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CORPORATION OF THE MUNICIPALITY OF THAMES CENTRE

REQUEST FOR PROPOSAL RFP-TC-001-2022
(pending budget Approval, then firm-up RFP# with Alan)

Dorchester Park – Accessible/Inclusive Playground

January 2022

thamescentre.on.ca

Table of Contents

REQUEST FOR PROPOSAL RFP-TC-001-2022	2
Dorchester Park – Accessible/Inclusive Playground	2
1. Introduction	4
2. RFP Rules and Procedures	4
3. RFP Submission Process	5
4. RFP Evaluation Process	7
5. RFP Evaluation Criteria	7
6. Scope of Work and Design Criteria	7
7. RFP Schedule	9
8. Confidentiality	9
9. Governing Law	9
10. Owner Responsibilities	10
11. Execution Of Contract	10
12. Details for Proposal Submissions	10
Section 1 – Introduction Letter	10
Section 2 – Organizational Information & Qualities	10
Section 3 – Proposed Design & Features	11
Section 4 – Schedule and Warranty	13
Section 5 – Cost Proposal	13
APPENDIX A – Site Map	15
APPENDIX B – Requested Playground Features	16
APPENDIX C – Section 5 - Cost Proposal	17
APPENDIX D – Accessible Playground Consultation	18

1. Introduction

The Municipality of Thames Centre is a modern thriving municipality situated on the eastern boundary of the city of London, Ontario, within Middlesex County. Many exciting things started to develop in the scope of accessibility & inclusivity at Thames Centre in 2021. At the March 8, 2021 Council Meeting for the Municipality of Thames Centre, Council passed a resolution to establish an Accessibility & Inclusivity Advisory Committee (AIAC). The primary purposes of this Committee are:

- To solicit community input on all matters related to accessibility and inclusivity within Thames Centre, including but not limited to: ensuring effective municipal communications, employment standards, transportation standards (transit, roads, sidewalks, transitions, etc), and the design of public spaces (parks, playgrounds, facilities, trails, etc).
- Share findings, input and recommendations with the Municipality in order to identify future project considerations and related budget implications.

On May 10, 2021, Council was presented with a request from a group of dedicated residents, proposing the creation of an inclusive Park in Dorchester. At that time, Council agreed to consider this project in the 2022 municipal budget. Since that time, the AIAC has created a sub-committee focused on accessible & inclusive playgrounds, and the AIAC has sought the input and involvement of the County's Accessibility Coordinator.

There are consultation requirements for municipalities under the Integrated Accessibility Standards Regulation (IASR) under the Design of Public Spaces Standard, including for outdoor place spaces. The County's Accessibility Coordinator created consultation documents (refer to **Appendix D**) in conjunction with the Middlesex Accessibility Advisory Committee (MAAC). Municipalities are to consult with the MAAC for any capital projects involving playgrounds.

During the 2022 municipal budget deliberation meetings, **Council approved proceeding with an accessible and inclusive playground (speculative at this point)**. As a result, Thames Centre is seeking proposals from experienced companies to design and install a fully accessible and inclusive playground at Dorchester Park, located at 2066 Dorchester Road, Dorchester, Ontario. This new playground will include rubber surfacing, multiple play features and one or more shade structures. There is also the possibility that future phases could be approved to expand this amenity.

The Municipality will have a strict budget for this project and reserves the right to change the scope of work to bring the project within budget. The Municipality reserves the right to waive the formalities and enter into negotiations with the successful bidder, to bring the project to within any given budget limit. Should it be determined that the changes in the scope of work are of sufficient magnitude, then the Municipality shall cancel the request for proposal process. Subsequently, at their discretion, commence a new process in order to complete the project within the available budget. Changes to the scope of work either by changes in scheduling, quantities, and/or deletion shall not entitle the successful Proponent to any extra compensation. The Municipality will not be held responsible for any cost incurred by any bidder associated with preparing or submitting a proposal should the proposal be rejected or the project cancelled.

2. RFP Rules and Procedures

- 2.1** This is not a call for tender. This is a request for proposals to identify a preferred Proponent and to initiate negotiation which, if mutually satisfactory, would lead to a contract for the design and construction/installation of an accessible and inclusive playground at Dorchester Park.
- 2.2** The Municipality will select a preferred Proponent, which in the opinion of the Municipality, submits the most advantageous proposal. If an agreement cannot be reached with the preferred Proponent, the Municipality will at its sole discretion, initiate negotiations with the Proponent with the next most attractive proposal.

- 2.3** The Proponent agrees that the submission of a proposal is acknowledgement of their understanding and acceptance of all information contained within this RFP, all noted attachments and any issued addenda.
- 2.4** Proposals will be considered revocable.
- 2.5** The Municipality reserves the right to waive any irregularities in submitted proposals.
- 2.6** The Municipality reserves the right to request additional information or seek clarification from multiple parties.
- 2.7** The Municipality reserves the right to reject any or all proposals and to re-advertise or re-commence the RFP process if it so desires.
- 2.8** Submissions are made at the sole expense of the Proponent and the Municipality takes no responsibility for any expense incurred by a Proponent in preparing or submitting its proposal.
- 2.9** Withdrawal or Qualifying of Proposal - a bidder, who has already submitted a Proposal, may submit a further Proposal or amending Proposal at any time up to closing date and time, the last Tender received shall supersede any previous submissions.

A bidder may withdraw the Proposal at any time up to the closing date and time by submitting a letter with their signature and seal to the Municipality, addressed to the attention of The Municipality Thames Centre's contact as noted **in Section 3.3.**

- 2.10** Certificate of Insurance Required - the Municipality will require a Certificate of Liability Insurance from the successful bidder. It must be issued by your insurer or in a standard CSIO form and signed by an authorized representative.

In this Certificate, the Municipality will require the following:

- Your full name and address with contact name and phone number
 - Description of your business operation
 - Commercial General Liability with a limit no less than \$5,000,000.00
 - Tenants Legal Liability, Cross Liability, Notice of Cancellation (30 days)
 - The municipality is to be added and shown as an Additional Insured under Liability
 - If a licensed motorized vehicle is being used, The Municipality requires confirmation of Automobile Liability Insurance of Commercial Automobile Liability with a limit no less than \$5,000,000.00
- 2.11** Workplace Safety and Insurance - it is the obligation of any successful bidder to comply with all requirements of the workplace safety and insurance board act. Bidder must certify that all employee, officers, agents are covered under the act and submit it when requested.
- 2.12** Terms and Conditions – The submitted proposal and pricing (Section 5 – Cost Proposal) must be valid and honoured if the project is awarded on or before **February 9, 2022**, with project completion as per the Proponents provided completion date in 2022.

3. RFP Submission Process

- 3.1** Proposal packages can be obtained from The Corporation of the Municipality of Thames

Centre, Municipal Office, 4305 Hamilton Rd., Dorchester, Ontario, N0L 1G3 during normal business hours (8:30a.m. to 4:30p.m.), or by visiting: [The Municipality of Thames Centre](#).

- 3.2** A **mandatory site visit** for all Proponents will take place as outlined in “Part 7 – RFP Schedule” of this document.
- 3.3** Questions will be received until the date outlined in “Part 7 – RFP Schedule” of this document. Responses to all questions will be provided by e-mail to all bidders by the date outlined in the same section of this RFP. All inquiries shall be directed to: Steve MacDonald, Director of Community Services and Facilities, by e-mail only, to smacdonald@thamescentre.on.ca
- 3.4** Addenda, if required, shall hereby form part of the proposal. All addenda shall be e-mailed to all Proponents who attend the mandatory site visit (each company will need to sign-in and provide their e-mail address at the site meeting). It is the responsibility of the Proponent to review and take into account all addenda that have been issued. No oral explanation or interpretations will modify any of the requirements or provisions of the documents. The Proponent is to acknowledge receipt of addenda, if any, in their Introduction Letter (Section 1 of your proposal).
- 3.5** Proponents shall submit their proposals in a package. The main package shall contain: two hard copies of the proposal (Sections 1 to 4 only) in addition to one digital copy (Section 1 to 4 only, in PDF format), and within the package, a separate and sealed envelope labelled “Step 2 – Cost Proposal” which will contain two hard copies (and no digital copy) of Section 5 – Cost Proposal (see Appendix C).

The package should be clearly marked and stated as:

RFP-TC-001-2022: Dorchester Park – Accessible & Inclusive Playground
Attn: Steve MacDonald, Director of Community Services & Facilities

Each proposal shall be divided into the following 5 sections and be clearly marked as such:

- Section 1: Introduction Letter
- Section 2: Organizational Information & Qualities
- Section 3: Proposed Design and Features
- Section 4. Schedule & Warranty
- Section 5: Cost Proposal (**complete the provided form** in Appendix C) – this section shall have two hard copies, but no digital copy, AND this Section must be submitted in a separate sealed envelope labeled “Step 2 – Cost Proposal”.

- 3.6** Any additional supporting documentation provided should be included in the applicable submission section.
- 3.7** All submitted proposals shall become the property of the Municipality.
- 3.8** A bid security will not be required.
- 3.9** Performance/labour & material payment bonds will not be required.
- 3.10** There will not be a public opening of submitted proposals.

4. RFP Evaluation Process

- 4.1** On the RFP closing date (submission deadline), commencing at **2:00 p.m.**, each submission/proposal will be opened (excluding the sealed Section 5 - Cost Proposals) and the names of the Proponents that have submitted Proposals will be recorded by the Opening Committee. At this time the first 4 sections of all proposals will be reviewed to determine adherence to the terms of this document. Any submissions that do not meet all requirements and specifications of this document, the attachments and any issued addenda will be rejected.
- 4.2** At a date and time soon after the RFP closing date, the evaluation committee will meet to review and assess/rank the proposals, beginning with Sections 1 to 4. Next, as a second step, Section 5 – Cost Proposals will be opened and evaluated.
- 4.3** The Municipality will not necessarily accept the lowest price on any Proposal. Any implication that the lowest price on any proposal will be accepted is hereby expressly negated. Proponents may be requested to:
- Provide additional information
 - Clarify their submission(s)
 - Address specific requirements not adequately covered in their initial submission
- The Municipality reserves the right to seek clarification of any one or more proposals.

5. RFP Evaluation Criteria

- 5.1** Proponents should demonstrate through supporting documentation, how they have met the requirements as outlined in this RFP, and should further expand on their organizations qualities, financial considerations and any other relevant information to the extent the Proponent deems beneficial to support their proposal.
- 5.2** Proponents should demonstrate why their proposed design should be the preferred choice.
- 5.3** Proponents should demonstrate how their organization will bring added value to the design, installation, performance and longevity of the playground.
- 5.4** Proponents should provide a detailed project schedule, including all critical milestones throughout the course of the project. The Municipality prefers a proposed project completion date that will allow this new playground to be enjoyed for as much of the summer of 2022 as possible.
- 5.5** The Municipality will evaluate and score proposals based on the following criteria:

Organization Information & Qualities	10%
Proposed Design & Features	40%
Schedule & Warranty	10%
Costing	40%

6. Scope of Work and Design Criteria

- 6.1** The Proponent will provide services in the following general categories;
- Client Consultation

- Design and Construction Documents
- Site Preparation/Site Work
- Construction/Installation of Facilities, including any/all required administration, supervision, commissioning and project close out

6.2 The proposal shall be a 'Turn-Key' Design-Build solution to the Municipality for one (1) accessible and inclusive playground, located at Dorchester Park, 2066 Dorchester Road, Dorchester, Ontario N0L 1G2.

6.3 Provisional Items – the form to be completed for “Section 5: Cost Proposal” of your submission provides a section to provide pricing for the core project along with an additional section to provide pricing for provisional items. Each provisional item will be independently considered for inclusion/exclusion in the project, based on various factors including the cost and benefits/attributes for each of these items. **As a result, all aspects of this project should be costed with this variable in mind.** This would include having all costs linked to a provisional item included in that provisional costing line, not lumped in with your core project costs (ie. extra site prep and rubber surfacing for a provisional item should be linked to the cost quoted for that item, not included in the core project costs).

6.4 In addition to the details and information provided in this document, Proponents are responsible to review all details in the Appendices (and any Addenda that are issued) and take that information into account for their submission, including the Cost Proposal. The Appendices include site location, requested playground features, and the Cost Proposal document.

6.5 All design and construction work must meet or exceed all applicable codes, regulations and standards including, but not limited to the National and Ontario Building Codes, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (O. Reg 191/11), CSA Group, Ministry of Labour, NFPA, ULC, ASHRAE, Municipal by-laws and any other jurisdiction(s) having authority.

7. RFP Schedule

The following chart provides the RFP schedule.

Task	Date
Release of RFP	January ?, 2022
Mandatory Site Visit	January ??, 2022
Final date for Proponent questions	January ??, 2022
Final date for addenda/clarifications from the Municipality	January ??, 2022
RFP submission deadline	2:00 PM Local Time January ??, 2022
Evaluation process	January ?? to February ??, 2022
Award of Contract	February ??, 2022

8. Confidentiality

8.1 All correspondence, documentation and information provided by the Municipality to Proponents in connection with this proposal:

- 8.1.1 Are and shall remain the property of the Municipality
- 8.1.2 Shall be treated by the Proponents as confidential, and
- 8.1.3 Shall not be used for any purpose other than for replying to this RFP.

8.2 The Municipality will not disclose a Proponent's submission to a third party, save and except the legal compulsion to do so.

9. Governing Law

9.1 The successful Proponent will be expected to comply with all existing Federal, Provincial, and Municipal Regulations, guidelines and standards, and other authorities having jurisdiction.

9.2 Any subsequent contract resulting from this RFP will be governed by the laws of the Province of Ontario.

9.3 Accessibility - In accordance with the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11), the Municipality of Thames Centre is required to ensure all third parties or persons who provide goods, services or facilities on behalf of the organization are properly trained. The successful Proponent shall comply with the Municipality's Accessibility Policy. A sign off form shall be completed and submitted to the Municipality prior to any work being completed.

9.4 Freedom of Information - The information collected in response to this Request for Proposal is collected under the authority of the Municipality's Purchasing By-law No. 79-2014, as amended. The information collected will be used solely for the purpose stated herein. Questions about the collection of information should be directed to the contact listed under item 3.3 above.

10. Owner Responsibilities

The Owner (Municipality of Thames Centre) is responsible for the following items regarding this project:

- Costs of any/all municipal building permits will be waived
- Fencing
Sarah – do you see a need to fence entire playground in, or just the side to separate from parking lot?
- Enhancing access from parking lot to playground area (curb cuts, ramp, walkway, etc)
- Adding accessible parking spaces near the playground (paint and signage)
- Enhancing safety at crosswalk between playground and FlightExec Centre (signage, solar powered flashing lights, road paint, speed bumps)
- Automating side entrance door to FlightExec Centre

11. Execution Of Contract

If, in the opinion of the Municipality, the contractor refuses or neglects to perform the work required under the contract in an orderly manner and without delay, the Municipality may cancel the contract by twenty-four (24) hours written notice. The Municipality shall have full right and power in its discretion, without process of action at law, to take possession of the entire work remaining at the time of notice. The contractor shall be liable for all damages, expenditures, and extra expenditure, for all the additional costs of the work which may be incurred by reasons thereof, together with the penalties from the date fixed for the completion of the of work.

12. Details for Proposal Submissions

Section 1 – Introduction Letter

Each proposal shall begin with an introductory letter. The letter should summarize the proposal by discussing key features such as the nature of the Proponents organization, a summary of the proposed design, project timeline, etc.

Proponents should highlight why their proposal should be chosen by illustrating how their organization will bring added value to the design and construction of the playground.

This letter must include acknowledging receipt of any addenda received (specifying how many if more than one). The letter shall be no more than 2 pages in length.

Section 2 – Organizational Information & Qualities (5% of score)

Required Information in this Section of your submission:

- 1) A description of the Proponent's corporation including;
 - a. Legal name
 - b. Corporate structure
 - c. Number of years in business
 - d. Name and contact information for Project Manager
- 2) Information on key individuals and/or sub-contractors involved in your proposed

project (including any engineers, consultants, designers, etc.); and provide details on personnel to be assigned to the design and construction.

- 3) References for three (3) projects completed similar to the one being proposed, including images and client contact info.

In addition, Proponents are encouraged to provide additional supporting documentation in this Section, to the extent the Proponent deems necessary, to demonstrate how their organization will bring added value to the design, construction, performance and maintenance of the facility.

Section 3 – Proposed Design & Features (40% of score)

This section should be divided into two parts:

3.1 – Core Project – provide all details of the core project that you have quoted in Section 5 – Cost Proposal. Refer to Appendix A for the space available for this project (proponents to verify all measurements). Refer to Appendix B for the wish list of desired items to be included in this playground. This section must include:

- footprint (square footage, outside dimensions and confirmation on ground cover for all parts of the core project)
- specs on the rubber ground cover being quoted, including whether virgin or recycled, whether poured-in-place or tiles, thickness, colour options, how edges are left, ability to extend/add-on seamlessly with possible future expansion of the playground, and ability to provide a two-colour rubber ground cover, whereby a second colour is used to provide pathways between playground features to assist the visually impaired and to avoid users walking in the path of moving equipment. Specify any areas that would have a different surface other than rubber and for what reasons. If possible, it would be ideal for the rubber ground cover to extend right to the edge of the walking paths that will surround at least one or two sides of the playground. If this is possible, explain the transition from rubber to asphalt walking path. In addition, confirm whether or not the rubber can surround fence posts that could be installed on one or more sides of the park before the proponent begins their work (we would install posts, but wait to install chain link after the proponent is done their work).
- details on how water drains with your rubber surface and what measures would be in place to ensure adequate storm water management

3.2 – Provisional Items –

This section must include:

- square footage for each provisional item and confirmation of what ground cover is included in this price for the additional footprint of this item
- detailed listing of any possible plantings, if any (quantity, variety, size, etc.)
- any other project ideas that are worthy of consideration

Both 3.1 and 3.2 of this section should include all of the following details, related to the features and equipment in that section:

- conceptual images for the layout of the core project, from different angles/directions if possible (overhead and ground level images) and images on proposed placement of provisional items in relation to the core project
- for each piece of playground equipment in your proposal (both core and provisional features) provide full details, including manufacturer, make and model, construction materials, specs/cut sheets (including 3D renderings for all features), colour options, etc.

For your proposed complete playground, provide the following overall details:

- ✓ **Play Value** – provide details on the type of experience users will have your proposal. Ideally the project will allow for a wide variety of play experiences for all age groups.
- ✓ **Inclusive Play** – provide an itemized list of inclusive elements and describe the type of experience with each (ie. physical (gross or fine motor), social-emotional (interaction, cooperation, self-confidence), sensory (sight, touch), cognitive (problem solving), etc.)
- ✓ **Creativity** – provide information on the creativity of the proposed playground equipment. Demonstrate through text and illustrations/renderings with how your design will fit with the environment, describe innovation of design, and visual of equipment in environment. Details on one or more **theme** options for your proposal (with specific details, images, etc) can be shared in this section, with suggestions from the community group included in Appendix B.

The following list provides details on elements to be included in your proposal. **Proponents must include details on anything you propose to do differently than the following:**

Site Work

- all site measurements provided in this document, including in the appendices, are approximate and must be verified by the Proponent
- the Proponent is responsible for obtaining all underground locates prior to any site work
- excavation and disposal
- supply and install 3" drainage layer base
- compacted granular
- rubber surfacing
- provide details on your site plan, including specifying any professionals if you are involving (such as civil engineers and/or landscape architect)
- site plan must be approved by Director of Community Services & Facilities before proceeding
- all finished grades to blend seamlessly into existing grades
- Director of Community Services & Facilities to review and approve finished site level prior to next steps of the installation
- all parts of site that are disturbed during this project, which are outside of the approved ground cover in the playground area, are to be leveled and hydro-seeded
- inclusion for all required equipment, heavy equipment, etc.
- With this project being completed in a busy park setting, the successful contractor must ensure the highest level of safety to all park users AT ALL TIMES. This includes but is not limited to safe use of vehicles and equipment in the park and blocking public access to your work area(s) and ensuring no public access to your vehicles and equipment at all times. Achieving this must include fencing (minimum 1800mm height construction fence around perimeter of work site), and any other reasonable means necessary. Blocking/fencing-in of park walking paths must be avoided if possible and if not avoidable, then minimized.
- Site clean-up:
 - Construction debris is to be removed throughout the project to keep the park clean and safe, with any/all dumpster, removal, disposal and tipping fees at the expense of the contractor. Site restoration is to be completed by the contractor with any/all damage caused to the walking trails, the grass/turf, any other vegetation (including trees), parking lots and anywhere else damaged on the property.
 - Restoration could require soil and seed for damaged lawns. Contractor must avoid any equipment on the baseball diamonds, tennis courts and skateboard park.

Equipment

- *all products/features/equipment must be designed and manufactured to comply with the National Standard of Canada CAN/CSA-Z614:20, a guideline for children's playground equipment and surfacing*
- *Appendix B provides a list of equipment features identified by the community group and approved by Council, so provide as many of these options as possible in your core project. Provide explanations for any substitutes provided.*
- *provide colour scheme options for the equipment*
- *any metal components of the play structure to be polyester powder coated*
- *stainless steel hardware*
- *supply a play structure maintenance kit including touch-up paint for all colours that shall be included*
- *provide supplier and manufacturer for each piece of equipment along with details on equipment installer*

One Year Inspection & Maintenance

- provide details on scope of inspection and maintenance/repairs that Proponent will conduct, including what aspects of repairs will and will not be included in this price

General

- all necessary fees associated to mobilizing to site
- any applicable Building Permit or Development Fees will be the responsibility of the Municipality
- must provide a detailed schedule for the project, including start date and completion date.
- necessary small tools and equipment rentals to complete entire scope of work
- daily and final clean-up
- temporary construction fencing to perimeter of work area for duration of project
- permits, levies
- all safety requirements to uphold and enforce Ministry of Labour, Occupational Health & Safety Act
- Proof of good standing valid WSIB insurance
- HST extra

Section 4 – Schedule (10% of score) and Warranty (5% of score)

Schedule – explain the proposed process/steps for completing the design and construction of this facility in detail, including start and completion dates for each milestone. Schedule can be based on this project (if approved) being awarded by the **end of February 2022**.

A thorough and detailed schedule is required. Schedule to include, but not be limited to:

- commitment to how soon Proponent will submit final site plan for approval
- mobilization date
- a guaranteed project completion date that will allow for use of this new playground for as much of the 2022 as possible

Warranty - the Municipality requires a sound and low-maintenance design for the playground, with quality materials to be used and excellent workmanship during construction. To ensure this, Proponents are to indicate any specific terms and/or exclusions of the warranty for the complete project and for any specific parts of the project where the warranty varies. In your submission, confirm if the warranty begins on the date that the project is deemed substantially complete or otherwise. At a minimum, warranty information should be provided for equipment, rubber surfacing, sun shades and plantings (if any).

Section 5 – Cost Proposal (40% of score)

Proponents are to complete and submit the attached spreadsheet (Appendix C). Prices

provided are to be before HST. Cost Proposal to include all freight, labour, equipment, sub-trades, planning, site work, plans, inspections and any/all other costs associated with this project.

As stated in section 2.12, the submitted proposal and pricing must be valid and honoured if the project is awarded on or before **February 9, 2022**, with project completion as per the Proponents provided completion date in 2022.

This section of your Proposal must be submitted in a separate sealed envelope (2 hard copies in that envelope), labeled "Step 2 – Cost Proposal."

APPENDIX A – Site Map



APPENDIX B – **Requested Playground** **Features**

All Ages

- swings for all ages, adults included and sizes
- trampolines for all ages
- zip line
- outdoor musical instruments or music wall or sensory panel
- ropes course/ninja warrior obstacles
- wheelchair accessible teeter totter (something that goes up and down)
- communication panels, education panels and different languages, inclusive for all non verbal and verbal

Young children

- multi age swings, adult and children can go on together
- designated young child area
- independent play for young children and a main structure for older children (doesn't need to be huge)

Additional

- theme would be a great idea (baseball or sports, fire station/emergency responder, fantasy, farming)
- unique equipment with side by side play
- cozy cocoon
- comfortable seating for parents
- rolling slide (bed)
- adult workout equipment (even just a couple pieces)
- shade structures!
- accessible picnic table with chess board painted on it

	DETAILS	PRICE (before HST)
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[illegible]

Unit Cost to Supply and Install Additional Rubber Groundcover, including site prep and base (per square foot)	\$
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APPENDIX D – **Accessible Playground** **Consultation**

Version Date: February 2017

Participating Municipalities:

- Municipality of Adelaide Metcalfe
- Municipality of Lucan Biddulph
- Municipality of Middlesex Centre
- Municipality of North Middlesex
- Municipality of Southwest Middlesex
- Municipality of Strathroy-Caradoc
- Municipality of Thames Centre
- Village of Newbury

Background

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005 with the overarching goal for making Ontario accessible for people with disabilities by the year 2025. Under this legislation, an accessible Ontario is to be achieved through the development, implementation and enforcement of accessibility standards.

Accessibility features in the exterior environment will be regulated primarily through the Integrated Accessibility Standards Regulation (O. Reg 191/11). It should be noted that there are a few areas of the exterior public realm currently regulated by Ontario's Building Code, such as routes within a site to barrier-free entrances, passenger loading zones and parking lots with barrier free parking.

Accessibility of buildings will continue to be regulated through Ontario's Building Code. Ontario's Building Code was updated in 2015 to provide elements within buildings. It should be noted that the Integrated Accessibility Standards Regulation regulates some building elements associated with providing access to service, such as service counters, fixed queuing lines and seating in waiting areas, whether these elements are indoors or outdoors.

The Standard requires municipalities to consult with people with disabilities in certain circumstances to develop design solutions that reflect local conditions and meet the needs of all users. Consultation is required when a municipality plans to construct or redevelop:

- Exterior paths of travel
- Recreational trails
- Outdoor play spaces
- Accessible on-street parking

There is no one-size-fits-all way to consult people with disabilities. The way you consult and how you determine the final design details is up to your municipality.

Purpose

The purpose of this document is to provide municipalities with a guideline when developing or redeveloping an outdoor play space.

Accessible outdoor play spaces feature firm and stable surfaces that can support mobility aids and absorb the shock of a fall to help prevent injuries, as well as features that stimulate all senses – like a water play area or sandbox to enjoy through touch, or a sound area with chimes and other noise makers which can be enjoyed through hearing. They also incorporate active play components that allow children of all abilities to experience climbing, sliding and swinging.

Before developing a new outdoor play space or redeveloping an existing one, a municipality is required to consult with the public and people with disabilities on the needs of children and their caregivers with a variety of disabilities. Municipalities must also consult with their Accessibility Advisory Committee (AAC).

The consultation process must address requirements for accessible play spaces for children and caregivers with various disabilities including, but not limited to, sensory and active play components.

Consultation Process

The following individuals were consulted in the development of this document.

1. Consult with local municipal parks and recreation staff.
2. Consult with Accessibility Advisory Committee
3. Online Survey – to allow the public to provide input into the document

Accessible Playgrounds

The following are a list of elements that a municipality should incorporate into an outdoor play space. The following elements have been included in this document as a result of the consultation process listed above.

1. Accessibility Features

Municipalities shall incorporate accessibility features, such as sensory and active play components into the design of outdoor play spaces. These should address the needs of children and caregivers with various disabilities.

Structures should be designed to challenge users of all abilities in a variety of ways, and allow for self-directed play. Structures should be intuitive and simple to understand and use. Include ramps and/or transfer systems to some of the elevated play components.

Offer varied play experiences by providing a variety of play components, opportunities and experiences (e.g., cognitive, problem solving, physical play, graduated challenge, balance and coordination, body control, sliding, spinning, swinging, bouncing, tactile, sensory, etc.)

Integrate play areas that invite engagement between children of diverse abilities.

A minimum of 20% of features incorporated shall be accessible.

Examples of accessible features:

- Play counters
- Crawl tubes/tunnels
- Sand tables

- Ramps connecting components
- Play Panels
- In addition, municipalities shall ensure there is one inclusive swing available. Consideration should be given to adults with disabilities, where possible.

Examples of inclusive swings:

- Arch swing
- Inclusive Swing Seat

2. Surfaces

Surfaces must be firm and stable, with characteristics to reduce impact and injuries.

Use surfacing that accommodates anyone using a mobility device, such as a cane, walker, wheelchair or scooter.

Surfacing is one of the most significant considerations, given its importance to facilitating easy access to play equipment and experiences, travel to/from and throughout the play area, and safety. It can also be the costliest component of the installation, making accessible play spaces more expensive than traditional playgrounds.

Examples of accessible surface materials:

- Engineered Wood Fiber - processed wood ground to a fibrous consistency, randomly sized. Free of hazardous substances. Not to be confused with wood chips.
- Poured-In-Place - a seamless synthetic surface that is formed with a chemical binder and rubber filler.
- Tiles - synthetic tiles and mats are a combination of a chemical binder and rubber filler. Intertwining strands create a “trampoline effect” that cushions falls.

3. Seating areas

Consider providing at least one accessible seating area so that a caregiver with a disability can comfortably observe their child. Install benches with backs and armrests that are strategically placed throughout and surrounding the space, preferably in a shaded area.

Design considerations – A seating area with a bench should extend approximately 1500 mm (60”) beyond the end of the bench, and be a minimum of 1220 mm (48”) deep, to accommodate an individual using a mobility device. These measurements are based on dimensions for a 1828 mm bench (72”).

4. Path of travel

Ensure that there are accessible routes at least 1500 mm (60”) wide, connecting the playground with access elements such as sidewalks and parking lots. Providing accessible walkways will also help children and caregivers with disabilities move into the play areas and between play equipment.

Design requirement:

- Clear width: Minimum 1500 mm (60”).
- Surface: Firm, stable and slip resistant.

Slope of any pathway must meet the Standards minimum requirement for exterior paths of travel.

Pathways to and throughout the play space should provide circulation/access to all spaces/equipment.

Sidewalk Slopes

Design requirement – Running slope: no steeper than 1:20 (5%).

Exception: sidewalk beside a roadway can be steeper than 1:20 (5%), but must not be steeper than the slope of the adjacent roadway.

Recreational Trail Slopes

Design requirement – Gentle running slopes are recommended, to minimize the amount of strength and stamina required to use the trail.

Entry Points

Entry points into play spaces should be a minimum of 1000 mm (39") to allow a mobility device to gain entry, while excluding larger vehicles not considered appropriate for this purpose.

5. Other Considerations

- Through park planning, choose a geographically accessible location within the community. It should be a space that meets the needs of the community.
- Design with existing site characteristics to help minimize the cost of redevelopment.
- Ensure sufficient parking to accommodate users, whether on-site or on-street.
- Ensure that the accessible play structures are integrated into the plan for the entire site.
- Ensure fencing does not increase barriers. Instead it should provide a sense of comfort for both children and caregivers.
- Provide sight lines for supervision.
- Aim to minimize distance from park entry or parking lot to play space.
- Where possible, consider providing accessible washrooms near the play space.
- If possible, consider lighting for your play space. This is not required, but may enhance the space.