



**Saddle Hills County**

**RR-1, Spirit River, Alberta**

**T0H 3G0**

**REQUEST FOR PROPOSAL: RFP 05 - 11 – 2018 A**

***DESCRIPTION***

**Conduct a Study to Identify a Site for a Boat Launch on the Peace River within Saddle Hills County and Preliminary Design of the Preferred Site**

**Proposal Closing Date/Time:**

**Monday May 28, 2018 2:00 p.m. Local time**

## 1.0 INVITATION TO SUBMIT PROPOSAL

Your firm is hereby invited to submit a proposal for the provision of services as set out in this Request for Proposal documentation.

**Request for Proposal # RFP 05 - 11 – 2018 A**

**Description:**

**Conduct a Study to Identify a Site for a Boat Launch on the Peace River within Saddle Hills County and Preliminary Design of the Preferred Site**

**Date Issued: May 11, 2018**

**Closing Date: May 28, 2018**

**Closing Time: 2:00 P.M. (local time)**

**Indicate Request for Proposal Number 05 - 11 – 2018 A and description on all correspondence.**

This Request for Proposal does not commit the County to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with County staff.

## 2.0 INSTRUCTION TO PROPONENTS

### 2.1 Inquiries

Refer all proposal inquiries to Attn: Brian Ballard – Director of Community & Protective Services at: [bballard@saddlehills.ab.ca](mailto:bballard@saddlehills.ab.ca)

All questions must be submitted by E-mail no later than Wednesday May 23, 2018 at 2:00 PM local time.

An Addendum will be issued on Thursday May 24, 2018 to provide everyone the same information.

### 2.2 Proposal Return

Request for Proposal submissions shall be received by E-mail at [bballard@saddlehills.ab.ca](mailto:bballard@saddlehills.ab.ca) or sealed and enclosed in envelopes marked with the Request for Proposal number and addressed to:

Saddle Hills County, RR-1 Spirit River, AB, T0H 3G0 Attention: Brian Ballard – Director of Community & Protective Services.

Proposals must be received at the Administration Office reception desk, Saddle Hills County Administration Office 79177-Range Rd 84 Saddle Hills County, Alberta at the predetermined

time and date set forth or they will not be accepted for this particular Request for Proposal. Proposals received late will not be considered.

Saddle Hills County is not responsible for the timeliness of documents delivered nor will the County accept any proposal that is not at the Reception Desk at the above-specified address on time.

Please Note: Courier Services do not deliver to the Saddle Hills County Office, submissions sent this way will have to be picked up at the courier depots in Rycroft. Please allow additional time required if submitting by courier as it often takes longer to get to the Rycroft Depot.

### **2.3 Proposal Format**

Proposals shall adhere to the following format:

#### **1. Letter of Transmittal**

A Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the vendor.

#### **2. Executive Summary**

An Executive Summary, touching on pertinent points in the proposal you wish to highlight, including an overview of the project schedule and costs.

#### **3. Corporate Profile**

A brief corporate profile which will cover the company's history, office location, individual(s) who will be assigned to the project team.

#### **4. Project Team**

Proponents are to clearly identify each member on the project team and fully describe the involvement that they have on the team and to include the total number of hours each member is to contribute.

#### **5. Related Experience and Expertise**

The Proponent will provide a comprehensive list of related experience in similar municipalities and expertise starting with the most recent.

#### **6. References**

The Proponent shall include a list of three (3) references, of which at least one will be municipal, with their proposal package. Each of the references shall include the complete company name, contact person complete with title, and phone number. The references will reflect companies to whom similar consulting work has been provided.

## **7. Pricing**

The quoted prices of this project include the cost of conducting the work; travel; accommodation; publication and any other related expenses that will be invoiced. The County will not be responsible for any costs, not identified in the proposal, unless mutually agreed by both parties.

## **8. Methodology and Timeline**

Proposals must include a clear description of the proposed study process and methods; list of those who will be required to participate in the process and a general timeline for each of the steps.

### **2.4 INSURANCE**

Upon awarding of a contract subsequent to this RFP, The proponent shall provide the County with proof of the following insurance coverage:

.1 Comprehensive general liability for an amount of not less than two million dollars, (\$2,000,000.00)

.2 Standard automobile insurance for all vehicles owned, licensed, or leased by the successful proponent for an amount of not less than two million dollars (\$2,000,000.00).

### **2.5 CONFIDENTIALITY**

All documents accessed or examined during the RFP process or performance of the Work are subject to the protection and disclosure provisions of the **Freedom of Information and Protection of Privacy Act**.

### **2.6 ACCEPTANCE/REJECTION OF PROPOSALS**

Saddle Hills County reserves the right to accept any proposal that best accomplishes the intent of the work and may reject any and all proposals that are not acceptable for any reason. The lowest or any proposal may not necessarily be accepted.

Price of submission will be considered, however the successful firm will be selected on the basis of the best fit and understanding of the demographics, composition, culture and needs of Saddle Hills County.

Saddle Hills County shall not be responsible for any costs associated with the production or submission of a proposal.

### **3.0 SCOPE OF WORK for RFP 05 - 11 – 2018 A:**

The Scope of Work for the Project as attached in Schedule A identify the anticipated Scope of Work and also form part of this request for proposal:



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## SCHEDULE A

### **Scope of Work – Boat Launch Access to the Peace River - Study**

The Council of Saddle Hills County have approved conducting a site study and preliminary engineering design for Boat Launch Access to the Peace River within Saddle Hills County. The study should determine all potential access points that could be developed for a Boat Launch within the County and evaluate each option to determine the most suitable site. The study should consider the topographical, geotechnical, environmental and regulatory considerations of any potential sites. Following the study a Report should be present to Council that details the options considered, the evaluation results and preferred option(s) with a conceptual site plan.

#### **Background:**

The Peace River forms the entire north boundary of Saddle Hills County. A number of informal river access trails have existed for many years that have been used to launch various watercraft, but currently there is no engineered launch site available. Residents with River boats are forced to drive to Boat Launches in neighboring Municipalities.

#### **Scope of Work:**

##### ***Boat Launch Access to the Peace River in Saddle Hills County – Study / Design***

The purpose of the study is to identify and evaluate potential locations for Boat Launch Access to the Peace River within the boundaries of Saddle Hills County; to determine their suitability; and to make a recommendation to Council regarding the preferred option(s).

The process must include consultation with Council, senior staff, Cotillion Butte Recreation Association, Dunvegan River Rats, other potential facility users and any other applicable stakeholders.

The following components should be included in the study.

**1- Consult applicable stakeholders to gather input on potential boat launch locations and develop a list of locations.**

Consultation should include the following groups:

- Council
- Administration staff as determined by CAO
- Cotillion Butte Recreation Association
- Dunvegan River Rats Society
- Potential boat launch users
- Other applicable stakeholders

**2- Evaluate the practicality of each possible location**

Provide a list of criteria that would be used to evaluate each possible location, this must include as a minimum:

- Accessibility to the river
- River bank stability' height, slope and current
- Topography
- Geotechnical suitability
- Potential for a campground at or near the site campground
- Compliance with provincial and federal regulatory requirements
- Other factors determined by the consultant

**3- Make a recommendation to Council**

Produce a study report for Council, this must include as a minimum:

- Overview of the process
- List of sites evaluated and corresponding imagery
- Recommendation with preferred option(s)
- Rational behind recommendation
- Conceptual design for recommended location(s) (may include phases)
- Cost estimates for design, engineering and construction
- Outline of regulatory requirements and steps to obtain approval(s)

**Methodology:**

Any proposal received from a potential contractor must identify the cost, methodology and timelines that will be utilized to explore the above questions and to formulate the recommendation. A list of similar projects completed by the bidder and at least three references must accompany the submission.

**Conclusion:**

This Scope of Work forms part of the Request for Proposals to conduct a Study of the possible locations for Boat Launch Access to the Peace River in Saddle Hills County. This scope should provide a good basis of knowledge for potential bidders to submit their proposals.

**Proposals must be submitted no later than:**

Monday May 28, 2018 2:00 PM MDT

**Submit Proposals to:**

Brian Ballard – Director of Community & Protective Services

Saddle Hills County

RR-1 Spirit River, AB

T0H 3G0

[bballard@saddlehills.ab.ca](mailto:bballard@saddlehills.ab.ca)