



REQUEST FOR PROPOSALS

Amery Park Outdoor Rink Upgrade



Request for Proposal No.: **2025-01PARKS**

Issued: **February 27, 2025**

Submission Deadline: **March 27, 2025, at 4:00 p.m. Alberta time**

RFP Contact: Kimber Canuel, Parks Supervisor
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kimberc@crossfieldalberta.com

Posted to: Alberta Purchasing Connection: <https://purchasing.alberta.ca/>

Town of Crossfield Website:
<https://www.crossfieldalberta.com/p/request-for-proposals-and-tenders>

1005 Ross Street | P.O. Box 500 | Crossfield AB. T0M 0S0 | (403) 946-5565

1.0 INTRODUCTION AND PURPOSE

This Request for Proposal (the “RFP”) is an invitation by the Town of Crossfield (the “Town”) to qualified prospective proponents to submit proposals for rebuilding the board system for the Amery Park Outdoor Rink.

This project will include the removal and appropriate disposal of the existing board system (according to accepted practices and environmental requirements) along with install of the new board system and remediation of any landscaping and asphalt damaged during the process.

The Town’s desired goal is to have the Amery Park Outdoor Rink ready for use by October 31, 2025.

Detailed requirements for submission and evaluation criteria, along with scope of work and expected qualifications are contained within.

2.0 BACKGROUND AND COMMUNITY OVERVIEW

The Town of Crossfield is a thriving and growing community with a strong industrial and agricultural base. The Town is situated within Rocky View County, 50 km north of the City of Calgary along the 2A highway.

With an annual growth rate of approximately 4.25% per year over the past 5 years, Crossfield is one of the fastest growing communities in Alberta. The most recent municipal census, conducted in May 2024, resulted in a current population of 4,211 residents.

Parks and green spaces, along with recreational and cultural facilities and programming help establish a sense of community and enhance the local quality of life. This in turn helps attract families and new businesses to a community. As such, the Town wishes to make upgrades to the Amery Park Outdoor Rink to ensure it remains available for the community to use for many years to come.

The Amery Park Outdoor Rink is situated in one of Crossfield’s newest developments on the west side of town, called Vista Crossing. The current board system is 145 feet long by 73 feet wide, and was originally designed to be a seasonal rink, intended to be put up in the fall and taken down in the spring. In 2020, this facility was made permanent with the installation of permanent framing and a paved base. Basketball nets are also incorporated at the north end, while the south end is prepped for pickleball courts.

Since then, this facility has shown signs of decline, including:

- The framing is shifting, causing wavy and uneven boards and broken bolts/screws
- The framing is inadequate to effectively support the board system and the chain link fencing at the ends.
- The chain link fencing is bending.
- The puck board is not UV resistant, resulting in broken sections of boards.

Photos of this facility are attached in Appendix A of this RFP.

3.0 SCOPE OF WORK

The successful proponent will provide a written proposal, including costing, with respect to the following:

- 3.1 Removal and appropriate disposal of the existing board system, including puck board, framing and chain link above the boards.
- 3.2 Construction and Installation of the new board system, including new board framing, puck board, chain link framing/stanchions, and chain link fencing at each end of the outdoor rink.
- 3.3 The new board system should have a minimum of two (2) man gates for patron access to the rink as well as one (1) double gate for maintenance access. Preference is for these gates to remain in the same or similar location to the existing gates.
- 3.4 Framing for the boards must be constructed of steel, secured together with welds, with the following preferences:
 - Vertical posts: 3" x 3" x 0.125" HSS on 4-foot centres at a height of 48" above ground, with all posts appropriately capped to prevent water from entering the centre of the post.
 - Vertical posts should be secured in the ground by concrete, or secured to a concrete pile, or equivalent.
 - Horizontal support stringers: 3" x 1.5" x 0.125" HSS
- 3.5 Exposed steel must be painted or otherwise coated to prevent oxidation.
- 3.6 Puck board should be at least 0.375" or thicker and must be appropriate for outdoor use (e.g. UV resistant).
- 3.7 Chain link fencing is to be 6-gauge and installed at each end of the rink. Preference is for the chain link to be installed in individual sections to allow easier removal for maintenance and/or replacement as needed in the future.
- 3.8 Proposal and pricing must include remediation, at a minimum to the original state, of all landscaping and pavement damaged during this project.
- 3.9 Security fencing must be provided around the construction site and remain up for the duration of the project.
- 3.10 The existing basketball nets installed at the north end of the rink are to remain in place and are not included in this project.
- 3.11 The existing asphalt is to remain. All damaged asphalt must be replaced and brought back to the original state.
- 3.12 Other options or suggestions may be included in the proposal; however, they must be itemized and priced separately from the main Scope of Work as noted above.

4.0 PROPOSAL CONTENT, PROJECT DELIVERABLES AND EXPECTATIONS

An on-site meeting with Town staff at Amery Park (20 Amery Green, Crossfield, AB), is scheduled for **Thursday March 6 from 10:00 a.m. to 11:00 a.m. Alberta time**. The intent of this meeting is to view the existing outdoor rink and ask questions of Town staff.

This meeting is not mandatory, and prospective proponents may visit the park on their own time. However, Town staff will not meet with proponents at the park outside of this scheduled date and time.

Proposal Content:

Proponents must:

- 4.1 Include a clear description of the work that will be performed to achieve the project objectives and scope of work as noted in Section 3.0. This also includes relevant drawings and material documentation.
- 4.2 Include a detailed project schedule, including milestone dates for the duration of the project.
- 4.3 Include a detailed budget to complete the project, quoted in Canadian funds. Costs are to be itemized as appropriate and will include all staff time, sub-contractor costs, material costs, travel costs, disbursements, per diems, anticipated expenses and any other reimbursable cost.
- 4.4 Identify an expected payment schedule if successfully awarded the project, including a 15% holdback that will be required by the Town, deducted by the successful proponent on each invoice submitted. The holdback will be paid to the successful proponent upon full completion of the project, and when the Town is satisfied that all requirements have been met.
- 4.5 Clearly illustrate experience in undertaking similar projects, including a brief description of the work undertaken and for whom the work was performed.
- 4.6 Identify the team members who will be actively engaged in the project along with a description of their relevant education and experience.
- 4.7 Provide a minimum of three (3) references for work completed of similar scope and scale.

Project Deliverables and Expectations:

The successful proponent will be responsible for:

- 4.8 Organizing and preparing work and materials (e.g. staffing, material ordering and delivery, coordinating work with the Town, etc.).
- 4.9 Conducting their own due diligence on materials, data and information upon which their proposal is based, and that all information necessary to perform all obligations under their proposal has been gathered and considered.
- 4.10 Ensuring adequate health and safety protocols and procedures are in place and ensuring that Town health and safety processes are adhered to where required.

- 4.11 Obtaining a Town of Crossfield business license prior to starting work on the project.
- 4.12 Providing a current insurance certificate indicating liability coverage with limits of not less than two million dollars (\$2,000,000) and naming the Town of Crossfield as an additional insured.
- 4.13 Providing a clearance letter from WCB indicating their account is current and in good standing.

5.0 TERMS OF REFERENCE

In responding to this RFP, and to be eligible for consideration, each proponent must submit a completed and signed proposal package that, among other things, acknowledges its acceptance of the RFP Terms of Reference and Governing Law as contained hereunder:

- 5.1 This RFP process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal contract, a binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract and instead, shall be governed by the common law applicable to direct commercial negotiations.
- 5.2 Neither party shall have the right to make any claims (in contract, or otherwise) against the other with respect to the award of a contract, the failure to award a contract, or the failure to honour a proposal.
- 5.3 The proponent will bear its own costs associated with, or incurred in, the preparation and presentation of its proposal package, including, if applicable, costs incurred for interviews, demonstrations, certificates or the like.
- 5.4 No legal obligation regarding the procurement of any goods or service shall be created between the proponent and the Town until the Town accepts the proponent's offer in writing.
- 5.5 The Town will not return the submission, or any accompanying documentation submitted by a proponent.
- 5.6 The Town may elect not to consider a proponent whose proposal contains misrepresentations or any other inaccurate, misleading or incomplete information.
- 5.7 The Town may prohibit a proponent from participating in a procurement process based on poor past performance or based on inappropriate conduct, and such inappropriate conduct shall include but not be limited to:
 - a. The submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information.
 - b. The refusal of the proponent to honour its pricing or other commitments made in its proposal.
 - c. Any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest.

- 5.8 During the term of the contract, should the proponent be involved with a company merger or acquisition, the Town will have the option to either retain the new company or proceed with the tender process by giving 60 days' notice to the proponent.
- 5.9 Period of commitment: Proposals shall be final and binding for at least 30 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the evaluation team.
- 5.10 Proposal rejection: The evaluation team may reject any or all proposals, or cancel this RFP process at any time.
- 5.11 The parties acknowledge that these terms:
- a. Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision).
 - b. Are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations.
 - c. Are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

6.0 PROJECT SCHEDULE

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|-----|-------------------------|------------------------------|
| 6.1 | RFP Release Date | February 27, 2025 |
| | RFP Close Date | March 27, 2025 |
| | On-Site Meeting Date | March 6, 2025, at 10:00 a.m. |
| | Project Award Date | on or before April 4, 2025 |
| | Project Start Date | May 12, 2025 |
| | Project Completion Date | October 31, 2025 |
- 6.2 Proposals will be privately opened at 9:00 a.m. on March 28, 2025, at the address indicated in Section 7.0 below.

7.0 PROPOSAL SUBMISSION

- 7.1 Two (2) hard copies of the proponent's proposal must be received in a sealed package, clearly marked "Town of Crossfield Amery Park Outdoor Rink Upgrade (2025-01PARKS)" to the following:

Town of Crossfield
Attention Kimber Canuel, Parks Supervisor
1005 Ross Street, Box 500
Crossfield, Alberta
TOM OSO

- 7.2 Submission Deadline: **March 27, 2025, at 4:00 p.m. Alberta time.** Any proposal received after the date and time listed will be returned and will not be considered.
- 7.3 Faxed or electronic proposal packages will not be accepted.
- 7.4 The lowest of any proposal may not necessarily be accepted.
- 7.5 All inquiries pertaining to this RFP can be directed in writing to Parks Supervisor, Kimber Canuel at kimberc@crossfieldalberta.com **by 4:00 p.m. March 13, 2025.** Answers to all questions received will be combined and posted in one document by 4:00 p.m. Alberta time on March 18, 2025.
- 7.6 Freedom of Information and Protection of Privacy (FOIP): All submitted proposals become property of the Town of Crossfield, and as such, are subject to the provisions of Alberta’s Freedom of Information and Protection of Privacy Act. Respondents who wish to ensure particular parts of their proposal are protected from disclosure under the Act should specifically identify any information or records provided with their proposal that constitute trade secrets, and that are supplied in confidence, and the release of which could significantly harm their competitive position. Information that does not meet all three foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.

8.0 EVALUATION

- 8.1 The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated in the context of the overall value they provide to the Town. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel.
- 8.2 When evaluating proposals, the Town may request further information from the proponents or third parties in order to verify, clarify or supplement the information provided in the proponent’s submission, and the Town may revisit and re-evaluate the proponent’s submission or ranking on the basis of any such information.
- 8.3 The criteria for which proposals will be evaluated are listed below. The sum of all scores will be the total score.

Criteria	Points
Proposal Format in Accordance with the RFP <ul style="list-style-type: none"> • Proposal is complete, including all documents and all requested components listed within the RFP • Information provided should be clear, concise and easy to understand • Proposal is signed and acknowledges the Terms of Reference listed in Section 5.0 of this RFP 	10
Proposed Work Plan <ul style="list-style-type: none"> • Clear explanation of reasonable timelines • Project work plan is clearly described and outlined 	35

<ul style="list-style-type: none"> • Key elements requested within the RFP are included and clearly described 	
Demonstrated Knowledge and Experience <ul style="list-style-type: none"> • Sections 4.5, 4.6 and 4.7 should be clearly described • Proposal should clearly show proven experience with an excellent understanding of the scope and deliverables • Knowledge and experience are relevant to, and have a high degree of similarity, to this project • Strong credentials (minimum 3 references provided) 	35
Financial Considerations <ul style="list-style-type: none"> • Pricing is quoted in Canadian dollars • Pricing is clear and concise • Pricing is comprehensive to include all potential costs associated with the project • Proposals should remain valid for at least 30 days from the proposal closing date to allow time for the Town to evaluate and negotiate with the selected proponent 	20
Total	100

9.0 AWARD OF PROPOSAL

- 9.1 The Town reserves the right to reject any or all proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by a principal of the responding company.
- 9.2 Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town to accept any proposal or enter into a formal agreement with any organization.
- 9.3 The Town reserves the right to waive formalities, reject any or all proposals, or accept the proposal in part or in whole deemed most favorable to the Town. The lowest rate/fee of any proposal may not necessarily be accepted.
- 9.4 The Town reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.
- 9.5 Following the evaluation of proposals, the Town will consider entering into an agreement with a proponent that has been determined to have the ability to best meet the needs and expectations of the Town, and who offers the best overall content and value.

APPENDIX A PHOTOS



