

REQUEST FOR PROPOSAL (RFP)
RFP-720-986-2015

PROFESSIONAL TRANSPORTATION FIRM
PASON ARENA EXPANSION PARKING STUDY



OCTOBER 9, 2015

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SECTION 1

SUMMARY AND BACKGROUND

The Town of Okotoks is requesting proposals for an assessment of the on-site and offsite parking capacity to accommodate a proposed arena expansion.

On August 17, 2015 Council passed a motion “that Administration issue a Request for Qualification for the Design build of the Pason Centennial Arena expansion Option 1, including the exploration of a third full-sized ice surface.” A Second Option for a leisure ice surface with complimentary multipurpose space was also considered. This proposal will include an analysis of both options to determine which is most compatible with the site.

Administration determined that a parking analysis for the entire Community Way site should be completed before the RFQ is released.

The intent of the Parking Analysis is to determine:

1. Parking demand for the proposed use
2. Size/area of land required for the necessary parking lot(s)
3. Land available on site to accommodate the estimated parking needs

Deadline for Completion of Parking Analysis Report: October 29, 2015

SECTION 2

PROJECT SCOPE

The scope of work will include the following elements and deliverables:

2.1. Parking Inventory Analysis

Complete an analysis of parking requirements based on the proposed expansion including:

- 2.1.1. Initial project initialization meeting with Town Administration and subsequent review meetings, if required.
- 2.1.2. Undertake an inventory and analysis of existing on and offsite parking associated with the existing use, including:
 - 2.1.2.1. weekday and weekend turnover and occupancy of onsite and offsite parking areas for a one-week period;
 - 2.1.2.2. shared parking agreements with adjacent properties; and
 - 2.1.2.3. existing cumulative parking demands on and offsite that impact the current parking situation.
- 2.1.3. Undertake an analysis of additional parking demand to meet requirements of the expanded facility under both scenarios.
- 2.1.4. Identify and recommend 2 design options to meet parking demand for the proposed expansion, graphically illustrated on a scale drawing.

ENTRY INTO AN AGREEMENT/CONTRACT

The successful consultant will be required to enter into a standard Agreement between Client and Consultant.

SECTION 3

PROPOSAL GUIDELINES

Proposals will be accepted **until 4:00 pm local time October 23, 2015**. Any proposals received after this time will be rejected.

Proposal submissions are to be marked and directed to:

Pason Arena Expansion Parking Study – RFP
Attn: Steve Hanhart/Marley Oness
Town of Okotoks Municipal Center
5 Elizabeth Street
Okotoks Alberta
T1S1K1

Inquiries and questions are to be directed to:

Colin Gainer, Planner
Phone: (403) 995-2759
Email: cgainer@okotoks.ca

The tender is only open to consultants with offices in NWPTA member provinces (British Columbia, Alberta and Saskatchewan).

If additional information is required during the evaluation process, the Consultant shall provide such information within 5 business days of the request.

GUIDELINE

Evaluation of proposals is made easier when consultants respond in a similar manner. We request the following format be followed to provide consistency in each response:

TITLE PAGE

Show RFP number and title, consultants name and address, closing date and time, consultant's telephone number, and contact person.

LETTER OF INTRODUCTION

The consultant must provide a brief company profile

- Description of the firm, including size, range of services and activities, etc.
- Address and location(s) of the office from which any work will be performed
- Any relevant information that would positively portray the Consulting Firm and their team members

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Include Page Numbers.

PROJECT OVERVIEW AND METHODOLOGY

A short summary (one page max) of the key features of the proposal.

- Outline activities the consultant plans to take in order to see the project through a successful conclusion.
- Identify any unique elements of the proposal, methodology or additional consulting scope offered.

PROJECT TEAM

The Consultant must provide the names of key technical and engineering staff to be involved in the project including their position descriptions, experience, technical background and qualifications. Providing resumes for key members is recommended. No change in key staff or allocated work will occur without written permission by the Town of Okotoks. List any and all sub-contractors / consultants that will be utilized during the project.

SCHEDULE OF COSTS AND WORK SCHEDULE

This shall identify the phases of work, technical and engineering personnel who will undertake the work, hourly rates, and estimated hours of work by each member on each project phase. A spreadsheet breakdown of hours per member, per area of report contribution must be included as a large portion of the proposal evaluation is based on team composition and contributions. Multiple team members may be included per item.

- Omission in identifying an incidental item (or incorporating it into rates) will be deemed as providing the service at a nil charge. Disbursements must be listed and a separate cost shown.
- Pricing for this project will be Fixed Fee and should include all disbursements.

Prices quoted will be exclusive of all taxes and will include all other costs as applicable.

INVOICING

Invoicing will be accepted on a monthly basis only, and shall utilize the **10th** of each month as an invoice cutoff date. If this date falls on a weekend, please use the ensuing Monday as a deadline.

Invoices must be supplemented with a brief Expenditure Report showing per phase costs this period, and costs to date. The Expenditure report must include the costs represented by the current invoice and must be attached to the invoice for easy reference.

The Consultant Fixed Cost Items will be an absolute maximum invoiceable dollar value allowed under this contract unless exceptional conditions are encountered or instructions to the contrary are issued by the Town. Neither estimating errors nor internal production assumptions will be considered as exceptional conditions. Any changes that may affect the Total Cost of Engineering fees must be identified and approved in writing by the Town. The Engineering or project Contingencies cannot be utilized without prior written justification and subsequent written approval from the Town.

WORK SCHEDULE

A proposed schedule for the project is defined below. The consultant shall highlight any proposed changes or confirm that they can meet the proposed schedule in their report. The consultant should allow for a minimum of one week for the Town's review of any material prior to a meeting date.

Milestone Events	Date
RFP Submission Deadline	October 23, 2015
Successful Proponent Chosen	October 30, 2015
Project Initialization Meeting	November 4, 2015
Report Delivery	November 20, 2015



SECTION 4

PROPOSAL EVALUATION CRITERIA

The following criteria outlines the importance that will be considered in the project award. Proposal submissions should satisfy all criteria points wherever possible.

Consulting Firms will be evaluated on the following weighted evaluation factors:

▪ PROJECT TEAM	20
▪ PROJECT CONTROL / SCHEDULE / ORGANIZATION	40
▪ COST	40
TOTAL	100

Service provider will be selected based on lowest cost and ability to provide services within the time specified. The Town of Okotoks supports local businesses and will give preference to a local qualified bidder if the total cost is within 5% of the lowest qualified cost estimate.

FORMS

RFP SUBMISSION CHECKLIST

This checklist has been provided for your convenience.
Please insure the following points have been addressed.

- Submit Checksheet
- Complete all of Section 3 Proposal requirements
 - Project Overview and Methodology
 - Schedule of Costs
 - Work Schedule
 - Previous Experience and References
- Provide an APPEGA Permit to Practice Number or a photocopy of the Permit.
- Provide proof of professional liability (O&M) insurance.
- Include addendum receipt acknowledgement form.
- Review all deadline expectations.
- Three complete hard copies of each proposal are to be submitted.
- The undersigned has the signing authority to submit a bid/proposal on behalf of the consulting firm.

Signature

Date

FORMS

ADDENDUM RECEIPT ACKNOWLEDGEMENT FORM

This form must be signed and dated in the spaces provided and submitted with your Proposal. All proposers must submit this form with its Proposal regardless of the contact contained in each Addendum. This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda.

CONSULTANT NAME	
ADDRESS	
PHONE NO.	
CONTACT NAME	

ADDENDUM #	SIGNATURE	DATE