

## **CAP 7301 Bus Stop Improvements**

## **Request for Quotation (RFQ)**

#### FOR BUS STOP FURNISHINGS

#### **SUMMARY:**

The Town of Canmore is requesting quotations for the supply, delivery, and installation of furnishings for the Bus Stop Improvement Capital project. Scope includes bus shelters.

REFERENCE NUMBER:	CAP 7301
CLOSING DATE:	February 21, 2024
CLOSING TIME:	14:00:00 Mountain Time Zone
DATE ISSUED:	January 17, 2024
NOTE:	RESPONSES WILL NOT BE OPENED PUBLICLY



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#### 1.0 INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR QUOTATION (RFQ)

#### 1.1 CLOSING DATE AND TIME

- 1.1.1 Quotations must be received not later than 14:00:00 hours Mountain Time Zone (Canmore local time) on Wednesday, February 21, 2024.
- 1.1.2 Proponents shall submit their quotation to the Town of Canmore by email to the attention of Jessica Tomashewski, Senior Engineering Intern at <a href="mailto:engineering">engineering</a>intern@canmore.ca. The quotation document is to be in PDF format only (.pdf) and all components shall be formatted and combined into one file that is attached to the email submission. Responses by facsimile will not be accepted.

#### 1.2 RFQ CONTACT PERSON

1.2.1 For clarification or additional information, Proponents shall **only** contact the person listed below.

Jessica Tomashewski, Senior Engineering Intern

Email - engineeringintern@canmore.ca

- 1.2.2 Refer to Section 2.6 below for additional information for Questions and Clarifications.
- 1.3 The Town of Canmore may in its sole discretion disqualify responses that do not meet the formatting and other criteria set out in Section 0 of this RFQ.
- 1.4 Responses must be in English.
- 1.5 Quotations shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.
- 1.6 Each Proponent is solely responsible for ensuring that its response is received at the specified email address by the specified closing date and time. Strict adherence to the closing date and time will be maintained, and unless the deadline date is extended by issue of addendum, all responses received after this time and date will be rejected.



#### 2.0 GENERAL CONDITIONS OF RESPONSE

#### 2.1 PURPOSE OF THE REQUEST FOR QUOTATION (RFQ)

- 2.1.1 The Town of Canmore is issuing this Request for Quotation (RFQ) to select a Proponent for supply and installation of bus shelters for CAP 7301 Bus Stop Improvements.
- 2.1.2 The Town of Canmore reserves the right to modify the terms or cancel the RFQ process at any time.

#### 2.2 SUBMISSION OF RESPONSE TO THE RFQ

- 2.2.1 By submitting a response to this RFQ, each Proponent accepts its terms and conditions. In addition, by submitting its response each Proponent waived all claims, rights, demands, and the benefit of any provisions of any statute, rule of law, or regulation that might adversely affect the rights of the Town of Canmore under this RFQ.
- 2.2.2 Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a "Conflicted Person"):
  - (a) Any employee of the Town of Canmore;
  - (b) Any member of the Town of Canmore Town Council (councillor);
  - (c) Any board or committee member;
  - (d) Any family member of any such employee, councillor, or board/committee member; or
  - (e) Any business entity controlled by or otherwise not at arm's length to any one or more of any such employee, councillor, board/committee member, or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFQ.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent's response.

- 2.2.3 This RFQ and any contracts subsequently entered into as a result hereof shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta shall have exclusive jurisdiction over this RFQ, and any contracts entered into as a result hereof.
- 2.2.4 Quotation documents must be completed in accordance with the requirements of the RFQ documents and no amendment or change to quotations will be accepted after the closing date and time.
- 2.2.5 All documents submitted by Proponents in response to this RFQ are to remain the property of the Town of Canmore.
- 2.2.6 Quotations shall be irrevocable for thirty (30) days following the closing of the RFQ and the quotations shall be retained by the Town of Canmore.
- 2.2.7 Quotations shall be signed by an authorized signatory of the Proponent using the Signature and Waiver Sheet in Section 0. If the Proponent is an incorporated company, the corporate seal of the Proponent shall be affixed or a certified true copy of a resolution of the corporation naming the



person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the quotation. Proponents who are sole proprietorships or partners shall sign their RFQ response in such a way as to irrevocably bind the Proponent in an authorized manner.

#### 2.3 NO COMMITMENT

2.3.1 No commitment on the part of the Town of Canmore shall exist under this RFQ unless and until the Proponent receives official written confirmation from the Town of Canmore that it has been selected to complete the work.

#### 2.4 LIMITATION OF LIABILITY

2.4.1 The Town of Canmore will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special, or punitive damages, arising out of or otherwise relating to this RFQ, the Proponent's participation in this RFQ process or the Town of Canmore's acts or omissions in connection with the conduct of this RFQ process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Town of Canmore of a duty of fairness or relating to a failure by the Town of Canmore to comply with the terms set forth in this RFQ.

#### 2.5 ACCEPTANCE OR REJECTION

- 2.5.1 The Town of Canmore reserves the right to reject any or all responses. Without limiting the generality of the foregoing, the Town of Canmore may reject any response which it deems:
  - (a) Is incomplete, obscure, irregular, unrealistic, or noncompliant;
  - (b) Has erasures, ambiguities, inconsistency, or corrections; or
  - (c) Fails to complete, or provide any information required by any provision of this RFQ.
- 2.5.2 Further, a response may be rejected on the basis of the Town of Canmore's understanding of the Proponent's past record of work, its general reputation, its financial capabilities, the completion schedule, or a failure to comply with any applicable law.
- 2.5.3 The purpose of the Town of Canmore is to obtain the most suitable responses to the Project and to further the interests of the Town of Canmore and what it wishes to accomplish in carrying out the Project. Therefore, the Town of Canmore has the right to waive any irregularity or insufficiency or non-compliance in any response submitted and to accept the response or responses which it deems most favourable to its interests or to reject all responses and cancel the RFQ.
- 2.5.4 In addition to any rights identified elsewhere in this RFQ, the Town of Canmore reserves the right to:
  - (a) Reject any and all responses;
  - (b) Add, delete, or change the terms of this RFQ at any time prior to the specified closing date and time;
  - (c) During the evaluation period, seek clarification of any Proponent's response, including consequential amendments, or any additional information from any Proponent;
  - (d) Accept or reject, in whole or in part, any response;
  - (e) Cancel the RFQ process without penalty at any time for any reason; and



- (f) Negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFQ.
- 2.5.5 The Town of Canmore is the sole and final judge with respect to the selection of any Successful Proponent as a result of this RFQ process.
- 2.5.6 All Proponents submitting a response to this RFQ will be advised of the results of the RFQ process by email. Please allow at least four (4) weeks for responses to be evaluated by the Town of Canmore.

#### 2.6 QUESTIONS AND CLARIFICATIONS

- 2.6.1 Procedural or technical questions shall be submitted in writing and should include references to a specific section and item number.
- 2.6.2 Dependent upon their nature, comments or answers will be returned via email or through an addendum should the information be applicable to all Proponents.
- 2.6.3 Amendments to this RFQ will be valid and effective only if confirmed by written addenda. Addenda may be issued during the response period. All addenda become part of the agreement and receipt must be confirmed in the Proponent's submission.
- 2.6.4 Any addenda documents will be issued by the same method that this RFQ was issued.
- 2.6.5 It is the vendor's responsibility to clarify the interpretation of any item of this request a minimum of ninety-six (96) hours prior to the stated submission date and time by contacting the Town of Canmore's designate (as above).

#### 2.7 DISCREPANCIES IN NUMBERS

- 2.7.1 In the event of a numerical discrepancy or error in a quotation, the written number will prevail.
- 2.7.2 In the event of pricing extension errors, the unit price will apply.

#### 2.8 CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

2.8.1 All information including, without limitation, any technology of a proprietary or novel nature which is disclosed to a Proponent by the Town of Canmore or a third party as a representative of the Town of Canmore (which information, in addition to the confidentiality requirements hereunder, will be kept confidential by the Proponent in accordance with the terms of its disclosure by such third party) or which is otherwise obtained by the Proponent in connection with this RFQ process, other than that which is common knowledge or within the public domain, is the confidential property of the Town of Canmore and must not be disclosed by the Proponent, except to duly authorized representatives of the Town of Canmore. Such confidential information or property is not to be employed other than in connection with responding to this RFQ unless otherwise duly authorized by the Town of Canmore in writing. These confidentiality provisions will remain binding obligations on each Proponent following the conclusion of this RFQ process until the Town of Canmore reasonably determines that such confidential information referred to herein has become part of the public domain (other than by disclosure or use prohibited herein) and releases the Proponent from its confidentiality obligation. This requirement does not prohibit any Proponent from complying with an order to provide information or data issued by a court or other authority with proper jurisdiction or to act to correct or report a situation which the Proponent may reasonably believe to endanger the safety or welfare of the public.



- 2.8.2 The applicant acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.
- 2.8.3 The Town of Canmore acknowledges that a Proponent's response may contain information in the nature of a Proponent's trade secrets or commercial, financial, labour relations, scientific, or technical information of or about a Proponent. The Town of Canmore agrees that portions of responses to this RFQ which are provided in confidence will be protected from disclosure to the extent permitted by law. The Town of Canmore is bound by the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time, and all documents submitted to the Town of Canmore will be subject thereto. Each Proponent must identify appropriate parts of its response or other documents submitted to the Town of Canmore as confidential and specify what harm could reasonably be expected from its disclosure; however, the Town of Canmore may not be able to ensure that such parts will not be protected from access.
- 2.8.4 Proponents are advised that the Town of Canmore will, as necessary, be disclosing the responses on a confidential basis to its employees and advisors who have a need to know in connection with this RFQ process for, among other things, the purpose of evaluating and participating in the evaluation of the responses. It is the responsibility of each Proponent to ensure that all personal information provided to the Town of Canmore with respect to the Proponent's personnel and their experience is supplied with the informed consent of such individuals and in accordance with applicable law. By submitting any personal information each Proponent represents and warrants that it has obtained the informed consent of the individuals who are the subject of such information to its collection, use and disclosure for purposes of this RFQ response. Also, such individuals are agreeing to the use of such information as part of the RFQ evaluation process, for any audit of the procurement process and for contract management and performance purposes.

#### 2.9 **COST OF PREPARATION**

2.9.1 Any cost incurred by the Proponent in the preparation of its response to this RFQ shall be borne solely by the Proponent.

#### 2.10 OWNERSHIP OF SUBMISSIONS

- 2.10.1 All responses submitted to the Town of Canmore become the property of the Town of Canmore and shall not be returned. They will be received and held in confidence by the Town of Canmore, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 2.10.2 Unsuccessful Proponent submissions will be kept as record for the procurement process until two (2) years after the date of decision for the RFQ award.

#### 2.11 CLARIFICATION FROM PROPONENTS

2.11.1 The Town of Canmore reserves the right to seek from any/all Proponents any further clarification it may require on responses submitted pursuant to this RFQ.

#### 2.12 **PROPONENT PERFORMANCE**

2.12.1 The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Town of Canmore. The Town of Canmore may also conduct periodic



reviews/assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Town of Canmore reserves the right to remove from the roster any selected Proponent who has been qualified by this RFQ process by way of written notice if, in the sole discretion of the Town of Canmore, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Town of Canmore's best interests.

#### 2.13 FORM OF CONTRACT

2.13.1 The Town of Canmore will be issuing a purchase order to the Successful Proponent to deliver the work described within this RFQ.

#### 2.14 NON-ASSIGNMENT

2.14.1 Neither the contract nor any work to be performed under the contract or any part hereof may be assigned by the Successful Proponent without the prior written consent of the Town of Canmore. Such written consent, however, shall not under any circumstances relieve the Successful Proponent of its liabilities and obligations under the Contract and the granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore.

#### 2.15 **DEPOSITS**

2.15.1 The Town of Canmore will consider the payment of a deposit to the Successful Proponent for the scope of work in this RFQ. Maximum percentage for a deposit that the Town of Canmore will consider is 25%. Please include a payment schedule indicating the percentages and milestones as an attachment to the quotation if applicable.

#### 2.16 TERMS OF PAYMENT

2.16.1 Invoices will be paid within thirty (30) days from the approval date of the invoice.

#### 2.17 INSURANCE AND WORKERS' COMPESATION BOARD REQUIREMENTS

- 2.17.1 As a mandatory eligibility requirement for response to this RFQ:
  - (a) The Successful Proponent shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.
  - (b) The Successful Proponent shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence.
  - (c) The Successful Proponent shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another AWCBC board that will extend the required



amount of coverage to cover the employee outside of their home province. Proponents shall submit their WCB number together with a letter from the appropriate department indicating there are no outstanding fees, fines, claims or debts due on the Successful Proponent's account to the Town of Canmore prior to the commencement of the work.

#### 2.17.2 Responsibilities of Successful Proponent:

- (a) The Successful Proponent shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the coverage shall not be terminated without a prior thirty (30) day written notice to the Town of Canmore.
- (b) The Successful Proponent or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the Successful Proponent to the Town of Canmore.
- (c) The Successful Proponent shall provide a certificate of such insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.

#### 2.18 INDEMNIFICATION

- 2.18.1 The Successful Proponent agrees to indemnify and save harmless the Town of Canmore, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.
- 2.18.2 At no time will the Town of Canmore be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Town of Canmore's premises, nor will the Town of Canmore be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Town of Canmore's premises or site.
- 2.18.3 The Town of Canmore shall not be liable for any incidental, indirect, special, or consequential damages or any loss of use, revenue, or profit of the Successful Proponent arising out of or in any way related to this RFQ or subsequent contract.

#### 2.19 INFORMATION SECURITY STANDARDS

2.19.1 Successful Proponents that provide information technology or web-related services to the Town of Canmore as part of their work on the Project shall be required to comply with the Town of Canmore's Information Security Standards as updated from time to time. These standards may overlap with and are additional to the functional and requirements of the specific Project. The Town of Canmore may require Proponents to demonstrate compliance with these standards as part of the Town's review and evaluation of proposals, quotations, and qualifications. If not appended hereto, it is the Proponent's responsibility to request the Information Security Standards and access their ability to comply as part of responding to this request.



#### 3.0 PROJECT OVERVIEW AND SCOPE

#### 3.1 **RFQ DEFINITIONS**

Owner the Town of Canmore

Project CAP 7301 Bus Stop Improvements

Proponent a firm, individual or company who or which intends to submit or submits a

quotation pursuant to this RFQ.

Quotation a submission to the Town of Canmore in response to this RFQ.

Successful Proponent a firm, individual or company with whom the Town of Canmore may decide to

initially discuss contract arrangements based upon acceptance of the Proponent's

quotation.

Vendor or Service Provider the Successful Proponent to whom the Town of Canmore issues a purchase order

for the supply and installation of bus shelters.

#### 3.2 **PROJECT DESCRIPTION / DESCRIPTION OF NEED**

	CAP 7301 Bus Stop Improvements Furnishings				
	<u>ITEM</u>	<u>UNIT</u>	EST. QUANT.	<u>UNIT RATE</u>	TOTAL (Excluding GST)
	1. BUS STOP SHELTERS				
	Small Bus Shelter				
A)	<ul> <li>Approximately 4 m²</li> <li>Black powder coated frame or timber frame</li> <li>Tempered Glass or side walls on at least 3 sides</li> <li>Different size options for site specific installation may be considered</li> <li>Wood soffit or accents preferred</li> <li>Shelters are to be free of advertising and advertising panels</li> <li>No bench or lighting needed</li> </ul>	ea.	2	\$	\$
•	<ul> <li>Installation of Small Bus Shelter</li> <li>See Section 3.3 for locations</li> <li>Shelters will be installed around an existing bench</li> </ul>	ea.	2	\$	\$
В)	Approximately 5 m²     Black powder coated frame or timber frame     Tempered Glass or side walls on at least 3 sides     Different size options for site specific installation may be considered     Wood soffit or accents preferred     Shelters are to be free of advertising and advertising panels     No bench or lighting needed	ea.	13	\$	\$
	Installation of Large Bus Shelter     See Section 3.3 for locations     Shelters will be installed around an existing bench	ea.	13	\$	\$

Town of CANMORE

#### 3.3 PROJECT SITE

3.3.1 Furnishings are to be installed at the following locations. Refer to Appendix A for current drawings (for reference only). Locations are current as of the release of the RFQ and the Town reserves the right to make adjustments as necessary.

Shelter A): Bow Valley Trail Roundabout East <a href="https://maps.app.goo.gl/nG2yyGpCunzENEdg6">https://maps.app.goo.gl/nG2yyGpCunzENEdg6</a>

Nordic Centre <a href="https://maps.app.goo.gl/VVZjAnyxZ1or6KHNA">https://maps.app.goo.gl/VVZjAnyxZ1or6KHNA</a>

Shelter B): Palliser Trail at Palliser Lane <a href="https://maps.app.goo.gl/RJr8BHTp2A4wDrp86">https://maps.app.goo.gl/RJr8BHTp2A4wDrp86</a>

Lady Macdonald Drive <a href="https://maps.app.goo.gl/ZjiaHZ3ZcK3pQvPw7">https://maps.app.goo.gl/ZjiaHZ3ZcK3pQvPw7</a>
Prospect Heights West <a href="https://maps.app.goo.gl/GA5T4Jwucnj8dkt4A">https://maps.app.goo.gl/GA5T4Jwucnj8dkt4A</a>
Fitzgerald Rise <a href="https://maps.app.goo.gl/VUz2qTkd1Y2tC5yC8">https://maps.app.goo.gl/VUz2qTkd1Y2tC5yC8</a>
Dyrgas Gate at <a href="https://maps.app.goo.gl/ZbdPbSdKHm3MRzj29">https://maps.app.goo.gl/ZbdPbSdKHm3MRzj29</a>

Mountaineers Village

Carey East

https://maps.app.goo.gl/VAtrqWbStccT735H7

Carey West

https://maps.app.goo.gl/noe6Ch1UTwQZtkho7

Walker West

https://maps.app.goo.gl/YRUTetzpmoBJHjtL7

Crossbow Place South

https://maps.app.goo.gl/XDdnaqtY2Wcqw5Sy5

Three Sisters at Fitzgerald Rise

https://maps.app.goo.gl/ByW3tPGM2WcTrvmZ8

Summit Café East

https://maps.app.goo.gl/BykcC3brBpSPv8QV6

https://maps.app.goo.gl/y8CdTJDYg98DxsGk7

More than one vendor may be chosen to supply the Town. Vendors may provide pricing for one or more line items listed in the RFQ. It is not necessary to provide pricing for each line item.

#### 3.4 SCOPE OVERVIEW / SCOPE OF SERVICES

#### 3.4.1 GENERAL SCOPE OF WORK

The Town of Canmore is requesting quotations for the supply, delivery, and installation of furnishings for the Bus Stop Improvement Capital project. Scope includes bus shelters. The scope of this RFQ is for supply and delivery of furnishings for the Bus Stop Improvements Capital Project. The duration of contract is to be twelve (12) months. Quantities will be finalized before ordering at the price negotiated through this RFQ. There is potential for additional furnishings to be purchased throughout the twelve (12) month contract period plus an additional period of twenty-four (24) months at the discretion of the Town of Canmore.

#### 3.4.2 DUTIES, RESPONSIBILITIES, AND DELIVERABLES

Quotes shall include all materials, labour, equipment, and services necessary for the manufacturing, shipping, interim storage, delivery, and installation and shall include all costs for administration, insurance, duties, coordination, and supervision at all phases of the contract.

Contractor is to interface installation with the Town of Canmore.

Contractor shall obtain all necessary Regulatory and Town of Canmore permits, inspections, and approvals.



Contactor is to provide all temporary access accommodations and detours. The contractor is responsible for maintaining the security of the site and ensuring the safety of any access provided to the public. The contractor is responsible for not interfering with the operations of ROAM Transit.

The contractor shall be the Prime Contractor pursuant to the applicable construction safety legislation and shall have primary responsibility for safety in accordance with such legislation and shall have primary responsibility for safety in accordance with such legislation.

The contractor is responsible for any damage as a result of the construction operations related to their scope of work.

The site and any staging areas used by the Contractor shall be returned to as good as or better than pre-construction conditions.

Contractor shall familiarize themselves with the Town of Canmore 2020 Engineering Design and Construction Guidelines (EDCG) as applicable to this scope of work, available here: <a href="231511">231511</a> (canmore.ca)

#### 3.4.3 OPTIONS OR EXTENSIONS

Once a preferred vendor has been selected for a particular furnishing, the Town reserves the right to negotiate with the preferred vendor the purchase of additional or alternative versions of the furnishing type or other furnishing types not included in this RFP for the duration of the contract plus an additional period of twenty-four (24) months at the discretion of the Town of Canmore.

#### 3.4.4 SERVICES NOT INCLUDED

Services not specified in this RFQ are not required. However, additional services may be requested by the Town of Canmore.

#### 3.5 ANTICIPATED PROJECT SCHEDULE

3.5.1 The following table outlines when each site will be available for the installation of the bus shelters. The installations may be scheduled between the date available for installation and **November 1, 2024**.

Location	Available for Installation
Bow Valley Trail Roundabout East	September 16, 2024
Nordic Centre	January 15, 2024
Palliser Trail at Palliser Lane	January 15, 2024
Lady Macdonald Drive	September 16, 2024
Prospect Heights West	January 15, 2024
Fitzgerald Rise	July 15, 2024
Dyrgas Gate at Mountaineers Village	July 15, 2024
Carey East	August 19, 2024
Carey West	August 19, 2024
Walker West	August 19, 2024
Crossbow Place South	July 15, 2024



Location	Available for Installation
Three Sisters at Fitzgerald Rise	July 15, 2024
Summit Café East	September 16, 2024
8 <sup>th</sup> Avenue	August 19, 2024



#### 4.0 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

#### 4.1 FORMAT AND OUTLINE OF RESPONSES

4.1.1 RFQ responses are to be on 8.5" x 11" size pages in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission. Responses to each section shall be marked with the corresponding numbers and letter (e.g. 1A, 1B, etc.).

#### 4.2 QUOTATION SUBMISSION REQUIREMENTS

Proponents are requested to submit a quotation containing the following:

- 4.2.1 Mandatory Requirements:
  - (a) Signed signature and waiver sheet.
  - (b) Signed addendum (addenda) if applicable.
  - (c) Insurance Requirements: Provide evidence from your insurance company confirming your ability to secure insurance as described in Section 2.17.
  - (d) WCB Requirements: Provide evidence of WCB coverage as described in Section 2.17.
  - (e) Company Health and Safety Plan that includes site installation.

#### 4.2.2 Quotation:

(a) Quotation is to be provided on the standard quotation template from the Proponent company.

#### 4.2.3 Service and Warranty:

- (a) Provide all warranty and technical performance information and an outline of support services provided.
- (b) Provide lead time for delivery and installation.

#### 4.2.4 Design and Aesthetics:

- (a) Provide a photograph of the product, preferably one showing the product installed in the field.
- (b) Provide a shop drawing with relevant geometric information.

#### 4.2.5 Materials:

- (a) Provide all material specifications including details of material type and gauge, fabrication method, dimensions, and finishing.
- (b) Propose the finishing and materials that will provide the best aesthetic and durability propertied. The Town may evaluate multiple material, fabrication, and coating options where options are provided.
- (c) Provide an installation specification or manual.



- 4.2.6 Reference (where applicable):
  - (a) For quotes over \$20,000, provide one municipal reference. Where references are not required, a score of 10% will be utilized.

#### 4.3 **EVALUATION PROCESS**

4.3.1 Selection of the Successful Proponent pursuant to this RFQ will be made on the basis of the Proponent meeting mandatory requirement, the value of their quotation, additional information requested and other factors germane to the Town of Canmore. The responses shall be evaluated based on the matrix shown below.

Evaluation Criteria	Evaluation
Mandatory Requirements	Pass / Fail
Quotation	50%
Service and Warranty	10%
Design and aesthetics	15%
Materials	15%
Reference	10%

4.3.2 A submission will first be reviewed for compliance with the mandatory requirements of this RFQ as listed above. A submission not complying with the criteria may be considered non-compliant and not receive further consideration.

#### 4.4 **CONFIDENTIALITY OF EVALUATION**

- 4.4.1 Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent, no details of the submission, score or ranking of any Proponent will be released to any Proponent.
- 4.4.2 This procurement may be subject to the Canadian Free Trade Agreement (207) Chapter Five Government Procurement. The name of the Successful Proponent and the value of the award will be posted on the Alberta Purchasing Connection.

#### 4.5 **RFQ SCHEDULE**

4.5.1 The following schedule has been established for this RFQ:

Milestone	Date
RFQ issued on Town of Canmore website / Alberta Purchasing Connection	January 17, 2024
Last day to submit questions to Town of Canmore designate	February 17, 2024
RFQ closing	February 21, 2024
Letter of award to be issued to Successful Proponent	March 20, 2024



#### 5.0 SIGNATURE, ACKNOWLEDGEMENT, AND WAIVER SHEET

- 5.1 By signing below, the Proponent hereby acknowledges and agrees as follows:
  - (b) Prior to submitting its response to this RFQ, the Proponent has obtained from the Town of Canmore and thoroughly reviewed the entirety of the RFQ including all addendums hereto and documents incorporated by reference into this RFQ.
  - (c) The Proponent has thoroughly reviewed, understands, and agrees to be bound by all terms and conditions of this RFQ including those in all addendums hereto and documents incorporated by reference into this RFQ, unless otherwise waived by the Town of Canmore in its sole discretion and confirmed in writing. The Proponent hereby waives any rights or claims that it was not aware of any document incorporated by reference into this RFQ.
  - (d) The Proponent's representative signing below has the full authority to represent the Proponent in all matters relating to the RFQ and bind the Proponent to the terms and conditions of this RFQ.

Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Proponent Signature	Affix Corporate Seal:
. Toponom organica	, co. po. a.c coa
Title	
Printed Name	
Date	



#### **Notes to Signatories:**

Incorporated Proponents should affix a corporate seal to the signature sheet. If an incorporated Proponent does not have a corporate seal, the Town of Canmore reserves the right to request documentation confirming corporate signing authority in the form of a director's resolution, evidence of current registered officers, or other corporate record.

Unincorporated Proponents must submit proposals signed by individual or legal entity with capacity to execute legal documents and bind the Proponent. The Town of Canmore reserves the right to request documentation confirming individual identities and authority of the signatory to represent the Proponent.



Town of CANMORE

#### **6.0 APPENDIX A – REFERENCE DOCUMENTS**

Attached are the most recent drawings for the Bus Stop Improvement Project. The drawings are for reference only and are subject to change.



# TOWN OF CANMORE ENGINEERING SERVICES

**CAP 7301** 

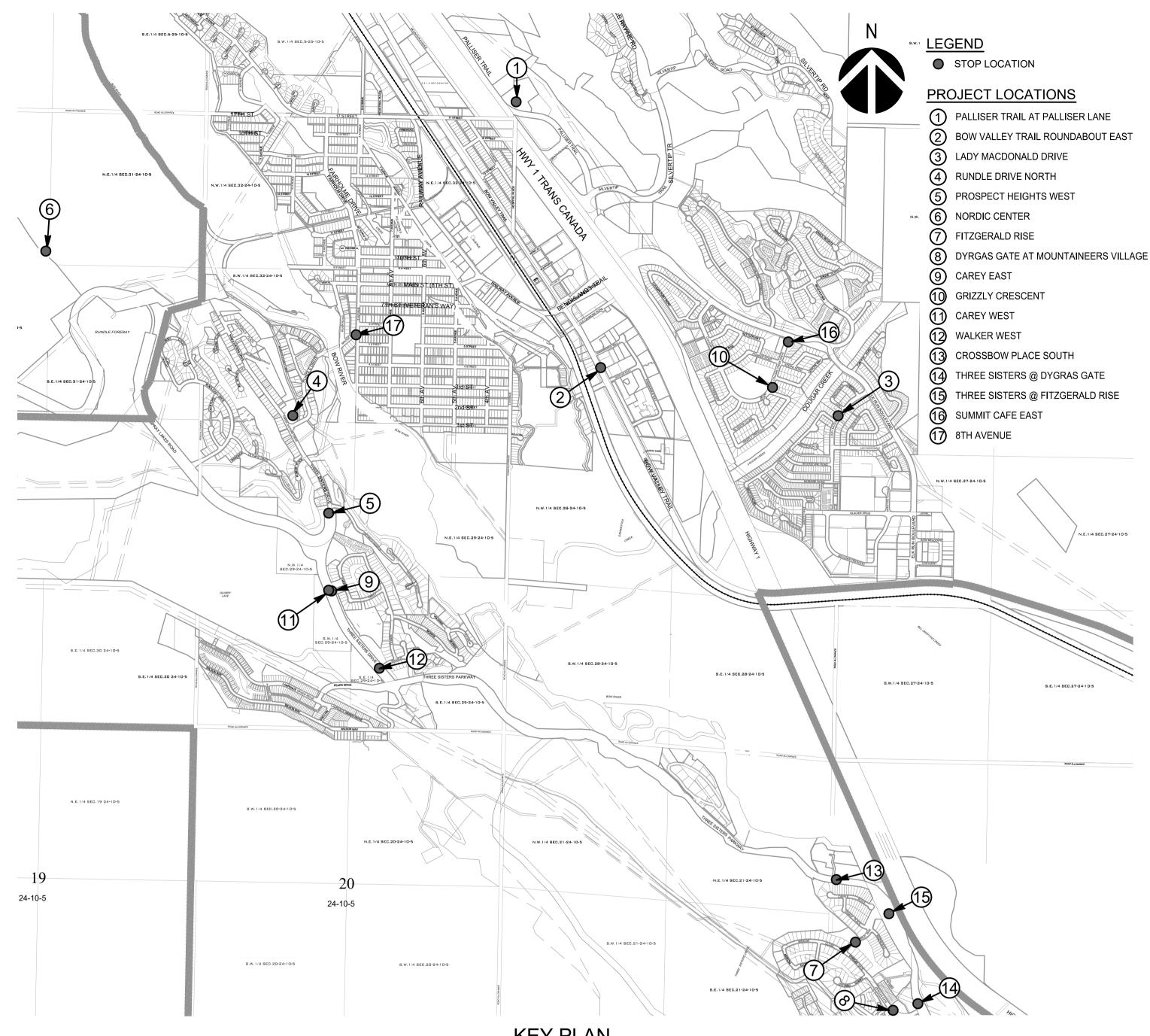
# 2023 BUS STOP IMPROVEMENT PROGRAM

## TOWN OF CANMORE

## ISSUED FOR CONSTRUCTION

WSP Project No: 231-01538-00

Date: 2023-09-25



KEY PLAN
SCALE: 1:15,000

	DRAWING INDEX	
Sheet Number	Sheet Title	
	COVER	
C01	TST94 - PALLISER TRAIL AT PALLISER LANE	
C02	TST94 - BOW VALLEY TRAIL ROUNDABOUT EAST	
C03	TST22 - LADY MACDONALD CRESCENT	
C04	TST44 - RUNDLE DRIVE NORTH	
C05	TST45 - PROSPECT HEIGHTS WEST	
C06	TST80 - NORDIC CENTRE	
C07	TST48 - FITZGERALD RISE	
C08	TST20 - DYGRAS GATE AT MOUNTAINEERS VILLAGE	

C09	TST28 - CAREY EAST
C10	TST39 - GRIZZLY CRESCENT
C11	TST46 - CAREY WEST
C12	TST47 - WALKER WEST
C13	TST64 - CROSSBOW PLACE SOUTH
C14	TST65 - THREE SISTERS AT DYRGAS GATE
C15	TST77 - THREE SISTERS AT FITZGERALD RISE
C16	TST26 - SUMMIT CAFE EAST
C17	TST76 - 8TH AVENUE
C1000	TYPICAL DETAILS
C1001	TYPICAL DETAILS
C1002	TYPICAL DETAILS

We see the future more clearly and design for it today.







SHEET NO:

CO2

TOWN FILE NO:

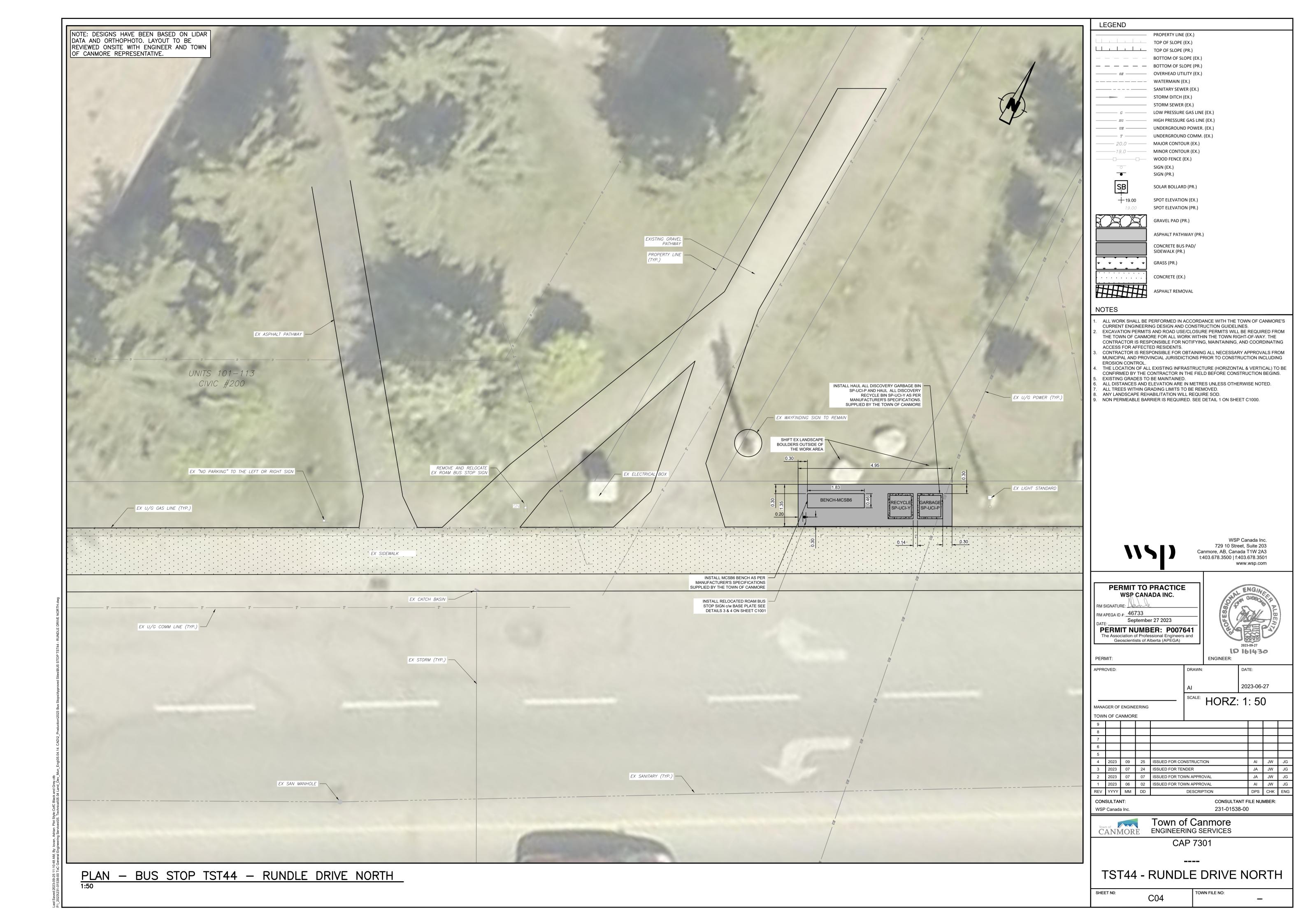
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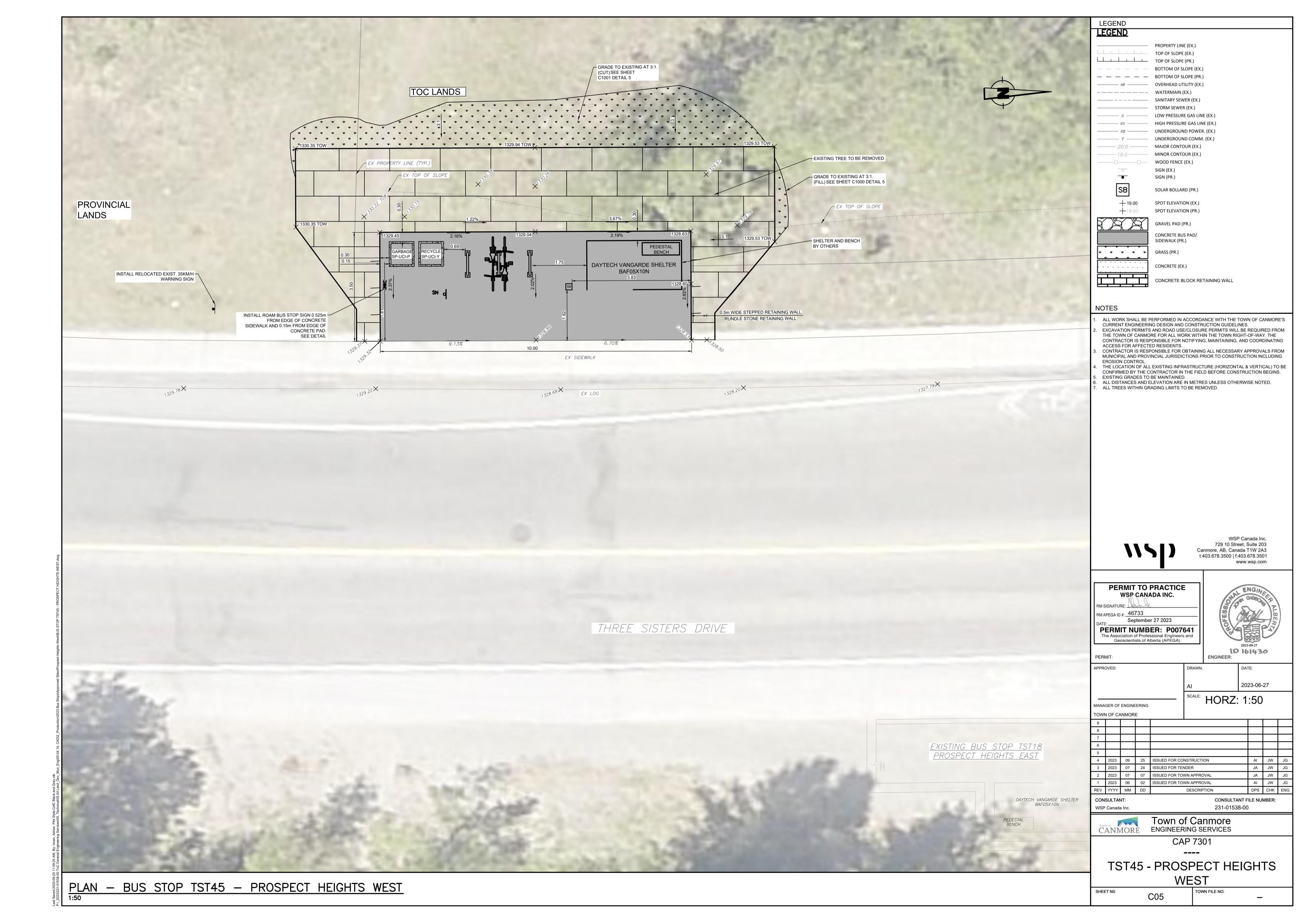
LEGEND

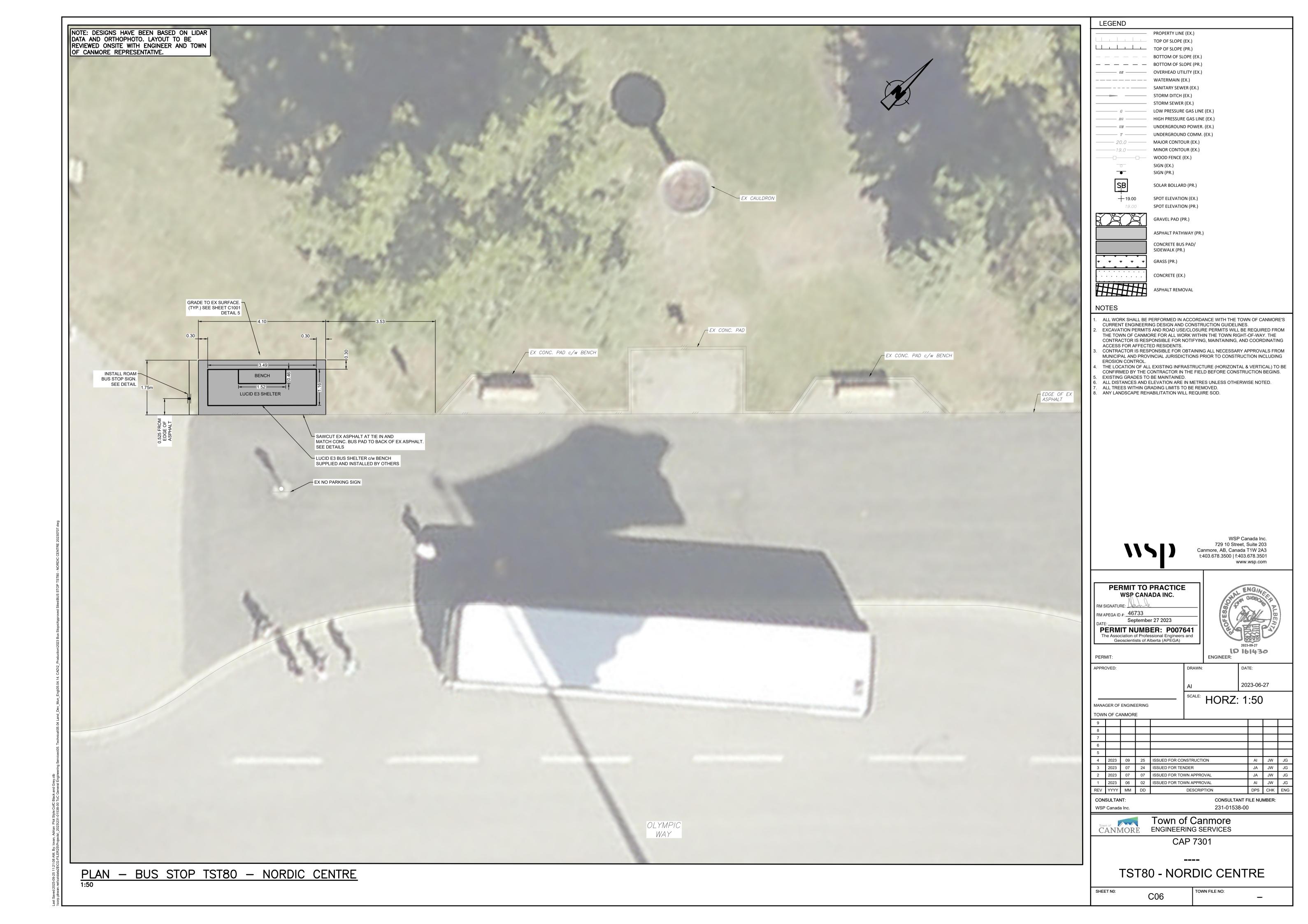


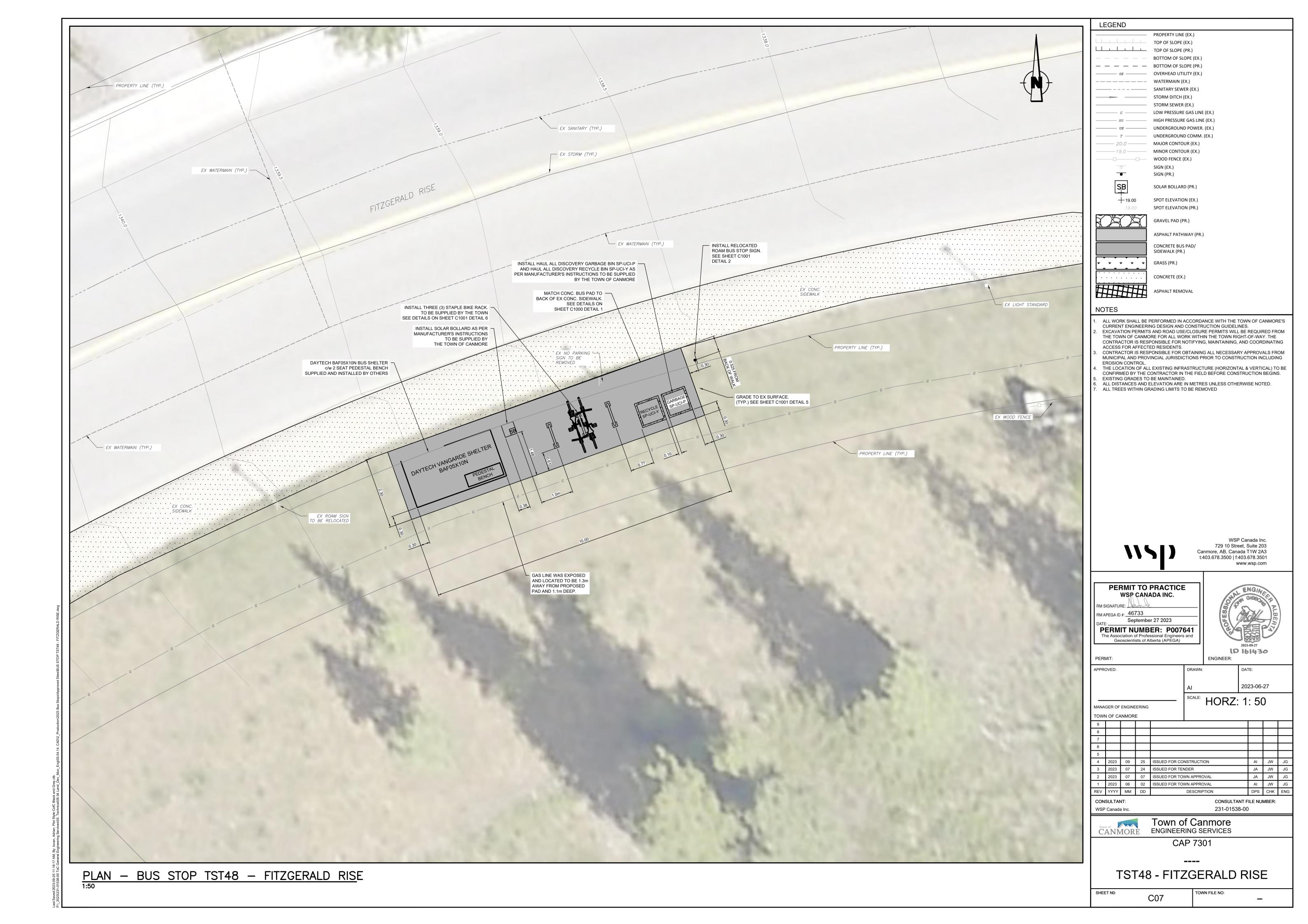
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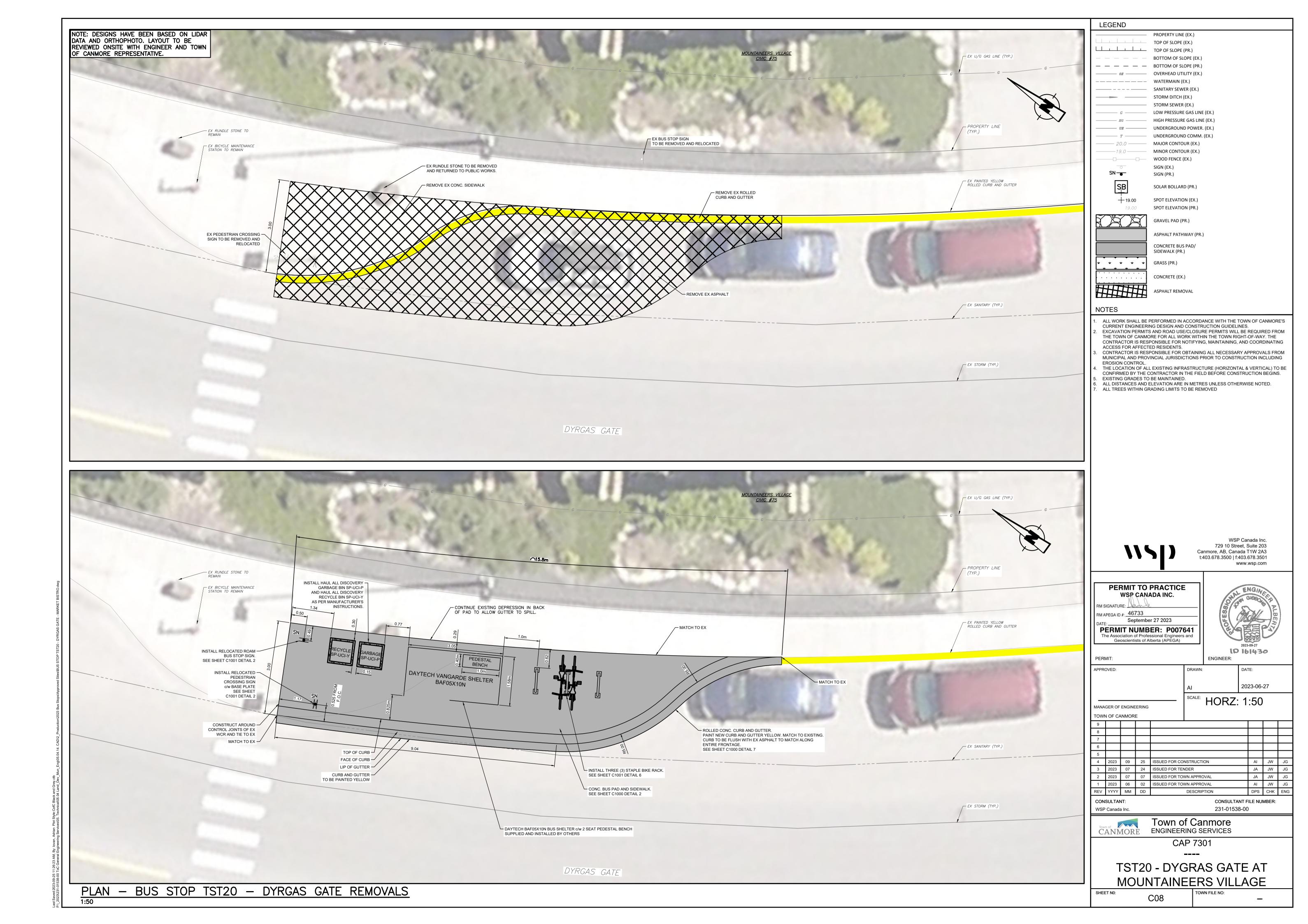
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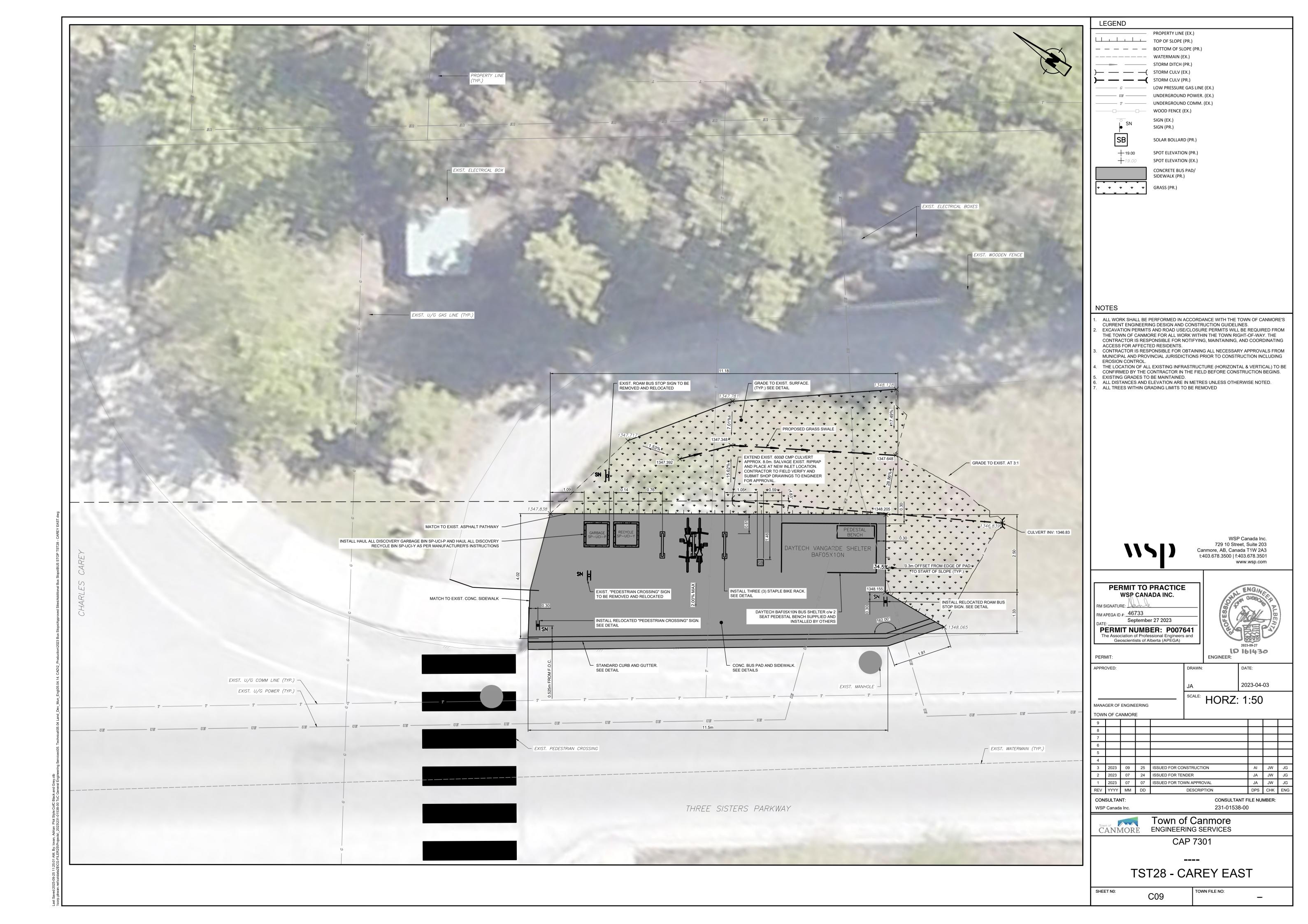




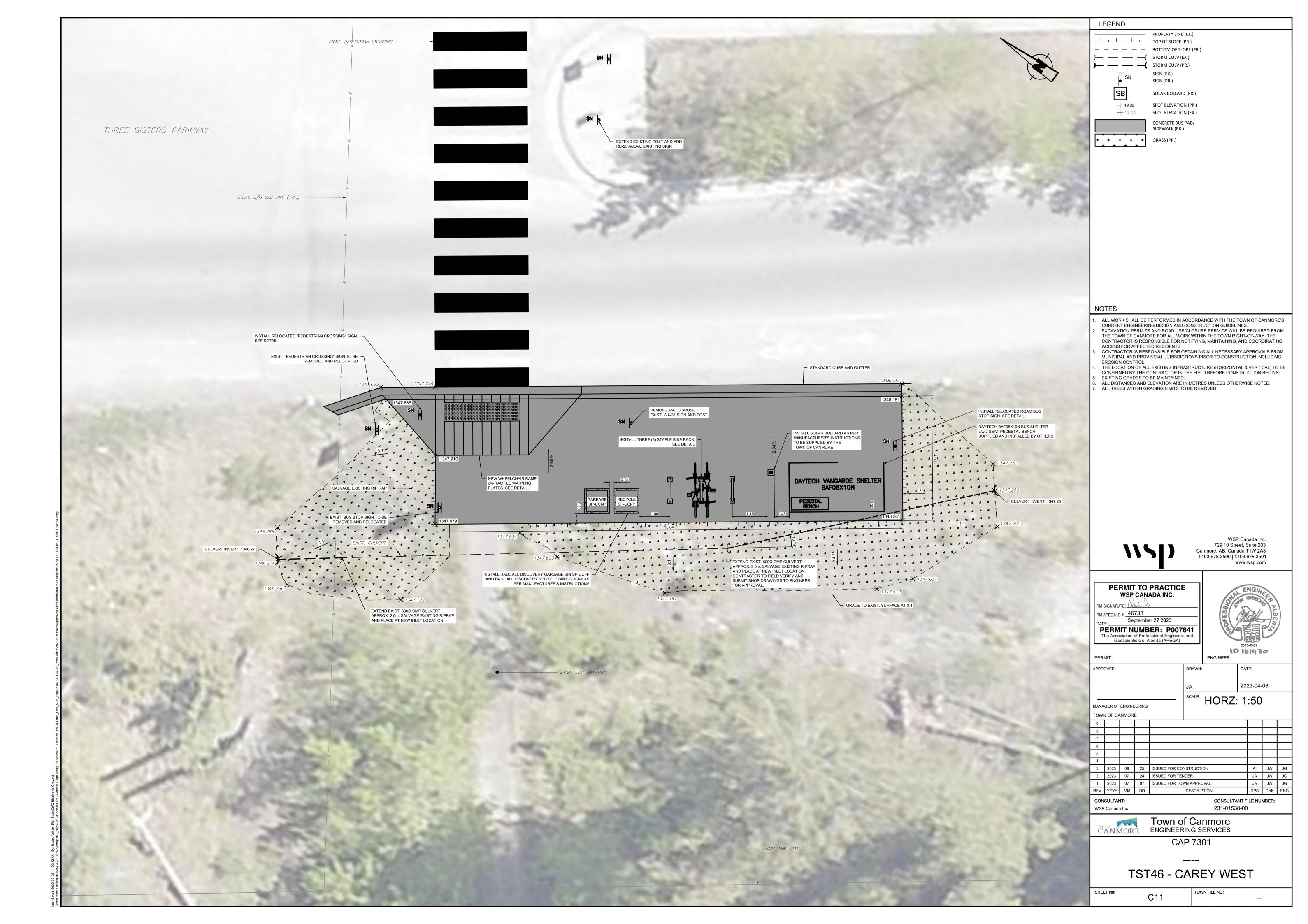


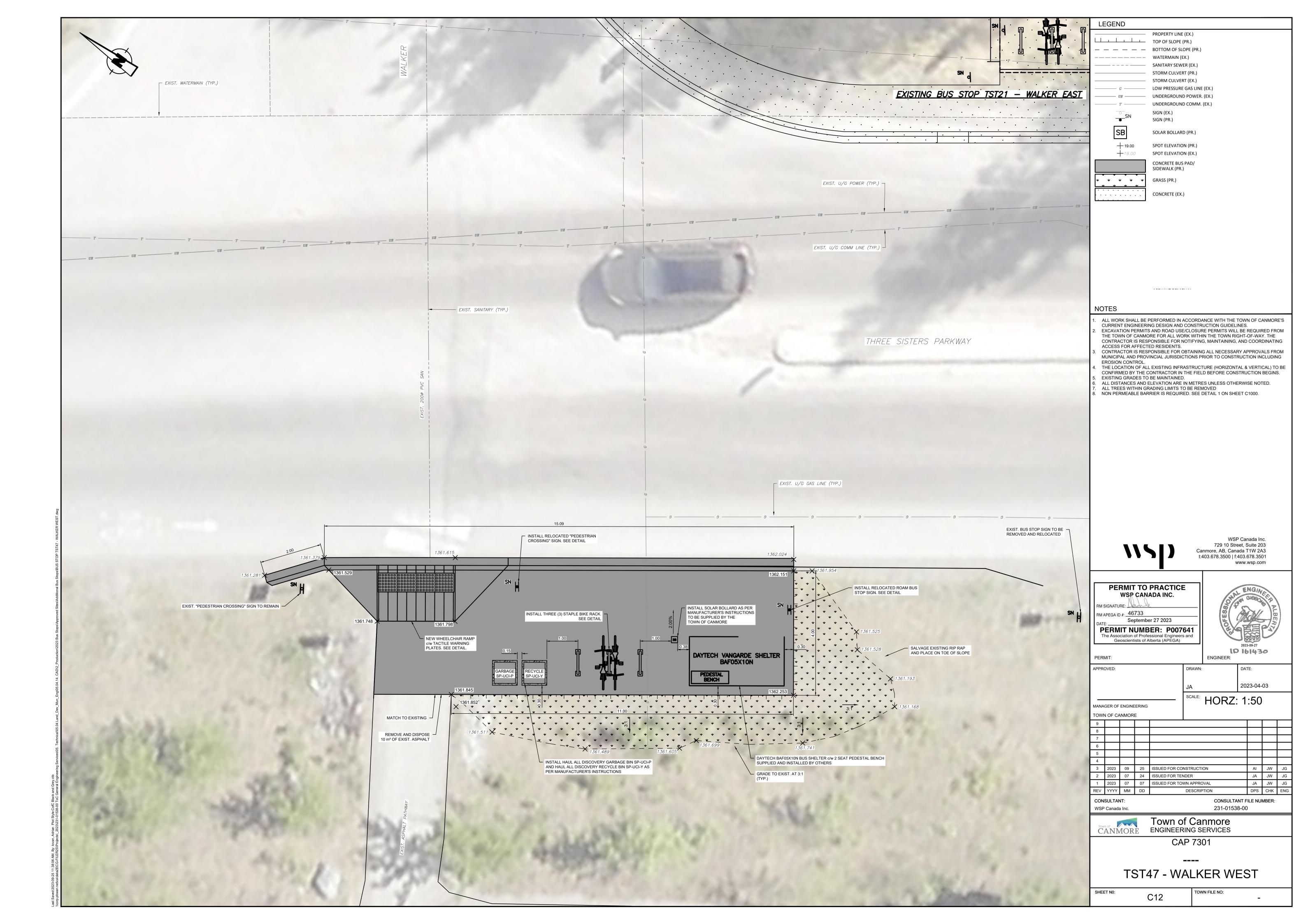


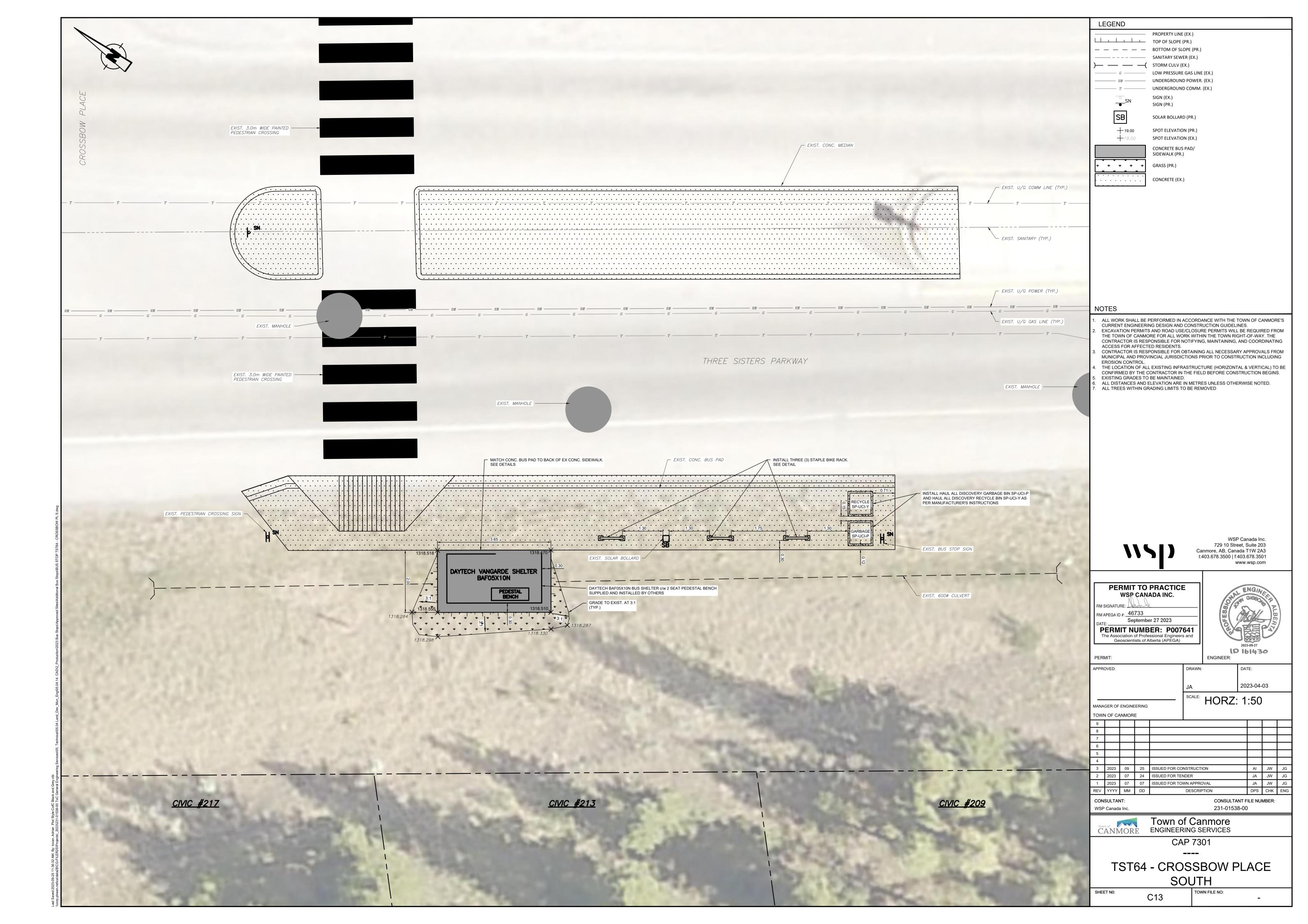


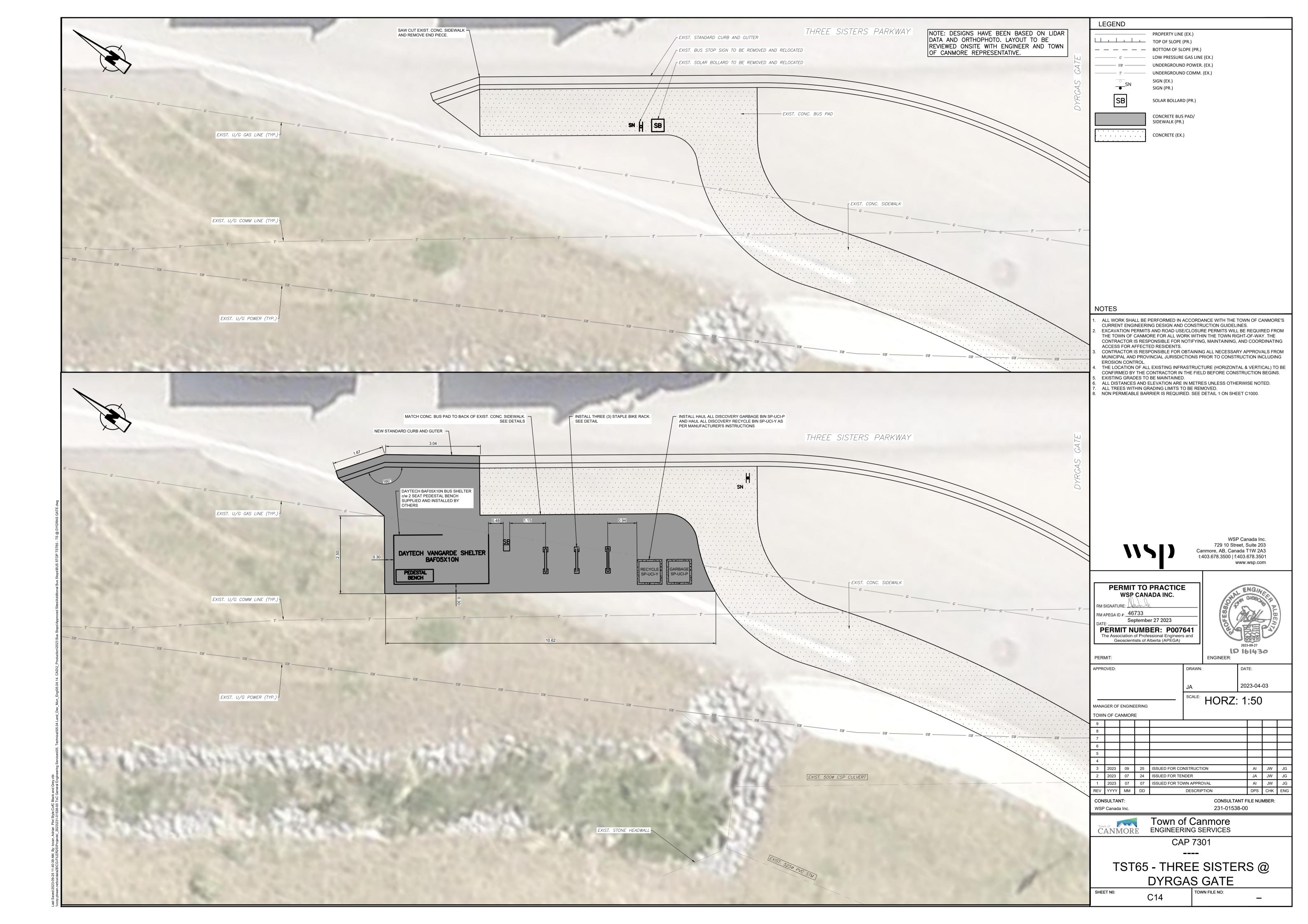


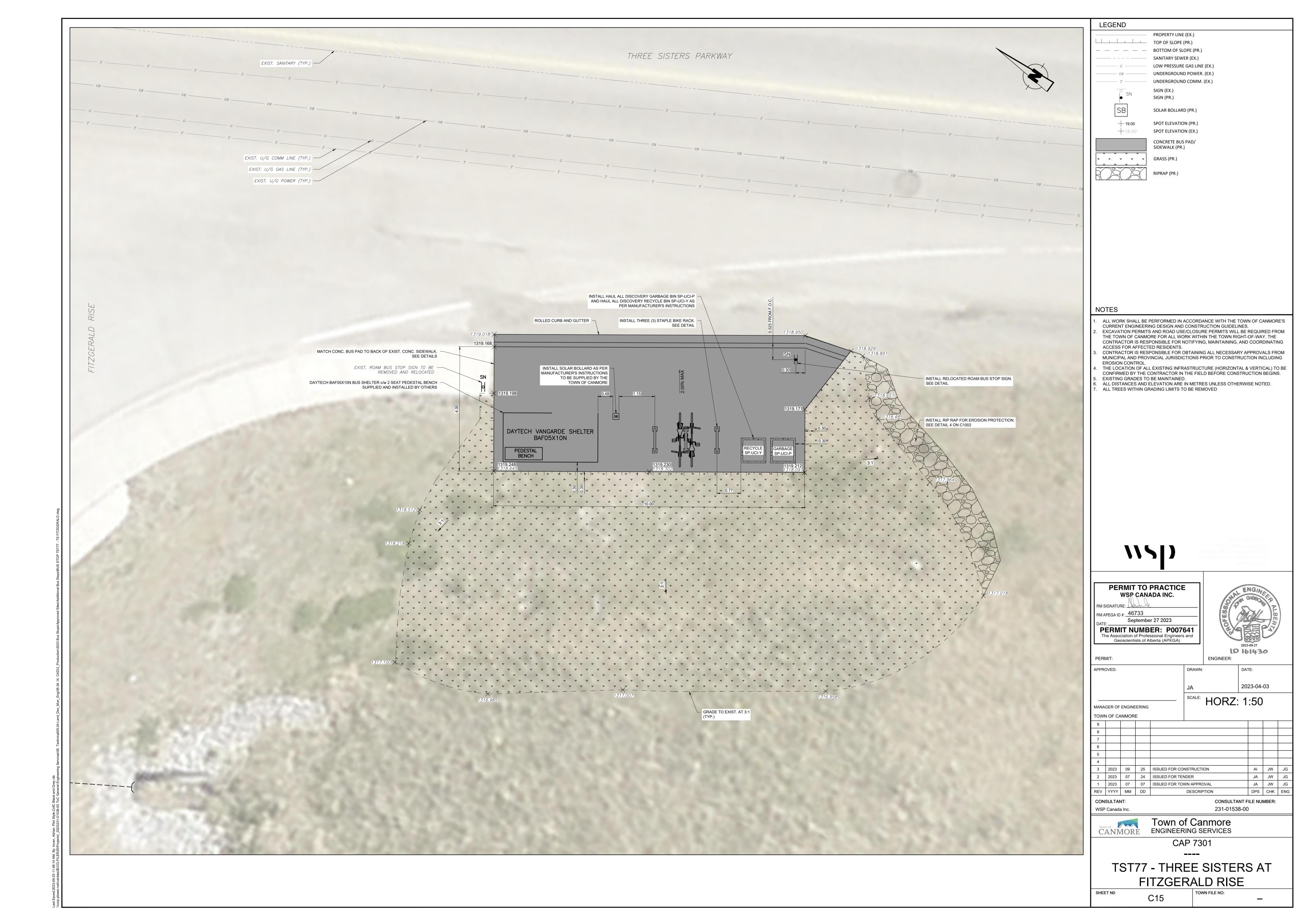


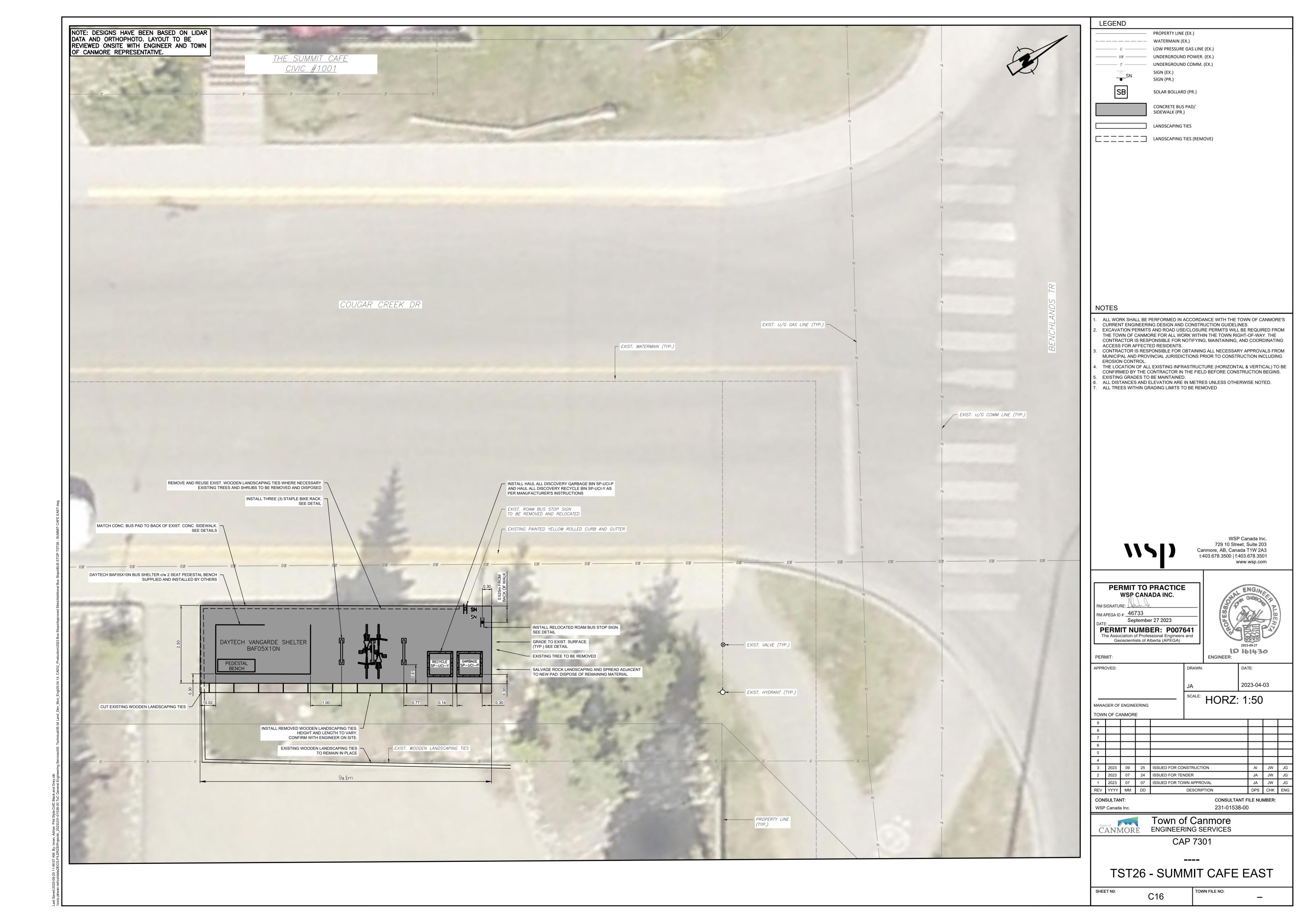


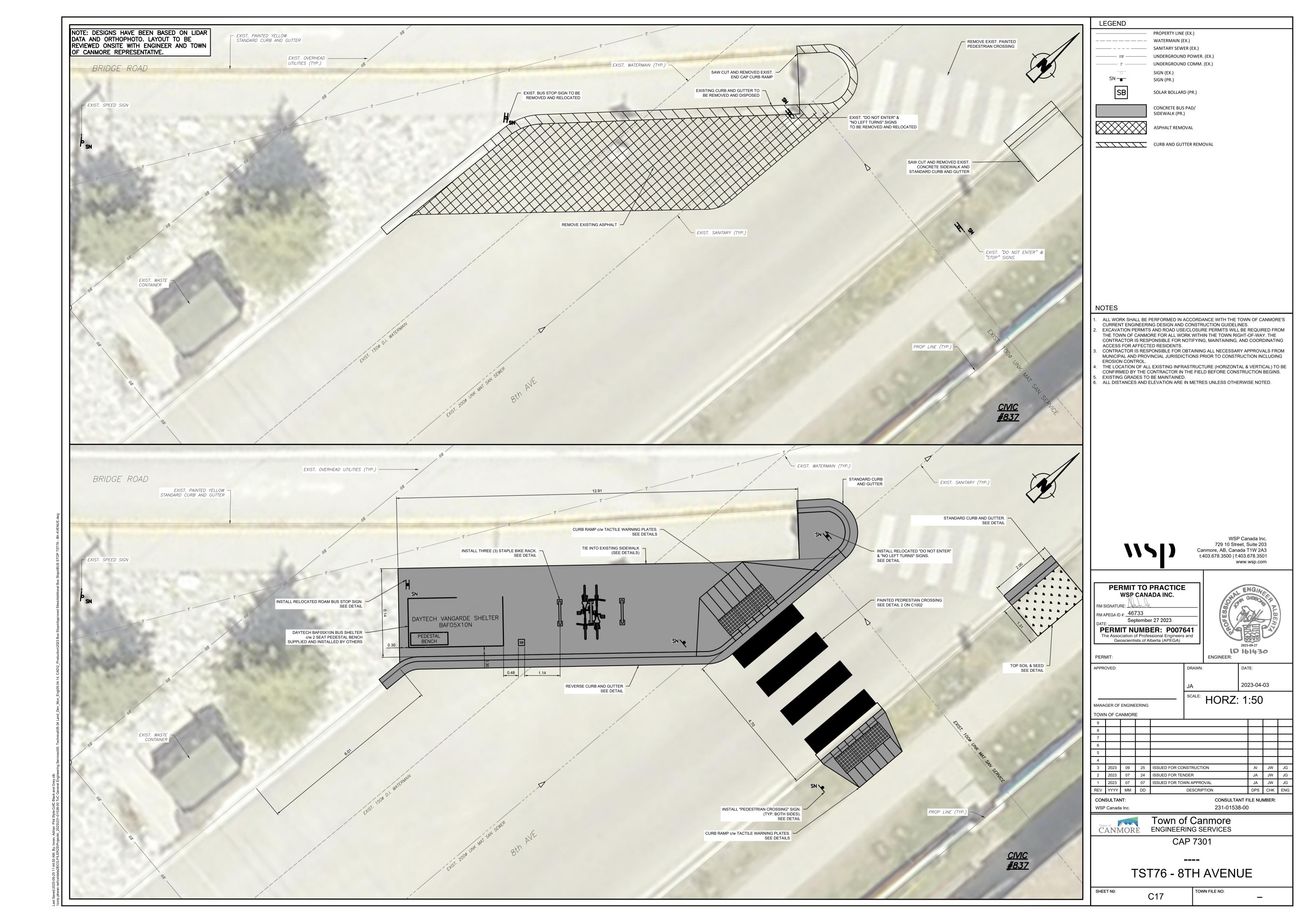


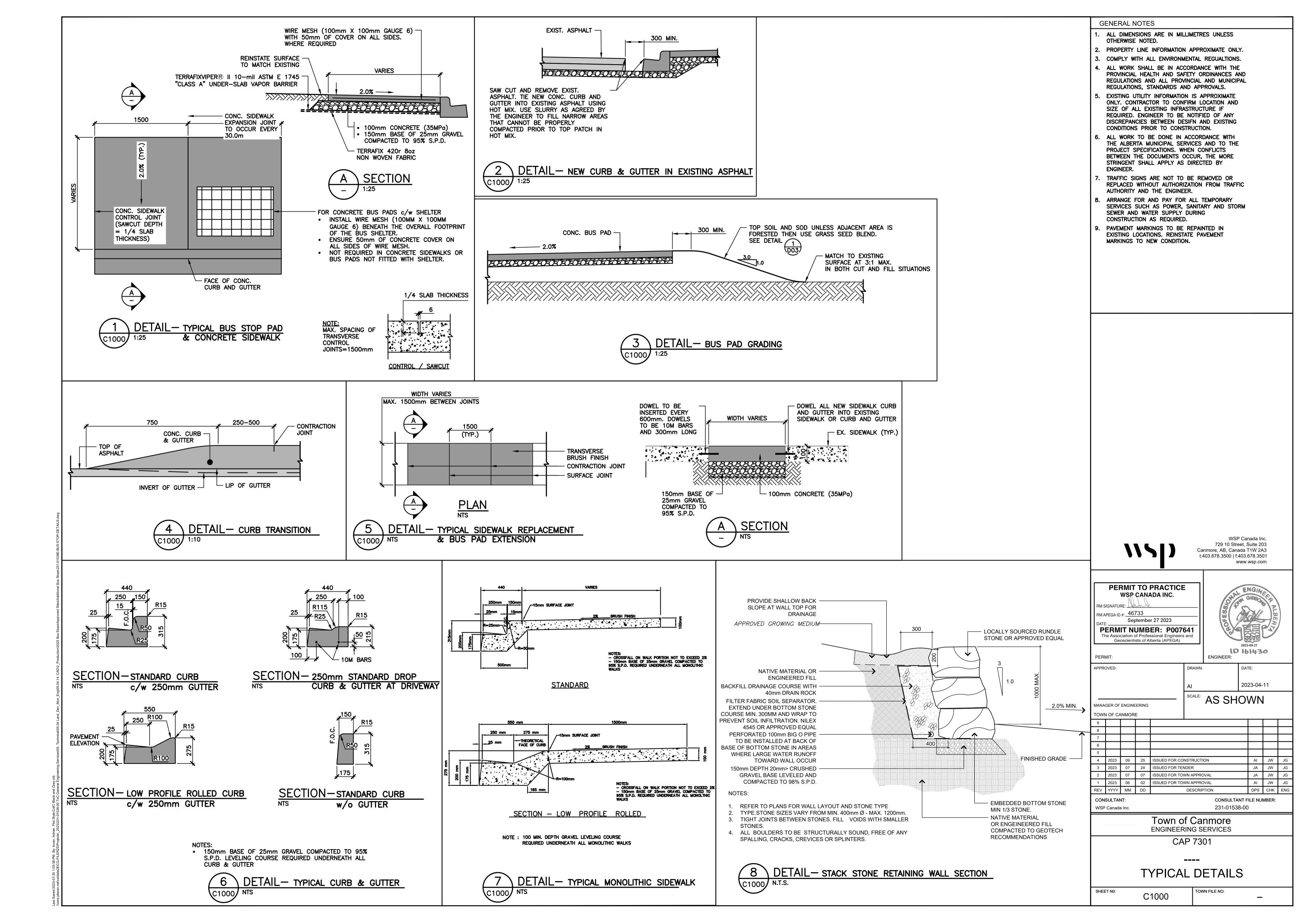


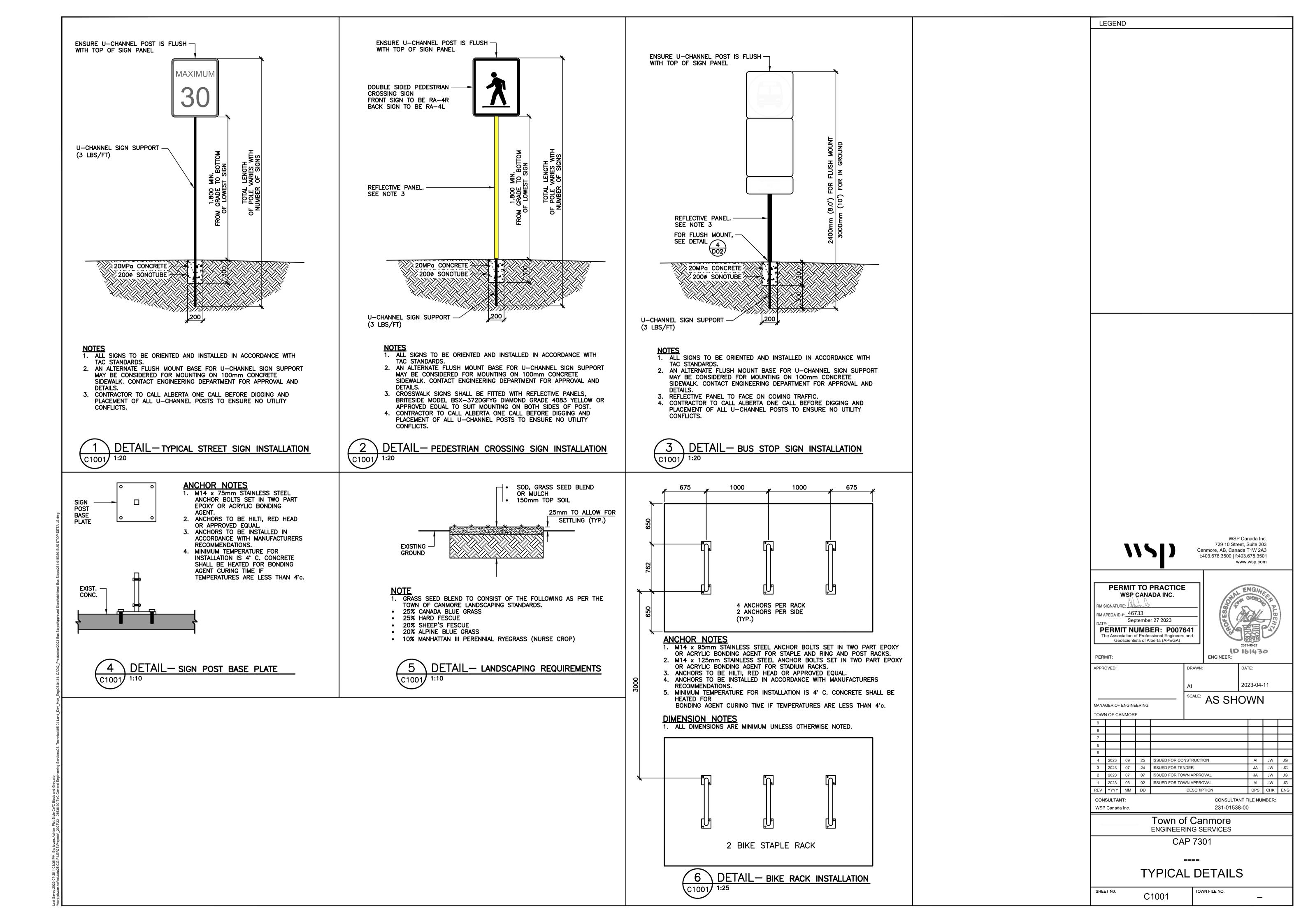


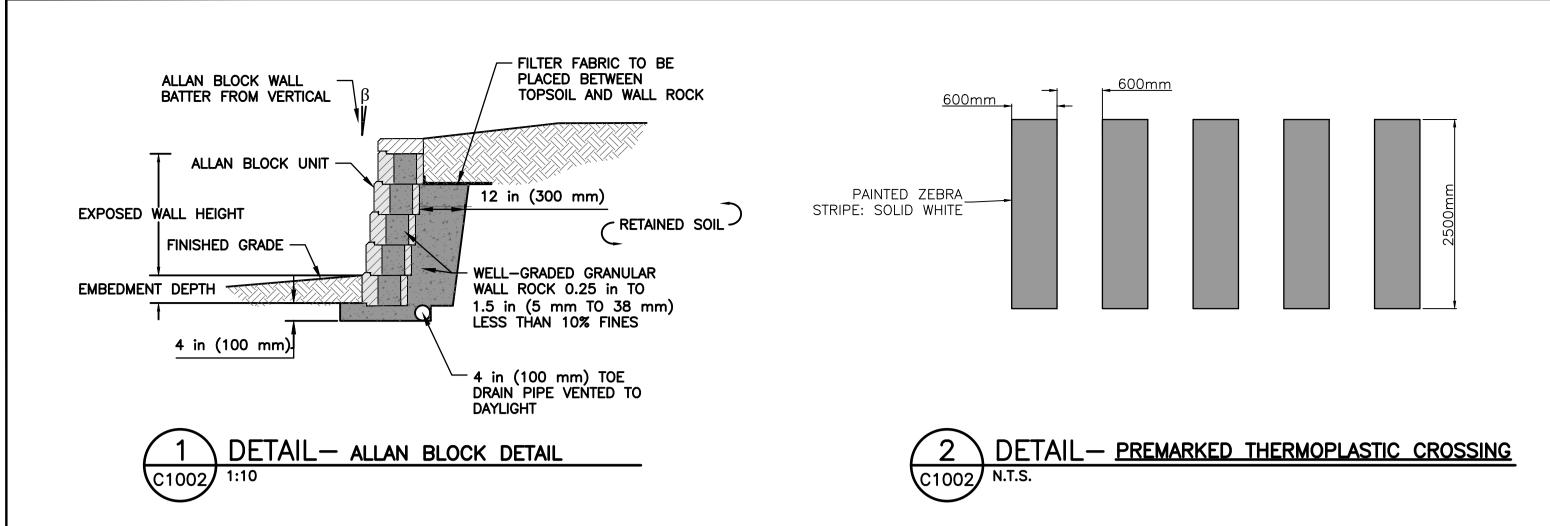


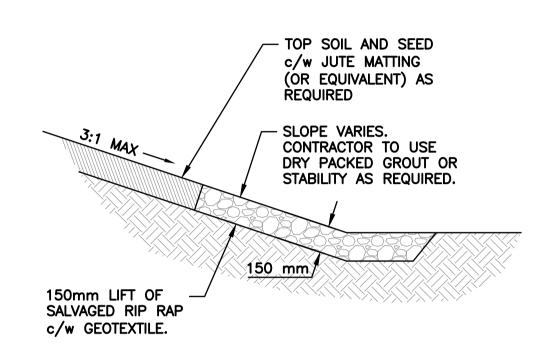




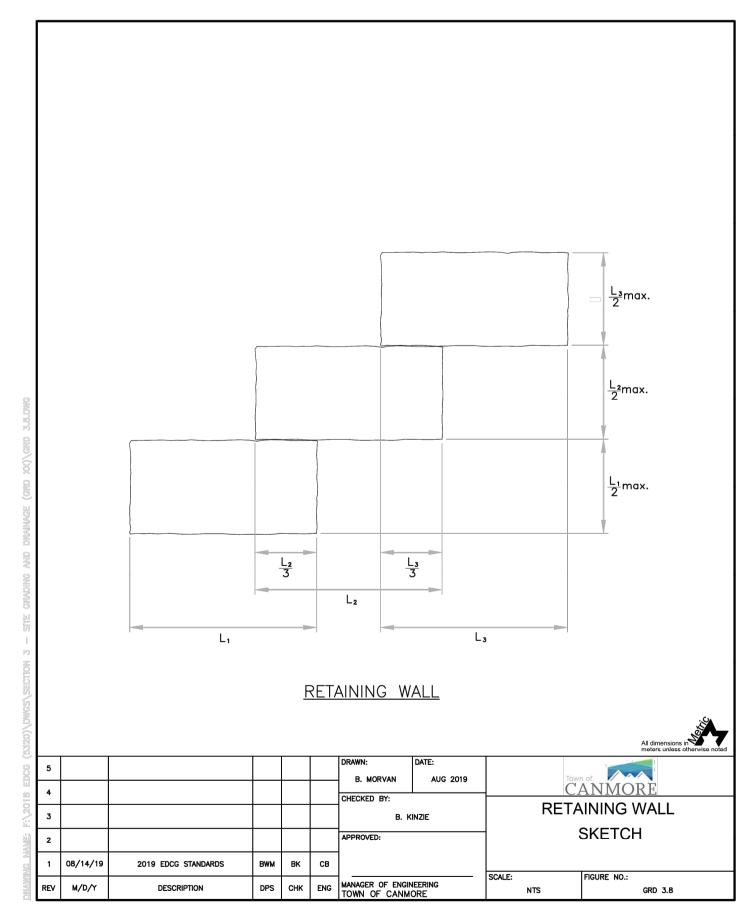






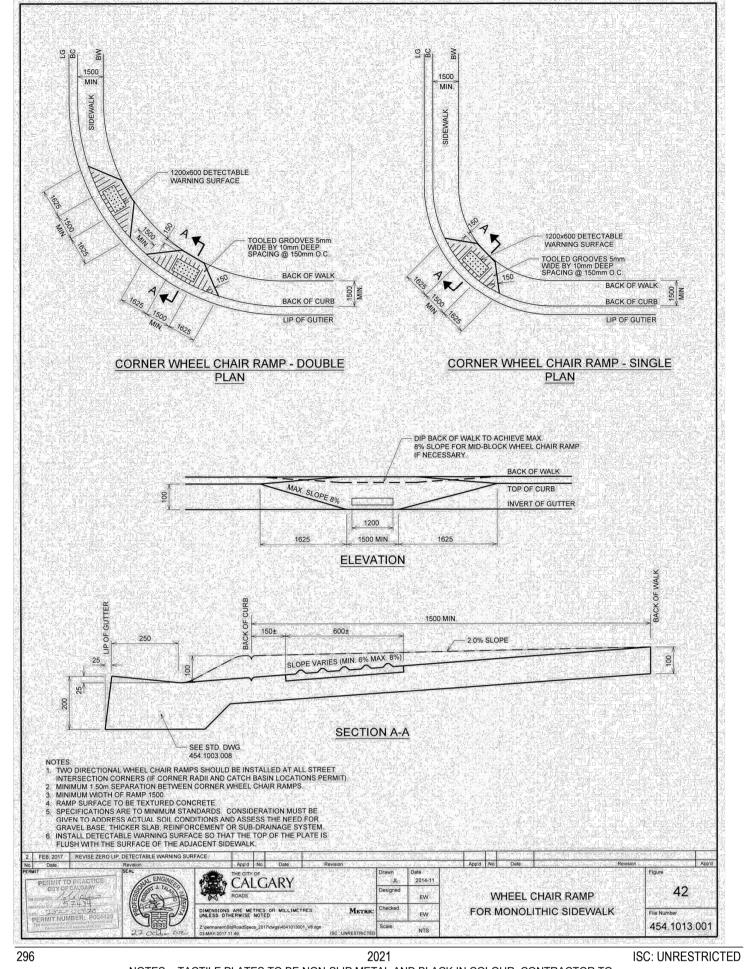


4 DETAIL— RIP RAP DETAIL
1:10



Town of Canmore
Engineering Design & Construction Guidelines



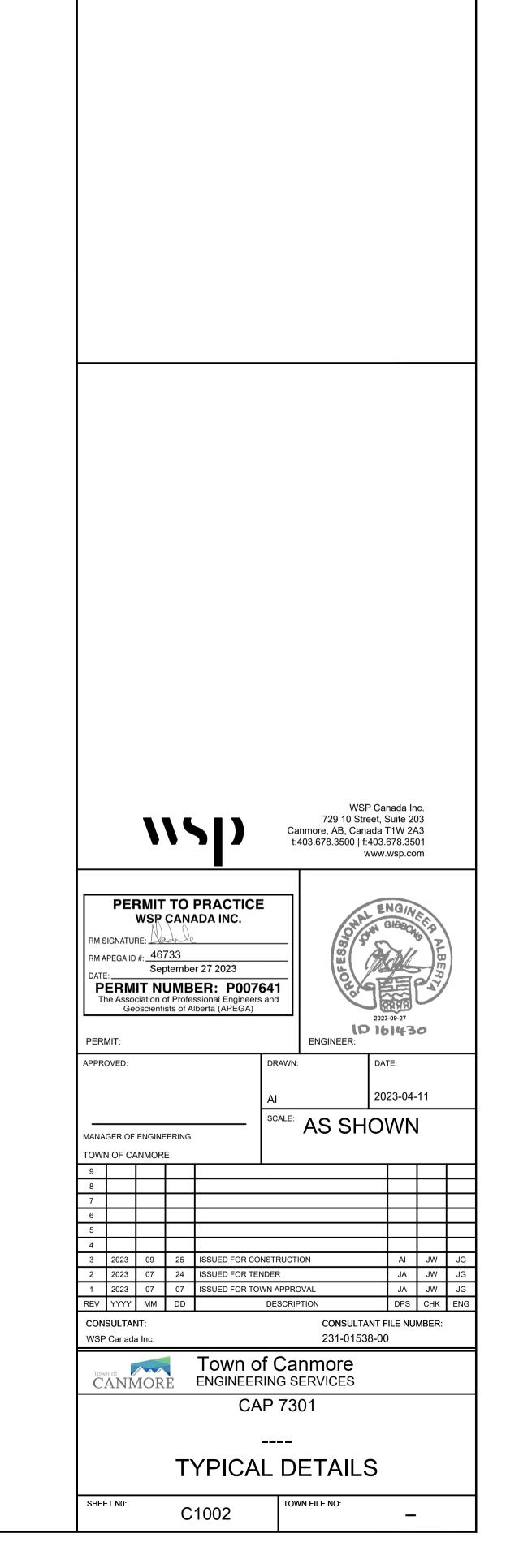


NOTES: - TACTILE PLATES TO BE NON-SLIP METAL AND BLACK IN COLOUR. CONTRACTOR TO SUBMIT PRODUCT INFORMATION FOR APPROVAL PRIOR TO CONSTRUCTION.

- 100mm MINIMUM DEPTH OF GRAVEL LEVELING COURSE COMPACTED TO 100% SPD REQUIRED UNDERNEATH ALL PEDESTRIAN RAMPS.

- CONCRETE TO INCLUDE SYNTHETIC FIBRES, FIBRES TO BE IN ACCORDANCE WITH CITY OF CANMORE STANDARD SPECIFICATIONS.

3 DETAIL— PEDESTRIAN RAMP DETAIL
C1002 N.T.S.



LEGEND