

INVITATION TO SUBMIT PROPOSAL

Lac La Biche

County Centre Maintenance Shop and Connector Building PHASE #2

PUBLIC WORKS



Lac La Biche County
welcoming by nature.

Request for Proposal (RFP) CS-31-2018-01

Closing Date & Time: August 7, 2018 at 2:00 p.m.

Project Contact:

Richards Consulting & Associates Ltd.
27317 Twp Rd 372
Red Deer County, AB T4E 1N9

Attn: Michael Richards, P. Eng

Ph: 403.886.2919
Fax: 403.886.2733

Lac La Biche County

REQUEST FOR PROPOSAL

The Lac La Biche County is requesting proposals to construct the County Centre Maintenance Shop and Connector Building Phase #2 in Lac La Biche, AB (Lot 1, Block 1, Plan 082 7120; NE 35 67 16 W4M). Bid packages will be available for pick up at the noted location commencing July 10, 2018.

Bid pickup location: **Lac La Biche County**
McArthur Place, 2nd Floor Reception
10307-100 Street
Lac La Biche, AB T0A 2C0
PH: 780.623.1747
FAX: 780.623.2039

Brief Project Description

The noted project will be constructed using a combination of ICF, Masonry and conventional steel frame construction. The noted project will be acting as a connector building between an existing shop, and the shop that was built during phase #1 of this project. The noted project will consist of various locker rooms, lunch rooms and industrial spaces that accommodate both of the aforementioned shops. The structure will be supported using a pile/grade beam system, as seen in the drawing package. The scope of construction will consist of the foundation system, the entire building envelope, interior finishing, sump pit and grates, as well as the necessary grade work within two (2) metres of the building perimeter, and the installation of all building services.

Site Inspection and Existing Condition Verification

A mandatory site inspection will be conducted July 24, 2018 at 11:00 a.m. at Lac La Biche County Centre, 13422 Highway 881, Lac La Biche, AB. Please check-in at the main reception desk.

Project Construction Timeline

Project start date should not be later than October 1, 2018. And the completion date must not be later July 31, 2019.

Bid Submission Information

Bids will be received by the undersigned until 2:00 p.m., August 7, 2018 at the above noted location and must be addressed to the attention of Ali Memon, P. Eng, Manager, Engineering Services, and indicate County Centre Maintenance Shop and Connector Building Phase #2 and Number CS-31-2018-01.

Bid alterations will be accepted via hard copy or fax to the above address or fax number up until 2:00 p.m. August 7, 2018.

All bids to include tender submittal form on front page of submitted documents.

Late bids will not be accepted. Bid packages are to be delivered in a sealed envelope and are to be dropped off at the noted location.

Bid Submission Location:

Lac La Biche County
McArthur Place, 2nd Floor Reception
10307-100 Street
Lac La Biche, AB T0A 2C0
PH: 780.623.1747
FAX: 780.623.2039

Attention: Ali Memon, P. Eng, Manager Engineering Services
RE: County Centre Maintenance Shop and Connector Building Phase #2
Number: CS-31-2018-01

Bid Opening and Award Information:

Bids will be opened on August 7, 2018 shortly after submission to Council Chambers, 2nd Floor, 10307 – 100 ST., McArthur Place, Lac La Biche, AB. This will be a public opening in Council with Council in session.

Bid will be awarded by August 22, 2018 with notification via email.

All inquiries are to be directed to Mike Richards of Richards Consulting and Associates Ltd. in writing via email to mike@richardsconsulting.ca.

1.1 Invitation to Submit Proposal

Lac La Biche County is seeking interested parties to submit non-binding Proposals for the provision of services as set out in this Request for Proposal (RFP). This RFP does not commit the County to award a contract or pay any costs incurred in the preparation of a Proposal, or attendance at a meeting with County staff.

1.2 Inquiries

Refer all proposal inquiries to Michael Richards, P. Eng, Richards Consulting & Associates Ltd., as per RFP sheet by email to mike@richardsconsulting.ca

A mandatory site inspection will be conducted July 24, 2018 at 11:00 am.

1.3 Proposal Submission

RFP submissions shall be made by hard copy and must be received at Lac La Biche County, McArthur Place, 2nd Floor Reception, Lac La Biche AB, T0A 2C0 by 2:00 p.m., August 7, 2018. Any proposals received after this time shall not be considered. Lac La Biche County is not responsible for the timeliness of documents delivered nor will the County accept any Proposal delivered to any other representative of the County. No proposal shall be altered or amended after the Closing Time without the agreement of Lac La Biche County.

The County reserves the right to:

1. Accept any Proposal submitted prior to the RFP Closing Time, as specified in the RFP; accept proposal alterations via fax until 2:00 p.m., August 7, 2018;
2. Accept the written withdrawal of any Proposal from the office at which the Proposal was originally submitted;
3. Reject any or all Proposals and to accept any part of one or more proposals, at any time without further explanation;
4. Reject or accept any Proposal which contain qualifying conditions or otherwise fails to conform to the RFP; and
5. Waive any non-compliance with the Proposal documents, specifications or any conditions.

1.4 Proposal Prices

Proponents must specify non-binding pricing as identified in the appropriate section of this document. Pricing shall be quoted in Canadian dollars excluding GST and be binding for 60 days from submission.

Proponents are to provide in addition to the request, pricing with separate labour pricing in the evident of project change orders.

The Owner is subject to Goods and Services Tax. All Goods and Services Tax shall be identified as a separate line item.

1.5 Discussion

The Owner reserves the right to conduct discussions with any Proponent that submitted a Proposal to assure full understanding of the Proposal submitted.

1.6 Contract

The signing of a formal written agreement shall constitute the making of a Contract between The County and a successful Proponent. No Proponent shall acquire any legal or equitable rights in relation to The County until the signing of a written agreement by Lac La Biche County. The Contract shall include all portions of the RFP not expressly overridden in negotiations.

1.7 Insurance

The Proponent, with whom the Owner wishes to enter into an agreement, shall, at the Proponent's own expense, provide the Owner, with the following applicable Certificate of Insurance, with an insurer licensed in Alberta, prior to the commencement of any Contract resulting from this Request for Proposal:

- Comprehensive general liability for an amount of not less than five million dollars (\$5,000,000.00) inclusive per occurrence.
- Non-Owned vehicle insurance, for all applicable vehicles, coverage in an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence.
- Professional Liability/Errors and Omissions insurance for an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence. This will be applicable to all professional services which the contractor employs.

1.8 Proposal Inclusions and Format

Proposals shall contain the following:

1. Executive Summary touching on pertinent points in the Proposal the Proponent wishes to highlight, including an overview of the project schedule and costs.
2. Brief Corporate Profile that covers the company's history and office location.
3. Response to Requirements detailing the organization's ability to satisfy, at minimum, all aspects of the project as outlined in Section 2.1 – 2.3 including proposed project methodology.
4. Project Team details including a list of project team members, with a full description of their involvement on the project complete with related experience on similar projects.

5. Related Experience and Expertise Listing the Proponent's related/relevant public sector experience and expertise.
6. References are to include three (3) public sector references, of which at least two (2) will be municipal. Each of the references shall include the complete company name, contact person, contact person's title and phone number including area code. The references shall reflect companies to whom similar consulting work has been provided.
7. Pricing shall include non-binding pricing identified by task and/or project milestone. The task or milestone costs shall be culminated into a total project cost. The breakdown shall identify: Project costs (by task and/or project milestone); and estimated project disbursements including all expenses, meetings, travel, per diems, reimbursable expenses (by task and/or milestones). Lac La Biche County reserves the right to negotiate the final budget with any Proponent.
8. Project Schedule shall be developed for completing all tasks of this RFP in accordance with Section 2.1 – 2.3. The schedule shall be identified in weeks from project start up. Proponents are to include proposed timelines for any required meetings with County staff and or Council.
9. Company Safety Manuals and Procedures pertaining to proposed work. Also, copies of safety related tickets such as First Aid certificates.
10. A list of tools, equipment and subcontractors to be utilized on the job.

2.1 Purpose

The intention of this RFP is to solicit Proposals from Construction Companies qualified and interested in the construction of the County Centre Maintenance Shop and Connector Building Phase #2. For project details see Section 2.2 below as well as attached Schedule A.

2.2 Scope of Work

Construction of the County Centre Maintenance Shop and Connector Building Phase #2 is located at Lot 1, Block 1, Plan 082-7120; NE 35 – 67 – 16 W4M, Lac La Biche County, AB.

General Requirements

- Site Supervision and Scheduling
- Building Layout
- Drawings and Permits
 - a) Engineered second and roof assembly joist layout.

- b) Shop drawings of all steel structures detailing connections bearing the seal of a professional engineer.
- b) Builders Risk Insurance.
- c) As-Built drawings supplied to Consultant.

Site Preparation

- Site Grading around building perimeter only (10 ft from foundation line)

Foundation

- Foundation
 - a) Pile/grade beam structure as per provided drawing.
- Excavation and Backfill Foundation
 - a) All required site excavation is the responsibility of the contractor.
- Floor
 - a) See attached drawing.

Contractor will be responsible to coordinate with the existing Geotechnical service contracted by Lac La Biche County; the Contractor will be responsible for the coordination and cost for all project required testing services. Minimum required testing will be as follows.

- Pile installation will require full time supervision by a professional geotechnical engineer.
- All subgrade structures prior to placement of concrete will require density testing to verify compaction.
- All concrete will require sampling and subsequent testing.
- All results and tests must be provided to the consultant and the County prior to project completion.

Building

- Engineered composite structure
 - a) 26-gauge pre-colored panels for walls and roof
 - b) Exterior walls are composed of 8" Insulated concrete forms
 - c) R-35 insulation on walls and roof
 - d) Vapour Barrier
 - e) All interior walls are to be finished with 5/8" type x drywall with exception to the masonry fire wall which is to be painted only
- Thermal and Moisture Protection
 - a) Two (2) inch frost protection on two (2) ft. grade beam

- Doors and Windows

Exterior

Man Doors

- a) Two (2) - 3'-0" x 7'-0" Steel insulated man doors with 8" x 24" viewing windows, dead bolts, passage set, check chains, card swipe and weather stripping (primed and painted).
- b) All doors to be key pad ready suiting County of Lac La Biche requirements. Keying to match Phase #1.

Overhead Doors

- a) One (1) - 12'-0" x 12'-0" TSD 134 Steel insulated doors with 3" hard, with 1 panel, full windows, third panel from main floor, high lift, weather stripping and electric openers.

Windows

- a) Five (5) - 4'-6" x 4'-0" Double Hung, PVC Framed, triple pane sealed, minimum U value of 1.40, colour by owner.
- b) Two (2) - 3'-0" x 4'-0" Picture, PVC Framed, triple pane sealed, minimum U value of 1.40, colour by owner.

Interior

Man Doors

- a) Three (3) - Double 3'-0" x 7'-0" Steel 1 hour fire rated insulated man doors, passage set (primed and painted).
- b) Two (2) - Double 3'-0" x 7'-0" Steel 3 hour fire rated man doors (primed and painted).
- c) Six (6) - 2'-8" x 7'-0" Steel man doors with door stops (primed and painted).
- d) Three (3) - 2'-8" x 7'-0" Steel 45 minute rated man doors with passage set (primed and painted).
- e) Three (3) - Double 3'-0" x 7'-0" Steel 1 hour fire rated insulated man doors, passage set, card swipe, passage set (primed and painted).

2.3 Mechanical and Electrical

All building mechanical and electrical works inclusive of plumbing requirements will be within this contract. The General Contractor is to coordinate with the Consultant and the County of Lac La Biche to ensure all necessary connections to existing are completed in a satisfactory manner.

2.4 Deliverables

The Construction Company will be required to provide the following:

1. A complete pre-engineered floor and roof joist plan of the work to be completed.
2. A suggested plan for implementation of recommendations.
3. Company will be required to get all of the necessary permits for the construction of the Maintenance Connector Building, this will include but not limited to, structure and building envelope, gas, plumbing and electrical permits.

All documentation (hardcopy and electronic) becomes the exclusive property of Lac La Biche County.

2.5 Project Schedule

Project start-up will be at latest October 1, 2018 after award and contract execution with completion no later than July 31, 2019. Proponents are to provide a project schedule based on this timeframe. Ongoing project status updates will be required throughout the project.

3.1 Proposal Evaluation

The County reserves the right to accept a Proposal other than the lowest price Proposal without stating reasons. By the act of submitting its proposal the Proponent waives any right to contest in any legal proceedings or action the right of Lac La Biche County to award the Work to any Construction Company in its sole and unfettered discretion.

The first stage will consist of a review of all Proposals to ensure that each Proposal was received on time and that the Proposal is sufficiently responsive to the RFP.

The second stage will consist of an evaluation of the written Proposal, which the evaluation team will rate based on the following criteria:

Cost of services to be provided	30%
Project methodology	15%
(Demonstrated understanding of project and identified requirements and schedule)	
Project management	10%
(Time frame for completion of overall project)	
Experience with similar projects	25%
Experience of the project team	20%

The final stage of the evaluation may consist of an interview with the CAO or designate. Proponents invited to participate in the third stage are to ensure that the individual identified as the project leader in their Proposal be in attendance during the interview portion of the evaluation in addition to any other key personnel.



Lac La Biche County

TENDER SUBMITTAL FORM

Location: Lot 1, Block 1, Plan 082 7120; NE 35 67 16 W4M

Building Description: County Centre Maintenance Shop and Connector Building
Phase #2

Applicable Documents:

Architectural and Structural Plans by: Richards Consulting and Associates Ltd.

Project Number: 17216/CS-31-2018-01

Tender Specification Booklet by: Richards Consulting and Associates Ltd., Project Number 17216

Mechanical and Electrical drawings: C.W. Chapman and Co. Ltd.

Mechanical and Electrical Specifications: Indicates within the provided Tender Specification Booklet provided by Richards Consulting and Associates Ltd.

Applicable Construction Contract: Canadian Construction Association CCDC2.

Required documentation to be submitted as part of all tender packages

- All noted documentation within the Tender Specification document must be satisfied.
- This must include the specified bonding and insurance requirements. Please see pages 5-6 of the Tender Specification document for bonding and insurance requirements.

I _____ of _____ have
(NAME) (CONTRACTOR)

reviewed, understand and have provided all necessary noted documentation as part of my Tender Submittal Package.

Based on the completed review, our submitted, stipulated fixed price to complete the noted project will be \$_____.

The price provided above includes addendum/s _____. (Please indicate "N/A" if no addendums provided during tender.)