

REQUEST FOR PROPOSAL

PROPOSAL: **Engineering Consultant for Memorial Arena Dressing Room Project**

DATE: April 7, 2022

INITIATOR: Reg Bennett, Facilities Manager

DATE PROPOSAL REQUIRED:

YEAR: **2022** MONTH: **April** DAY: **26** TIME: **2:00 PM Local Time**

Submit Proposal via email to the attention of:

Purchasing Department - purchasing@drumheller.ca

with the subject line: “RFP - Engineering Consultant -Memorial Arena Dressing Room”

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Price Sheet
- Schedule C – Technical Specifications

If you do not have all of these components the RFP package is incomplete - please contact the Initiator.

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

SECTION #1 - SCOPE OF WORK:

The Town of Drumheller invites Proposals for engineering services, design, tender and construction oversight, for the addition of a fifth dressing room to the Drumheller Memorial Arena, along with upgrade of the skate safe flooring.

Work will include:

- Detail design of structure, mechanical, heating and ventilation, electrical, and fire suppression;
- Creation of tender package, including drawings and specification documents;
- Support of grant applications by the Town of Drumheller, and other stakeholders;
- Project management of the construction contractor;
- Creation of as built drawings.

Duties will include interface with stakeholders and public for design input and review. All work is to be designed and constructed to current building and safety codes.

The submitter is required to complete all necessary sections of this Proposal package.

Details of scope of work are outlined in Schedule C - Technical Specifications.

An hourly rate sheet is to be provided by each submitter.

SECTION #2 - PROPOSAL AMOUNT:

All Proposals must be in Canadian Funds excluding GST.

Total cost \$ _____

Proposal submission price in effect for _____ days from date of acceptance from the Town of Drumheller.

SECTION #3 - SUBMISSION REQUIREMENTS:

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Proposal;
2. All issued Addenda;
3. Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR);
4. Workers Compensation Board (WCB) Coverage Letter;
5. Proof of Commercial Liability Insurance;
6. Town of Drumheller Business License.

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system;

SECTION #5 - INSURANCE AND BONDING:

Insurance

The Town of Drumheller requires that all Proposals include proof of \$5,000,000.00 Commercial Liability Insurance.

SECTION #6 - EVALUATION CRITERIA:

The lowest, or any evaluated Proposal, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Proposals or to accept the Proposal evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A - Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A - Evaluation Criteria.

By submitting a Proposal, you acknowledge and agree to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

By submitting a Proposal, you acknowledge that you have reviewed the Ineligibility criteria contained here in and you confirm that your proposal meets all requirements of the *Town*.

SECTION #7 – REFERENCES:

Reference #1

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #2

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #3

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

SECTION #8 - INTENT:

The undersigned contractor hereby provides a Proposal to supply the services as described herein in its entirety for the cost as described in Section 2.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: _____

Signature: _____

DATE: YEAR 2022 MONTH _____ DAY _____

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

SCHEDULE A – EVALUATION CRITERIA

Section A.1 – Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	50%
References	10%
Safety	15%
Qualifications	15%
Specification	10%

Section A.2 – Evaluation Criteria Definitions:

Cost: 50%

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

References: 10%

The scoring for references shall be based on number of references and quality of references. Scoring shall be assigned as follows:

- 0 references – 0% of score;
- 1 reference – 15% of the score;
- 2 references – 20% of the score, and;
- 3 or more references – 50% of the score.

The remaining 50% of the score shall be based on the quality of the reference as determined by the evaluator(s).

Safety: 15%

Submissions including Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) issued by Alberta Government shall receive

the 50% of the score. Submissions that do not include either a COR or SECOR will be deemed ineligible as per Section #5 – Ineligibility. The evaluator shall award the remaining 50% of the score for this category based on review of the supplied list of applicable Safe Work Procedures, and Table of Contents of the Corporate Safety Manual.

Qualifications: 15%

The Town of Drumheller will evaluate submissions on the basis of proof to provide the work to expected industry standard levels of performance. The Town evaluator(s) shall review all submissions for qualification on the basis of:

1. Past work performance with the Town;
2. Proof of task and scope of work appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.), and;
3. Proof of work procedures and quality control and assurance programs.

Specifications: 10%

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.

SCHEDULE B – PRICE SHEET

Item	Description	Value
1.0	Detail Design	
1.1	Engineering	
1.2	Project Management	
2.0	Construction Oversight	
2.1	Engineering Fee	
2.2	Project Management	
3.0	As-Built	
4.0	Contingency	

SCHEDULE C – TECHNICAL SPECIFICATIONS

The Drumheller Memorial Arena, located at 20 Riverside Drive NW, currently has four (4) dressing rooms located inside the building. The lobby, dressing rooms and north hallway currently have an asbestos skate safe flooring.

The Town of Drumheller requires the following to be done:

- 1) Removal of all asbestos based skate safe flooring in the dressing rooms, north hallway and lobby and replacement with a modern skate safe surface;
- 2) Addition of a fifth dressing room, preferably located at the north east exterior corner of the building;
 - a. Shall have washroom, toilet, and shower facilities, connected to the existing building systems;
- 3) North east entrance shall be modified to allow for interior, secure access from the new fifth dressing room;
- 4) North east entrance shall be barrier free accessible;
- 5) Architectural finishing shall match existing interior and exterior, including color.

The new dressing room needs to be complete and ready for use for the 2022/2023 Minor Hockey season, with a target date of September 1, 2022.

Construction will need to be coordinated with the Drumheller Flood Mitigation work that is occurring on the downtown Dike D, which will be located in this area.