

Town of Carlyle
Request for Proposal
March 19, 2021

Project Title:	Request for Proposal – Recreation Facility Conditions Assessment
Project Location:	Town of Carlyle, Saskatchewan
Contact Information:	Ms. Natalie Miller, Chief Administrative Officer towncarlyle@sasktel.net (306) 453-2363

1) INTRODUCTION AND BACKGROUND

The Town of Carlyle (Town) has a population of approximately 1508 and is situated in south east Saskatchewan. The Town is located 200 km south east of Regina on the junction of Highways #9 and #13.

The Town is seeking proposals from qualified consultants to provide a comprehensive, professional Recreation Facilities Condition Assessment (RFCA) services for Seven (7) buildings.

The purpose of the RFCA is to provide comprehensive documentation and analysis of the Town's existing built facilities. This analysis will be utilized for prioritizing capital improvements and maintenance requirements or assist in making determinations for the construction of a new multi-plex facility,

Prospective firms will be required to provide team qualifications, proposed work plans, proposed schedule, and other related items as part of their proposal submittal. Deadline for submitting proposals is 4:00PM on Friday, April 30, 2021.

2) INSTRUCTION TO BIDDERS

All proponents shall submit sealed proposals, name of bidder and marked as follows:

Proposal for Recreation Facilities Assessment
Attention: Ms. Natalie Miller, Chief Administrative Officer/Project Manager
Town of Carlyle, Saskatchewan
100 Main St, Carlyle, SK S0C 0R0

Sealed and marked proposals will be received until April 30, 2021. Proposals will not be opened publicly. Questions regarding this proposal may be directed to same and will be answered within 48 hours.

The proponent is advised that the Town reserves the right to reject any or all proposals. The Town may also, at its sole discretion, award the proposed work to other than the low bidder. The proponent is advised that failure to satisfy any term or condition of this RFP may result in the rejection of said proposal. Further, any incomplete proposals not properly signed/dated or received after the closing date/time, or that contain restrictions and/or provisions, or contain incomplete calculations, or lack the required information, will be rejected as incomplete.

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The proponent acknowledges that any information or documents provided in response to this RFP may be released pursuant to the Freedom of Information Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documentation.

If the proponent's proposal is accepted, the proponent agrees to execute an agreement to undertake the scope of work within 45 (forty five) days of notice of award to the successful proponent.

All proposals shall be open, final and binding on the proponent for a period of 60 (sixty) days from the closing date and time and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Town.

3) SCOPE

The following scope of work is outlined for indicative purposes and interested applicants are encouraged to propose their own methodological approach to work tasks for best achieving the Town's objectives:

1. Review all available documentation including but not limited to:
 - a. Building plans (**all may not be available)
 - b. Appraisal documentation
2. Meet on site or via electronic means with the Town to confirm Town expectations and identify information needs. Other relevant community groups and communities may be identified by the Town that may be referred to in the information gathering and consultation process.
3. Identify and document current conditions of all existing parks and recreation structures (Appendix A), including the structural integrity, physical state of each building, and compliance with modern building codes.
4. Identify the replacement and/or renovation costs of each building in 2021 dollars.
5. Provide cost estimates for corrections, replacement, and/or reconstruction work for each of these facilities.
6. Consultant should have meetings and discussions with the project manager on regular basis and update the report based on the need/interest of the Town.
7. Develop and present a draft report to Town Council for review and comment. Make any revisions as necessary after discussing with Council.
8. Complete a final report for presentation to Council for consideration.

4) SUBMISSION OF PROPOSALS

Each submission shall include the following:

- Names and resumes of consultant principals and any other team members who would be assigned to the project and staff specific experience with similar projects and a schedule of any costs per work activity for staff remuneration and other expenses, including travel, materials, and all payable taxes should also be included;
- Three (3) client references from Saskatchewan and this should include email addresses and direct phone numbers. The Town reserves the right to contact these references;

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- Proposed methodology to complete this project;
- Upset overall project fee with disbursements, taxes and any other projected costs being identified separately;
- A proposed timetable for completing the project. Other key events and major project deliverables should be identified on the project timetable;
- List and reference of similar projects completed by firm/consultant in past;
- Summary of deliverables including presentational materials and 1 hard copy of the final report along with an electronic copy that includes all maps and any other related matters the proponent feels the Town should have;
- Availability to start contract, estimate schedule of delivery and

Please note that proposals submitted after the due date will be sent back unopened.

5) TIMELINE

Date	Schedule
March 19, 2021	RFP posted to Sask-tenders and Town website
April 30, 2021	Proposals due

6) EVALUATION CRITERIA

All proposals will be scored according to the following weighted performance criteria:

Performance Criteria	Maximum Points Assigned
Project costing (including all fees, disbursements and any other projected cost)	40%
Timing and delivery schedule	15%
Experience and qualifications of Consulting Team	30%
Understanding of the project	10%
Reference review	5%
TOTAL	100

7) OTHER

- Lowest proposal will not necessarily be selected.
- The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and

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requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.

- If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list, and said addenda will be uploaded to the Town website. The Town is not bound by any oral representations, clarifications, or changes made in the RFP by the Town or its agents, unless such clarifications or change is provided in written addendum from the Town of Carlyle.
- For the purposes of this RFP, the Town's Chief Administrative Officer, Ms. Natalie Miller will be the projects primary contact. Any questions concerning the scope of work and the selection process shall be directed to Ms. Miller at towncarlyle@sasktel.net . Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by Monday April 26, 2021 by 4:00PM. Responses to questions will be posted on the Town's website. <https://www.townofcarlyle.com/> and will become part of the RFP. It is the consultant's responsibility to check the website for updates.
- This RFP document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material into the proposal that is strictly proprietary in nature.
- All costs associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.
- The Town reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.
- The Consultant will meet with Town staff to identify all reliable sources of existing data such as facility inventory lists, plans, maps, studies, etc.

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Appendix A – List of Facilities to be Examined

1. Carlyle Curling Club
2. Carlyle Golf Course
3. Carlyle Public Library
4. Carlyle Memorial Hall
5. Carlyle Pool
6. Carlyle Sports Arena
7. Rusty Relics Museum