



Sidney

TOWN OF SIDNEY

**DESIGN-BUILD SERVICES: MULTI-SPORT COURT
INSTALLATIONS AT RATHDOWN & PHILIP BRETHOUR
PARKS**

REQUEST FOR PROPOSAL NO. 2026-004

Date of Issue: February 19, 2026

Closing Date: March 19, 2026 at 2:00 PM PST

Disclaimer:

The Town of Sidney, as a public body, is bound by the provisions of BC's Freedom of Information and Protection of Privacy Act (FIPPA).

Proponents should be aware that submissions provided to the Town become the property of the Town and may be made available to the public, pursuant to the provisions of the Act.

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1. PROJECT OVERVIEW

1.1 Purpose

The Town of Sidney (the "Town") invites proposals from qualified contractors for the design, supply, and construction of two (2) multi-sport courts. The project is bundled into a single contract to be awarded to one successful respondent.

The work locations and primary deliverables are:

- Rathdown Park: Design and installation of a half-sized multi-sport court.
- Philip Brethour Park: Design and installation of a full-sized multi-sport court.

While the Town intends to award the contract immediately following the evaluation, the project funding remains subject to formal approval in the 2026 Financial Plan. The successful respondent shall provide a minimum one (1) year warranty on parts, labour, and surfacing

1.2 Project Model (Design-Build)

This is a Design-Build project. The successful Proponent will be responsible for the professional design and the construction of the facility. The Town seeks a turnkey solution where one entity takes overall responsibility for the successful performance of the Contract.

2. INSTRUCTIONS TO PROPONENTS

2.1 Closing Date and Time

Proposals must be received by the Town on or before 2:00 p.m. local time on March 19, 2026. Late proposals will not be accepted.

Please submit one (1) digital copy of the Proposal signed by a person authorized to legally bind the Proponent, addressed and delivered to:

Andrew Hicik, Director of Finance

Re: 2026-004 Multi-Sport Court Installations at Rathdown and Philip Brethour Parks

Town of Sidney

tenders@sidney.ca

Proponents are welcome to submit more than one (1) Proposal if they wish to propose alternative designs (i.e. different sizes or layouts). Submissions must be submitted as one virus-free PDF file, no larger than 10 Mb.

Please note the following:

- Proposals will NOT be opened in Public
- It is the sole responsibility of the Proponent to ensure the Town receives its Proposal prior to the closing time and date. The Proponent shall bear all costs to prepare the Proposal.

- Completed Proposals must be marked “**2026-004 Town of Sidney – Multi-Sport Court Installations at Rathdown and Philip Brethour Parks**” and dated with the submission date.
- Proponents assume the entire risk when submitting a Proposal via email. The Town will not be liable for any delay or rejection for any reason, including but not limited to, technological delays or issues caused by any network or email program, rejected as suspected spam, virus, malware, or email not identified in the Subject Line as a submission and being missed. The Town will not be liable for any damages associated with Proposals not being received or being missed.

2.2 Inquiries

All inquiries related to this Request for Proposals are to be submitted in writing (via email) to:

Jenn Clary
jclary@sidney.ca

Deadline: Inquiries should be made no later than five (5) business days before the Closing Date. No addendum will be issued less than two (2) business days before the Closing Time.

2.3 Site Visit

Proponents are encouraged to visit both Rathdown Park and Philip Brethour Park to familiarize themselves with the site conditions, specifically the constraints regarding the site layout, adjacent playgrounds and public pathways, and existing vegetation.

2.4 Drawings and Site Survey

Additional drawings and survey data can be shared if requested by a Proponent, however, a complete survey has not been completed for both sites. Please note that only Proponents who request this data in advance of the proposal closing date will receive this data; it will not be posted publicly on bidding websites. The Town will complete a site survey after contract award, in coordination with the successful Proponent.

3. SCOPE OF WORK AND SPECIFICATIONS

The project scope includes site preparation, drainage, paving/surfacing, line painting, and equipment installation (hoops, nets, fencing, gates) for both sites.

3.1 Rathdown Park (Half-Sized Court)

Location: 2170 Calvin Ave, Sidney, BC.

Context: Located near the intersection of Bowerbank Rd and Calvin Ave, directly adjacent to the existing playground (installed in 2020). Proponents must note that a public washroom is planned for this location in the near term; the court design should ensure compatible integration with this future amenity.

Dimensions: Construct a half-court facility within the approximately 420 m² available area (subject to site verification). The footprint should be maximized to provide the greatest possible play surface.

Schematic: Refer to Appendix A.

3.2 Philip Brethour Park (Full-Sized Court)

Location: 2075 Ocean Avenue West, Sidney, BC.

Context: Situated near Ocean Avenue West and adjacent to the newly completed (2024) accessible playground and existing parking area. The parking area is planned to be paved in 2026, so coordination between projects may be required.

Size: Full-sized multi-sport court (approx. 600–800 m² dependent on final design).

Accessibility: Ensure seamless, barrier-free connections between the new court and pathways (to be constructed by Town), adhering to accessibility standards to complement the adjacent inclusive playground.

Schematic: Refer to Appendix B.

3.3 Site Conditions and Considerations

Multi-Sport Court Requirements for both Rathdown and Philip Brethour Parks:

- **Surface and Line Markings:** Install a durable asphalt or modular sport tile surface engineered for multi-sport performance. The line painting plan must be designed to optimize community usability, featuring clear, distinct markings for basketball, road hockey and racquet sports without creating visual clutter.
- **Orientation and Playability:** Orient the court to align with sport-specific best practices (e.g. solar orientation). The layout must prioritize high usability for a broad range of ages and skill levels, ensuring the space functions effectively for all intended sports.
- **Fencing:** Install perimeter fencing to contain balls and ensure the safety of adjacent park users. Fence height and gate locations are to be determined during the design phase.
- **Equipment:** Supply and install commercial-grade, vandal-resistant sport equipment specifically engineered for unsupervised public use. The installation must include all necessary hardware for the proposed sport mix, including but not limited to integrated hockey goals, heavy-duty basketball systems (hoops/nets), and racquet sport nets. Where removable nets are proposed, secure on-site storage solutions must be included. All components must be low-maintenance and constructed of durable, weather-resistant materials.
- **Pathways:** The contractor must coordinate with the Town on court designs, access pathways and site grading where necessary. Any required new pathways to be constructed by the Town.

Access and Staging:

- Both sites have level access, through a vehicle gate from the road.

- The contractor must coordinate staging areas to minimize disruption to existing park users.
- The contractor must restore any impacted areas to original condition, unless otherwise approved by the Town.
- Proponents should assume that excavated materials must be removed from site and disposed of at their cost. The Town reserves the right to negotiate a credit with the preferred Proponent if stockpiling this excavated material on-site for future repurposing is deemed possible.

Drainage:

- The contractor must provide specifications for drainage under the court areas.
- The Town will install a drain service to the sport court area as per the contractor's specifications. Location and depth of a drain service to be coordinated with Town based on existing available drainage infrastructure in the area.
- Design and install the court and adjacent finished grades to shed water and prevent pooling on and adjacent to the court. All grading must be coordinated with existing park elements to limit the impact to surrounding infrastructure.

Utilities:

- Contractor is responsible for BC One Call and locating all underground utilities prior to excavation.
- If the contractor causes any damage to existing underground utilities during construction and installation of the courts, the contractor must repair this damage at their cost.

4. PROJECT SCHEDULE

The Town's anticipated project schedule is as follows:

Item	Anticipated Date*
RFP Issued	February 19, 2026
Deadline for Questions	March 12, 2026
RFP Closing	March 19, 2026
Contract Award	April 14, 2026
Substantial Completion	September 30, 2026
Total Completion	November 30, 2026

* Project schedule subject to negotiation with successful Proponent.

It should be noted that the adjacent playgrounds and park space will remain open during construction.

5. PROPOSAL SUBMISSION REQUIREMENTS

Proposals should follow the format below to ensure consistency in evaluation:

1. Company Overview: Brief profile of the firm, size, and history.

2. Project Team: Identify the Design-Build team, including the structural engineer and construction lead. One person must be identified as the Project Manager.
3. Conceptual Design:
 - a. Provide sketches or renderings of the proposed multi-sport courts.
 - b. Detail product specifications for the proposed court surfacing (asphalt, acrylic, or tile), fencing height and style and proposed equipment.
 - c. Propose colour schemes and additional amenities (i.e. nets, goals, etc)
4. Methodology: Describe how you will coordinate design and construction phases with the Town, and how construction will be conducted to minimize the impact on park users.
5. Experience: List of 3-6 similar projects completed in the last 5 years, including contact information for project references.
6. Schedule: A Gantt chart indicating the timeline for design, Town review, site preparation, and installation.
7. Costing: A fixed lump sum price for the design and construction (excluding GST).

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Category	Details	Weight
Proposed Design	Functionality, accessibility compliance, aesthetics and suitability for the neighbourhood park locations.	40%
Cost	Total fixed price (design and construction). Include separate prices for Rathdown Park and Philip Brethour Parks for Town budgeting purposes.	30%
Methodology	Understanding of the site constraints and coordination with Town forces.	15%
Experience	Corporate experience and references for similar open-air structures.	10%
Schedule	Ability to deliver within the Town's desired timeline.	5%

The Town, in its sole discretion, may disqualify any Proposal before its evaluation is fully completed if it contains false information, reveals a conflict of interest, or if the Proponent misrepresents any information provided within it. Proposals will be evaluated based on conformance with all aspects of the RFP; and Proponents should include in their Proposals all relevant information that would allow the Town to accurately assess their organization. The Town will make no assumptions on behalf of the Proponent.

7. GENERAL CONDITIONS

7.1 Prime Contractor

The successful Proponent will be designated as the Prime Contractor for the construction phase of the work as defined by the Workers Compensation Act. They must maintain a safety program that meets WorkSafeBC regulations and will be required to complete the Prime Contractor Documentation included in Appendix C of this RFP.

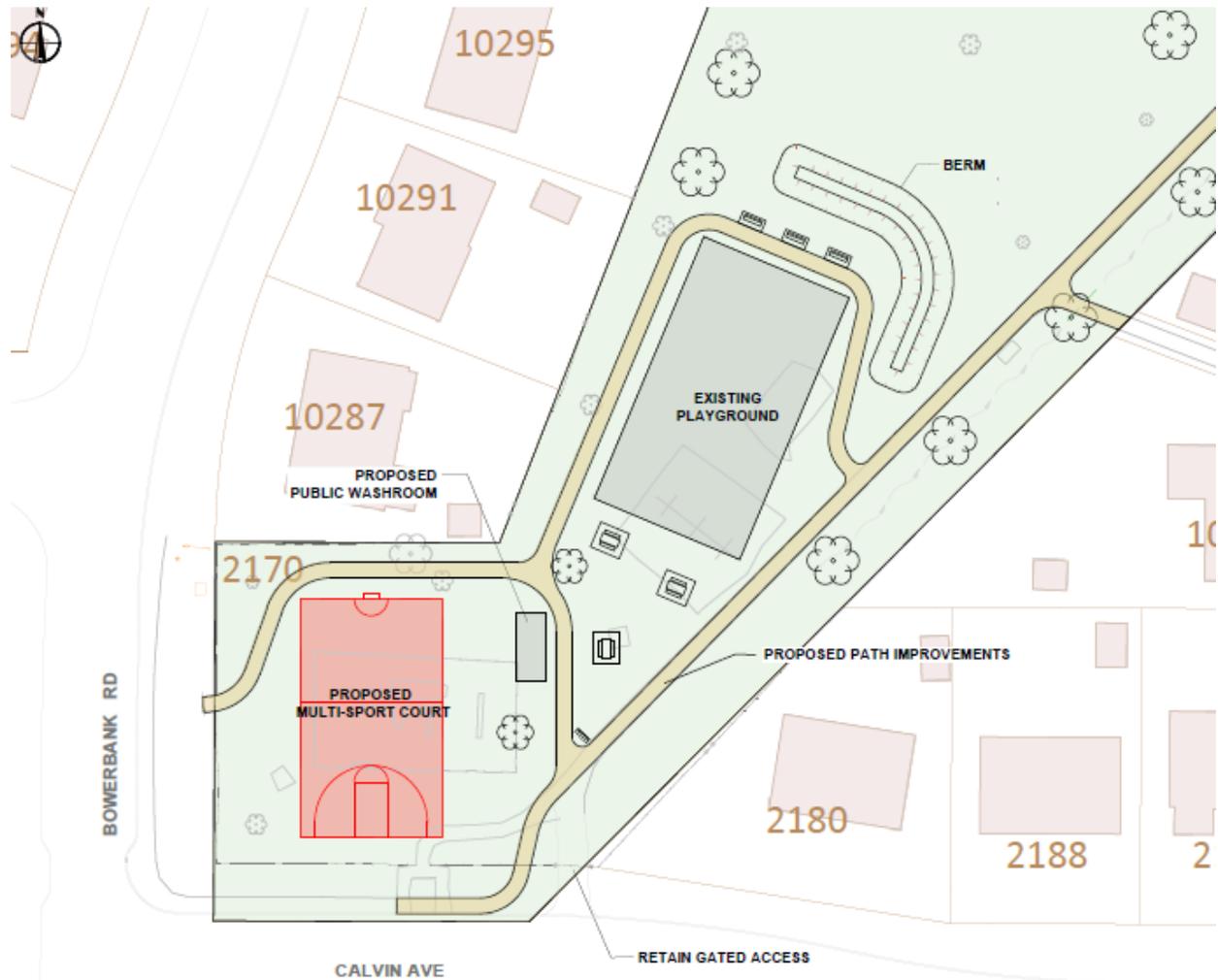
7.2 Insurance

The Contractor must maintain Comprehensive General Liability Insurance of not less than \$5,000,000 inclusive per occurrence, naming the Town of Sidney as an additional insured.

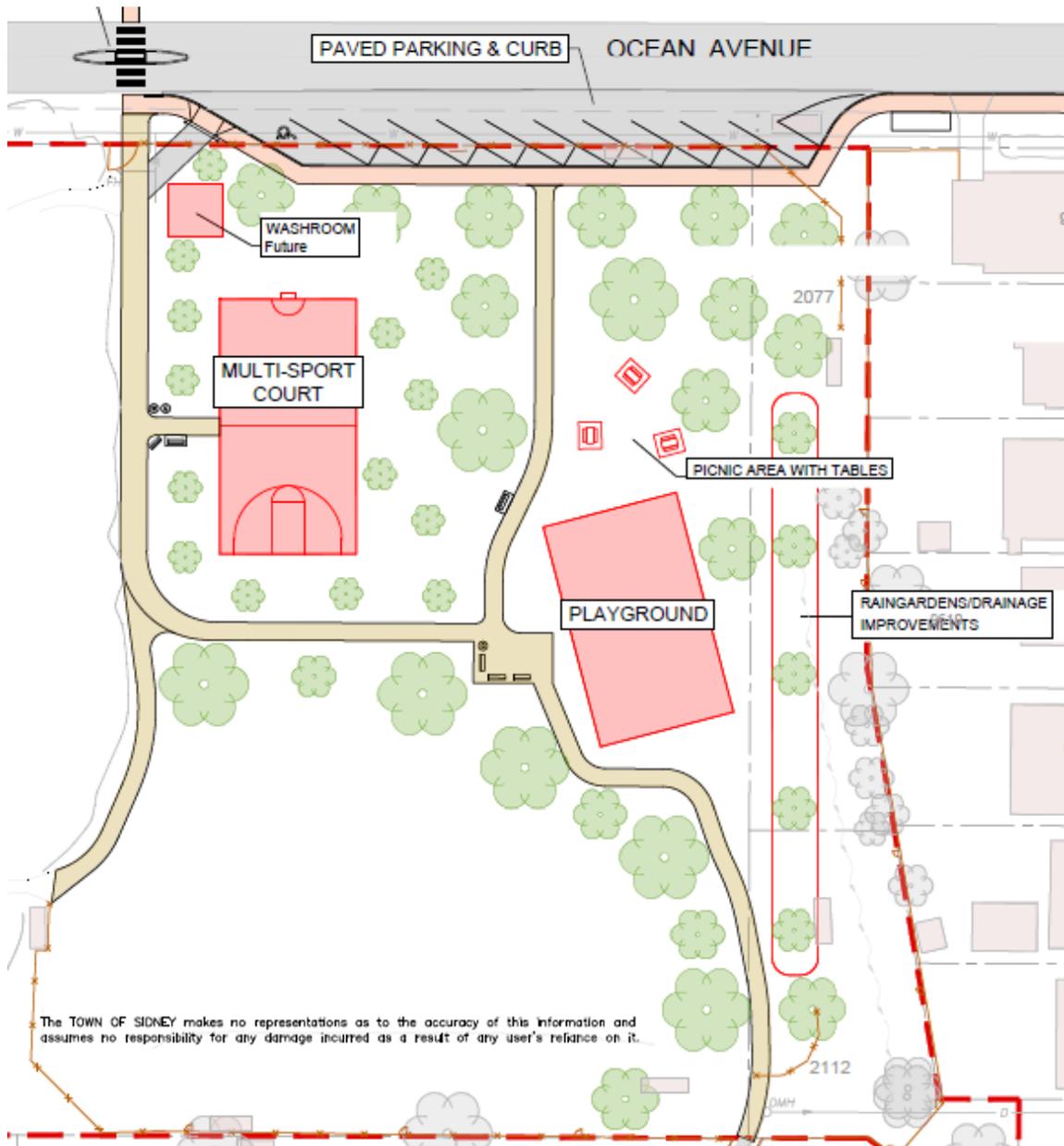
7.3 Conflict of Interest

Proponents must disclose any actual or potential conflicts of interest with the Town, its elected officials, or employees.

APPENDIX A: RATHDOWN PARK SITE PLAN



APPENDIX B: PHILIP BRETHOUR PARK SITE PLAN



APPENDIX C: PRIME CONTRACTOR DOCUMENTATION



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PRIME CONTRACTOR DOCUMENTATION

APPENDIX C

GENERAL INFORMATION

This document does not replace the Workers Compensation Act or OH&S Regulations

Section 118 of the Workers Compensation Act:

“multiple employer workplace” means a workplace where workers of 2 or more employers are working at the same time.

Note:

- Workers of one employer do not necessarily have to come in contact with workers of the other
- They do not have to be in the same place at the same time
- Workers’ activities could affect the health and safety of another employer’s workers. This is true even if the workers at the workplace are workers of the owner or contractor.

“prime contractor” means, in relation to a multiple-employer workplace,

- (a) the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or
- (b) if there is no agreement referred to in paragraph (a), the owner of the workplace.

The prime contractor of a multiple employer workplace must,

- Ensure that the activities of all employers, workers (including the owners), and other persons at the workplace relating to occupational health and safety are coordinated and
- Do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the WC Act and the Regulation in respect of the workplace.

Each employer of workers at a multiple employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer’s workers at that workplace.

For the sake of clarity, the following apply in determining whether there is a “multiple-employer” workplace:

- Two or more adjacent workplaces do not constitute a “multiple-employer workplace”, even though the activities at one place might affect the health and safety of workers at an adjacent workplace.
- In contrast, the workplace will generally be a “multiple-employer” workplace in the following situations:
 - Workers of different employers are present at the same time working on the different projects; or
 - Workers of different employers are present at the same time working on the same project.

In either case, the workplace would be considered a “multiple-employer” worksite.



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- In determining whether “workers of 2 or more employers are working at the same time”, the phrase “at the same time” will be given such fair, large and liberal construction as may best attain the objectives of section 118. “At the same time” does not mean that, at any precise point in time, there are workers of 2 or more employers present in the workplace. Rather, it means that, over an appropriate interval, there are workers of 2 or more employers present in the workplace, whether or not the 2 or more groups of workers are actually present together in the workplace at any precise point in time at all. The duration of the interval of time to be considered will depend upon the circumstances of the individual workplace.
- Whether the workers of the one employer come into actual contact with the workers of the other employer does not generally affect the determination of whether the workplace is a “multiple-employer workplace”. An employer, the employer’s workers and their activities could well affect the health and safety of another employer’s workers who come into the workplace later in the day or on another day, even though there may be no actual contact between the two groups of workers.

However, the degree to which the activities of the first employer and its workers affect the health and safety of the second employer’s workers will generally affect the determination of the responsibilities of the prime contractor and of the two employers under Part 3 and the regulations.

- Virtually all workplaces will be visited by workers of other employers. For example, workers may deliver or pick up mail, goods or materials or enter to inspect the premises. Short term visits of this type, even if regular, do not make the workplace a “multiple-employer workplace” for purposes of section 118(1).

The written agreement referred to in section 118(1) of the Act must be made available within a reasonable time if requested by a Board officer.

There can be only one “prime contractor” at a workplace at any point in time. If an owner enters into more than one agreement purporting to create a “prime contractor” for the same period of time, the owner is considered to be the prime contractor.



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Section 119 of the Workers Compensation Act:

Every owner of a workplace must:

- (a) provide and maintain the owner's land and premises that are being used as a workplace in a manner that ensures the health and safety of persons at or near the workplace,
- (b) give to the employer or prime contractor at the workplace the information known to the owner that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace, and
- (c) comply with this Part, the regulations and any applicable orders.

Prime Contractor Qualified Coordinator OJ&S Regulations 20.3:

- (2) If a work location has overlapping or adjoining work activities of 2 or more employers that create a hazard to workers, and the combined workforce at the workplace is more than 5,
 - (a) the owner, or if the owner engages another person to be the prime contractor, then that person must:
 - (i) appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location, and
 - (ii) provide up-to-date information as specified in subsection (4), readily available on site, and
 - (b) each employer must give the coordinator appointed under paragraph (a)(i) the name of a qualified person designated to be responsible for that employer's site health and safety activities.
- (3) The duties of the qualified coordinator appointed under paragraph (2)(a)(i) include:
 - (a) informing employers and workers of the hazards created, and
 - (b) ensuring that the hazards are addressed throughout the duration of the work activities.
- (4) The information required by subsection (2)(a)(ii) includes:
 - (a) the name of the qualified coordinator appointed under subsection (2)(a)(i),
 - (b) a site drawing, which must be posted, showing project layout, first aid location, emergency transportation provisions, and the evacuation marshalling station, and
 - (c) a set of construction procedures designed to protect the health and safety of workers at the workplace, developed in accordance with the requirements of this Regulation.



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PRIME CONTRACTOR DOCUMENTATION

PRE-CONSTRUCTION MEETING FORM

Date: _____ Meeting Location: _____

Firm Name _____ Contract #: _____

Prime Contractor: _____

Prime Contractor's Superintendent: _____

Town's Contract Representative: _____

AGREEMENT

The Prime Contractor:

- Acknowledges appointment as Prime Contractor defined by WorkSafe BC OH&S Regulations
- Sections 20.2 and 20.3, and in the Workers' Compensation Act, Sections 118 Clauses 1 and 2.
- Understands the Owners duties as defined in the Workers' Compensation Act, Section 119.
- Understands for any discrepancy establishing health and safety protocol, WorkSafe BC OH&S Regulation and/or the Workers' Compensation Act (Part 3) shall prevail.
- Acknowledges being informed of any known workplace hazards by the owner or owner's delegate, by signing attached "Existing Known Hazard Assessment" form.
- Shall communicate known hazards to any persons who may be affected and ensure appropriate measures are taken to effectively control or eliminate the hazards.
- Shall ensure all workers are suitably trained and qualified to perform the duties for which they have been assigned.
- Shall ensure or coordinate first aid equipment and services as required by WorkSafe BC OH&S Regulation.
- Shall coordinate the occupational health and safety activities for the project.
- Assumes responsibility for the health and safety of all workers and for ensuring compliance by all workers with the Workers' Compensation Act (Part 3) and WorkSafe BC OH&S Regulation.
- Understands any WorkSafe BC violation by the Prime Contractor may be considered a breach of contract resulting in possible termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the Municipality.
- Understands any penalties, sanctions or additional costs levied against the Prime Contractor will be the responsibility of the Prime Contractor.
- Accepts the following required documents shall be maintained and made available upon request from the Municipality and/or WorkSafe BC Prevention officer at the workplace.



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PRIME CONTRACTOR DOCUMENTATION

The documents required to be maintained and available by the Prime Contractor will include, but not be limited to:

- All notices which the Prime Contractor is required to provide to WorkSafe BC as per WorkSafe BC OH&S Regulation.
- Any written summaries of remedial action taken to reduce occupational health and safety hazards within the area of responsibility.
- All directives and inspection reports issued by WorkSafe BC.
- Records of any incidents and accidents occurring within the Prime Contractor's area of responsibility.
- Completed accident investigations for any incidents and accidents occurring within the Prime Contractor's area of responsibility.

On a construction workplace, these additional documents are required to be maintained and available by the Prime Contractor:

- Records of all orientation and regular safety meetings held between contractors and their workers, including topics discussed, worker names and companies in attendance.
- Written evidence of regular inspections within the workplace.
- Occupational first aid records.
- Worker training records.
- Current list of the name of a qualified person designated to be responsible for each subcontractor (employer's) site health and safety activities.
- Diagram of the emergency route to the hospital.

The following information must be provided to the Town's Contract Representative:

- WorkSafe BC Notice of Project
- WorkSafe BC Clearance Letter
- Prime Contractor's OH&S Safety Program
- Prime Contractor's OH&S Safety Program Document

First Aid Attendants: _____

Safety Supervisor: _____

Location of First Aid Station: _____

Signature of Prime Contractor: _____

Signature of Town's Contract Representative: _____



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PRIME CONTRACTOR DOCUMENTATION

EXISTING KNOWN HAZARD ASSESSMENT

Discussion between the Prime Contractor and the Town's Contract Representative

Date: _____ Meeting Location: _____

Prime Contractor: _____

Prime Contractor Representative: _____

- Town's Contract Representative to make the Prime Contractor aware of any known extraordinary pre-existing hazards peculiar to the contract.
- It is recognized the known pre-existing hazards identified may not be a comprehensive list and due caution is always required.
- Use additional pages if necessary.

Identified Extraordinary Hazards	Action required to eliminate or control hazards and ensure worker safety
Comment:	
Comment:	
Comment:	

Prime Contractor Representative (signature)

Town's Contract Representative (signature)

Prime Contractor Representative (printed)

Town's Contract Representative (printed)