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**To:** Mayor and Council  
**From:** Trevor Pinn, CPA, CA – Director of Finance / Treasurer  
**Date:** July 3, 2020  
**Subject:** Newcastle Skateboard Park RFP  
**File:**

The purpose of this memo is to inform Council of a need to vary the normal process of procurement, while still following the Purchasing By-law. The Purchasing Services Division and the Engineering Department are currently working on finalizing the process for procurement of the design and construction of a skateboard park as part of the Newcastle Community Park.

Section 24 of the Purchasing By-law outlines the process to be followed when issuing a Request for Proposal (RFP). The By-law also states that the Purchasing Manager, in consultation with the Department Head, may use an RFP process utilizing the two-envelope method. Council instructed Staff, through resolution, that an award using this process must be based on the lowest price meeting the technical requirements. In this case, Staff feel that this may not be the most efficient or effective process. This process would work when there is a design already completed or if the Municipality had established its needs already.

Staff are suggesting that the Municipality issue the RFP using a modified method where the price would be a factor of the overall scoring of the proposal with the final contract being awarded based on the highest weighted score of the technical and financial proposals. This process would ensure the Municipality obtains the highest value for the dollar as the price is but one element and not the sole determining factor. While this is different than the current process, this method is commonly used in municipalities and was the former process that the Municipality used in awarding RFPs.

The RFP would be for the design (including public consultation) and construction of the skateboard park in Newcastle. Given the price scope for this project, Staff feel that this is a reasonable approach as issuing a design RFP and then a construction tender would increase time and costs for the project and may dissuade proponents from bidding on the project.

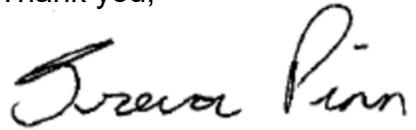
The RFP will be issued in the coming weeks with the review and award of the contract this summer. This process would allow the project to begin this year.

**Recommendation:**

That Staff proceed to issue an RFP for the design/build of the Newcastle Skateboard Park utilizing a weighted scoring method.

If there are any questions, please let me know.

Thank you,

A handwritten signature in black ink that reads "Trevor Pinn". The signature is written in a cursive style with a horizontal line underneath it.

Trevor Pinn, CPA, CA  
Director of Finance / Treasurer

cc: Andrew Allison, CAO  
Ron Albright, Acting Director of Engineering Services  
David Ferguson, Purchasing Manager  
Peter Windolf, Manager of Park Development