



TOWN OF  
**PEACE RIVER**  
ALBERTA

## **REQUEST FOR PROFESSIONAL ENGINEERING SERVICES**

**Town of Peace River**

**Misery Mountain Ski Hill  
Building and Infrastructure Condition Assessment**

**#TPR2023013**



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## 1.0 REQUEST FOR PROPOSALS

- 1.1 The Town of Peace River (the “Town”) request proposals to provide Professional Engineering services for an assessment of the infrastructure and buildings for the Town of Peace River owned Misery Mountain Ski Hill.
- 1.2 This report will assist the Town of Peace River to understand the physical condition and life expectancy of the infrastructure and buildings in order to explore funding options to sustain the physical integrity of the asset and plan for the future.
- 1.3 The following Schedules are attached hereto:

SCHEDULE	DESCRIPTION
A	Description of Project
B	Services
C	Fees
D	List of Consultants, Agents and Town Representatives to be indemnified by the Consultant.

- 1.4 Engineering Services will consist of, but not limited to the following:
- 1.4.1 Building condition assessment services to include:
- .1 Architectural (building envelope);
  - .2 Structural elements;
  - .3 Building mechanical systems;
  - .4 Building electrical and automation systems; and
  - .5 Life safety systems.
- 1.4.2 Equipment and structure assessment services to include:
- .1 Structural systems;
  - .2 Process mechanical systems; and
  - .3 Electrical and Automation systems.
- 1.4.3 Civil infrastructure assessment services to include:
- .1 Snow making water distribution system.
- 1.4.4 Exterior site lighting and ski lighting systems to include:
- .1 Structural systems; and
  - .2 Electrical and Automation systems.
- 1.4.5 Quality control materials testing for:
- .1 Structural steel; and



.2 Concrete.

1.5 Proposals are to be addressed to:

The Town of Peace River  
9911 – 100 Street,  
Peace River, Alberta  
T8S 1S4  
Attn: Tanya Bell, Director of Community Services

1.6 And must be delivered before **2:00 p.m.** Local Time on Friday, **August 11<sup>th</sup>, 2023** to the Town Office at 9911 – 100 Street, Peace River, AB. All proposals must be accompanied with a digital copy of submission in .pdf format. Proposals received that do not comply with the foregoing will be returned to the Consultant(s) without consideration.

1.7 The Work is defined in the Contract Documents as the “Services” and includes all labour and materials required to be supplied or provided to the Town.

1.8 A copy of the Request for Proposal Documents is attached to this Notice to Consultants.

1.9 The Consultant is responsible for ensuring that:

1.9.1 It is in possession of all Request for Proposal Documents, as defined in the Instructions to Consultants;

1.9.2 the Request for Proposal Documents have been carefully examined;

1.9.3 It is satisfied as to the nature and location of the Work; and

1.9.4 Acknowledgement of any issued addenda

1.10 The Town reserves the right to accept or reject any and all Request for Proposals and waive irregularities and informalities at its discretion as set out in Section 11.1 of the Instructions to Consultants.

1.11 Verbal, telephone, telegram or electronically transmitted facsimile Proposals will not be accepted or acknowledged.

## 2.0 GENERAL

2.1 The intent of this Request for Proposal is to receive proposals from Consultants for the performance of the work as detailed in the Request for Proposal Documents.



- 2.2 The Town shall not be liable for any cost of preparation and/or presentation of any or part of the Proposal submissions.

### 3.0 DEFINITIONS

- 3.1 **Acceptance Period** means that period starting at date of the Close of Proposals and ending in Sixty (60) Consecutive days;
- 3.2 **Additional Work** means services requested by the Town of Peace River not listed within this agreement;
- 3.3 **Close of Proposals** means Friday, August 11, 2023 at 2:00 p.m. local time;
- 3.4 **Consultant** means a party signing and delivering the Proposal Documents to the Town;
- 3.5 **Contract Completion Date** means the date of submission of the final details report and drawings to the Town: Town wants Consultant to finish the project by October 15, 2023; but consultants are open to propose a suitable timeline and/or schedule;
- 3.6 **Contract Documents** means the attached Agreement and any and all Schedules thereto;
- 3.7 **Council** means the Council of the Town of Peace River;
- 3.8 **GST** means Federal Goods and Services Tax;
- 3.9 **Proposal** means an offer by the Consultant to perform the Work in accordance with the Contract Documents and for the Proposal Price;
- 3.10 **Proposal Documents** means the Request for Proposals, Instructions to Consultants, Contract Documents, and any other Schedules and/or Addenda provided from the Town or its agents during the proposal process;
- 3.11 **Proposal Period** means the period of time ending at the Close of Proposals;
- 3.12 **Proposal Price** means the total price for which the Consultant is prepared to perform the Work, excluding applicable GST;
- 3.13 **Proposal Security** is not required for this Request for Proposals;
- 3.14 **Successful Consultant** means the Consultant that submitted the Proposal that has been accepted by the Town;
- 3.15 **Town** means The Town of Peace River;



- 3.16 **Town's Notice Address** means 9911 – 100<sup>th</sup> Street, Peace River, Alberta, T8S 1S4;
- 3.17 **Work** means “Services” as defined in the Contract Documents and includes all labour and materials required to be supplied or provided to the Town;

#### 4.0 PROPOSAL CALL

- 4.1 Sealed Proposals, fully executed, dated and endorsed will be received up to the Close of Proposals by the Town.
- 4.2 Proposals received after the Close of Proposals will not be considered and will be returned to the proponent unopened.
- 4.3 Verbal, telephone, telegram or electronically transmitted facsimile Proposals will not be accepted or acknowledged.
- 4.4 The Town may, by notice or addendum to all Consultants, postpone the Close of Proposals.
- 4.5 The Consultant must submit one paper copy in one envelope and one digital copy in .pdf format of the fully completed Proposal together with all attached schedules, signed and sealed by the Consultant.
- 4.6 All Proposals submitted to the Town shall be irrevocable during the Acceptance Period except as otherwise provided herein.

#### 5.0 PROPOSAL FORMAT

- 5.1 Proposals shall contain the following and should be organized in the following format and sequence:
- 5.1.1 Covering Letter
- .1 This letter will briefly summarize the firm’s interest in performing the work and the commitment of key personnel identified in the submittal. It should also provide a summary of the key elements of the qualifications of the firm and its sub consultants. It should highlight any unique and special qualifications or approaches that the firm wishes to be considered in the evaluation.
  - .2 Dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the proponent.
  - .3 The cover letter shall include the following information: Company name, physical address and mailing address if different, telephone number, fax number and an e-mail address of branch or regional office to be used; Contact



- name, position, telephone number and an e-mail address;
- .4 Year company was established;
- .5 APEGA permit to practice number;
- .6 Upon Successful award with the agreement, the Proponent must provide the Town with the following for review:
  - .1 Safety Certification of Recognition (COR) Certificate of Recognition, or a valid Temporary Letter of Certification (TLC), Possession of a Certificate of Recognition other than a COR, TLC or COREL, such as a Small Employer Certificate of Recognition (SECOR) is acceptable.
- 5.1.2 Executive Summary
  - .1 Touching on pertinent points in the proposal you wish to highlight, including an overview of the project schedule and project estimated costs.
- 5.1.3 Corporate Suitability
  - .1 Shall describe why the proponent is the best fit to provide the services described in this Request for Proposal and outline the key strengths the proponent will bring to the project.
- 5.1.4 Project Understanding
  - .1 Shall demonstrate the proponent's understanding of the Town's requirements for the project, and that they have the ability to satisfy all aspects of the project, as outlined in this Request for Proposal, including but not limited to, project deliverables and project schedule. In addition, proponents are required to review, in detail, the Sample Agreement and Schedules.
- 5.1.5 Project Team and Project Office
  - .1 Shall identify the Project Team members that will be assigned to the project. Project team members with the highest percentage of man-hours allocated towards the project must be clearly identified as Key Project Team members.
  - .2 Proponents are to outline the roles and responsibilities of the Key Project Team members and which project office location they will be working from.
  - .3 The proponent shall also identify the location of the Project Office.
  - .4 The Professional Engineer/Principal in Charge responsible for overseeing the project must also be identified. Any changes in Project Team members will be subject to the Town of Peace River's acceptance.
  - .5 Key Project Team Member Resumes Shall be included for each Key Project Team members, as well as for the Professional Engineer/Principal in Charge. The summary resume should include; education, training, number of years' experience, number of years working for the present company and experience on projects of similar size and scope. The Project Manager shall have a minimum of five (5) years' experience with similar project work. If the sub-consultants or subcontractors are being proposed, proponents shall indicate past projects they have completed together.
- 5.1.6 Related Projects / Similar Experience
  - .1 Shall be included in the form of a Project summary for the three (3) most recent similar assignments that the firm has completed for municipalities



similar to Town of Peace River, or is currently undertaking, that fits the scope of this Request for Proposal and with the KEY Project Team members that are being proposed. The summaries must include:

- .2 Title, location and brief project description;
- .3 Services provided by the consultant as they relate to this RFP;
- .4 Role and responsibility of the consultant in the project (e.g. prime or sub-consultant);
- .5 Name and service provided by any sub-consultant;
- .6 Key consultant staff on the project;
- .7 Consultants total professional fee of the project;
- .8 Name and telephone number of the Municipality representative, and Name and telephone number of Consultant representative.
- .9 References
- .10 Each of the references shall include the complete company name, contact person, contact person's title and phone number including area code. The references shall reflect clients in which the firm completed public highway projects of similar size and scope.

#### 5.1.7 Project Schedule

- .1 Shall be provided for the proposed methodology and completing the scope of work for this RFP based on the timelines stated in the proposed scope of work. Proponents are to include proposed timelines for required meetings with Town of Peace River staff to review project status and deliverables.

#### 5.1.8 Deliverables

- .1 Provide a list of anticipated deliverables for each phase of the project

#### 5.1.9 Pricing

- .1 Shall include a detailed project cost breakdown for each phase of the project.
- .2 Breakdowns shall include at minimum:
  - .1 Project fees by project and project phase;
  - .2 Rate schedule for additional work for each project member and their associated fee / hour;
  - .3 Project disbursements by phase, or, where applicable, by individual task;
  - .4 Total fees and total disbursements for this RFP;
  - .5 Fees for work not included in the scope of work but identified as components for consideration by the Town; and
  - .6 GST identified separately.

5.1.10 Proponents may present an item that they consider being additional to the scope of this RFP. All such items must be identified as additional or optional and priced separately. The Town of Peace River reserves the right to exclude any additional item identified at their sole discretion.



## 6.0 OMISSIONS AND DISCREPANCIES

- 6.1 The Consultant, upon receipt of the Proposal Documents, must verify that the documents are complete. In order to ensure that you have received all pages of the enclosed, please check the page numbering.
- 6.2 If the Consultant finds discrepancies in or omissions from the Proposal Documents, or the Consultant is in doubt as to the meaning thereof, the Consultant must notify the Town immediately. The Town may, at its discretion, send written instructions to all Consultants.
- 6.3 Verbal statements made by the Town to any or all Consultants shall not result in a modification of any provisions of the Proposal, Proposal Documents or the Work.
- 6.4 Questions arising during the Proposal Period shall be directed to the Town's representative identified in paragraph 15.2.
- 6.5 Alterations or amendments to any of the Proposal Documents shall only be effective by written notice from the Town to the Consultants delivered during the Proposal Period.
- 6.6 Amendments to the Proposal Documents issued by the Town during the Proposal Period shall be incorporated and shall become a part of the Proposal Documents.
- 6.7 Each Consultant shall be responsible to ascertain that it has received all amendments to the Proposal Documents.
- 6.8 Each Consultant shall be responsible for delivery of copies of amendments to the Proposal Documents to its sub-consultants, if any.

## 7.0 MODIFICATION OF PROPOSALS

- 7.1 A Proposal submitted in accordance with these Instructions to Consultants may be modified provided the modification:
  - 7.1.1 Is delivered in writing to the Town's Notice Address before or at the Close of Proposals;
  - 7.1.2 States the name of the Consultant and the nature of the modification; and
  - 7.1.3 Is duly signed on behalf of the Consultant.
- 7.2 When submitting a second or more modifications to the Proposal Price, the Consultant shall modify the Proposal Price originally stated in the Proposal and request that the previous modification(s) be disregarded.



- 7.3 The Town will not accept any modification that it deems, in its sole and unfettered discretion, to be illegible or that is received by the Town after the Close of Proposals.
- 7.4 Verbal, telephone, telegram or electronically transmitted facsimile modifications will not be accepted or acknowledged by the Town.

## 8.0 PROPOSALS IRREVOCABLE

- 8.1 Proposals delivered to the Town and not withdrawn before the Close of Proposals shall be irrevocable and open for acceptance by the Town during the Acceptance Period.
- 8.2 Until the Close of Proposals, the Consultant may withdraw its Proposal without penalty or forfeiture.

## 9.0 TIME FOR EXECUTING CONTRACT AND DAMAGES FOR FAILURE TO EXECUTE

- 9.1 After it has received written notice from the Town that it is the Successful Consultant, the Successful Consultant shall execute and deliver the Contract Documents to the Town within fourteen (14) consecutive days of the date of the award.
- 9.2 For the purposes of this Section, notice shall be considered given to the Successful Consultant upon delivery of such notice in writing to the Successful Consultant at the address for the Successful Consultant set out in the Proposal submitted.
- 9.3 Failure to execute and deliver the Contract Documents shall constitute a breach of the agreement effected between the parties by the submission and acceptance of the Proposal and the Town, at its option, may rely upon the failure of the Successful Consultant to execute and deliver the Contract Documents to the Town, and the Town may:
- 9.3.1 Accept any other Proposal; or
- 9.3.2 Reject all other Proposals.
- 9.4 This shall in no way limit the Town's right to recover from the Successful Consultant all of the Town's damages arising out of the Successful Consultant's failure or refusal to execute and deliver the Contract Documents to the Town, including but not limited to, legal costs of a solicitor and his own client full indemnity basis.

## 10.0 IRREGULARITIES

- 10.1 Discrepancies between words and figures will be resolved in favor of words.



10.2 Discrepancies between the indicated sum of any set of figures and the correct sum thereof will be resolved in favor of the correct sum.

## 11.0 PROPOSAL EVALUATION CRITERIA

11.1 The Town reserves the right to accept or reject any and all Proposals and to waive irregularities and informalities at its discretion. The Town reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its Proposal, the Consultant waives any right to contest in any proceedings or action the right of the Town to award the Work to any party in its sole and unfettered discretion.

11.2 Without limiting the generality of the foregoing, the Town will use the following criteria in making its selection:

EVALUATION CATEGORY	CATEGORY SCORE (1-10)	CATEGORY WEIGHTING (%)	TOTAL SCORE
People	10	15%	1.5
Products & Deliverables	10	15%	1.5
Project Comprehension	10	10%	1
Experience	10	20%	2
Schedule	10	10%	1
Financial / Pricing	10	30%	3
<b>TOTAL SCORE</b>			<b>10</b>

11.3 Each evaluation category referenced above has been given a weight to reflect its relative importance in the evaluation.

11.4 The Town reserves the right to:

11.4.1 Accept a proposal without negotiation;

11.4.2 Reject a proposal without negotiation; or

11.4.3 Negotiate changes in the technical or financial content of the successful proposal.

## 12.0 ACCEPTANCE OF PROPOSAL

12.1 Acceptance of a Proposal by the Town shall only be communicated by written notice from the Town to the Successful Consultant. Notice of acceptance by the Town shall be delivered in writing to the Successful Consultant at the address for the Successful Consultant set out in the Proposal received. Such acceptance shall bind the Successful



Consultant to duly execute and deliver the Contract Documents to the Town and to furnish the bonds and insurance documents and all other attachments required by the Contract Documents to the Town.

- 12.2 The Consultant hereby acknowledges and confirms that the obligation of the Town to execute and deliver the Contract Documents to the Consultant is subject to the approval of the Council of the Town at a meeting of Council. Until such approval is given, the Town is under no obligation to execute and deliver the Contract Documents.

### 13.0 PROPOSAL SIGNING

- 13.1 The Proposal shall be properly signed in full compliance with the following requirements:

13.1.1 If the Proposal is made by a corporation, the Proposal shall be executed on behalf of the corporation under the seal of the corporation; or

13.1.2 If the Proposal is made by a partnership, the firm name or business name shall be accurately printed above the signature of one of the partners, and the name of the partner shall be printed immediately below the signature of the partner; or

13.1.3 If the Proposal is made by an individual carrying on business under a name other than his or her own name, the business name together with his or her name shall be printed immediately above the individual's signature; or

13.1.4 If the Proposal is made by an individual carrying on business in his or her own name, he or she shall print his or her name immediately below his or her signature; or

13.1.5 If the Proposal is made by a joint venture, each party to the joint venture shall execute the Proposal in the manner appropriate to such party as set forth in this Section.

- 13.2 Proposals received from agents representing principals must be accompanied by a Power of Attorney signed by each principal showing that the agents are duly authorized to sign and submit the Proposal and have full power to execute the Contract Documents on behalf of each respective principal, which, if so executed, will bind each principal and have the same effect as if it were duly signed by each principal.

### 14.0 DISCLOSURE OF PROPOSAL PRICE

- 14.1 After Proposals have been publicly opened, the Town may, at its discretion, release to the public a summary of Proposal Prices.



## 15.0 OTHER INFORMATION

15.1 The Town will provide only one set of Proposal Documents to each Consultant.

15.2 TOWN'S REPRESENTATIVE

15.2.1 Direct all inquiries to:

Tanya Bell  
Director of Community Services – Town of Peace River  
[tbell@peacriver.ca](mailto:tbell@peacriver.ca)  
Office: 1(780)624-1000 ext. 1032

## 16.0 COMMENCEMENT AND/OR COMPLETION OF WORK

16.1 The Consultant, in submitting the Proposal, agrees to commence the Work and/or complete the Work pursuant to the relevant time periods provided for in the Contract Documents.

## 17.0 WORK EXAMINATION

17.1 The Consultant should examine the site of the Work and surrounding areas before submitting a Proposal and be satisfied as to the nature and location of the Work, local conditions, the equipment and facilities needed during the execution of the Work, the means of access to the work site, onsite conditions, all necessary information as to the risks, contingencies and circumstances which may affect the Proposal and all other matters which can in any way affect the Work. The Consultant is fully responsible for obtaining all information required for the preparation of the Proposal.

## 18.0 PERMITS AND LICENSES

18.1 The Consultant who is awarded the contract shall obtain and pay for all permits and licenses required by the Province, Town or any other authority to enable a Consultant to do all things necessary to perform the contract according to the provisions of the Contract Document.



TOWN OF  
**PEACE RIVER**  
ALBERTA

## **REQUEST FOR PROFESSIONAL ENGINEERING SERVICES**

**Town of Peace River**

**Misery Mountain Ski Hill – Infrastructure and Building Condition Assessment -  
2023**

**#TPR2023013**

**Schedules**



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## 1.0 SCHEDULE "A" – DESCRIPTION OF PROJECT

### 1.1 Project Overview

- .1 The Town of Peace River requires Professional Engineering/Consultation services to provide a review and detailed report on the existing buildings and infrastructure at the Misery Mountain Ski Hill. This report will assist the Town to understand the existing physical condition and life expectancy of the ski hill infrastructure in order to explore options to sustain the integrity of the asset, or plan for future replacements.

### 1.2 Project Location

- .1 Misery Mountain Ski Hill is located at 10408 89 St, Peace River, Alberta.

### 1.3 Project Background

- .1 The hill has been operational for over 30 years. In 2014 the Town of Peace River obtained ownership of the facility and all fixed assets. The Town provides an operating and maintenance lease to a local not for profit known as the Peace River Ski Club. The club retains the records and responsibility for maintenance and repairs to the buildings and infrastructure.
- .2 In January 2018, the ski hill pump house lost their furnace overnight, which caused a catastrophic failure of their snow making distribution pump system. The entire system froze and cracked components of the snowmaking system including pumps, headers and water meter. A new pump was installed to replace the existing cracked pump and repairs were made to the piping system to restore basic functionality. As a result, the ski hill has limited snowmaking ability at the top of Misery Mountain.

### 1.4 General

- .1 All elements will be reviewed for compliance with current codes and standards. At a minimum these shall include the current codes in force:
  - .1 National Building Code – Alberta Edition;
  - .2 Canadian Electrical Code;
  - .3 Canadian Plumbing Code;
  - .4 National Energy Code; and
  - .5 Applicable AEDARSA and CSA Standards and regulations.
- .2 Problematic areas requiring further investigation, testing and assessment shall be listed and identified.
- .3 Consultant to identify and prioritize items in terms of:
  - .1 short term upgrades and longer term upgrades; and
  - .2 Items that pose risk to the Town if not addressed immediately.



- .4 Details regarding each of the reviewed elements, with observations, shall be detailed in a spreadsheet with pictures, and appended in the report as Appendices.

#### 1.5 Project Infrastructure and Buildings Included

##### .1 Building Systems

- .1 The following buildings that will be reviewed for this project include:
  - .1 Ski Chalet – constructed in 2010; and
  - .2 Ski Pump house – Circa 1980 (TBD.)
- .2 The building condition assessment (structural, electrical and mechanical) shall be of a visual, nonintrusive, and of a non-destructive type.
- .3 The building condition assessments shall focus on:
  - .1 Existing structure and foundations;
  - .2 Building envelope and exterior condition;
  - .3 Building interiors finishes (ceiling, wall and flooring);
  - .4 Building electrical and automation systems;
  - .5 Building mechanical systems; and
  - .6 Building life safety systems.

##### .2 Ski Lift Infrastructure

- .1 The infrastructure condition assessment (structural, electrical and mechanical) will cover:
  - .1 Vista Ridge Chairlift No. 1 EO13010 – Installed 2014, original age estimated at 1970's;
  - .2 Two – 1982 Doppelmayr T-Bar systems ([Chairlifts - Doppelmayr Group](https://www.doppelmayr.com/en/systems/chairlifts) <https://www.doppelmayr.com/en/systems/chairlifts>):
    - .1 TBar No. 1 Upper AEDARSA ID No. 5790421; and
    - .2 TBar No. 2 AEDARSA ID No. S820440);
  - .3 Five structural support posts for lower lift;
  - .4 Eight structural support posts for upper lift;
  - .5 All lift and T-Bar system cables;
  - .6 Lower chairlift building;
  - .7 Mid mountain building (Tbar)- constructed 2018; and
  - .8 Top of mountain building (Upper Chairlift building)

##### .3 Snow making Infrastructure

- .1 The infrastructure condition assessment (electrical and process mechanical) will cover the water distribution to include:
  - .1 150mm (6") water supply from the Town of Peace River;
  - .2 Distribution header and associated supply and distribution piping within the pump building;
  - .3 Two 100HP distribution pumps;
  - .4 150mm (6") water distribution system of approximately 869 metres, including hydrants; and



- .5 100mm (4") water distribution system of approximately 857 metres , including hydrants.
- .4 Exterior Lighting System
  - .1 The infrastructure condition assessment (electrical and structural) will cover:
    - .1 All site exterior site and ski hill lighting systems, including 25 light standards with mercury vapor bulbs.
- 1.6 Additional considerations:
  - .1 The consultant should assess the needs of the Ski Hill for snow making in terms of any adjustments that should be considered in the design for the new pump system.
  - .2 The Town sees that there were several issues related to the current system:
    - .1 The current pump does not have enough differential head capacity to meet the Ski Hill's requirements. They require 400 psi water pressure at the top of the ski hill, and can barely provide 350 psi with the current configuration;
    - .2 Current distribution piping is rated at 150 ANSI which is suitable on the inlet side of the pumps which is currently fed at 90 psi from the Town distribution system. However, the system is undersized on the outlet side at 400 psi and must be replaced when any portion of the existing piping is modified or replaced in order to be code compliant; and
    - .3 The current pump house is not designed for the intended purpose with storage around, and on top of, the current system. Also, the existing electrical starters are across the line type instead of VFD (variable frequency drive) or soft start devices. Across the line starters have high inrush starting currents that also define the rating of the protective devices, frame and wiring sizes of the electrical equipment.
  - .3 If these devices are switched to VFD or soft start devices, it will allow reducing the electrical ratings of the electrical equipment, and electrical demand on the system. The consultant should also include for alarm monitoring so that a future heating failure would be caught in time before a catastrophic failure.
  - .4 The former Director of Engineering and Infrastructure completed a new skid package system that would address the deficiencies of the current system. This project will review this proposed system and confirm current costing and provide any additional options related to snow making capacity and systems.

## 2.0 SCHEDULE "B" – SERVICES

- 2.1 Project Requirements
  - .1 Consultant services will consist of, but not limited to the following:
    - .1 Inspection and review of previous documentation if available, such as:



- .1 Architectural, structural, mechanical and electrical drawings;
  - .2 Records of repairs/replacement;
  - .3 Maintenance records; and
  - .4 Technical reports.
- .2 Conduct a detailed, non-destructive assessment of each building element as described in this document, listing all building elements to provide information on current age, physical condition, remaining life expectancy, cost estimates for replacement and options for improvements to maintain the asset, and finally, any risks associated with the options.
  - .3 Calculate and provide a prioritized list of required repairs, retrofits and replacement of existing building elements, and provide short- and long-term schedules outlining future replacement date and cost.
  - .4 Include in all calculations the cost for future replacement, including asbestos remediation costs if applicable.
  - .5 Develop and incorporate 10-year cost projections, which list each of the identified elements that will require repairs, retrofits and replacement. Identify clearly all financial factors and assumptions to be used in the cost projections, such as inflationary estimates applied.
  - .6 Photograph examples of deficiencies with a digital camera and include electronic copies with the report.
- .2 The Consultant will discuss with the Towns Representative when issues arise. The Towns Representative will be the Recreation Facilities Coordinator and Director of Community Services, who will be the main contacts for this study. The Town's Representative will coordinate all activities.
  - .3 The Consultant will be required to prepare a time schedule of each of their visits to enable the Towns Representative to give timely notice to Peace River Ski Club. The schedule will be provided within five (5) working days of the contract award.
  - .4 Access to properties will be provided during normal business hours, Monday through Friday. After hours and weekend access may be permitted.

## 2.2 Assessment Requirements

- .1 General
  - .1 In general, assessments shall include, but are not limited to, as they are applicable to each asset.
  - .2 Each asset is to be generally assessed as per current code compliance. Items that are deemed critical to life safety shall be brought to the attention of the owner.
  - .3 Where an asset is permitted to continue under previous codes, it should be noted that the asset must be brought up to current code when replaced or changed.



- .2 Buildings shall be assessed for:
  - .1 Structural including foundations;
  - .2 Building envelope and exterior (cladding roofing, windows etc.);
  - .3 Building interior (walls, ceiling, flooring etc.);
  - .4 Electrical and automation systems;
  - .5 Building mechanical systems (HVAC, plumbing): and
  - .6 Life safety systems.
  
- .3 Ski Hill Equipment shall be assessed for:
  - .1 Structural including pier foundations;
  - .2 Electrical and automation systems; and
  - .3 Mechanical systems including cable systems.
  
- .4 Snow Making System Equipment shall be assessed for:
  - .1 Civil infrastructure systems (distribution piping, hydrants);
  - .2 Electrical and automation systems; and
  - .3 Process Mechanical systems (valves, pumps, flanges, instrumentation etc.).
  
- .5 Assign condition rating to assets and sub-assets using the matrix below:

Condition Rating			
Rating	% Lifecycle Remaining	Condition Description	Action
1	80 to 100	Very Good	No immediate action required
2	60 to 79	Good	Action required within next 5 years
3	40 to 59	Fair	Action required within next 2 years
4	20 to 39	Poor	Action required within next year
5	under 19	Very Poor	Immediate Action required

- .6 Prioritize all repair/retrofit/replacement assets of the buildings and infrastructure using the risk matrix below:

Priority Rating						
Failure Risk Probability		Risk Severity				
		Catastrophic	Hazardous	Major	Minor	Negligible
		A	B	C	D	E
Imminent	5	5A	5B	5C	5D	5E
Critical	4	4A	4B	4C	4D	4E
Possible	3	3A	3B	3C	3D	3E
Unlikely	2	2A	2B	2C	2D	2E
Remote	1	1A	1B	1C	1D	1E



- 2.3 Recording and Reporting
  - .1 Provide all detailed data in an MS Excel spreadsheet and accompanied by a report.
- 2.4 Life Expectancy Assumptions
  - .1 Provide the estimations of the remaining life expectancies of the common element components based on an assessment of their present condition and effective age made during visual review of the assets.
- 2.5 Cost Estimates
  - .1 Cost estimates shall be minimum Class C (+/-25%)
  - .2 Cost estimates to include:
    - .1 Material;
    - .2 Labour;
    - .3 Freight at 10%;
    - .4 Contractor Profit and Overhead at 10%;
    - .5 Anticipated engineering fees for design, tender administration and construction administration;
    - .6 Town internal costs at 10%; and
    - .7 Project Contingency applied to above at 10%.

### 3.0 SCHEDULE "C" – FEES

- 3.1 Fees
  - .1 Fees are to be submitted for the work described in Schedule "B".
  - .2 The Consultant is responsible for noting any exclusions to the services to be provided. If there are any services that are not identified in the Request for Proposals but are essential for the successful completion of the project the Consultant is to identify them and provide a separate fee to complete.

### 4.0 SCHEDULE "D" – IDEMNIFICATION

- 4.1 The following are a list of Consultants, Agents and Town Representatives to be indemnified by the Selected Consultant:
  - .1 Town of Peace River Staff, and members of the Town Council.