

Request for Proposals

Feasibility of Renovations

Community Centre

Town of St. Alban's

Date: February 27, 2023

Prepared by: Town of St. Alban's
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DOCUMENT IDENTIFICATION & TERMS OF SUBMISSION

Issuing Agency:

Town of St. Alban's
P.O. Box 10
St. Alban's, NL
A0H 2E0
Telephone: (709) 538-3132
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The Town of St. Alban's is governed by an elected Town Council comprised of Mayor Rodney Kendall, Deputy Mayor Connie Willcott and five other councillors.

Synopsis:

The Community Centre is a key piece of infrastructure for the Town of St. Alban's and the surrounding region where it is used for various community and recreational events. The Town would like to be able to support industry growth and broader community initiatives by increasing the amount and quality of program offerings, offering training/meeting facilities and hosting community tourism events.

The Town of St. Alban's would like to engage professional engineering services to assess the current condition of their Community Centre and determine the feasibility of renovating their existing building to address any deficiencies or constructing a new facility.

Terms of Submission:

A copy of the Request for Proposals (RFP) may be obtained by contacting:

Town of St. Alban's
P.O. Box 10
St. Alban's, NL
A0H 2E0
Telephone: (709) 538-3132
Fax: (709)538-3683
Email: st.albans@nf.aibn.com

All questions and/or concerns will be received via email and responses/answers will be made available to all bidders/consultants via email.

The bidders/consultants at their own expense must provide their response/proposal to this RFP by email, fax or mail to **Town of St. Alban's no later than 12:00 pm (NL time), March 27,2023.**

Late, incomplete or partial proposals or submissions, including those sent by fax or e-mail, will not, without exception or under any circumstances, be accepted.

The Town of St. Alban's is not bound to accept the lowest priced bid and may exercise the right not to select any of the bids submitted under the RFP.

The primary bidder/consultant submitting a proposal under this RFP is considered to be responsible, on behalf of it and all its partnered sub-contractors, for all undertakings and deliverables related to the provision of services to the Town of St. Alban's specified in this RFP.

The Town of St. Alban's requires knowing the identity of all the sub-contractors, their experience, personnel and knowledge levels, and their relationship and experience with the primary bidder/consultant. This information must be explicitly stated in the proposal submitted by the primary bidder/consultant. Sub-contractors will be evaluated as part of the selection process, and any changes in sub-contractors other than those specified in the submission, must be approved by the Town of St. Alban's.

The primary bidder/consultant is also required to submit the names of three references for whom it has supplied similar professional services in related work, planning, and who can be contacted to verify or vouch for the record of work, experience, knowledge levels, competency, creativity, and abilities of the primary bidder/consultant to supply the specified requirements of this RFP.

This RFP is the primary document, and should a dispute arise between the RFP and the bidder/consultant proposal then the RFP will supersede the bidder/consultant proposal in any legal dispute.

Award of Contract

Contracts will be awarded following an evaluation of proposals by the Town of St. Alban's.

Evaluation

All proposals will be evaluated using specific criteria, attributes and characteristics which have been generated by the Town of St. Alban's as part of a comprehensive process in the preparation of this RFP and will be used to evaluate all proposals. Criteria are based upon the detailed specifications of the scope of work, work schedules, technical specifications, quality standards, consultant qualifications and other desirable features and benefits contained in this RFP. (See Figure 1 attached, Consultant Team Evaluation Matrix)

Before the awarding of the bid, the Town of St. Alban's will negotiate the final details of a contract to be signed by the Town of St. Alban's and the successful bidder/consultant. The Town of St. Alban's will enter into a contract with the primary bidder/consultant only. There will be no contracts entered into between the Town of St. Alban's and any sub-contractors.

Administration

The Town of St. Alban's will be responsible for all stages of the bidding process, selection of the successful bidder/consultant or consultant team, the award of the contract and the successful completion of the contract, including all deliverables.

SCHEDULE OF EVENTS

Implementation

Given the requirements of the overall implementation schedule, extension options will be considered.

Final product deadline is 8 to 10 weeks from the start date which will commence after initial meeting between the consultant and the Town of St. Alban's.

Communications

Notification of this RFP will be published in The Telegram, as well as posted MNL and Public Procurement Agency sites.

All potential bidders/consultants who have requested or known to have obtained copies of this RFP will be notified of any changes should they occur after its publication.

All bidders/consultants who have questions concerning the RFP and the feasibility study process should contact the following:

Town of St. Alban's
Email: st.albans@nf.aibn.com

All inquiries will be received via email and all responses will be made available to all bidders/consultants.

The awarding of the contract will be made by the Town of St. Alban's based upon the results of the evaluation of submitted proposals. The Town of St. Alban's will notify the successful bidder/consultant in writing. Those that are not successful will receive written notification within approximately 10 days of the selections when the award of contract has been accepted and the negotiations have been concluded with the successful bidder/consultant. The Town of St. Alban's reserves the right not to explain in detail why the unsuccessful bidders/consultants were not selected.

If the successful bidder/consultant wishes to accept the contract and concludes final negotiations with the Town of St. Alban's, the contract will commence within 5 days of awarding of the contract.

All data, specifications, concept plans, designs, rationales, presentation materials, economic and technical reports and related information produced by the consultants in completing this feasibility assessment shall be the property of the Town of St. Alban's. The consultant will not publish or in any way use said information, material, or reports without the expressed or prior approval of the Town of St. Alban's. This includes the information and materials associated with the request for proposals information package.

STATEMENT OF WORK

Background

The Town of St. Alban's is located in Bay d'Espoir on the south coast of Newfoundland, approximately 180 km from Grand Falls-Windsor, the nearest regional service centre. Incorporated in 1964, the Town has a population of 1,179, including surrounding local service districts. The economy of the community has historically been resource-driven, primarily based on the logging industry, but in recent years has benefited from hydro generation development and the growth in the finfish aquaculture industry. The Town provides municipal services such as fire, public works, parks and recreation, library, tourism and other general government services.

The St. Alban's Community Centre building was used as a K-12 school until 2008 when it was renovated by the Town of St. Alban's for community programming. When a fire destroyed the regional school in Milltown in 2017, the Town's municipal building was again used temporarily as a school until 2021 when construction was completed on a new regional K-12 school in St. Alban's. The Town has since moved their administration offices back into the building and community organizations are delivering their programs and services from the Community Centre. Current tenants include St. Alban's Veteran Museum, St. Alban's Heritage Society, Seniors Club, Local Bay D'Espoir Food Bank, Bay D'Espoir Community Youth Network, Public Library, 2922 Vimy Army Cadets, and Tiny Tots. The Community Centre is ideally located in the middle of Town next to the new regional K-12 school and the Town's recreation facilities including arena, soccer field, softball field, playground, and tennis court.

The Community Centre was originally built in 1949 and has a wood frame/concrete block construction. It is a one-story and a half building, with approximately 25,000 square feet on the main floor and 2,800 on the second level. There is a crawl space foundation under the main section of the building. The facility includes a library, museums, offices, meeting rooms, kitchen areas, storage areas, utilities room and a gymnasium/performance stage. The facility is heated using electric heat.

The Town would like to increase their community programming offerings and provide services in support of local business and economic development. The Community Centre, however, is over 70 years old, leaks are common, and the building does not meet current building codes and energy efficiency standards.

Objectives

The Town of St. Alban's is requesting professional engineering services to investigate the feasibility of refurbishing their existing municipal building or constructing a new facility. An assessment of the existing building's structure and operating systems is required by Council as part of this assessment, including recommendations to improve the design and energy efficiency of the building and address any deficiencies.

Scope of Work

In order to achieve the objectives outlined, the consultant(s) will be required to investigate the structural and mechanical integrity of the Community Centre and assess the feasibility of renovating the existing building or constructing a new facility to address the following:

1. Economic and community needs

The consultant will meet with representatives from the Town, business and community to determine client's needs and expectations for a community facility.

2. Buildings assessment

The building was originally constructed over 70 years ago and an assessment is required to determine the structural integrity and the physical condition of the interior and exterior features, finishes, and materials. Recommendations for immediate and/or long-term repairs should be made as required.

3. Buildings systems assessment

The functioning of the various buildings utility systems (electrical, plumbing, HVAC, fire protection, lighting, alarm, etc.) need to be assessed. Recommendations for the improvement and/or replacement of various building systems should be made, including whether clean technology can be incorporated, to improve the operational and energy efficiency of the building.

4. Compliance with current construction and building codes

The Community Centre will be used to host public events and an assessment is needed to determine whether the facility complies with current applicable building and construction standards and codes, including accessibility.

5. Site assessment

The layout of exterior site; parking areas; entrances and exits and lighting needs to be reviewed for improvements, if necessary, to ensure the safe flow of pedestrians and vehicle traffic.

6. Rehabilitation plan

Based on the assessment of the building, systems, site layout and the consultation with various stakeholders, provide recommendations for renovation and repair of the existing community building or construction of a new facility.

- The consultant will conduct a comprehensive review of as many similar type operations as possible and make appropriate recommendations.
- Based on their review, investigation and consultations, the consultant will provide a report of their findings and recommendations, including the proposed engineering design for a renovated or new community facility in St. Alban's and the associated Class "D" costing estimates.
- An estimate of the annual operating, maintenance and future capital costs for the renovated/new facility will be required.
- The consultant should outline an overall implementation strategy for the proposed project that will prioritize the order in which the construction/renovation/demolition should occur. The strategy will include suggested timelines for development over a two (2) year period.

CONSULTANT QUALIFICATIONS AND METHODOLOGY

The consultant(s) is expected to demonstrate:

- qualifications of engineering expertise
- knowledge and experience in relation to the Statement of Work
- understanding of the scope and objectives of the proposal
- experience in conducting similar projects involving the refurbishment and/or construction of buildings

Proposal Requirements

Proposals are expected to include:

- A covering letter briefly summarizing who the Project Manager and Team Members are, the firms/sub-contractors involved and total budget including professional fees, expenses which will aid in the evaluation process especially if there is a large response.
- Identification of Project Manager and consultant Team Members, along with a description of their respective roles and qualifications.
- Description of the project organization and management system, as well, company profiles of the primary bidder/consultant and sub-contractors or consultant team.
- Methodology
- A minimum of three references from any applicable projects involving similar scope and scale.
- Time and task allocation of team members.

- A schedule of project activities in chronological order which shows each activity and its duration, including periodic reports to the Town of St. Alban's.
- Itemized project costs including fee structure, staff cost, overhead and other related expenses, as well as a suggested/preferred payment schedule.

The bidder/consultant should highlight limitations or difficulties envisioned and make suggestions on issues that the Town of St. Alban's did not address in this RFP which may be critical to the successful completion of this assignment.

Work Schedule

The proposed schedule of work is approximately 8 to 10 weeks from the signing of the contract during the initial meeting, to the completion and presentation of the final report.

Deliverables/Outputs

During the assignment, the consultant team will be required to meet with the Town of St. Alban's at least 3 times as follows:

Both the start-up and the end meeting will take place at the Town of St. Alban's offices and one other meeting via teleconference will be required throughout the contract timeframe. The successful consultant will meet with the Town Council in the first week after the project is awarded. This meeting will clarify all objectives of the study and review the work plan of the consultant. The consultant will provide regular written progress reports to the Town of St. Alban's as agreed to at the first meeting.

The consultant will be required to supply two copies of the final report, 1 unbound copy, 1 electronic copy, as well as, related concept designs, maps, graphics, and all related documents and supporting material. A copy of the Final Report in Word or PDF and all plans will also be provided.

Communications

The consultant team will provide a single contact name of the senior project manager, address, telephone and fax numbers and the electronic mail address where the consultant team can be contacted.

All communications by the consultant team should be via email and addressed to the following:

Town of St. Alban's
Email: st.albans@nf.aibn.com

The Town of St. Alban's will provide direction to this assignment through the Town Clerk/Manager for the project.

EVALUATION CRITERIA AND CONSULTANT SELECTION

The grading of the proposals is an integral part of the RFP process. The Town of St. Alban's has decided to describe the selection criteria so that all bidder/consultants can evaluate their chances of success within reason, given the current competitive market conditions in the industry.

Figure 1 attached forms the basis of what the evaluation sheet will look like, subject to possible minor changes. There are nine attributes that will be judged and graded. Each attribute or selection criterion was discussed and selected on a consensus basis ensuring that each member of Council felt comfortable with it. Each attribute will be weighed in terms of its importance to the objectives of the RFP.

The Town of St. Alban's reserves the right to request meetings with any bidder/consultant to discuss their proposal in further detail. This will be done without prejudice to final selection of a bidder/consultant.

Size and Format of Proposals

Bidder/consultants are expected to submit proposals of a size comparable to the intent of this RFP, divided into sections that closely parallel the RFP. Bidder/consultants should strive to provide clear responses to issues and questions raised in the RFP in a language that is clear and not subject to differing interpretations.

Appendices can be attached where appropriate; however, company profiles should be succinct and concentrate on experience in similar projects.

Contract Control

A contractual agreement will be entered into between the Town of St. Alban's and the successful bidder/consultant for the performance of work. The consultant will report to the Town Clerk/Manager. All administration including the payment of fees and expenses will be the responsibility of the Town of St. Alban's.

Final and all data, specifications, presentation materials, technical reports and related information produced shall be the sole property of the Town of St. Alban's and the consultant shall not publish, release or in any way use this information, in whole or in part. The Town of St. Alban's may use these materials with no royalties payable to or permission required from the consultant.

Fee Structure

The bids should consist of maximum prices for professional and anticipated expenses. It should be noted that under no circumstances will any costs in excess of the stated total costs be considered for payment during the project unless the consultant has been granted prior approval in writing by Town Clerk/Manager.

FIGURE 1

CONSULTANT TEAM EVALUTATION SHEET

Primary Consultant:

Cost of Bid:

Rating of the Proposal: For each of the components, please provide rating 1-10 where 10 represents the best.

Component	Rating (1-10)	Weight	Total	Comments regarding strengths and weaknesses of this component, rationale for the score and general notes
Experience of Consultant Team: key personnel, experience, references, qualifications, commitment to assignment		1.5		
Experience of Project Manager; experience, position in the firm, qualifications, commitment to assignment		1		
Management of sub-contractors and their commitment to assignment		0.5		
Experience as a team		0.5		
Proven competence in similar work		1		
Sufficient Human Resources		0.5		
Clarity of tasks and responsibilities		1		
Proposed liaison with client		.5		
Proof that the specifics of the RFP are understood and addressed including the proposed methodology, approach, deliverables, schedule		2.5		
Cost		1		
Total Score		10		