



**Request for proposal
for
Multi-Purpose Court(s) - Design and Install**

Issued Friday June 10th, 2022

CLOSING DATE: FRIDAY JUNE 30TH, 2022

TIME: 1:00 P.M. LOCAL TIME

PROPOSALS MUST BE ADDRESSED AND DELIVERED TO:

Paul Smith, Manager of Parks and Recreation

TOWNSHIP OF LUCAN BIDDULPH
270 MAIN ST.
LUCAN ON N0M 2J0

Re: Multi-purpose Court(s) – Design and Install

PROPOSALS RECEIVED LATE WILL NOT BE ACCEPTED

This label must be affixed to outside of envelope

**Do not open
Contains sealed request for proposal**

This Request for Proposal contains Eight (8) pages.

Request for proposal For Multi-Purpose Court(s) - Design and Install

An original and two (2) hard copies and one (1) digital (USB) of a proposal will be received by:

Paul Smith, Manager of Parks and Recreation
Township of Lucan Biddulph
270 Main St.
Lucan, ON NOM 2J0

Multi-Purpose Courts - Design and Install

In a sealed envelope only by 1:00 p.m. local time on June 30th, 2022. A submitted Proposal shall *include* the following completed and executed documents that form part of this Request for Proposal: List of References, and the Bid Form.

I. INTRODUCTION

The Township of Lucan Biddulph is requesting proposals for the supply, delivery and installation of multipurpose tennis, pickle-ball and other court(s) sports amenity to promote active, multi generational healthy living in an outdoor environment. Located at Spencer park on the corner of Spencer Ave and Coyne Ln, Lucan Ontario in the Township of Lucan Biddulph.

II. SCOPE OF WORK

The Township of Lucan Biddulph is requesting proposals for the supply, design, delivery and installation of multi-purpose sports court(s). The layout should provide defined areas of play, layout may be isolated to one or more court (s) to appropriately meet the budget and desired target amenities. Sports requested in this proposal are basketball, (ball)hockey, tennis, and pickleball. Combination units for multi-purpose play are allowed.

The vendor should demonstrate the ability to change the sport being played on the courts. Minimal removal of equipment to change sports is ideal as this will not be a staffed park. The vendor will be required to provide sufficient documentation to define the items being provided in this scope of work. Such documentation must include but is not limited to, a grading plan demonstrating an appropriate approach for water run-off (drainage), general data sheets, 3D drawings, and sketches from each side of the proposed Courts (layout should take into consideration AODA compliance), specification, and warranty information.

A fencing proposal should be included in the design and pricing. Fencing may be limited to the ends of the court to prevent balls from escaping play, fencing is not required to surround the entirety of court(s) but must be suitable for all provided types of play.

Play surface material and finish should be clearly identified in the proposal, multiple surface types are acceptable and options may be proposed, and painted lines on a finished surface are acceptable. The full project construction timeline should be included in the proposal. An accessible path for access to court(s) must be provided, the path must meet current AODA standards.

- A. The proposed budget allocated for the supply and installation of the multi-purpose court (s) described by this RFP is \$230,000 (excluding HST). It is expected that the supplier should efficiently use up to the maximum amount of this budget to the best of their capabilities. Quality and quantity will both be weighed in selection process.
- B. Vendors must include pictures of their proposed court(s) or 3 dimensional drawings of what is being proposed.
- C. A clear timeline must be proposed and project must begin before September 1st, 2023.
- D. A site visit with staff is not mandatory but extremely recommended to determine access to the property, layout and to obtain exact measurements of the area. If a site visit with staff is not completed a demonstration of knowledge of the site must be provided within the proposal.

III. SPECIFICATIONS

- A. Sports requested in this proposal are basketball, hockey, tennis and pickle-ball.
- B. defined areas of play, may be more than one pad if budget allows.
- C. Fencing for defined play areas for safety separation and ease of play must be demonstrated.
- D. All entrances and access to courts should be AODA compliant.
- E. Multiple play surface materials and finishes can be proposed. Pricing for alternate materials and finishes must be clearly identified in separate budget proposals.
- F. Site preparation provisions can be requested of the Township, but all final grade / crowning should be completed by successful bidder or it's contractor(s)
- G. All locates for work undertaken by the vendor's forces shall be the responsibility of the vendor.

IV. BUSINESS SPECIFICATIONS

- A. Background Information
 - The vendor must submit their qualifications with designing and installing similar play surfaces and experience with projects of similar size.
- B. Warranty
 - Manufacturer's warranty information must be provided in writing on each item being proposed.

C. Workplace Health & Safety

- The successful Contractor shall provide upon signing of a contract:
 - a. A copy of the company’s safety policy manual. The contractor will be responsible for the ongoing safety and security of the job-site.
 - b. Certificate of Liability Insurance in the amount of \$5 million naming the Township of Lucan Biddulph as an additional insured.
 - c. Proof of a Certificate of Good Standing from the Ontario Workplace Safety & Insurance Board, and updated every 60 days in compliance with the act. Failure to supply or update this certificate as required is cause for termination of the contract.
- It is the obligation of any successful bidder to comply with all requirements of the workplace safety and insurance board act. Bidders must certify that all employees, officers, agents and sub-contractors are covered under the act.

V. RFP Schedule and Submission

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Township reserves the right to modify any or all dates at its sole discretion.

A. Schedule

Release of RFP:	June 10 th , 2022
Site Visit:	TBD between June 13 th – June 24 th , 2022
Deadline for submitting questions:	3:00 pm, June 24 th , 2022
RFP closes:	1:00 pm, June 30 th , 2022
Tender opening:	1:05 pm, June 30 th , 2022
Successful Bidder Selection and Notification	July 6 th , 2022
Supply and Installation must start no later than	September 1 st , 2023
Project must be complete no later than	December 1 st , 2024

B. Questions

- Vendors may contact Paul Smith, Manager of parks and recreation for clarification and information pertaining to this request for proposal.

C. Proposal Contents

- Proposals submitted in response to this RFP must meet the specifications set forth herein. Proposals must be clear and concise. Only those vendors providing complete information as required will be considered for evaluation. Any major deviation from these specifications will be cause for rejection of the proposal at the Township’s discretion. The content and sequence of proposals are to be as follows:

1. Cover Letter

The Cover letter must include the following:

- a) Project title
- b) Name and address of the entity submitting the proposal
- c) Name(s) of the person(s) authorized to sign any contract that may result
- d) Contact person’s name, mailing or street addresses, phone numbers and email address
- e) Original signature of person listed in section (c) above.

2. Proposal Summary

A brief synopsis of the highlights of the proposal should be presented which summarizes the key benefits of the proposal to the Township. This includes a short narrative describing the respondent's understanding of the scope of work and their overall vision of the multi-purpose court(s).

3. A distinct design proposal within scope of project.
4. Proposed location of courts identified on a site map.
5. Confirmation of Price

The Township has identified \$230,000 for this project (excluding HST). The vendor shall confirm through a written statement what the final price to complete the work in their proposal shall be. All prices shall be stated in **Canadian funds**. Prices must also be inclusive of customs, duty and freight where applicable.

6. Confirmation of Timeline

The vendor must clearly express their ability to accomplish the project in the given timeframe. Projects must begin no later than September 1st 2023.

E. Submittal

- One original and two copies and one digital (USB) of your proposal must be received by the Township of Lucan Biddulph no later than 1:00pm, Thursday June 30th 2022. Proposals shall be sealed and addressed to:

Township of Lucan Biddulph

Paul Smith, Manager of Parks and Recreation

Multi-purpose court(s)

270 Main St. PO Box 190

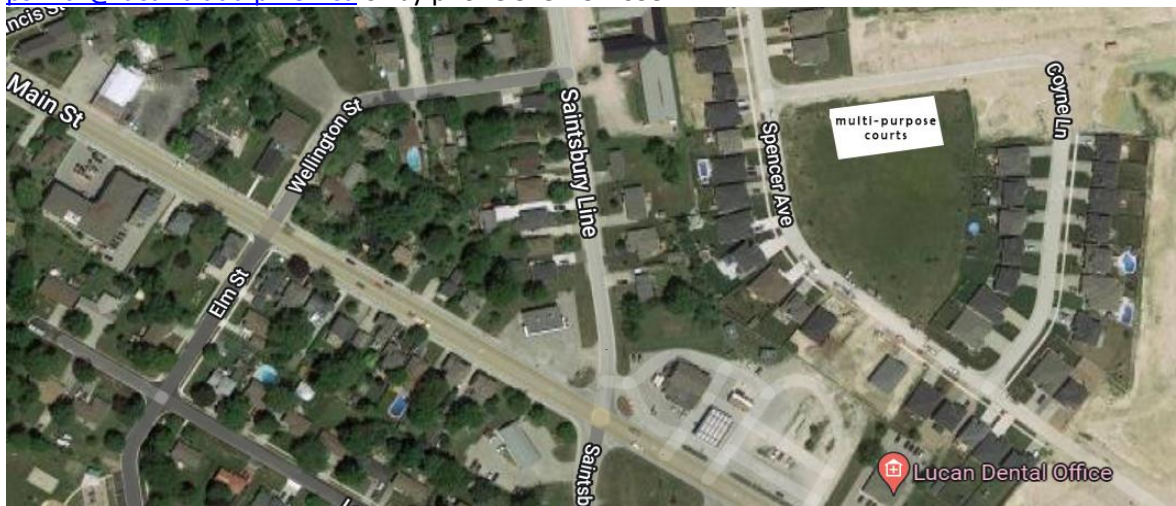
Lucan, Ontario NOM 2J0

F. Proposal Opening:

Proposals will be opened by the Tender Opening Committee on June 30th 2022 at 1:05 p.m. local time in Council Chambers located at the Municipal Office at 270 Main St. Lucan.

VI. LOCATION

The proposed location for the multi-purpose courts is Spencer park located at the intersection of Spencer Ave and Coyne Ln, Lucan Ontario. Site visit can be arranged by contacting Paul Smith, Manager of parks and recreation at psmith@lucanbiddulph.on.ca or by phone 519-494-0954



VII. RFP Evaluation and Award

G. Scoring, Evaluation & Selection of Proposals

Proposals will be reviewed, evaluated, and scored using the following table.

Table 1 – Evaluation Matrix

Criteria	Maximum Points
Price	35
Proponent Profile & Experience <ul style="list-style-type: none"> • General capabilities, Experience • Warranty • Complexities and size of project • Number of projects of similar size and complexity • Years of experience and qualifications • Other relevant experience • Timing of project and ability to meet deadlines 	15
Equipment <ul style="list-style-type: none"> • Materials used • Sports included • Warranty 	25
Design <ul style="list-style-type: none"> • Layout proposal • Multi-use functionality • Use of space and proposed functionality 	25
<ul style="list-style-type: none"> • TOTAL SCORE 	100

Examples of instances where a bid shall be rejected are:

1. Bids received late.
2. Unsealed envelope.
3. All required sections of bid document not completed.
4. Incomplete, illegible or obscure bids.
5. Failure to insert the bidder's business name in the spaces provided in the Proposal.
6. Conditions placed by bidder on the total contract price.
7. Pages requiring completion of information by bidder is missing.
8. Any other irregularity to be dealt with at the discretion of the CAO, or Council.

H. AWARD

Consideration for award shall only be undertaken in relation to bidders who are determined by the Township to have satisfied all the requirements. The acceptance and award of the proposal, execution of an agreement, contract or purchase order is subject to payment terms and conditions in writing that are acceptable to the Manager of Parks and Recreation along with approval by Council through the budget process or as otherwise directed by Council. The lowest or any bid will not necessarily be accepted.

LIST OF REFERENCES

(To be submitted with Original and each copy of bid submitted)

Please provide the information requested below. Reference checks will be completed and the decision to award the proposal will be based on the Townships assessment of overall qualified bidder. Experience listed below must be relevant to the current project in scope and value.

Project Name		
Company for whom the work was completed:		
On the project did your firm act as	Main Contractor ?	Subcontractor ?
What was the value of the project or your portion of the project?		
Contact name at the owner’s facility		
Telephone Number with area code		
Date of completion of this project		

Project Name		
Company for whom the work was completed:		
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Project Name		
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On the project did your firm act as	Main Contractor ?	Subcontractor ?
What was the value of the project or your portion of the project?		
Contact name at the owner’s facility		
Telephone Number with area code		
Date of completion of this project		

Pursuant to Section 29 (1) of the Municipal Freedom of Information and Protection of Privacy Act, as amended, and Section 39(1) of the Freedom of Information and Protection of Privacy Act, as amended, I authorize the Township of Lucan Biddulph to contact the person or company listed for purpose of obtaining reference information.

Signature of authorized signing officer

Date

BID FORM

(To be submitted with Original and each copy of bid submitted)

Project: Multi-purpose Courts
Location: Spencer park - Lucan, Ontario

Date: _____

Name of Company _____

Street Address _____

City/Municipality _____ Postal Code _____

Telephone Number _____ email _____

Print Name(s): _____

Title(s): _____

Township of Lucan Biddulph

Sir/Madam:

I/We agree to supply all necessary labour, materials, plant, equipment and services for the execution and completion of the above noted project in accordance with the Contract Documents for the contract sum of _____

_____ (Dollars (\$ _____)). The following amount for the Harmonized Sales Tax (HST) is extra to the above contract sum; \$ _____.

I/We understand that the price(s) submitted in this Bid is/are based upon the acceptance of the Bid within ninety (90) days of the Bid closing date.

I/We have carefully examined all the Bid Documents and have a clear and comprehensive knowledge of the work required under the Contract and of all the working conditions.

I/We are in a position to commence the work immediately upon receipt of the Township’s written direction, and to carry it through to a prompt and satisfactory conclusion.

Signature(s) of Authorized Official(s): _____