



REQUEST FOR PROPOSAL

Veterans Drive Playground – Concept Design Plan

Invitation

The Town of Pictou is seeking proposals from consulting firms with experience to provide a conceptual design package including costs of an outdoor play area at Veterans Drive Playground located in the Town of Pictou based on a natural playground concept. The Town of Pictou is providing proponents with a considerable degree of latitude to propose creative and innovative approaches with respect to the project. Proponents are encouraged to consider each of the requirements and evaluation criteria and propose strategies that will provide the community with the best option based on space within the funding available. Proponents will not be disqualified for deviations from the Town's stated requirements; however, such deviations must be clearly identified and supported with an appropriate rationale.

The objective of this RFP is to solicit a non-binding invitation to those interested in this work. The successful proponent may enter negotiations with a view to enter into a design contract. This is an invitation for proposals and not a tender call. This RFP will be awarded depending upon a funding program approval.

Background

The Town of Pictou is a progressive community that proudly supports active and healthy opportunities. With a core population of about 3,186, Pictou provides many services to the surrounding population of approximately 20,600. The Town of Pictou strives to create welcoming and safe spaces for all persons to recreate, regardless of race, religion, sexual orientation, age, ability, or economic status. It is our goal that all persons living in the Town of Pictou and its surrounding communities have the ability to access the skills and services needed to enjoy a healthy and happy lifestyle.

The playground is located on Veterans Drive, a residential neighborhood that is in very close proximity to a retail/commercial district. Several features within this play space were initially installed greater than thirty years ago and are at varying degrees of decline. Of more urgent need is to replace a slide that was removed this past summer (2020) and to replace two swing sets that are of wood construction. At this time, the first step in a replacement plan of features, is to contract a design consultant to complete a redesign of the park space based on a natural playground concept with accessible features.

The Town is leading the procurement process and will be accepting proposals for the Conceptual Design development stage of Veterans Park Playground (hereafter referred to as the playground).

The goal of this project is to provide a playground/park design based on a natural playground concept that will offer safe, accessible, and enjoyable recreational experiences for children and families of all abilities for many years to come.

The site currently has features including swing sets, child rocker, climbing dome, picnic shelter, benches, basketball net with asphalt pad, enclosure fence, planter boxes and signage. A slide was removed due to safety reasons. There are no pathways or other services onsite such as washrooms. The playground borders a commercial district and a busy commuter route; it is highly visible and has roadside parking.

The goal is to complete a design in 2020, with installation phased in as funding is secured.

Scope of Services

Planning and Conceptual Design

1. The intent is to create a playground/park experience that is interesting and engaging for all abilities that aesthetically coexists with the surrounding area.
2. The successful proponent shall work in a collaborative manner with Town of Pictou staff throughout the process. This will include an initial meeting to provide input and inform the design direction, as well as reviewing the draft design concept and providing feedback before the concept is finalized. This process will not require broad consultation but will be open to community input (different types of user groups).
3. Playground/park design elements will include: the play structure features, drainage, landscaping, pathways, parking, signage, lighting and other amenities as identified through the consultation process. Key deliverables would include, but not limited to:
 - a. Consultation process;
 - b. Concept design plan;
 - c. Costing details

Deliverables

The successful consultant is required to prepare the following:

Planning and Conceptual Design Deliverables

- Summary of input from Town of Pictou staff and community
- Draft design concept
- Final Design concept
- Overall features and installation cost estimate

Budget

The total maximum budget for this project is \$5,000. The budget line includes pre-planning, design, and completion of all services as indicated in the Scope of Services. This budget is also inclusive of applicable taxes.

Proposed Timeline

Project Milestones

Proposal submission: November 13, 2020

Proposal Award: November 17, 2020

Draft design concept: December 16, 2020

Final design concept: January 30, 2021

Submission Requirements

1. Company Profile(s): A profile of the company (or companies) proposed to be involved in the design and build process;
2. Qualifications: qualifications and experience of the principal staff assigned to the project.
3. Portfolio: A collection of at least five (5) work samples of playgrounds or analogous recreation facilities of similar size, budget and use;
4. Action Plan/Methodology: A detailed action plan indicating key milestones and deliverables that considers the Scope of Services and Proposed Timeline, as outlined in this RFP.
5. References: Three (3) references from similar sized/types of projects completed.
6. Cost(s): A detailed cost breakdown, inclusive of the completion of all services indicated in the Scope of Services, including application taxes. Cost breakdowns must clearly indicate any costs for which the Town would have any direct responsibility to complete this project. Value added costs will be considered but must be clearly indicated in the proposal.

Fees (submitted in a separate envelope or email with 'financial proposal' in subject line).

Submission Process

Proposals shall be submitted by 2:00pm Friday, November 13, 2020 with attention to:

ATTN: Michelle Young, Pictou Recreation and Parks
RE: "Veterans Drive Playground – Conceptual Design Plan"
Town of Pictou
40 Water Street
Town of Pictou, NS
B0K 1H0

Submissions must include three (3) hard copies and one (1) PDF copy submitted on a USB external drive.

Evaluation

Only proposals that submit all requested information will be reviewed. Proposals will be reviewed based upon the demonstrated ability of the proponent to provide high quality, cost effective final project within the proposed budget and timeline. Overall experience and qualifications of the project team to oversee the entire design project. Creativity of the consultation and design process and the overall ability to understand and meet community need will also be considered in the evaluation process.

Further Information

Any questions in relation to this Request for Proposals should be directed to:

Michelle Young, Pictou Recreation and Parks

Email: michelle.young@townofpictou.ca

Please note that the email is the preferred method of contact for this Request for Proposals.

Terms and Conditions

This is an invitation for proposals not a tender call. Its purposed is to initiate negotiations which, if satisfactory, will lead to a concept-design contract.

This RFP neither expresses nor implies any obligations on the part of the Town to enter into a contract with any party submitting a response or responses. The award of any contract is subject to further negotiations.

The Town reserves the right to reject all or any proposal, and to not necessarily accept the lowest of any quote or proposal submitted. The Town may not accept any quote or any portion of any proposal that may not be considered in the best interests of the Town.

The reserves the right to cancel the RFP process at any time. All proponents acknowledge that they are undertaking all expenses associated with the RFP at their own risk and shall have not claim against the Town for any matter related to this RFP.