



Saddle Hills County

RR-1, Spirit River, Alberta

T0H 3G0

REQUEST FOR PROPOSAL: RFP 05 - 11 – 2018 B

DESCRIPTION

**Conduct a Site Study and Preliminary Engineering Design for Expansion of
Cotillion Park Campground**

Proposal Closing Date/Time:

Monday May 28, 2018 2:30 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 B

Description:

Conduct a Site Study and Preliminary Engineering Design for Expansion of Cotillion Park Campground

Date Issued: May 11, 2018

Closing Date: May 28, 2018

Closing Time: 2:30 P.M. (local time)

Indicate Request for Proposal Number 05 - 11 – 2018 B 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

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 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 B:

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



SCHEDULE A

Scope of Work – Cotillion Park Campground Expansion Study

The Council of Saddle Hills County have approved conducting a site study and preliminary engineering design for expansion of the number of camping stalls at Cotillion park. The park is located on a Crown REC Disposition within E ½ - 5 – 83 – 11 – W6 along the banks of the Peace River, near the mouth of Snedden Creek. The study should assess the possibility of expanding the number of camping stalls within the current REC Disposition as well as the possibility on potential additional land to the west of the current disposition. The study should consider the topographical and geotechnical considerations of any potential areas for expansion. Following the study a Report should be presented to Council that details the options considered, the evaluation results and preferred option(s) with a conceptual site plan.

Background:

Cotillion Park sits on Crown Disposition REC 860014 consisting of 14.121 ha or 34.89 Ac. Current developments includes:

- 12 Back in camping stalls with electricity
- Fully enclosed cook shelter/washroom/shower building
- Day use Sites
- Group use area with 4 sites
- Staging area for horse trailers
- Parking by an off lease river access walking trail

Saddle Hills County is the disposition holder and operation of the park is contracted to the Cotillion Butte Recreation Association. Since to construction of the park in 1981, donated electricity has been provided by an industry generating station currently owned by CNRL.

The campground is consistently full on weekends during the season from May to September and continues to be utilized by hunters until the washrooms are winterized due to cold weather.

Scope of Work:

Cotillion Park Campground Expansion Study

The purpose of the study is to evaluate potential locations for expansion of the number of camping stalls to determine their suitability and to make a recommendations to Council regarding the preferred option(s).

The process must include consultation with Council, senior staff, Cotillion Butte Recreation Association, 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 expansion locations and develop a list of locations. This should include an evaluation of the use of existing park areas/components and the possible redevelopment of under-utilized areas.**

Consultation should include the following groups:

- Council
- Administration staff as determined by CAO
- Cotillion Butte Recreation Association
- Park 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:

- Size & number of possible stalls
- Topography
- Geotechnical suitability
- Forest & other natural features that may enhance the camping experience
- Proximity to existing campground components and services
- 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) (may include phases)
- Rational behind recommendation
- Conceptual design for recommended location(s)
- Cost estimates for design, engineering and construction

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 is intended to be used as part of a Request for Proposals to conduct a Study of the possible Expansion of the Cotillion Park Campground for 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 2:30 PM MDT

Submit Proposals to:

Brian Ballard – Director of Community & Protective Services

Saddle Hills County

RR-1 Spirit River, AB

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