

For Information Only

Trailer Parks - Review

Presented To: Community Services Committee

Presented: Monday, Apr 15, 2013

Report Date Wednesday, Apr 03, 2013

Type: Managers' Reports

Recommendation

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Background

At the February 4th, 2013 Community Services Standing Committee meeting, Council passed the following motion:

CS2013-09 Barbeau/Cimino: THAT the City of Greater Sudbury direct staff to provide further details regarding Trailer Parks with respect to programmable space at each site as well as detail of the RFP per site.

Daily Operator Fees

The daily fee structure was determined through the issuing of a Request for Proposal (RFP). A Request for Proposal Contract # CDD09-5 was issued in March, 2009. The RFP was issued for the summer operation of Centennial Park, Ella Lake Park and Whitewater Lake Park (including campgrounds) for a three year consecutive summer season (summer of 2009, 2010 and 2011 at a pre-determined rate) with an option to extend for a fourth summer (2012 and a fifth summer - 2013, subject to acceptable rate negotiations mutually acceptable to both parties).

Evaluation Grid Criteria

The following grid criteria was established in order to evaluate the submissions:

Experience – 40 points

(Campground/operating a business, customer service/grounds keeping etc)

References – 20 points

(Preferably business references)

Cost to Operate – 40 points

Signed By

Report Prepared By

Ginette Forget-Rose
Community Development Coordinator
Digitally Signed Apr 3, 13

Division Review

Real Carre
Director of Leisure Services
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Recommended by the Department

Catherine Matheson
General Manager of Community Development
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Recommended by the C.A.O.

Doug Nadorozny
Chief Administrative Officer
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Bid Submission Approvals (2009 - 2011)

The Purchasing department received one bid submission for Centennial and Whitewater Lake Park and two bid submissions for Ella Lake Park. The daily bid prices for Centennial and Whitewater Lake Park were approved as submitted. The two bid submissions for Ella Lake Park were evaluated based on the evaluation grid criteria established. In 2011, the operator at Ella Lake Park passed away and was replaced by another operator in order to complete the 2011 operating season. An RFP was issued in 2012 for Ella Lake in order to select an operator for one season (2012). The option to extend for the the fourth summer (2012) was implemented for Centennial and Whitewater Lake Park in order to ensure that the 3 parks operating agreements would expire at the same time as Ella Lake Park (2012). The following chart provides a summary of daily operator's fees for the years 2009 – 2012:

Municipal Park Daily Operator Fee	2009	2010	2011	2012
Whitewater Lake Park	\$230.00	\$235.00	\$240.00	\$250.00
Centennial Park	\$147.00	\$154.35	\$162.06	\$167.00
Ella Lake Park	\$140.00	\$150.00	\$160.00	\$160.00

Programming Space

The programming space and maintenance obligation for Whitewater Lake Park (32.4 acres) and Centennial Park (33.5 acres) are similar based on total acres to maintain along with additional obligation such as building and grounds maintenance and general maintenance. The daily operator's rates for these sites were established based on the bid prices submitted by the proponents as explained in the report.

Reissuing RFP (2013 - 2015)

An RFP was issued for three years (2013, 2014 and 2015) with an option to extend for two additional one year periods. Council approved the RFP for the operation of campgrounds and park maintenance at the April 9, 2013 City Council Meeting. The following were the approved daily rates:

Municipal Park	2013	2014	2015
Whitewater Lake Park	\$250.00	\$250.00	\$250.00
Centennial Park	\$184.00	\$185.00	\$186.00
Ella Lake Park	\$165.00	\$167.00	\$170.00