

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-006

Date: March 26, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: Ward 2

Title: Single Source for Design and Contract Administration for Bobcaygeon Beach Park

Description: Design and Contract Administration for Bobcaygeon Beach Park

Author and Title: Launa Macey, Supervisor of Financial Services

Recommendation(s):

That Report 2019-006 Single Source for Design and Contract Administration for Bobcaygeon Beach Park, be received;

That Council authorize the single source purchase to Landscape Planning Ltd. for the design and contract administration for Bobcaygeon Beach Park at a total cost of \$443,070.00 not including HST;

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement to award the contract; and

That upon approval, the Financial Services division be authorized to issue a contract and purchase order.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The Request for Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation (Bobcaygeon Trailer Park and Beach Park) was released and advertised in accordance with the Purchasing Policy and was approved at Council on April 10, 2018 with the following resolution.

11.1.4 PUR2018-016

Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation (Bobcaygeon Trailer Park and Beach Park)

Ashley Wykes, Buyer

Rod Porter, Capital and Special Projects Supervisor

CR2018-188

That Report PUR2018-016, **Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation (Bobcaygeon Trailer Park and Beach Park)**, be received;

That Landscape Planning Ltd. of Richmond Hill, being the highest scoring proponent be selected for the award of Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation for a proposal cost of \$131,310.00 plus HST;

That subject to the receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award RFP 2018-30-CP; and

That the Financial Services Division be authorized to issue a purchase order.

Carried

The goal of the procurement was to secure a Landscape Architect to complete a conceptual design for a Destination Style Waterfront Park on a property in Bobcaygeon, formerly utilized as a seasonal trailer park and community park. The Parks, Recreation and Culture Division was looking for a knowledgeable consultant that possessed the required technical background and experience to complete the conceptual design meeting all the necessary technical components while capturing and fulfilling the needs of this unique community and property. Ten to fifteen landscape architects from all over the province submitted proposals during this procurement process.

Landscape Planning Ltd. was selected as the highest scoring proponent by the evaluation committee. The proposal made a clear representation that Landscape Planning Ltd. had the required team to complete the conceptual design on time and on budget.

Landscape Planning Ltd. began the process by meeting with City staff to discuss potential options for the site and challenges the site would impose. Meetings with multiple community partners and a number of governing agencies were held, collecting information from each. The first conceptual design was produced keeping everyone's input and needs in mind and it was presented during the first public meeting. The community had an opportunity to provide feedback based on the initial concept and all the information was collected, categorized and detailed. Once the comment period ended Landscape Planning Ltd. completed the final conceptual design and presented it in the final public meeting which received positive feedback from the community stakeholders and the public.

During the data collection process Landscape Planning provided and completed many technical reviews and reports along with their sub-consultants such as:

- Permit & Approval Pre-Approval
- Site Servicing Review & Needs Assessment
- Site Survey
- Site Drainage & Grading Review
- Boat Docking Capability
- Accessibility and Play for all
- Detailed Cost Estimates
 - Detailed Design & Contract administration
 - Detailed Construction Estimate

Included in the scope of work for the conceptual design of Bobcaygeon Beach Park was the requirement for Landscape planning to provide the City with a cost estimate, detailed design, contract administration and permits and testing. Total of this work is \$443,070.00 not including HST.

During the entire design process Landscape Planning Ltd. was able to keep the project on schedule and achieved all milestone dates for important tasks. Their attention to detail and professionalism was apparent during the entire process and their quality of work was impressive.

Rationale:

Based on the above information, staff recommends that Landscape Planning Ltd. be awarded the design and contract administration for Bobcaygeon Beach Park at a total cost of \$443,070.00 not including HST.

Other Alternatives Considered:

No other alternative is being considered as this is compliant with the Canadian Free Trade (Article 512 (f)) and the Canada-European Union Comprehensive and Economic Trade (Article 19.12.6) Agreements for Limited Tendering:

“if a procuring entity procures a prototype of a first good or service that is developed in the course of, and for, a particular contract for research, experiment, study, or original development. Original development of a first good or service may include limited production or supply in order to incorporate the results of field testing and to demonstrate that the good or services is suitable for production or supply in quantity to acceptable quality standards, but does not include quantity production or supply to establish commercial viability or to recover research and development costs;”

Financial/Operation Impacts:

Funds for the Bobcaygeon Beach Park were identified in the 2019 Capital Budget under 950190103.

| Capital Project Number | Project Budget | Other Committe d Funds | Capital Project Balance | Purchase Amount (excl. HST) | Contin- gency (10%) | HST Payable | Total Amount | Project Balance |
|-------------------------|----------------|------------------------|-------------------------|-----------------------------|---------------------|-------------|--------------|-----------------|
| 950190103 (PR1901) 2019 | \$2,000,000 | \$0 | \$2,000,000 | \$443,070 | \$44,307 | \$8,578 | \$495,955 | \$1,504,044 |

Any remaining balance will be used towards the construction budget which is anticipated to be tendered in fall 2019.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This initiative, recommendation(s), and/or action within the Report contributes to the Council Adopted Strategic Plan. It can identify with all of the goals, namely:

- Goal 1 – A Vibrant and Growing Economy
- Goal 2 – An Exceptional Quality of Life
- Goal 3 – A Healthy Environment

Link to Strategic Plan:

<http://links/corpdocs/Corporate/2016%20Strategic%20Plan%20-%20City%20of%20Kawartha%20Lakes.pdf?Web=1>

Review of Accessibility Implications of Any Development or Policy:

This plan will include components that will allow the property to meet accessibility guidelines/standards. For example, washroom facilities, beach access, walkways, and parking.

Servicing Implications:

Discussions have taken place with appropriate municipal and other governing agencies regarding servicing requirements.

Consultations:

Capital and Special Projects Supervisor
Manager, Parks, Recreation & Culture
Junior Accountant

Attachments:

N/A

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks, Director of Community Services

Department File: 2019 Single/Sole Source Forms