

REQUEST FOR PROPOSAL (RFP)

Inclusive Playground Design and Installation

At Tsuma-As Elementary School



**Pacific Rim School District
4690 Roger Street,
Port Alberni, BC
V9Y 3Z4**

Date: March 11th, 2025

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1 Introduction

The Pacific Rim School District (the district) covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities.

The district is home to 4000 students, 36% of whom are of Indigenous Ancestry, in two neighborhood secondary schools, eight elementary schools, and one K-12 school. The district has a successful alternate learning center, a strong French Immersion program, a thriving international student program, and a busy continuing education program.

The district is committed to all student successes and has strong connections to early learning and community wellness and mental health support, as well as the region's two major post-secondary institutions. The school district employs close to 500 employees.

This Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide inclusive Playground design and installation to a school district facility. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements that the system must fulfill.

This document describes the Request for Proposal (RFP) from Pacific Rim School District. This document is a confidential company document. Vendors requested for proposal are engaged to respect the confidentiality of information contained in this document.

Rules for tendering this RFP are explained in Section 2.

1.1 Purpose of the RFP

Pacific Rim School District is selecting a service provider to design and install a playground. Our objective is to select the vendor who most fully meets the requirements identified in this Request for Proposal (RFP). Pacific Rim School District may elect to award a contract pursuant to the RFP. Your company is invited to take part in this process and provide a proposal that satisfies Pacific Rim School District requirements.

Within the RFP you will find all the information necessary to do a proper assessment of Pacific Rim School District requirements. Service providers are invited to respond to this RFP by describing how they can meet the requirements set out in this RFP and by providing other information requested. Responses to this RFP will be used to qualify service providers for the final evaluation and price negotiation phases of the selection process.

1.2 Scope of Work

Design & Planning

- Develop a comprehensive inclusive playground design that aligns with the client's vision, space constraints, and budget.
- Ensure compliance with safety standards CSA Z614-20 (Canadian Standards Association)
- Provide detailed site plans, equipment specifications, and material recommendations.

Equipment & Materials

- Supply high-quality, durable, and age-appropriate play structures.
- Include inclusive and accessible play elements for children of all abilities.
- Ensure all materials meet industry safety and environmental standards.

Site Preparation & Installation

- Conduct necessary site grading, excavation, and preparation. (PRSD to complete bulk site excavation)
- Install playground equipment, surfacing, and any additional features (benches, shade structures, fencing, etc.).
- Ensure proper drainage and erosion control measures are in place.

Safety & Compliance

- Provide certification of compliance with all relevant safety regulations.

Warranty & Maintenance

- Provide warranties on equipment, materials, and installation workmanship.
- Supply user manuals and maintenance guides for all installed components.

1.3 Confidentiality

This Request for Proposal, including any other material and information provided by Pacific Rim School District, contains Pacific Rim School District proprietary and confidential information that is provided to you for your exclusive use in evaluating and preparing your response. If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.

This document should not be duplicated except as necessary to prepare your response. This document should not be disclosed or distributed to any third party. All copies of this document except one file copy should be destroyed following submission of your response. The file copy should be held confidential and not used for any purpose other than bid evaluation, response preparation, and subsequent discussions with Pacific Rim School District, if any result. You should safeguard the confidentiality of this document and any copies with the same degree of care with which you safeguard your own confidential information. Vendors may not use the name, logo, or trademarks of Pacific Rim School District in connection with any advertising or publicity materials or activities without the prior written consent of the Pacific Rim School District. The obligation not to disclose any confidential information shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against the vendor, nor by the rejection of any agreement between the Pacific Rim School District and the vendor, by a trustee of the vendor in bankruptcy, or by the vendor as a debtor-in-possession or the equivalent of any of the foregoing under local law.

2 Vendor Instructions

2.1 Background

This RFP has been issued to organizations that will respond satisfactorily to the Request for Proposals (RFP) dated March 11th, 2025. The RFP identifies Pacific Rim School District's requirements in sufficient detail to identify a preferred vendor.

2.2 General Instructions

Vendors are requested to consider the following instructions when preparing their responses:

- Only respondents who have been directly invited to respond to this RFP shall be considered.
- Vendor responses must be valid for 6 months from the date of submission.
- Vendors must be commercially bound to their response.
- Vendors must address all matters raised in this RFP.
- Any statements made about the performance and specifications of the proposed solution will be considered to be true and will be incorporated into the final purchase contract.
- Any functionality or features not included in the cost estimate must be clearly identified in response to the RFP.
- Vendors must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a vendor from further consideration.

Submission of proposals shall constitute evidence that the vendor has made all the above-mentioned examinations and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

2.3 RFP Changes, Binding Bid Process

Pacific Rim School District reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend or resubmit this RFP in part or entirety at any time. While one or more vendors may be selected as candidates, and Pacific Rim School District may negotiate a vendor contract with one or more respondents, Pacific Rim School District reserves the right to reject any or all of the responses received for any reason or no reason, and to decline negotiating and signing a vendor contract with any vendors responding to the RFP regardless of whether any vendor's response is partially or fully accepted or rejected, or contains the highest or lowest mark-up or price, or the most timely services delivery commitment, or whether a vendor responds with a no-response notice or has an existing contract with Pacific Rim School District, and regardless of any other matter. Pacific Rim School District further reserves the right to negotiate with any vendor who does not receive this RFP. Accordingly, responses should be submitted in the terms most favorable to Pacific Rim School District. Pacific Rim School District will consider vendor responses as binding offers by vendors.

2.4 Disqualification

Statements known to be, or subsequently found to be, inaccurate or misleading may disqualify the vendor from further participation in the evaluation process.

2.5 Structure of the Response

All responses to this proposal must follow the structure given below:

1. Executive Summary
2. Company Profile
(Describe your organization’s core businesses, products, services, markets, awards, etc.)
3. Similar Experience & Customer References
4. Requirements Understanding / Scope of Work
(Please illustrate that you have understood our requirements.)
5. Vendor Eligibility Criteria (as per section 3 of RFP)
6. Compliance Matrix (as per section 4 of RFP)
7. Project Plan / Timelines
8. Project Management Approach
(Please illustrate your project management approach in terms of proposed team structure, communication plan, escalation management, quality plan and any other relevant information)
9. Pricing Details (as per format in section 5 of the RFP)

2.6 Schedule of Events

Event	Date
RFP Distribution to Vendors	March 11, 2025
Written Confirmation of Vendors with Bid Intention	April 4 th , 2025
Questions from Vendors about scope or approach due	April 4 th , 2025
Responses to Vendors about scope or approach due	April 4 th , 2025
Proposal Due Date	April 4 th , 2025
Target Date for Review of Proposals	April 7 th , 2025
Final Vendor Selection Discussion(s)---Week of	April 7 th , 2025
Anticipated decision and selection of Vendor(s)	April 7 th , 2025
Anticipated commencement date of work	Jun 30 th , 2025
Anticipated completion of work	August 30 th , 2025

2.7 Contacts

Any questions concerning technical specifications or Statement of Work (SOW) or contractual terms & conditions must be directed to:

Name:	Jeffrey Goode – Assistant Director of Operations	
Address:	4930 Maebelle Road, Port Alberni BC V9Y 8R1	
Phone	250-723-8821 Ext 2214	
FAX		
Email	jgoode1@sd70.bc.ca	

Responses to the RFP are due by April 4th, 2025. Please submit your response in hard copy/soft copy to:

Name	Jeffrey Goode - Assistant Director of Operations	
Address	4930 Maebelle Road, Port Alberni BC V9Y 8R1	
Phone	250-723-8821 Ext 2214	
FAX		
Email	jgoode1@sd70.bc.ca	

2.8 Evaluation Criteria

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor’s responsiveness to the RFP and the total price quoted for all items covered by the RFP.

Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria:

- Completeness of proposal
- Experience and past performance with similar customers
- Ability to meet requirements as specified in the *Compliance Matrix*
- Initial cost, including goods and service
- Financial stability of your company
- Demonstrated quality of service and training

Pacific Rim School District does not represent that these are the sole criteria and reserves the right to adjust selection criteria at any time.

2.9 Awarding of Contract

Pacific Rim School District is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal. Prospective suppliers are advised that nothing in this documentation, or in any communication between Pacific Rim School District and any other party, shall be taken as constituting a contract, agreement or representation between Pacific Rim School District and/or any other party, except for a formal award of contract made in writing by Pacific Rim School District. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered.

Please note that Pacific Rim School District reserves the right to vary the number of vendors invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion. Pacific Rim School District reserves the right at all points in the procurement process either not to select a candidate to go forward to the next stage, or following completion of the procurement process, not to make any award of contract.

Pacific Rim School District has prepared this RFP in good faith. To the extent that Pacific Rim School District is permitted by law, Pacific Rim School District excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.

3 Vendor Eligibility Criteria

A vendor is defined as an independent company registered in 'country name' or a consortium of partnership between a local 'country name' registered company and local or global services partner. Please provide the following details:

- Legal Name:
- Parent Company if applicable:
- Corporate Headquarter Address:
- Website
- In what business area has your company engaged?
- How many years has your company been in business under its present name?
- If you are a corporation or limited liability corporation, show state and date of incorporation.
- Is there, or has there been in the last three years, any litigation or governmental or regulatory action pending or threatened against your organization that might affect your ability to provide stated products and services? State the status of any current or pending lawsuits.

The business enterprise must currently be incorporated, or registered as a company (corporation, limited, partnership).

We have a strong commitment and preference to the consideration and use of certified minority and women-owned businesses (M/WBE's) to the greatest extent possible. Bidder shall provide details, if applicable.

The eligibility will be seen based on the above criteria and Pacific Rim School District has the right to reject responses not meeting the qualification criteria.

4 Compliance Matrix

In the subsequent sections, we have detailed the specifications for the various components of the requirement. Vendors must highlight their compliance status against each requirement or specification in their response along with additional comments (if any) by using the following legend:

Solution Features	S = Standard N = Not Available C = Available with Customization T = Available through 3rd-party
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4.1 Specifications

Sr. No.	Requirements	S/N/C/T	Additional Remarks
	General Requirements:		
1	Design a comprehensive playground that aligns with the client's vision, space, and budget while ensuring CSA Z614-20 compliance and providing site plans, equipment specifications, and material recommendations.		
2	Provide a high-quality, durable, and age-appropriate play structure with inclusive elements, ensuring all materials meet safety and environmental standards.		
3	Prepare the site with grading and excavation, install playground equipment and features, and implement drainage and erosion control measures (PRSD to complete bulk excavation). Current location is level ground.		
4	Offer warranties, user manuals, maintenance guides, and certification of compliance with safety regulations.		
5	Maximum budget of \$250,000 including all fees and taxes.		
6	Must be partially accessible to meet relevant playground accessibility standards (Ex, half turf or rubber-half woodchip). kindergarten-Grade 7. Zip-line has been requested.		
7	Location of Project: 5055 Compton Rd, Port Alberni BC, V9Y7B5		

5 Pricing Details

All prices quoted by the vendor must be fully itemized, in Canadian currency and inclusive of all taxes and all expenses. Pacific Rim School District expects to contract with the vendor on a Fixed Price basis for all components of the supply. We expect the vendor to quote a fixed price for:

- Product
- Implementation services
- Customizations

Please clearly identify all assumptions made when producing these prices.