



TOWN OF NANTON

Request for Proposals

***PENALTY/TIMEKEEPERS BOX RELOCATION AND
PLAYERS BOX UPGRADE.***

Request for Proposal No.
2023-REC-001

Issue date:

Jan 26/2023

Closing location:

Town of Nanton

Town Office

1907 - 21 Avenue (PO Box 609)

Nanton, AB T0L 1R0

Attn: Clayton Gillespie, Manager of Corporate Services

Closing date and time

A complete proposal must be received by 2:00pm. March 10th 2023

INTRODUCTION

1. The Town of Nanton (Town) is seeking interested parties to submit a Proposal for the provision of Services as set out in this Request for Proposal (RFP). It is the intent of this RFP process to identify and engage the best contractor and approach for the renewal of the Tom Hornecker Recreation Centre (THRC) Building Penalty/timekeepers and Players boxes.

Request for Proposal:

Description: Move the penalty/timekeepers box over to the players box side and expanding the players boxes.

Closing Date:

2. Further details about the services required can be found in Schedule "A"– Project Information.
3. **This RFP is not a tender and is not subject to the law of competitive bidding.**

RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
Schedule "A" – Project Information– Proposal Content Requirements

INQUIRIES

5. Any inquiries concerning this RFP should be directed in writing to the following:
Jordan Glas
Phone: 403-336-3157
E-mail: jglas@nanton.ca

Town of Nanton
1907-21 Avenue, PO Box 609
Nanton, AB
T0L 1R0
6. All inquiries must be addressed through an arranged site visit with the Supervisor of Parks and Recreation
7. Proponents should refrain from contacting other employees, agents or members of Council of the Town in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the Town's sole discretion, result in disqualification.

SUBMISSION OF PROPOSALS

8. Proposals can be in either paper or electronic format. Proponents should submit their proposal indicating the RFP title and Closing Date to the following address by **2:00 pm March 10th 2023**.

Town of Nanton
1907-21 Avenue, PO Box 609
Nanton, AB
T0L 1R0

Attn: Clayton Gillespie, Manager of Corporate Services.

9. Extensions will not be granted.
10. Proposals and accompanying documentation provided to the Town in response to this RFP will not be returned.

CONTENT OF PROPOSALS

11. Proposals should address the requirements set out in Schedule "B" - Proposal Content Requirements.
12. Proponents may provide additional information beyond that requested in the RFP for the Town's consideration. Any such additional information may be considered by the Town in its sole discretion.
13. Proponents are asked to submit additional information pertaining to their past projects as detailed in Schedule "B", and such other information as the Town might reasonably require.

COST OF PROPOSALS

14. The Town is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the Town, making any presentations to the Town in connection with their proposals, or otherwise incurred in connection with this RFP process.
15. This RFP does not create any legal obligations between the Town and any proponent.

EVALUATION PROCESS

16. Proposals will be opened and evaluated privately.
17. In assessing proposals, the Town will take into consideration the following evaluation criteria:
 - a) qualifications and experience of the proponent;
 - b) proposed timeline for executing the proposal if the contract is awarded shortly after the submission deadline;

- c) cost estimate
- d) useful life of the new surface(s) and any applicable warranties.

The Town has not predetermined the relative importance of the above evaluation criteria.

- 18. The Town expects to select a firm who provides the best combination of the preceding evaluation criteria to meet the anticipated service needs of the Town described in Schedule "A", as determined by the Town in its sole discretion.
- 19. Proponents are advised that the evaluation process is subjective in nature and the Town's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP.
- 20. The Town may negotiate any and all aspects of a proposal, including but not limited to the fee proposal.
- 21. An invitation to negotiate does not obligate the Town to conclude a contract with that proponent.

ANTICIPATED SCHEDULE OF EVENTS

- 22.
 - The town expects to begin negotiating a tentative contract with a preferred proponent no later than **March 17th 2023**.
 - The Town would like construction to start by April 10th 2023
 - This project must be completed by July 10th 2023

FORM OF AGREEMENT

- 23. Any successful proponent(s) will be expected to enter into an approved Purchase Order or Contract based on their proposal.

EFFECT OF RFP

- 24. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. The Town does not intend to create a contractual relationship (either expressed or implied) or create any other legal duties or obligations, whether in contract, tort or other legal theory, with any proponent submitting a proposal in response to this RFP.
- 25. The Town may negotiate any and all provisions of a proposal and the form of Purchase Order (including, without limitation, those provisions relating to fees and/or any scope of services) with any proponent in its sole discretion, whether before, during or after the selection and evaluation process.

26. Submission of a proposal does not obligate the Town to accept any proposal or to proceed further with any of the services. Consideration of any proposal shall be in the Town's sole discretion.
27. Proposals may be withdrawn or amended by proponents at any time by written notice to the Town prior to the Town and a proponent signing a formal contract.
28. For greater certainty, proponents are advised that the Town is intending to conduct a flexible procurement process, not subject to the law of competitive bidding or other legal duties, and that the Town may, in its sole discretion, at any time and for any reason:
 - a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
 - b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
 - c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
 - d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
 - e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
 - f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
 - g) verify or seek clarification of any and all information provided pursuant to this RFP;
 - h) negotiate any aspect of any proposal (including the fee proposal, lead personnel and the form of contract) with any one or more proponents at any time;
 - i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
 - i) issuing a new request for proposals or other procurement document based on the same or changed specifications or other requirements;
 - ii) entering into sole source negotiations with any one or more of the proponents or any other person; or
 - iii) cancelling the procurement in its entirety.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

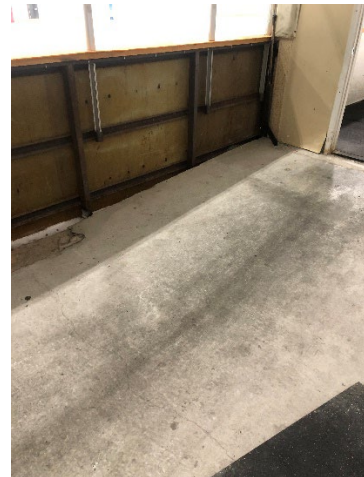
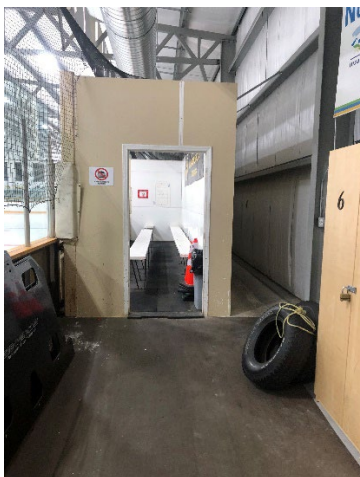
29. Proponents are expected to keep confidential all documents, data, information and other materials of the Town which are provided to or obtained or accessed by a proponent in relation to this RFP and not make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of the Town.
30. Proponents should identify any information in their proposals which proponents consider to be confidential or proprietary.
31. The Town and all materials in its possession are subject to *Freedom of Information and Protection of Privacy Act* (Alberta).

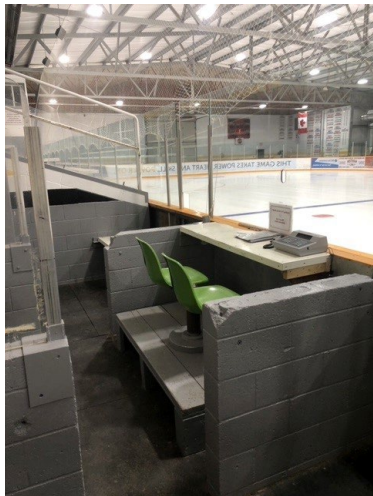
Schedule "A" – Project Information

BACKGROUND & PURPOSE

As a part of player, officials and parent safety the Town is looking at relocating the penalty/timekeepers box to be a part of the players box.

Pictures of Existing:





SCOPE OF WORK

1. Remove the current penalty boxes and timekeepers box and move them in between the players boxes, The players boxes will need to be extended by 8-10 feet and rebuilding approximately eighty feet of new dasher boards.
 - Dismantle and remove current system from each side of the center line.
 - Remove and save glass where applicable
 - Remove Current gate systems
 - Take down and remove sheeting
 - Dismantle existing separation wall behind and in the middle of the players boxes.
 - Dismantle and remove existing bench systems within players boxes
 - Assess weld plates and surrounding concrete for structural standards
 - Remove structural steel posts and c-beam
 - Assess and install new structural steel posts, integrating into the old system using weld plates.
2. Install roughly 80 feet of new dasher board.
 - Weld and fabricate new steel stringers and vertical posts
 - Install six new man gates, three at left swing and three at right swing.
 - Fabricate two new stub walls to separate the penalty/timekeepers box from players boxes.
 - Create a new timekeepers table attached to the dasher boards.
 - Install 4 new water bottle holders in the new dasher boards of the players boxes.
 - Install a new subfloor 8-10 feet on each side of the existing players boxes to properly bring it up to grade, to match to existing concrete.
 - Install new angle iron for backing.
 - Install a back wall the same height as the dasher boards with an opening to the players boxes and penalty/timekeepers box.
3. Install new sheeting.
 - 1/2 " HDPE puck board
 - 1/4 " HDPE gold sill
 - 1/4 " HDPE gold kick plate
 - 1/2 " HDPE gold top cap
 - 1/2" UHME black gate thresholds
 - 1/2" HDPE red center line
 - 1/2" HDPE blue lines x 2
 - 1/2" HDPE gold capping for water bottle holders.
 - Install 3/8" puck board for back boarding in the boxes.
4. Install Glass
 - Install new/used 1/2" x 36" sheets of glass using aluminum f posts and 1/2" gaskets
 - Install new/used 1/2" glass to accommodate for the penalty box glass
 - Install new/used 1/2 " glass for timekeepers box with a center hole.

- Install ½" divider glass/ plexi on stub walls separating the players boxes from the penalty box

Reuse our back wall puck board and glass to save on costs where applicable

5. Weld existing penalty box gates shut and install new F posts and 1'2 " x 36" Glass. Remove existing glass

Extra Options:

1. Install new benches for players boxes and penalty/timekeepers box. (Otherwise use existing)
 - Install new steel frame
 - Cap frame with ½" HDPE puck board
2. Install new sport floor inside penalty/timekeepers box and players box.
3. Install 80' of new Lexan advertisement kits on the new dasher board system.
4. Install stands where existing penalty box is.

PAYMENT

Payment will be made based on the successful completion of project, and within thirty (30) days following receipt of an invoice accompanied by a project status report by the Town. GST shall be identified separately on all invoices.

Schedule "B" - Proposal Content Requirements/ Certification

Proponent to complete the following table:

Minimum Requirements	Meets Specifications (Yes/No)	Details/Specifics (Include extra Worksheets or attachments as required)
Copy of proposal included		
Proposed approach, including products		
Attended site with Parks and Recreation Supervisor		
Disposal costs		
Proposed work schedule		
Previous experience included		
Other (Specify):		

Total Lump Sum Cost of Services (Excluding G.S.T.)		\$
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Certification

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Town of Nanton. We agree to be bound by statements and representations made in this proposal.

Proponent Information (Please Print)

Company Name:	
Address:	Contact:
City	Phone:
Province:	Fax:
Postal Code:	Email:

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Signature of Authorized Company Official

Date
