

**ENDERBY AND DISTRICT SERVICES COMMISSION**

**Brad Case  
Tundra Baird**

**Herman Halvorson  
Denis Delisle**

**AGENDA**

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**DATE:** Friday, June 2, 2017  
**TIME:** 9:00 am  
**LOCATION:** Council Chambers, Enderby City Hall – 619 Cliff Avenue

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**1. APPROVAL OF AGENDA**

**2. ADOPTION OF MINUTES**

[Regular Meeting Minutes of April 6, 2017](#)

**3. BUSINESS ARISING FROM THE MINUTES OR UNFINISHED BUSINESS**

**4. REPORTS**

[Master Parks Plan Minor Update Phase 1](#) – Memo from Chief Administrative Officer dated May 30, 2017

**5. NEW BUSINESS**

[Barnes Park Spray Park – Award of Contract](#) – Memo from Chief Administrative Officer dated April 25, 2017

**6. PUBLIC QUESTION PERIOD**

**7. CLOSED MEETING RESOLUTION**

Closed to the public pursuant to Section 90 (1) (k) of the *Community Charter*

**8. ADJOURNMENT**

**ENDERBY AND DISTRICT SERVICES COMMISSION**

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Thursday, April 6, 2017 at 9:00 am in the Council Chambers of Enderby City Hall.

**Members:** Brad Case City of Enderby  
Denis Delisle Electoral Area F  
Herman Halvorson Electoral Area F

**Staff:** Tate Bengtson – Chief Administrative Officer, City of Enderby  
Jennifer Bellamy – Chief Financial Officer

**Others:** Sheryl Hay and Kaylee Wells – Parks and Recreation

**APPROVAL OF AGENDA**

The following item was added to the agenda under New Business:

- Stuffy’s Mobile Vendor Application

Moved by Herman Halvorson, seconded by Brad Case that the agenda be approved as amended.

Carried

**ADOPTION OF MINUTES**

Regular Meeting Minutes of February 23, 2017

Moved by Brad Case, seconded by Herman Halvorson that the minutes of the regular meeting of February 23, 2017 be adopted as presented.

Carried

**BUSINESS ARISING FROM THE MINUTES OR UNFINISHED BUSINESS**

Commission Remuneration – Memo from Chief Financial Officer dated March 20, 2017

Moved by Herman Halvorson, seconded by Brad Case that the Enderby and District Services Commission amend its recommendation for member remuneration to \$50 meeting pay per member to a maximum of 7 meetings (capped at \$350).

AND THAT the Enderby and District Services Commission refers the matter to Enderby City Council for approval.

Carried

**REPORTS**

Parks and Recreation Services – 2016 Q4 Report

Moved by Brad Case, seconded by Herman Halvorson that the report be received and filed.

Carried

Sheryl Hay summarized the following:

- Registration for winter season was good.
- More training for instructors. Sledges were purchased with grant funding.
- Next project is to use grant funding to make arena more accessible for the sledges. It is difficult for strollers also and they cannot access the heated side. An assessment has been done, but it has not been received yet.
- Feedback regarding junior games in Enderby was positive.
- Canadian Heart and Stroke “Big Bike” event is May 29<sup>th</sup>.
- Already getting requests to book the arena for next year.

Discussion:

- Gazebo continues to be used a lot. This year is booking up fast.
- April 14<sup>th</sup> is opening of ball fields for a competition.
- Ball diamond at Grindrod does not get booked as it not suitable for competitive play.
  - There is enough demand that if repairs were made, it would be used.
  - A lot of diamonds have been lost over the years (Kingfisher, Ashton Creek etc) and the sport is growing locally.
  - Costs of upgrading Grindrod diamond not known.
  - Community will have opportunity to provide input about their vision for Grindrod Park during the Master Parks Plan update process.

## **NEW BUSINESS**

Arena Compressor #3 Replacement – Memo from Chief Administrative Officer dated March 13, 2017

Moved by Herman Halvorson, seconded by Brad Case that the Enderby and District Services Commission approve the use of \$12,302 from the operating contingency to supplement the \$12,000 committed in the 2017 parks budget for the supply and install of a new Compressor #3.  
Carried

Discussion:

- Compressor 3 in rough condition. It is not worth spending funds into it.
- Will need to use operating contingency due to this year’s tight budget. It is a core facility and Compressor 3 is critical to its operation.
- Had considered reconfiguring the spare compressor but costs would be significant and would result in no longer having a spare. We rely on the spare for parts.

Grindrod Recreation Association Park Maintenance Contract Renewal – Memo from Chief Administrative Officer dated March 22, 2017

Moved by Herman Halvorson, seconded by Brad Case that the Enderby and District Services Commission recommend that the Mayor and Chief Administrative Officer execute the amended service contract with the Grindrod Recreation Association for scheduling and maintenance of Grindrod Park.  
Carried

*Late Item:*

Stuffy's Hotdog Stand – Mobile Vendor for Tuey Park – Memo from Planner and Assistant Corporate Officer dated April 4, 2017

Moved by Brad Case, seconded by Herman Halvorson that the Commission grant permission for Stuffy's Hotdog Stand (Candice Wilson) to operate a mobile vending unit at Tuey Park for summer 2017, subject to the applicant obtaining a Business License and paying the annual rental fee of \$100;

AND THAT the Commission limits Stuffy's Hotdog Stand's sales to food products, sunscreen, and bug spray.

Carried

**PUBLIC QUESTION PERIOD**

Scheduling contractor had a request for a pre-season ice booking.

- The CAO reported that the request was received very recently and an analysis has not yet been completed on financial and operational considerations.

**CLOSED MEETING RESOLUTION**

Moved by Herman Halvorson, seconded by Brad Case that, pursuant to Section 92 of the *Community Charter*, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (j) of the *Community Charter*.

Carried

**ADJOURNMENT**

The regular meeting reconvened at 10:05 am

Moved by Herman Halvorson, seconded by Brad Case that the meeting adjourn at 10:05 am.

Carried

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission  
From: Tate Bengtson, CAO  
Date: May 30, 2017  
Subject: Master Parks Plan Minor Update Phase 1

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**RECOMMENDATION**

THAT the Enderby & District Services Commission receives and files the *Master Parks Plan Minor Update (2017), Part 1: State of the Plan Report* ("the Report");

AND THAT the Enderby & District Services Commission endorses the Report's Adjusted Timeline for Master Parks Plan Short-Term Objectives on an interim basis, until the Minor Update is adopted;

AND FURTHER THAT the Enderby & District Services Commission directs staff to proceed with Phase 2 as described in the report.

**BACKGROUND**

On March 28, 2011, the Enderby & District Services Commission adopted its Master Parks Plan after several years of work and significant public engagement. The plan superseded a 1976 region-wide parks plan developed by the Regional District of the North Okanagan and a corollary report specifically about Fortune Parks in 2003.

At its meeting of January 16, 2017, the Commission resolved to have staff complete a two-part "Minor Update" to the Master Parks Plan. Terms of reference for the Minor Update, as presented to the Commission at its January meeting, is attached.

Included with this memorandum is the *Master Parks Plan Minor Update (2017), Part 1: State of the Plan Report*. This is Phase 1 of 2, and essentially describes progress to date and changes in the policy context since the adoption of the Master Parks Plan in 2011. As the adoption of the Master Parks Plan is still relatively recent, the focus of the Report is on the Short-Term Objectives.

Phase 2 of the Minor Update is the public engagement component. This will involve encouraging the public to provide feedback on new projects and objectives. Ideally, this will involve not only a description of the project, but consideration of timelines, potential costs and funding sources, and the identification of stakeholders who may be able to help with grassroots

fundraising. This information will be reviewed, vetted, and organized for presentation to the Commission.

A Master Parks Plan is a high-level planning document that integrates vision, goals, and objectives for parks, recreation facilities, and trails across a long-range time horizon, generally with an associated funding prescription. A Master Parks Plan is a comprehensive parks and recreation planning tool that is designed to inform parkland acquisition and capital improvements. As the Commission is aware, a Master Parks Plan is a planning document that, while providing guidance, necessarily does not anticipate priorities and needs which emerge after its adoption; in other words, this is only one component of the overall work on parks and recreation undertaken by the Commission. It does not speak to things such as day-to-day operations, asset management and capital renewal, program delivery and user group engagement, policy decisions which affect priorities, and myriad other matters that fall outside of its domain.

The deliverables for this process will be an update to the Master Parks Plan (in the form of an annex) and a reflection of the new or changed commitments in the 2018 financial plan. The Commission should be aware that, as this undertaking will be delivered in-house to keep costs low, and is dependent upon the nature and quantity of public feedback, timelines will need to be reasonably flexible and scope creep minimized in appreciation of these pressures.

Respectfully submitted,



Tate Bengtson  
Chief Administrative Officer

# Master Parks Plan Minor Update (2017)

## Part 1: State of the Plan

### Contents

Background.....	2
Vision.....	2
Master Parks Plan Guiding Principles.....	2
Accomplishments and Progress .....	3
Short-Term Objectives (1-5 years) .....	3
Medium-Term Objectives (5-10 years) and Long-Term Objectives (10-20 years) .....	6
Changes to the Policy Context Since Plan Adoption .....	6
North Okanagan Regional Growth Strategy.....	6
City of Enderby Official Community Plan and Electoral Area "F" Official Community Plans .....	6
City of Enderby Integrated Community Sustainability Plan .....	7
Enderby-Splatsin Active Transportation Plan.....	7
Enderby-Splatsin Riverwalk Extension and Enhancement Plan .....	8
Shuswap Regional Trails Strategy.....	9
Next Steps .....	9

## Background

On March 28, 2011, the Enderby & District Services Commission adopted its Master Parks Plan after several years of work and significant public engagement. Its implementation began in earnest in 2012. The plan superseded a 1976 region-wide parks plan developed by the Regional District of the North Okanagan and a corollary report specifically about Fortune Parks in 2003.

A Master Parks Plan is a high-level planning document that integrates vision, goals, and objectives for parks, recreation facilities, and trails across a long-range time horizon, generally with an associated funding prescription. A Master Parks Plan is a comprehensive parks and recreation planning tool that is designed to inform parkland acquisition and capital improvements.

As is the case with other high-level planning documents, such as Official Community Plans and Regional Growth Strategies, a regular review is a best practice to ensure that the plan's goals and objectives are reflective of accomplishments, changing circumstances, and emergent needs.

The Enderby & District Services Commission resolved at its January 11, 2017 meeting to proceed with a streamlined minor update in light of the fact that the last major update occurred relatively recently.

This report represents Phase 1 of a two-part process. Phase 1 serves as a "State of the Plan" report which updates progress and changes to the policy context since the adoption of the Master Parks Plan. Phase 2 is the "Public Engagement" part of this minor update.

## Vision

Below is the vision statement from the Master Parks Plan, which was adopted in 2011:

The City of Enderby and Area 'F' will strive to create a parks system that builds upon the current park space and incorporates the desire of the community regarding parks and natural features while maintaining the heritage aspects of the key water features and the surrounding landscape.

Key water features such as the Shuswap River and the importance of access to these features for a range of users will be maintained or enhanced.

The park system will build upon existing trail networks, focusing on incorporating trails adjacent to existing park space. Community parks for sports and non-sports use will be prioritized, with the use of local school areas to be considered to fully utilize the recreational facilities available to the community.

## Master Parks Plan Guiding Principles

Below are the guiding principles from the Master Parks Plan, as it was adopted in 2011:

1. Promote Health and Wellness within the community
2. Trail network in the community, connectivity, linear parks
3. Maintaining the Heritage aspect of the Shuswap River
4. Creating synergies with local First Nations
5. Sustainability



## 6. Partnerships

### Accomplishments and Progress

The below chart describes the status of the Master Park Plan's Short-Term Objectives (1-5 years). The Master Parks Plan is a long-range planning document that endeavours to predict how the community vision may be realized within circumstances that are necessarily going to change. The Master Parks Plan is best considered as a road map which does not describe the particulars of the actual journey – the scenic detours, the pit stops, the occasional pothole all form the lived experience of the journey from Point A to Point B.

The Short-Term Objectives that are within the control of the Commission have generally been completed.

Short-Term Objectives may not be completed for a variety of reasons:

1. They are subject to a private land development process (such as parkland dedication through subdivision) that has not yet commenced.
2. They are subject to intergovernmental negotiations that are either in progress or have not yet commenced.
3. They are a support grant made to a third party which has not yet acted upon the project.
4. The community opinion of a project changed after the adoption of the Master Parks Plan.
5. The Master Parks Plan cost estimates did not always prove out as estimates were refined, which necessitated deferral, scope change, or a budget adjustment when financial resources were available.

### Short-Term Objectives (1-5 years)

Description	Status	Adjusted Timeline	Verify Community Interest, Remove, or Revise	Comments
Grindrod Park access/parking	Complete	-	-	
Grindrod Park washroom expansion	Complete	-	-	Incorporated into Community Hall
Riverside Park convert diamond	Partial	2017	-	Further work required to outfield
Grindrod Park Community Hall access	Complete	-	-	
Grindrod Park walking trail	Complete	-	-	

Description	Status	Adjusted Timeline	Verify Community Interest, Remove, or Revise	Comments
Grindrod Park fencing	Partial	2017 (for remaining minor fence work)	-	Main fence work completed; some minor changes still needed
River accesses improved signs	Complete	-	-	
Riverside Park wayfinding signs	Complete	-	-	
Riverside Park Diamond 3 washrooms	Complete	-	-	
Riverside Park fencing and parking	Complete	-	-	
Tuey Park expand volleyball and parking mgmt	Partial	2019 (for volleyball)	Revise	Parking mgmt implemented; minor improvements made to volleyball courts and uptake is being evaluated
Deferred				
Grindrod Park campground layout	Deferred	-	Verify	Mixed opinions within community
Riverside Park landscaping on south side and shade by gazebo	Deferred	2017 (for gazebo shade)	Revise	Cost estimate too low and significant operating costs to maintain this landscaping; Commission should consider focusing entirely on shade by gazebo
Riverside Park lawn bowling facility	Deferred; third party grant	-	Verify	No uptake by third party since plan adoption
Subject to Others				
Eby's Park/River Access Acquisition	Subject to subdivision	2023	-	

Description	Status	Adjusted Timeline	Verify Community Interest, Remove, or Revise	Comments
Eby's Park/River Improvements	Subject to subdivision	2023	-	Minor improvements consistent with MPP already made, to the extent possible without acquisition of additional land
Linear Trail Acquisition Enderby OCP	Subject to subdivision	2023	-	Multiple landowners; subdivisions in early stages
Linear Trail Improvements Enderby OCP	Subject to subdivision	2023	-	
Dale's Hand-Launch Acquisition and Improvements	Subject to intergovernmental negotiations	2023	-	
Brandt's Hand-Launch Acquisition	Subject to intergovernmental negotiations	2023	-	
Brandt's Hand-Launch Improvements	Subject to intergovernmental negotiations	2023	-	Minor improvements consistent with MPP already completed
Twin Lakes Park & Trail survey and legal	Third party grant	-	Verify	
Mara Village Trail grant for survey and legal	Third party grant	-	Verify	
Reservoir Park Acquisition	Subject to intergovernmental negotiations	2023	-	
DL 2415 Acquisition	Tenure has changed	-	Remove	
DL 2415 Day Use Facilities	Subject to intergovernmental negotiations	-	Revise	
Future Park Acquisition, Francis Dr.	Subject to subdivision	2025	-	
Future Park Improvements, Francis Dr.	Subject to subdivision	2025	-	

## **Medium-Term Objectives (5-10 years) and Long-Term Objectives (10-20 years)**

While a complete review is outside of the scope of this Minor Update, the following amendments should be considered by the Commission at the same time that it reviews the public feedback near the conclusion of Phase 2:

1. Riverwalk Trail Improvements should be revised in light of recent estimates.
2. Foxwood Road Park and River Access proposal was not supported by the Agricultural Land Commission and should be removed.

While other of the Medium-Term and Long-Term Objectives continue to present moving targets, the above are sufficiently well-defined that future planning may be adjusted accordingly.

## **Changes to the Policy Context Since Plan Adoption**

The Master Parks Plan is informed by a policy context that changes over time. Key policy changes since the adoption of the Master Parks Plan include:

1. North Okanagan Regional Growth Strategy;
2. City of Enderby Official Community Plan;
3. RDNO Electoral Area "F" Official Community Plan;
4. City of Enderby Integrated Community Sustainability Plan;
5. Enderby-Splatsin Active Transportation Plan;
6. Enderby-Splatsin Riverwalk Extension and Enhancement Plan; and
7. The Shuswap Regional Trails Strategy.

## **North Okanagan Regional Growth Strategy**

In June of 2011, the RDNO adopted the North Okanagan Regional Growth Strategy (RGS) to manage growth in the region.

The RGS is a framework for addressing growth management, economic development, transportation, infrastructure, and environmental goals. The RGS includes several policy areas related to the Master Parks Plan, including:

1. Environment and Natural Lands;
2. Transportation and Infrastructure; and
3. Energy and Emissions.

The Master Parks Plan is consistent with the RGS.

## **City of Enderby Official Community Plan and Electoral Area "F" Official Community Plans**

Since the Master Parks Plan was adopted in 2011, both the City of Enderby and Electoral Area "F" have adopted new Official Community Plans (OCP), in 2014 and 2016, respectively.

Both OCPs include policy areas related to the vision, goals and objectives of the Master Parks Plan, including:

City of Enderby Official Community Plan	RDNO Electoral Area "F" Official Community Plan
1. Social Development	1. Transportation
2. The Natural Environment and Hazardous Conditions	2. Environment and Natural Areas
3. Community Energy and Resource Efficiency	3. Energy and Conservation
4. Parks and Recreation	4. Parks, Trails, and Recreation
5. Transportation Network	5. Development Permit Areas.

In addition, *Schedule 'C' - Parks and Transportation Map* of the City's OCP and *Schedule 'C' - General Land Use* of the Area "F" OCP provide spatial maps of park and transportation objectives for the two jurisdictions.

Although the Master Parks Plan is generally consistent with the both OCPs (in part because it was referenced during the OCP processes for both jurisdictions), *Schedule 'C' - Parks and Transportation Map* (City) and *Schedule 'C' - General Land Use* (Area "F") should be attached to this Report to ensure that future parks planning in the Master Parks Plan reflects the current community context.

### City of Enderby Integrated Community Sustainability Plan

In 2011, the City of Enderby received a Provincial/Federal Gas Tax Grant to develop an Integrated Community Sustainability Plan (ICSP). The objective was to develop an integrated approach to sustainability for the community.

The ICSP identified several strategy areas that directly relate to the vision, goals and objectives of the Master Parks Plan, including:

1. Community & Individual Health;
2. Transportation & Infrastructure;
3. The Natural Environment;
4. Recreation & Leisure;
5. Tourism & Marketing.

As the ICSP has been integrated into the City of Enderby OCP *Schedule 'C' - Parks and Transportation Map*, which will be included in this Minor Update, the Master Parks Plan will be generally consistent and reflective of the ICSP through this amendment.

### Enderby-Splatsin Active Transportation Plan

In July of 2013, the City of Enderby received a grant to develop an Active Transportation Plan (ATP) encompassing Enderby and Splatsin. The ATP provides a framework for active transportation opportunities throughout the Enderby and Splatsin communities in order to foster healthier, active lifestyles for residents.

The Active Transportation Plan includes a number of priority areas including:

1. School Connections;
2. Neighbourhood Connections;
3. Town Centre Connections;
4. Splitsin Community Connections;
5. Splitsin-Enderby Recreational Greenway Circle;
6. Regional Destination Trails;
7. Cycle Routes; and
8. Paddle Trail.

Each priority area had action items that help to realize a vision for active transportation within and between the two communities. Although a number of actions fall outside of the scope of the Master Parks Plan, the ATP's action items are generally consistent with its vision, goals, and objectives.

As the ATP has been integrated into the City of Enderby OCP Schedule 'C' - Parks and Transportation Map, which will be included in this Minor Update, the Master Parks Plan will be generally consistent and reflective of the ATP through this amendment.

### **Enderby-Splitsin Riverwalk Extension and Enhancement Plan**

As a follow up to the Enderby-Splitsin Active Transportation Plan, the City of Enderby and Splitsin developed a shovel-ready plan to extend and enhance the Riverwalk.

The Enderby-Splitsin Riverwalk Extension and Enhancement Plan was developed by the Shuswap Trail Alliance and was endorsed by the Enderby & District Services Commission and Splitsin in late 2015; the key elements of the Plan include:

- a) An inventory of the amenities along the existing portion of the Riverwalk;
- b) An overview of the preferred alignment for the southern extension of the Riverwalk;
- c) An environmental review and site survey for the southern extension alignment;
- d) Engineered drawings and cross-sections for the southern extension;
- e) A detailed lighting plan for the existing portion of the Riverwalk and the proposed southern extension;
- f) An Opinion of Probable Cost for the lighting of the existing portion of the Riverwalk; and
- g) An Opinion of Probable Cost for the proposed southern extension of the Riverwalk (including lighting).

Given that improvements to the Riverwalk is a key medium-term priority within the Master Parks Plan, it is recommended that the relevant elements of the Enderby-Splitsin Riverwalk Extension and Enhancement Plan be integrated into the Master Parks Plan (i.e. cost estimates, detailed lighting plan, etc.); once that is complete, the Master Parks Plan will be generally consistent and reflective of the Enderby-Splitsin Riverwalk Extension and Enhancement Plan.

## Shuswap Regional Trails Strategy

The Shuswap Regional Trails Strategy is intended to protect, enhance and recognize trails as an integral part of the Shuswap lifestyle, culture and economy. The Strategy covers the entire Shuswap watershed, involving many jurisdictions including Splatstin, Crown, and the Regional Districts of Columbia Shuswap, Thompson-Nicola, and North Okanagan.

The four primary deliverables of this Strategy are:

1. A Shuswap Trails Roundtable;
2. A formal commitment to work together;
3. A strategy document and an implementation plan; and
4. Maps of priority planning areas.

Given that the Strategy references and supports the City of Enderby and Area "F" OCPs by design, the inclusion of *Schedule 'C' - Parks and Transportation Map (City)* and *Schedule 'C' - General Land Use (Area "F")* to this Report will make the Master Parks Plan consistent with the Shuswap Regional Trails Strategy.

## Next Steps

There has been demonstrated success in achieving Master Parks Plan objectives since its adoption in 2011. The next step, Phase 2, involves engaging the public to gain a sense of what they want to achieve moving forward. A form will be made available, both online and on paper, which will collect public feedback on new goals and project ideas, including:

1. Description of goal/project, including key benefits and preferred timeline.
2. Consideration of potential costs and how the project should be funded (e.g. raise taxes to complete immediately; reserve money over time for later implementation; pursue grants and limit tax increases; fund through increases to user fees).
3. Identification of stakeholders who may be willing to help with grassroots fundraising on cost-intensive projects.

Feedback will be presented to the Commission along with a recommendation of how to enact the Minor Amendment to the Master Parks Plan. Given the limited scope of this Minor Amendment, the focus will be on new Short-Term Objectives that are achievable and reasonably well-defined. Medium and Long-Term Objectives will also be referenced with higher-level "order of magnitude" cost estimates when available. As there will likely be a variety of projects and ideas which are outside of the scope of a Master Parks Plan, these will be referred as appropriate.

**MEMO**

To: Enderby & District Services Commission  
From: Tate Bengtson, CAO  
Date: April 25, 2017  
Subject: Barnes Park Spray Park Award of Contract

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**RECOMMENDATION**

THAT the Enderby & District Services Commission awards the contract for designing and building the Barnes Park Spray Park to DB Parks (Vortex), ISL Engineering and Land Services, and Interpave Precast Ltd. with a Phase 1 value of \$155,649 plus applicable taxes;

AND THAT the Enderby & District Services Commission directs staff to proceed with the owner-supplied civil works and services.

**BACKGROUND**

The old Barnes Park Spray Park was decommissioned after the 2011 season due to safety concerns. Since then, a community fundraising effort combined with the Commission's contributions to reserves have raised sufficient funds to proceed with the first, and largest, of two phases to construct a new spray park. The Commission gave its approval to proceed in January 2017, and the commitment is included in its 2017 budget.

The committed Phase 1 budget is \$264,000. Funding sources include community fundraising, the Commission's reserve contribution, and a donation from the Enderby Lions. Note that this value must fund not only the design-build of the spray park, but also engineering, permitting, and civil works and services. The Commission should note that this is only an award for the design-build of the spray park; the balance will be used towards those other costs.

Following Commission approval, Staff retained a civil engineer experienced in spray park design who developed specifications for servicing and site preparation. Based on the civil design specification, Staff issued a Request for Proposal ("the RFP") for Design-Build of a Spray Park on March 28, 2017 (see attached). The RFP was sent to known suppliers and also posted to the City's website. The RFP closed on April 19, 2017. Under the terms of the RFP, each proponent was allowed to submit up to two alternate designs.

The proposals were evaluated by a three-person scoring team consisting of the organizer of the community fundraising initiative, a Commission member, and the Chief Administrative Officer. All proposals had to meet mandatory criteria (civil specification compliance, financial compliance, and firm price compliance). Compliant proposals were evaluated on the following weighted scores:



- Experience 20%
- Design 35%
- Cost 20%
- Methodology 15%
- References 10%

By including a financial specification as a mandatory criterion, more emphasis was placed upon design, experience, and methodology during the evaluation stage without compromising budget objectives. In addition, any proposal which did not achieve at least 50% in each of the weighted criteria would be deemed to have not met the minimum requirements to be deemed compliant.

RecTec and Vortex responded to the RFP. RecTec submitted one design but offered a single-phase financing proposal encompassing both phases, in addition to a two-phase option that met the financial specification. RecTec's single-phase option, while not technically compliant, was evaluated; in the event that it scored the best, further investigation of the financing proposal would be conducted prior to bringing forward a recommendation to the Commission.

The average of the weighted scores, as shown in the chart below, forms the basis for the evaluation team's recommendation to the Commission about how to award the project. Included next to the weighted score average are the Phase 1 and 2 prices (excluding taxes).

Note that Phase 2 pricing would be subject to future community fundraising, and the Commission has not made any commitments with respect to its financial support for Phase 2. Any savings realized as a result of in-kind donations to the owner-supplied civil works would be used to advance Phase 2 elements as part of Phase 1.

Proponent/Option	Score (/100)	Phase 1 Price (\$)	Phase 2 Price (\$)
RecTec Option 1	82.67	168,774.00	45,645
RecTec Option 2*	80.21	220,596.00	--
Vortex Option 1	90.28	155,649.53	47,000
Vortex Option 2	93.78	155,649.53	66,964

\*non-compliant with financial specification

Based on the above, Vortex's Option 2 is the highest scored bid. Based on the scoring, RecTec's Option 2 would not have had a material impact upon the recommendation had it been deemed compliant. At the time of this writing, two reference checks have been performed on Vortex for similar spray park projects (in Surrey and Burnaby), which have been very positive in nature.

Attached to this memorandum are images of the winning design, shown at both Phase 1 and Phase 2.

Respectfully submitted,

Tate Bengtson  
Chief Administrative Officer

## OPTION 2



vortex-intl.com

Colored concrete and Environment are for illustration purpose only and not supplied. By Vortex. Not for construction.

**Barnes Park Splashpad®, BC**  
Revision 00 - Option 02 - 27285



Phase 01 - View 1



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**Barnes Park Splashpad®**, BC  
Revision 00 - Option 02 - 27285

Phase02 - View 1





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**Barnes Park Splashpad®, BC**  
Revision 00 - Option 02 - 27285

Phase02 - View 2





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**Barnes Park Splashpad®, BC**  
Revision 00 - Option 02 - 27285

Phase02 - View 3





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**Barnes Park Splashpad®, BC**  
Revision 00 – Option 02 - 27285

Phase02 - View 4



# City of Enderby

## Request for Proposal: Design-Build Spray Park at Barnes Park

### TABLE OF CONTENTS

Introduction .....	2
Scope of Works and Services .....	2
Supplied by Proponent .....	2
Supplied by Owner .....	3
Design Considerations .....	3
Budget and Phasing .....	4
Timelines and Completion Date.....	4
Submission Instructions .....	5
Schedule.....	5
Proposal Structure .....	5
Submission Instructions .....	6
Inquiries and Addenda .....	6
Evaluation Criteria.....	7
Terms and Conditions .....	7
Eligibility .....	7
Site Conditions .....	7
Price Firm .....	8
Acceptance of Proposals.....	8
Approval of Award .....	8
Proponent's Expenses.....	8
No Claim.....	8
Conflict of Interest .....	8
No Solicitation.....	8
Not a Tender .....	8
No Obligation .....	9
Freedom of Information and Protection of Privacy.....	9



## **INTRODUCTION**

The City of Enderby ("City") is issuing this Request for Proposals ("RFP") to select a professional, qualified, and experienced contractor ("Proponent") to provide the works and services described in the Scope of Works and Services, below.

The City invites Proponents which have the expertise, experience, resources, and knowledge to provide the Works and Services to respond to this RFP.

## **SCOPE OF WORKS AND SERVICES**

The successful Proponent will collaborate with City staff and an appointed member of the public to design, supply, and install a spray park at Barnes Park.

The spray park is flow-through and drains to sanitary sewer. It includes the concrete slab, interactive play features, ground nozzles, internal plumbing and electrical works, computerized control system and activators, and other items specified below.

### **Supplied by Proponent**

The works and services supplied by the Proponent shall include all aspects of designing, building, and commissioning a spray park in accordance with the Design Considerations, except for those items expressly stated as Supplied by Owner. The items Supplied by Proponent, at its own risk and expense, shall encompass all labour, equipment, materials, and operations necessary to complete the project in a manner satisfactory to the City, including but not limited to the following:

- Submission of a proposed design as part of the response to this RFP.
- Consultation with City staff and engineers, as well as the appointed member of the public about revisions to the proposed design based on cost, play value, and aesthetics.
- Preparation and supply of detailed design documents to be submitted by the City's engineer to the Interior Health Authority for the purposes of obtaining a Construction Permit.
- Excavation of supply line and footings.
- Supply and install of supply lines and footings, including bedding aggregates, drain vault, drain line, electrical works from splash pad to control kiosk, compacted base gravel and all plumbing and servicing required within or beneath the splash pad area.
- Supply and installation of the splash pad including overspray area and walkway, appurtenances and ancillary equipment, including activators, kiosks and other controllers, activators, and play features in accordance with the approved design.
- Supply of tamper-resistant tools and touch-up paint.
- Coordination with the City and its employees, agents, and representatives throughout the project.
- Letters of Assurance verifying compliance with applicable standards, regulations, and guidelines.
- Drawings of Record (one signed and sealed original plus one digital copy is acceptable).
- Operations & Maintenance Manual including mechanical drawings and specifications (digital copy is acceptable).

## City of Enderby Spray Park Design-Build RFP

- On-site training of the City's Parks and Recreation staff in the proper operation and maintenance of the spray park.
- Project commissioning.

### Supplied by Owner

The works and services supplied by the City shall include:

- Topographical survey, base plan, and grading plan.
- Civil design and drawings for water, sewer, and storm services up to but not including on-site piping for the spray park.
- Civil works as specified in the civil drawings, which shall include:
  - Removal of existing irrigation.
  - Base preparation including 300mm of SGSB pit run gravel for spray pad and 300mm of 19mm minus drain rock for control cabinet base.
  - Control kiosk footing.
  - Water service including curb stop to control kiosk.
  - Supply and install of PRV, backflow preventer, water meter, and miscellaneous control kiosk plumbing (Proponent to coordinate with Owner).
  - Electrical service, including connection to controller and kiosk.
  - Drain line from sanitary tie-in to 3m outside of splash pad, and drain line from control kiosk underdrain.
  - Spray pad perimeter drain.
  - Landscaping and walkway.
  - Signage.
- Temporary construction fencing.
- Liaising with the Interior Health Authority to obtain the required Construction Permit.
- Site inspections.

### Design Considerations

The successful Proponent, in collaboration with City staff and an appointed member of the public, will design, supply, and install the following:

- The design shall provide for a two-phase installation consistent with Budget and Phasing section, below.
- The spray park shall be a flow-through system that drains to the sanitary sewer, with an energy efficient water management system that is easy to operate and maintain.
- The maximum flow of the system must be limited to 80 USGM through control sequencing and flow control.
- The system should be designed to set operational hours and provide a programmable controller and user-triggered activators for play programs.
- A concrete spray pad including a main play area and a 2.4m wide overspray area (combined area no more than 317m<sup>2</sup>), as well as a 1.2m perimeter walkway area, to be designed and built in accordance with the City-supplied civil design and all relevant regulations and guidelines, including but not limited to the Pool Regulation and direction from the Interior Health Authority.

## City of Enderby Spray Park Design-Build RFP

The spray pad shall be easy to operate and clean, with a non-slip brushed concrete surface and graded to the drain(s) to prevent the accumulation of water.

- Play features that are safe and engaging for children across the age spectrum, from toddlers to pre-teens, with no exposed sharp edges or pinch points, pressure compensating nozzles that limit the potential for injuries, and no elevated climbing structures over the concrete pad.
- All play features must include the necessary anchoring and installation templates, appropriate water inlet connections, and electrical works, be constructed of 304 grade stainless steel (including all anchoring hardware, plates, flanges, and fasteners) or an acceptable equivalent, furnished with tamper-resistant winterization caps, and be capable of being raised in the future to accommodate a poured-in-place rubberized surface.
- An appropriate design and layout of the play features such that conflict between play zones is minimized (e.g. there should be a dedicated toddler zone).
- Promotes a flowing rhythm of play and encourages interaction with the play features and other children.
- Play features which are acceptable to the Interior Health Authority, which may include approval by the CSA or equivalent certifying body.
- Play features which are sturdy, well-built, and resistant to UV damage, vandalism (including tampering), and graffiti.
- Aesthetic fit for Barnes Park and the City more generally.

## BUDGET AND PHASING

The City intends to complete the project in two phases in accordance with its budget, as follows:

1. Phase One, for which funding has been committed in the amount of \$169,000 for all items Supplied by Proponent, shall involve the supply and installation of the spray pad and a sufficient number of installed play features to provide for an enjoyable user experience for all age groups. Phase One shall also involve pre-service connections and associated works to provide for the easy installation of additional play features during Phase Two.
2. Phase Two, valued at approximately \$75,000 and subject to future fundraising, shall involve the supply of the additional play features to achieve the ultimate design. Ideally, all Phase Two play features will be easily installed by others and may be installed incrementally as fundraising milestones are attained.

Note that additional community fundraising and local donations for those works Supplied by Owner may allow for the Phase One budget to be increased and incorporate some or all of the play features proposed for Phase Two.

## TIMELINES AND COMPLETION DATE

The successful Proponent should be prepared to have all construction completed and the project commissioned before August 1, 2017, or earlier if possible.

In the event that this timeline is not feasible, Proponents may specify an alternate completion date in its response; this may affect its score but would not, in and of itself, result in disqualification of the Proposal. Time is of the essence.

## SUBMISSION INSTRUCTIONS

### Schedule

Below are the estimated dates for the stages of this RFP:

Issue Date	March 28, 2017
Last Date for Submitting Questions	April 12, 2017
Last Date for Posting Addenda	April 14, 2017
Closing Date and Time	April 19, 2017 at 4:30pm
Evaluation	April 21, 2017
Selection	April 26, 2017

### Proposal Structure

Proposals should be organized in the following format:

1. Signed covering letter from an authorized representative of the Proponent indicating:
  - a. The total price for the proposed works.
  - b. The anticipated date that the spray park will be commissioned.
  - c. That the price is firm for 30 days from the Closing Date and Time.
  - d. That the contractor is qualified and prepared for the proposed undertaking, in accordance with the Request for Proposal documents and the submitted Proposal.
2. Company experience and project team qualifications, including proposed subcontractors
3. Design and Costs
  - a. Ultimate design (at completion of Phase 2), including a List of Play Features, Costs, and a two-dimensional scale drawing showing the splash pad, including the overspray area and walkway as well as the location and spray area of all Play Features.
  - b. Partial design (at completion of Phase 1), including a List of Play Features, Costs, and a two-dimensional scale drawing showing the splash pad, including the overspray area and walkway as well as the location and spray area of all Play Features.
  - c. Shop drawings and illustrations of all play features.
  - d. Shop drawings for all controllers, kiosks, and activators.
  - e. Description of programmable sequences that may be triggered by an activator.
  - f. Plumbing and electrical diagrams (if possible; must be provided prior to award).
  - g. Water flow and pressure calculations, sealed by qualified professional, confirming that the proposed design meets all flow requirements and maximum velocities and is consistent with all Code and regulatory requirements.
  - h. Description of warranties.
  - i. Description of maintenance and winterization requirements.
4. Methodology

## City of Enderby Spray Park Design-Build RFP

- a. Approach
  - b. Timeline
  - c. Value-Added Services
5. References, minimum of 3 similar projects.

All costs should exclude applicable taxes but be inclusive of all other costs.

Each Proponent may submit up to two (2) alternate designs.

### Submission Instructions

Proposals may be submitted by one of the following methods:

- Email: [info@cityofenderby.com](mailto:info@cityofenderby.com)
- Delivered: City of Enderby, 619 Cliff Avenue, Enderby, BC V0E 1V0

Proposals submitted by email must indicate "Spray Park RFP Submission" in the subject header. Proposals delivered must be in a sealed envelope marked "Attn. Spray Park RFP Submission". All proposals must be signed and dated by an authorized representative of the Proponent with signing authority.

The City will not be liable for any delay for any reason, including technological or delivery days, and will not be liable for damages associated with any Proposal that is not received on or before the Closing Date and Time.

The City may, at its sole discretion, accept a Proposal received after the Closing Date and Time but it is under no obligation to evaluate the late Proposal.

Proposals will not be reviewed until after the Closing Date and Time.

Proposals will not be opened in public.

Proposals may be withdrawn upon request by an authorized representative of the Proponent by emailing [info@cityofenderby.com](mailto:info@cityofenderby.com) before the Closing Date and Time.

### Inquiries and Addenda

All inquiries regarding this RFP should be submitted by email before the Last Date for Submitting Questions, as indicated in the above Schedule.

The City shall determine, at its sole discretion, whether the inquiry requires a response and whether to make the inquiry and the response available as clarifying Addenda available to all Proponents on its website.

No oral conversation will affect or modify the terms of this RFP and should not be relied upon by the Proponent unless issued as Addenda.

If the City determines that an amendment or clarification is required, the City may, at its sole discretion, issue Addenda which shall be posted on its website. All Addenda become part of the RFP document upon publication. Proponents should acknowledge receipt of Addenda in their Proposals.

### Evaluation Criteria

Proposals must clearly outline the Proponent’s experience, qualifications, and references to complete the project, on time and on budget, in accordance with the Scope of Works and Services section, above.

Proposals will be scored on the following criteria:

Experience	20%
Design	35%
Cost	20%
Methodology	15%
References	10%

Proposals which receive a score of less than 50% on any of the above criteria shall be deemed to have not met the minimum requirements and may be rejected at the City’s discretion.

The City may, at its sole discretion, interview one or more Proponents or request clarifications or additional information from any Proponent, and may consider that information as part of its evaluation.

## TERMS AND CONDITIONS

### Eligibility

As a condition of award, the successful Proponent will be required to:

- Enter into a standard contract with the City, which shall include a work schedule, a list of fees, and include by reference MMCD General Conditions, Specifications, and Standard Detail Drawings.
- Indemnify and save harmless the City and its employees, agents, and representatives from and against all damages, demands, actions, claims, injuries, and expenses incurred or made against the City arising from or connected with the Proponent’s negligent performance or non-performance, or the breach of any representation or warranty.
- Provide professional errors and omissions liability insurance with a minimum of \$500,000 per claim and an aggregate of \$1,000,000 and commercial general liability insurance with a minimum of \$5,000,000 per occurrence, with the City of Enderby as an additional insured.
- Provide a clearance letter from WorksafeBC.
- Obtain a City of Enderby or inter-municipal business license.
- Agree in writing to serve as Prime Contractor for the work site.

These conditions are not required as part of the RFP submission but shall be provided by the Proponent prior to award.

### Site Conditions

It is the Proponent’s responsibility to view the site to determine the existing conditions, dimensions, and limitations. No additional payments or time extensions shall be claimable or due because of difficulties relating to conditions at the site which were reasonably foreseeable by the Proponent.

### **Price Firm**

All prices indicated in a Proposal must be firm for thirty (30) days from the Closing Date and Time.

### **Acceptance of Proposals**

The City reserves the right to reject any or all Proposals. The City may accept any Proposal received in response to this RFP should the City judge that, in its sole discretion, it is in the best interests of the City, whether or not it is the lowest priced Proposal. The City reserves the right to waive any irregularities in any Proposal. The City is under no obligation to select a Proponent or award a contract for the Works and Services described in this RFP. The City may terminate this RFP process at any time or reissue or extend the RFP. The City may enter into discussions or negotiate with any of the Proponents at any time, including prior to awarding the work.

### **Approval of Award**

The award for the work is subject to approval of the City Council and/or the Enderby & District Services Commission. The City reserves the right to cancel this RFP should approval not be received.

### **Proponent's Expenses**

Proponents are solely responsible for their own expenses in preparing Proposals, and for any meetings, negotiations, or discussions with the City or its representatives relating to or arising from this RFP.

### **No Claim**

The City and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses, or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent as a result of or related to the RFP, the preparation of a Proposal, the evaluation of Proposals, the acceptance or rejection of any compliant or non-compliant Proposal, the breach of any obligations arising under the RFP, negotiations for a contract or cancellation, suspension or termination of the RFP. By submitting a response to this RFP, each Proponent will be deemed to waive and release the City and its employees, contractors, consultants, and agents from and against any and all such claims. By submitted a response to this RFP, each Proponent shall be deemed to have agreed that it has no claim.

### **Conflict of Interest**

Proponents shall disclose in their Proposal any actual, potential, or perceived conflicts of interest it may have with the City, including its elected or appointed officials, employee, or agent acting on behalf of the City, including members of the Enderby & District Services Commission and appointed members of the public who may be involved in evaluating proposals.

### **No Solicitation**

Proponents will not contact any elected or appointed official, employee, or agent acting on behalf of the City, including members of the Enderby & District Services Commission and appointed members of the public who may be involved in evaluating proposals.

### **Not a Tender**

This RFP is not a tender process nor is it an invitation to tender. This RFP does not create a contractual relationship between the City and any Proponent. By issue of this RFP, the City reserves to itself

## City of Enderby Spray Park Design-Build RFP

absolute and unfettered discretion to invite, consider, and analyse Proposals, and selected and negotiate with a preferred Proponent.

### **No Obligation**

The City reserves the right to accept any Proposal, or reject any or all Proposals, or cancel this RFP at any time.

### **Freedom of Information and Protection of Privacy**

Technical and business information, including component and subcontractor pricing, received by the City as part of the submission process will be held in confidence. The City is subject to the Freedom of Information and Protection of Privacy Act ("the Act"). As a condition of submission, the Proponent understands and agrees that the City is not liable for damages arising from a disclosure that cannot be excepted under Part 2, Division 2 of the Act.

The City will release a list of all Proponents along with total bid prices (pricing for individual components or line items will be kept confidential) and total weighted scores for Proposals that are accepted and compliant. Upon request, the City will debrief any Proponent, in general terms, on the total weighted scores upon request. Also upon request, the City will debrief an individual Proponent on the specifics of its particular Proposal evaluation, including individually scored line items and, if applicable, the reasons why its Proposal was deemed non-compliant or otherwise disqualified.