

Date: Wednesday, March 19, 2025

Meeting Type: Council

From: Niall Lobley, CAO

Subject: Parks Improvements: Project Management, Design and Contract Management

Report#: CAO2025-014

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Recommendation

That RFP2025-02 Parks Improvements: Project Management, Design and Contract Administration be awarded to Serafin Design Group (SDG) in the amount of \$63,000, inclusive of taxes and a 15% project contingency.

Background

Council endorsed the replacement of the play equipment at [Sarawak Family Park](#) and, pending being awarded grant funding, the addition of play equipment at [Kemble Athletic Fields](#) as part of Budget 2025.

A Grant application was made to the Community Sport and Recreation Infrastructure Fund (CSRIF), seeking 50% grant funding to offset the Townships capital commitment to these projects. Council directed that investment at Kemble Athletic Fields is dependent on grant and if the grant is not approved, works will not be completed. Budget was approved in 2025/26 to support the improvements at Sarawak Family Park, and for the 50% Township contribution to Kemble, should the grant application be successful.

The Township has not yet been advised of success in the grant application. If successful, the Township must complete and fully pay for all projects to which the grant is payable no later than March, 2027, which means, in essence, all construction and landscaping works must be completed no later than fall, 2026. With planning and engagement timelines, this places an ambitious, but achievable timeline on these park improvements.

Analysis

An RFP seeking professional Landscape Architect support for developing designs and plans and supporting the contract administration process was released on February 5th, 2025 and closed on February 27th, 2025. There were 19 plan takers.

Seven (7) bids were received at the closing date. One (1) bid was determined to be non-compliant and was not reviewed. Bids were received from:

- Stempski Kelly Associates
- Henry Kortekaas & Associates Inc.
- ConceptDash Inc.
- Serafin Design Group
- Landscape Planning Limited
- Shift Landscape Architecture
- E. Lees & Associated Consulting Ltd.

Bids were reviewed against technical and pricing elements. Only bids that received a minimum technical score of 70% had pricing submissions reviewed.

As noted, one (1) bid was disqualified for not meeting the RFP requirements. Of the remaining six (6) proponents evaluated, all met the minimum 70% threshold for technical requirements with proponents scoring between 71% and 90%.

Pricing varied between \$53,053.50 and \$128,413.20, exclusive of a project contingency and taxes.

RFP award was weighted equally between pricing and technical scores. Based on the combined technical and financial scores (excluding provisional items), Serafin Design Group scored a total of 89.5%.

The Project Management, Detailed Design and Contract Administration costs related to Kemble Athletic Fields was included within the RFP (and the above pricing) as Provisional item, which will only be advanced if the Township is successful in its grant application.

Financial Impact

Serafin Design Group submitted a total price of \$53,053.50 of which \$13,000 is associated with provisional project elements associated to Kemble Athletic Fields and will only be incurred if the grant application is successful.

Including a project contingency of 15% and applicable taxes, the total financial impact is \$63,000.

Council approved a capital budget of up to \$975,000 for completion of these projects, \$125,000 of which is contingent on a successful grant application.

Design, Project Management and Contract Administration costs were included within the budget approved and are well within the budget, leaving adequate funding for construction.

It is anticipated that a tender will be developed and awarded in late 2025 or early 2026 to ensure construction is completed to minimize disruption to users and meet grant deadlines.

Strategic Lenses

Empowering Communities: Creating Social and Economic Opportunities

Enhance community services by continuing to implement the Recreation and Trails Master Plan

Enhancing Environment and Infrastructure: Building for Today and Tomorrow

The works will contribute to asset renewal within Parks and Open Spaces.

Diversity, Equity, Inclusion, and Belonging

Improvements at Sarawak Family Park are supported by recent works to improve accessibility in the park, driven by both the Recreation and Trails Master Plan and by the Multi-Year Accessibility Plan. The works will include a fully accessible play area that incorporates play elements accessible to all as well as access for all, including a fully rubberized safety surface to support access for all. The works will seek to address community inequity in access to parks and open spaces by re-establishing a new play area in Kemble, helping to foster a sense of belonging as identified through a community petition presented to Council in fall, 2024.

Truth and Reconciliation

There are opportunities, yet to be explored and budget dependent, to consider interpretative and enhanced gathering spaces at Sarawak that could include Ojibway language and natural heritage features associated with landscape enhancements. These will be explored through engagement and concept design phases for their appropriateness for inclusion.

Climate Change

Work at both sites will seek to mitigate climate impacts. For example, both sites will incorporate tree planting and naturalized areas to enhance GHG capture, enhance air

quality, provide natural shade and enhance infiltration of stormwater. Tree planting also helps deliver the Townships climate action plan, and offsets losses experienced as a result of Emerald Ash Borer related tree removals. Both sites will include enhanced parking provision, which will be of a sustainable, environmentally conscious and permeable nature.

Conclusion

Staff are recommending the award of RFP2025-02 in respect to the 2025 budget approved Parks Improvements to the Serafin Design Group in the amount of \$63,000.

Respectfully Submitted: Niall Loble, CAO