

Request for Proposal

CONSULTANT SERVICES

for the

**Design and Construction of a Natural Playground for the Bonshaw Provincial Park**

Bonshaw, PE

Date for Submission of Proposals: 2:00 pm December 23, 2015

Prepared by:

***Bonshaw Hills Public Lands Committee***

with assistance from

PEI Transportation, Infrastructure and Energy  
Environmental Management Section

11 Kent Street  
Charlottetown, PE  
C1A 7N8

Phone: 902-368-5100  
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December 4, 2015

## **1.0 Introduction**

**1.1** The development of this natural playground is part of the work of the Bonshaw Hills Public Lands Committee (committee). This committee was appointed by Government in 2013 to develop recommendations on the long term management of publically owned lands in the Bonshaw area. In its report to Government in October 2013, the Committee identified 20 recommendations; key amongst these recommendations was the concept of an expanded provincial park and several kms of looped trails to promote active living. The Bonshaw Provincial Park, where the natural playground will be located is one of two main accesses to the trail system.

**1.2** The intent of this project is to create a natural playground for the Bonshaw Provincial Park, located in Bonshaw, PEI (see Appendix A – Map of the Site). The property where the playground will be created is 6.3 acres (2.5 ha) in size. The committee will provide site topographic information and photograph to the successful bidder.

A site layout plan (Appendix B) indicates a suggested location for a proposed parking and turn around area. Although design and construction of the proposed parking and turn around area is not part of this project, their location is to be considered and integrated into the layout of the playground as part of this project to ensure fluidity and functionality. Similarly, the proponent is responsible for locating (but not constructing) new pathways that will provide seamless connection from the natural playground layout and elements to the existing pathways and site features. This includes wheelchair access for certain, but not all, new pathways.

**1.3** The Committee is interested in securing a Private Partner to work with to deliver this natural playground.

## **2.0 Design Considerations**

Planning and design considerations must take into account and address issues related to:

- A desire to maintain a green space free of infrastructure (parking areas or playground equipment) which would represent approximately 50% of the total available space.
- Retain existing trees as much as possible.
- Consistent with 1.2 above, the natural playground elements and associated new pathways are to be located to provide seamless connectivity with and a natural flow between existing trails and paths.

- Topography of the site should be utilized where possible to minimize disturbance and/or cuts and fills.
- No potable water on site.
- There will be a covered shelter with a BBQ that will be designed and built by others, but that needs to be included in the site layout provided by the successful Proponent. Dimensions for the shelter will be provided by the Committee to the Proponent.
- The Committee has prepared a list of desired playground elements: a swingset, set of wood/rope elements or similar for play and balance walking, , log steppers that are incorporated into the perimeter of the playspace, a double hill slide, log benches (material to be provided by the Committee), the use of Durolawn or similar product for fall protection and to allow for grass growth, a large tree climber (to be provided by the Committee).
- Locating one compostable toilet (provided and installed by Others) will be required within the day park.
- This site is one of the main access points to the multi-use trails located north of the day park. The safety of users of the site during construction of the natural playground is of utmost importance.
- Proponent must be willing to work with committee members to make use of locally supplied materials including sandstone and some wood/timber.
- Wheelchair access.

### 3.0 **Deliverables**

As a minimum, the Proponent will provide the following deliverables:

#### 3.1 **Design Deliverables**

- Design concept (allow for 3 iterations of a single design)
- Allowance for 3 meetings during design phase
- 3D computer model of a single design (in jpeg format)
- Site layout plan (in jpeg and pdf format)
- Preliminary cost estimate

#### 3.2 **Construction Drawing Deliverables**

- **Tree Preservation Plan**

Based on the site survey of existing conditions, this plan will illustrate the location of existing trees to be retained. Any specific requirements to protect remaining trees shall be prepared by a certified arborist.

- **Demolition Plan**

Based on the existing site features, this plan will identify what features are to be removed or retained within an identified work limit and will show construction access, staging areas, disposal bin storage, and the location of construction fencing.

- **Grading and Storm Water Management Plan**

This plan will illustrate specific criteria regarding proper drainage throughout the site. It addresses any accessibility requirements related to pathway grades as well as matching requirements to existing grades throughout the space.

- **Layout Plan**

This plan provides an overview of the entire site identifying the location of specific features such as pathways, playground components and surfacing within the play area, structures, and parking and turnaround areas.

- **Detailed Plan of Equipment Pieces**

A detailed drawing page will be included that is referenced in the layout plan. Each detail indicates specific design requirements for the playground and equipment in compliance with CAN/CSA Z614-14.

- **Cost Estimate**

This cost estimate will be based upon the Construction Drawing Deliverables created. The Committee and the Proponent will have a meeting to review this budget to establish the scope of work for the installation to fit within the installation budget indicated in the proponent's proposal and whether or not a Private Partner was secured to provide funding toward the project.

### 3.3 Installation Deliverables

- 1 year warranty certificate to be provided upon substantial completion
- Supply and installation of agreed upon design and budget
- Lead and manage a community build day
- Operations and maintenance manual

### 4.0 Pricing

- 4.1 Explain how the proponent will work with the Committee to minimize installation costs and utilize local materials and skills to complete this project. The committee has already secured some Island stone and elm wood for incorporation into the playground.
- 4.2 Provide pricing for the design process and deliverables and provide hourly rates for each project team member that will be used if extra work is requested by the province.

- 4.3 Include an installation budget with estimates toward the cost of:
- Grading and drainage
  - Surfacing
  - Play elements
  - Planting
  - Community build costs (include a summary of what this will include)
- 4.4 Explain how the payment structure will look if a Private Partner is secured.
- 4.5 Please indicate how the proponent will work with both the Committee and a private sector partner to secure funds for this project and labour to complete a community build. Please indicate how the proponent will manage the relationship between the Committee and the Private Partner.
- 5.0 Project schedule**
- 5.1 The proponent will provide a project schedule. This schedule should include milestones for both deliverables and payments. The playground is to be completed in its entirety by or before July 31, 2016.
- 6.0 Operations and Maintenance Manual**
- 6.1 The proponent will provide an example of an Operations and Maintenance Manual for a past Natural Playground Project.
- 7.0 Insurance Requirements**
- 7.1 The proponent must provide a letter from their insurance company showing proof of coverage for:
- Natural Playground Design, Supply and Installation
    - \$5M Commercial General Liability per Occurrence
    - Errors and Omissions Coverage
  - Provide proof of insurance coverage to lead Community Builds.
- 7.2 The proponent must provide proof of Workplace Safety Coverage.
- 8.0 Company Qualifications**
- 8.1 Provide examples of 2 Natural Playground Projects designed and installed by the proponent for a Private, Municipal, Provincial, or Federally owned or operated Natural Playground Project.
- 8.2 Provide examples of Natural Playground Projects where the proponent managed a partnership with Private and Public Entities and where the private sector provided monetary and in-kind contributions to the project. These projects must

also demonstrate a community-build initiative led and organized by the proponent.

**8.3** Describe the proponent's approach to assisting the Committee in identifying partners to provide both monetary and in-kind assistance to this project and how the proponent will manage these partners and protect the interests of the Committee .

**8.4** Provide 3 client reference letters.

**9.0 Team Qualifications**

**9.1** The project team shall include:

- a licensed landscape architect with a minimum of five years experience
- a 3D model technician
- a lead designer
- an installation supervisor
- a community-build and communications lead

**9.2** Please include CVs for each team member.

**10.0 Evaluation of Proposals**

All proposals submitted in response to this Request for Proposals (RFP) will be evaluated using the following criteria:

- Relevant experience with similar projects and client references, including private/public partnerships and client references 40%
- Qualifications and experiences of the team members assigned to the project 15%
- Compliance with the requirements of the RPF (documents submitted, format) 10%
- Proposed schedule for project completion 10%
- Cost to Committee for Services 25%

**11.0 Proposal Submission- 2:00 pm December 23, 2015**

**In person:** 11 Kent Street  
3<sup>rd</sup> Floor Jones Building  
Charlottetown, PE C1A 7N8

**12.0 Freedom of Information and Protection of Privacy Act (FOIPP)**

By submitting a bid, the Proponent, and eventual successful Proponent, agrees to the disclosure of information supplied, subject to the Freedom of Information and Protection of Privacy Act (FOIPP). Anything that is considered to be personal information because of its proprietary nature should be marked confidential and will be subject to the appropriate consideration under the FOIPP Act. During the delivery and installation of goods and/or services, the successful proponent may have access to confidential and personal information. Should this occur, the successful proponent must ensure that such information is not released to any third person or unauthorized individual.

**13.0 Conflict of Interest**

The Government of Prince Edward Island has a Conflict of Interest Policy governing all employees and medical staff. We ask that all proponents respect the intent of this policy and disclose any financial transactions, activities, or relationships that may be viewed as a potential conflict of interest. Proponents are required to identify any conflicts or potential conflicts in a letter attached to the fee component of their proposal. Failure to identify such support may result in the disqualification of the proposal or cancellation of the contract.

**14.0 Additional Information**

**14.1** Questions or requests for further information should be addressed to:

Brian Thompson, Co-chair, Bonshaw Hills Public Lands Committee

Ph: (902)- 368-5185

Email: [bfthompson@gov.pe.ca](mailto:bfthompson@gov.pe.ca)

BONSHAW DAY PARK  
SCALE: 1:750

EXISTING PATHWAY

Edge of Trees

EXISTING TREE LINE

PROPOSED PARKING STALLS

EXISTING TREE LINE

PROPOSED CUL-DE-SAC

NOW OR FORMERLY  
PROPERTY OF  
GOVERNMENT OF  
PRINCE EDWARD ISLAND  
BOOK 143 PAGE 107  
PARCEL No. 218909

PROPOSED PARKING AREA

Top of Bank

EXISTING PATHWAY

TO BORDEN

Gravel





