



TOWN OF KINDERSLEY  
Request for Expressions of Interest (REOI)  
AQUATIC FACILITY PROJECT

Opening Date: JANUARY 19, 2017

Closing Date: FEBRUARY 8, 2017

**\*Please note: The deadline for this REOI has been extended to FEBRUARY 24, 2017 at 12 PM.**

**\* Also, please note that paragraph 4 was amended on February 3, 2017**

## 1. OPPORTUNITY & BACKGROUND

The Town of Kindersley ('Town') is seeking a qualified aquatic facility firm, or consortium of firms, to design and construct a new aquatic facility, which may be outdoor, indoor, or outdoor capable of being enclosed at a later date. The site of the new aquatic facility will be on the southeast corner of 5<sup>th</sup> Avenue East and 2<sup>nd</sup> Street East in Kindersley. There is an expectation that construction of this aquatic project will commence in 2017 and be operational in 2018.

The town of Kindersley is the hub of west central Saskatchewan and is located at the junction of provincial highways #7 (third busiest highway in SK) and #21. The town has a population of approximately 5,400 residents and an economic draw area of approximately 15,000.

The Town of Kindersley's 40-year old Aquatic Centre was closed in 2014 due to failing infrastructure. Since then, the Town has been exploring options for an indoor or outdoor aquatic facility, and the financial impact of each.

This Request is for the provision of a *design-build* process and is not a tender. The Town wishes to gauge the availability of aquatic suppliers in the marketplace that are interested in, and capable of satisfying, the procurement needs to design, construct and manage the project. While a firm budget has not yet been set by the Council for this project, the municipality is extremely cost sensitive and, as such, submissions must address demonstrated long-term value through cost-benefit analysis. The Town of Kindersley reserves the right to discuss any or all of the proposals with the proponent to establish a final acceptable project based on price and design. The lowest or any proposal may not be accepted. Firms may remit multiple submissions.

The aquatic facility should be able to provide for the following needs and programs:

- Offer a range of aquatic programs for a variety of ages
- Competitive and leisure/therapeutic programs
- Provide water safety programs
- Provide value to the taxpayers of the community
- Comply with building codes and provincial health regulations
- Add to the quality of life for residents
- Accessibility for all ages and abilities

- Energy efficient operating methods
- Quality components for longer lifespan and reduced operating costs
- Demonstrated long-term value through cost-benefit analysis

## 2. SCHEDULE

Construction of the aquatic facility is expected to commence in 2017 and the project is to be complete and operational in 2018.

Services are to commence after the formal agreement is executed.

Requests for Submissions issued – JANUARY 19, 2017

Submission deadline – 4:00 p.m. (SK local time), FEBRUARY 8, 2017

Proponents are encouraged to attend a **site meeting** on **TUESDAY, JANUARY 31, 2017 at 11:00 a.m.**, to ensure their familiarity with the location of the construction site. Also, the site meeting will be important for proponents to become familiar with the existing structure to see if it can be repurposed/refurbished as part of this project. Important background information from previous engineering and design reports are provided as stated in the Attachments section of this document. This site meeting is not mandatory.

## 3. EXISTING STRUCTURE

There is an existing aquatic facility structure at the proposed location. Important background information on the condition of the existing structure is provided in the engineering reports referenced in the Attachments section of this document. Proponents should review this information to make an informed submission. All or a portion of the existing facility may be incorporated into any design submission, if operationally and financially feasible. Proponents are expected to address either the feasibility and cost of incorporating all or a portion of the existing facility into the proposed design, or to include the projected cost to have it deconstructed and built new.

Please note that the existing building is structurally unsound and that there is asbestos present in several of the walls. Any deconstruction will be conducted in cooperation with the Town in accordance with the regulations of our waste site.

## 4. OUTDOOR OR INDOOR

The goal of this project is to have an aquatic facility operational in 2018. Both outdoor and indoor facilities are being considered, as well as a two-phased approach in which an outdoor structure is built that could be enclosed at a later date. Given the considerations of life expectancy and overall operating cost, the preferred engineered structure is an aluminum framed design, with air loss not to exceed 4%, and with an R-value of 25 or better for all walls and roof. Proponents are to provide options for aluminum structures as part of the submission. Each submission must include a cost breakdown for the structure, engineering, mechanical, and all other required components as listed in the Submission Requirements section of this document. For any two-phase submission (outdoor to be enclosed at a later date), it is recommended that the design not exceed 80 feet in width, and the top of any slide centered, to assist with keeping the structure cost to a minimum.

## 5. SCOPE OF SERVICES

The intent of this REOI is to solicit submissions from qualified aquatic firms that are able to design, construct, and manage the construction of a new aquatic centre.

**Project Deliverables:**

The selected proponent will enter into a legal agreement with theTown which will include the engagement of the following work:

1. Design - Provide an initial aquatic facility schematic draft design (large coloured renderings to be used for promotional and fundraising purposes) as well as detailed engineered final construction prints (hard and electronic versions, and "as-builts").
2. Budget - Provide a final construction budget broken down into the various estimated costs of the various building components including but not limited to: building, filtration, disinfection, tank, slide, fencing, etc.
3. Decomission - Deconstruction of the old aquatic facility facility in cooperation with Town of Kindersley (unless repurpose/refurbishment of the existing aquatic facility is a part of the project as you proposed it).
4. Project Management – Identify milestones and a time-line for the construction process including construction schedule and management leads/heads for each phase.
5. Construction – build the new aquatic facility. Completions of all deficiencies prior to releasing a holdback.
6. Commissioning - Training of Town staff before and at the commencement of the first operating season.
7. Winterizing - at the conclusion of the first operating season.

The successful proponent will be required to get competitive bids and encouraged to seek donated servies from local suppliers.

**6. DESIGN CONSIDERATIONS**

The chart below identifies several design components that are required to be incorporated with this project. Flexibility exists for other components, and these should be considered and defended with a cost-benefit analysis. Submissions must address the inclusion of these components, identifying limitations or restrictions, whether financial or otherwise.

Component	Preference
One vs Two tanks	<ul style="list-style-type: none"><li>• Two tanks preferred, but single tank or hybrid will be accepted considering cost savings</li></ul>
4 vs 6 lanes	<ul style="list-style-type: none"><li>• 6 lane preferred</li></ul>
Starting blocks	<ul style="list-style-type: none"><li>• 6 portable starting blocks to be provided</li></ul>
Zero beach entry	<ul style="list-style-type: none"><li>• Zero beach for leisure tank</li><li>• Ramp access for competitive tank</li></ul>
Type of tank	<ul style="list-style-type: none"><li>• To be proposed by proponents</li><li>• Cost, quality, and life expectancy of design structure and materials to be noted in submission</li><li>• Proponents will specify type of waterproofing membrane to be used</li></ul>
Type of gutter system	<ul style="list-style-type: none"><li>• Trench &amp; gutter preferred</li><li>• To be proposed by proponents</li><li>• Noted in submission</li></ul>
Type of filtration:	<ul style="list-style-type: none"><li>• DE system preferred</li><li>• To be proposed by proponents</li><li>• Noted in submission</li></ul>
Type of disinfection	<ul style="list-style-type: none"><li>• Chlorine + UV</li></ul>

<b>Whirlpool</b>	<ul style="list-style-type: none"> <li>• Optional – price separately</li> <li>• Shown on design as stand-alone or incorporated into leisure pool</li> </ul>
<b>Diving board</b>	<ul style="list-style-type: none"> <li>• Low Board (1 metre) to be included in the design</li> <li>• High Board (3 metre) to be priced shown separately including aquatic facility depth requirements</li> </ul>
<b>Slide</b>	<ul style="list-style-type: none"> <li>• Design to be proposed by proponents</li> <li>• Placement to be central in design</li> <li>• Stand alone slide preferred</li> <li>• Cost of slide to be noted separately</li> </ul>
<b>Spray features</b>	<ul style="list-style-type: none"> <li>• To be proposed by proponents</li> </ul>
<b>Other amenities</b>	<ul style="list-style-type: none"> <li>• To be proposed by proponents</li> <li>• Priority for a meeting room(s) space with kitchen for children's parties and training</li> <li>• Sufficient storage space a requirement.</li> <li>• Change rooms should be large and open</li> <li>• Male and female change rooms</li> <li>• Family change room to accommodate disabled and gender neutral use</li> </ul>
<b>Corrosion &amp; Moisture Resistance</b>	<ul style="list-style-type: none"> <li>• High and medium quality components that are corrosion and moisture resistant</li> <li>• Low quality products not acceptable</li> </ul>
<b>PA system</b>	<ul style="list-style-type: none"> <li>• PA system required and preapproved by owner</li> <li>• Media friendly training/party room will complement uses and components will approved by owner</li> <li>• To be proposed by proponents</li> </ul>
<b>Furniture, Fixtures, and Equipment</b>	<ul style="list-style-type: none"> <li>• Not included in REOI</li> </ul>
<b>Square footage</b>	<ul style="list-style-type: none"> <li>• Compact design (max. width should not exceed 80 feet) - care should be taken with design to ensure the cost of covering is not escalated</li> </ul>
<b>Training/Party Room</b>	<ul style="list-style-type: none"> <li>• Room should be large enough for training purposes and to host parties for revenue generation (note PA system requirements above)</li> </ul>
<b>Use of Existing Structure</b>	<ul style="list-style-type: none"> <li>• To be proposed by the proponents</li> <li>• Cost of refurbishment or deconstruction to be identified in the submission</li> </ul>
<b>Code Requirements</b>	<ul style="list-style-type: none"> <li>• All national, provincial, and local building codes and regulations</li> </ul>
<b>Fencing</b>	<ul style="list-style-type: none"> <li>• 10 to 12 foot fencing to be included in design and budget</li> </ul>

## 7. SUBMISSION REQUIREMENTS

Each submission will be evaluated and awarded points according to the evaluation as outlined in *#7 Evaluation* in this document. The length of the submission is at the discretion of the proponent. It is the responsibility of the proponent to provide enough detail for the Town to be able to review and adjudicate the submission.

Each submission for this REOI must adhere to the following format for consistency:

### 1. Letter of Introduction

The letter will introduce the firm (or consortium of firms and subcontractors) as well as provide an overview of the submission that reflects the proponent's understanding of the project. The letter must be signed by the person(s) authorized to sign on behalf of the firm binding the firm to statements made in the submission. This letter shall include the registered name and address of the proponent that will be responsible for the project. The letter shall state the name, title, and contact information of the individual who will act as the Principal to oversee the project. The Principal must have the authority to speak on behalf of the firm with regard to contractual and policy matters.

### 2. Qualifications of Firm and Individuals:

2.1 Demonstrate that the firm has experience working on similar aquatic projects. The proponent must provide a history of their firms' capabilities, demonstrating their competency to complete a project of this size.

Include:

- 2.1.1 At least 3 (three) examples of projects similar in scope
- 2.1.2 Copy of Business registration certificate;
- 2.1.3 Evidence of financial capabilities (bank statements/bank letter);
- 2.1.4 Tax Identification Number (TIN) and Tax Compliance certificate
- 2.1.5 OHS Compliance certificate;
- 2.1.6 Qualifications (for services or works);
- 2.1.7 A sworn statement indicating that no legal action against the company exists; and
- 2.1.8 A sworn statement indicating that the company has no bankruptcy proceedings.

2.2 Demonstrate that the firm have the personnel engaged who possess the knowledge and skills required for the successful completion of the project by including the following:

- 2.2.1 Personnel resumes (of proposed team members) should be attached. Ensure certifications are listed.
- 2.2.2 References – Provide 3 (three) customer references for which you provided similar scope of services. Include the name of the company and where it is located, the contact person, and the details of the project.

### 3. Timelines and Construction Schedule

Each proponent must illustrate the timeline required and key milestones. Also, a construction schedule should be provided for the project. The Town's target is for the aquatic facility to open in the 2018 season. Proponents must be able to demonstrate a project plan to meet this goal.

### 4. Design(s)

Each submission must provide a aquatic facility schematic design based on the conditions set forth in this REOI. More than one design may be provided but it is the responsibility of the proponent to show the distinguishing features between the designs should they be submitted more than one.

## 5. Budget/Costs

Proponents must identify the anticipated estimated costs for each proposed design, management and construction broken down into the various building components including but not limited to:

- a. Design work including consulting, and production costs
- b. Construction costs including but not limited to:
  - i) everything listed in the chart in #6 Design Considerations above
  - ii) site servicing & site plan
  - iii) disinfection
  - iv) fencing
- c. Project Management
- d. Training - including training for operations and winterizing procedures at the end of the first season.

## 6. Presentation

Proponents may be asked to make a presentation to Town Council to explain their submission in more detail and/or may be required to participate in an interview process as decided by Council. The presentation or interview will be considered within the adjudication process.

## 8. SUBMISSION INSTRUCTIONS

When submitting your Submission, please note the following:

1. The submission should be received in its entirety before the submission deadline of 4:00 p.m. local time, FEBRUARY 8, 2017, preferably by email to:  
proposals@kindersley.ca  
or alternately, on USB thumb drive, by post to:  
Town of Kindersley  
Attention: Manager of Corporate Planning RE: REOI Aquatic Facility Project  
Box 1269, Kindersley, Saskatchewan S0L 1S0
2. The Town will not accept liability for any late, lost, or improperly delivered email, parcel or facsimile. We recommend that you contact the Town Administration Office to verify successful delivery.
3. Questions or inquiries concerning this REIO shall be directed to the Manager of Corporate Planning, and can be submitted to the email or post addresses provided above no later than five (5) work days prior to the submission deadline. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.  
  

Manager of Corporate Planning  
Email: proposals@kindersley.ca  
Phone: (306) 463- 2675
4. This is **not** a Request for Tenders or an offer. The Town is not bound to accept the lowest price submission, nor any submission of those submitted. By submitting a submission and participating in the process as outlined in this REOI, proponents expressly agree that no contract of any kind is formed under, or arises from, this REOI, prior to the signing of a formal written agreement.

5. At the appointed closing time, all submissions become irrevocable. By responding to this REOI, the applicant agrees that, should its submission be selected, the proponent will negotiate a legal agreement with the Town.
6. An agreement will be drafted in consultation with the preferred proponent which will contain the relevant provisions of the REOI, as well as such other terms as may be mutually agreed upon, whether arising from the accepted submission or as a result of any negotiations prior or subsequent thereof. This agreement will not be binding until it has been approved by the Council of the Town of Kindersley and signed by both parties. If at any time the Town reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the preferred proponent will be given written notice to terminate discussions. In this event, The Town of Kindersley may then either open discussions with another proponent or terminate this REOI and retain or obtain the services in some or any other manner.
7. Prior to commencing work, the successful proponent shall obtain all authorizations required by the law to enable them to carry on business and to complete work required by the agreement, such as Saskatchewan GST requirements and a Town Business License.
8. Submissions may be short listed. Proponents who are short listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the proponent.
9. Proponents are solely responsible for their own expenses in preparing, and submitting submissions, and for any meetings, negotiations or discussions with The Town or its representative and consultants, relating to or arising from this REOI. The Town and its representative, agents, consultants and advisors will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a submission, or participating in negotiations for a contract, or other activity related to or arising out of this REOI.
10. Information pertaining to the project obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written permission from the Town of Kindersley. All information provided by the Town is considered to be Town property and shall not be used in whole or in part for any other purpose than to assist with the development of a submission under this REOI.
11. As a municipal government body, the Town may be required to share submissions to this REOI as per the Local Authority Freedom of Information and Protection of Privacy Act regulations.
12. The Town reserves the right to withdraw this REIO at any time prior to the signing of legal agreement for services.

## 9. EVALUATION

Submissions will be reviewed for completeness with reference to the requirements outlined in this document. Submissions meeting all requirements will be evaluated based on the following criteria and their assigned weights:

1. **Capability & Capacity (10%)** – Proponent will clearly demonstrate the capability of the firm to complete the project within the proposed budget and timelines as well as demonstrate a clear capacity within their organization to accept a new project. Importance will be given to the qualifications of the project team.

2. ***Project experience and collaboration (30%)*** - Project experience will be based on past projects completed by the proponent. References must be provided and will be contacted to evaluate project experience with emphasis on: adherence to timelines, adherence to budgets, technical and management capability, qualifications of subcontractors, if required, and overall client satisfaction. Collaborative history will be evaluated based on past projects completed by the applicant and may be reviewed to determine ability to work closely and effectively with clients. References may be contacted to evaluate collaborative history.
3. ***Project understanding including design, budget and warranties (30%)*** – The design, budget and construction schedule will be key indicators of the proponent's understanding of the project. Proponents must consider future development when determining placement of a new aquatic facility on site. This section will provide a perspective on whether or not the existing building fits appropriately into the plan and budget. Each proponent should clarify the quality of the components incorporated into this project. High to medium quality components must be included over cheaper alternatives as part of the budget. Warranty information must be provided for major components and stipulated by the proponent. Longer warranties will garner higher marks in adjudication.
4. ***Innovative thinking (15%)*** – The proponent's ability to innovate is an asset. Innovative thinking will be evaluated based on previous projects as well as strategies to address Kindersley's unique needs and location. Things like energy conservation, operating efficiencies, and facility design should be noted in the submission.
5. ***References (15%)*** - References may be used to assist in evaluating the above criteria as well and determining client satisfaction with regards to past and current projects.

The Town of Kindersley reserves the right to interview candidates if it is in the best interest of the Town.

## 10. ATTACHMENTS

Important information is available on the Town of Kindersley website ([www.kindersley.ca/bids](http://www.kindersley.ca/bids)) and SaskTenders ([www.sasktenders.ca](http://www.sasktenders.ca)). Proponents are responsible for reviewing the background information provided. By submitting, proponents are confirming that they are familiar with the contents of the background information. The additional supplementary materials include:

- Background documents pertaining to the existing aquatic facility structure (e.g. engineering reports, asbestos, etc.)
- Group 2 consultation reports.