

**DISTRICT OF MACKENZIE**

**REQUEST FOR PROPOSAL**

**DESIGN/BUILD SERVICES- SKATEPARK/BMX FACILITY**

**JULY 2011**

The District of Mackenzie invites you to submit a proposal to Design and Construct a Skateboard/BMX facility on District owned property adjacent the Recreation Centre and Spirit Square located at 400 Skeena Drive in Mackenzie, British Columbia.

For further information regarding this Request For Proposal contact:

Gord Petersen, Director of Community Services  
District of Mackenzie  
Bag 340, 1 Mackenzie Blvd  
Mackenzie, BC  
V0J 2C0

250-997-3221  
Email [gordp@district.mackenzie.bc.ca](mailto:gordp@district.mackenzie.bc.ca)

## **TERMS OF REFERENCE**

### **Background**

The District of Mackenzie is located in North Central British Columbia 185 km north of Prince George with a population of approximately 3700. The local Rotary Club approached the District requesting land for a concrete skate park and gave Rotary's commitment to fund raise for the project. This project was inspired following the tragic death of a young man who was an avid skater. His family and friends wanted a concrete skate park built in his memory. The project has received a great deal of community support.

In 2003 design and construction drawings were prepared for a concrete skate park on a site located between the Recreation Centre and the High School. A Geotechnical Report for the site was also completed. Unfortunately, the park was not built. Instead, metal ramps and obstacles were purchased and located on the paved outdoor rink. This facility no longer serves the skaters, is maintenance intensive and is not located in a highly visible area that offers a safe environment for youth.

### **Project Description**

The District of Mackenzie applied for and was successful in obtaining a \$320,000.00 Towns For Tomorrow Grant from the Province, which provides 80% project funding. The Mackenzie Rotary Club is committed to fundraise the remaining 20% (\$80,000.00) for a total maximum budget of \$400,000.00.

**Conditions of the grant require projects to be completed by March 31, 2013.**

The Northern BC construction season of mid May to early October will require construction to commence May 2012 and completed by September 2012 with ideally the park opened by mid August 2012.

Council has approved the construction of a concrete Skate/BMX park on the site proposed in 2003. The site is a District owned, flat piece of property adjacent to the Recreation Centre parking lot, situated between the Recreation Centre/Spirit Square and Mackenzie Secondary School. Existing park space (John Dahl Park) is immediately behind the site.

The area of land available is approximately 20 metres by 48 metres. The new facility should be approximately 740 square metres (8,000 square feet) minimum. The existing geotechnical data can be made available to the successful proponent.

The District of Mackenzie will be the owner/operator of the facility. A Skate Park Advisory Group, made up of local youth, parents, Rotary Club Funding Partners and District Staff will be formed. The Advisory Group will serve as the Community Communications Liaison for both the District Council and the company awarded the contract. The successful proponent will work directly with this Group in the design phase of the project and provide regular progress reports to this Advisory Group as the project progresses.

**Scope of Services**

The successful proponent will provide all services necessary to provide a quality finished product that meet the needs of the community including but not limited to:

1. Develop Facility Concept Design
  - based on all skill levels of skaters and BMX riders
  - capabilities of site
  - within the budget provided
  - considerable involvement and engagement of community youth and Advisory Group is expected
2. Engineering Services, Specifications and Construction Drawings
3. Detailed Construction Budget
  - Realistic contingency to prevent cost overrun due to such things as rising fuel costs, materials etc.

- Proponent should consider in the budget how to incorporate local suppliers and in kind donation of equipment, fuel, materials, labour and other services

#### 4. Project Management and Construction

- realistic construction schedule to ensure project is completed by mid August 2012.

#### 5. Site Improvements, Signage and Landscaping

### **SUBMISSION REQUIREMENTS**

#### **Site Visit**

If a proponent wishes to visit the site prior to submitting the proposal, appointments can be made by contacting:

Dale Primus, Director of Operations  
District of Mackenzie  
(250) 997-3221  
dale@district.mackenzie.bc.ca

Costs associated with attending a site visit shall be at the proponent's expense.

#### **Submission Details and Deadline**

**Proposals will be received up until 3:30 pm on August 12, 2011.** Please submit a digital (e-mail) copy of your proposal and/or a hard copy a sealed envelope marked "**Proposal for the "District of Mackenzie Skate Park Project"**" addressed to:

District of Mackenzie  
PO Bag 340  
1 Mackenzie Blvd.  
Mackenzie, BC V0J 2C0  
Attention: Gord Petersen, Director of Community Services

gordp@district.mackenzie.bc.ca

**Contents of the submission are left to the discretion of the applicant but must include details as outlined in the Submission Requirements of this RFP Document as a minimum.**

All proposals will become the property of the District of Mackenzie.

All proposals must be valid for sixty (60) calendar days following the last day to accept proposals.

The District of Mackenzie reserves the right to reject any or all proposals, to negotiate with any firm submitting a proposal and to accept the proposal deemed most favourable in the interests of the District of Mackenzie.

The lowest fee, or any proposal may not necessarily be accepted.

In no event will the District of Mackenzie be responsible for the costs of preparation and submission of a proposal.

### **Qualifications**

Provide a resume of key personnel who may be associated with this project.

### **Experience/Methodology**

- Provide list of comparable successful projects (on time and budget) with references
- Provide experience in dealing with similar climatic conditions
- Demonstrate extent of environmental friendly materials and construction methods that will be used
- Describe pre-design youth and community engagement and consultation approaches
- Propose how you would work with the volunteer fund raising group and local in kind labour, equipment, materials and other services
- Describe how design will address user safety, promote socialization, reduce vandalism
- Propose how to incorporate unique design elements i.e: youth public art, compliment the existing Spirit Square and John Dahl Park

### **Project Schedule**

Provide a proposed start date and estimated time to complete the project.

### **Project Costs**

Provide total project costs, including all fees and disbursements broken down into Design and Construction Phases. All prices provided in the proposal shall be in Canadian Dollars. Total cost of the project not to exceed the budget of **\$400,000.00**

## **Warranties**

Provide information on any guarantees of workmanship and post project services.

## **SELECTION CRITERIA**

Proposals will be evaluated by the Mackenzie Skate Park Advisory Group who will make recommendation to Council of the District of Mackenzie. Council must approve the successful proponent.

The following will be considered by the Advisory Group in recommending the successful proposal:

1. Experience and qualifications in providing the full range of services requested
2. How closely and extent the proposal addresses the Submission Requirements of the RFP Document.
3. Confidence of the Advisory Group that the proponent can complete the project on schedule.
4. Willingness, ability and extent the proponent will utilize local suppliers and sub-contractors.
5. Willingness, ability and extent the proponent will incorporate community in kind services to reduce project cost or add value to the project
6. Overall creativity and uniqueness of consultation, design and construction approaches
7. Level of additional services not listed in the Submission Requirements proposed by the proponent
8. Cost
  - Confidence of the Advisory Group that the project will not exceed amount quoted
  - Value received for the amount quoted
  - After weighing all criteria- lowest quoted price within budget may be the deciding factor