

## REQUEST FOR PROPOSAL

PROPOSAL: **Water Treatment Plant Exhaust Fan Replacement**

DATE: **July 20, 2022**

INITIATOR: **Reg Bennett, Facilities Manager**

### DATE PROPOSAL REQUIRED:

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

**Submit Proposal via email to:** [purchasing@drumheller.ca](mailto:purchasing@drumheller.ca)

with the subject line: "RFP - Water Treatment Plant Exhaust Fan Replacement"

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Technical Specifications
- Schedule C – Mandatory Site Tour Attendance Submission Form

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

**A mandatory site tour** will take place on July 28, 2022 at 11:00 am at the Water Treatment Plant located at 2490 South Railway Avenue, Drumheller, Alberta.

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 the replacement of the Water Treatment Plant Exhaust Fan. This facility is located at 2490 South Railway Avenue. The contractor will be responsible for, and include in their Proposal, the following:

- I. Labour
- II. All building permits if required
- III. Parts and Shop Supplies.
- IV. All of the above material to complete work
- V. Crane lift/hoist/scaffolding as required. (Note: these would be used by Serv-All to connect the BMS system to these units)
- VI. Removal and disposal of all old material
- VII. Clean up of job site
- VIII. Travel, lodging, meals and all freight charges.

Please refer to **Schedule B – Technical Specifications** for full information.

The supplier is required to complete all necessary sections of this Request for Proposal. Alternative methodologies or equipment will only be evaluated if submitted by the successful Proposer, no other work alternatives will be reviewed.

**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.

Delivery Timeline: Goods and services to be provided within \_\_\_\_\_ days of award.

### **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), Small Employer Certificate of Recognition (SECOR) or Temporary Letter of Certification (TLC);
4. List of applicable Safe Work Procedures (SWP),
5. Table of Contents of the Corporate Safety Manual;
6. Workers Compensation Board (WCB) Coverage Letter;
7. Proof of Commercial Liability Insurance;
8. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project;
9. Mandatory Site Tour Attendance Form signed by an authorized Town of Drumheller Representative.

#### **Note:**

The Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) must remain current during the time of the contract. The Temporary Letter of Certification (TLC), upon the expiration date, must be replaced with a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR). Failure to do any of the above will result in termination of the contract.

### **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:**

### 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 herein 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:**

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:**

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:**

Submissions including Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or **The Temporary Letter of Certification (TLC)** issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR, SECOR or TLC 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:**

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:**

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 – TECHNICAL SPECIFICATIONS**

**Part 1            General**

**1.1                SECTION INCLUDES**

- .1        Schedules, form, content, submission.
- .2        Critical path scheduling.
- .3        Submittals schedule.

**1.2                RELATED SECTIONS**

- .1        Section 01 33 00 - Submittal Procedures.

**1.3                SCHEDULES**

- .1        Submit schedules as follows:
  - .1        Submittal Schedule for Shop Drawings and Product Data.
  - .2        Product Delivery Schedule.
  - .3        Cash Allowance Schedule for acquiring Products only or Products and Installation, or Installation only.
- .2        Schedule Format.
  - .1        Prepare schedule in form of a horizontal [Gantt] bar chart.
  - .2        Provide a separate bar for each major [operation] [item of work] [subcontract].
  - .3        Split horizontally for projected and actual performance.
  - .4        Provide horizontal time scale identifying [first] [last] Working Day of each week.
  - .5        Format for listings: [Table of Contents of the Project Manual] [Chronological order of start of each item of work].
  - .6        Identification of listings: By [specification Section numbers] [systems description] [specification subjects].
- .3        Schedule Submission.
  - .1        Submit initial format of schedules within [working] [fifteen (15)] days after award of Contract.
  - .2        Submit schedules in electronic format, forward [through project web site] [through e-mail] [on disc] as [\*.gif] [\*.tif] [\*.pdf] [\*.bmp] files.
  - .3        Submit [one (1)] opaque reproduction, plus [two (2)] copies to be retained by Consultant.
  - .4        Consultant will review schedule and return review copy within [ten (10)] days after receipt.
  - .5        Resubmit finalized schedule within seven (7) days after return of review copy.
  - .6        Submit revised progress schedule with each application for payment.
  - .7        Distribute copies of revised schedule to:
    - .1        Job site office.

- .2 Subcontractors.
- .3 Other concerned parties.
- .8 Instruct recipients to report to Contractor within ten (10) days, any problems anticipated by timetable shown in schedule.

#### **1.4 CONSTRUCTION PROGRESS SCHEDULING**

- .1 Submit initial schedule in duplicate within [fifteen (15)] [twenty (20)] days after date [of Owner-Contractor Agreement] [established in Notice to Proceed].
- .2 Revise and resubmit as required.
- .3 Submit revised schedules with [each] Application for Payment, identifying changes since previous version.
- .4 Submit a [horizontal bar] [computer generated] chart with separate line for each [major portion of Work or operation] [section of Work], identifying first work day of each week.
- .5 Submit [computer generated] network analysis diagram using the [PERT] [critical path] method.
- .6 Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- .7 Indicate estimated percentage of completion for each item of Work at each submission.
- .8 Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by Owner and required by Allowances.
- .9 Include dates for commencement and completion of each major element of construction [as follows].
  - .1 Site clearing.
  - .2 Site utilities.
  - .3 Foundation Work.
  - .4 Structural framing.
  - .5 Special Subcontractor Work.
  - .6 Equipment Installations.
  - .7 Finishes.
  - .8 [\_\_\_\_\_].
- .10 Indicate projected percentage of completion of each item as of first day of month.
- .11 Indicate progress of each activity to date of submission schedule.
- .12 Indicate changes occurring since previous submission of schedule:
  - .1 Major changes in scope.
  - .2 Activities modified since previous submission.
  - .3 Revised projections of progress and completion.
  - .4 Other identifiable changes.

- .13 Provide a narrative report to define:
  - .1 Problem areas, anticipated delays, and impact on schedule.
  - .2 Corrective action recommended and its effect.
  - .3 Effect of changes on schedules of other prime contractors.

## **1.5 CRITICAL PATH SCHEDULING**

- .1 Include complete sequence of construction activities.
- .2 Include dates for commencement and completion of each major element of construction [as follows].
  - .1 Site clearing.
  - .2 Site utilities.
  - .3 Foundation Work.
  - .4 Structural framing.
  - .5 Special Subcontractor Work.
  - .6 Equipment Installations.
  - .7 Finishes.
  - .8 [\_\_\_\_\_].
- .3 Show projected percentage of completion of each item as of first day of month.
- .4 Indicate progress of each activity to date of submission schedule.
- .5 Show changes occurring since previous submission of schedule:
  - .1 Major changes in scope.
  - .2 Activities modified since previous submission.
  - .3 Revised projections of progress and completion.
  - .4 Other identifiable changes.
- .6 Provide a narrative report to define:
  - .1 Problem areas, anticipated delays, and impact on schedule.
  - .2 Corrective action recommended and its effect.
  - .3 Effect of changes on schedules of other prime contractors.

## **1.6 PROGRESS PHOTOGRAPHS**

- .1 Digital Photography:
  - .1 Submit electronic [and hard] copy of [colour] [grey tone] digital photography in [\* .jpg] format, minimum [6] [4] megapixel resolution.
  - .2 Identification: Name and number of project and date of exposure indicated.
- .2 Film Photography:
  - .1 Submit high quality colour film negatives of photographs taken using ASA [200] grade film for exterior photos and ASA [400] for interior and flash photos. With the camera settings, record on the negative, the date and time of exposure indicated.

- .3 Number of Viewpoints: [Two (2)] [Four (4)]. Locations of viewpoints determined by Consultant.
- .4 Frequency: Monthly with progress statement.
- .5 Frequency: At completion of [excavation] [building] [framing and services before concealment] [foundation] [as directed by Consultant].
- .6 Photographic Prints:
  - .1 Sizes: Prints [<100 x 150 mm><<4 x 6 inch>>] [<200 x 300 mm><<8 x 12 inch>>].
  - .2 Type: [Semi-matte] [Black and white] [Glossy] [Colour] with binding margin at one end.
  - .3 Paper: [Double] [Single] weight, [unmounted] [mounted].
  - .4 Number of Prints Required: [Two (2) sets] [Three (3) sets] [One (1) set].
  - .5 Identification: Typewritten name and number of project and date of exposure on [reverse side] [[<25 x 50 mm><<1 x 2 inch>>] white patch in upper right hand corner].
  - .6 Submit all negatives of [black and white] [coloured prints] before final acceptance of facilities.
  - .7 Insert negatives in envelopes and identify with name and number of project. Indicate exposure dates and view points of each frame of 35 mm film strips.
- .7 Photographic Slides:
  - .1 Sizes: [35 mm] [50 x 50 mm] mounted in plastic frames.
  - .2 Container: acetate 24 compartment jacket.
  - .3 Number of Slides Required: [One (1) set] [Two (2) sets] [Three (3) sets].
  - .4 Identification: Name and number of project and date of exposure lettered at top on back side of frame.

## 1.7 SUBMITTALS SCHEDULE

- .1 Include schedule for submitting shop drawings, product data.
- .2 Indicate dates for submitting, review time, resubmission time, and last date for meeting fabrication schedule.
- .3 Include dates when reviewed submittals will be required from Consultant.

**END OF SECTION**

**Part 1            General**

**1.1                SECTION INCLUDES**

- .1    Shop Drawings and product data.
- .2    Samples.
- .3    Certificates and transcripts.

**1.2                RELATED SECTIONS**

- .1    Section 01 32 00 - Construction Progress Documentation.
- .2    Section 01 78 10 - Closeout Submittals.
- .3    Other sections requesting submittals.
- .4    This section describes requirements applicable to all Sections within Divisions 02 to 49.

**1.3                ADMINISTRATIVE**

- .1    Submit to Consultant submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2    Work affected by submittal shall not proceed until review is complete.
- .3    Present Shop Drawings, product data.
- .4    Where items or information is not manufactured or produced in SI metric units, converted values within the metric measurement tolerances are [NOT acceptable] [acceptable].
- .5    Review submittals prior to submission to Consultant. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and coordinated with requirements of Work and Contract Documents.
- .6    Submittals not stamped, signed, dated, identified as to specific project, and attesting to their being reviewed will be returned without being examined and shall be considered rejected.
- .7    Notify Consultant, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8    Verify field measurements and affected adjacent Work are coordinated.
- .9    Contractor's responsibility for errors and omissions in submission is not relieved by Consultant's review of submittals.

- .10 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Consultant review.
- .11 Keep one (1) reviewed copy of each submission on site.

#### **1.4 SHOP DRAWINGS AND PRODUCT DATA**

- .1 The term "Shop Drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow [ten (10)] days for Consultant's review of each submission.
- .4 Adjustments made on Shop Drawings by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .5 Make changes in Shop Drawings as Consultant may require, consistent with Contract Documents. When resubmitting, notify Consultant in writing of any revisions other than those requested.
- .6 Accompany submissions with [duplicate] transmittal letter, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .7 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:

- .1 Fabrication.
  - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
  - .3 Setting or erection details.
  - .4 Capacities.
  - .5 Performance characteristics.
  - .6 Standards.
  - .7 Operating weight.
  - .8 Wiring diagrams.
  - .9 Single line and schematic diagrams.
  - .10 Relationship to other parts of the Work.
- .8 After Consultant's review, distribute copies.
  - .9 Submit [six (6) prints] [electronic copy] [on plastic film] [one (1) transparency] of Shop Drawings for each requirement requested in specification Sections and as consultant may reasonably request.
  - .10 Submit [six (6) copies] [electronic copy] of product data sheets or brochures for requirements requested in specification sections and as requested by Consultant where Shop Drawings will not be prepared due to standardized manufacture of product.
  - .11 Delete information not applicable to project.
  - .12 Supplement standard information to provide details applicable to project.
  - .13 If upon review by Consultant, no errors or omissions are discovered or if only minor corrections are made, [copies] [transparency] will be returned and fabrication and installation of Work may proceed. If Shop Drawings are rejected, noted copy will be returned and re-submission of corrected Shop Drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

## **1.5 CERTIFICATES AND TRANSCRIPTS**

- .1 Immediately after award of Contract, submit [Workers' Compensation Board status].
- .2 Submit transcription of insurance immediately after award of Contract.

**END OF SECTION**



## SCHEDULE C

### MANDATORY SITE TOUR ATTENDANCE

- .1 A site tour will be held at the time and place specified on the cover of this RFQ.
- .2 Purpose is to provide Contractor's an opportunity to familiarize themselves with the required services under the Contract and with existing conditions. Town Representative's representative(s) will be present.
- .3 Attendance at the time and place specified is a mandatory prequalification requirement.
- .4 Each Contractor shall submit, with its prequalification submission, a copy of the attached Confirmation of Mandatory Site Tour Attendance. This form, when signed by the Town Representative's representative at the site tour, will attest to the attendance of the Contractor's representative. If this form is not submitted with the prequalification documents or is submitted improperly signed, and the Town Representative cannot otherwise verify a Contractor's attendance at the site visit, that Contractor will not be prequalified.

**FROM:**

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address)

**TO:** Reg Bennett  
Facilities Manager  
Town of Drumheller  
224 Centre Street  
Drumheller, Alberta T0J 0Y4  
Telephone: 1-403-823-1348  
email: rbennett@drumheller.ca



**RE: Water Treatment Plant Exhaust Fan Replacement**

It is understood that attendance at the site tour is a mandatory prequalification requirement. The undersigned hereby confirm that a representative of the above-named Contractor attended the site tour for the above name RFQ, held on:

**July 28, 2022 at 11:00am**

**2490 South Railway Avenue,  
Drumheller, Alberta**

CONTRACTOR'S  
REPRESENTATIVE:

SIGNATURE/STAMP OF  
TOWN REPRESENTATIVE

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please Print Name of person signing)