



**Town of Morinville**

**REQUEST FOR PROPOSAL**

**Architectural & Professional Services**

**Recreation Facility**

**Closing Date & Time**

The Town of Morinville requires two (2) hard-copies and one (1) electronic copy of each proposal be submitted by 2:00 pm local time on August 31, 2015.

**Contact Person:**

Debbie Oyarzun, Chief Administrative Officer  
10125 100 Ave  
Morinville, Alberta T8R 1L6  
780-939-4361  
doyarzun@morinville.ca

## 1.0 Invitation:

The Town of Morinville is soliciting proposals for Architectural & Professional Services for the design and construction of a new Recreation Facility.

The Services required shall address the following components of the project and their associated activities from pre-design, conceptual design, schematic design, design development, construction documentation and tendering, construction administration to completion, handover and closeout of the project.

The Town is interested in a project delivery methodology that allows for collaboration between the Town, Design Team and Builder while mitigating risk.

**RFP issued:** July 30, 2015

**RFP closes:** August 31, 2015 at 2:00 pm

### 1.1 Optional Site Visit & Informational Meeting

An optional pre-proposal site visit and informational meeting will be held for interested proponents at 10:00 am on August 13, 2015. The site is located on approximately 77 acres on the north side of Hwy 642 directly adjacent to Morinville's east boundary (SW 2-56-25-W4M). Meeting will be held in the Quonset on site.

## 2.0 RFP Submission Requirements

### 2.1 Submission Timelines

Deadline for proposal submission is **2:00 pm local time on August 31, 2015**. Proposals received after this time will not be considered.

Amendments or revisions to proposal submissions may be made up until the closing date and time and will only be accepted as part of a completely revised proposal.

### 2.2 Contact Information

Proposals shall be submitted to:

Debbie Oyarzun, Chief Administrative Officer  
10125 100 Ave, Morinville, AB T8R 1L6  
780-939-4361  
[doyarzun@morinville.ca](mailto:doyarzun@morinville.ca)

One (1) digital copy and two (2) hardcopies shall be submitted to the attention of Debbie Oyarzun.

It is the responsibility of the applicant to confirm delivery of submission.

### 2.3 Proposal Submission Content

Proposal submissions should include as a minimum the following:

- 1) Description of the qualifications of the firm in relation to this project and why your organization would be well-suited to provide the required services.
- 2) Complete list of names and the roles of proposed key professionals (including sub-consultants as appropriate) who would carry out work under this contract, including resumes and relevant experience with an organizational chart showing team structure.
- 3) A narrative of the firm's understanding of the project scope, objectives, deliverables, schedule, challenges, risks and opportunities associated with the project.
- 4) Description of the proposed contract and project delivery model and how the proposed approach would achieve collaboration and mitigation of risk for the project.
- 5) Work plan outlining the proposed methodology that addresses the various project stages including but not limited to Stage 1: Pre-Design through Stage 6: Construction, Post-Construction & Contract Administration, overall project management, construction management, opportunities for further community engagement, interaction with Town Council.
  - Methodology used should generally conform to the services requested, however the consultant is encouraged to include services or steps to enhance the quality of the project. These should be identified as additional or enhanced services if included.
  - Identify key tasks required to be undertaken by Municipal staff.
- 6) Proposed project schedule.
- 7) A fee and expense schedule for the project including a breakdown for each stage of the project as outlined in this RFP. All pricing in Canadian dollars (GST identified separately).
- 8) Description of relevant recently completed projects by the firm.
- 9) Include name and contact information for 3 references which would support the work to be completed.
- 10) Make full disclosure on any existing business or personal relationship presently in place with the Town. Failure to disclose interest may result in termination or cancelation of any agreement that may have been entered into.

### 3.0 Evaluation Criteria

The project will be awarded to the Proponent judged to provide the best overall value. The best value proposals will demonstrate the Proponent's ability to provide the most efficient solution and carry out the required services at a competitive price. All proposal submissions will be evaluated using the following criteria:

**1) Completeness & Overall Quality of Proposal (5 points):**

- Submission criteria are met
- No weaknesses or deficiencies evident
- Tailored to meet needs of Morinville project

**2) Experience (25 points):**

- Relevant knowledge, experience and qualification of the Proponent and team members, and subcontractors if applicable, with focus on similar projects. Include resumes or staff profiles for members of the consulting team.
- Demonstrated experience working with municipalities on similar types of projects.
- Provision of at least three (3) relevant and recent references.

**3) Understanding (20 points):**

- Demonstrates understanding of the project scope, objectives, deliverables and schedule requirements.
- Understanding of how the project needs to progress to inform decision-making on the overall scope and budget for the project.

**4) Technical (30 points):**

- Proposed methodology that outlines how each stage will be completed including the integration of project management, construction management and overall coordination of a successful project.
- Approach to overall project communication (internal and external to the project team) and public engagement will be considered part of the technical requirements.
- Work plan and project schedule with project milestones and associated deliverables.
- The Town encourages Proponents to propose unique methodologies or techniques to meet project goals and objectives while mitigating risk to the Town.

**5) Financial (20 points):**

- Proposed project costs and fee schedules that include detailed cost breakdown and estimates for each stage and type of service.

#### 4.0 General Conditions:

- 4.1 The Town of Morinville reserves the right to:
- Reject any or all proposals for any reason, at its sole discretion,
  - Suspend or cancel the RFP at any time for any reason without penalty,
  - Modify the terms of the RFP at any time at its sole discretion,
  - Not necessarily accept the lowest cost proposal,
  - Accept any proposal which it may consider being in the best interest of Morinville,
  - Negotiate with the successful Proponent with respect to specific contractual terms and conditions.
- 4.2 The project will be awarded to the Proponent that is judged to provide the best overall value and not necessarily the proposal with the lowest bid.
- 4.3 If an agreement cannot be negotiated with any given front-runner Proponent, the Town of Morinville may terminate negotiations with that Proponent and negotiate a contract agreement with another Proponent.
- 4.4 All firms responding to the RFP will be notified regarding the awarding of the project.
- 4.5 The successful Proponent will be required to enter into a formal agreement/contract with the Town of Morinville.
- 4.6 The successful Proponent will be required to acknowledge and adhere to any Town policies or bylaws and abide by all Provincial and Federal regulations, acts or legislation requirements.
- 4.7 The successful Proponent will be required to provide appropriate insurance coverage and proof of good status with W.C.B. at time of contract execution.
- 4.8 The successful Proponent will be required to possess a valid Morinville Business License.
- 4.9 All documents submitted by Proponents shall become the property of the Town and are subject to public disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 4.10 All expenses incurred in the preparation and presentation of the response to the RFP is entirely the responsibility of the Proponent.
- 4.11 While the Town of Morinville has made considerable effort to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents.
- 4.12 Contract award is contingent upon Morinville Council's approval of project budget, bidder selection and authorization to proceed.
- 4.13 Proponents finding discrepancies or omissions in the RFP or having doubts as to the meaning or intent thereof, shall notify Ms. D. Oyarzun, CAO, who will if necessary send written instructions or explanations to all Proponents. Such written instructions will be made available primarily on the Alberta Purchasing Connection.
- 4.14 It is the sole responsibility of the Proponent to be aware of post-tender instructions/information.

## 5.0 Project Information

### 5.1 Introduction & Background

The Town of Morinville is a growing community with a population in excess of 9,400 and is poised on the doorstep of the City of St. Albert and the City of Edmonton. Morinville is roughly the geographic center of Sturgeon County with access to Highway 2, 28 and 642 providing for easy access to Morinville by surrounding residents within Sturgeon County and neighboring municipalities.

The current Ray McDonald Sports Center includes an arena, curling club, lounge, concessions, and small meeting rooms. It has recently been determined to be reaching its end of life for at least the arena component of the facility. In response, the Town has purchased approximately 77 acres to construct a new arena and additional amenities with the intent to plan for the ultimate build of a multi-use recreation facility that will meet the recreational and social needs of the community today and into the future.

To support decision-making along the way, the Town of Morinville has utilized their Recreation, Parks and Open Spaces Master Plan (2005 & 2011) and Regional Recreation Master Plan (2013). A Feasibility Study was also completed in 2013 to identify criteria for assessing locations for a new facility, general capital and operational costing of various components, and types of building structures to help inform decision-making.

The Town of Morinville has also provided for several community engagement opportunities such as;

- Targeted User Group Meetings in 2014/2015 which involved the general public, arena/curling users, corporate/business entities, public institutions, community groups, and sport and recreation entities.
- Public surveys, tradeshow, open houses, workshops and information sessions in 2014/2015.

Links to the various reports and presentations can be found on the Town website or by following this link - <http://www.morinville.ca/index.php/arena-recreation-centre>.

This project is a priority for our community with a current budget of \$13.75 million identified that should not impact taxes. Results of this project will support informed decision making regarding any further increase in the construction budget.

### 5.2 Project Scope

Design and build a recreation facility that will include as a priority the following functional areas with the possibility to expand to a full multi-use recreation facility with all amenities as budget permits:

- Arena
- Running track

- Lobby/Common space
- Lounge
- Concessions

Additional components under consideration are described in the stakeholder reports on the Town website (see link above). Design and construction of the new facility will implement cost-effective and sustainable solutions that will meet budget requirements and demonstrate the best use of public funds.

### 5.3 Approach

- Implement a fully integrated design approach that engages people, systems, business structures and practices that collaboratively utilizes talents and insights of all project team and stakeholders to optimize efficiency through all stages of design and construction.
- Engage key stakeholders in the early stages of the design to ensure effectiveness of decision-making.
- Maintain direct relationship between the design and construction stages to determine and manage project conformance and costs through clear, open and continual feedback.
- Establish well defined design methodology, processes and procedures and lines of communication required to ensure delivering a well-coordinated project.
- Ensure Town, County, Provincial and Federal codes, bylaws and regulations are met.
- Ensure construction tendering process presents opportunities for local businesses, trades and services.

### 5.4 Design Considerations

- Affordability
- Adaptability (i.e. use and ability to expand future use)
- Uniqueness
- Inclusiveness
- Efficiency in operation (i.e. equipment, design, energy)
- Minimum impact on the environment
- Durability
- Life-cycle approach (consider high-quality products that maximize Owner's return on investment and ability to expand)

### 5.5 Project Stages

The stages below describe the various requirements for this project as considered by the Town. It is not intended to be an exhaustive list. If necessary, the stages can be modified and all Proponents are required to clarify the stages and activities or tasks to be undertaken as part of their proposal.

Project management support will be required for this project and will include, but not limited to the following:

- Attend and record meetings and coordinate with required consultants.
- Establish and monitor an overall timeline for each stage of the project
- Support the development and implementation of a Communication Plan for the entire project that will reflect the appropriate engagement level and messaging related to the design, construction and operation of the facility (including the grand opening).
- Support public participation elements as required by Town and County processes.
- Support public participation through stakeholder discussions and presentations as outlined.
- Ensure compliance with all applicable statutes, regulations, codes and by-laws throughout the design and construction of the project.
- Obtain all necessary consents, approvals, licenses and permits necessary for the project.
- Identify, negotiate and complete agreements with all required sub-contractors.
- Provide reports and recommendations to Town to obtain approvals as required.

#### **Stage 1: Pre-Design**

- Become familiar with the project's background, related reports and documentation, and site characteristics.
- Meet with main stakeholder groups as identified by the Town.
- Review and confirm requirements.
- Review applicable statutes, regulations, codes and bylaws to ensure understanding of the requirements of authorities having jurisdiction including the Town and County.
- Prepare a more detailed project schedule that identifies the necessary major tasks and/or benchmarks during the design process. Estimate the time required to accomplish each major task, including those associated with design review. The project schedule shall be updated throughout the design process.
- Prepare a companion document that identifies potential risk issues that could negatively impact the project budget or schedule. The successful Proponent shall help to develop strategies to mitigate these risks and their impacts. The risk assessment document shall be updated throughout the design and construction process.
- Execute a general site survey to enable conceptual development for the extent of work including project onsite and offsite servicing which includes but not limited to utilities, fire protection, sanitary system, stormwater management/drainage, access management, and parking.

- Participate in a project kick-off meeting to formulate a design statement in which major project goals and implementation are identified, confirm roles and responsibilities related to project management and communication.

### **Stage 2: Conceptual Design**

- Prepare a conceptual design of the site to include a full build out of a multi-use recreation facility that illustrates the scale and character of the Project Options (maximum of 4 options) and how the parts of the Project functionally relates to each other as listed below:
  - Site plan
  - Spatial relationship diagrams and general floor plans
  - Materials and architectural expression concepts, including building type
  - Preliminary costing
- Prepare a high level cost estimate of the project inclusive of site servicing and earthwork to support decision making.
- Consideration shall be given to the priority functional requirements identified in this RFP, however further consideration shall be given to additional recreational components to support decision making.
- Support the Town in the decision-making process to refine the scope of the project that will go forward for design and construction.
- Obtain approval from the Town (through Council) on the conceptual design and associated budget that identifies the recreational components that will go forward for schematic design prior to proceeding to the next stage.

### **Stage 3: Schematic Design**

- Refine and validate project details and construction budget in relation to the approved conceptual design.
- Based on the refined requirements, schedule and construction budget, prepare schematic design documents (at least 2 options) of the Project and how the parts of the Project functionally relate to each other as listed below.
  - Site plan
  - Spatial relationship and flow diagrams
  - Principal floor plans
  - Building sections and build types
  - Elevations
  - Brief detailing of the areas, building systems and early specifications to describe the size and character of the project including the architectural, civil, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.
- Provide probable construction cost information for design options.

- Present schematic design documents to the Town and the public (coordinate and hold a public open house).
- Review any input received by the Town from the public/stakeholders.
- From the responses to the Schematic Designs, prepare a semi-final Schematic Design with probable construction costs for the project and review it with the Town.
- The successful Proponent may suggest additional appropriate green design strategies for consideration by the Town.
- Obtain approval from the Town on the preferred design option and budget prior to proceeding to next stage.

#### **Stage 4: Detailed Design Development**

- Coordinate the 30%, 60% and 90% design review meetings with the Town.
- Based on the approved design option from the previous stage, prepare for the Town's review and approval, documents consisting of drawings and other documents for the project, such as but not limited to:
  - Site plan
  - Plans
  - Elevations
  - Sections
  - Outline specifications by standard section including the architectural, civil, landscape, structural, mechanical, and electrical discipline scope
  - Updated statement of probable construction cost detailing all variances from previous estimates including life cycle analysis at 50% and 95% stages
- In preparation of the detailed design drawings, consideration shall be given to the following:
  - Elements of design are consistent with and support the Town's standards and requirements of the County.
  - Safety and security, internally and externally
  - Barrier free accessibility for users, spectators and staff.
  - Overall functionality and use requirements.
  - Drainage, water table review and base development requirements
  - Warranty of materials and systems
  - Surveyed location and site servicing
  - Environmental impacts for construction and operating and recommendations on environmental sustainability as appropriate including basic cost-benefit analysis such as mechanical design options for ice plant energy recovery systems.
  - Code compliance
- Coordinate furniture, fixtures and equipment (FF&E) requirements
- Provide construction cost estimates and operating cost projections based on detail design documents and considerations outlined.

- Provide all drawings, specification and project specific information required to prepare the necessary construction tender documents.
- Prepare submissions for required permitting related to the development permit and building permits. Assist and support the Town's effort to obtain permits. The Town will pay the charges for the permits. Participate in any public meetings as required related to permitting.
- On-going constructability and value engineering reviews shall occur as necessary to assure budget compliance.
- Obtain approval from the Town on the design development and budget for this stage prior to proceeding to the development of Construction documents.

#### **Stage 5: Construction Document and Procurement**

- Prepare for the Town's review and approval, Construction Documents including specifications and drawings setting forth in detail the requirements for construction of the project for all professional disciplines and suitable for tendering and submission to authorities for approval.
- These documents shall describe in adequate detail all aspects of the construction of the project. Construction Documents should be clear and complete in order to keep change orders to a minimum.
- Review all necessary permitting requirements and assist the Town in achieving all permits and licenses necessary for the project.
- Provide an updated statement of probable construction cost detailing all variances from previous estimates at 50% and 95% stage.
- Obtain approval of Owner before proceeding with procurement.
- Attend any pre-bid and pre-construction meetings.
- Respond to any questions or requests for additional information from bidders during the bid or procurement phase.
- In coordination with the Town
  - Assist and advise the Town in obtaining bids or negotiated proposals
  - Prepare and coordinate addenda as applicable
  - Analyze proposals
  - Participate in the evaluation of submissions and selection and appointment of construction team

#### **Stage 6: Construction, Post-Construction & Contract Administration**

- Perform ongoing Architectural /Engineering tasks (request for information, review change order requests, approve contractor payment applications, prepare field reports, etc.) during construction as required to implement the project.
- Manage the construction process including general review and field services including but not limited to:

- Attend and participate in construction site meetings and prepare meeting notes that shall contain at a minimum adequate detail to document progress, action items, decisions and risk issues.
- Perform timely site visits and observe construction to the degree necessary and as required to ensure conformance with the Construction Documents and applicable Codes.
- Issuance of direction from the Town to the construction team.
- Review and process changes.
- Review of submittals for shop drawings, product data and samples
- Review of project works prior to the expiry of construction warranty and maintenance period.
- Track budget and advise of progress.
- Through coordination with the Contractor provide electronic and hard copy of full record drawing set (“as-builts”) of the facility.
- Provide an Operations & Maintenance Manual at project completion containing all building element sources, subcontractor and manufacturer contact information, manufacturer owner’s manuals, warranty information, product and material specifications, vendor lists and other relevant data.
  - Review of project works prior to the expiry of construction warranty and maintenance period.
- Complete all certificates of completion and notices of certification of completion in accordance with appropriate legislation.
- Be the payment certifier according to the contract with the construction team, certifying regular payments, substantial performance and final completion of the project.
- Submit a final project report with all relevant documentation including commissioning of the building.
- Prepare a full record drawing set based on contractor’s submitted as-builts.

## **5.6 Project Deliverables**

The successful Proponent is expected to deliver at a minimum the following elements associated with best practices for a project architect as well as project and construction management:

- Regular meetings with the Town and Project Team, including coordinating agendas and preparation and distribution of minutes
- Meetings as needed with other Town staff including but not limited to Planners and regulatory staff.
- Public, neighborhood and stakeholder consultation to ensure the project continues to meet community objectives – at a minimum, public engagement is suggested to take place in Stage 1: Pre-design and Stage 3: Schematic Design.

- Application and approvals for all applicable plans, permits, and agreements required by the Town and any relevant outside agencies.
- Presentations to Council and the Town as required, to disseminate information about the Project and secure approvals.
- Preliminary and detailed cost estimates at conceptual, preliminary and detailed design stages with additional cost control measures.
- During design development, present lifecycle cost estimates for capital renewal and maintenance of facility that will inform options for detailed design decisions.
- Life-cycle technical reports for selected main systems.
- Pre-tender cost estimate and cost review post-tender with recommendations.
- Detailed construction drawings and specifications.
- Construction solicitation documents
- Addenda as necessary during construction services solicitation period;
- Successful construction contracts awarded
- Quality assurance, site visits and change orders during construction
- Commissioning
- Project report and turn-over documents including as-built drawings, operations and maintenance manuals and warranty documents.

## 5.7 Project Schedule

Proponents shall provide a project schedule based on the following proposed timeframe.

Activity	Date
Post RFP	July 30, 2015
Optional Site Visit/Information Meeting	August 13, 2015
Close RFP – deadline for submission of proposal (2:00 pm local time)	August 31, 2015
Award Contract	September 8, 2015
Occupancy	Winter 2016/17

## 5.8 Project Budget

Currently the total Project Budget has been set at \$13.75 million. Morinville Council has the authority and right to adjust the budget. Deliverables from the early stages of this project will support Council decision-making that will refine the scope and budget for this project.