



REQUEST FOR BID

1. Summary and Background

The Langdon Community Association (LCA) is currently requesting bids to finish the landscaping between the new garage and the ice rink. The garage was added to the field house in the summer of 2017. During the construction, the green space between the garage and the ice rink was disturbed and requires surface reclamation that will encompass the new pathway to the rink, the entrances to the garage, and the access to the main field house deck.

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, April 20, 2018. 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 Landscape Design Project will be constructed per the attached document package, which includes map of area, fieldhouse drawings, 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 project complete no later than the end of June 2018. 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 project scope will include the following considerations:

- Landscape rocks;
- Gravel pathways – meandering through the greenspace;
- Defined flower beds;
- A culvert between the existing pathway on the south side of the project area that will maintain surface water flow in the ditch line but allow for a connector path from the greenspace to the exiting pathway;
- A clear boundary or definition of the greenspace and the fieldhouse parking area – using flowerbeds, etc.;
- A gravelled walkway between the existing flower boxes and gravelled parking lot, with defined boundary marked by parking blocks;
- Remaining areas not used by pathways, will be seeded back to an approved seed mix provided and/or approved by RVC or sod;
- The greenspace can encompass picnic tables or natural areas with tree species as defined by RVC requirements;
- The existing ice machine is to be enclosed in a three-sided enclosure with a cement pad/patio blocks for the base; and

- The power box is to be enclosed in a three-sided wooden enclosure with a cement pad/patio blocks for the base.

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, April 20, 2018

A common question response session will be held with all bidders interested on April 10, 2018 at 6:30 pm 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 Deck 344 centre St., Langdon, AB

Evaluation of bids will be conducted from April 21 - April 23, 2018. 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 25, 2018. 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 27, 2018.

The landscape project must be completed on or before June 30, 2018.

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); and
- 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 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
- Donation of supplies or labour as part of the bid will be evaluated on merit. Sponsorship opportunity available depending on the value of donation.

Each bidder must submit 3 copies of their bid to the address below by April 20 at 5pm MST:

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