



EXPRESSION OF INTEREST

EOI-2019-02

RECREATION CONTRACTOR

EOI ISSUE DATE: **Monday, June 24, 2019**

Through this Expression of Interest, the District of Summerland is seeking Expressions of Interest (EOI) from Recreation Contractors to implement a Parks & Recreation project under the direction of the District of Summerland Recreation Manager.

EOI may be hand delivered, couriered, mailed or emailed. If an EOI is sent by email, the Proponent assumes the entire risk that the District will properly receive it. The District shall not be liable to any Proponent for any reason an EOI is not properly received.

EOI CLOSING DATE: **Monday, July 15, 2019**

Deliver EOI to: **Lori Mullin, Recreation Manager**
DISTRICT OF SUMMERLAND
Summerland Aquatic & Fitness Centre
13205 Kelly Avenue
Summerland, BC V0H 1Z0
Phone: 250-404-4084
Email: lmullin@summerland.ca

The Services

1. Background:

The District of Summerland (the “District”) is a municipality of 11,615 residents located in the Okanagan Valley in southern British Columbia, with an unparalleled blend of rural, agricultural and urban living.

Further details on the District of Summerland can be found at www.summerland.ca

2. Scope of Work:

The District of Summerland requires the services of an individual Recreation Contractor with local knowledge to research, initiate community consultation and provide recommendations to staff and Council on:

- Outdoor Pickleball Courts
- Outdoor Tennis Courts
- Dog Parks
- Dog Park related Bylaws and Policies

The Contractor will implement the following tasks and outcomes:

- Review relevant information in District records.
- Review District land inventory and existing parks.
- Identify needs and requirements for Pickleball Courts, Tennis Courts and Dog Parks via District resources, industry research, and community input.
- Review options for possible innovative community partnerships and/or operational models (i.e. Lakeshore Racquets Club, non-profit organizations/lands, etc.).
- Provide recommendations for:
 - the development of new/renovated Outdoor Pickleball Courts (preferred location, number of courts, cost estimates, etc.);
 - the upgrade or replacement of Powell Beach tennis courts (preferred location, cost estimates, etc.);
 - the development of a year-round off-leash dog park (preferred location, cost estimates, etc.);
 - accessibility upgrades to the existing Dog Beach for people with mobility issues;
 - and updates to Bylaws and Policies regarding Dogs in parks;
 - Phasing of capital projects (i.e. timing for implementation of the projects);
 - Funding sources for capital projects; and
 - Partnerships and operation models.
- Provide a final report outlining the background information and research, and including recommendations and estimated costs of implementing the recommendations.
- Present the final report to Council.

Resources:

- [Parks and Recreation Master Plan](#)
- [Parks Regulation Bylaw \(95-013\)](#)
- [Responsible Dog Owner Bylaw \(2017-024\)](#)

3. EOI Requirements:

The Recreation Contractor is to provide the following information in the EOI submission:

- Brief methodology outlining how the scope of work will be completed.
- Timeline for completing the scope of work.
- Anticipated number of hours required to complete the scope of work.
- Proposed hourly rate for Recreation Contractor services.
- What is required from the District to complete the scope of work (i.e. access to photocopier, office supplies, meeting space, etc.).
- What equipment and supplies will be provided by the Recreation Contractor to complete the scope of work (computer, phone, office space, car, etc.).
- Statement of what insurance the Recreation Contractor currently holds or would be willing to obtain if required, as follows:
 - Commercial General Liability Insurance;
 - Worksafe BC Insurance; and
 - Vehicle Insurance (3rd Party Liability)
- Recreation Contractor's resume, outlining previous related experience including references.
- Any other related information the Recreation Contractor deems appropriate to include.