

REQUEST FOR PROPOSAL

PUBLIC WORKS

County Center Shop Expansion Phase 2 - Site Services

LAC LA BICHE COUNTY



Lac La Biche County
welcoming by nature.

Request for Proposal (RFP) CS-31-2019-21

Closing Date & Time: April 9, 2019 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

1.1 Request for 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.

An optional site inspection will be conducted April 3, 2019 at 11:00 a.m.

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, 10307 100th Street, Lac La Biche AB, T0A 2C0 by 2:00 p.m., April 9, 2019. 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;
2. Accept proposal **alterations** via hard copy or fax to 780.623.2039 up and until April 9, 2019, 2:00 p.m.;
3. Accept the written withdrawal of any Proposal from the office at which the Proposal was originally submitted;
4. Reject any or all Proposals and to accept any part of one or more proposals, at any time without further explanation;
5. Reject or accept any Proposal which contain qualifying conditions or otherwise fails to conform to the RFP; and
6. 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 two million dollars (\$2,000,000.00) 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. Certificate of Recognition (COR) issued by Occupational Health & Safety (OH&S), 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 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 Site Services. For project details see Section 2.2 below.

2.2 Scope of Work

Site Services Plan is located at Lot 1, Block 1, Plan 082-7120; NE 35 67 16 W4M, Lac La Biche County, AB.

2.4 Deliverables

The Construction Company will be required to provide the following:

Water

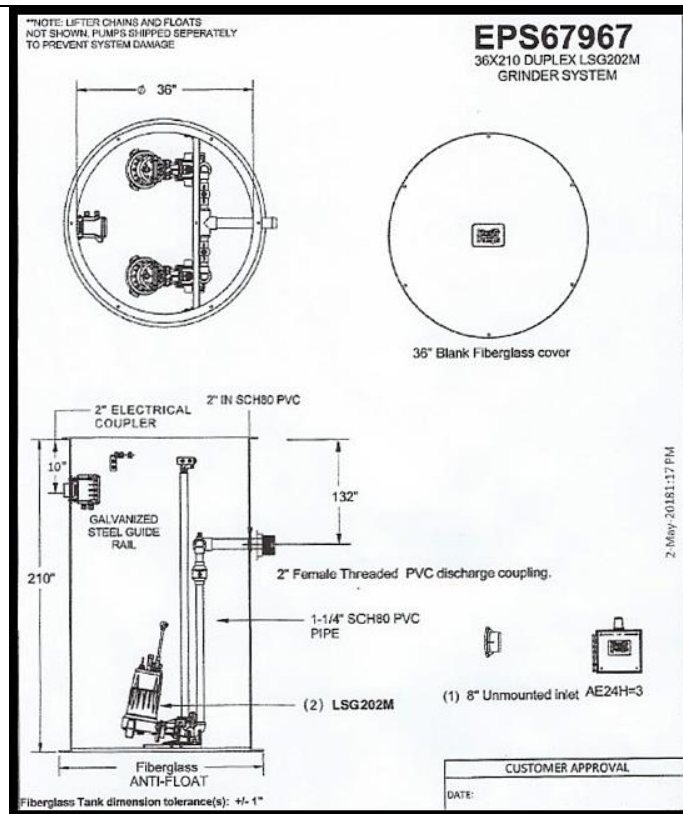
All labor and materials for new water line from existing water line near the existing pump station to mechanical room at the new building.

Sanitary

Contractor to provide all labor and materials for sanitary from existing stubs at new building to lift station and connection to existing force main. Also included in the work is connection of the two existing septic tanks to the new sanitary system.

Preassembled Duplex Grinder System Model # EPS67967 Rev A

QTY	ITEM/DESCRIPTION
2	LSG202M Grinder pumps, 2 HP, 208-230 V, 1 phase, capacities of 50 GPM, heads to 108' TDH, 25' power cord
1	AE24H=3 NEMA 4X duplex alternating control panel including three floats, aux. contacts, and integral audio/visual high-level alarm
1	36" dia. X 210" H Fiberglass basin with Fiberglass anti-flotation flange with 2" side discharge. 2" Female Threaded PVC discharge coupling.
3	36" Blank Fiberglass cover
2	Guide rail assembly, including GR20 guide rail, 1-1/4" galvanized steel rails, s/s lifting chain, etc.
1	(1) 8" Unmounted inlet hub
1	Miscellaneous hardware and plumbing, including PVC ball valves, PVC check valves, float bracket, PVC discharge pipe etc.
1	JB70 junction box, with watertight cable connectors and 2" conduit coupling
1	Labor & Fabrication
Warranty:	3 years



2.5 Project Schedule

Project start-up will be at latest June 1, 2019 after award and contract execution with completion no later than September 30, 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 **80%**
($\frac{\text{LOWEST BID}}{\text{CURRENT BID}} \times 80 = \underline{\hspace{2cm}}$)

Project methodology **1-5%**
(Demonstrated understanding of project and identified requirements and schedule)

Project management **1-5%**
(Time frame for completion of overall project)

Experience with similar projects **1-5%**

Experience of the project team **1-5%**

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

INVITATION TO SUBMIT PROPOSAL

The Lac La Biche County is inviting proposals to prepare site services for the County Center Shop located 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 and available for download on the Alberta Purchasing Connection (APC) and Lac La Biche County websites commencing Tuesday, March 26, 2019.

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

Brief Project Description

Contractor to provide water and sanitary sewer as shown on site service plan. Contractor to provide all materials and labor for a complete operating system. Locating all existing utilities prior to construction is the responsibility of the Contractor as well.

Site Inspection and Existing Condition Verification

An optional site inspection will be conducted April 3, 2019 at 11:00 a.m. at Lac La Biche County, County Centre, 13422 HWY 881, Lac La Biche, AB.

Project Construction Timeline

Project start date should not be later than June 1, 2019. And the completion date must not be later than September 30, 2019.

Bid Submission Information

Bids will be received by the undersigned until 2:00 p.m., April 9, 2019 at the noted location and must be addressed to the attention of:

Attention: Ali Memon, P. Eng, Manager, Engineering Services
RE: County Centre Maintenance Shop Expansion Phase 2 – Site Services
Project Number: CS-31-2019-21

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 – 100th Street
Lac La Biche, AB T0A 2C0
PH: 780.623.1747

Bid Opening Information:

Bids will be opened on April 9, 2019 shortly after 2:00 p.m. in Council Chambers, 2nd Floor, 10307 – 100 St., McArthur Place, Lac La Biche, AB. This will be a public opening with Council and submitting bidders present.

All inquiries and questions are to be directed to Mike Richards of Richards Consulting and Associates Ltd. in writing via email to mike@richardsconsulting.ca. The questions as well as the responses will be emailed to all bidders.

Lac la Biche County RFP SUBMITTAL FORM

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

Building Description: County Center Shop Expansion Phase 2 - Site Services

Applicable Documents:

Project Number: CS-31-2019-21/17216

Applicable Construction Contract: Canadian Construction Association CCDC2.

Chapman & Co. Ltd. Drawing Set: SITE SERVICES.DWG

Required documentation to be submitted as part of all tender packages

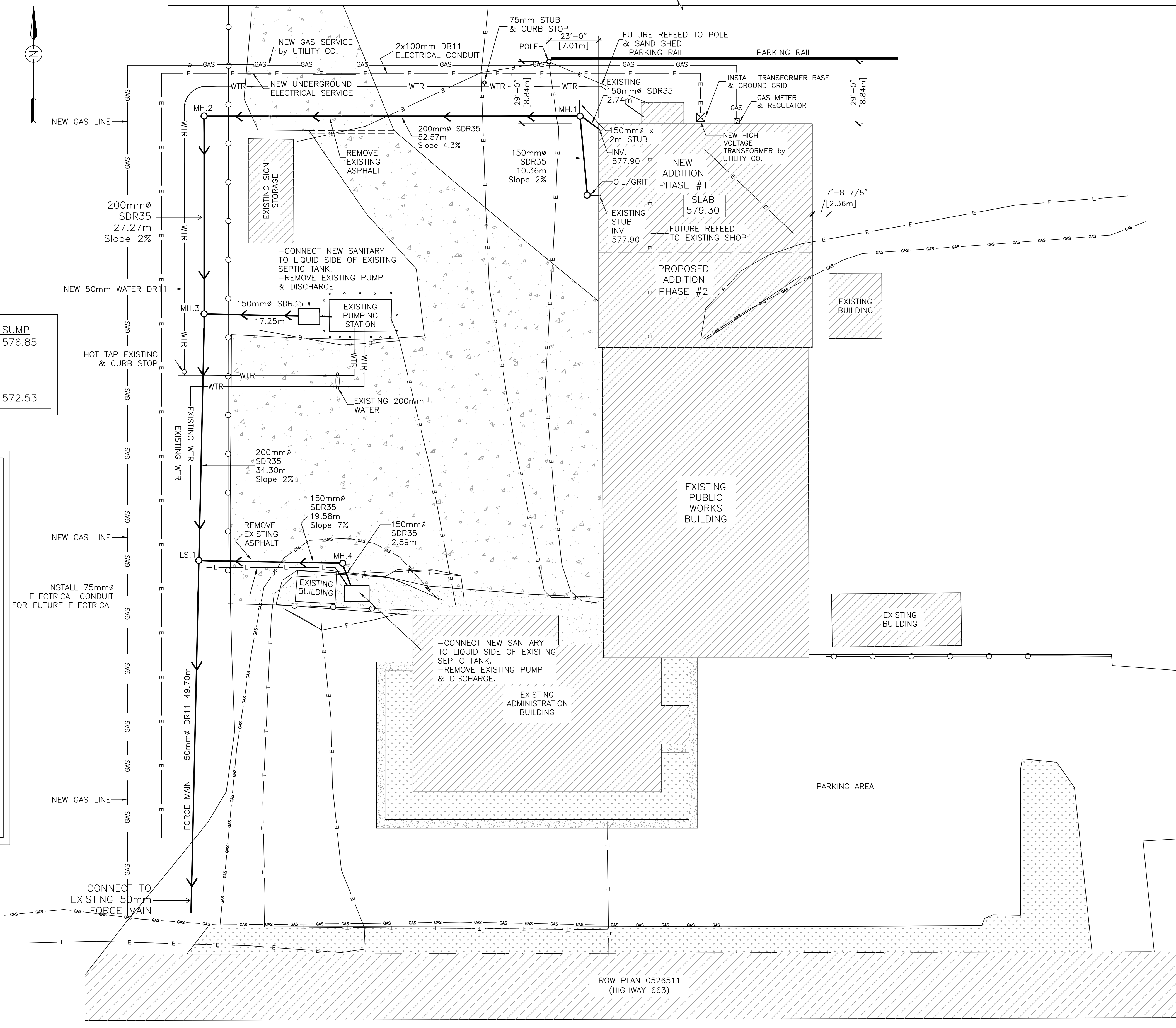
- All noted documentation within the RFP Specification document must be satisfied.
- This must include the specified bonding and insurance requirements.

I _____ of _____ have
(NAME) (CONTRACTOR)

reviewed, understand and have provided all necessary noted documentation as part of my Request for Proposal Package.

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

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



MH	TYPE	RIM	N.INV.	S.INV.	E.INV.	W.INV.	SUMP
OIL/GRIT	1.83	579.27	577.80	577.85	577.85	576.85	
MH.1	1.2	579.27	577.85	577.59	577.85	577.57	
MH.2	1.2	577.80	574.75	575.30	575.32		
MH.3	1.2	577.90	574.75	574.70	574.70		
MH.4	1.2	578.10	575.44	574.44	575.42		
LS1	LIFT STN.	577.80	574.03	574.03	574.03	572.53	

Site Services Scope of Work

General

Supply and install all materials and trenching for same
 Cut and remove existing asphalt as shown
 Bed water and sewer lines with 18mm screened rock
 Backfill with 18mm crushed gravel in 300mm lifts to 450mm below grade & compact to 98% SPD east of fence
 Backfill top 450mm in 150mm lifts compact to 100% SPD to match top of existing asphalt
 Backfill with native clay & compact to 98% SPD west of fence
 Asphalt replacement by others
 Gas & electrical by others
 Contractor to remove chain link fence as required, provide temporary fencing and replace chain link fence at completion

Sanitary

Install and connect Oil Grit manhole
 Supply and install 4, 1.2m manholes as shown
 Supply and install lift station (see attached in RFP)
 Install forceman to existing as shown
 Connect to the existing tanks as shown

Water

Hot tap existing 200mm water line
 Install curb stop
 Install 75mm DR11 to new building
 Core existing mechanical room floor & place water line under grade beam
 Install water line minimum 3m below grade
 Water lines to have tracer wire

SITE PLAN
SCALE: 1:300

THESE DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION UNLESS A "ISSUED FOR CONSTRUCTION" STAMPED IN RED INK APPEARS ABOVE.

STAMPS

NO.	REVISION	DATE	BY
7	ISSUED FOR TENDER	2019 MAR. 08	C.W.C.
6	ISSUED FOR TENDER	2019 FEB. 24	C.W.C.
5	ISSUED FOR TENDER	2018 JUL. 18	C.W.C.
4	ISSUED FOR TENDER	2018 JUL. 08	C.W.C.
3	ISSUED FOR TENDER	2018 JUL. 02	C.W.C.
2	ISSUED FOR REVIEW	2018 MAY 01	C.W.C.
1	ISSUED FOR REVIEW	2018 JAN. 20	C.W.C.

C.W. CHAPMAN & CO. LTD.

P.O. BOX 4266
 OLDS, ALBERTA
 T4H 1P8

PHONE (403) 556-7072

CUSTOMER
 County of Lac la Biche

PROJECT
COUNTRY CENTRE SHOP EXPANSION PHASE 2 SITE SERVICES

LEGAL DESCRIPTION

DRAWING TITLE
SITE SERVICES

SCALE 1:300

DESIGNED BY	DATE
C.W.CHAPMAN	2019 MAR. 08
DRAWN BY	DATE
C.W.CHAPMAN	2019 MAR. 08
CHECKED BY	DATE
C.W.CHAPMAN	2019 MAR. 08

PAGE NUMBER
SITE SERVICES