

## MANAGEMENT REPORT

**Date:** July 22, 2024  
**To:** Mayor and Council  
**From:** Quin Malott, Manager, Parks, Forestry & Cemetery  
**Report Number:** COU24-077  
**Attachments:** None

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**Title:** Shakespeare Park Outdoor Fitness Equipment Proposal Award

**Objective:** To seek approval of the Request for Proposal (RFP-2024-12) for the design, supply, delivery, and installation of outdoor fitness equipment at the Shakespeare Park.

**Background:** At the July 10, 2023 Council meeting, Council authorized staff to issue a Request for Proposal for the design and installation of a Stratford Urban Gym for Shakespeare Park. An Urban Gym would promote fitness and draw a different demographic to the park. By having components that adults can use, it would provide opportunities for families to be active and put a more inclusive lens to the park. These additions to the park were to be paid entirely from fundraised dollars and private contributions.

A Request for Proposal (RFP) was advertised and closed on November 20, 2023 for the design, supply, delivery, and installation of outdoor fitness equipment at Shakespeare Park.

Five submissions were received and reviewed by the Community Services Department staff, the resident spearheading the project, and members of the Accessibility Advisory Committee. The submissions did not meet the expectations and vision of what the outdoor park was meant to be, therefore it was determined that new proposals with altered specifications would be obtained in the new year.

**Analysis:** A subsequent RFP was advertised and closed on May 8, 2024 for the design, supply, delivery, and installation of outdoor fitness equipment at Shakespeare Park.

Seven submissions were received with one being disqualified as it did not include pricing. The submissions were reviewed by the Community Services Department staff and the resident spearheading the project who also worked with the Chair of the Accessibility Committee on the design implements and surfacing requirements.

Submissions were rated on the following criteria:

1. Play value & safety
2. Accessibility
3. Appearance and novelty
4. Quality and durability of materials
5. Warranty, service, and maintenance requirements
6. Price

The highest-ranking submission total cost including HST is \$118,761.87, with net cost after HST rebate of \$106,948.74. The funds have been raised from private donations and service clubs, as well as the resident spearheading the project.

To award the work, the City will receive the fundraised dollars with no expected timing issues before paying the vendor.

**Financial impact to current year operating budget:**

There is no expected net impact to the City's operating budget in the current year as the project is being funded by outside sources.

**Financial impact on future year operating budget:**

Inspection of the equipment will be an additional item to the operations budget which would be added to the existing playground inspection list. This would be absorbed in the current operating budget and therefore have a nominal impact, if any.

**Link to asset management plan and strategy:**

Based on the total installation costs and expected useful life of the asset components, it is anticipated that increasing the contributions to reserves to deal with future requirements would be approximately \$10,700 plus annual inflation above the requirements identified for existing assets over the next 10 years.

**Insurance considerations:**

The Urban Gym will constitute a playground structure and be assessed similarly to other playgrounds with respect to managing risks. It will not materially impact the City's risk profile and is not expected to cost additional funds to insure against liability risks or equipment failure risks.

**Alignment with Strategic Priorities:**

**Enhance our Infrastructure**

This report aligns with this priority as the project will support the community's well-being.

## **Alignment with One Planet Principles:**

### **Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

**Staff Recommendation: THAT the Request for Proposal (RFP-2024-12) for the design, supply, delivery, and installation of outdoor fitness equipment at Shakespeare Park be awarded to PlayPower LT Canada Inc. in the amount of \$118,761.87, including HST.**

**Prepared by:** Quin Malott, Parks, Forestry & Cemetery Manager

**Recommended by:** Tim Wolfe, Director of Community Services

Joan Thomson, Chief Administrative Officer