



REPORT

Arena and Parks Department

TO: Mayor and Members of Council

FROM: Amanda Ferraro, Director of Community Services and Courtney Clarke
Parks and Trails Manager

DATE: August 8, 2022

REPORT: PR-09/22 **FILE NO.**

SUBJECT: Elgin Park Improvement Project

BACKGROUND:

Early in 2021 the Township of Uxbridge applied for the Canada Community Revitalization Fund (CCRF program) requesting \$747,750 from FedDev which was 75% of the total project costs of \$997,000. The maximum funding under this program was \$750,000. The funding is outlined in the below chart:

Project Funding	
CCRF - Federal Grant	\$ 747,750.00
Township of Uxbridge	\$ 126,250.00
Lions, Service Clubs and donations	\$ 123,000.00

Total Project Funding \$ 997,000.00

In February 2022 an RFP was created to seek out the required services of a company to design, engineer, prepare a tender and oversee the project management for the five (5) projects in Elgin Park. This was awarded in April, Report PR-06/22, to Landscape Planning Limited for \$70,622 plus HST.

The grant was to fund a series of improvements to the park including:

- Replacement of existing playground with a new inclusive and accessible playground
- Winterization of public washrooms for year-round use
- Installation of additional lighting and power infrastructure along pathways for improved safety and functionality
- Installation of a pathway of inclusion to embrace and recognize diversity in our community
- Installation of a new shade pavilion

During the design phase the Lions club was engaged for input on the Universally accessible playground, the Uxbridge Optimist Club for their lighting needs and the Uxbridge Fair Board for additional feedback. A Community information session was held on June 9th, 2022.

DISCUSSION:

The Tender U22-20 was posted on June 30th and closed on July 28th, 2022. We had 25 plan takers and 2 bids.

Lattitude 67 Ltd	Total bid Price (excluding HST)	\$1,048,708.00
39 Seven Inc.	Total bid Price (excluding HST)	\$1,181,602.72

Both companies were evaluated by Landscape Planning Limited and Parks staff with the following matrix:

1. Price proposal 30%
2. Qualifications and Experience 40%
3. Approach and Methodology 20%
4. Schedule 10%

Lattitude 67 Ltd scored highest on all four sections and references were checked. Additionally, Lattitude 67 Ltd. recently completed the baseball diamond at the Fields of Uxbridge and the Township has been satisfied with their work and their ability to deliver a successful project.

With this Evaluation Criteria Landscape Planning Limited and Park's staff recommend that Lattitude 67 Ltd be awarded this RFP for \$1,048,708.00 (excluding HST).

The breakdown of the project is outlined in the below chart:

Part A	Part B	Part C	Part D	Part E
Accessible Playground	Shade Structure	Washroom Winterization	Accessible Walkway & Flags	Walkway Lighting
\$635,113.00	\$166,140.00	\$109,705.00	\$28,200.00	\$109,550.00

Additionally, Provisional items included:

Part A:	Boulders. Pergola and lions club plaque	\$41,900
Part D:	New Walkway from Joseph Street to paved path	\$74,960
Part E:	Supply and Install Electrical Power Pedestal	\$61,000

Note: Part E - provisional item to Supply and Install Electrical Power Pedestal was a request from the Uxbridge Optimist and was pending a successful grant application.

During our evaluation of the RFP we found:

1. Mobilization and Demobilization increase overall. This may be due to higher gas prices. Gas prices may also affect delivery of other items listed in the RFP
2. The Picnic shelter originally was a simple hip roof shelter and due to the path of inclusion it was moved to a new location and improved. Additional cost here included re-grading (\$9,500), re-enforced concrete slab (\$17,325) and asphalt connectivity to the playground and pathways (\$14,700)
3. Tree protection and the hording fence also came in higher than expected.

As mentioned above, the initial project cost was estimated to be \$997,000 in 2021. However, since this time we have seen the cost of inflation and building materials rise significantly and the scope of this project has been changed to include an extra \$7,000 for security cameras and additional enhancements to the picnic shelter in the amount of \$41,525. Staff also recommends that the provisional item – a new walkway from Joseph St to the paved accessible pathway be added to this project for an additional cost of \$74,960.

Based on the above, we estimate the cost of this project to be \$1,300,000, which includes project planning and management costs, cost to replacement existing playground with a new inclusive and accessible playground, winterization of public washrooms for year-round use, installation of additional lighting and power infrastructure along pathways for improved safety and functionality, installation of a pathway of inclusion to embrace and recognize diversity in our community, installation of a new shade pavilion with enhancements, security camera, new walkway from Joseph St to the paved accessible pathway, non-recoverable HST and contingency.

This project will be funded by Federal grant of \$747,750, Lions, Services clubs and donations of at least \$123,000, \$45,000 in Township reserves for this project, \$190,000 in Development Charges and \$194,250 from Parkland Funds. The Treasurer has confirmed that sufficient fund exists for this project.

Additionally, the estimated cost to the Elgin Park operating budget for heat, hydro, water and cleaning staff is approximately \$ 10,000 - \$15,000. Note: Snow plowing the paths in Elgin Park is already a budgeted item since 2021 and is done internally by Township staff.

RECOMMENDATION

THAT Report PR-09/22 from Amanda Ferraro, Director of Community Services and Courtney Clarke Parks and Trails Manager be received for information;

AND THAT Council approve the awarding of this Project to Lattitude 67 Ltd. for the amount of \$1,048,708.00 plus HST:

AND THAT provisional item PART D – the new walkway from Joseph Street to the paved accessible pathway be added to this project for an additional cost of \$74,960 plus HST, and be awarded to Lattitude 67 Ltd:

AND THAT Council approve that this project will be funded by Federal grant of \$747,750, Lions, Services clubs and donations of at least \$123,000, \$45,000 in Township reserves for this project, \$190,000 in Development Charges and \$194,250 from Parkland Funds.

Respectfully Submitted by:

Amanda Ferraro, Director of Community Services and Courtney Clarke Parks and Trails Manager