



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: January 14, 2021

RE: **Wadena Aquatic Centre – Engineering Services RFP**

ISSUE:

Committee of the Whole needs to review submissions and award the Engineering Services RFP for the upgrade to the Wadena Aquatic Centre.

BACKGROUND:

On December 21, Council authorized Administration to obtain two (2) quotes to write the Request for Proposal for the Aquatic Centre Upgrade with the following scope:

- Repair to metal pool wall
- Replace gaskets to skimmers, lights, plumbing, rope hooks
- Replace cracked skimmers
- Seal metal walls
- Replace PVC liner
- Replace lifeguard stand
- Control systems for chemical system revamp
- Liquid pool cover system
- Revise boiler and water heating piping
- Electrical confirmation of transformer primary protection by licenced electrician.

ALTERNATIVES:

- 1) Committee of the Whole can recommend acknowledgment of the submissions that have been received, review them in camera, and recommend award of the project when out of camera.

FINANCIAL IMPLICATIONS:

The Aquatic Centre Upgrade is unbudgeted in the 2021 interim budget and will need to be considered in preparation of the 2021 capital budget. The pool liner replacement was originally budgeted for in the Town's capital budget in 2023. The Town received \$155,122 through the Municipal Economic Enhancement Program (MEEP) for this project that must be used by March 2022.

ANALYSIS:

The request for proposals was published on the Town's website, and emailed directly to McGinn Engineering and Associated Engineering on December 29, 2020. The RFP closed on January 13, 2021 at 4pm and 2 submissions were received.

ADMINISTRATIVE RECOMMENDATION(S):

“THAT the submissions received for Request for Proposals for Engineering Services for the Aquatic Centre from the following firms be acknowledged:

- Associated Engineering
- McGinn Engineering Limited.”

ATTACHMENT:

2020-02 WADENA RFP for Engineering Services



Request for Proposals

ENGINEERING SERVICES

TOWN OF WADENA

Request for Proposal No:	2020-02WADENA
Issued:	December 29, 2020
Submission Deadline:	January 13, 2021 at 4:00PM

REQUEST FOR PROPOSAL

Engineering Services



1. INTRODUCTION

The Town of Wadena, located at 102 Main Street North, Wadena Saskatchewan, is soliciting proposals from engineering teams to prepare a Request For Proposal, including specifications and drawings, to solicit contractor quotations to execute the work required for an upgrade of the Wadena Aquatic Centre, the Town's community swimming pool.

2. PROJECT SPECIFICATIONS

2.1. Work to be included:

- 2.1.1. Document preparation of a Request For Proposal for contractor/construction services including, but not limited to text descriptions and specific drawing details, for an upgrade of the Wadena Aquatic Centre;

The Town of Wadena Aquatic Centre, Structural, Mechanical & Electrical Integrity Physical Plant Audit & Property Condition Assessment may be requested for reference.

2.2. Workmanship

- 2.2.1. All work shall be done of the highest quality in accordance with best trade practice, and to the satisfaction to the Town.

2.3. The Town will inspect the final report prior to payment.

3. PREPARATION OF PROPOSALS

3.1. Proposals will be received in hard copy or electronically.

3.2. For hard copy proposals:

- 3.2.1. Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- 3.2.1.1. Wadena Aquatic Centre 66 Jim Headington Way.

- 3.2.1.2. Name and address of bidder.

- 3.2.1.3. Addressed to: Attn: Jennifer Taylor
Town of Wadena
102 Main St N
PO Box 730
Wadena, SK S0A 4J0

3.3. For electronic delivery:

- 3.3.1. Email address – Jennifer Taylor
wadadmin@sasktel.net

- 3.3.2. Enter "Wadena Aquatic Centre Engineering Services Proposal" in the subject line.

4. PRE-QUALIFICATION

- 4.1. To be considered as eligible to submit a Proposal must be legally licensed under applicable laws in the Province of Saskatchewan.

- 4.2. Engineer must have demonstrated prior experience in assessing similar facilities in accordance with applicable codes, standards, rules and regulations.

5. SCOPE OF WORK

5.1. Scope of Services and Responsibilities to be defined:

5.1.1. Meet with the Town, inspect the pool site (if necessary), and determine the specific scope for contractor/construction services including, but limited to:

- 5.1.1.1. Repair to metal pool wall
- 5.1.1.2. Replace gaskets to skimmers, lights, plumbing, rope hooks
- 5.1.1.3. Replace cracked skimmers
- 5.1.1.4. Seal metal walls
- 5.1.1.5. Replace PVC liner
- 5.1.1.6. Replace lifeguard stand
- 5.1.1.7. Control systems for chemical system revamp
- 5.1.1.8. Liquid pool cover system
- 5.1.1.9. Revise boiler and water heating piping
- 5.1.1.10. Electrical confirmation of transformer primary protection by licenced electrician

5.1.2. Prepare documents for request for proposal for contractor/construction services including, but not limited to:

- 5.1.2.1. Detailed specifications and drawing package to describe all the work required;
- 5.1.2.2. Providing for consideration of quantifying aspects of work that may only be established once existing liner is removed. Ex. condition of pool basin slab (heaves, cracks, spalling), extent of metal wall retrofit, quantity of replacement of skimmers, etc., and establishing the process for adjusting the contract once quantities for the select work can be determined.
- 5.1.2.3. Completion of all the contracted work for an early June 2021 opening.

5.1.3. Assist with the tendering of request for proposal for contractor/construction services, and assist in the evaluation of the tenders received by the Town (to be provided as OPTIONAL); and

5.1.4. Provide construction administration including, but limited to, site meetings/inspections, site instructions, change orders, progress claim evaluations, final inspection, and deficiency inspections (to be provided as OPTIONAL).

6. FORM OF PROPOSAL

6.1. Proposals must include the following information in the order indicated below:

- 6.1.1. Cover letter stating interest in project with signature of duly authorized principal.
- 6.1.2. Proposed methodology.
- 6.1.3. Timeline of completion of project.
- 6.1.4. Cost of services breakdown in accordance with Section 5 Scope of Services.
- 6.1.5. Technical qualifications.
- 6.1.6. Experience with similar projects involving swimming pool or similar facility structural and mechanical reviews.
- 6.1.7. Experience of key staff personnel assigned to the project.
- 6.1.8. List of Professional/Owner references and cost history.
- 6.1.9. Evidence of License in the Province of Saskatchewan.
- 6.1.10. Proof of registration with the recognized Saskatchewan Professional/Licensing Association.

7. EVALUATION OF PROPOSALS

7.1. The contract will be evaluated based on:

- 7.1.1. Price;
- 7.1.2. Capacity; and
- 7.1.3. Experience specific to the project.

8. GENERAL INFORMATION

8.1. Proposals will be received at the office of the Town of Wadena, until 4:00 PM on the date as announced. Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened privately.

8.2. Access to the pool building and area can be arranged for between the hours of 8:00 AM and 3:00 PM, Monday to Friday.

8.2.1. Town staff will be in attendance for all on site visits.

8.2.2. Bidders enter at their own risk.

8.2.3. The Town of Wadena is not responsible for illness, injury, or death of anyone entering this project.

8.3. The Town may hold the bids for 30 days for purposes of reviewing the bid Proposals.

8.4. The Town shall announce the successful bidder on or before 45 days from the final date of receipt of proposals.

8.5. Bidders should carefully review the pre-requisites for bidding which will be adhered to when reviewing the bids.

THE OWNER RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO REJECT ANY AND ALL BIDS.