



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: 12-2022-11-E

ASHRAE LEVEL 3 INVESTMENT GRADE AUDIT

TERMS OF REFERENCE

JUNE 13th, 2022

Section 1.0 - REQUEST

- 1.1 The Town of Drayton Valley (as may be referred to hereinafter as the “Town”) is requesting a detailed and comprehensive proposal from qualified individuals, and/or businesses for the delivery of an ASHRAE Level 3 Investment Grade Audit for the municipality.
- 1.2 The Town is seeking proposals to meet the minimum requirements for service delivery as outlined in this Request for Proposals. **Proponents are invited to provide alternative options or solutions to address the service need, however, the Town is under no obligation to deviate from the original specifications requested if a proponent does provide an alternative approach in their submission.**
- 1.3 General information is available from the Energy Program Coordinator, Town of Drayton Valley, 5120-52nd Street, Drayton Valley, AB.
- 1.4 **Submissions will be accepted at the Town until 2 p.m. local time, July 8th, 2022.**
- 1.5 Responses can be mailed to the Town of Drayton Valley, Box 6837, Drayton Valley, AB, T7A 1A1 or hand delivered to the Town of Drayton Valley Civic Centre, 5120-52nd Street, Drayton Valley, AB. The submission must be in a sealed envelope and clearly marked as:

**Request for Proposal
ASHRAE Level 3 Investment Grade Audit
Town of Drayton Valley**

Response can also be submitted via email. The email submission must adhere to the following requirements:

Subject Line: Proposal – ASHRAE Level 3 Investment Grade Audit
Responses sent to: energy@draytonvalley.ca
Maximum attachment size: 20 MB

- 1.6 Submission inquiries are to be directed to:

Aishah Mohd Isa
Energy Program Coordinator
Town of Drayton Valley
Phone: 780 514 2953
Email Address: energy@draytonvalley.ca

Section 2.0 - REQUIREMENTS

2.1 PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain ASHRAE Level 3 Investment Grade Audit (IGA) service for ten of its Town-owned buildings and water and wastewater facilities in order to determine their long-term cost, energy, and emissions reduction potential.

The deliverables from this service will be used to inform and develop either a second RFP for Energy Performance Contracting service for the Town and/or any other financing options the Town may pursue at a later date.

2.2 LOCATION

- CETC, 5400 – 24 Avenue, Drayton Valley, Alberta
- MacKenzie Conference Centre, 5745 – 45 Avenue, Drayton Valley, Alberta
- Omniplex Arena, 5737 – 45 Avenue, Drayton Valley, Alberta
- Pembina Public Works Building, 6113 – 50 Avenue, Drayton Valley, Alberta
- Water Treatment Plant, 5551 – 35 Street, Drayton Valley, Alberta
- Sewer – Blower Building, Drayton Valley, Alberta
- Sewer – Plant UV Site, Drayton Valley, Alberta
- Sewage Treatment Building, Drayton Valley, Alberta
- Water Reservoir Madsen Avenue, 4554 – Madsen Avenue, Drayton Valley, Alberta
- Civic Centre – 5120 – 52 Street, Drayton Valley, Alberta

2.3 AVAILABLE INFORMATION:

A summary of the facility characteristics is attached as appendix to this document.

The Town can supply the following information and materials **upon request**. Please e-mail your request to energy@draytonvalley.ca:

- a. Benchmarking study for all buildings except Pembina Public Works Building. This study was conducted in 2021 and includes information on building characteristics (floor area, year built, hours of operation) and monthly utility data for 2019 (electricity and natural gas).
- b. Energy Audit Report (2014) and Equipment Inventory Report (2019) for Omniplex.
- c. List of major equipment for CETC, MacKenzie Conference Centre, Omniplex Arena and Water Treatment Plant.
- d. Electricity and natural gas bills for January 2022.
- e. Historical water consumption for CETC, Mackenzie Centre, Omniplex, Pembina Public Works Building, Civic Centre, and Water Treatment Plant.
- f. Floor plans for CETC, MacKenzie Conference Centre, Omniplex Arena, Pembina Public Works Building and Water Treatment Plant.

2.4 MINIMUM PROPOSAL REQUIREMENTS

Each proposal must contain the following information:

- a. a description of the Proponent's services, employees used in the project, and experience and financial viability;
- b. a quotation for ASHRAE Level 3 Investment Grade Audit service including total project cost and cost breakdown by facility (refer to Section 5.4);
- c. a work plan for the delivery of ASHRAE Level 3 Investment Grade Audit service;
- d. proposed implementation schedule including timelines, total project duration and milestones;
- e. three Project References for ASHRAE Level 3 audit services (refer to Section 5.3);
- f. a sample Investment Grade Audit Report with Table of Contents and Calculations; and
- g. a WCB clearance letter, COR or SECOR certificate, and proof of professional liability coverage of minimum \$2,000,000.

Section 3.0 - SCOPE OF WORK

3.1 PROJECT OBJECTIVES

The Town has a long-term objective to implement high quality infrastructure and equipment upgrades to the selected Town-owned facilities to increase building functionality and accessibility, asset lifespan and achieve long-term cost, energy, and emissions reductions.

The objective of this ASHRAE Level 3 Investment Grade Audit is to:

- Evaluate the condition of major equipment and systems in each in-scope facility.
- Identify energy, emissions and cost savings potential of various energy conservation and/or mechanical optimization measures (ECMs).
- Obtain detailed energy and financial analysis of project costs and savings over the expected lifetime of the ECM, including the impacts of emissions, based on implementation cost estimates and site-specific operating cost savings. The financial analysis should be of sufficient accuracy and certainty that financing and/or funding can be secured.
- Compile a suite of ECMs that could reduce emissions by at least 30% compared to the baseline year for each facility with the goal of reaching net-zero where possible.

3.2 SCOPE OF WORK

The following services will be required in the performance of this Agreement in order to achieve the Town's objectives. Modifications to this scope of work will be considered, however, the Town is under no obligation to deviate from the original specifications requested if a proponent does provide modifications or an alternative approach in their submission.

a. PRIMARY FUNCTION

Work with the Energy Program Coordinator and in cooperation with municipal employees, including the Facilities department, with the goal to perform ASHRAE Level 3 Investment Grade Audit for Town-owned facilities listed in Section 2.2.

b. MAJOR RESPONSIBILITIES

- i. Collect data and background information on in-scope facilities.
- ii. Assess condition of all major equipment in the in-scope facilities to identify the current condition, estimated useful life, replacement costs and recommended operating method.
- iii. Perform an energy audit in accordance with ASHRAE Level 3:

- a. Interviews with facility manager, maintenance staff and or others regarding facility operation and maintenance practices.
- b. Site visits to inspect and assess the condition for major energy-using equipment and systems, including but not limited to:
 - Building envelope including windows, insulation, weatherization
 - Building energy management control systems
 - Hot water systems
 - Heating, ventilation, and air condition (HVAC)
 - Indoor air quality
 - Indoor and outdoor lighting systems
 - Plug loads and equipment
 - Electric motors, transmissions and drive systems
 - Renewable energy systems
 - Plumbing and other water consuming systems
 - Special systems including the water/wastewater processing systems, ice plant system, kitchen, and others.

Site visits must be performed by a qualified energy auditor, with either a Certified Energy Manager or Certified Energy Auditor certification. The site visits will include the entire facility and should inspect and document all energy-using system while in operation.

- c. Perform “late-night” surveys outside of normal business hours or on weekends to confirm building system and occupancy schedule.
- d. Develop a preliminary list of potential energy conservation measures.

Identify and list important operational and maintenance, low or no-cost, or other energy efficiency measures that are not considered capital projects for the Town’s consideration.

The Town is also interested in measures that are aimed at cost savings, such as fuel switching, installation of alternative resources, demand reductions, or rate class optimization, even if these measures would not reduce consumption per se.

The potential ECMs are required to be proven, readily and locally available technologies and result in verifiable energy savings. Equipment must be able to be serviced locally (within 400 km).

All ECMs must comply with adopted codes of the Town, including ventilation and humidity requirements.

- iv. Establish base year energy consumption and reconcile with end-use consumption estimates to within five percent for electricity (in kWh), electricity peak demand (in kW) and fuels (in GJ). Develop detailed energy end-use breakdown based on data-logging and whole-building energy modelling.

- v. Conduct a technical and financial analysis of potential energy conservation measures (ECM). Prepare an estimate of energy costs savings including description of analysis methodology, supporting calculations, and assumptions used to estimate savings. Identify ECMs that warrant further detailed analysis.
- vi. Present preliminary findings to the Town and based on the discussion, create a list of recommended ECMs for further analysis. The Town shall, at its discretion, have the option to reject any presented calculations of savings or project recommendations.
- vii. Conduct an in-depth analysis of each ECM identified to determine the project scope, project economics (engineering cost estimate, payback period, and savings guarantee), implementation plan, measurement and verification plan and available rebates, tax credits and grants that may be applicable to the ECM. These rebates, tax credits and grants should be noted for each ECM but shall NOT be used to reduce the individual ECM project costs and shall NOT be included in the determination of payback periods since they cannot be guaranteed at this stage.
- viii. Submit an Investment Grade Audit report that conforms to the specifications outlined in Section 3.3.
- v. Reporting to the Town, through the Energy Program Coordinator, on a regular basis, as determined by the Town.

3.3 DELIVERABLES

The key deliverable is a written report on the ASHRAE Level 3 IGA findings which will include:

- a. Overview of the audit, analysis, data and results.
- b. Overview of each facility including the building details and systems descriptions.
- c. Inventory of energy use and emissions by energy end-use/systems and area (where applicable) in each facility.
- d. Condition assessment summary for existing equipment and systems stating the current condition, estimated useful life, replacement cost, and operating methods of each major assets.
- e. List of all potential measures whether it is capital, operational and maintenance, low or no-cost, pure cost-savings measures, or others.
- f. A summary of recommended ECMs and their individual costs, proposed dollar and energy net reduction guarantees, and payback periods. Potential rebates and incentives can be noted but not included in the cost or payback period calculations.

For new equipment or major retrofits (i.e. ice plant, boiler etc), provide an engineering cost estimate (Class B costing, at minimum) based on technical datasheet, design development drawings, engineering plans, written specifications, etc.

- g. Proposed methodology for implementation of ECMs, which should include at a minimum a proposed implementation and construction plan, a proposed measurement and verification plan and a proposed financial model/plan.
- h. Energy models or other calculations to demonstrate that the suite of recommended ECMs for each facility achieves or exceeds the emissions reduction target.

The final report must be consistent with the ASHRAE audit guidelines. The report will be presented to Town staff and Council, as deemed necessary. The report will be delivered in electronic format (MS Word and PDF) and energy models in the appropriate software format.

Section 4.0 - GENERAL INFORMATION

4.1 BUDGET

Include a rate proposal, with a firm upset limit for each component of the service to be provided.

4.2 AGREEMENT REQUIREMENTS

- a. The successful Proponent will enter into a contractual agreement (in the form of a Services Agreement) with the Town within fifteen (15) days after delivery of the Agreement to the successful Proponent by the Town.
- b. If the successful Proponent fails to execute and return the Agreement to the Town within fifteen (15) days, the Town may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the Agreement to another Proponent, all without affecting any claim which the Town may have against the Proponent as a result thereof.
- c. The Request for Proposals and the completed Proposal Form(s) including the Price Quotation and proposed Service Schedule of the successful Proponent will become Schedules of the Services Agreement.
- d. The Services Agreement will be for a negotiated term with the Town, and, at the Town's discretion, for an additional term.
- e. The Services Agreement will include, but may not be limited to, the following:
 - i. the start-up date identified by the Proponent in the proposal, and accepted by the Town; and
 - ii. the scope of work, milestones, deliverables, and fees for the ASHRAE Level 3 Investment Grade Audit.
- f. The successful Proponent must provide the Town with a certificate from Workers Compensation acknowledging Workers Compensation coverage for himself/herself and his/her employees and a copy of his/her professional liability insurance.

4.3 SPECIFIC TERMS AND CONDITIONS

- a. Proposals must be structured to include the sections identified in Section 5.1. The Town's intent is for all proposals to have similar structures to allow for each response to be evaluated fairly.
- b. Proponents shall recognize that the product of all work performed under this project, including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, work-in-progress and deliverables will be the sole property of the Town, and the Proponent shall assign to the Town all right, title and interest therein, including but not limited to all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights and other proprietary.

- c. Proponents will provide a minimum of three project references of a similar size and scope as that contemplated by the Town and conducted in Western Canada, which the Proponent has completed within the past five years.

The Project Reference summary (refer to Section 5.3) will include contact information for a staff in the reference organization who is able attest to the Proponent's knowledge, quality of work, timeliness, diligence and flexibility.

The Town reserves the right to contact references to confirm the information provided in the proposal and the nature and quality of the services provided, which may affect a Proponent's evaluation score.

4.4 SUBMISSION OF PROPOSAL

- a. The Proponent shall submit one (1) 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 shown on the title page of this RFP.

Alternatively, the proposal package may be submitted electronically via email to Aishah Mohd Isa (energy@draytonvalley.ca) with the RFP title in the subject line. For electronic submissions, the Proponent is solely responsible for ensuring that the complete electronic proposal, including all attachments, is received before Closing Time. The maximum size of each attachment must be 20 MB or less.

If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions to reduce attachment file size and identify clearly the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3..."). The Town reserves the right to seek clarification or reject the proposal if the Town is unable to determine what documents constitute the complete proposal.

- b. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted. The Town may elect to extend the Closing Time.
- c. Amendments to a Proposal may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package or via email, marked with the Proponent's name and the RFP title.
- d. Proposals may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Closing Time.
- e. 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.

4.5 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.

4.6 EVALUATION OF PROPOSALS

- a. 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:
 - i. the Proponent's ability to meet the requirements, qualifications, and competencies set out herein;
 - ii. the Proponent's ability to deliver the services when and where required;
 - iii. financial offer;
 - iv. 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;
 - v. quality of Proposal; and
 - vi. any other criteria set out in the RFP or otherwise reasonably considered relevant.
- b. 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.
- c. 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.
- d. 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.
- e. The evaluation process will occur in the following two stages:
 - i. Stage I will be an initial screen to determine which proposals comply with all of the minimum requirements listed in Section 2.4. Proposals that do not comply as of the submission deadline will, subject to the express and implied rights of the Town, be disqualified and not evaluated further.
 - ii. Stage II will consist of a review of all compliant proposals to determine the highest-ranking Proponent based on the rated criteria and pricing evaluation set in Section 4.7.

4.7 EVALUATION CRITERIA

- a. Proposals will be evaluated for their adherence to, interpretation of and response to the issues as set out in this document.
- b. The following established criteria will be used:
 - i. Expertise and experience related to similar or related services;
 - ii. presentation of proposed methodologies and processes to achieve goals;
 - iii. clear identification of services included;
 - iv. identification of major issues, challenges and risks associated with the deliverables;
 - v. demonstrated budget breakdowns for time and effort for each deliverable;
 - vi. consultant's innovation in its approach to the service, including any recommended alternatives, efficiencies and originality;
 - vii. proposal conveys the Proponent's intent in a clear and concise manner; and
 - viii. co-ordination of work with the Town.
- c. Compliant Proposals will be assessed based upon:

Evaluation Criteria	Score
Quality and completeness of submittal	10%
Key Personnel's demonstrated expertise and experience in performing projects of similar scope	20%
Proponent's ability to provide energy audit services for water/wastewater processes and ice plants	5%
Work plan demonstrates understanding of project requirements and risks	40%
Project quote	20%
Quality of sample report	5%

4.8 ACCEPTANCE AND REJECTION OF PROPOSALS

- a. Notwithstanding any other provision in the Proposal documents, the Town has in its sole discretion, the unfettered right to:
 - i. accept any Proposal;
 - ii. reject any Proposal;
 - iii. reject all Proposals;
 - iv. accept a Proposal which is not the lowest priced Proposal;
 - v. accept a Proposal that deviates from the Requirements, Specifications or the conditions specified in this RFP;
 - vi. reject a Proposal even if it is the only Proposal received by the Town;
 - vii. accept all or any part of a Proposal; and
 - viii. split the Services between one or more Proponents.
- b. All Proposals shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the Closing Time, whether or not another Proposal has been accepted.
- c. The Town is not under any obligation to award a Contract and may elect to terminate this RFP at any time.

4.9 PROPOSAL TIMELINE

The Timeline for the RFP process is as follows:

- a. RFP issued to vendors – June 13th, 2022;
- b. RFP closes – July 8th, 2022;
- c. Presentations (if applicable) – To be determined;
- d. Completion of evaluation process and award – July 22nd, 2022; and
- e. Signing of Services Agreement– August 5th, 2022.

Section 5.0 - PROPOSAL FORM



**REQUEST FOR PROPOSAL SUBMISSION
ASHRAE LEVEL 3 INVESTMENT GRADE AUDIT**

PAGE 1 OF 2

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

REQUEST FOR PROPOSAL SUBMISSION
ASHRAE LEVEL 3 INVESTMENT GRADE AUDIT
PAGE 2 OF 2

REQUIRED PROPOSAL DOCUMENTS

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Proposal, acknowledged all addendums, 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. A copy of the WCB clearance letter is as attached. |
| _____ | 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 <i>Worker's Compensation Act</i> . |
| _____ | 3. Safety certification and evidence of established safety program. Include a copy of the Certificate of Recognition (COR) or SECOR from the <i>Alberta Construction Safety Association</i> . |
| _____ | 4. Proof of Professional Liability Insurance with limit not less than \$2,000,000. |
| _____ | 5. Brief description of Proponent's company, purpose, and history of successes including information on size of organization, number of service providers, and staff employed. |
| _____ | 6. Information on relevant experience where like services have been provided. |
| _____ | 7. Identification of key personnel to be assigned to this Agreement, setting out 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. Also includes acknowledgement of any addendums. |
| _____ | 10. Submission of a sample Investment Grade Audit Report with Table of Contents and Calculations. |

Section 5.1 - PROPOSAL OUTLINE

Utilize the outline provided below for the proposal response. Proponents that do not include all requested data will be disqualified from the evaluation process.

Any services that the Proponent would like offer in addition to the scope of work specified in Section 3 should be added in a separate section. Note that the Town is under no obligation to deviate from the original specifications requested if a proponent does provide an alternative approach or additional services in their submission.

A. Company Profile

- Company name and corporate office address.
- Local office address, number of employees and capabilities.
- Brief company history.
- Number of years the company has provided energy efficiency services and general capabilities regarding these services. Note your company's experience with renewable energy systems and energy supply services.
- Names and titles of two contact persons.

B. Project Team and Support

- Describe availability and adequacy of resources, services, equipment and qualified personnel needed to accomplish the scope of work.
- Describe the team in terms of responsibilities and roles each member will play, and the amount of time they are expected to put into this project.
- Provide technical qualifications of no more than 10 key personnel in the Proposal, highlighting experience with projects and technologies similar to that contemplated by the Town. Use the template provided in Section 5.2 for sharing this information.
- Describe the proposed organizational and management structures and procedures.
- If applicable, include a subcontracting plan detailing a process for selecting subcontractors, providing quality control and providing oversight of subcontractor work.

C. Work Plan

- Provide the details of the methodology, work, and deliverables the Proponent proposes in order to deliver the objectives and services outlined in Section 3. This should include a description of the project management approach, client management and quality assurance.
- Provide a schedule in the form of a Gantt chart which details the key milestones, deliverables and activities, including:
 - Start and completion dates
 - Sequence/work breakdown
 - # of work days
 - Predecessor and successors for each activity.

D. Project Experience

- Provide a minimum of three project references for ASHRAE Level 3 audits performed in Western Canada (preferably municipalities in Alberta) of a size, scope, and nature similar to that contemplated by the Town, which the Proponent has completed within the past five years. Use the template provided in Section 5.3 for sharing this information.

E. Fees and Expenses

- Use the pricing form provided in Section 5.4 to enter the total project cost and breakdown of project cost by facility.
- Proposals shall include a Task Fee Schedule Breakdown in a format of the Proponent's choosing. The Task Fee Schedule Breakdown should detail the personnel, hours and rates for each of the in-scope facilities as well as other expenses for each in-scope facilities. The fee quoted shall be the maximum amount.

Section 5.2 – TEMPLATE FOR PERSONNEL TECHNICAL EXPERIENCE AND QUALIFICATION SUMMARY

The format below should be used to briefly describe the relevant experience, qualifications and educational background for the primary team members (no more than 10 individuals) who will likely be involved in working directly on this project. Please do not include individual resumes.

Project team member name:	
Current job title: Job responsibilities: Number of years with Proponent: Primary office location:	
Employment History: (List of current and previous employers including company name, primary job responsibilities, and number of years with firm)	
Educational background: (List academic degrees, relevant certifications and training, professional affiliations)	
List of ASHRAE Level 3 projects this individual has been involved with during the past 5 years. Include project location, type of facilities, year implemented and dollar value of installed project costs. Describe the specific role and responsibilities this individual had for each listed project.	
Provide a detailed description of the role and responsibilities this individual will have for the duration of this project.	
Describe any other relevant technical experience.	

Section 5.4 – PRICING FORM TEMPLATE

The Proponent must complete the requested pricing in all tables in this section. In addition to completing this Pricing Form, Proponent shall also provide a Task Fee Schedule Breakdown as detailed in Section 5.1.

All prices are in Canadian funds, are inclusive of all applicable duties and taxes, except the GST which shall be itemized separately where indicated. The Total Lump Sum Contract Price is all-inclusive and includes all labour, materials, supplies, site visits, travels, overheads, profit, insurance, expenses, disbursements, and all other costs and fees necessary to deliver the Services outlined in Section 3.

PRICES FOR SERVICES:

The Town of Drayton Valley has identified 10 municipal facilities for the ASHRAE Level 3 Investment Grade Audit services.

#	Facility	Address	Fixed Price for Audit
1	CETC	5400 – 24 Avenue, DV	\$
2	MacKenzie Conference Centre	5745 – 45 Avenue, DV	\$
3	Omniplex Arena	5737 – 45 Avenue, DV	\$
4	Water Treatment Plant	5551 – 35 Street, DV	\$
5	Pembina Public Works Building	6113 – 50 Avenue, DV	\$
6	Sewer-Blower Building	5551 – 35 Street, DV	\$
7	Sewer – Plant UV Site	5551 – 35 Street, DV	\$
8	Sewage Treatment Building	5551 – 35 Street, DV	\$
9	Water Reservoir Madsen Avenue	4554 – Madsen Avenue, DV	\$
10	Civic Centre	5120-52 Street, DV	\$
	Any other costs (Please specify)		\$
	Total Lump Sum Contract Price		\$
	GST		\$

Appendix A – FACILITY CHARACTERISTICS

	Facility	Type	Address	Year Built	Gross Area (sq-ft)	Hours of Operation	Electricity Use (3-Year Avg, kWh)	Natural Gas Use (3-Year Avg, GJ)
1	CETC	Educational facility	5400 – 24 Avenue, DV	2015	31,430	M-F: 8 am to 5 pm Weekends: Depends on events	311,622	2,570
2	MacKenzie Conference Centre	Conference centre	5745 – 45 Avenue, DV	2009	16,620	M-F: 6 am to 10 pm Weekends: 8 am to 8 pm	180,645	1,512
3	Omniplex Arena	Recreational centre – Ice rink, fitness centre	5737 – 45 Avenue, DV	1988	107,160	Depends on events	1,385,754	9,880
4	Water Treatment Plant	Water treatment facility	5551 – 35 Street, DV	2015	18,094	M-F: 7:30 am to 4:00 pm Weekend: 3 hours/day	802,868	3,714
5	Pembina Public Works Building	Office and workshop – 4 buildings on site	6113 – 50 Avenue, DV	1985 1988 1994 1989	Office: 9,352 Bay: 5,400 Shop: 4,000 Shop: 920	M-F: 8 am to 5 pm	N/A	N/A
6	Sewer-Blower Building	Wastewater facility	5551 – 35 Street, DV	1985	297	24 hrs / 7 days	898,121	-
7	Sewer – Plant UV Site	Wastewater facility	5551 – 35 Street, DV	2012	1,848	24 hrs / 7 days	272,593	144
8	Sewage Treatment Building	Wastewater facility	5551 – 35 Street, DV		480	24 hrs / 7 days	-	159
9	Water Reservoir Madsen Avenue	Water facility	4554 – Madsen Avenue, DV	1988	1,029	24 hrs / 7 days	243,989	298
10	Civic Centre	Office, library, and fire hall	5120-52 Street, DV	1970	26,210	M-F: 8 am to 5 pm	249,304	1,701