



TOWN OF SIDNEY

REQUEST FOR PROPOSALS

SKATEPARK DESIGN

ISSUED JULY 2015

1. Project Overview

The Town of Sidney is seeking proposals from qualified consultants for the design of a skatepark which can be utilized by skateboards, rollerblades, scooters and BMX bikes. The location of this facility shall be within Tulista Park. The design of the facility shall be to current standards and trends within the “skating” community.

2. Background

The Town of Sidney has an existing skatepark facility south of the Mary Winspear Centre adjacent to the Pat Bay Highway. This facility is approximately 20 years old and is in conflict with development plans of these lands. The Town wishes to construct a new up to date facility located within Tulista Park.

3. Project Considerations / Requirements

The Tulista Park location is considered ideal for a new skatepark facility as this is an established and dedicated park that receives regular maintenance and inspection by the Town’s Parks Department. The grassed area in Tulista Park is currently underutilized by the public. The addition of a new skatepark facility will see this park becoming more used by the public, especially by a younger demographic.

As Tulista Park is near the oceanfront and not that high above sea level, depressing a bowl like structure much below grade could result in drainage issues. Consideration should be given to designs that work at grade or above grade with some fill placement and shaping.

4. Proposal Requirements

This Request for Proposals is not intended to be all-encompassing. The consultant is expected to ensure all issues that need to be addressed in the study are included in the proposal submitted. Your proposal should, if necessary, expand on the proposed scope of work with a list of the work activities that the consultant would undertake. This will help demonstrate your understanding of the project. Proposals shall detail to sufficient extent all actions that are proposed to be undertaken by the consultant. This shall include but not be limited to the following:

- The proposed project team including resumes of the lead personnel
- Details of the proposed project methodology
- Project deliverables

- Anticipated project schedule (based on reasonable assumptions)
- Costs including charge out rates of team personnel.

The proponent is required to detail the project timeline in their proposal to establish a reasonable completion date for elements of the project.

5. Project Deliverables

It is anticipated at the completion of this assignment that the consultant will have consulted with local stakeholders (including at least one meeting with the target user community), completed detailed design drawings and specifications suitable for inclusion into a tender document, and provided detailed construction cost estimates of the project. A presentation of the skatepark design to the Town's Council is also required. Please provide details of the deliverables in your proposal to the Town.

The total budget (including contingencies) for this project is \$25,000. This includes all fees for site investigation, consultancy/design work, and any other specialist/consultant fees required to complete the project.

6. Estimated Schedule and Selection Criteria

Estimated Schedule

The following table outlines the schedule for the Skatepark Design process. The timing and sequence of some events listed in the table may vary at the discretion of the Town of Sidney.

<i>Event</i>	<i>Date</i>
Request for Proposals is issued (i.e. commencement of advertising)	July 29, 2015
Request for Proposals closes	August 21, 2015
Consultant selection notification (subject to Council approval)	September, 2015
Meeting with Target User Community	September, 2015
50% Design Drawing Review with Town Staff	November 1, 2015
Town Staff to Consult with Stakeholders	November 2015
Presentation to Town Council	January 2016
Completion of Detailed Design Drawings & Specifications	February 2016

Selection Criteria

Proposals will be reviewed and evaluated by the Town of Sidney. Criteria used by the Town in selecting the successful proponent may include:

- Project Team - proven general/related experience, portfolio of the organization – history of successfully completed projects of a similar scope and type to that proposed;

- Project Methodology - including schedule, milestones and delivery dates;
- Clarity and quality of proposal; and
- Feasibility of project completion date (i.e. resources, realistic timelines, etc.).

7. General

- The above process and other aspects of this RFP may be subject to change. In addition, prior to selection, the Town may choose to meet with any or all proponents in order to request further information or clarification regarding proposals submitted.
- No contractual obligations shall arise between the Town and any person submitting a proposal until and unless a formal, written contract for the project is entered into. The Town will not compensate a proponent for costs or expenses incurred in the creation or submission of a proposal or for any other costs, expenses or losses associated with this RFP process.
- All proposals and other documents submitted to the Town of Sidney by a proponent become the property of the Town and will not be returned.
- Proposals and other documents may be submitted in confidence, however, proponents should be aware that the Town is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and, in the event of a request for information under that Act, the Town may be required to disclose all or a portion of a proposal or a document notwithstanding that they may be delivered in confidence.

8. Deadline for Submission

Complete proposal packages should be received by **4:00 p.m. Friday, August 21, 2015.**

Please send complete proposal packages to:

Andrew Hicik, Director of Corporate Services
Proposal - Skatepark Design
Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7

For additional information or questions, please contact:

Mike van der Linden, Manager of Engineering and Environmental Services
Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7
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