



Town of Edson
Community Services Department
605-50 Street
Edson, AB T7E 1T7

REQUEST FOR PROPOSAL (RFP)

FOR: Vision Park Ball Diamond Complex Rehabilitation Plan

RFP Closing Time: Monday April 27, 2020 at 2:00 pm (Alberta Time)

PROJECT ID: PKS 001-20

REQUEST FOR PROPOSAL

This Document outlines the requirements for the services, the proposal, and evaluation criteria.

1. Intent

1. The Town of Edson is seeking proposals from contractors and consultants to provide a comprehensive plan for the rehabilitation of the Vision Park Diamond complex in Edson AB.
2. For this Request for Proposal, the Town of Edson is interested and will be engaging a qualified company that is capable of supplying all services required for this project.
3. One Bidder will be selected based on the evaluation and mandatory requirements schedule outlined in this document.

2. Background

1. Vision Park and the diamond complex was constructed 35 years ago, consisting of 24 diamonds, by volunteers and the Kinsmen Club of Edson. After humble beginnings Vision Park was home to a large local league and grew in stature to host the largest Slo-pitch tournament in Canada (Edson Kinsmen Slo-pitch tournament). After many years of operations and volunteer numbers decreasing, Kinsmen Vision Park was deferred to the Town of Edson by the Edson Kinsmen Club in 2018.

Vision Park had deteriorated substantially and the final years of operations with the Kinsmen Club saw the Park receive little maintenance and upkeep due to financial constraints and well as volunteer constraints of the Edson Kinsmen Club.

The Town of Edson now wishes to revitalize and rehabilitate Vision Park with the assistance of a thorough plan and detailed process.

3. Inquiries

1. Direct all inquiries to the following:
Athena Tymofichuk
PH: 780 723 4403
E-mail: athenat@edson.ca
Inquiries by e-mail are preferred. Please identify this RFP in the subject line PKS 001-20

4. Site Examination

1. The Bidder is responsible to examine the work site to satisfy itself of the nature, location and surrounding area of the work prior to submitting a bid. Failure to do so will not relieve the successful proponent of their obligation to perform the Services in accordance with the provisions of this project.

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2. Bidders wishing to visit the site should make arrangements with Athena Tymofichuk
E-mail: athenat@edson.ca
3. There will be a mandatory site visit.
4. No information provided by the Owner's representatives shall be binding, unless such information is included in an Addendum.

5. Project Description

1. The Bidder agrees to provide all the material, surveys, one calls, Items and labor required to perform the following work:

Short Project Description: The Town of Edson is asking for a full assessment and plan for the rehabilitation of Vision Park. The plan should encompass a

1. Physical assessment of amenities, infrastructure, drainage and diamond condition.
2. Needs assessment of diamond requirements for both leagues and tournaments and infrastructure requirements.
3. Recommendations for rehabilitation and a master plan.

Project Location: Vision Park
2532 Aspen Drive
Edson, AB
T7E1T7

Land Description: NE-23-53-17-5

6. Project Schedule

1. The following table represents the Town of Edson's anticipated schedule for this Request for Proposal. The schedule is subject to change at the Town's discretion.



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Activity	Date	Time (Alberta Time)
Issuance of RFP	April 30, 2020	2:00 PM
RFP Closing Date	April 27, 2020	2:00 PM
Notification of Results to Bidders	April 30, 2020	2:00 PM
Issuance of Contract/IPA	Week of May 1, 2020	-
Earliest Project Start Date	May 4, 2020	-
Latest Project Completion Date	Oct 1, 2020	2:00 PM

7. Scope of Work

1. The Town of Edson is asking for a full assessment and plan for the rehabilitation of Vision Park. The plan should encompass a
 - a. Physical assessment of site, amenities, infrastructure, drainage, diamond condition. Diamond drawings and specifications for future construction.
 - b. Needs assessment of Site, diamond requirements of the community for leagues, tournaments and, infrastructure (including public and user group consultation).
 - c. Recommendations on best practices for maintenance and staffing levels. Master plan, including capital costs and timelines for Vision Park rehabilitation.
2. The Town of Edson will require:
 - a. Two boreholes with soil analysis at the Lower, Midway and Upper levels of playing fields.
 - b. Engineered drainage specifications and drawings.
 - c. Diamond construction standards and drawings.

8. Bid Submission

1. Bids can be submitted to Town of Edson, Community Services Department, 605 50th Street, Edson, AB, T7E 1T7 before 2:00 pm on April 27, 2020 or emailed directly to Athena Tymofichuk at: athenat@edson.ca



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9. Evaluation Criteria & Mandatory Requirements

Evaluation Criteria	Percentage of the total
Previous relevant experience, proponents should provide past project descriptions and summaries.	20%
Commitment to meet the schedule indicated in the Execution section of this RFP	10%
Proposed plan and content of the bidder's documents	20%
Cost - Equipment & Total Installed Cost	50%

Mandatory Requirements	
1.	Work Schedule
2.	Proof of insurance as stated in the general conditions
3.	Town of Edson business license or alternative as stated in the general conditions
4.	Proof of Alberta WCB coverage.
5.	Copy of the Bidder's safety management system & COR certification

10. Evaluation Process

1. Proposals will be evaluated by an evaluation team using the evaluation criteria and weightings specified in section 9 above.
2. The evaluation team will be comprised of representatives of the Town of Edson.
3. Proponents are deemed to understand and agree that the Proposals submitted by them will be used by the evaluation team in determining, according to the evaluation team's sole and best judgment and discretion, the Proponent who is best qualified to provide the required services and whose Proposal offers the best value to the Town of Edson.
4. The Town of Edson will assign scores at the sole discretion of the Evaluation Committee assigned to the project.



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Rating		Explanation
5	Excellent	Exceeds Requirements / Adds Value
4	Above Average	Exceeds Minimum Requirements
3	Average	Meets Minimum Requirements
2	Below Average	Falls Short of Expectations / Lacking Innovation
1	Poor	Fails to Meet Minimum Requirements
0	Non-Responsive	Did Not Attempt To Address Requirement

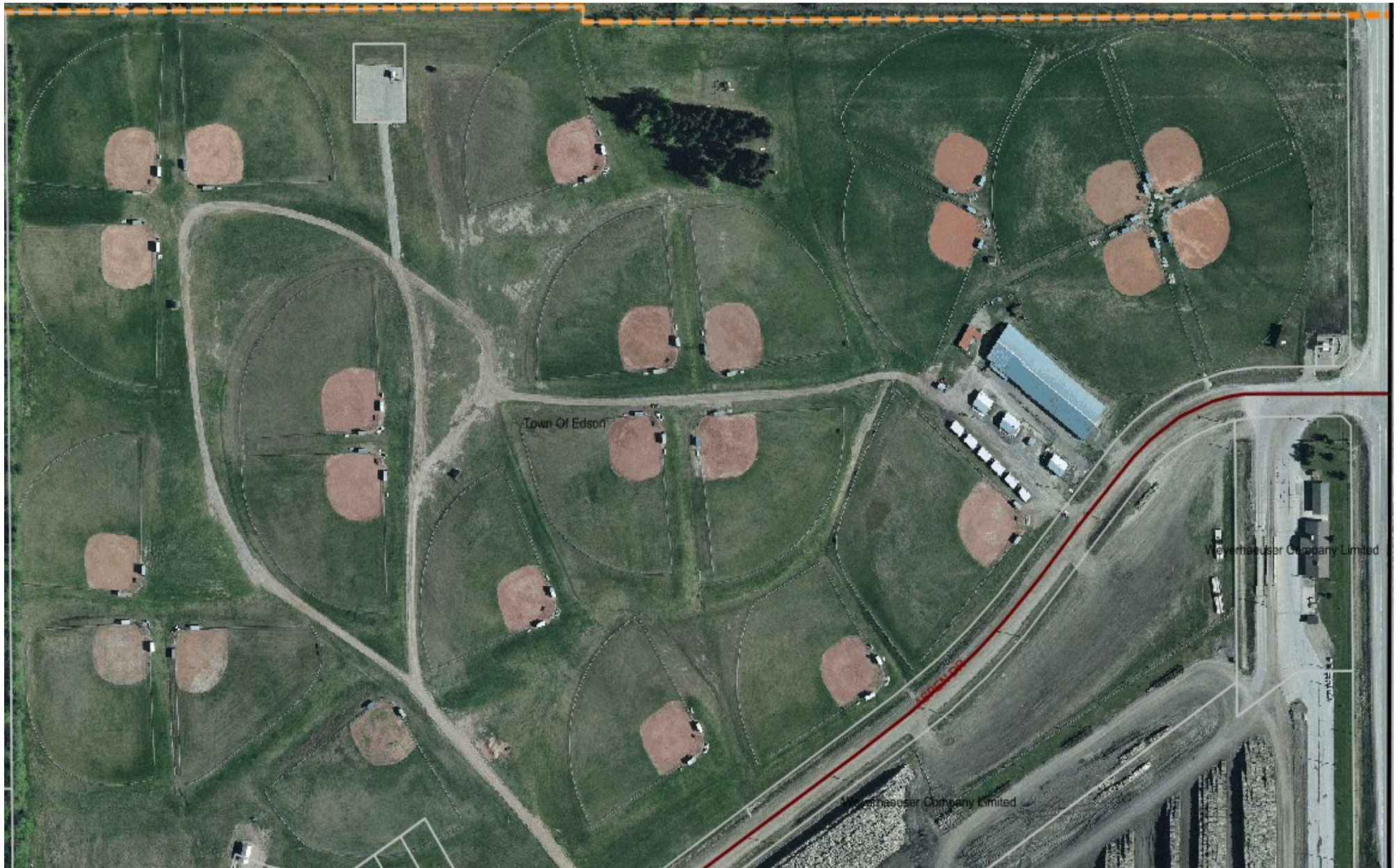
11. Other Available Project Information

1. Appendix A – Drawings 1 Page
2. Appendix B – General Conditions 6 Pages
3. Appendix C – Bid Form 3 Pages

END OF SECTION

Appendix A - Drawing

VISION PARK: 2532 Aspen Drive Edson, AB T7E 1T7 NE-23-53-17-5





Appendix B - General Conditions

GENERAL CONDITIONS

This Document outlines instructions for bidding and requirements for working with the Town of Edson.

1. Definitions

1. "The Town of Edson" and "The Town" are synonymous for the purposes of this RFP. They mean duly authorized representative on behalf of the Town of Edson.
2. "Bidder", "Contractor" and "Proponent" means the person or firm responding to this RFP.
3. "Bid" means the submission received from a Bidder in response to this RFP.
4. "Request for Proposal" or "RFP" means this entire document, and any addenda thereto issued before the RFP closing time.
5. "Mandatory" means an essential requirement.

2. Minimum and Mandatory Qualification Requirements

1. The Bidder must be able to list the Town of Edson as an additional insured. The successful Bidder must be able to provide a valid proof of the following insurance requirements:
 - a. Commercial General Liability including bodily injury, death and property damage, in an amount of \$2,000,000.00 (combined single limit on each occurrence). Such coverage to include blanket contractual liability, contingent employer's liability, cross liability, contractor's protective liability, non-owned automobile, attached equipment, broad form property damage, products and completed operations ad sudden and accidental pollution.
2. Prior starting works, the successful Bidder must:
 - b. Provide proof of a Town of Edson Business License, or
 - c. Provide proof of being a business or a member of a registered professional or occupational association who provides proof of membership in an association and because of the member is exempt from purchasing a municipal business license as per the Professional and Occupational Association Registration Act, R.S.A. 2000, c. P-26, as amended.
 - d. Prior starting works, the successful Bidder must obtain and submit to the Town a certificate of an account with Workers' Compensation Board (WCB) prior to commencement of activities at the Place of Work.

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3. Submit with the Proposal a copy of the Bidder's safety management system, such as a valid Certificate of Recognition (COR). If the Bidder does not have an approved safety management system, the Town of Edson Safety Management System must be adhered to.

3. Proposal Withdrawal and Acceptance

1. A Bid may be withdrawn at any time before the RFP closing time, provided a written request to do so is received by the office prior to the RFP closing time.
2. A withdrawn Bid may be resubmitted provided the resubmitted Proposal is received by the office prior to the RFP closing time.
3. A Bid may not be withdrawn after the RFP closing time and shall remain open to acceptance by the Department until:
 - a. The successful Bidder has entered into a contract with the Department for performance of the services, or
 - b. 30 days after the RFP closing time whichever occurs first
4. The 30-day acceptance period shall commence on the date of RFP closing and shall terminate at 12:01 on the 30th calendar day thereafter.
5. The 30-day acceptance period may be extended at the Town of Edson's request to one or more Bidder and subject to the Bidder's written consent to the extension.
6. No action by the Town of Edson, other than a letter advising of the Town of Edson's acceptance of a Bid and the Town's intent to enter into a contract with the Bidders for the services, constitutes acceptance of a Bid.
7. There will *not* be a "public opening" of the Proposals.

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4. Reservations

1. The Town of Edson reserves the right to accept or reject any and all Bids and to waive irregularities and informalities at its discretion.
2. The Town reserves the right to accept a proposal other than that with the lowest price without stating reasons.
3. By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the Town to accept or reject any proposal in its sole and unfettered discretion.
4. Without limiting the generality of the foregoing, the Town may consider any other factor besides price and capability to perform the work in its sole and unfettered decision. The Town of Edson reserves the right to cancel this project.

5. Interpretation and Modification of the RFP

1. Submit questions about the meaning and intent of this RFP to the individual identified under "Inquiries".
2. If an inquiry requires an interpretation or modification of the RFP, the response to that inquiry will be issued in the form of a written addendum only, to ensure that all Bidders base their fee on the same information.
3. The Bidder has the responsibility at all times to notify the RFP Manager by email of any ambiguity, divergence, error, omission, oversight or contradiction contained in the RFP as it is discovered, or to request any instruction, decision or direction which may be required to prepare its proposal. In order for the Town to deal effectively with any concern about any provision of this RFP, such concerns must be communicated to the RFP Manager no later than April 16, 2020. Verbal responses to any inquiry are not binding.
4. Any replies to inquiries or interpretations or modifications of the RFP made verbally or by any manner other than in the form of a written addendum, are not binding.

6. Addenda

1. The Town of Edson may issue addenda modifying or supplementing the RFP.
2. Each Bidder shall ascertain before bid submission that it has received all addenda issued by the Town and shall indicate in its Bid the addendum number(s) of any and all addenda received.

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Example: The RFP documents, including Addendum Number(s), have been received and are acknowledged in the preparation of this Bid.

3. Clarifications requested by Bidders must be in writing no later than April 20, 2020. Reply will be in form of an addendum, a copy of which will be issued no later than two (2) business days before receipt of Bids.

7. Irregularities

1. A Proposal submission that is informal, incomplete, qualified, non-compliant with the requirements of the RFP, or otherwise irregular in any way, may be declared non-compliant and rejected.
2. The Town may accept or waive a minor inconsequential irregularity.
3. The determination of what is, or is not, a minor and inconsequential irregularity, and the determination of whether to accept or waive an irregularity, is at the Town's sole and final discretion.

8. Proposal Expenses

1. The Town is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their Proposals.
2. All Proposals become the property of the Town upon submission and will not be returned.

9. Code of Conduct

1. Construction Hours and Noise Bylaws shall be in compliance with any regulations in effect in the municipality where the place of work is located. Relaxation of these regulations shall be obtained by the municipality. Equipment must be properly muffled in accordance with manufacture guidelines and recommendations.
2. No alcohol or illegal drugs shall be brought or consumed at the place of work.
3. No animals are permitted at the place of work without prior written approval by the Owner.
4. Smoking shall be in designated areas and must be outside.
5. Clothing must be appropriate for the work and comply with safety protective personal devices and equipment.

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6. The Bidder shall maintain the work site in a safe and tidy condition and free from any accumulation of waste debris.
7. Trash and construction debris shall be contained and removed from the place of work on a daily basis by the successful Bidder.
8. The work shall be done in accordance with the laws of the Province of Alberta, and any Federal and/or local regulation and by-laws governing the type of work.

10. Protection of Work, Property and Responsibility

1. The Bidder shall protect the work, the Owner's property of the work site and the property adjacent to the place of work from damage and shall be responsible for damage which may arise as a result of their operations or the operations of their subcontractors under the Contract.
2. The Bidder shall provide and maintain necessary fencing, signage, warnings, notices and protection as may be required for public notice and safety.

11. Work Site Safety

1. The Bidder shall maintain an account in good standing covering all activities of the Bidder and pay all assessments thereunder.
2. The Bidder shall comply with all requirements of the Workers' Compensation Act of Alberta and any regulations applicable thereto and without restricting the generality of the foregoing, the Bidder shall adhere to any safety regulations governing the work.
3. Prior to starting work, the Bidder must complete the Town of Edson's contractor orientation.

12. Payment and Completion

1. **All Work must be completed by October 1, 2020 by 4:00 pm.**
2. The Owner shall make payment to the Bidder based on materials ordered and work completed. Monthly progress invoices are acceptable.
3. A ten percent (10%) holdback as required by the applicable legislation will be retained from each payment to the Bidder. The Owner shall administer any amounts withheld from the Bidder in accordance with the provisions of any applicable lien legislation.
4. The Owner shall pay to the Bidder the unpaid balance of holdback monies then due within forty-five (45) days of expiration of the holdback period required by the

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applicable lien legislation. To facilitate the holdback release, the Bidder shall submit to the Owner, prior to such payment, the following:

- a) A current Statutory Declaration verifying that all Sub-Contractors, Suppliers, Labour Services, and any other indebtedness incurred by the Bidder in the performance of the work have been fully paid by the Bidder except for holdbacks on subcontracts listed in the Statutory Declaration. The Bidder also declares that no lien has been filed against it in respect to anything done under or by virtue of the Bidder.
- b) A letter of clearance or certificate from the Workers' Compensation Board stating that all assessments due by the Bidder have been fully paid.
- c) A letter from the Bidder acknowledging that the Owner has paid in full all monies due for all work performed and material whatsoever installed and supplied by the Bidder in accordance with the Contract Documents. The Bidder has no further claims against the Owner arising from the work specified in the Contract Documents except where noted and identified.

If any Sub-Contractor, Supplier or other person or entity files a lien against the Project in respect of their work under the Contract the Owner may instruct the Bidder to have the said lien removed from the title of the Project within forty-five (45) days from the date of said notice.

If the lien is not removed from the title of the Project within such time or a mutually agreed time, the Owner may take proceedings as the Owner reasonably determines is necessary to obtain the release of the lien. All payments and associated costs incurred by the Owner shall be paid by the Bidder to the Owner or deducted from any amount due to the Bidder.

13. Agreement

1. The Agreement between the owner and the Contractor will be the Stipulated Price Contract CCDC 2, 2008.

END OF SECTION



Appendix C - Bid Form



Bid Form

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1.4 Lump Sum Bid Price, subject to the payment schedule included in the SOW.

_____ Dollars
BID PRICE (Bid Price in Words, excluding GST)

\$ _____
BID PRICE (Bid Price in Figures, excluding GST)

Which amount excludes GST

1.5 Warranties

Please state / provide any warranties included in this bid price: _____

_____.

1.6 Submitted the _____ day of _____ 20_____.

PART 2 Declarations

2.1 I/We agree to attain completion of the Work by October 1st, 2020 as indicated in the RFP Section 6.1 (Project Schedule).

2.2 I/We hold that this bid shall be held irrevocable and is open to acceptance by the Town until thirty (30) days after the bid closing date.

2.3 I/We agree that all bid form supplements called for by the Bid Documents form an integral part of this Bid.



Bid Form

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PART 3 Signatures

SIGNED AND SUBMITTED for and on the behalf of:

Signature of Bidder's Authorized Representative

Name of Bidder's Authorized Representative

Witness' Signature

Title or Status of Person signing above

Name and Title of Witness

END OF SECTION