



**RFP** | **Whistler Parks Master Plan – Asset Inventory and  
Conditions Assessment  
Whistler BC**

**Issued:** **Thursday September 6, 2018**

**Closing Time:** **2:00 pm, Thursday September 27, 2018**

**Closing Location:** Resort Municipality of Whistler  
Municipal Hall  
4325 Blackcomb Way  
Whistler, British Columbia,  
Canada, V0N 1B4  
Attn: Annie Oja

**Administrative Contact &  
Project Manager:** Annie Oja  
[aoja@whistler.ca](mailto:aoja@whistler.ca)  
604-935-8185

# 1 PROJECT OVERVIEW

The Resort Municipality of Whistler (RMOW) is seeking the services of a suitably qualified firm to assist with an asset inventory and conditions assessment (AICA) of existing municipal parks to be included as a component of a larger municipal Parks Master Plan.

As an outcome of the 2015 Recreation and Leisure Master Plan (RLMP), the municipality is conducting a Parks Master Plan (PMP). The purpose of the PMP is create a strategic framework based off of the RLMP, community feedback, and the AICA that will help guide/steer prioritization of park redevelopment.

The AICA will inventory select existing municipal parks with the following goals:

1. Determine the current physical condition and financial value of existing park infrastructure;
2. Develop a methodology for prioritizing necessary infrastructure re-investment.

Note that buildings are excluded from this scope of this RFP as they have been recently inventoried and assessed.

The objective of this exercise is to provide a document that recommends infrastructure re-investment with order of magnitude capital and operating costs prioritized over a ten-year time frame. This information will be used along with other information collected outside of the scope of this RFP to help inform the larger PMP process.

Proponents will perform an inventory of 12 Major Park assets and features (see Appendix A for list). The RMOW will create and provide digital data collection templates for each asset, as well as application logins for Collector for ArcGIS; proponents are expected to download the collection app and use their own mobile phones for the inventory. Part of the purpose of this collection process is to directly upload data into the municipal GIS system. That said, the RMOW may be open to considering an alternative approach that achieves the same deliverables in a cost effective means.

Proponents are to indicate if GNSS receivers will be used as part of the collection strategy. Additionally, it is expected that data collection will be completed by mid-November as indicated in the project scope. Please provide a list of resources that will be made available to ensure this timeline.

If proponents require access to the collected inventory the RMOW will provide the data in one of the following formats:

- a. Esri file geodatabase
- b. Esri shapefile

The RMOW requests any newly created and generated mapping and spatial data files as deliverables for this project. The RMOW's GIS Data Submission Standards requirements will be provided to proponents upon request.

## 2 CONSULTANT EXPERTISE REQUIRED

The successful firm or person must have the ability to conduct an AICA of each of the selected parks and open spaces. Work will include the identification and recording of park assets, their condition, replacement value, annual maintenance cost, and priority for replacement. A high-level report will be produced by the successful proponent to communicate findings. Inputs will also include municipal staff knowledge, which could be operational-based experiences and or infrastructure lifecycle information. Municipal staff will assist in organizing interviews with maintenance and operations staff.

Finally, the successful proponent must be able to commit the resources and energy to deliver on this project within the time required.

## 3 SPECIFIC PROJECT REQUIREMENTS

### 3.1 Key Project Phases

#### *3.1.1 Project Kick-Off; Staff Meeting #1*

This is expected to be a 1 to 1.5-hour session with key RMOW staff to discuss and develop a common understanding of the project's objectives, scope, approach, process, expectations and funding. Background information will be shared as well as initial thoughts, directions and key points.

#### *3.1.2 AICA Summary Report*

The consultant firm or person will physically visit each park to undertake the AICA. It may be necessary to meet occasionally with municipal staff throughout this phase to understand progress and share initial "on the go" findings. Municipal staff will be available to inform condition of select assets as required. A draft summary report with spreadsheets will conclude this phase.

#### *3.1.3 Staff Review, Integration of Content and Ideas with Larger PMP and Final Report*

Staff will review the draft summary report. A follow up meeting will occur to fill in any information gaps, and provide additional direction particularly around prioritization of issues and costs. The draft report will be finalized. Completion of this phase will conclude the project.

### 3.2 Deliverables

- i. Draft Report
  - a. Asset inventory and conditions assessment for 12 major municipal parks
  - b. Graphics/spreadsheets to help communicate findings
  - c. Initial findings and questions
- ii. Final Report as described above
  - a. Asset inventory and conditions assessment for each municipal park (including asset, photos, condition, replacement value, annual maintenance cost, priority for replacement, present value of park based on assets)
  - b. Graphics/spreadsheets to help communicate findings
  - c. Prioritization + recommendations for each park
  - d. Overall higher level park system recommendations and priorities
  - e. Final mapping and spatial data files

### 3.3 Schedule

Staff intends to award this work in September-2018. The scope should be completed by November 2018, so it can be included in the municipality's larger PMP project and the budget planning process.

### 3.4 Work Excluded

The following work is not included in the proposed scope of work:

- i. Municipal Valley Trails and other trails, other than any that pass through a subject area
- ii. Neighbourhood parks and natural areas not included in the target list (See Appendix A)
- iii. Buildings located within the selected parks
- iv. Public or non-municipal stakeholder engagement

## 4 POTENTIAL FUTURE PHASES

While the completion of Key Project Phases as identified in 3.0 above represents the conclusion of this RFP's scope of work, the municipality may or may not choose to negotiate with the successful proponent of this RFP for future phases. This may or may not include but is not limited to further detailed analysis of major parks, community engagement, park re-programming, and concept design development.

## 5 BACKGROUND INFORMATION

### 5.1 Recreation and Leisure Master Plan

Adopted in 2015 with considerable public and stakeholder engagement, the RLMP is the guiding document for Whistler's recreation and leisure products, assets and initiatives. A copy can be found here: [www.whistler.ca/municipal-gov/strategies-and-plans/recreation-and-leisure-master-plan](http://www.whistler.ca/municipal-gov/strategies-and-plans/recreation-and-leisure-master-plan)

### 5.2 Building Conditions Assessments and Life Cycle Report (2018)

AECOM Canada Lt. performed a building condition assessment and developed a lifecycle report for 71 facilities owned by the Resort Municipality of Whistler. This will be provided to the successful proponent for information purposes.

### 5.3 Risk Control Survey for Meadow Park prepared by Risk Management Services Inc. (2017)

Risk Management Services prepared a risk control survey for Meadow Park. This will be provided to the successful proponent for information purposes.

### 5.4 Park Inventory

As part of the RLMP process, an inventory of all parks was conducted. For the parks the subject of this RFP this needs to be verified and updated where possible. A copy is in Appendix "A".

### 5.5 Municipal Air Photo and LIDAR Data

The municipality can share 2014 air photo and LIDAR data. New data is not anticipated to be available until the spring of 2019.

## 6 PROPOSAL REQUIREMENTS

All proposals submitted in response to this RFP must, at minimum include the following:

### 6.1 Proposal Format & Deadline

One electronic copy (.pdf) of the proposal should be submitted by **the deadline on the cover of this RFP** as a **single pdf file** via email to Annie Oja at [aoja@whistler.ca](mailto:aoja@whistler.ca). A confirmation e-mail will be sent upon receipt.

Note that E-mailed submissions must:

- State "Whistler Parks Asset Inventory and Conditions Assessment RFP" in the e-mail subject line;
- Be limited to **one pdf document per team**; and
- Be capable of being directly emailed to the RMOW. Typically, this means a maximum file size of seven (7) megabytes. **Providing an RFP via a third-party file sharing or FTP site is not acceptable.**

Submissions can also be mailed as per closing location and date on cover page of this document.

**It is not necessary to e-mail and mail your submission.**

## 6.2 Project Understanding

The consultant proposal must demonstrate a clear understanding of the project and share any initial thoughts or considerations on the project approach, context, barriers and outcomes.

## 6.3 Proposed Methodology

Consistent with the Key Project Requirements noted above, all proposals must include a clear description of the proposed project methodology, including a description of key project phases. Each phase should describe the key phase deliverable, as well as the method for achieving this output.

## 6.4 Proposed Project Timeline

All proposals must include a detailed description of the proposed project timeline by phase.

## 6.5 Proposed Project Budget

All proposals are to include a fee schedule with all tasks along with hours and hourly rate.

## 6.6 Proponent Profile

Proposals should include a very summary of the proponent's skills, qualifications and ability to deliver on the proposed project deliverables.

## 6.7 Questions and Correspondence

The RMOW is committed to a fair and open process for all parties interested in this RFP. Please direct all queries and questions related to this RFP to Annie Oja [aoja@whistler.ca](mailto:aoja@whistler.ca) 604-935-8185. Answers and clarifications will be distributed via e-mail to all prospective proponents.

## 6.8 Additional Information

Addendums, other points of clarity or revisions will be distributed via e-mail to all prospective proponents.

# 7 PROPOSAL EVALUATION CRITERIA

The RMOW reserves the right to select the consultant best suited for this project and intends to evaluate Proposals as possible. The RMOW reserves the right to make changes to the evaluation process prior to the Proposal submission date.

The RMOW has disclaimed any intention to assume contractual or other obligations to consultants during the RFP process partly to ensure that it retains maximum flexibility in regard to whether it proceeds, whether it proceeds with one of the consultants, or how it will evaluate proposals. While the RMOW intends to evaluate proposals as possible, consultants should be aware the RMOW may evaluate proposals on any basis whatsoever, whether specifically identified in this document or not. Consultants should be aware that various matters may be considered by the RMOW when evaluating proposals, including, for example:

- Whether, or to what extent, a consultant has complied with the Proposal requirements set out in this document;
- The RMOW's assessment of the ability of the consultant to successfully perform the work;
- Previous related or precedent work related to this RFP;
- Proposed budget;
- Innovation;

- The nature of any previous dealings the RMOW has had with a consultant;
- Knowledge of Whistler context.

If a Proposal is determined to be unclear or deficient in some aspects, but these deficiencies are capable of being clarified or rectified, the RMOW may prepare a list of questions for the consultant, to clarify or remedy the deficiencies. If, in the opinion of the RMOW, these clarifications and rectifications do not overcome the deficiencies, the RMOW, at its sole and absolute discretion, may decide to reject the Proposal.

The RMOW may contact any or all the consultants to seek further clarification and information before awarding the contract.

Finally, the RMOW intends to evaluate all proposals according to the scoring matrix outlined in Appendix D. Note that the RMOW will select the Proposal that it deems, in its sole and absolute discretion, demonstrates the best combination of corporate qualifications, skilled and experienced personnel, project understanding, vision, proposed approach to achieving the project goals, as well as project budget.

The Resort Municipality of Whistler is not bound to accept the lowest price proposal, nor is the RMOW in any way bound to award the project to any of the Proponent bids. The RMOW is under no obligation to advance this project in any way whatsoever.

## 8 DEFINITIONS

- “must”, “mandatory”, or “required” means a specific criterion / criteria, or requirement is / are essential to be met for the submission to receive and continue to receive consideration.
- “Should” or “desirable” means a requirement having a specific or significant degree of importance to meeting the RFP objectives.
- “Proponent”, means an individual or company that submits or intends to submit a response to this Expression of Interest. “Proponent” means an entity that makes a submission.

## 9 GENERAL TERMS AND CONDITIONS

### 9.1 Signed Submissions

The submission must be signed by the person(s) authorized on behalf of the Proponent or company and binds the Proponent to the statements made in the RFP response.

### 9.2 Irrevocability of Submissions

At the appointed closing time, all submissions become irrevocable.

### 9.3 Changes to the RFP Wording and Content

The Proponent is entitled to amend its RFP at any time before the deadline for submission of their RFP. After the closing date and time, the Proponent will not change the wording or content of the RFP and no words will be added to the RFP, including changing the intent or content of the RFP, unless requested by the Resort Municipality of Whistler.

#### **9.4 Proponent Expenses**

Proponents are solely responsible for their own expenses in preparing the RFP, presentations of their RFP, and travel costs incurred presenting and negotiating their RFP.

#### **9.5 Acceptance of RFP**

The Resort Municipality of Whistler reserves the right to reject any RFP for any reason whatsoever.

#### **9.6 Alternative Solutions**

Please submit alternative options as a separate RFP. If any other type of alternative options is proposed, Proponents are also requested to submit the alternative or option as a separate RFP.

#### **9.7 Sub Consultants**

Proposed sub consultants must be listed with attached resumes. Joint RFP submission must indicate which Proponent would have overall responsibility of the project.

#### **9.8 Liability for Errors**

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Resort Municipality of Whistler, nor is it necessarily comprehensive.

#### **9.9 Agreement with Terms**

The Proponent, through the submission of an RFP, agrees to all terms and conditions of this RFP.

#### **9.10 Modification of Terms**

The Resort Municipality of Whistler reserves the right to modify the terms of the RFP at its sole discretion at any time prior to the submission deadline.

#### **9.11 Confidentiality of Information**

Information pertaining to the Resort Municipality of Whistler obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written permission from the Resort Municipality of Whistler.

#### **9.12 Confidentiality of RFP**

The Owner (Resort Municipality of Whistler) is subject to the British Columbia Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the Owner, subject to the specific exceptions in that right set out in the Act. The Owner will receive all submissions submitted in response to this RFP in confidence. Because of the right of access to information created by that Act, the Owner does not guarantee that information contained in any submission will remain confidential if a request for access in respect of any submission is made under the Act. Proponents are required to keep their RFP confidential and must not disclose their RFP, or information contained in them, to anyone else without the prior written consent of the Owner.

#### **9.13 Responsibility**

The Proponent shall not transfer responsibility to meet the obligations of this contract to a third party without the consent, in writing, of the Resort Municipality of Whistler project manager.

#### **9.14 No Collusion**

Proponents shall not directly or indirectly communicate with any other Proponent regarding the preparation or presentation of their RFP, or in connection with the RFP engage in any collusion, fraud or unfair competition.

#### **9.15 Laws of the Jurisdiction**

Any contract resulting from this RFP will be governed by and will be interpreted in accordance with the laws of the



Province of British Columbia.

## 10 APPENDICES

10.1 Appendix A – Existing Park and School Grounds Inventory

10.2 Appendix B – Sample Asset Collection Template

10.3 Appendix C – Proposal Evaluation Criteria

10.1 APPENDIX A - EXISTING PARK AND SCHOOL GROUNDS INVENTORY

Neighbourhood Parks: Park Amenities																																			18-Feb-13										
		Address	Legal Description	Zoning	RMOW	CROWN	OWNERSHIP	Play Structure	Sand Play	Swings (# seats)	On Vtrail	Wash Rooms	Mixed Use ball court	Tennis Court	Basketball	Parking	Lawn area	Lake, pond, river	Beach	Sand V-Ball	Ball Diamond	Soccer Field	Season Concession	Dog Off Leash	Greenhouse/ Gardening	Accessible Feature	Park Name Sign	Interpretive signs	Heritage	Public Art	Picnic Tables	Benches, Chairs	Drinking Fountain	Waste bins areas	Extra Notes	Natural Area	Lawn Area	Play Area	Hard Surface	Other	Total Size sq.m.				
							GIS Description																																						
1	Balsam Park	6312 Easy St	19202DL3862	LP1			Whistler municipal	2	•	4	•	•					•					2				1	•	•	•			3		1		3100	2094	206	0	125	5,525				
2	Bayly Park	1015 Jane Lakes Rd/1005Legacy Way	DL8065/EPP277/DL8073	RR1			Lease	1	•	2	•	•	•	1	1	•	•			2		1		•	•	•	•				3	8	2	•	2						102,300				
3	Cheakamus Common	1070 Legacy Way		RLCCD			Crown municipal		•		•						•									•				•		4		1								2,327			
4	Bottomless Pond Park	2140 Whistler Road	LMP22326DL5413	RM10			Crown municipal										•	pond										•				1					347					10,074			
5	Eva Lake Park	2113 Castle Dr; 2 lots	19838DL4978 / 22776DL7288	LP1/RM12			Crown municipal; 2nd site is just RMOW	1	•								•	pond										•				1							3700 & 1917.5 two lots			5,617			
6	Emerald Park	9225 Emerald Dr	DL3627	LP1			Crown municipal	2	•	4		porta	•		0.5	•	•	pond													3	1	1	1		4800	3632	252	413	80	9,177				
7	Green Lake Park	9225 Lakeshore Dr.	12812DL3625	LP1			Whistler municipal					•				•	•	lake	•												5			1								1,455			
8	Marmot Park	1515 Spring Creek Dr	LMP49873DL7924	LP1			Crown municipal	1	•			•	•				•														3	1	1	1		1534	531	166	0	591	2,822				
9	Millar's Pond Park	2717 Millar's Pond Cres	LMP10758DL3556	LP1			Crown municipal	2	•	4	•		•	2	0.5	•	•	pond													4			1		4251	2805	235	1260	4	8,555				
10	Rainbow sub'n Park A	8251 Crazy Canuck Dr	Plan BCP38413 Lot8 DL7302	CD1			Crown municipal	not developed																																	4,100				
11	Rainbow sub'n Park B	8925 Highway 99	Plan BCP38413 Lot3 DL7302	CD1			Crown municipal	not developed			•																														9,700				
12	Snowflake Park	6295 Palmer Dr.	22385DL4752	RT2?			Crown municipal										•	pond										•			2					7200	1900	0	0	100	9,200				
13	Taluswood Tennis	2156 Nordic Dr	LMP16203DL4979	RR1			Crown municipal							2		•															2		1	1							8,050				
14	White Gold Park *	7390 Fitzsimmons Rd S	DL5028	RR1			Crown municipal	1	•	tire	•		•	1	0.5																				3	5800	0	280	630	90	(6800)*				
Generally, neighbourhood parks feature play equipment (including swings), lawn area and picnic tables. Some include washrooms, tennis courts and half courts.																																			Size range from 1455 (Green Lake) to 10074. (excluding Bayly Park)										
* White Gold Park is part of Lost Lake Park. The playground and tennis court area called White Gold Park is noted as being equivalent to a neighbourhood park. The area is included in the Lost Lake Park total.																																			Average is 6728sqm or 1.66 acres										
** The potential gap note is subjective, based on comparison with other neighbourhood parks. It does not suggest a development recommendation.																																			Median is 7425sqm or 1.83 acres										
Community (Major) Parks																																													
Notes:																																													
1	Alpha Lake Park	2149 Lake Placid Rd	19481DL4749 / BCP402DL4749	LP1/LP3			Whistler municipal	1	•	2	•	•		2	0.5	•	•	lake	•					•	•	•	•	•	•	•	10	3	1	3		Custom play house; 2 accessible picnic tables (no paved path)					23,623				
2	Fitz. (Peace Park)	7390 Fitz Rd S. combined sites	DL5028	RR1			Crown municipal				•					•	•	river	•							•		•		•	3	4	1	1		Custom chairs; 1 accessible picnic table						9,887			
3	Fitz (Rebagliati Park)		"	"			Crown municipal												river												3					River; timber structure;covered bridge									
4	Lakeside Park (4 lots)	3375 Lakeside Rd	multiple	LP1			Crown municipal; incl. water lot lease	1	beach			•	•				•	•	lake	•				•		•	•	1			4	3m	2	4		Food, boat concession & racks; 2 docks; 4 bike racks						18,787			
5	Lost Lake Park * (6 lots)	4700 Lost Lake Rd	multiple DL 4889/DL5028	LP1/RR1			Whistler municipal					•	•				•	•	lake	•				•	•		•	•	•		8	3+12m	2	•	4	Seasonal parking; events; cross country skiing; lighting						2,181,834			
6	Meadow Park	8625 Highway 99	DL6106	LP1			Whistler municipal	1	•	4	•	•	•	•		•		river			2						•	3		•	20	5+3m	1	3	5	River; 4 memorials; water play; see site furniture list below						112,373			
7	Rainbow Park	5778 Alta Lake Rd	DL2110	RR1			Whistler municipal					•	•				•	•	lake	•	3			•	•		•	•	3	•	19	4+4m	1	4		Lake; 4 memorials; heritage cabins; see furniture list below						33,963			
8	Spruce Grove Park (2sites2parts)	7328 Kirkpatrick Way	DL3860/DL4105/DL4889	LP1			Whistler municipal	1	•	•	•	•				•	•				3				2		•				6	1m	1	•	6	River; fieldhouse; washroom / concession; school						192,942			
9	Village Park (3 sites)	4345BlackcombWay/4328Main	LMP219DL5275	RR1			Crown municipal					•					•	stream									•	•	forest	•		4+1m	1	•		Urban park, forest park & ornamental park; unique furniture						11,505			
10	Wayside Park	2701 Hgy 99 (2 sites & Hgy row)	DL3618/DL5695 Crown w/f	LP1			Crown municipal & water lot					•	•			•	•	lake	v.small				•			•				4		1	•	7	Access to adaptive sports; food, boat concession; payphone						12,883				
11	Whistler Olympic Plaza	4365 Blackcomb Way	LMP2190L5275/LMP2400DL5275	UNI/CM1			Crown municipal & covenants on strata lots	2		3	•	2											•			•	•	•		•	porta	9+1m	2	4	8	Unique features; performance pavilion; outdoor skating						15,529			
	Myrtle Philip Fields	SD#48; 6195 Lorimer Rd	LMP9889 DL1750	RR1			} School District	1	•		•			4	•	•	•				undersized	4			1																				
	Spring Creek Field	1513 Spring Creek Drive																																											
	Whistler Sec. Fields																																												
* White Gold Park is part of Lost Lake Park. The playground and tennis court area called White Gold Park is noted as being equivalent to a neighbourhood park.																																													
Special / Undeveloped Parks																																													
Notes:																																													
1	Alta Lake Park	5560 Old Mill Lane	LMP41222DL2246	RR1			Crown provincial & water lease					•	in house					lake						boat			•		•	•	•		2+1m			9	Art & writing workshop house; boat concession house; dock					16,749			
2	Alta Lake Station (2 sites)	5528 Old Mill Ln/5590 Alta Lk Rd	208540DL2246/LMP41222DL2246	LP1/RR1			Whistler municipal					•																•														Teacherage structure rented for storage			9,641
3	Alta Lake Former Hostel	5678 Alta Lake Road	Plan 14195 Lot B DL2246 Grp1	LR6			Crown municipal						in bldg			•	•	lake	•				food					•									Buildings of varied condition; train crossing and sewer issues								
4	Beaver Lake Park	5439 Stonebridge Dr	BCP1933DL2246	PAN1			Crown municipal											pond																								78,609			
5	Big Timber Park	2921 Kadenwood Dr	LMP54253DL7798	LP3			Crown municipal; includes license for chairlift																									2					Wood stairs and forest paths to viewing platforms						90,407		
6	Blueberry Park (4 sites)	3531 Falcon Lane	LMP11757DL4751/14389LMDL1755	LUCLP3			Crown municipal; 1 lot has shared interest in Barnfield Lot G											lake																	10	Undeveloped except for trail and 3 docks						237,034			
7	Dream River Park	8409 Golden Bear Pl	20274DL1756	RR1			Crown municipal				•	porta				•		river									•					•				Canoe pull out; boat concession operation						24,889			
8	Fitzsimmons Fan Park	2 sites; no address	LMP19576DL3859	LP1			Crown municipal											lake	•																							22,691			
9	Green Lake launch	Lakeshore Dr road r.o.w.	none	none			road right of way						porta			•		lake									•				1			1		Regulatory map in kiosk; dock									
10	Habitat Park						Crown municipal				•							•									•					1m													
11	Pine Point	Old Gravel Road	DL6434	LP1			Crown municipal; crown grant					•						lake																								19,428			
12	Rocky Knoll Park	1525 Spring Creek Dr	LMP49873DL7924	LP3			Crown municipal				•																															35,913			
13	SK8/Pump Track	7390 Fitzsimmons Rd S	DL5028 part of Fitz. Park	RR1			Crown municipal									•		river								•	•			2	3+1m	1	•		Lighting for night skateboarding and events						11,487				
14	Snowridge site	Whistler Rd	LMP47410DL5316	LP3			Crown municipal																													Trail; east access via wood staircase						26,703			
16	Wedge Park (3 sites)	8010 Alpine Way	north site by lake RMOW DL7248	LP1			Crown municipal				•							lake																		By WSS school and fields						209,104			
	"		DL4755,7 Crown	LP1																																					8,166				
	"		south site with trail DL4755,7	LP1																																									
Extra notes:																																													
1 Adjacent to 2 soccer fields, 4 tennis courts and 1 greenhouse 4 7 2 docks; boat racks; map kiosk; extensive ramp access; shallow pond																																													
2 Landfill constraints; raised beds / no greenhouse 5 8 Playground on private strata lots by agreement; 16 seasonal chairs donated by Rotary; custom memorial & athlete recognition																																													
3 Part of Lost Lake Park; washroom at adjacent Passive Haus 6 9 site of adaptive sport programs; constraints of old, residential structures																																													
10 Municipal website states there are plans to develop this park (?)																																													
Meadow Park furniture: 12 picnic tables by play area & 8 by ROGDI; 3 Memorial benches, 1 memorial structure; 3 standard benches, 3 old standard benches; 3 waste bins; 2 Park Name signs old standard; 1 map kiosk, 2 interpretive signs; 3 parking lots; 1 drinking fountain; slack line posts; 3 bike racks																																													
Rainbow Park furniture: 8 picnic tables by slough, 3 under shelter, 3 south beach, 3 north beach, 2 by volleyball; 4 memorial benches; 3 standard benches; 1 old standard bench; 3 waste bins; 2 character bridges; 4 interpretive sign areas																																													
NOTES - Parks to be inventoried for the Asset Inventory and Conditions Assessment are highlighted in yellow.																																													
Lost Lake Park includes Lost																																													

## 10.2 Appendix B – Sample Asset Collection Template

### ASSESSMENT FORM EXAMPLE

**Collection Form Name** Park Asset Inventory and Conditions Assessment

	Your Custom Fields				
<b>Field Names</b>	<b>Park Name</b>	<b>Feature</b>	<b>Asset</b>	<b>Condition</b>	<b>Description</b>
<b>Field Types</b>	Text	Text	Text	Text	Text
<b>Drop Down Values</b>	Alpha Lake Park	Horticulture	Greenhouse/Gardening	1 - New, Excellent Condition (Brand New Asset)	<i>*surveyor can type description of asset condition</i>
Using drop downs helps	Bayly Park		Lawn Area (non-sport field)	2 - Good Condition (Asset is in good working order and no work should be necessary)	
to limit data error	Lakeside Park		Natural Area	3 - Fair Condition (Asset is Functional but be outdated or have some minor deficiencies)	
	Lost Lake Beach Park		Trees	4 - Poor Condition (Asset is only partially functional or is degraded substantially. Should be planned for a major repair or replacement)	
	Meadow Park		Shrub Bed	5 - Very Poor Condition/ Replace (Asset is non-functional and/or broken. Should be planned for replacement)	
	Rainbow Park		Hydroseed Area (unmowed)		
	Spruce Grove Park				
	Wayside Park	Infrastructure	Drainage Structure		
	Hostel Site		Irrigation		
	Myrtle Philips Fields		Lights		
	Spring Creek Field				
	Whistler Secondary Field	Recreational Feature	Ball Diamond		
			Basketball Court		
			Dog Off Leash Area		
			Mixed-Use Ball Court		
			Play Structure		
			Play Surfacing		
			Sand Play		
			Sand Volley Ball		
			Soccer Field		
			Swings		
			Tennis Court		
		Site Access/ Circulation	Accessible Feature		
			Gravel Trail		
			Hard Surface		
			Parking		
			Unit Paver Trail		
			Valley Trail		
		Site Furnishings	Bench/Chair		
			Bike Rack		
			Bleacher		

Drinking Fountain  
Picnic Table  
Public Art  
Waste/ Recycle Bin

Structures	Concession Bridges Docks Stairs Building Structure Misc. Gazebo/Picnic Structure Retaining Wall Planter Fence (wood) Fence (chainlink/metal)
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### 10.3 Appendix C – Proposal Evaluation Criteria

All complete Proposals received by the established deadline will be evaluated against the following evaluation criteria:

CRITERIA	% EVALUATION
<b>Project Understanding</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>Understanding of project requirements</li> <li>Solution adapted to goals, guidelines and objectives</li> <li>Clarity of the proposal (concise, consistent, comprehensible format)</li> </ul>	
<b>Proponent Qualifications</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>Reputation, proven performance and relevant experience of the proponent's firm</li> <li>Proposed team's experience in elaboration of standards or similar projects</li> <li>Proposed team's understanding of the Whistler context</li> <li>Technical and management capability, capacity, skills and qualifications of the proponent and any proposed subcontractor(s)</li> <li>Ability to dedicate appropriate resources to this project in a timely manner</li> <li>Minimum of two references based on past performance for similar projects (high quality finished project, goals and time frames achievement)</li> </ul>	
<b>Methodology</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>Demonstrates a sector-leading approach towards achieving the project goals</li> <li>Demonstrates a level of effort to adequately deliver the project objectives and deliverables</li> <li>Substantially integrates best practices and innovation into the proposed methodology</li> </ul>	
<b>Sustainability &amp; Innovation Attributes</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Demonstrates substantial awareness and understanding of leading examples and relevant precedents appropriate to this project</li> <li>Proposes innovative solutions to sustainability-oriented challenges</li> <li>Demonstrated thought leadership in this area of expertise</li> </ul>	
<b>Proposed Schedule</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>Work Plan and Schedule by tasks</li> <li>Provides a realistic timetable</li> <li>Provides suitable time and structure for stakeholder input</li> </ul>	
<b>Cost</b>	<b>30%</b>
<ul style="list-style-type: none"> <li>Total pricing within the Proposal</li> <li>Proposed hourly fees and disbursements</li> </ul>	

END OF DOCUMENT