

Request for Proposal (RFP)

Landscape Architecture: Barnes Park Concept and Grading Plan

City of Enderby

1. Project Overview

The City of Enderby is seeking a Landscape Architecture proponent to develop a Concept and Grading Plan for Barnes Park (602 King Avenue, Enderby, BC). The project focuses on integrating a new outdoor pool (currently under construction) with the existing park, repurposing decommissioned spaces, and creating a phased roadmap for future improvements that is aligned with the community's vision and priorities.

Existing amenities within the park currently include, but are not limited to:

- New Outdoor Pool Facility (under construction; scheduled for completion by mid-May 2026)
- Existing Outdoor Pool Facility (to be decommissioned)
- Spray Park
- Playground Areas
- Skatepark
- Outdoor Gym Equipment
- Gazebos
- Passive Green Space and Mature Trees
- Picnic Tables and benches
- Supporting infrastructure (washrooms, parking, irrigation, landscaping, and perimeter fencing)

In addition, the 600-block of King Avenue, fronting the north side of Barnes Park, is under construction and is scheduled for completion by mid-May 2026, which will include dedicated parking stalls.

Engagement Background: The City has recently completed a public engagement survey and facilitated an elected official prioritization exercise. The results of these initiatives will inform the Deliverables.

Budget: Maximum \$20,000 (excluding GST) inclusive of incidentals and disbursements.

Submission Deadline: Tuesday, March 24, 2026, at 3:00 PM PST.

2. Scope of Work

The successful proponent will deliver a Concept Plan rooted in community needs, local government priorities, financial constraints, universal accessibility, respect for traditional territory and culture, and practical park design principles.

2.1 Analysis & Design

- **Information Review:** Review and analyze all City-Provided Resources, including the Public Engagement Survey Results and Elected Official Prioritization Summary. These materials are intended to provide the Proponent with a clear understanding of community context and elected official vision.
- **Site Review:** Assess current conditions, utilities, and the interface between the new pool facility and the broader park landscape. Identify critical grading transitions and drainage patterns to ensure functional integration with park topography using provided data.
- **Design Scenarios:** Create one (1) overall park framework that explores two (2) distinct scenarios for the decommissioned pool site and other priority opportunity areas, directly reflecting the feedback and priorities identified in the provided Public Engagement Survey results and Elected Official Prioritization.
- **Final Concept Plan:** Refine the preferred scenario - as selected by elected officials - into a Final Concept Plan. This stage includes incorporating feedback, refinements, and directional tweaks arising from the presentation to elected officials.

2.2 Coordination & Meetings

- **Staff Progress Meetings:** Two (2) virtual meetings to review draft scenarios and ensure technical alignment.
- **Presentation to Elected Officials:** One (1) proponent-facilitated presentation (in-person or virtually) to present the Design Scenarios, select the preferred Design Scenario, and obtain elected official feedback to transform the preferred Design Scenario into the Final Concept Plan.

3. City-Provided Resources

To support the proponent and streamline project delivery, the City will provide the following:

- Public Engagement Survey Results and Elected Official Prioritization Summary.
- Topographical Survey of Barnes Park.
- Geotechnical Report related to the new pool site.
- Construction or record drawings for:
 - New Outdoor Pool.
 - Spray Park.
 - King Avenue adjacent road project, including parking stalls for park.

4. Deliverables

All deliverables must be submitted in digital format. All source files must be editable (e.g., AutoCAD) to enable future detailed engineering.

- **Design Scenarios:** High-level diagrams showing two distinct approaches to organizing priority areas and integrating new assets (PDF format).
- **Final Concept Plan:** A refined, illustrative plan inclusive of final adjustments and feedback. Deliverables must include:
 - **Covering Memo:** Provides a narrative of the Final Concept Plan, an opinion of probable costs, and a phased implementation timeline (Short, Medium, and Long-term) in PDF format and, where applicable, editable spreadsheet format.
 - **Final Concept Plan:** Full-colour, rendered, illustrative site plan inclusive of final adjustments and feedback, with call-outs for key features that are cross-referenced to the covering memo. PDF format for presentation and printing; AutoCAD for future detailed design.
 - **Grading and Drainage Concept Plan:** Illustrates site grading and drainage approach, identifies key elevations, and confirms technical feasibility of proposed concepts. PDF format for presentation and printing; AutoCAD for future detailed design.

5. Exclusions

The following items are outside the scope of the Deliverables:

- Legal land surveying or additional sub-surface investigations.

- Detailed engineering or construction drawings (beyond the schematic/concept level).
- Environmental assessments or archeological monitoring.
- Formal public open houses or stakeholder workshops (engagement is completed).

6. Timeline

- **Closing Date:** March 24, 2026
- **Award:** March 27, 2026
- **Design Scenario Submission:** May 19, 2026
- **Final Delivery:** June 22, 2026

7. Proposal Requirements

Proposals must be 10 pages or less (excluding resumes) and include:

1. **Qualifications & Relevant Experience:** Summary of the firm's experience with local government park planning.
2. **Project Team:** Resumes of key personnel, clearly identifying the project lead.
3. **Project Understanding:** A brief narrative demonstrating the proponent's insight into the project. Proponents should explain how they will reconcile community demands with local government priorities, financial realities, and the site's technical constraints.
4. **Work Plan & Methodology:** A description of the proposed approach to the analysis, design development, and the facilitated session with elected officials.
5. **Fee Proposal:** A breakdown of costs by task, not to exceed \$20,000 (excluding GST), inclusive of all incidentals and disbursements.
6. **References:** Contact information for three recent local government clients, and a brief description of the project scope, deliverables, cost, and completion date.

8. Evaluation

- **Qualifications & Experience (40%):** Demonstrated success in similar local government park projects.

- **Methodology & Work Plan (30%):** Practicality of the proposed approach, efficiency of the timeline, and clarity on how the approach will address the project's objectives inside of the financial and time constraints.
- **Project Understanding & Strategic Fit (30%):** Demonstrated grasp of the project's goals, values, context, and constraints.

Note: This is a "Design-to-Budget" project. We are looking for the best technical value and site-specific insight within the \$20,000 maximum budget value. Proposals that exceed the maximum budget value will not be evaluated.

9. Submissions

- **Format:** Proposals must be submitted electronically in PDF format.
- **Closing Date:** Tuesday, March 24, 2026, at 3:00 PM PST.
- **Email:** info@cityofenderby.com
- **Subject Line:** RFP Submission - Barnes Park Concept and Grading Plan

10. Inquiries

Questions regarding the project scope or technical requirements should be directed to:

- **Contact:** Kelsey Campbell, Manager of Strategic Priorities & Community Services
- **Email:** kcampbell@cityofenderby.com
- **Inquiries Deadline:** March 17, 2026

APPENDIX “A”

RFP TERMS AND CONDITIONS

The following terms and conditions apply to this RFP:

1. Verbal discussion, instructions or explanations between the City staff members, agents, employees, or representatives and a Proponent shall not become a part of or otherwise modify the RFP unless expressly confirmed in writing through an RFP addendum.
2. Responses to inquiries may be posted to the City’s website for the general knowledge of all Proponents, at the City’s sole discretion.
3. The City may accept or reject any or all Proposals for any reason, and may negotiate with a potentially successful Proponent.
4. The City may reissue, amend, cancel, or extend this RFP at its sole discretion, and reserves the right to defer, cancel, or phase awarding of the work.
5. As part of its evaluation process, the City may request further information from a Proponent.
6. Under no circumstances shall this RFP be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by the Proponent in preparing a Proposal.
7. The City does not, by issuing this RFP, incur any duty of care or contractual obligation to any interested party.
8. Proponents are strictly prohibited from engaging in any form of lobbying in relation to the RFP or with a view to influencing the outcome of this process.
9. Proponents agree to advise the City immediately of any real, perceived, or potential conflict of interest with an employee or officer of the City, including an elected official.
10. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act and all information submitted to the City become records in its care and custody for the purposes of the Act.
11. All Proponents and the City acknowledge that all Proposals are supplied in confidence and may reveal technical business information of a third party. Only the aggregate of the weighted score and the total cost for each Proposal will be made publicly available as a proposal summary.
12. The City will debrief a Proponent on the detailed score for their Proposal upon request.
13. All Proponents and any other persons who, through this process, gain access to confidential or sensitive information of the City are required to keep all such

information confidential. This requirement will persist after the RFP process has concluded. Such information must not be disclosed without written authorization from the City.