



**REQUEST FOR PROPOSALS
FOR
PLAYGROUND REPLACEMENT PROGRAM**

Request for Proposals No.: **RFP-2024-10**

Issued: **February 2, 2024**

Electronic Bid Submission Deadline: **February 23, 2024, 2:00:00 P.M. Mountain Time**

PREVIEW
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Important Notice for this Opportunity

The City of Grande Prairie utilizes a fully integrated online eProcurement platform bids&tenders™ which provides proponents with the ability to view, register and submit bids online in one convenient location.

The bid document(s) for this opportunity has been posted on <https://cityofgp.bidsandtenders.ca> for viewing and downloading. Submissions will be received **online only** through the bidding system.

There are no fees or charges for accessing or downloading the City of Grande Prairie opportunities on bids&tenders™

Requirements:

1. Bidding System Account and Plan Taker

All proponents must have a bidding system **Vendor Account** and be registered as a **Plan Taker** for this opportunity. Registering as a Plan Taker will enable the proponent to download the opportunity, to receive addenda email notifications, to download addenda and to submit their bid electronically through the system.

Please note that any bids received from a proponent that did not register as a Plan Taker for this particular bid will be disqualified from the competition.

2. Questions

Questions related to this opportunity are to be submitted to the RFP Representative through the Bidding System only, by clicking on the “Submit a Question” button for this specific opportunity.

3. Submission Confirmation

After a bid is submitted, the bidding system will send a confirmation email to the proponent advising that their bid was submitted successfully. If a confirmation email is not received, contact bids&tenders™ support at support@bidsandtenders.ca, late submissions will not be accepted.

4. Addenda

Proponents shall acknowledge receipt of any addenda when submitting their bid through the bidding system by checking a box for each addendum and any applicable attachment.

If a proponent submits their bid prior to the bid closing date, and an addendum is issued, the bidding system will **withdraw** the bid and the bid status will change to an **incomplete status**. An incomplete status means that the City of Grande Prairie has not received the bid. The proponent can view this status change in the “**My Bids**” section of the bidding system.

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PART 1 – INTRODUCTION

1.1 Invitation to Proponents

This Request for Proposals (“RFP”) is requesting detailed and comprehensive proposals for the provision of removal and replacement of playground structures and play surfaces located at two (2) parks within the City as further described in Appendix D – RFP Particulars (the “Deliverables”).

1.2 RFP Representative

For the purposes of this procurement process, the “City Representative” will be contacted through the bidding system only, by clicking on the “Submit a Question” button.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the City, other than the RFP Representative, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

Proponents must have a bidding system Vendor Account with bids&tenders™ cityofgp.bidsandtenders.ca and be registered as a Plan Taker for this bid opportunity, which will enable the proponent to download the RFP document and to receive addenda email notifications.

1.3 Type of Contract for Deliverables

The selected proponent will be requested to enter into negotiations for an agreement with the City for the provision of the Deliverables in the form attached as Appendix A to this RFP. It is the City’s intention to enter into an agreement with only one (1) legal entity. The term of the agreement is to be until the work as outlined in Appendix D is complete.

It is anticipated that the agreement will be executed around **March 25, 2024**.

The City conducts supplier performance evaluations on all contracts. A supplier receiving a score deemed below threshold may be requested to attend a meeting (in person or phone) with a City representative to address identified deficiencies and/or issues in a manner that is agreeable to both parties. Any unresolved performance issues may result in supplier suspension.

1.4 RFP Timetable

Issue Date of RFP	February 2, 2024
Deadline for Questions	February 15, 2024 at 2:00 P.M. Mountain Time
Deadline for Issuing Addenda	February 20, 2024
Electronic Bid Submission Deadline	February 23, 2024 at 2:00 P.M. Mountain Time
Rectification Period	Two (2) Business Days
Anticipated Award	March 18, 2024

The RFP timetable is tentative only and may be changed by the City at any time. For greater clarity, business days means all days that the City is open for business.

1.5 Submission of Proposals

1.5.1 Electronic Bidding System and Proponent Contact Information

ELECTRONIC BID SUBMISSIONS ONLY, shall be received by the bidding system. Hardcopy submissions not permitted.

Proponents are cautioned that the timing of their submission is based on when the submission is RECEIVED by the bidding system, not when submitted, as bid transmission can be delayed due to file transfer size, transmission speed, etc.

For the above reasons, it is recommended that sufficient time to complete your submission and to resolve any issues that may arise. The closing time and date shall be determined by the bidding system's web clock.

Proponents should contact bids&tenders™ support listed below, at least twenty-four (24) hours prior to the closing time and date, if they encounter any problems. The bidding system will send a confirmation email to the proponent advising that their submission was successfully submitted. If you do not receive a confirmation email, contact bids&tenders™ support at support@bidsandtenders.ca.

Late submissions are not permitted by the bidding system.

To ensure receipt of the latest information and updates via email regarding this RFP, or if a proponent has obtained this RFP document from a third party, the onus is on the proponent to create a bidding system Vendor Account and register as a Plan Taker for the RFP opportunity.

1.5.2 Proposals to be submitted in Prescribed Format

Proponents must submit online only, through the bidding system.

1.5.3 Amendment of Proposals

Proponents may edit or withdraw their submission prior to the closing time and date. However, the proponent is solely responsible to ensure the re-submission is received by the bidding system no later than the stated closing time and date.

Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

1.5.4 Withdrawal of Proposals

Proponents may edit or withdraw their submission prior to the closing time and date. However, the proponent is solely responsible to ensure the re-submission is received by the bidding system no later than the stated closing time and date.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The City will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage 1 will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the City will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal may be rejected. The Rectification Period will begin to run from the date and time that the City issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix D).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The City will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Questions or queries on the part of the City as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

2.3.2 Rated Criteria

The City will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section F of the RFP Particulars (Appendix D). Only proposals that pass will be invited to participate in the Presentation / Interview.

2.4 Stage III – Virtual / On site Demonstrations (Interview)

Not applicable.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores will be combined and the proponents will be ranked based on their total scores. The top-ranked proponents will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the City. In the event of a tie, the proponent will be selected by way of lowest price.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the City or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The Terms and Conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the City and the selected proponent. Negotiations may include requests by the City for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the City for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The City intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the City invites the top-ranked proponent to enter negotiations.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the City may discontinue negotiations with the top-ranked proponent and may invite the next best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the City elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

To ensure receipt of the latest information and updates via email regarding this bid, or if a proponent has obtained this RFP document from a third party, the onus is on the proponent to create a bidding system Vendor Account and register as a Plan Taker for the RFP.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 References and Past Performance

During the evaluation process, the City reserves the right to request references and conduct a reference check of the top ranked proponent and may also consider the proponent's past performance or conduct on previous contracts with the City or other institutions.

3.1.5 Information in RFP Only an Estimate

The City and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the City

The City will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The City makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.1.9 Trade Agreements

Proponents should note that procurements at this estimated value may fall within the scope of and are subject to the most recent version of the New West Partnership Trade Agreement, the Canada Free Trade Agreement, and the Comprehensive Economic and Trade Agreement but that the rights and obligations of the parties will be governed by the specific terms of this RFP.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information on or before the Deadline for Questions.

Questions related to this RFP are to be submitted to the Procurement representative through the bidding system only by clicking on the “**Submit a Question**” button for this specific RFP.

No such communications are to be directed to anyone other than the RFP Representative via the “**Submit a Question**” button. The City is under no obligation to provide additional information, and the City is not responsible for any information provided by or obtained from any source. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. The City is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Should the City issue an addendum to the RFP, it will be posted only on the bidding system. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City.

Proponents will acknowledge receipt of any addenda through the bidding system by checking a box for each addendum and any applicable attachment.

It is the responsibility of the proponent to have received all addenda that are issued. Proponents should check online at <https://cityofgp.bidsandtenders.ca> prior to submitting and up until the submission closing time and date in the event additional addenda are issued.

If a proponent submits prior to the closing time and date and an addendum has been issued, the bidding system will WITHDRAW the submission and the bid status will change to INCOMPLETE STATUS and withdraw the bid. The proponent can view this status change in the “MY BIDS” section of the bidding system.

The proponent is solely responsible to:

- make any required adjustments to their submission; and
- acknowledge the addenda; and
- ensure the re-submitted bid is RECEIVED by the bidding system no later than the stated closing time and date.

Verbal answers provided by any City staff or paid consultants of the City are only binding when confirmed by written addenda from the Procurement Department.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the City determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the City may extend the Submission Deadline.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the City may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The City may revisit, re-evaluate and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the City and a proponent, the other proponents will be notified by public posting, in the same manner that this RFP was originally posted, of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to procurement@cityofgp.com and must be made within thirty (30) days of such notification.

3.3.3 Procurement Protest Procedure

Any proponent with concerns about the RFP process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the proponent wishes to challenge the RFP process, it should provide written notice to procurement@cityofgp.com. The written notice must contain:

- (a) a clear statement as to which procurement the proponent wishes to challenge;
- (b) a clear explanation of the proponent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the proponent's contact details, including name, telephone number and email address.

The City will send an initial response to acknowledge receipt of the proponent's notice and indicate the date by which the City will provide the proponent with a formal response.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the City in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its

independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The City may disqualify a proponent for any conduct, situation or circumstances, determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The City may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the City determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Representative.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the City; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Past Performance or Past Conduct

The City may prohibit a proponent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the proponent to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of the City

All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the City and must be treated as confidential;

- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the City; and
- (d) must be returned by the proponent to the City immediately upon the request of the City.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the City to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Representative.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the City will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective proponent(s) for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the City by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Pricing

Proponents are required to submit pricing with their proposal. Please refer to **Appendix C** for further details.

Pricing must not be included in the technical submission. Pricing will only be evaluated for those proposals that pass with a minimum of 70% through the technical and presentation phases. It is at the City's sole discretion to waive the threshold for technical score.

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the City to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The City may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will 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; and
- (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]

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APPENDIX A – FORM OF AGREEMENT

ATTACHED IN THE DOCUMENT SECTION OF THE BID OPPORTUNITY LOCATED IN THE bids&tenders™ BIDDING SYSTEM

Proponents must clearly indicate in their submission any conditions in the Form of Agreement that are not acceptable and provide alternate wording as a basis of negotiation.

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APPENDIX B – SUBMISSION FORM

TO BE COMPLETED ONLINE THROUGH THE bids&tenders™ BIDDING SYSTEM

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APPENDIX C – PRICING

TO BE COMPLETED ONLINE THROUGH THE bids&tenders™ BIDDING SYSTEM

Instructions on How to Provide Pricing

- (a) Proponents should provide the pricing information requested by completing **only** the Pricing Tables in the bids&tenders™ bidding system.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for **GST**.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, disbursements and expenses, all freight and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (d) Pricing **must** be separated from the technical submission. Any indication of price within the technical submissions may result in disqualification.

Evaluation of Pricing

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula, which will be calculated in accordance with the following formula:

Lowest price ÷ proponent's price x weighting = proponent's pricing points

APPENDIX D – RFP PARTICULARS

A. DELIVERABLES

Introduction

The City of Grande Prairie (the “City”) is requesting detailed submissions from qualified and experienced proponents for the removal and replacement of playground structures, play surfaces and site furnishings, located at two (2) park location within the City.

Background

Located in northwestern Alberta in the heart of the Peace Region, Grande Prairie is a vibrant regional service hub with a population of nearly 70,000 and a total trading area of nearly 300,000 people. A wealth of natural resources in the region supports agriculture, forestry, oil and gas and tourism industries and contribute to the City’s economic diversity. As a strategic regional hub for retail and industrial trade and commerce, Grande Prairie is a lucrative market for local and multi-national retailers. Retail spending in the City represents \$3.7 billion, spread over a retail inventory of 3.8 million square feet. Along with retail and trade, the region’s abundance of natural resources lends to the City’s economic prosperity.

Current Environment

The City of Grande Prairie is host to 130 playgrounds. 104 in City parks and 26 on school sites. Most City playgrounds are in residential neighbourhoods, although a few are in activity centres and serve as regional playgrounds. The goal of this program is the full replacement of two neighbourhood playgrounds within the City. See “Appendix A- 2024 Site Locations Map” for the location of these two playgrounds. New designs will have inclusive elements and be complimentary to other nearby playgrounds.

Specifications and Requirements

1. Playground Equipment- Supply & Installation

- 1.1. All installations and apparatus shall conform to the current CSA-Z614:20 standards and the City of Grande Prairie Design and Construction Manuals.

The City’s Design and Construction Manuals are posted in the following location:

<https://www.cityofgp.com/development-plans/specifications-standards-and-guidelines>

- 1.2. Utility locates shall include the City of Grande Prairie as a utility owner of storm and private power.
- 1.3. Must have equipment identified in the specifications shall be included in the proposal. Failure to supply the “must have equipment” for each specific playground may result in disqualification of proposal.
- 1.4. The successful Contractor will provide clear and concise instructions for the installation of each play structure, a complete parts list including component name, part number and picture of individual component.
- 1.5. Structural components of playground equipment shall be manufactured and constructed of metal. The metals shall be powder coated and non-toxic.
- 1.6. Materials shall have demonstrated durability in outdoor settings. Wood will not be permitted in play structures.
- 1.7. Ropes shall be selected based on durability, strength, elasticity, weight, resistance to vandalism, likelihood of causing skin burns or abrasions, and requirements for maintenance. If rope is mounted

permanently on supports, the rope may be steel-cored. Rope supports shall be secured by means of eye-splice/thimble fittings. U-clamps will not be permitted.

1.8. Posts:

- 1.8.1. All structural support posts (for example: supporting decks or stand-alone features) shall be a minimum of 5” round 11-gauge galvanized tubing complete with polyester powder coat finish.
- 1.8.2. Post caps shall be secured by means of electronic weld, rivets, or interference fit rib.
- 1.8.3. Length of ALL POSTS shall allow for 300mm protective surface (or less as specified by supplier) and 900mm deep x 400mm dia. concrete footings / piles.
- 1.8.4. Concrete footings / piles shall be cast within 100mm from top of base material, and not above.
- 1.8.5. A settlement block (minimum 2 inches x 6 inches pressure treated), larger than the footprint of the post, must be placed at the bottom of the hole prior to installation of posts.

1.9. Slides

- 1.9.1. Slides must be easily removed for maintenance and repairs.

1.10. Mounting Hardware

- 1.10.1. Fastening devices shall be tamper resistant.
- 1.10.2. All set screws shall be secured by means of liquid thread-lock.
- 1.10.3. All fastening devices shall be capped or recessed.
- 1.10.4. All hardware shall be galvanized, zinc plated steel or stainless steel.
- 1.10.5. All hardware on posts shall be recessed or button head.
- 1.10.6. Nuts shall be T-nut or sleeve nut.
- 1.10.7. All chains (except swing chains) used on the apparatus shall be ¼ inch zinc plated, and vinyl coated.
- 1.10.8. The City of Grande Prairie requires 9/32 inch – 5/16 inch galvanized or rust proof hammerlocks for all swing seats installed to the manufacturer’s recommendations. Hangers shall be clevis, quick link, or hammerlock style and be supplied by equipment manufacturer.
- 1.10.9. Contractor shall provide a sample of typical mounting hardware used for installations prior to installation.

1.11. Prohibited Equipment Listing

The following items are prohibited on all playground submitted under this Request for Proposal. Inclusion of these items may result in disqualification of proposal.

Wood (products) structures or posts
Plastic structures (panels, slides, and site furnishings are acceptable)
Cable rides or pulley rides
Wheelchair accessible swings (*ADA compliant swing seats permitted)
Horizontal chain climbers / bridges
Activity Panels: Gear driven or similar panels with moving parts
Tire bridges
Balance cables (metal only)
One piece spiral slides (must be in at least 2-3 sections)
Fully enclosed crawl tubes (including clear, mesh, or metal)
Fully enclosed slides
Metal slides
Clear plastic bubble windows/panels
Multi-Axis / Rotating Swings (Tire swings)
S hooks

2. Warranty

2.1. Plastic Components

- 2.1.1. All plastic components shall be treated for UV degradation.
- 2.1.2. All plastic components shall be capable of withstanding extreme temperature variations: +40°C to -40°C .
- 2.1.3. All plastic products shall carry a minimum warranty of 5 years on all materials and workmanship.

2.2. Steel components

- 2.2.1. All steel apparatus warranty shall be a minimum of 10 years materials and workmanship.
- 2.2.2. All steel platforms/decks warranty shall be a minimum of 15 years materials and workmanship.
- 2.2.3. All steel posts/structural component warranty shall be a minimum of 25 years materials and workmanship.
- 2.2.4. Moving parts and swing seat warranties shall be a minimum of 2 year materials and workmanship.
- 2.2.5. Powder coating application and products shall meet or exceed AAMA 2604 performance expectations and carry a minimum warranty period of 10 years.

2.3. Protective Surfacing Systems

- 2.3.1. Engineered Wood Fibre shall carry a minimum warranty of 15 years and shall be installed as per manufacturing specifications.

2.4. Installation

- 2.4.1. Contractor shall provide a minimum of warranty 2 years on installation defects associated to workmanship.

3. Finished Landscaping

- 3.1. Contractor shall arrange for hauling of screened topsoil to sites and placed adjacent to border and graded/tapered into existing turf areas without impeding existing drainage.
- 3.2. Areas damaged during construction (laydown area / ruts / travel routes etc.) shall be repaired to City of Grande Prairie's satisfaction.
- 3.3. All top soiled areas shall be seeded to turf grass with approved seed mixture as per GPCM 200mm depth.

4. Special Provisions

4.1. City of Grande Prairie Design Manual – Section 17

- 4.1.1. Section 5.4 – “PLAYGROUND PROTECTIVE SURFACING AREAS” refers to the requirement of 70 sq. m. of “Free Play” space within the protective surface zone. This is NOT a requirement for this RFP.
- 4.1.2. Section 5.5 – “PLAY STRUCTURES AND MINIMUM EQUIPMENT REQUIREMENTS” refers to the “Minimum Equipment Requirements”. This list may be used for guidance but will not be strictly required regarding playground equipment design. Must have equipment list is described in the scope of work.

4.2. Equipment/Material Storage/Delivery

- 4.2.1. Contractor to provide secure storage for all delivered equipment / components at each park site or a common site until project completion.
- 4.2.2. Contractor to arrange for all delivery and installation of playground protective surfacing material.

- 4.2.3. Contractor is responsible for all costs associated to the supply and installation of concrete products used in conjunction with this proposal.
- 4.2.4. Contractor will be responsible to remove and dispose of tailings from all excavations.

4.3. Site Management and Permitting

- 4.3.1. The successful Contractor will be required to apply for an engineering permit to barricade within, or excavate on, any public space. This will include provision of appropriate temporary construction signage and display laydown areas.
- 4.3.2. All equipment and tools shall be stored within the security fencing.

4.4. Site Security

- 4.4.1. Contractor to supply, install, and maintain a 6-foot-high security fencing around the perimeter of the site to secure work area.
- 4.4.2. Contractor will be responsible to post and maintain site security / warning signage.
- 4.4.3. Security fencing will not be removed until play structures have received a Construction Completion Certificate from the City of Grande Prairie. In no case shall the fencing be removed until any noted (major/minor) deficiencies are completed including placement of protective surfacing.

4.5. Playground Installation Crew

- 4.5.1. Contractor shall always maintain a minimum of one Certified Canadian Playground Inspector on site during construction/installation for all playground structures. Provide a copy of the Inspectors certification to the City.

4.6. Contractors Installation Schedule and Completion Dates

- 4.6.1. The Contractor shall submit a proposed work plan schedule format to be in Gantt chart set to days. This work must be completed in its entirety on or before **September 30, 2024**.
- 4.6.2. All works shall be performed consecutively with no preventable delay to any phase of the work.

5. Required Inspections

5.1. Subgrade and drainage system

- 5.1.1. Allow the City to verify subgrade elevations while exposed.
- 5.1.2. Allow the City to approve all drainage elements while exposed.

5.2. Pre-Concrete Inspection

- 5.2.1. Provide a copy of the concrete mix design to City of Grande Prairie for approval prior to pouring any concrete.
- 5.2.2. Upon initial set-up (levelling/securing etc.) of all specified equipment, the Contractor shall obtain a Pre-Concrete inspection from the City of Grande Prairie prior to pouring of any concrete footing/pilings. Allow a minimum of 24 hours prior to arrival of concrete.
- 5.2.3. Necessary adjustments will be made by the Contractor prior to delivery of concrete to playground site.

5.3. Substantial Completion Inspection

- 5.3.1. Contractor shall arrange for a Substantial Completion Inspection of each playground when the installation is a minimum of 90% complete.
- 5.3.2. The City's representative and Contractor shall be present on site for the Substantial Completion Inspection.

- 5.3.3. The City Inspector will provide a written report to the Contractor noting deficiencies found during the Substantial Completion Inspection within 72 hours.
- 5.3.4. Providing all required playground components, protective surfacing and park furnishings are installed without any major deficiencies, the Contractor may make a formal request for the issuance of a Substantial Performance Certificate.

5.4. Construction Completion Inspection

- 5.4.1. Contractor shall arrange for a Construction Completion Inspection with the City of Grande Prairie for the playground specified and prior to release of final payment.
- 5.4.2. Site furnishings and site reclamation (landscaping) shall be completed prior to site opening and Construction Completion Inspection.
- 5.4.3. Providing all required playground components, protective surfacing, park furnishings, and landscaping are completed without any deficiencies, the Contractor may make a formal request for the issuance of a Construction Completion Certificate.
- 5.4.4. The Construction Completion Certificate will be issued within 72 hours of receipt of request. Release of holdback (10%) will be in accordance with the Prompt Payment and Construction Lien Act.

6. Play-space Design/Layout Criteria

6.1. Proposal shall include:

- 6.1.1. 2D Site layout to scale – identifying all required Protective Surfacing Zones and No Encroachment Zones.
- 6.1.2. 2D Site layout showing components and include an equipment list (Part # + Product ID)
- 6.1.3. Equipment list to include a picture of each component supplied including Product ID and Part Numbers.
- 6.1.4. 3D View from a minimum of 3 sides.
- 6.1.5. Border dimensions (inside dimensions) required to meet minimum protective surfacing zones.
- 6.1.6. Total perimeter of border.
- 6.1.7. Provide photo samples of all typical mounting and fastening hardware.

6.2. Design Elements

- 6.2.1. Spaces with inclusive surfaces (including EWF) shall contain elements that utilize universal design principles.
- 6.2.2. No Encroachment Zones (NEZ): up to 75% of the NEZ may be outside of Protective Surfacing areas.

7. Protective Surfacing

7.1. Surface Dimensions

- 7.1.1. Designers are encouraged to consider alteration of the existing footprint. Variations are acceptable up to maximum m2. There is no minimum.

7.2. Protective Surfacing Drainage

- 7.2.1. EWF installations shall include an appropriate method of footprint drainage which prevents prolonged pooling of water within the border.
- 7.2.2. Drainage systems will flow to an approved outflow system to allow water to escape the playground border.
- 7.2.3. Proposals shall include an appropriate outflow system for each playground site.
- 7.2.4. Playgrounds listed in this RFP are not proximate to the underground storm system and cannot be connected to the underground storm system.

7.3. Surfacing - Engineered Wood Fibre

- 7.3.1. Upon installation, and after compaction, this system when tested will yield a gmax of 175 g or less and a HIC of 800 or less. Test methods specified in ASTM F1292 and CEN EN1177 may be used for testing protective surfacing. The City of Grande Prairie will perform this test upon installation.
- 7.3.2. Minimum (compacted) depth of 300mm. Material to be compacted during installation and not utilize “use” for initial compaction purposes. Adequate material shall be installed to accommodate future use compaction.
- 7.3.3. EWF shall be installed as per manufacturer’s specifications and include a drainage and outflow system.

7.4. Wear Mats

- 7.4.1. Wear mats are required in all areas where anticipated displacement of protective surfacing will occur, including but not limited to; swings, bottom of slides and rotating equipment, and shall be included in cost of protective surfacing within proposals. Locations of wear mats shall be shown on 2D site layout.
- 7.4.2. Surface style and zero fill wear mats are preferred.

8. Salvage

- 8.1. The City reserves the right to salvage playground parts after site fencing has been installed.
- 8.2. Concrete pilings with exposed metal removed can be salvaged to the City’s land located at 92 Street and Park Road.

9. Colour Pallet Selection

- 9.1. The City will perform a public engagement session with a local elementary school to select the final colour pallet. Upon award, the contractor shall work with the City to produce a minimum of three colour pallet selections for each playground within the RFP. Once selected the Contractor will produce 3D renderings of each colour pallet selection for distribution to the school.
- 9.2. The City will require approximately three weeks to complete the engagement.

Playgrounds

A. Mission Heights 11-74 Avenue & 107 Street

Background:	Installed in 2002. This playground is located within a residential area, just southwest of two K-8 schools. John McAuley Park is approximately 800m away. Further site information is found in “Appendix B- MH11 Site Information”.
Goal:	Update the play space and maximize play value for the 18 months – 5 years age group. Include a single free-standing item to accommodate 5 years – 12 years.
Vision:	Theme – Designers choice
Summary:	Remove and dispose existing play equipment, sand protective surfacing, and wood playground border. Playground furnishings to remain in place. Supply and installation of play equipment, playground border, drainage and outflow system, and EWF protective surface. Finished landscaping and site restoration.
Furnishings:	Leave existing in place.
Approximate Budget:	\$80,000.00 (All inclusive)

Available Area:	Up to 120m ² , currently 103m ²
Protective Surfacing System:	Engineered Wood Fibre (EWF)
Must Have Equipment List:	18 months – 5 years: 1 slide, 1 staircase, 2 play panels 5 years – 12 years: Free-standing item
Drainage System:	Appropriate drainage system included (Footprint and outflow).

B. O'Brien Lake 1- Monkman Park- 110 Street & 66 Avenue

Background:	Installed in 2004. The neighbourhood park is in the heart of O'Brien Lake Neighbourhood. Further site information is found in "Appendix B- OL1 Site Information". The existing border is plastic.
Goal:	Update the play area for use by children ages 18 months – 12 years. Clean up border shape to include 90° angles.
Vision:	Theme – Designers choice
Summary:	Remove and dispose existing play equipment, sand protective surface, and plastic playground border. Supply and installation of play equipment, playground border, drainage and outflow system, and EWF protective surface. Finished landscaping and site restoration.
Furnishings:	Leave existing in place.
Approximate Budget:	\$ 200,000.00 (All inclusive)
Available Area:	Up to 385m ² , currently 377m ²
Protective Surfacing System:	Engineered Wood Fibre (EWF)
Must Have Equipment List:	2 bay swing set with 2 toddler belts and 2 regular belts.
Drainage System:	Appropriate drainage system included (Footprint and outflow).

B. MATERIAL DISCLOSURES

- 1) The City reserves the right to award the Contract based upon budget approval.
- 2) Deviations to the required materials, products, or equipment must be submitted for review and approval by the City prior to Deadline for Questions. The City is not obligated to approve any request for a deviation. If the City decides in its sole discretion to approve any deviations, the City will issue a written addendum.
- 3) The terms and conditions as per Appendix A will govern the performance of the contract.
- 4) The successful proponent must obtain and maintain a City of Grande Prairie Business License and all permits required to carry out the obligations set forth in this RFP. Proponents are encouraged to visit [Business Licensing | City of Grande Prairie \(cityofgp.com\)](https://www.cityofgp.com/business-licensing) to determine if a City of Grande Prairie Business License is required.

C. MANDATORY SUBMISSION REQUIREMENTS

- **Submission Form** (Appendix B-to be completed online through bids&tenders™ bidding system)
- **Pricing** (Appendix C- to be completed online through bids&tenders™ bidding system)
- **Specifications for proposed equipment for each respective park**, layout in accordance with Appendix D- Section 6.1 (to be uploaded through bids&tenders™ bidding system)
- **Warranty information for all proposed equipment, to include warranty details on plastics, steels, and protective surfacing** (to be uploaded through bids&tenders™ bidding system)
- **Project Work Plan and Schedule** (to be uploaded through bids&tenders™ bidding system)
- **Resumes** (to be uploaded through bids&tenders™ bidding system)
- **WCB Clearance Letter** (to be uploaded through bids&tenders™ bidding system)
- **Certificate of Recognition (COR), SECOR, or equivalent** (to be uploaded through bids&tenders™ bidding system)

COR, SECOR, or equivalent meaning:

A current copy of an issued COR, SECOR or Temporary Letter of Certification endorsed by the Government of Alberta, or an equivalent certificate or designation under an equivalent program in a jurisdiction other than Alberta. A detailed safety program may be submitted as an alternative to the above, however this a discretionary alternative as the City reserves the right to accept or deny this submission.

D. MANDATORY TECHNICAL REQUIREMENTS

Not applicable

E. PRE-CONDITIONS OF AWARD

- **Certificate of Insurance:** Upon award, the successful proponent shall obtain insurance from an insurance provider authorized to sell insurance in the Province of Alberta and acceptable to the City in its sole discretion. Insurance shall remain in force until date of the completion and provide 30 days written notice to the City in advance of any cancellation, termination, material change, or reduction in policy limits for such insurance.

Commercial General Liability Insurance

Comprehensive General Liability Insurance protecting the Owner, the Proponent, and their respective servants, agents or employees against damages arising from personal injury (including death) and claims for property damage which may arise out of the operations of the Proponent, its sub-proponents, and their respective servants, agents or employees under the Agreement.

Such insurance must:

- be in an amount of not less than \$2,000,000.00 inclusive per occurrence, and shall include a standard form of cross-liability clause;
- have the City, and the City's Personnel and elected officials, included as additional insured with respect to liability arising in the course of performance of the proponents' obligations under, or otherwise in connection with the Agreement.

Automobile Mobile Equipment Insurance

If vehicles are used in the performance of the Agreement by or on behalf of the proponent, then Automobile Liability Insurance shall be maintained on all licensed vehicles owned by or leased to the Proponent, protecting against damages arising from bodily injury (including death) and from claims for property damage arising from the operations of the Proponent, its servants, agents or employees. This insurance shall be for an amount of \$2,000,000.00 inclusive per occurrence.

F. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria relevant to the evaluation of proposals under this RFP. Proponent must achieve a minimum score of 70% overall on Point-Rated Criteria in order to be evaluated on the basis of their Financial Proposal.

A breakdown of the points available is listed below the Evaluation Criteria Table.

Considerations	Points
Proposed Work Plan and Schedule	10
Strength of Design	45
Previous Relevant Experience	15
Project Team and Qualifications	10
Technical Score	80
Price	20
Overall Score	100

Non-Price Criteria Requirements

Proponents will be required to complete a series of schedules within the bidding system which forms the qualitative response to the RFP non-price rated criteria. The uploading of unrequested documentation will not be permitted and may result in the disqualification of the proponent's proposal.

Proponents Work Plan and Schedule 10 points

- Project work plan is in the preferred format of a Gantt chart detailing the number of days for completion of each phase and includes milestones, inspections, and the ability to complete the project prior to the completion date. **(10)**

Strength of Design 45 points

- Design aligns with goal and vision. **(10)**
- Playground equipment quality. **(10)**
- Wear mats shown at appropriate locations. **(5)**
- Design incorporates inclusive elements. **(5)**
- Appropriate footprint drainage system included. **(5)**
- Appropriate outflow system included. **(5)**
- Playground equipment warranty. **(5)**

Previous Relevant Experience 15 points

- Proponent to provide a detailed outline of three (3) recent projects its firm, has delivered which are considered relevant and comparable to this project in size and complexity. **(15)**

Project Team and Qualifications 10 points

- Proponent will identify staff members and subcontractors to be assigned to this project and provide their individual capabilities, knowledge, and relevant experience with similar projects, including their respective role and responsibilities. Include details on your certified playground inspector. Project team's resumes are to be uploaded in bids&tenders™. **(10)**

Pricing 20 points

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form.

$$\text{Lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

Ratings:

Proposals will be evaluated and scored according to the outline below. The evaluation will be based on a 0 to 5 score scale.

Rating	Description
5	Exceeds expectations; Proponent clearly understands the requirement; comprehensive response with precision and relevance and includes improvement through innovation and added value; excellent probability of success.
4	Meets expectations; Proponent has a good understanding of the requirement, comprehensive response in terms of detail and relevance to the requirements; good probability of success.
3	Partially meets expectations; Proponent has good understanding of requirement; however, fails in some areas, acceptable level of detail and accuracy; fair probability of success.
2	Limited information provided / inadequate response / only partially demonstrates understanding of the requirements; low probability of success.
1	Inadequate detail provided / questions not answered or addressed / meets mandatory requirements only; no probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

PREVIEW

YOU MUST BE A REGISTERED PLAN TAKER
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RFP-2024-10 - Playground Replacement Program

Opening Date: February 2, 2024 12:00 PM

Closing Date: February 23, 2024 2:00 PM

PREVIEW
YOU MUST BE A REGISTERED PLAN TAKER
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Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated.

* Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Owner (unless otherwise specified).

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

Pricing- Site Mobilization

- a. Proponents should provide the pricing information requested by completing the Pricing Table.
- b. Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for **GST**.
- c. Rates provided by the proponent must be all-inclusive, including but not limited to, all labour and material costs, disbursements and expenses, all insurance costs, as well as all other operational, administrative, and overhead costs and profit, including any fees or charges required by law.

Pricing **must** be separated from the technical submission. Any indication of price within the technical submissions will result in disqualification.

Description	Unit	Quantity	Price *	Extended Price
Site Mobilization	Lump Sum	1		
Subtotal:				

Pricing- Mission Heights 11-74 Avenue & 107 Street

- a. Proponents should provide the pricing information requested by completing the Pricing Table.
- b. Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for **GST**.
- c. Rates provided by the proponent must be all-inclusive, including but not limited to, all labour and material costs, disbursements and expenses, all insurance costs, as well as all other operational, administrative, and overhead costs and profit, including any fees or charges required by law.

Pricing **must** be separated from the technical submission. Any indication of price within the technical submissions will result in disqualification.

Description	Quantity	Unit	Price *	Extended Price
Remove and dispose existing playground equipment	1	Lump Sum		
Remove and dispose existing existing sand surface	103.0	m2		
Remove and dispose existing wood border	41.0	m		
Supply and install wood border(GPCM - SD 50 05 03)	1.0	Lump Sum		
Supply and install EWF surface (300mm compacted)	1.0	Lump Sum		
Supply and install drainage and outflow system	1.0	Lump Sum		
Supply and install playground equipment	1.0	Lump Sum		
Landscaping and site restoration	1.0	Lump Sum		
Subtotal:				

Pricing- O'Brien Lake 1- Monkman Park- 110 Street & 66 Avenue

- a. Proponents should provide the pricing information requested by completing the Pricing Table.
- b. Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for **GST**.
- c. Rates provided by the proponent must be all-inclusive, including but not limited to, all labour and material costs, disbursements and expenses, all insurance costs, as well as all other operational, administrative, and overhead costs and profit, including any fees or charges required by law.

Pricing **must** be separated from the technical submission. Any indication of price within the technical submissions will result in disqualification.

Description	Quantity	Unit	Price *	Extended Price
Remove and dispose existing playground equipment	1.0	Lump Sum		
Remove and dispose existing existing sand surface	377.0	m2		
Remove and dispose existing plastic border	83.0	m		
Supply and install wood border (GPCM 50 05 03.01)	1.0	Lump Sum		
Supply and install EWF surface (300mm compacted)	1.0	Lump Sum		
Supply and install drainage and outflow system	1.0	Lump Sum		
Supply and install Playground equipment	1.0	Lump Sum		
Landscaping and site restoration	1.0	Lump Sum		
Subtotal:				

Summary Table

Bid Form	Amount
Pricing- Site Mobilization	
Pricing- Mission Heights 11-74 Avenue & 107 Street	
Pricing- O'Brien Lake 1- Monkman Park- 110 Street & 66 Avenue	
Bid Amount:	

Appendix A - Form of Agreement

A sample Form of Agreement, which will form the basis of any negotiation for the Work, is provided in the Documents section of this bid opportunity. Proponents will clearly indicate in the response box below, any condition in the Form of Agreement that is not acceptable and provide alternate wording for the City's legal review and consideration.

If the Form of Agreement is acceptable, proponents will select the check box to opt out of completing this form.

We will not be submitting for Appendix A - Form of Agreement

Line Item	Response
1	

Proponent Information

Proponent to fill out the following form, naming one person to be the contact for this RFP process and for any clarifications or communication that might be necessary.

Proponent shall also provide name and email address of its authorized signatory for contract and other contractual documents.

Proponent Information	Response *
Company's Full Legal Name	
Address for the RFP	
Contact Name	
Contact Title	
Contact Phone	
Contact Email	
Name and Email of Company's Authorized Signatory	

Business License

Bidders are **NOT** required to submit proof of valid business license with their submission, this will be addressed during the award phase.

PLEASE DO NOT CONTACT THE BUSINESS LICENSE OFFICE UNLESS YOU HAVE BEEN ADVISED OF AN AWARD.

Description	Response *
<p>The City of Grande Prairie issues licenses for businesses, business activities, and persons engaged in business. Business license bylaws are enacted to protect public health and safety. A business license serves as confirmation that a business complies with local laws and regulations.</p> <p>This applies to:</p> <p>Every separate business entity, trade, profession, industry, occupation employment, calling or person providing goods or services, with the intent of making a profit, operating in the City of Grande Prairie is required to hold a valid City of Grande Prairie business licence.</p> <p>Proof of a professional license will be accepted for those eligible such as APEGA.</p> <p>For more information on business license requirements and exemptions visit https://www.cityofgp.com/city-services/permits-licenses-forms/planning-and-development/business-licensing</p>	<p>Select A Value</p>

Company Profile

To help us get to know you better, we'd like to know more about your company

- The address and location of the office from which any work will be performed.
- Company introduction/ brief history

Description	Response *
The address and location of the office from which any work will be performed:	
Company introduction/ brief history:	
Describe any litigation within the last five years or any pending litigation arising out the firm's performance.	

Work Plan and Project Schedule (10 points)

Proponent will demonstrate its ability to complete the project and achieve the deliverables in accordance with the project time period. Project schedule to be uploaded in the Document Upload section of bids&tenders™.

Description	Response *
Proponent to provide a project schedule in Gantt chart format with timelines detailing number of days, including completion of each phase/deliverable, identifying milestones and critical phases of the project ensuring dates are met as outlined in the RFP. Detailed project schedule to be uploaded in Document Uploads section of Bids&Tenders™. Indicate "Schedule uploaded" in Response* Text Box. (10)	

Previous Relevant Experience (15 points)

Proponent to provide a detailed outline of three (3) recent projects its firm, has delivered which are considered relevant and comparable to this project in size and complexity.

Description	Past Project #1 *	Past Project #2 *	Past Project #3 *
Project Owner			
Project Title			
Start and completion dates			
Was the project completed on time? If not please explain			
Measures used to indicate quality			
Involvement of proponent and identification of roles and participation of team members including subconsultant(s), if applicable			
What your customer was asking?			
What methodology was followed?			
What made the project successful?			

Project Team and Qualifications (10 points)

Proponent will provide its project team composition. Identify the named individuals who will be assigned to this project, their specific role, and responsibilities on the team. Include any agents, employees, and subconsultants who will be involved in providing the deliverables.

Project team's resumes are to be uploaded in the Document Upload section of Bids&Tenders™

- Project team members will not be changed out without the written approval of the City, to a request made in writing by the Consultant.

Name *	Role *	Responsibilities *

Sub-Contractors

The Bidder shall state all Subcontractor(s) and type of Work proposed to be used for this project. Bidders shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors.

The Bidder shall state only one (1) subcontractor for each type of work.

Subcontractors/ Subconsultants

The following work will be performed (or provided) by Subcontractors/ Subconsultants and coordinated by us. No other Subcontractors/ Subconsultants will be employed without the written approval of the City, to a request made in writing by the Consultant.

By clicking here I confirm that there are no Subcontractor(s) and the Bidder shall perform the project with their "OWN FORCES".

Subcontractor/ Subconsultant Name	Portion of the Work

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

- Certificate of Recognition (COR), SECOR, or equivalent * (mandatory)
- WCB Clearance Letter or equivalent * (mandatory)
- Project Schedule (Gantt chart) * (mandatory)
- Resumes * (mandatory)
- Mission Heights 11-74 Ave & 107 St: playground drawings and technical specifications (in accordance with Appendix D- Section 6.1) * (mandatory)
- O'Brien Lake 1- Monkman Park- 110 St & 66 Ave: playground drawings and technical specifications (in accordance with Appendix D- Section 6.1) * (mandatory)
- Warranty information for all proposed equipment, to include warranty details on plastics, steels, and protective surfacing * (mandatory)

Addenda, Terms and Conditions

1. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the City and the proponent unless and until the City and the proponent execute a written agreement for the Deliverables.

2. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP.

3. Non-binding Price Estimates

The proponent has submitted its rates in accordance with the instructions in this RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

4. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the City prior to the Deadline for Issuing Addenda.

5. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

6. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the advisers retained by the City to advise or assist with the RFP process, including with respect to the evaluation this proposal.

I have the authority to bind the organization.

You must declare all potential Conflicts of Interest, as defined in the Conflict of Interest terms in the solicitation document. This includes disclosing the names and all pertinent details of all individuals (employees, advisors, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the City of Grande Prairie within twelve (12) months prior to the Submission Deadline.

By selecting "no" in the box below, you will be deemed to declare that (a) there was no Conflict of Interest in preparing your submission and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the solicitation document.

Otherwise, if the statement below applies, check the "yes" button.

- You declare that there is an actual or potential Conflict of Interest relating to the preparation of your submission, and/or you foresee an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the solicitation document.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		

PREVIEW

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