

# Request for Proposals



## Arena Dressing Rooms Addition



Project File No. 850-T01 (2015-10)

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## **Town of Taber**

### **Request for Proposals (RFP) Ice Arena Dressing Rooms**

#### **1.0 Introduction**

##### **1.1 Background**

The Town of Taber (hereinafter referred to as Taber) is a community of approximately 8,200 people located in Southern Alberta. It has a relatively young demographic profile and its population grows by about 1% per year. Taber has a strong economy based on specialty agriculture, the oil & gas industry and its function as a regional service center. Taber is located at the intersection of Highways #3 & #36. Taber is renowned as the place that grows the best corn and for its annual Cornfest. It is also known to value sports and boasts a variety of quality recreation facilities.

##### **1.2 Intent**

Taber intends to engage a proponent that will design and construct an addition to the Ice Arena located at Taber's Community Centre, for a stipulated price. The addition will include two players dressing rooms, a referees dressing room and a janitor room that will better serve the community's contemporary needs. Proponents will achieve substantial completion by October 24, 2015.

##### **1.3 RFP Objective**

The objective of this Request for Proposal (RFP) is to receive prior to the RFP Closing, bona fide proposals from proponents whose team includes both qualified engineer and construction contractor elements. Both shall be experienced in their disciplines with commercial/institutional buildings. Proponents are required to attend a Mandatory Proponent's Meeting with Taber's project team. Proponents shall be prepared to coordinate the design, construction and commissioning of the project, in cooperation with Taber as it relates to the community centre operations as those operations continue throughout the project term.

## 2.0 Taber's Service Expectations

### 2.1 Scope of Services

The successful proponent shall provide resources to perform the services which includes, but is not limited to, the following work:

- a) **Prime contractor** – accepts and performs duties in its assigned role of prime contractor.
- b) **Business license** – maintains Taber business license throughout project.
- c) **Construction documents and services** – prepares, produces, updates & distributes in format specified in this RFP package, construction documents such as project schedules, progress reports, design sketches & drawings, equipment/materials shop drawings, specifications and warranties; performs duties and tasks associated with construction management, quality assurance, quality control and site inspections.
- d) **Applications, permits, licenses and fees** – prepare and submit complete applications and fees associated with any and all required permits and licenses related to design, construction and commissioning of project. These shall include but not be limited to development and building safety code applications, permits and fees. Receives approvals prior to commencement of related work.
- e) **Fit with existing facilities** – design, construct & furnish the addition with consideration of, and matching as closely as practicably possible, architectural details & materials as the existing Ice Arena and the Community Centre.
- f) **Prescribed details and specifications:**
  - Walls constructed of cinder brick matching size and quality of existing building.
  - Roof to tie-in and match existing dressing rooms roof system.
  - Exterior and interior walls painted with paint type, quality and color to match existing building.
  - Two players dressing room area – interior dressing room dimensions, (not including shower/washroom areas) shall be approximately 28' long by 16 ' wide and 9' – 11' ceiling height
  - Referee's dressing room area – interior room dimensions (not including shower/washroom area) to be approximately 15' long x15' wide by 9' – 11' ceiling height.
  - All new floors to be sloped to promote drainage to a floor drain; drains to be located at the lowest point of each floor area, serviced by a floor drain.
  - Flooring material specification – Edgewood Athletics #667 Sand with speckle for main floor and a border with a #640 dark green speckle floor samples to be submitted for approval color to be close to Taber's logo color scheme.
  - Assess the existing electrical service and upgrade as required to accommodate new electrical load.
  - Each of the three (3) dressing rooms to include one (1) 100 volt dual electrical outlet located six feet from floor with ground fault protection.

- Exterior building energy efficient lighting matching approximately the existing building exterior lighting location layout.
- Barrier free access to dressing rooms, washroom facilities and showers.
- Hand driers to be electrical and hands free operated; one (1) in each dressing room washroom area
- Each of the three (3) dressing rooms to have motion activated light controls that are adjustable for the length of time the light(s) remain on.
- Dressing room sinks and counters - composite single sink & counter.
- Plumbing controls such as flush equipment on all toilets and urinals, and sink taps to be hands free. Match style and quality of those in existing referees room at the Taber ice arena. Toilets to include jet flush feature.
- One (1) toilet, one (1) urinal, one (1) sink and one (1) mirror in each washroom area.
- All sink faucets shall be a model and style that is tall enough to accommodate typical sports water bottles to fit under the facet so they may be readily filled by dressing rooms users.
- Shower areas – shower heads and hands free controls in each shower area – three (3) in referees dressing room shower area and six (6) in players dressing rooms shower area. Walls, floors and ceilings to include waterproof barrier detail. Shower tiles to be 100mm x 100mm (4" x 4") size, with a surface non-skid finish suitable for a public shower application; tile color to be off white with a stripe (design as in existing dressing room showers) and color closely matching the sandy speckle floor tile color. Colors to be close to Taber's logo colorscheme. Samples to be submitted for approval by Taber prior to installation.
- Hose bib in each dressing room washroom area
- Floor drains in each shower area and in each washroom area and in each dressing room area and in hallway areas. All floor drains connected to sanitary sewer system.
- Players dressing room benches to match style and material of existing ice arena and to accommodate 25 people at 3.2' centers dressing room benches.
- Hooks/mantle above each bench, spaced at 3.2' centers.
- Players dressing room shall both have a hockey stick rack located inside each players dressing room door.
- Referee dressing room benches to accommodate up to 9 people at 3.2 foot centers.
- Referees room to include eight (8) half size lockers with lock system accommodating an individual's self-supplied pad lock
- Toilet and urinal partitions – HDPE partitions; corrosion resistant hardware.
- Dressing room doors, closers and lock mechanisms to match existing dressing room door size, material and style and shall be Vertical Rib Stiffened doors.

- Janitor room to include floor mounted janitor sink, domestic hot & cold water supplies, tall janitor style faucet, manual-operated water taps, a dual 100 volt electrical outlet, wall mounted shelving and 3 mop/broom hangers.
  - All areas of the addition to be adequately serviced with heat and ventilation.
  - Remove, re-finish and re-install existing handrails along player's access ramp.
- g) **Surveying and drafting** – pick-ups survey data for drainage, baseline surveys for construction, construction layout and as-built survey pick-up. Plots/prepares survey information and site plan drawings, updating of existing infrastructure plans, preparation of construction plans, details and record drawings.
- h) **Stormwater management** – roof and site drainage will be carefully considered in the design of the roof and perimeter site, paying particular attention to promoting surface drainage away from the addition foundation and the existing facility.
- i) **Preliminary design**, prepared by a qualified engineer, outlining site, building layout, alignment of municipal and other utility services and connections, to be reviewed with Taber. The successful proponent shall receive written authorization from Taber prior to initiating equipment mobilization to site and/or construction activities.
- j) **Access to ice surface** – in terms of the physical siting of the addition, it shall be developed such that dressing room users may readily access the existing ice surface access ramp. Furthermore, an existing section of the ice surface access ramp between dressing rooms #2 and 3 shall be modified by the proponent within the scope of this project. See Appendix 'D'.
- k) **Fire or heat detectors** to be similar style and quality as existing detectors and connected to the existing alarm panel.
- l) **Municipal utility connections and services** – coordinating with Taber's utility system contractor EPCOR, utility service connections and service lines required to service the addition with potable water, wastewater and stormwater management services.
- m) **Asphalt rehabilitation** – removes and replaces, asphalt surface on all site excavations including utility servicing, 1.5m from exterior perimeter of addition structure, promoting flow away from foundation and any asphalt parking lot damages caused as a result of construction work and activities.
- n) **Tie-ins to existing mechanical systems** – includes mechanical systems such as fire alarm, heating and ventilation, domestic tempered and cold water supply, electrical and sanitary sewer disposal systems.
- o) **Record drawings** – project record drawings stamped by a professional engineer and copies of shop drawings for all equipment and materials supplied within this project shall be received from the proponent, by Taber **no later than one month following substantial completion is approved** by Taber. Record drawings shall include but not be limited to a cover page, site plan, foundation plan, underground utility services and tie-in points, architectural plans, elevation and mechanical, electrical and plumbing plans.
- p) **Bid bond** – RFP Submissions shall be accompanied by a security deposit in an amount not less than 10 percent of the stipulated price, of a bond or certified cheque.



- ✓ Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- ✓ Bid Bond must be issued by a surety company licensed to conduct business in the province of Alberta.
- ✓ The security deposit will be returned after delivery to Taber of the required Performance and Labour and Materials Payment Bond(s), or approved irrevocable Letter of Credit, by the accepted Proponent.
- ✓ If no contract is awarded, all security deposits will be returned.
- ✓ If the Successful Proponent fails for any reason to execute the project Contract and to provide the surety bonds within the time as specified by Taber, and such extension of time as may be granted by Taber, that portion of the Proponent's security deposit will be forfeited to and retained by Taber in the amount of the difference in money between the Total Bid and the amount for which the Owner may legally contract with another party to perform the work, if the latter amount be in excess of the former.

q) **Consent of Surety**

- ✓ Submit with the Proposal, a letter of consent, stating that the surety providing the Bid Bond is willing to supply the Performance and Labour and Materials Payment Bond required. Alternatively, submit with the Proposal, a statement that the Performance and Labour & Materials will be secured with an irrevocable letter of credit.
- ✓ Surety Company - Bid Bond and Consent of Surety must be issued by a surety company licensed to conduct business in the province of Alberta.
- ✓ Performance Assurance - provide a Performance and Labour and Materials Payment bond. Alternatively, the accepted Bidder may provide an irrevocable letter of credit as described in the General and Supplementary Conditions.
- ✓ Cost of Bonds - Include the cost of bonds or letter of credit in the Total Bid

r) **Insurance** – maintains and provides proof to Taber of the proponent's insurance coverage including but not limited to:

- ✓ Comprehensive General Insurance in an amount not less than \$5,000,000 per occurrence with the project location specified and the Taber being identified as an 'Additional Insured',
- ✓ Course of Construction insurance,
- ✓ Automobile Liability Insurance, and
- ✓ Contractor's Equipment Insurance.

s) **Warranty** – warrants all aspects of the work for a minimum of one year from substantial completion. At the proponent's sole cost, repairs and resolves all incomplete or unsatisfactory work, identified any time before or during the substantial completion inspection.

t) **Specified period of no construction** – recognizing the community's annual Cornfest event, proponent shall plan to and be required to temporarily cease construction activities on site from August 24 - 30, 2015 inclusive. The proponent shall take every

reasonable effort to secure and maintain the construction site during the entire project term, and including through this specified period of no construction.

- u) **Other bookings and events** – due to the nature of the community centre, there will be numerous bookings and events (E.g. August 9-16, 2015 VerSet Hockey Skills Camp), during the project term that occur adjacent to or in the general vicinity of, and outside the construction site. Upon request, Taber will provide to the proponent, community centre facility booking and event dates/times information.

## **2.2 Qualified Personnel**

The proponent shall have qualified personnel capable of providing the services indicated above. Qualified personnel shall include but not be limited to:

- a) Engineer(s) holding a Permit to Practice from the Association of Professional Engineers and Geoscientists of Alberta (APEGA) to provide the necessary professional services to the full extent that may be required in the Province of Alberta,
- b) Certified Technical support such as surveyors and drafting persons, and
- c) Journeyman trades such as but not limited to plumbers, pipefitters and electricians.

## **2.3 Deliverables Format**

The following standards shall apply to project deliverables:

- a) All documents submitted for use by Taber shall be submitted in Microsoft Word 2010 format as well as Adobe Acrobat PDF version 10 format. PDF documents shall not be secured in any form.
- b) All spreadsheets, databases, presentations, etc. shall be submitted in the corresponding Microsoft Office 2010 format.
- c) All drawings and plans shall be submitted digitally in the 2014 version of AutoCAD as well as Adobe Acrobat PDF version 10 formats.
- d) All drawings submitted for approval and as record drawings shall be submitted as one (1) full size set of hardcopy printed drawings, three (3) sets of 279 x 432mm (11" x 17") printed drawings, in addition to the AutoCAD and PDF digital formats.
- e) All shop drawings submitted for approval and as final issue shall be submitted as PDF digital format, final issue shop drawings shall be issued in PDF format and four (4) sets of 216mm x 279mm (8 ½" x 11") hardcopy printed shop drawings.
- f) All submissions will be identified by a Project Number.

## **2.4 Quality Control Measures**

The proponent shall provide and exercise the standard of care, skill, and diligence required by customarily accepted practices and procedures developed by bodies within the various disciplines involved in this project, such as engineering and construction services, in the performance of the services at the time when, and the location in which, the services are provided. The proponent shall be responsible for quality control of their work according to these standards.

## **2.5 Health and Safety**

Health and safety are paramount on all work undertaken for Taber. The proponent shall have a health and safety program and maintain a Certificate of Recognition (COR) through the Alberta Construction Safety Association. The proponent shall also maintain an account in good standing with the Workers' Compensation Board of Alberta covering all workers who will be involved in any services delivered within the Taber. Evidence of both COR and WCB standing are required submissions of the Proponent's submission.

## **2.6 Term**

The term will be defined in the contract. The term will begin effective the date the contract is fully executed and will continue either until the end of a minimum one year warranty period, or, if all deficiencies are not completed by that day, until the date all deficiencies are completed.

## **2.7 Project Contract**

Taber's intention is to enter into a stipulated price CCDC-14 Design-Build Stipulated Price contract with the selected proponent, as determined by Taber municipal Council resolution. See Appendix 'B'.

## **2.8 Payment and Invoicing Requirements**

Proponents shall provide within their proposal a fixed fee for the project, and a detailed breakdown of the costs associated with the project work. The successful proponent may issue monthly progress payment requests to Taber, subject to the progress payment request being supported with an invoice and detailed breakdown of the work completed, as determined by Taber in Taber's sole discretion. Progress payment requests will be subject to a 10% holdback by Taber. The holdback fund will be released by Taber in accordance with governing law in Alberta. Taber will make payment in accordance with the Taber's Accounts Payable process, and in any event within 20 days of receipt by Taber of satisfactory progress payment requests.

## **2.9 Existing Access Site Meeting**

There will be an open house site meeting from 2:PM to 3:30 PM on Wed March 11, 2015 to allow access to the existing arena and change rooms. At this time you can take measurements and pictures and we can answer any questions you may have.

## **2.10 Mandatory Proponent's Meetings**

Proponents are required to attend a private and confidential Mandatory Proponent's Meeting with Taber during the **week of March 16-20, 2015** at a time that is mutually acceptable to the proponent and Taber's project team. The proponent's meeting will take approximately 30 minutes, including up to 15 minutes initially for the proponent to demonstrate its experience, suitability for and capability to complete the scope of services required for this project and to review with Taber the Proponent's initial concept plan showing the general layout of the building. The balance of the time is for the proponent and Taber to discuss the project, for the purpose of enhancing project understanding.

Proponents shall make contact with Taber by contacting Wendy Meerveld at (403) 223-6012 (weekdays between 8:30am-4:30pm) or by e-mail at [purchasing@taber.ca](mailto:purchasing@taber.ca), by **12:00pm (noon), Alberta Time, Friday March 13, 2015**

### **2.11 Construction Site Access**

The successful proponent shall afford facilities for audit and inspection upon request and shall provide Taber or its agents or representatives with such information as may be required from time to time.

## **3.0 Proposal Submission and Evaluation Elements**

### **3.1 Submission of Proposals**

The Proponent is responsible for meeting all submission requirements as stated below.

### **3.2 Evaluation Elements for Calculation of Total Score**

RFP submissions will be evaluated, ranked and scored by the RFP Evaluation Team - the total points available for each of three elements, are as follows with a total of 100 points available:

#### **3.2.1 Mandatory Proponent's Meeting Rating – 20 Points / 20%**

- Submit Certification of Attendance at Mandatory Proponent's Meeting (5)
- Presentation – verbal presentation; documents provided (5)
- Project understanding and preparedness (5)
- Concept plan and preliminary project schedule (5)

#### **3.2.2 RFP Submission – 40 Points / 40%**

- Proponent's team Identification (10)
- Technical Requirements – firm attributes, project management, past experience, key personnel and functional design (30)

#### **3.2.3 Financial Proposal: Stipulated Price – 40 Points / 40%**

## 4.0 Submission Requirements of Proponent

### 4.1 Proponent's Team Identification (Maximum possible points - 10)

In a cover letter, the proponent must identify the:

1. name of the Proponent's firm – the Proponent selected by Taber will execute the project contract and bear responsibility for the Proponent's performance of its duties and responsibilities as they relate to this project,
2. name of Consulting Engineer firm, and names of primary personnel, for this project.
3. name of Construction firm, and names of primary personnel, for this project.
4. Proponent's primary contact person's information including name, mailing address, email address, telephone number(s), for RFP process communication purposes,
5. names of other firms on the proponent's team, and the name of their primary personnel, for this project.

### 4.2 Technical Rating Requirements (Maximum possible points - 30)

Bona fide RFP Submissions will be evaluated based on the criteria detailed below. The clarity of the proposal writing will form part of the evaluation (use of language, document structure, conciseness and completeness of response).

#### a) Proponent Firm Attributes

What we are looking for:

We want to know why we should pick your team over other Proponents. What separates you from the rest?

What the proponent should consider providing:

- An outline of its scope of its services
- Examples (a list) of the firm's work and accomplishments on similar building projects
- Statement of its broader organizational goals (sustainability, sensitivities, etc.)
- Description of the type of relationship the proponent tries to build with clients
- The proponent's view on innovation, exploration of new ideas, energy conservation and 'green' solutions, and risk management, all in the context of this project.

#### b) Project Management

What we are looking for:

We want to know how the proponent's team will be organized in its approach and methodology in the delivery of the project. We want to build a relationship where there is consistency and where the proponent gains knowledge about Taber's service

expectations. We want to see a functional design plan showing the locations and layouts of the dressing rooms and utility connections and tie-ins.

What the proponent should consider providing:

- Name of the person who will serve as the primary contact with Taber and a description of his or her experience
- A description of team's project management approach to working with Taber
- Proponent's team structure and organization, including an organizational chart
- Names of the key personnel who will direct, manage and supervise the majority of the work, by discipline or responsibility
- Names of and services that will be provided by partners of the proponent
- A description of how the project will be organized and performed
- A description of how the proponent will plan for existing events and bookings at the community centre, including but not limited to: Cornfest, VerSet Skills Camp and RV parking, ice arena operations and bookings particularly as it relates to connections/access to the large ice arena access ramp and utility connections.
- Present a detailed project schedule, referencing major project milestones, For this item, assume a **contract is fully executed by Friday, April 24, 2015**
- Proposed functional design showing site plan, locations and layouts of the three dressing rooms, the washroom & shower area and utility tie-ins
- Review its performance and timing of preparation/supply record drawings to its clients over the past 2-3 years.
- Quality assurance and quality control strategies and techniques
- Conflict & dispute resolution processes the Proponent would anticipate using during the project.

### c) Past experience

What we are looking for:

The proponent must demonstrate that over at least the past five years it (or its key personnel) has participated in a range of projects covering the full scope of services required by Taber as described above.

What the proponent should consider providing:

- At least four examples of projects that demonstrate proficiency with the type of work described in Section 2. These projects should be relevant to the needs of the Taber and have been completed over the last five years by the firm or its key personnel
- For these projects, the scope of services rendered, project objectives, constraints and deliverables
- For these projects, the names of key personnel who were involved as part of the project team and their respective responsibilities

- For these projects, the dates the engineering services were provided
- For these projects, client references with a contact name, address, phone and email address. Reference checks may be conducted by Taber.
- If applicable, indicate those projects which were carried out as a joint venture with other firms, the responsibilities of each of the involved firms, and the proportion of the project budget for which each firm was responsible.

**d) Key Personnel**

What we are looking for:

This is where you demonstrate the strength of your team, both in terms of the description of the people with whom Taber will typically be working and the broader resources within your firm or its partners. Please keep in mind the service requirements listed above.

What the proponent should consider providing:

- Curriculum vitae (approx. 2 pages) of key personnel likely to be working with Taber that clearly indicate education and professional accreditation, the years and type of experience in the provision of their respective area of expertise, and major accomplishments, achievements and awards
- The number of years the individuals have been with the proponent’s firm
- Information about other consultants (if any) the proponent intends to rely upon in areas where the expertise lies outside the proponent’s company

**4.3 Evaluation & Rating**

Proposals that are responsive (i.e. which meet all the mandatory requirements set out in the Request for Proposal) will be reviewed, evaluated and rated by the evaluation committee. The technical components of the proposal will be evaluated in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Proponent Firm Attributes	1.0	0 - 10	0 - 10
Management of Services	7.0	0 - 10	0 - 70
Past Experience	1.0	0 - 10	0 - 10
Key Personnel	1.0	0 - 10	0 - 10
Total			0 - 100

**4.4 Stipulated Price**

Stipulated price shall be assessed and scored as follows:

- a) The lowest stipulated price proposal receives a score of 40 points

- b) The second, third, fourth and fifth lowest stipulated prices receive pro-rated in relation to the lowest and highest price. The highest stipulated price will receive 30 points
- c) On the rare occasions where two (or more) stipulated price proposals are identical. The matching stipulated price proposals receive the same rating and the corresponding number of following ratings is skipped.

The proponent shall use the Stipulated Price Form (Appendix' A') to present their fee schedule for services. Prices must be provided for all elements of the project work. All Prices shall be expressed in Canadian funds.

## 5.0 Total Score

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Weighted Rating
Mandatory Proponent's Meeting	0 - 100	20	0 - 20
RFP Submission	0 - 100	40	0 - 40
Stipulated Price	75 - 100	40	30 - 40
<b>Total</b>		100	30 - 100

The proposals will be ranked in order from the highest to the lowest using the total score (Proponent's Meeting + RFP Submission + Stipulated Price Quotation). The RFP Evaluation team anticipates presenting its recommendation to **Town of Taber Council at its regular meeting at 5:00pm, Monday, April 13, 2015.**



## **6.0 Instructions to Proponents for RFP Submission**

### **6.1 RFP Submission Format**

The following proposal format shall be used when preparing and submitting the RFP submission:

- a) Submit one (1) unbound original copy plus four (4) bound copies of the proposal
- b) Submit one (1) electronic copy in pdf format on a USB memory stick, CD or DVD
- c) Paper size shall be – 216mm x 279mm (8.5” x 11”)
- d) Paper size of 279mm x 432mm (11” x 17”) fold out sheets can be used for spreadsheets, organizational charts and schedules
- e) Font size shall be 11 point
- f) Font type shall be Calibri or Arial or New Times Roman.

### **6.2 RFP Submission Components**

The following are the components of the RFP submission:

- a) Cover letter
- b) Proponent Firm Attributes
- c) Management of Services
- d) Past Experience
- e) Key Personnel
- f) Organization of and performance of the project
- g) Functional design plan
- h) Detailed project schedule
- i) Bid Bond
- j) Consent of Surety – re: Performance & Labour Bond; and Materials Payment
- k) Copy of Proponent’s Certificate of Recognition (COR)
- l) Evidence of current standing with WCB
- m) Stipulated price
- n) Preliminary design drawings

### **6.3 Preparation of Proposals**

All Proposals received will be subject to all terms and conditions contained in this RFP. Proponents are responsible for familiarizing themselves with all terms and conditions of this document and for carefully examining the samples, specifications and other documents enclosed herewith (herein collectively referred to as the “RFP”).

The Proponent shall make inquiries and investigations necessary for preparation & submission of its Proposal, and shall be deemed to have made same prior to submitting its Proposal.

Taber will not be responsible for any costs incurred by the Proponent in preparing and submitting a Proposal. Taber accepts no liability of any kind to a Proponent unless and until the Proposal is accepted by Taber.

### **6.4 Offer and Acceptance Period**

A response to the RFP shall be deemed to be an offer to contract with Taber based upon the terms, conditions and specifications contained in the RFP. Proposals shall constitute offers which are irrevocable for a period of sixty (60) days after the RFP Closing. If, in Taber's sole opinion, a proponent's RFP submission does not meet the RFP requirement of being a bona fide Proposal, Taber may reject the Proposal.

## **6.5 Definitions**

Terms used in this RFP have the meaning set out below unless otherwise indicated.

- "Alberta Time" means Mountain Standard Time or Mountain Daylight Saving Time as provided for in the *Daylight Saving Time Act* of Alberta.
- "APC" means Alberta Purchasing connection and is the Government of Alberta's official web site where Taber posts the competitive tendering process. See the following web site for additional information: <http://www.purchasingconnections.ca>.
- "Bona fide proposal" means a Proposals submitted in response to this RFP, received by Taber prior to the RFP Closing, and satisfies the requirements set out in section 6.2:
- "Contract" means a written document between Taber and the Proponent to perform the tasks, duties and responsibilities, as described in this RFP. The project contract will be in the form of a CCDC 14 Design-Build Stipulated Price contract.
- "Contract Manager" means the Taber's representative responsible for the day-to-day administration of the contract. The Contract Manager is the Proponent's primary Taber contact for all matters relating to the contract and service delivery.
- "Primary Contact" means the Prime person a Proponent (that has submitted a Proposal), designates to represent the Proponent during the competitive process associated with this RFP. There can be only one (1) Primary Contact.
- "Prime Contractor" means that duty and role as defined in the Health and Safety Act, Regulations and Code, assigned in the project contract to the successful proponent.
- "Proponent" means the firm or individual who has obtained a copy of this RFP, or has registered as an interested Proponent on APC for this competitive process.
- "RFP Evaluation Team" – means a predetermined group of four Taber employees who will evaluate the Proposals received prior to the RFP Closing.
- "Services" means everything performed by or through the Proponent within the scope of the RFP, including preparation & submission of deliverables required by the Contract.
- "Taber" means the Town of Taber, a municipality in the Province of Alberta.

## **6.6 Inquiries**

Fax and email inquiries will be accepted up to and including **2:00pm, Alberta Time, Friday, March 27, 2015**. No telephone inquiries will be accepted.

At Taber's sole discretion, information or clarifications regarding competitive process procedural issues may be provided to Proponent(s) after this date and time.

All inquiries shall be sent to Taber personnel listed below. Do not contact any other Taber employees or Proponents regarding any aspect of this RFP process, procedural or technical.

**When submitting an inquiry, identify your organization name, address, telephone and e-mail address, as well as “Arena Dressing Rooms RFP”.**

Wendy Meerveld  
Purchasing Agent  
Town of Taber  
E-mail: [purchasing@taber.ca](mailto:purchasing@taber.ca)  
Fax: (403) 223-5530

All inquiries received will be reviewed by Taber. Inquiries that may contain proprietary or confidential information, in Taber’s sole opinion, may be answered exclusively to the submitting Proponent directly via e-mail (**not** posted on APC) provided the response does not 1) require a modification to this RFP document, or 2) potentially provide the Proponent with an undue advantage in the competitive process. If Taber believes that either of these situations may reasonably arise, Taber reserves the right to request the Proponent to reword and resubmit the inquiry or Taber may elect to not provide a response.

All other inquiries will be compiled and answered in the form of written Addenda issued by Taber and posted on APC. Proponents are strongly encouraged to submit inquiries as early as possible. Proponents are advised that all other inquiries received and answered by Taber will be provided verbatim to Proponents.

Prior to the Closing Date and Time, if Taber requires clarification pertaining to an inquiry submitted by a Proponent, Taber will direct the request for clarification to the Proponent’s representative that submitted the inquiry.

After the Closing Date and Time, Taber will direct all correspondence regarding this competitive process only to the Proponent’s Primary Contact as identified in its Proposal. It is the Proponent’s responsibility to notify Taber personnel listed above, in writing and in advance of any change in the Proponent’s Primary Contact information; this is especially critical for an e-mail address change.

Taber assumes no responsibility or liability arising from information obtained in a manner other than as described by this RFP.

## **6.7 Addenda**

Any changes to this RFP as well as the response(s) to all inquiries received will be issued in the form of written Addenda. The final written Addenda will be issued no later than **12:00pm (noon) Alberta Time, Monday, March 30, 2015.**

The final written Addendum to non-proprietary or non-confidential inquires will be posted on APC no later than the above noted date and time. The final written Addenda to proprietary or confidential inquires will be e-mailed directly to the Proponent's representative that submitted the inquiry no later than the above noted date and time.

The date and time for issuing the final written Addendum may be amended at the sole discretion of Taber.

Verbal instructions shall not be binding.

It is the Proponent's sole responsibility to regularly check APC for any updates or Addenda pertaining to this competitive process, and to maintain current and accurate user profile information on APC. Taber will not be liable to any Proponent for any damages, direct or indirect, or lost profits arising out of the Proponent's use of the APC. By registering as an Interested Proponent on APC for this competitive process, the Proponent agrees to be bound by the terms and conditions set out in the APC web site.

Taber requests the Proponent acknowledge receipt of all Addenda by completing and returning Appendix 'A' with its Proposal. Taber shall have the sole authority to resolve any discrepancies, omissions, or conflicts in this RFP.

#### **6.8 Closing Date and Time**

RFP Closing is **2:00pm Alberta Time, Wednesday, April 1, 2015.** For RFP closing purposes the official time of receipt of Proposals shall be as determined by the time clock located at the Town Office, Front Reception used to date and time stamp Proposals upon submission to Taber.

Proposals received by Taber after the RFP Closing, will not be accepted by Taber. Proposals from entities that do not attend the Mandatory Proponent's Meeting will not be accepted.

The Closing Date and Time may be amended at the sole discretion of Taber.

#### **6.9 Submission of Proposals**

The Proponent shall submit one (1) unbound original copy plus four (4) bound copies of its Proposal, in a sealed package clearly marked and identified as follows:

<b>RFP:</b>	<b>Arena Dressing Rooms Addition</b>
<b>RFP NO:</b>	<b>850-T01 (2015-10)</b>
<b>CLOSING DATE:</b>	<b>Wednesday, April 1, 2015</b>
<b>CLOSING TIME:</b>	<b>2:00pm Alberta Time</b>
<b>ADDRESSED TO:</b>	<b>Wendy Meerveld Town of Taber Administration Office A-4900 50<sup>th</sup> Street Taber, Alberta T1G 1T1</b>
<b>FROM:</b>	<b>(Proponent's Name)</b>

The above information shall appear on the outside of all packages or boxes containing the Proponent's Proposal. If multiple packages or boxes are being submitted, clearly indicate the number, e.g. 1 of 3, 2 of 3, etc.

- a) Faxed or electronically submitted Proposals will not be accepted;
- b) Proposals submitted in the name of an incorporated company shall be signed in the name of the company by a duly authorized representative of the company;
- c) Proposals received after the RFP Closing will not be evaluated and will be returned unopened;
- d) Delivery service disruptions will not be acceptable conditions for late Proposal submissions;
- e) At any time prior to the RFP Closing, a Proponent may withdraw its Proposal. No Proposal shall be altered, amended or withdrawn after the Closing Date and Time unless the Proponent is requested to do so by Taber;
- f) There will be no public opening of Proposals;
- g) Persons or firms submitting Proposals shall be actively engaged in the line of work required by the RFP and shall be able to refer to work of a similar character performed by them; and,
- h) Taber will retain for its records all copies of Proponents' Proposals and related documents.

#### **6.10 Reservation**

Notwithstanding anything to the contrary herein, Taber reserves the right in its sole and absolute discretion to exercise any or all of the following rights, alone or in combination with each other, to:

- a) Accept proposal(s)

- which in Taber's sole and absolute discretion fail in any material respect to comply with the requirement of this RFP; or
  - in whole or in part without any negotiations.
- b) Enter into negotiations with:
  - any and all proponents on any aspects of their proposal, to ensure Taber's operational requirements are always met and promote the best value.
  - any or all proponents, or prospective persons or entities capable of delivering the required services but who may not have submitted a proposal in response to this RFP in the event, in Taber's sole and absolute discretion, no proposals meet the requirements of the RFP; or
  - tied proponents in the event of a tie between two or more proponents.
- c) Conduct a best and final offer process:
  - with any or all proponents in which proponents are invited to revise their financial offers in circumstances where Taber deems it appropriate in Taber's sole and absolute discretion.
- d) Cancel, modify re-issue or suspend:
  - any aspect of this RFP, in whole or in part, at any time, for any reason;
  - in whole or in part, at any time, for any reason, the schedule for this RFP, including without limitation the RFP Closing stated above, the anticipated award date or any other activity or date stipulated in the RFP; or
  - this RFP in its current or modified form and invite proposals from only the proponents who submitted proposals in response to this RFP where to do so, in Taber's sole and absolute discretion, to be in Taber's best interests.
- e) Seek clarification, validate or take into account:
  - independently or with the help of the proponent, any or all information provided by the proponent with respect to this RFP and, for this purpose, disclose any or all information provided by the proponent to a third party, subject to Taber obtaining appropriate assurances of confidentiality from those third parties.
- f) Reject or refuse to consider any proposal:
  - if in Taber's sole and absolute discretion it fails in any material respect to comply with the requirements of this RFP;
  - contains false, misleading or misrepresented information;
  - in the event any matter causes or is likely to cause, in Taber's sole and absolute discretion, a conflict of interest in relation to the selection of any proposal;
  - from a Proponent who colludes with one or more other Proponents(s) in the preparation of any proposal;

- from a Proponent who fails to cooperate with Taber in any attempt by Taber to clarify or validate any information provided by the proponent or who fails to provide accurate or complete documentation as directed by Taber;
  - from a proponent with whom Taber has previously terminated a contract for any reason or has had a previous, or currently has a commercial or legal dispute that, in Taber's sole and absolute discretion, would impair Taber's ability to enter into the productive business arrangement contemplated by this RFP;
  - from a proponent failing to have the capacity to contract with Taber.
- g) Award
- a contract in connection with this RFP.
- h) Waive
- irregularities, informalities, omissions and defects in any proposal where, in Taber's sole and absolute discretion, they do not materially affect the ability of the proponent to provide the goods and services required by this RFP.

#### **6.11 Freedom of Information and Protection of Privacy Act**

While the Freedom of Information and Protection of Privacy Act allows a person's right of access to records in the Taber's custody or control, it also prohibits Taber from disclosing personal information about an individual in certain circumstances, or business information, if disclosure could reasonably be expected to cause harm as outlined in the Act. Because of the complexity of this Act, Proponents must consider the potential that any information that is provided to Taber may be disclosed to a third party.

All information in the possession or control of Taber, including any information provided, obtained or under the control of Taber under this competitive process, is subject to the Freedom of Information and Protection of Privacy Act. Should Taber receive a request for any records that are under the control of Taber and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense, to Taber.

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the Freedom of Information and Protection of Privacy Act.

#### **6.12 Conflict of Interest**

Proponents must fully disclose, in writing to Taber on or before the RFP Closing, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. Taber shall review any submissions by Proponents under this provision and may reject any Proposals where, in the sole opinion of Taber, the Proponent could be in a conflict of interest or

could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

**6.13 Governing Law**

This RFP shall be governed by the laws of the Province of Alberta, and the forum for all disputes shall be the Courts of the Province of Alberta.

**7.0 Project Contract**

Taber and the successful proponent shall enter into a CCDC-14 Design-Build Stipulated Price contract. The successful proponent can expect this contract to enforce the terms of this RFP and the proponent’s submission, and otherwise to be similar to agreements it might have with other municipal governments in Alberta.

**8.0 Stipulated Price**

**Instructions**

- a) Complete stipulated price form (Appendix ‘A’) and submit as part of the overall proposal
- b) Proponents are not to alter or add information to the stipulated price form.
- c) The stipulated price form, when completed, will be considered as the proponent’s Financial Offer.
- d) Stipulated prices are not to include applicable taxes and will be evaluated in Canadian Dollars.
- e) Applicable GST is not included and is to be shown as a separate item on any resulting invoice.
- f) In the event that a mathematical error occurs in summing the sub-totals comprising the total stipulated price, Taber will correct the summing error to ensure the fairness of Proposals.

The Proponent agrees to provide services, in accordance with this RFP.

**PROPONENT’S NAME:**

**PROPONENT’S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**List of Appendices**



Appendix 'A' Stipulated Price Form (Financial Proposal)

Appendix 'B' CCDC-14 Design-Build Stipulated Price Contract Form

Appendix 'C' Existing Drawings and Sketches

Appendix 'D' Certification – Mandatory Proponent's Meeting

Appendix 'E' RFP and Project Schedule

## Appendix 'A'

### Stipulated Price Form

Survey/design/record drawings	\$ _____
Civil/site work	\$ _____
Utility Connections/tie-ins	\$ _____
Structural work	\$ _____
Heating/ventilation	\$ _____
Plumbing, electrical & controls	\$ _____
Architectural work	\$ _____
Project Management	\$ _____

**Total Stipulated Price:** \$ \_\_\_\_\_

#### Notes to Proponents:

- The stipulated price form, when completed, will be considered as the proponent's **Financial Offer**.
- GST shall not be entered on this form. Applicable GST will be payable by Taber, and shall be detailed on resulting progress payment request invoices.
- In the event that a mathematical error occurs in summing the sub-totals comprising the total stipulated price, Taber will correct the summing error to ensure the fairness of Proposals.
- The details provided in this form will be used by Taber to assess progress payment requests and their accompanying support information.

## Appendix 'B'

Appendix 'B'      CCDC-14 Design-Build Stipulated Price Contract Form

## Appendix 'C'

### Existing Record Drawings and Sketches

## Appendix 'D'

### Certification – Mandatory Proponent's Meeting

Proponent Name: \_\_\_\_\_

Date/time of Proponent's Meeting: \_\_\_\_\_

I hereby certify the above named Proponent arranged and attended a Mandatory Proponent's Meeting in accordance with the terms and conditions of the RFP document.

\_\_\_\_\_  
Signature - Authorized Taber Representative

\_\_\_\_\_  
Date

**Note:** this completed form is required to be included by Proponent's with its RFP submission. Proponents will be issued the completed form at the conclusion of the Mandatory Proponent's Meeting.

## Appendix 'E'

### RFP and Project Schedule (All times are expressed as Alberta Time)

Issue RFP	March 3, 2015
Arrange Proponent's Meetings	March 13, 2015 (Noon)
Mandatory Proponent's Meetings	March 16 – 20, 2015
RFP Inquiries Period Deadline	March 27, 2015 (2pm)
RFP Addenda Issuance Deadline	March 30, 2015 (4pm)
RFP Closing	April 1, 2015 (2pm)
RFP Decision by Taber	April 13, 2015
CCDC-14 Contract Execution	April 24, 2015
Large Ice Arena Opening	August 9, 2015
Small Ice Arena Opening	September 28, 2015
Substantial Completion	October 24, 2015
Record Drawings Submission Deadline	1 mo. from Substantial Completion