve both qualitative

and quantitative elements. Proposals presented will be evaluated in the context of the overall value that they provide to the Town of Westlock.

13 **Mandatory Requirements**

The following are mandatory requirements; proposals not clearly demonstrating that they meet them will receive no further consideration during the RFP review process.

While cost is a part of the evaluation criteria, it will not be the sole determinant. The Proposal Review Committee's top-ranked Proponent will have their two (2) concepts for each of the playground sites further reviewed through a public engagement process.

1. Overall project budget and maximum acceptable price not to exceed \$475,000 + GST
2. COR/SECOR Certification
3. The Proposal shall include as many concepts as the proponent feels necessary.
4. References and past performance
5. Proponents must identify the number of Addendums reviewed in their proposal

14 **Scoring**

Without limiting the generality of the foregoing, the Town evaluate proposals based on the following weighting:

Criteria	Points Available
Innovation in proposal (design, layout, ongoing maintenance, sustainable materials, variety, presentation)	15
Price	40
Inclusivity Features	20
Warranty and References	10
Schedule	10
Attendance to optional site meeting	5
TOTAL POINTS AVAILABLE	100

15 **Prime Contractor**

The Successful Proponent will be the Prime Contractor for the project pursuant to the applicable construction safety legislation and will have primary responsibility for the safety of all workers and equipment on the project in accordance with such legislation.

16 Communications and Response

Carmen Clark is the designated Town of Westlock representative for this initiative and will be responding to all questions. Any addendums will be communicated via APC (Alberta Purchasing Connection) and the Town of Westlock's website at <https://westlock.ca/p/bids-rfps-and-tenders>

For any information relative to this RFP, please direct all inquiries to their contact information is as follows:

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10003 106 Street,
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Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

17 Response Delivery Instructions

Please submit an electronic copy of your proposal to the email address cclark@westlock.ca or **deliver your tender package to the Town of Westlock**. All responses must be received on or **before 3:00 pm MST on the Thursday May 8, 2025**.

18 No Obligation

The submission of a proposal shall not in any manner oblige Town of Westlock to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

19 Agreement of Non-Disclosure

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of Town of Westlock solely for the benefit of Town of Westlock.

20 No Guarantee

Town of Westlock makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.

Schedule 'A'
Eastglen Playground
10626 103A Street, Westlock AB



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