

REQUEST FOR PROPOSAL

PROPOSAL: **Pre-Fabricated Washroom For Downtown Triangle Plaza**

DATE: **June 1, 2022**

INITIATOR: **Reg Johnston, Manager Economic Development**

DATE PROPOSAL REQUIRED:

YEAR: **2022** MONTH: **June** DAY: **14** TIME: **2:00 PM Local Time**

Submit Proposal via email to: purchasing@drumheller.ca

with the subject line: "RFP - Pre-Fab Washroom For Downtown Plaza"

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Technical Specifications

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

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 design, manufacture, delivery and installation of a Pre-Fabricated Washroom for the Downtown Triangle Plaza. The washroom will add to the plaza’s functionality and serve the community and tourists. The washroom design will reflect the Town of Drumheller’s unique design aesthetic, utilizing innovative techniques to incorporate dinosaur/fossil/geological imagery into the washroom’s exterior and interior façades. The washroom must be fully functional and operational prior to November 30, 2022. All proposals must include:

- Manufacture of full structure of Pre-Fabricated Washroom
- Full engineering stamped drawings in accordance with Alberta Building Codes
- Shipping to site
- Installation and utility hookup
- Full specifications are identified in Schedule B – Technical Specifications.

Out of scope – bringing utilities to site or development permits.

Enquiries:

All enquiries regarding this bid opportunity must be submitted via email to purchasing@drumheller.ca prior to 2:00 pm local time on June 8, 2022.

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 **90** days from date of acceptance from the Town of Drumheller.

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. Product Information/Design Package including, but not limited to Elevations, Plans, Photos, Renderings, Materials, Installation Methods, Prep + Demolition Requirements and Value-add items for the proposed washroom facility;
3. All issued Addenda;
4. Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or Temporary Letter of Certification (TLC);
5. List of applicable Safe Work Procedures (SWP);
6. Table of Contents of the Corporate Safety Manual;
7. Workers Compensation Board (WCB) Coverage Letter;
8. Proof of Commercial Liability Insurance;
9. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project.

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 AND BONDING:

Insurance

The Town of Drumheller requires that all Proposals include proof of \$5,000,000.00 Commercial Liability Insurance.

Bid Bond

- a) Each submission must include a *Consent of Surety* and *Bid Bond* in the amount of 10% of the project cost, in a form containing equivalent obligations on the part of the surety company and the submitter, executed under seal by a surety company satisfactory to *The Town* and authorized by the laws of Alberta to issue bonds in Alberta. In lieu of a *Consent of Surety* or *Bid Bond*, *The Town* may, in its sole discretion, accept from a financial institution acceptable to *The Town*, one of the following:
 - i. a bank draft, certified cheque, irrevocable letter of credit, or guarantee, along with any additional documentation *The Town* may require; or
 - ii. a letter that a bank draft, certified cheque, irrevocable letter of credit, or guarantee, will be provided upon the request of *The Town*.
- b) Failure to include in the submission the required documentation will result in *The Town*, in its sole discretion, electing to discontinue consideration of the submission.

Performance Security

- a) No later than five *Days* following execution of the *Agreement*, the *Contractor* must deliver to *The Town* *Performance Security* as specified in the

Agreement. The *Performance Security* must be in the form required by *The Town* or in a form that is acceptable to *The Town*, and must be enforceable in the Province of Alberta.

- b) If the *Agreement* is amended or a *Change Order* is issued that increases the *Project Price*, the *Contractor* must also increase the *Performance Security* provided under the *Agreement* to an amount not less than 50% of the increased *Project Price* by obtaining and providing additional *Performance Security*, or a satisfactory rider or extension to the existing *Performance Security*, from the surety company. If the surety company declines consent or coverage for any amendment to the *Agreement* or for a *Change Order*, the *Contractor* must obtain and provide *The Town* with valid *Performance Security*, satisfactory to *The Town*, covering the *Work* specified in the amendment to the *Agreement* or in the *Change Order*. The *Contractor* will be compensated for the additional cost of such *Performance Security*.
- c) If there is a *Labour and Material Payment Bond* required by *The Town*, the *Contractor* must ensure that all *Subcontractors* have notice of the *Labour and Material Payment Bond*. The *Contractor* must post and maintain in a conspicuous location or locations on the *Project Site*, a copy of the *Labour and Material Payment Bond*. The agenda for the meetings held by the *Contractor* will include notice of the *Labour and Material Payment Bond*.

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: _____

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 the 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	Pass / Fail
Qualifications	10%
Technical Design Specifications	30%

Section A.2 – Evaluation Criteria Definitions:

Cost: 50%

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: 10%

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: Pass / Fail

Submissions including Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR or SECOR 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: 10%

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. Proof of task and scope of work-appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.), and;
2. Proof of work procedures and quality control and assurance programs.

Technical Design Specifications: 30%

The Town of Drumheller shall evaluate submissions to confirm that Proposals represent a clear understanding of the performance and technical requirements. 70% of the scoring for specifications shall be based on meeting the minimal specifications put forth in Schedule B – Technical Specifications. The remaining 30% of the score shall be based on the quality of the feature above the minimal specification (e.g. skylight, etc.).

SCHEDULE B – TECHNICAL DESIGN SPECIFICATIONS

Technical Specifications include:

- 1. Construction Drawings:** Attached drawings are to be used for reference. The proposed location for the washroom has been identified.

- 2. Budget**
 - 2.1. The washroom is to be designed, built, shipped, and installed for a maximum budget of \$175,000.00 excluding GST.
 - 2.1.1. Proposals above budget (i.e. 50% over amount) will be considered if they demonstrate value added, though those closer to the budget will be prioritized. Refer to Section 10 for value added examples.

- 3. Schedule**
 - 3.1. The washroom is to be designed, built, shipped, installed, fully operational and billed in full, prior to November 30, 2022.

- 4. General**
 - 4.1. Proponents should identify any missing items from the specifications that are required to make the washroom all-season, and fully operational through an RFI.
 - 4.2. Proponents should note any cost-saving measures that can be implemented to achieve the project within budget and on schedule within their proposal.
 - 4.3. Provide Warranty Information. Minimum 2-year warranty required.

- 5. Structure**
 - 5.1. Full Structure – year-round operation as per the Alberta Building Code
 - 5.1.1. Walls per the Alberta Building Code
 - 5.1.2. Roof per the Alberta Building Code
 - 5.1.3. Floor per the Alberta Building Code
 - 5.1.4. Wheelchair-accessible as per the Alberta Building Code
 - 5.1.5. Allow for a utility room for mechanical/electrical services.

6. Connections

6.1. Potable water line, irrigation feed line, sewage drain line, power conduit, and communication conduit will be available within the building footprint. Utility lines and conduits are to be modified/extended to appropriate stub-up locations within the utility room and connected as required.

6.1.1. Potable water connection to include an isolation ball valve and water meter (supplied by Owner). Potable water to branch to washroom and irrigation feed line. Each branch to have an isolation ball valve. Irrigation feed line to have a DCVA (supplied by Owner).

6.1.2. In addition to toilet and sinks, floor drains from each room to be connected to main sewage drain.

6.1.3. For power service, install 3 No. 8 copper conductors and No. 8 ground wire from power/communication kiosk to washroom panel.

6.1.4. If washroom has network communication capability, install CAT6 network cable through communication conduit from washroom equipment network switch to power/communication kiosk network switch.

7. Plumbing

7.1. Two Toilets

7.1.1. Two toilets in separate rooms

7.1.2. Both ADA compliant

7.1.3. Electronic Flush

7.2. Sink

7.2.1. Two sinks in separate rooms

7.3. Alternative:

7.3.1. Alternative quantities will be accepted to achieve the project budget.

7.4. Each room to have a floor drain connected to the main sewage drain. Each floor drain to have a trap with automatic primer.

8. Accessories

8.1. Unisex Signage

8.2. Stainless Steel Fixtures

8.3. Soap dispensers

- 8.4. LED Lighting
- 8.5. (2) baby change tables
- 8.6. (2) grab bars
- 8.7. (2) in-room garbage cans or (2) in-install sanitary disposal bins
- 8.8. Hand Dryer
- 8.9. Heater to allow for year-round operations.

9. Exterior

- 9.1. Exterior Finish
 - 9.1.1. Wood Cladding or other accepted material
 - 9.1.2. Ability to incorporate custom dinosaur imagery – to be provided by the Landscape Architect
- 9.2. Doors
 - 9.2.1. Ability to be painted with custom dinosaur imagery
 - 9.2.2. Locks + Keys
 - 9.2.2.1. Lockable from the inside with a deadbolt
- 9.3. Roof
 - 9.3.1. Metal roof or other accepted material
- 9.4. Alternatives
 - 9.4.1. Alternative exterior materials will be considered given they meet Alberta Building Code and meet the maintenance and durability expectations of the client.

10. Innovation and Value-add items

- 10.1. Value-add will be considered for proposals which propose additional features while remaining within budget and on schedule. Some examples include, but are not limited to the following:
 - 10.1.1. Skylights
 - 10.1.2. Self-cleaning function
 - 10.1.3. High-quality materials
- 10.2. Innovation and customization will be considered in the review of proposals which indicate the ability to customize aspects of the washroom to achieve the Town of Drumheller's design aesthetic. Some examples include, but are not limited to the following:

- 10.2.1. Customization of door
- 10.2.2. Customization of exterior wall such as custom vinyl wrapping, custom panels etc.
- 10.2.3. Integration of branding and dinosaur imagery into exterior wall design.