REQUEST FOR PROPOSAL – POOL LANDSCAPING AND RETAINING WALL CONSTRUCTION

Town of Peace River

Peace Regional Pool - 2021

Proposal Format

TABLE OF CONTENTS

1.0 ENVELOPE 1 2

2.0 ENVELOPE 2 4

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1.0 ENVELOPE 1

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-contractors. 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;

.1 Year company was established;

.2 Safety Certification of Recognition (COR);

.1 Safety Certificate of Recognition (COR) is required for this RFP. Proponents must have and maintain a safety Certificate of Recognition from the Alberta Construction Safety Association or an approved equivalent, such as a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA). Firms are advised that a small employer's Certificate of Recognition (for employers with less than 10 employees) is not considered acceptable.

.3 Workers Compensation Board (WCB) clearance letter;

.4 Ownership, affiliated and sister companies;

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.

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.

1.4 Project Understanding

.1 Shall demonstrate the proponent's understanding of the Town's requirements for

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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.

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 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 member, as well as the Project Manager 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 subcontractors are being proposed, proponents shall indicate past projects they have completed together.

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 contractor as they relate to this RFP;
.4 Role and responsibility of the contractor in the project (e.g. prime or sub-contractor);
.5 Name and service provided by any sub-contractor;
.6 Key contractor staff on the project;
.7 Contractors total fee of the project;
.8 Name and telephone number of the Municipality representative, and Name and telephone number of Contractor 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

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reflect clients in which the firm completed projects of similar size and scope.

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.

1.8 Deliverables

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

2.0 ENVELOPE 2

2.1 Pricing

.1 Shall include a detailed project cost breakdown for each phase of the project.

.2 Breakdowns shall include at minimum:

- .1 Fees by service and materials provided;
- .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.

.3 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.

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