REQUEST FOR PROPOSAL (RFP)

RFP Number: 01-2020/01/C

DRAYTON VALLEY MULTI-USE PUMP TRACK

Issued: February 28, 2020

Submission Deadline: March 27, 2020, 2:00 p.m. Alberta Time

Contact: Annette Driessen, General Manager of Community Services

Address: Box 6837, 5120 - 52nd Street, Drayton Valley, AB T7A 1A1

Phone: 1(780)514-2232

Email: community@draytonvalley.ca

Please forward 2 completed copies of your proposal.

It is the proponent's responsibility to check for any Addenda to this RFP which will be posted on the Town of Drayton Valley website: www.draytonvalley.ca

REQUEST:

The Town of Drayton Valley is seeking proposals for the completion of a Multi-Use Pump Track for the community.

REQUIREMENTS OF PROPOSAL:

1. Consultation with Town Administration to determine feasibility of concepts

2. Prepare proposal package including track concepts and desired features using maximum square footage appropriate to the budget

3. Develop and present site plans and final proposal in printed and digital formats

4. Enter into an agreement with the Town of Drayton Valley prior to construction

5. Mobilize, supply and source all transportation, equipment, ground materials, labour, security, surfacing materials, etc. as necessary through to completion

6. Prepare ground for construction (tree removal, turf removal, levelling, etc.)

7. Construct drainage solutions, weeping tile and other necessary solutions

8. Construct pump track base above ground/frost line

9. Construct pump track features (berms, rollers, jumps, etc.)

10. Complete construction through to re-surfacing (top soil and sod, etc.)

11. Ensure slope stability, watering of grass and project site clean-up prior to project completion

12. Project completion within reasonable timeline by July 2020

13. Final walkthrough deficiency inspection with the Town of Drayton Valley representative

14. Attend the Grant Opening of pump track, provide demo stunt rider(s) and provide promotional video and photos for use by the Town of Drayton Valley.

OTHER REQUIREMENTS:

1. The Town of Drayton Valley is a winter community and the area is subject to large volumes of snow/moisture, freeze thaw cycles, ground frost heave and relatively high water tables. Generous drainage considerations may be necessary.

2. The substrate construction and drainage system(s) of the Pump Track should allow for future application of an asphalt surface.

3. Must present valid Alberta Workmen's Compensation Board (WCB) clearance prior to project start. Must enter a contract agreement with the Town of Drayton Valley including liability insurance (minimum $2,000,000.00). Must take on prime contractor role.

4. The Contractor is required to have a valid Town of Drayton Valley Business License.

5. The total project budget is $200,000 Canadian excluding GST. The budget encompasses all costs from the start of planning and construction to the Grand Opening and promotional video.

PROJECT OVERVIEW:

Town of Drayton Valley Site Location

The red polygon represents the approximate site location of the pump track area at the Lions West Valley Park. Preferred site location is approximately 4,896 metres.

Site Considerations: Mostly flat ground, potentially wet, bordered by Highway 22 to the west and a ball diamond to the east. A complete site utility will be completed by the Town of Drayton Valley.

Design Considerations: In addition to the conceptual pump track features, please include the following:

- Designated enter/exit locations to control access to/from the parking area.
- Designated rest area are (elevated platform) wide enough for placement of bench and garbage bin, where users can rest and enter/exit the track while not impeding other users.

Completion Schedule: Completion of the pump track by July 2020 to allow for use of the pump track over the remaining summer months and optimal growing conditions for sod and grass.

Payment Schedule: Invoices are to be submitted upon completion of the supply of services or on the 15th and 30th days of each month.

SUBMISSION OF PROPOSAL:

1. The Proponent shall submit two(2) copies of its Proposal with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent's name and the RFP title up to the Closing Time set out on the date and at the location show on the title page of this RFP.

2. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned. The Town may elect to extend the Closing Time.

3. Amendments to a Proposal may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Proponent's name and the RFP title.

4. Proposals may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Closing Time.

5. All costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.

CONFLICT OF INTEREST:

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the municipalities to create a conflict.

EVALUATION OF PROPOSALS:

1. Proposals will be evaluated on the basis of the overall best value to the Town based on quality, service, price, and any other criteria set out herein including, but not limited to:

    a. the Proponent's ability to meet the requirements, qualifications, and competencies set out herein;

    b. the Proponent's ability to deliver the services when and where required;

    c. value for budget;

    d. the Proponent's business and technical reputation and capabilities, experience and where applicable, the experience of its personnel, financial stability, track record, and references of current and former customers;

    e. quality of Proposal; and

    f. any other criteria set out in the RFP or otherwise reasonably considered relevant.

2. The Town may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.

3. The Town may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Town be required to offer any modified terms to any Proponent prior to entering into an Agreement, and the Town will not be liable to any Proponent as a result of such negotiations.

4. All sub-contractors of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.

EVALUATION CRITERIA:

1. Proposals will be evaluated for their adherence to, interpretation of and response to the issues as set out in this document. The following established criteria will be used.

    a. Proponent organization and strength;

b. expertise and experience related to similar or related services;

c. clear identification of services included;

d. identification of major issues, challenges and risks associated with the deliverables;

e. demonstrated budget breakdowns for time and effort for each deliverable;

f. proposal coveys the Proponent's intent in a clear and concise manner; and

g. co-ordination of work with the Town.

ACCEPTANCE AND REJECTION OF PROPOSALS:

1. Notwithstanding any other provision in the Proposal documents, the Town has in its sole discretion, the unfettered right to:

    a. accept any Proposal;

    b. reject any Proposal;

    c. reject all Proposals;

    d. accept a Proposal that deviates from the Requirements, Specifications or the conditions specified in this RFP;

    e. reject a Proposal even if it is the only Proposal received by the Town; and

    f. accept all or any part of a Proposal

Deadline for submitting proposals is Friday, March 27, 2020 at 2:00pm.

All proposals can be submitted by mailing to:

Town of Drayton Valley
Attn: Annette Driessen, General Manager of Community Services
5120 - 52nd Street, Box 6837
Drayton Valley, AB T7A 1A1

or by email: community@draytonvalley.ca

REQUEST FOR PROPOSAL SUBMISSION
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Proponent's Name: _____

Address _____

_____

Mailing Address (if different from above)_____

_____

Telephone:_____ Fax: _____

Key Contact Person:_____

Telephone (if different from above) _____

Email: _____

The undersigned Proponent, having carefully read and examined the RFP, including all sections, and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

_____ _____

Signature of Authorized Signatory Date

_____

Print Name and Title

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REQUIRED PROPOSAL DOCUMENTS

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Proposal, and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

_____ 1. The Proponent's Alberta WCB registration number is _____. The Proponent warrants that it is in good standing as to all WCB assessments and requirements.

_____ 2. The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town and all statutory occupational health and safety requirements under, or in connection with the *Worker's Compensation Act*.

_____ 3. Brief description of Proponent's company, purpose, and history of successes.

_____ 4. Information on size of organization, number of service providers, and staff employed.

_____ 5. Information on relevant experience performed during the last five (5) years.

_____ 6. Indication of the number and size of other municipalities where like services have or are currently being provided.

_____ 7. Identification of key personnel to be assigned to this Agreement, setting out their names, responsibilities, qualifications, and relevant experience.

_____ 8. Submission of a detailed budget breaking down the fees for all the services, identifying the total all-inclusive fee which shall include any out of the pocket expenses for the provision of services for the agreement/contract period.

_____ 9. Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detail proposed amendments.