



REQUEST FOR BID

1. Summary and Background

The Langdon Community Association (LCA) is currently requesting bids to construct a garage addition onto the Langdon Fieldhouse building. The current Fieldhouse was constructed back in the 1990's and at the time had sufficient storage for the LCA and renters. Unfortunately, the storage available is no longer sufficient, and a garage is required to house the LCAs assets which include bouncy castles, event materials and equipment, quad and Zamboni. The purpose of this Request for Bid is to solicit quotes from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the vendor who best complies with the requirements of this bid document and has acceptable commercial terms and pricing.

2. Bid Guidelines

This Request for Bid lists the requirements for an open and competitive process. Bids will be accepted until 5pm MST, March 24, 2017. Any bids received after this time will not be considered. All bids must be signed by an official agent or representative of the company submitting the bid.

If the organization submitting a bid must outsource or contract any work to meet the requirements contained herein, the subcontracted scope must be clearly stated in the bid. Any bids which call for outsourcing or subcontracting work must include a contact name and details of the company being subcontracted. Additionally, all pricing included in bids must be all-inclusive to include any outsourced or contracted work.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder. All contractual terms and conditions will be subject to review by LCA and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. Project Scope

The Fieldhouse garage expansion will be built according to the attached document package, which includes full engineered drawings, geotechnical report, and specifications from Rocky View County. All bids must comply with specifications stated and meet local regulatory standards, inspection requirements, and building codes.

Along with the bid the contractor will provide a firm and detailed schedule timeline with building complete no later than the end of September 2017. The successful bidder will be contractually held to the submitted construction schedule and a financial penalty will be discussed and agreed with the successful bidder before construction commences.

The contractor will also provide optional pricing within the quotation to include the following:

- Supply and Install Hot water tank
- Finishes to include:
 - Drywall
 - Lighting
 - Paint
 - Hardboard siding to match existing building

4. Request for Bid and Project Timeline

Request for Bid Timeline:

All bids in response to this request are due no later than 5pm MST, March 24, 2017

A common question response session will be held with all bidders interested on March 19 at 5 pm in order to provide response to all queries in a common format as well as an opportunity to have a walk down of the existing facility and location. It will be located at the Langdon Fieldhouse 344 centre St., Langdon, AB

Evaluation of bids will be conducted from March 25 - April 7, 2017. If additional information or clarifications are needed with any bidders during this evaluation window, the bidder(s) will be notified.

The selection of the winning bidder will be made by the LCA no later than April 7, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations are expected to be completed by April 21, 2017

Notifications to bidders who were not selected will be completed by April 10, 2017.

5. Budget

All bids must include proposed costs to complete the tasks described in the project scope. Pricing must be itemized. NOTE: All costs and fees must be clearly described in each proposal. No costs above and beyond those included on the bids will be allowed without written authorization from the LCA and receipts or proof of additional expense from the vendor.

6. Bidder Qualifications

Bidders must provide the following items as part of their bid for consideration:

- Description of experience in planning, building, and completing similar sized projects
- List of how many full time, part time, and contractor staff in your organization will be used for this project
- Anticipated staff resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project (detailed schedule with milestones)
- Project management methodology and processes/procedures for change management and quality control

7. Bid Evaluation Criteria

The LCA will evaluate all bids based on the following criteria. To ensure consideration for this Request for Bid, your bid should be complete and include all of the following criteria:

- Overall bid suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their company experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to completed construction as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit 3 copies of their bid to the address below by March 24 at 5pm MST:

**64 Besse Ave
Langdon, AB
T0J 1X2**