

## INVITATION TO TENDER

### **General Contractor – Arena Slab Replacement Project**

**DATE OF ISSUE: December 15, 2025**

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## **APPENDICES**

A: CCDC 2 2020 Stipulated Price Contract – Template

B: Archie Browning Sports Centre – Refrigerated Floor Replacement –  
Mechanical Specifications – **Polar Engineering**

C: Archie Browning Sports Centre – Rink Slab Replacement –  
Mechanical Drawings – **Polar Engineering**

D: Archie Browning Sports Centre – Structural Drawings –  
**Innodes Consulting Inc.**

E: Archie Browning Sports Centre – Electrical Specifications – **AES**

## 1. INTRODUCTION

The Township of Esquimalt (Township) is seeking construction services from a General Contractor for the replacement of the existing arena refrigerated slab for Esquimalt's Archie Browning Sports Centre.

The purpose of this Invitation to Tender is to select one (1) qualified Company to enter into a Contract with the Corporation of the Township of Esquimalt (Township) to be the General Contractor for the Archie Browning Sports Centre Arena Slab Replacement Project ("Project").

The Project's goal is to remove and replace the Archie Browning Sports Centre Arena ice slab with a new slab and supporting in-floor refrigeration system.

The successful contractor will be responsible for the demolition of the existing refrigerated slab, cooling piping, electrical underfloor heating system, and dasher boards. In addition, the contractor will be responsible for demolition of the existing snow melt system and arena cold brine pump.

The successful bidder (General Contractor) will enter into a CCDC 2 2020 Stipulated Price Contract (sample in Appendix A) with the Township of Esquimalt.

For additional details, see **section 3. Scope of Work**

**Section 7** outlines the evaluation process for selecting the Preferred Proponent. To receive full consideration, each Proposal should follow the instructions, requirements, format, and number of copies provided in **Section 6**

## 2. BACKGROUND

The Esquimalt Archie Browning Sport Centre's current arena slab, board system and pyrotechnic warm floor have reached their lifespan after nearly 40 years of service. As a part of the Township's ongoing commitment to maintaining safe and high-quality recreation facilities, a full arena slab replacement is scheduled for March 2026.

The Township is seeking to hire a General Contractor to remove and replace the Archie Browning Sports Centre Arena ice slab with a new slab and supporting in-floor refrigeration system.

The replacement of this infrastructure will also include the renewal or replacement of the following:

1. Brine system.
2. New Liquid Warm Floor System
3. Dasher boards and glass.

4. Safety netting.
5. Player's and Penalty benches
6. Demolition and replacement of snow melt system
7. Upgrade to arena dehumidification ducting

The proposed fee structure will need to be broken out over the duration of the Project according to the work outlined herein and through the supporting reference documents. The total project cost is inclusive of all construction costs, permits, inspections, taxes, and fees.

The Contractor shall perform the work under the direction of the Township's Manager of Facilities, with advisory support from Polar Engineering as the Project's Prime Consultant.

### **3. SCOPE OF WORK**

The primary goal of this project is to remove and replace the Arena ice slab with a new slab including the supporting in-floor refrigeration system.

Provide all labour, materials and products as specified in the drawings and specifications to accommodate the work. Scope of work includes, but is not limited to:

- Improve operations of the rink by replacing aging infrastructure including:
  - Arena ice slab
  - In floor refrigeration system
  - New Liquid Warm Floor System
  - Arena Dasher Boards and Glass
  - Safety Netting
  - Player's and Penalty Benches
  - Demolition and replacement of snow melt system
  - Upgrade to arena dehumidification ducting
- Minimize impact on the facility outside of the Arena during construction.

### **4. PROPOSED SCHEDULING**

This is the Township's preferred scheduling. Proponents are suggested to align their submissions as closely as possible to the schedule below. Full marks in the 'Proposed Schedule' scoring will be provided if the proposed schedule is met. Marks will be reduced if the project schedule is beyond the preferred. The Township encourages proponents that feel the timeline is unattainable to request a new completion date as a written question while the Invitation to Tender is open for questions. The schedule is based on awarding the project on **January 20 , 2026**.

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- RFP issued on December 15, 2025
- Mandatory Site Visit on January 6, 2026 at 10:00 A.M. local time;
- RFP closes on January 15, 2026 at 2:00 P.M. local time;
- Notice of award on January 20, 2026;
- Construction starts in March/April 2026
- Substantial completion of entire project on August 15, 2026
- **Total completion on August 31, 2026**

It is the Township's expectation that work will progress in an organized and timely manner.

## 5. PROPOSAL ENQUIRIES

All enquiries should be directed **via email** to:

Dan Henderson  
Manager of Facilities  
Email: [dan.henderson@esquimalt.ca](mailto:dan.henderson@esquimalt.ca)  
Telephone: 250-412-8507

Only emailed enquiries will be responded to. All responded to inquiries will be provided via addendums on the Township's website, Civic Info, and BC Bid for all proponents information. It is the proponent's responsibility to account for addendums in their proposals.

Inquiries can be made up to 2:00 p.m. local time on January 12, 2026.

## 6. PROPOSAL REQUIREMENTS

Proposals are to be submitted by email to the email address indicated above in the Proposal Enquiries Section. Proposals will be clearly laid out to address the items listed below:

- **Title page:**
  - Reference the Tender number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- **Table of Contents**
- **Section 1 – Understanding and Methodology:**
  - The Proponent will outline their understanding of the scope of work and how they will deliver this work, including the following:
    - Clear understanding of the objectives and expected deliverables
    - Proposed methodology for each phase of the deliverables

- Preference will be given for Proponents that demonstrate an understanding of the Township’s specific challenges
- **Section 2 – Schedule:**
  - Provide a schedule that shows completion of the work based on the work plan and methodology provided.
  - Preference will be given to Proponents that meet the Township’s proposed timeline described above.
- **Section 3 – Key Staff Qualifications and Roles:**
  - The Proponent shall provide information on key individuals that will be undertaking this Work and their capacity to complete this Work. This information should highlight how the various individuals will be involved in the Project and their relevant experience. Preference will be given for individuals with directly related experience.
  - Capacity of key staff and level of involvement of specialists and experts will be a consideration during scoring.
  - If a sub-consultant/contract is to be utilized, this information should also be supplied.
  - The Proponent shall also provide a brief corporate profile, covering the company’s history, office location(s,) the corporate operating philosophy, etc.

**Additionally, As laid out in “Contractor Experience” of Appendix B (Mechanical Specifications):**

1. Concrete slab work shall be performed by an established concrete floor finishing contractor with a proven track record of satisfactory, consistent quality workmanship for a minimum period of five years related to refrigerated floor slab and other stringent floor tolerance concrete slabs.
2. Work shall be performed by a company regularly engaged in the installation of refrigerated concrete floors and the application of concrete materials. Provide proof to the Consultants that the contractor has successfully completed at least five projects of similar size and complexity in the past five years. As part of the bidding package, the Contractor is to supply a list of relevant past projects complete with the following information:
  - Project description
  - Project value
  - Name, email address, and phone number of a reference contact.
3. All bidding refrigeration contractors must demonstrate proven experience with ice arena ammonia refrigeration systems, including the installation, commissioning, and servicing of similar facilities. Contractors shall also hold valid and current certification for

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all HDPE fusion welding methods required for the construction of the refrigerated floor. Documentation of relevant experience and current certifications must be provided with the bid submission

▪ **Section 4 – References:**

- Provide a minimum of 3, maximum of 5 selected projects. Preference will be given to Proponents that demonstrate past projects that are similar to this project and demonstrate the Proponent's suitability.
- Each reference shall contain the following:
  - Name of the contact person.
  - Position of contact person held in the previous project
  - Phone number and email address
  - Project name/description/cost of project
  - Name and role of relevant key staff listed in Section 3

▪ **Section 5 – Fee Proposal:**

- Provide a fee proposal for the required scope of work that is broken down by deliverable, including rates for the personnel identified in Section 3, a breakdown of hours, and information on all additional rates such as office charge, administration, disbursements, travel (etc.).

▪ **Section 6 – Insurance:**

- Provide information that details the Proponent's ability to secure insurance that meet the requirements of the request for proposal.

## 7. EVALUATION CRITERIA

The following criteria outlined below will be utilized in the evaluation of the Proposals.

Criterion	Weighting
Fee Proposal	40%
Key Staff Qualifications and Roles	15%
Project Schedule	30%
Understanding and Methodology	10%
References	5%

## 8. ADDITIONAL INFORMATION

The following information has been attached as Appendix A:

- CCDC 2 2020 Stipulated Price Contract – Template

### **8.1 Site Visit**

All Respondents must attend the mandatory site visit to be held on January 6, 2026, at 10:00 am, to at Archie Browning Sports Centre, 1151 Esquimalt Road. The site visit is expected to last approximately 1 hour. If the Respondent or representative is ill (or suspected ill), please do not attend the site visit. Tour group will be limited in size, please only one representative per Respondent.

Respondents must register no later than 2:00 pm on January 5, 2026, by email to [dan.henderson@esquimalt.ca](mailto:dan.henderson@esquimalt.ca) to confirm they will be sending a representative to be in attendance.

Respondents will be requested to sign an attendance sheet.

## **9. GENERAL INSTRUCTIONS FOR THE PROPONENTS**

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

### **9.1 The Corporation of The Township of Esquimalt expressly reserves rights to the following:**

- 9.1.1 To accept any Proposal;
- 9.1.2 To reject any and/or all irregularities in the Proposal submitted;
- 9.1.3 To reject any and/or all Proposals;
- 9.1.4 To accept a Proposal that is not the lowest cost;
- 9.1.5 To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances.
- 9.1.6 To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of The Township;
- 9.1.7 To cancel or re-issue the RFP.



**9.2 All Proposals must be submitted to the Parks and Recreation Department by email to the following:**

Dan Henderson  
Manager of Facilities  
Email: [dan.henderson@esquimalt.ca](mailto:dan.henderson@esquimalt.ca)  
Telephone: 250-412-8507

**No hard copy proposals will be accepted.**

The Proposal is to be saved as an email attachment in PDF file format. Do not include your fee in the body of the email, as the attachments will not be opened until after the Proposal closing time.

- 9.3 Email submissions could be delayed or rejected by the Township's email security system. The onus is on the Proponents to make sure the Township receives the email submission.
- 9.4 A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
- 9.5 Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
- 9.6 Telephoned or faxed Proposals will not be accepted.
- 9.7 Modification of a Proposal after RFP closing date will result in the return of the Proposal.
- 9.8 Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.
- 9.9 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.
- 9.10 While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).
- 9.11 Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the

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response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.

- 9.12 All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.
- 9.13 Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.
- 9.14 The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.
- 9.15 If the Proponent is a company, the Proponent warrants that none of its officers, directors, or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.
- 9.16 In this section “Immediate Relative” means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.
- 9.17 If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer, or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.
- 9.18 The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.
- 9.19 Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.

- 9.20 Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.
- 9.21 The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss, or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township's property or facilities.
- 9.22 The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township's property or facilities.
- 9.23 The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.
- 9.24 The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.
- 9.25 The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

## 10 INSURANCE

- 10.1 The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:
- 10.2 Comprehensive General Liability Insurance    \$2,000,000.00
- 10.3 Professional Liability    \$1,000,000.00
- 10.4 The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death, and property damage. Such policy shall include:
- 10.5 The Township and its officers, employees, officials, agents, representatives, and volunteers as Additional Insured

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- 10.6 Cross liability and a waiver of subrogation or recourse against The Township
- 10.7 Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.
- 10.8 The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.
- 10.9 The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.
- 10.10 The Township shall be under no obligation to verify that the coverage outlined in Clause 9.25.2 is adequate for the needs of the Proponent
- 10.11 The successful Proponent will enter into a contract in the format as in the attached in Appendix C, including all conditions included in the RFP.
- 10.12 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

## **11 BEST OFFER**

- 11.1 The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.

A contract is formed only when the owner and the selected Proponent execute the CCDC 2 2020 Stipulated Price Contract in Appendix A.