

TO: MAYOR & COUNCILLORS
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **CA – SUPPLY AND INSTALLATION OF SYNTHETIC TURF AT BURNABY NORTH SECONDARY SCHOOL FIELD**
PURPOSE: To obtain Council approval for a Contract Award (CA) for the supply and installation of synthetic turf at the Burnaby North Secondary School field.

RECOMMENDATION

THAT a contract award to Team Rochon Inc. / GTR Turf for an estimated total cost of \$1,249,500 including GST in the amount of \$59,500 as outlined in the report titled “CA – Supply and Installation of Synthetic Turf at Burnaby North Secondary School Field” dated June 24, 2024 be approved; and

THAT final payment be based on the actual quantity of goods and services delivered and unit prices as submitted.

1.0 POLICY SECTION

The City’s Procurement Policy requires that contracts for goods, services and construction with values over \$1,000,000 be approved by Council following a competitive procurement process.

2.0 BACKGROUND

Following RFP #69-04-24 Supply and Installation of Synthetic Turf: Burnaby North Secondary School Field, one submission was received by the closing time on May 16, 2024. Based on the RFP’s evaluation criteria consisting of corporate performance, technical proposal, project schedule and proposed cost, Team Rochon Inc. / GTR Turf received a high overall scoring.

City staff and the City’s consultant have reviewed the submission for compliance with the terms of the Request for Proposal document and Team Rochon Inc. / GTR Turf has demonstrated the ability to successfully complete the project. The General Manager Parks, Recreation and Culture concurs with the above recommendation.

3.0 GENERAL INFORMATION

The original Burnaby North Secondary School Field was completed in 2006 with an infilled synthetic turf system. This legacy contract between the City of Burnaby Parks, Recreation, and Culture (PRC) and the School Board outlines the terms of use for the turf field. Under this agreement, the School Board grants the City the right to program the field after school hours. In return, the city is responsible for the replacement and maintenance of the turf field.

It is important to note that the turf field is not an asset of the City and remains under the ownership of the School Board. However, the City retains the right to allocate usage of the field to its user groups.

The scope of work for this contract includes the provision of all labour, material, equipment, transportation, and other services to supply and install approximately 10,163m² of synthetic turf and shock pad, including the following associated work:

- Accurate surveying and layout of the specified work program, including game lines, event markings and verification of field dimensions on site;
- Provision of testing as per specifications;
- Removal of the existing 10,163m² synthetic turf surface and the existing SBR infill;
- Removal and disposal of two 2m x 13m concrete pads from the playing field area;
- Removal of granular material around the outer 3m of the granular base to allow for the installation of a 25mm thick shock pad;
- Adjustment of the granular base after the removal of the turf to achieve the planarity requirements as specified;
- Provision of a one hour synthetic turf maintenance seminar;
- Provision of separate product and installation warranties for both the shock pad and the synthetic turf surface included in a project binder as per specifications;
- Installation of 15 - 900kg super sacks of the infill material one year from the date of Substantial Performance; and
- Other incidental items of work as described in specifications.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFP #69-04-24 Supply and Installation of Synthetic Turf: Burnaby North Secondary School Field (Attachment 1) was publicly advertised. Upon closing, the City received a total of one submission.

5.0 FINANCIAL CONSIDERATIONS

Funding for this capital work is included in the 2024 – 2028 Parks Recreation & Culture – Parks Facilities, Burnaby North School Artificial Field Project with a budget of \$3,000,000. This contract award is accommodated under WBS element DPW.0366 (\$1,249,500 including GST in the amount of \$59,500).

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – RFP #69-04-24

REPORT CONTRIBUTORS

This report was prepared by Rafael Rojek, Purchasing Specialist, and reviewed by Sophan Lum, Senior Manager, Purchasing – Capital.