

REQUEST FOR PROPOSAL (RFP) NO. 01-2019

FOR

**PRELIMINARY / SCHEMATIC ARCHITECTURAL DESIGN SERVICES FOR THE
TOWN OF COALDALE'S DOWNTOWN "CIVIC SQUARE" PROJECT**

RFP RELEASE DATE: JANUARY 25, 2019

RFP CLOSE DATE: FEBRUARY 8, 2019

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1.0 INTRODUCTION

1.1 About Civic Square

Civic Square involves the construction of a large, multi-story commercial office building and an adjacent outdoor civic space that will serve to attract people and businesses to Coaldale's downtown core.

Civic Square will be located on the vacant lots west of and adjacent to Westland Insurance in Coaldale, with a dual outdoor parking / festival space located on the vacant lot north and adjacent to the Coaldale Public Library.

In particular, it is envisaged that the Civic Square project will encompass the following (subject to some architectural creativity):

- first floor of the Civic Square complex to include commercial bays for either lease or purchase; community meeting rooms, which will be complimentary for local user groups and organizations; a café that will jointly serve as the “community living room” / grand entry into the building (similar to that of a hotel lobby); and, with the assistance of SouthGrow (a regional economic development organization), incubator offices will be made available for rent for new business owners and/or entrepreneurs looking to locate to the area.
- Second floor of the complex to be the new location of the Town of Coaldale Main Administrative Office, complete with elevator accessibility;
- Third floor (if it materializes – pending budget and market appetite) to serve as a banquet room and that has the option of opening up to an outdoor (or partially outdoor) and aesthetically-pleasing and functional roof top patio, which can be rented out for private events while also being open to the general public;
- Next to (and south of) the commercial building will be an outdoor civic space that will also serve as a commercial parking lot during the day. The Civic Space will be designed as a parking lot for the downtown core, while also serving as an outdoor gathering space in Coaldale's downtown – a place that will be capable of hosting large festivals, events and outdoor markets.

The vision for Civic Square:

- THAT Civic Square become an economic springboard for Coaldale's Main Street – a place that synergistically and magnetically attracts people, ideas and commerce to Coaldale's downtown core;
- THAT Civic Square create an economic energy that helps to foster a sustainable and thriving Main Street for many years to come;

1.2 Overview of the Lands

The Town of Coaldale owns the land upon which both the indoor (1805 and 1807 20th Avenue) and outdoor (2008 18th Street) components of the Civic Square project will be constructed. While the total size/footprint of the developable area – for the building component of the project – is 0.33 acres (100 ft. by 143 ft.), the outdoor Civic area, that will be developed into a joint parking lot / gathering space, is situated one approximately one (1) acre of space.

The foot print of the project lands are identified in aerial images marked by purple shading as reposted below in Figures 1 and 2:

*Figure 1
Civic Square Site Location*



Figure 2
Land Use Surrounding Civic Square

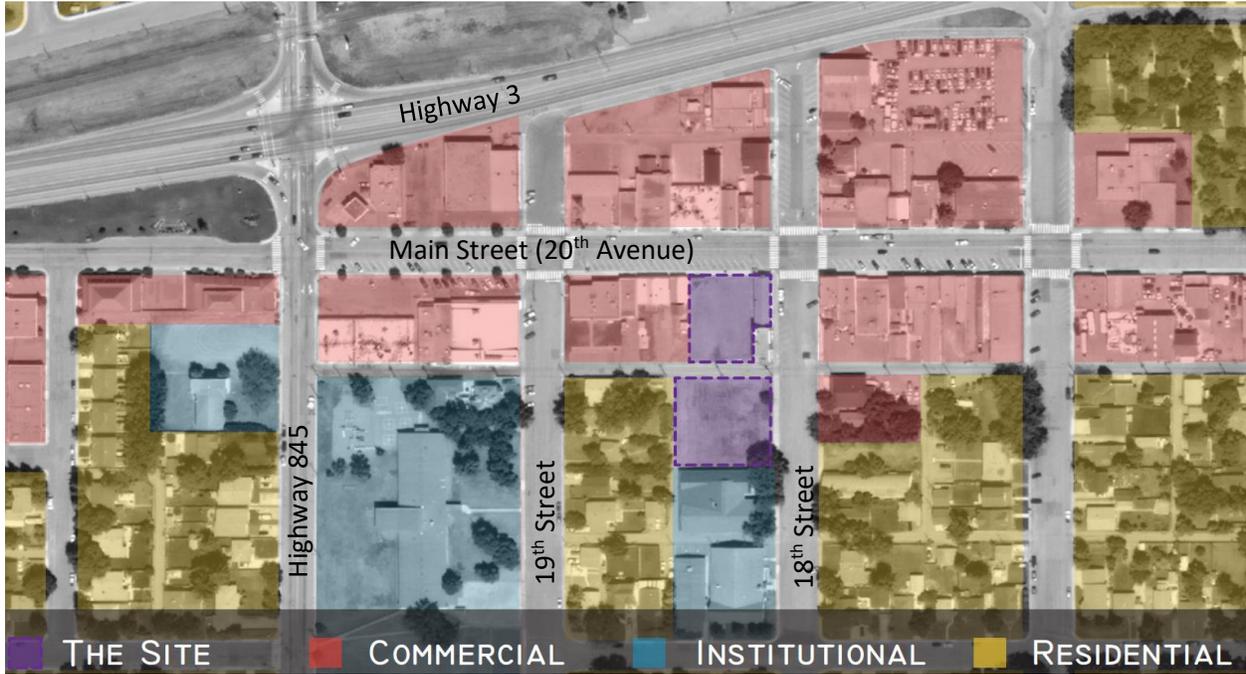
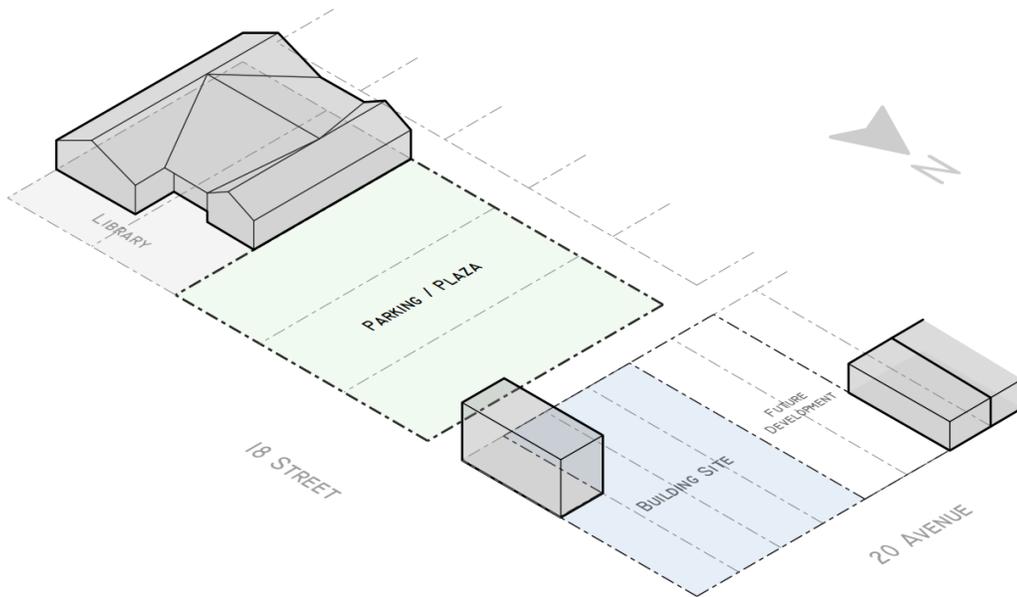


Figure 3
Conceptual Area for Civic Square and Parking/Plaza Area



1.3 Outcomes / Deliverables Expected of Proponents

This Request for Proposal (“the RFP”) issued by the Town of Coaldale (the “Town”) is an invitation to submit non-binding offers for Preliminary / Schematic Architectural Design for the Town of Coaldale’s Civic Square Project.

The Town of Coaldale will utilize the Preliminary / Schematic Designs that are created to:

- 1) See if any private developers are interested in undertaking the project on behalf of the Town; or,
- 2) To serve as the base design—for cost estimating purposes—prior to proceeding to detailed architectural design.

A strong **Preliminary / Schematic Design** process will help the Town of Coaldale explain to potential future prospective developers what the Town expects the building to look like – both architecturally as well as functionally. Completion of Preliminary / Schematic Design will also provide the Town with a more accurate cost estimation of what a project of this nature will likely cost, prior to the Town committing to the detailed architectural design phase.

At the conclusion of this exercise, the Town hopes to have the following:

- Up to three (3) 3D rendering design options of the exterior of the building and a creative plan on how the indoor and outdoor components of Civic Square will tie together;
- Site plan / foot print / layout of the both the indoor and outdoor components of the Civic Square complex;
- Preliminary floor plans / layouts for each floor of the building;
- Construction cost estimates of proposed facility, based on each exterior design option;
- Concept for a roof top patio / banquet room on the third story;
- Renderings that can be shopped to future private developers;
- Clear cost estimate of what the outdoor and indoor aspect of the Civic Square project will cost, as well as options or strategies on how to contain cost.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission Requirements

All submissions must include the following:

- Cost to provide preliminary / schematic architectural design services for a building between 20,000 to 30,000 square feet in size, including a breakdown of the price associated with the employees—and/or subconsultants—completing the work and the proposed number of hours to complete said work;
- Cost to provide preliminary / schematic architectural design services for the combined outdoor civic area / parking lot that will be situated on approximately one (1) acre of land, including a breakdown of the price associated with the employees—and/or subconsultants—completing the work and the proposed number of hours to complete said work;

- Timeline proponent feels is necessary to successfully achieve the preliminary / schematic design needs expressed within this RFP;
- List of experience completing similar projects;
- Introductory biographies of the particular consultants that will be working on this project. Identify the proposed Project Lead;
- Evidence of innovation in design;
- Evidence of cost management techniques successfully employed in past projects.

Submission Deadline

One (1) quotation plainly marked “Civic Square – Preliminary / Schematic Design Fee Proposal” must be submitted to:

Town of Coaldale
1920 17 Avenue
Coaldale, AB
T1M 1M1

Contact: Kalen Hastings, Chief Administrative Officer
Email: cao@coaldale.ca

Submissions can be made at the office or via email. Submission deadline is for this Request for Quotation is **February 8, 2019 at 12:00 pm MST**.

Please direct all inquiries to Kalen Hastings at the contact information provided above.

2.2 Evaluation and Selection

Quotes will be evaluated by the Town of Coaldale. Submittals will be evaluated based on evidence of past innovation, proponent experience, proposed project schedule (how quickly proponent is able to complete project requirements – with the idea that sooner is better) and cost, in accordance with the following:

- Evidence of innovation demonstrated by proponent in past projects: 25%
- Proponent experience: 25%
- Proposed timeline for completion: 25%
- Cost to complete Preliminary / Schematic design: 25%

3.0 PAYMENT

The selected Proponent will be compensated for the performance of work on a monthly basis with billing for the previous month to be submitted at the start of the following month.

4.0 GENERAL CONDITIONS AND INSTRUCTIONS

1. *Disclaimer:*

This Request for Proposal is not a contract offer.

2. *Proposal Submittals:*

- a. Proposals should summarize the plan of action for the scope of services requested.
- b. Proposals must be received by the Chief Administrative Officer no later than 12:00 p.m., MST, Friday February 8, 2019 at the Town of Coaldale Office, 1920 – 17th Street, Coaldale, AB.
- c. Proposals may be provided as a hard copy or by electronic mail. Hand delivered or mailed proposals to be sent to the attention of:

Kalen Hastings, M.A.
Chief Administrative Officer
Town of Coaldale
1920 – 17th Street
Coaldale, Alberta
T1M 1M1

- d. Proponents must submit one (1) bound paper copy or one (1) electronic copy of the proposal for review.
- e. There will not be a public opening for this RFP; the successful proponent and submitted price will be posted on the Alberta Purchasing Connection website.

3. *Questions about Proposal Requirements:*

- a. Proponents with questions regarding this RFP may contact: Kalen Hastings, Chief Administrative Officer at cao@coaldale.ca or (403) 345-1314.
- b. All questions regarding the RFP must be submitted by email. Except as authorized by the Chief Administrative Officer (CAO), no Proponent may contact any other employee or elected or appointed official of the Town with respect to the RFP or the submission of a bid unless authorized by the CAO.

4. *Late Proposals:*

Proposals received after the deadline for submission shall not be accepted.

5. *Exceptions to RFP:*

Any and all exceptions of the Proponent(s) to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the Proponent. The Town reserves the right to reject proposals which contain exceptions that the Town deems to be unacceptable.

6. *Review of Proposals:*

The Town reserves the right to waive informalities, non-material defects or clerical errors in any proposal. The Town also reserves the right to reject any and all proposals, or any part of a proposal, when said action is deemed to be in the best interest of the Town. The Town reserves the right to negotiate with one or more Proponents as it sees fit. Proposals will be evaluated based on what is in the best interest of the Town. Cost will not be the sole factor in evaluating proposals. No contract rights shall accrue to a Proponent unless and until the Town and the Proponent execute a binding contract.

7. *Proposal Costs:*

All costs incurred in the preparation of the proposals will be borne entirely by the individual / firm submitting.

8. *Ownership of Proposals:*

All proposals submitted become property of the Town.

9. *Freedom of Information & Protection of Privacy Act:*

All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information & Protection of Privacy Act.

10. *Period Commitment:*

Proposals shall be final and binding and may not be withdrawn or amended for 60 days from the date and time when proposals are due.

11. *Irrevocability of Proposals:*

Proponent(s) may amend or withdraw their Proposals prior to this RFP's due date and time by submitting a clear and detailed written notice to the Town. Subject to the Period Commitment provision detailed herein, all Proposals become irrevocable after the date and the time they are due.

12. *Assignment and Sub-Selected Proponents:*

Assignment by successful Proponent(s) to third party of any contract based on this Request for Proposal or any monies due is prohibited and shall not be recognized by the Town unless approved by the Town in writing.

13. Collusion:

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person responsible for said misrepresentation or collusion. In the event that the Town enter separately into a contract with any Proponent who is responsible for a misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.

14. Workers' Compensation Insurance:

In accordance with the Province of Alberta Workers' Compensation laws, a person contracting with the Town must carry Workers' Compensation and Employers' Liability Insurance for all persons employed in the performance of services under this RFP. Selected proponent shall provide the Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) day notice to Town in writing prior to alteration, cancellation, termination or expiration of any kind.

15. General Insurance Requirements:

The successful proponent shall maintain limits no less than:

- a. Commercial General Liability- \$2,000,000 combined single limit per occurrence for personal injury (including bodily injury and/or death) sustained by any person or persons and damage to property.
- b. The Prime Consultant shall be responsible for all costs within the deductible level under their policy coverage and any such amount shall not be more than \$5,000 with respect to each claim unless specifically agreed to by the client.
- c. Tenants Legal Liability will be based on the actual cash value of the portion of any client-owned building occupied by the Prime Consultant.
- d. Automobile Liability - \$2,000,000 combined single limit per accident for bodily injury and property damage.
- e. Professional Liability - \$1,000,000 limit for each claim and \$2,000,000 annual aggregate limit for claims or circumstances arising out of wrongful acts and professional services. The deductible shall not be more than \$25,000 per claim or incident.

16. Defense and Indemnification:

Any person contracting with the Town must, to the fullest extent permitted by law, indemnify, defend, and hold harmless the Town and its agents and employees from and against all claims, damage, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected proponents shall pay any and all attorneys' fees incurred by the Town, its agents, or its employees, in enforcing any of the selected proponent's defense or indemnification obligations. In any and all claims against the Town, or any of its agents or employees, by any employee of a selected

proponent, or anyone directly or indirectly employed by a selected proponent, or anyone for whose acts a selected proponent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected proponent under Workers' Compensation Acts, disability benefits acts, or other employee benefits acts.

17. Independent Contractor:

The selected proponent to this RFP shall serve as an independent contractor (not as an employee) and therefore shall not be entitled to any employment benefits.

18. Conflict of Interest:

By submitting a proposal the Proponent certifies that no officer, agent or employee of Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Proponent of the same call for proposals, and that the Proponent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Proponents must fully disclose, in writing to the Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Proponents under this provision and may reject any Proposals where, in the opinion of the Town, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.