

REQUEST FOR PROPOSAL

INVITATION FOR:

RFP-24-002
BATHROOM UPGRADING MCARTHUR PLACE



QUESTIONS & REQUESTS FOR INFORMATION:

kristopher@canmorehousing.ca



CANMORE COMMUNITY HOUSING CORPORATION (CCHC) REQUEST FOR PROPOSAL

FOR

BATHROOM UPGRADING MCARTHUR PLACE

(“CCH MCARTHUR PLACE BATHROOM UPGRADES”)

Request for Proposal No: RFP-24-002

Issue Date: February 21, 2024

Closing Date: March 6, 2024

Principal Contact:

Kristopher Mathieu
Development Manager
Canmore Community Housing Corporation
kristopher@canmorehousing.ca
#203, 600A 9th Street Canmore, Alberta T1W 2T2

This RFP is posted on the Canmore Community Housing Website, the Alberta Purchasing Connection (APC) Website, and the Town of Canmore Website.

Contents

1.0 Project Overview..... 1

2.0 Property Description..... 1

3.0 Scope of Work..... 1

4.0 Project Pricing..... 2

5.0 Project Milestones 2

6.0 Evaluation Criteria and Selection..... 2

7.0 Honorarium and Proponent Expenses..... 3

8.0 Submission of Proposals 3

9.0 Additional Terms and Conditions..... 3

10.0 Information Provided to Proponents..... 4

1.0 Project Overview

Canmore Community Housing Corporation (“CCHC”) is a non-profit corporation wholly owned by the Town of Canmore and governed as an arm's length organization. Established in 2000, CCHC supports a more sustainable community by providing a range of housing that is below market, appropriate, and vital for the community's needs. CCHC currently has a portfolio of 116 purpose built rental units and 164 homeownership units.

CCHC intends to select the Proponent (“Successful Proponent”) who presents and is able to complete a proposal that fulfills CCHC’s project scope of work and evaluation criteria to the greatest degree. Canmore Community Housing Corporation (“CCHC”) is seeking fixed fee proposals from qualified vendors to provide bathroom renovation services for a purpose-built rental residential complex located 100 Dyrgas Lane. The services provided will support CCHC and PEKA Property Management.

2.0 Property Description

Civic Address: 100 Dyrgas Lane, Canmore AB
LLD: Plan 0412844, Block 4, Lot 39

3.0 Scope of Work

The project scope of work will align with the required access to occupied units, the working duration for each bathroom respectively is from 8:00am to 5:00pm on a per-day basis. Full, unobstructed access to units is not permitted, proponents will have to adhere to the pre-determined window for access. In typical instances, access to four (4) units at one time will be permitted to allow trades to flow from one unit to the next, per a mutually agreed schedule. There are a total of 24 units that require upgrades per the outline in this RFP.

Scope of work:

- Demolition of ensuite bathroom showers, shower doors, drywall and flooring
 - o It is imperative that the sink, light fixture, remaining electrical items be kept in working condition as they do not form a component of this project and are not planned to be upgraded
- Remove & dispose of existing drop in shower, glass doors, hinges. Remove but retain existing plumbing rough-in equipment and drains, as required for re-installation of the new drop in tub
- Install new drop-in fiberglass, freestanding tub to be confirmed by CCHC. A rod and curtain system shall be provided
- Connect drains to existing rough-un and install new drain fixture to match existing fixtures
 - o It should be noted that the units located on the ground level of the building are on a slab on grade and access is limited
- New Schluter system surrounding exposed drywall
- New subway tile from tub edge to underside of ceiling with white grout, to be confirmed by CCHC
- Install new tile flooring to match existing in the bathroom up to new tub location
- Re-wire bathroom fan to existing light switch
- Paint walls to match existing with two coats of paint, colour to be confirmed by CCHC

4.0 Project Pricing

Respondents are required to supply a fixed fee on a per unit renovation basis.

5.0 Project Milestones

Milestones	Date
RFP Closing	March 6, 2024
Contract Award	March 11, 2024
Kickoff Meeting	March 12, 2024
Construction Mobilization	March 18, 2024
Substantial Completion	May 24, 2024

6.0 Evaluation Criteria and Selection

Proposals will be evaluated based on the following criteria:

Scoring	Weighting
Corporate Profile and Experience	10
Project Team and Qualifications	10
Understanding, Approach, and Schedule	15
Value Add	15
Fees and Rates	50

As it is the purpose of CCHC to select the proposal most suitable and most advantageous to the interest of CCHC and to achieve the goals of the project, notwithstanding anything else contained in this RFP, CCHC reserves the right, in its sole and unfettered discretion, to reject or accept any proposal, including the right to reject all proposals or cancel this RFP at any time. Without limiting the generality of the foregoing, CCHC may reject or accept a proposal which is incomplete, irregular, non-compliant or conditional.

CCHC reserves the right to negotiate after the Closing Time with the Successful Proponent. In no event will CCHC be required to offer any modified terms to any Proponent and CCHC shall incur no liability to any other Proponent because of such negotiation or because of entering into a contract with the Successful Proponent on such modified terms.

Proposals must be firm for a minimum of 45 days after the Closing Time & Date (the "Validity Period"). Once submitted, and if not withdrawn in accordance with the terms of this RFP, all proposals become irrevocable as of the Closing Time & Date until the end of the Validity Period. By submission of a proposal, the Proponent agrees that should its proposal be selected, the Proponent will enter into a fixed fee contract, as outlined in this RFP.

The Proponent is entitled to withdraw or amend its proposal at any time before the Closing Time & Date. After the Closing Time & Date, the Proponent will not change the wording or content of its proposal and no words will be added to the proposal, including changing the intent or content of the presentation of the proposal, unless requested by CCHC.

7.0 Honorarium and Proponent Expenses

Respondents are solely responsible for their own expenses in preparing the proposal, presentations of their proposal, and travel costs incurred presenting and negotiating their proposal.

8.0 Submission of Proposals

All proposals shall be marked “**CCH - MCARTHUR BATHROOM UPGRADES**”, one (1) pdf copy emailed to:

Attention:

Kristopher Mathieu

Development Manager

kristopher@canmorehousing.ca

Canmore Community Housing Corporation

#203, 600A 9th Street

Canmore, Alberta T1W 2T2

Proposals must be received at the address below by 3:00 pm MST, Wednesday March 6th, 2024 (the “Closing Time”). Fax submissions are not permitted. Late submissions will not be considered and will be returned to the Proponent.

The Closing Date may be extended by CCHC in its absolute discretion by providing written notice to Respondents. All submittals received by CCHC in response to this Request for Proposals shall become the property of CCHC and will not be returned.

Kristopher Mathieu is the Principal Contact for the project and all enquiries must be provided to his attention in writing. The response to all questions will be copied to all Respondents and will be supplied in an Addendum if required.

9.0 Additional Terms and Conditions

The information contained in this Request for Proposal is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by CCHC, nor is it necessarily comprehensive.

The Proponent, through the submission of a proposal, agrees to all terms and conditions of this RFP. CCHC reserves the right to modify the terms of the Request for Proposals at any time at its sole discretion. Addenda will be sent to Respondents.

Information pertaining to CCHC obtained by the Respondents because of participation in this project is confidential and must not be disclosed without written permission from CCHC. The Proponent shall not transfer responsibility to meet the obligations of this contract to a third party without the consent, in writing, of CCHC.

By submitting a proposal, each Proponent agrees that any claim that the Proponent may have against CCHC (and CCHC’s employees, agents, and elected officials) for damages, losses, or expenses or for any

other legal relief, arising directly or indirectly in relation to this Request for Proposal (RFP). For clarity, each Proponent specifically waives as against CCHC (and CCHC's employees, agents, and elected officials) any claim for consequential or indirect damages, loss of profit, loss of opportunity, judicial review, or injunctive relief.

10.0 Information Provided to Proponents

Appendix A McArthur Place IFC unit plans (2016.05.10)
Appendix B McArthur Place – Mechanical IFC (2014.11.07)