



Request for Proposal

Outdoor Rink Boards Take-Down and Re-Install Project - 2020

Town of Blackfalds
Box 220
Blackfalds, AB T0M 0J0



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1.0 INTRODUCTION

The Town of Blackfalds takes pride, and continues to invest, in its outdoor facilities. One of the investments in 2020 will be dismantling an existing outdoor boarded rink and reinstalling the boards on a new concrete pad. This facility will be located at a still to be determined site.

2.0 BACKGROUND

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 (2018 census). Ideally situated in Central Alberta, midway between Alberta's two largest urban centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment. Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

As the population of Blackfalds increases, the expectations of the community for businesses, products, and services also increase, resulting in the need for updated and current goals and strategies as well as long range capital and operating planning to address infrastructure planning and operating results.

3.0 OPPORTUNITY

The Town of Blackfalds is requesting proposals from qualified contractors to:

- Dismantle existing outdoor rink boards and chain link mesh
- Install boards on new concrete pad (pad to be completed by others)
- Install full surround chain link fence on boards (either reusing existing chain link or supplying new)

4.0 OBJECTIVE

The primary objective of this RFP is to seek a qualified contractor to dismantle the existing outdoor rink boards (and chain link mesh – if possible) and reinstall the boards and chain link mesh after the new concrete pad is completed in the summer of 2020.

5.0 GENERAL INSTRUCTIONS TO BIDDERS

Proposals specifically marked:

“Outdoor Rink Boards Take-Dow and Re-Install Project - 2020”

Shall be received by the following:

Mr. Jeff Heindel, **Parks and Facilities Manager**
Town of Blackfalds Civic Cultural Centre
5018 Waghorn Street, Box 220
Blackfalds, AB T0M 0J0

Proposals shall include the following information:

- 5.1 All proposals shall use the enclosed Proposal Form for submitting their proposal price (**Appendix ‘A’**). Please do not include GST.
- 5.2 All proposals shall sign and submit Insurance Requirements (**Appendix ‘B’**).
- 5.3 References and qualifications for related work.
- 5.4 Warranty information.

Proposal Submittal: One copy of the sealed proposal clearly marked as above.

PROPOSALS WILL BE ACCEPTED UNTIL 12:00 PM, MARCH 17, 2020.

Late or faxed proposals will not be accepted. Proposals must be presented in sealed, clearly marked packages.

6.0 DELIVERABLES

As previously indicated, the proposal will include:

- dismantle the existing outdoor rink boards and chain link mesh located at 5302 Broadway Avenue by March 27, 2020
- Transport boards and chain link mesh to a Town location for storage
- Install existing outdoor rink boards and chain link mesh on the new concrete pad at the yet to be determined site within Blackfalds by August 28, 2020
- If it is not possible to reuse the existing chain link mesh, supply and install full surround, 6 gauge, 4’ chain link mesh along sides of outdoor rink and 6’ chain link mesh at ends. End sections will also require an additional 8’ of netting above the 6’ chain link fence.
 - This item shall have its own separate quote line on the bid sheet

Request for Proposal:

Outdoor Rink Boards Take-Down and Re-Install Project - 2020

The project budget must include:

- 6.1 Dismantling existing outdoor rink boards, gates, outdoor rink chain link mesh. It would be preferable, if possible and there is a cost savings, to reuse the existing chain link mesh.
 - 6.1.1 Tear down of the existing shelter, concrete pad, and lighting are **NOT** in the scope of this project.
- 6.2 Transportation to Town site for storage.
- 6.3 Transportation to new Outdoor Rink site
- 6.4 Installation of existing outdoor rink boards, gates, and chain link mesh.
- 6.5 All work shall be done during normal work hours, Monday through Saturday, 7:00 a.m. to 7:00 p.m. The Contractor shall notify the Town representative, in writing, for approval when they want to work beyond normal works hours; this shall not be considered authorization to be paid any overtime outside of the lump sum contract.
- 6.6 The Contractor shall have a competent foreman in charge of the work crew at all times. Contractor's Foreman will be able to communicate effectively with both Town personnel and the work crew.
- 6.7 The Contractor shall protect all facility structures, equipment, etc. against damage. Anything damaged by the Contractor's operations shall be repaired or replaced at the Contractor's expense.
- 6.8 The Contractor shall comply with all applicable Municipal, Provincial and Federal regulations, including environmental and safety requirements while working on Town property.
- 6.9 The Contractor's employees must have proper certification to operate equipment **(including but not limited to: skid steers, man lifts, forklifts, zoom booms, etc...)**
- 6.10 The Contractor must obtain a Town Business License prior to work commencing at work site.

7.0 SITE VIEWING / REQUESTS FOR INFORMATION

Proponents can make an appointment to tour the site and be provided any information required to assemble their submission. A period of 48 hours' notice is required to coordinate a viewing with a Town representative and will be made through the following:

Mr. Jeff Heindel, **Parks and Facilities Manager**
T: 403.885.6244
jheindel@blackfalds.com

Each Proponent is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect this proposal. All inquiries related to the RFP shall be directed to Mr. Jeff Heindel through the contact information indicated above.

8.0 PROJECT SCHEDULE

- Request for Proposal packages disseminated: **March 3, 2020**
- Closing date for receipt of proposal packages: **March 17, 2020, 12:00 PM**
- Recommendation for project award: **March 18, 2020**
- Project Completion:
 - Dismantling of Boards and Chain Link **March 27, 2020**
 - Installation of Boards and Chain Link at new site in Blackfalds **August 28, 2020**

9.0 PROPOSAL REQUIREMENTS

Proposals shall include the following:

- 9.1** The background of the individual, agency or consortium indicating similar outdoor rink projects completed elsewhere and curriculum vitae of the personnel assigned to the project.
- 9.2** If a consortium of firms is to be used, information is to be provided on the number and nature of past outdoor rink contracts involving the same consortium and the lead consulting firm responsible for coordinating and liaison.
- 9.3** Identify all project team members by area of responsibility and role in the project.
- 9.4** Identification of the project manager who will act as the designated liaison.

- 9.5 A detailed description of the consultant's approach to meeting the scope of the work, including a time chart for carrying out the project.
- 9.6 The consultant is requested to provide at least three references for similar type projects carried out in the past five (5) years, including contact and phone number.
- 9.7 The requirements and expectations outlined herein are not meant to be all inclusive relative to the project inclusions and processes. Proponents are invited to provide any additions or inclusions that the proponent determines be beneficial or add value to the project. The Town of Blackfalds reserves the right to determine, in its sole and unfettered discretion, whether any proposal fulfills or meets the general requirements and expectations of the project.

10.0 EVALUATION CRITERIA

The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated in the context of the overall value that they provide to the Town of Blackfalds. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel.

11.0 NEGOTIATION

The Town of Blackfalds reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

12.0 ACCEPTANCE OF PROPOSALS

The Town of Blackfalds will have specific interest in proposals from contractors that best demonstrate the qualifications, abilities, experience, and resources to provide the services as outlined.

The Town of Blackfalds reserves the right to reject any or all Proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by a principal of the responding company.

Following the evaluation of the submitted proposals, the Town of Blackfalds will consider entering into an agreement with a consultant that has been determined to have the ability to best meet the needs and expectations and offers the best overall content and value. Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town of Blackfalds to accept any proposal or enter into a formal agreement with any consultant.

The submission of a proposal does not constitute a legally binding agreement between the Town of Blackfalds and any Consultant. It is part of an overall selection process intended to enable the Municipality to select a Contractor to fulfill the items indicated in this RFP. The objective of this RFP process is to identify those Contractors who offer the best delivery of service and value and demonstrate the highest degree of capability for providing the services outlined herein.

Should the Contractor fail to complete the work under this Contract by the contract deadline, the Town shall be entitled to make deductions from payment to the Contractor valued at \$1000.00 per day.

APPENDIX 'A'

PROPOSAL SUBMITTAL FORM

Outdoor Rink Boards Only Project - 2020

Business Name: _____

Address: _____

Telephone: _____

Email: _____

Itemized Breakdown:

Outdoor Rink Project Items:

- | | | |
|--|----------|----------|
| • Dismantling Boarded Rink
(includes transportation to Town storage site) | Lump Sum | \$ _____ |
| • Installing Rink Boards
(includes transportation to site in Blackfalds) | Lump Sum | \$ _____ |
| • Installing Outdoor Rink Mesh (using existing) | Lump Sum | \$ _____ |
| • New Chain Link Mesh (if required) | Lump Sum | \$ _____ |

BID TOTAL **LUMP SUM** \$ _____

(Do not include GST)

APPENDIX 'B'

INSURANCE REQUIREMENTS

By signing and submitting a proposal under this solicitation, the Proponent certifies that if awarded the contract, it will have the following coverage within five days of the award of the contract and prior to commencing work on Town property. The Proponent further certifies that they will maintain all insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Alberta by the province of Alberta.

REQUIRED COVERAGE AND LIMITS

Workers' Compensation Board (WCB) coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the WCB of increases in the number of employees that change their workers' compensation requirements under the WCB during the course of the contract shall be in noncompliance with the contract.

Employers' Liability: \$100,000/\$500,000/\$100,000

Commercial General Liability: \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Town of Blackfalds must be named as an additional insured and so endorsed on the policy.

Business Automobile Liability **(including owned, non-owned and hired vehicle coverage)**:
Combined Single Limit: \$1,000,000 per occurrence.

NOTE: Contractual Liability covers the following indemnity agreement:

"The Contractor agrees to indemnify, defend and hold harmless the Town of Blackfalds, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished **(or made available)** by the successful Vendor, provided that such liability is not attributable to the Town's sole negligence."

PROPONENT'S STATEMENT

I/we understand the Insurance and WCB requirements of these specifications and will comply in full if awarded this contract.

Signature

Printed Name

Date

Firm