



Request for Proposals

RFP No. PRC 02-2017

**Archie Browning Sports Centre Refrigeration Plant
Detailed Construction Drawings, Tender Documents and Project
Management**

Issue Date: December 8, 2017

Closing date and time:

Proposals must be received before January 5, 2018 at 12:00 PM PST. Please submit one original and two copies of your proposal.

Submission address:

All proposals must be submitted to the Parks and Recreation Department in a sealed envelope marked RFP No 2- 2017 Archie Browning Sports Centre Refrigeration Plant Detailed Construction Drawings, Tender Documents and Project Management

Addressed to: Rick Daykin, Manager, Parks & Facilities
Corporation of the Township of Esquimalt
1151 Esquimalt Road.
Victoria, BC V9A 3N6

Proposal results:

Proposals will not be opened publicly. Results will be communicated to all bidders.

Site Visit: A non-mandatory site visit is scheduled to begin at 10:00AM PST, December 19th, 2017 at the Archie Browning Sports Centre located at 1151 Esquimalt Road, Victoria, BC. To answer any questions and review the site.

Addenda: It is solely the responsibility of the bidder to ensure that it has obtained, prior to the closing date and time, any addenda issued by the Township of Esquimalt. Addenda will be posted on Esquimalt's website.

Contact person: All enquiries related to this Request for Proposal are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon:

Rick Daykin, Manager, Parks and Facilities
Email: rick.daykin@esquimalt.ca

From time to time our spam filters block legitimate email. The Corporation cannot accept responsibility for delivery/receipt of email so please follow up if you do not receive a response.

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1.0 Project Scope & Deliverables

The Township of Esquimalt is seeking proposals from qualified firms to prepare tender documents and specifications for the decommissioning, removal and proper disposal of two chillers, a receiver and related wiring, valves and connection piping. Work also includes the preparation of tender documents complete with drawings for the supply and installation of two (2) plate and frame chillers, a receiver, brine, leak activated isolation valves, related parts, electrical systems, structural components and seismic restraint systems for the equipment, valves and piping at the Archie Browning Sports Centre refrigeration plant located at 1151 Esquimalt Road in Victoria, British Columbia. Work also includes the commissioning of the plant and required inspections of work.

Access to the refrigeration plant for removal of the aged equipment and installation of a plate and frame chiller system will require temporary removal of the interior block wall that leads to the curling rink from the refrigeration plant and re-construction of the wall. An as-built drawing in a digital format of the refrigeration plant room complete with new equipment owners manuals will be required at the close of this project from the company that is awarded the tender.

The intent of this project is to replace the aged equipment with a new system that offers greater reliability, less ammonia storage, energy efficiency and lower operational costs. The new system needs to be operational before the refrigeration plant start up date of July 30, 2018.

All work and materials shall meet or exceed the applicable BC Building Code, CSA and ASHRAE requirements including a (2) year Maintenance/Warranty period. The contractor will be required to provide certificates of conformity to requirements of authorities having jurisdiction.

Any deviation from the requirements set out in this document must be fully disclosed in the proposal.

2.0 Qualifications

- Demonstrated experience in preparing mechanical, electrical and structural drawings and tender documents for refrigeration plants.
- Preferable to have a mechanical engineer lead a strong team of sub consultants (electrical and structural) through plan development.

3.0 Schedule

The Proposed schedule for this Work is as follows:

- RFP issued on December 8, 2017
- RFP closes on January 5, 2018 at 12:00 PM PST
- Contract award approx. 2-3 weeks after the RFP closes
- Design drawings and Tender Documents ready for issue on March 5, 2018
- Commissioning of the refrigeration plant for the arena by August 7, 2018

- Commissioning of the refrigeration plant for the curling rink by September 17, 2018

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

4.0 Proposal Requirements

The Proponent shall provide the following information:

- Title page:
 - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- Transmittal Letter:

A signed letter briefly stating the Proponent's understanding of the services required, benefits they bring to the Project, the commitment to perform the services as requested and confirmed receipt of all addenda, if applicable. Unsigned proposals will be disqualified.

- Section 1 - Understanding of the Scope of Work:
 - Develop a narrative demonstrating the Proponent's clear understanding of the objectives and expected deliverables of the work, detail any assumptions the Proponent has made preparing the Proposal. Include here, any other services not identified in the Scope of Work.
- Section 2 - Work plan and Methodology:
 - Information providing details. The proposal should be clear and concise with a methodology and corresponding task list detailing steps to fully understand all issues and concerns, and address how all aspects of the Scope of Work will be carried out.
- Section 3 - Schedule:
 - Provide a schedule that shows completion of the tender document and specifications by March 5
- Section 4 – Proponents and staff qualifications and roles:
 - The Proponent shall provide information on key individuals that will be undertaking this Work. This information should highlight how the various individuals will be involved in the project and their relevant experience. If a sub-consultant/contract is also to be utilized, this information should also to be supplied.
- Section 5 - References:
 - Provide a minimum of 3 reference projects that are similar in nature. Information should provide details on past projects the Proponent has completed 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
- Section 6 - Quotation:
 - Quotation to complete the works. Break out the drawings and tender documents preparation and the project management as two separate line items.
 - Prices must be quoted in Canadian dollars and exclusive of taxes which will be shown separately on the Proposal Form.
 - A cost breakdown for Fees and disbursements. Proponents will fully describe the proposed fee structure and must clearly quote any additional charges that may be applicable and which have not already been addressed in the Proposal. The fee will include GST as a separate line item.
 - Hourly and per diem rates for all staff must be provided. These rates will form the basis for agreed variations in services.

5.0 Evaluation Criteria

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

- Project Methodology– 20 points
- Team Experience and Capacity– 10 points
- Cost (Design & Tender Documents and Project Management) – 40 points
- Schedule – 20 points
- Past Performance/References– 10 points

6.0 General Instructions

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

12.1 The Corporation of The Township of Esquimalt expressly reserves rights to the following:

- 12.1.1 To accept any Proposal;
- 12.1.2 To reject any and/or all irregularities in the Proposal submitted;
- 12.1.3 To reject any and/or all Proposals;
- 12.1.4 To accept a Proposal that is not the lowest cost;
- 12.1.5 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;
- 12.1.6 To work with any Participant who's Proposal, in the opinion of the Management, is in the best interest of The Township.
- 12.1.7 To cancel or reissue the RFP.

12.2 A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.

12.4 Any Proposal received after the hour and date specified will not be considered and will be returned unopened.

12.5 Telephoned, e-mailed and faxed Proposals will not be accepted.

12.6 Modification of a Proposal after RFP closing date will result in the return of the Proposal.

12.7 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.

12.8 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.

12.9 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).

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

12.11 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.

12.12 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.

12.13 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.

12.14 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.

12.15 In this section "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law or a municipal employee.

12.16 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.

12.17 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.

12.18 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.

12.19 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.

12.20 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.

12.21 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.

12.22 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.

12.23 The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.

12.24 The Proponent must be registered and remain in good standing, throughout the terms of this contract with the WorkSafe BC and will be required to provide evidence of same.

12.25 INSURANCE

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:

12.25.1.1 Comprehensive General Liability Insurance	\$2,000,000.00
12.25.1.2 Professional Liability	\$1,000,000.00

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:

The Township and its officers, employees, officials, agents, representatives and volunteers as Additional Insured

Cross liability and a waiver of subrogation or recourse against The Township

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.

The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

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.

The Township shall be under no obligation to verify that the coverage outlined in Clause 12.25.2 is adequate for the needs of the Proponent.

12.26 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.

12.27 BEST OFFER

12.27.1 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 issues a purchase order to the selected Proponent who has submitted the Best Offer.

APPENDIX 1 – REFRIGERATION PLANT FLOOR PLAN

