



# LABRADORCITY

**REQUEST FOR PROPOSALS**  
**`Accessibilty Audit – Labrador City Arena`**  
**TLC-24-24**

Closing Date: Wednesday, November 20<sup>th</sup> at 3:00pm local time.

Paula Bromley, P. Eng  
Engineer  
Town of Labrador City  
317 Hudson Drive  
Labrador City, NL  
A2V 2K5



## **1.0 INTRODUCTION**

### **1.1 RFP Overview**

The Labrador City Arena was originally constructed in the 1960's and has a gross floor area of 2904 m<sup>2</sup> on the lower level and 505 m<sup>2</sup> on the entrance mezzanine level. The building houses a single artificial ice surface with a single bank of spectator seating and associated change rooms, bathrooms, office and storage space. The main entrance to the building is level with the top of the seating area and the ice surface is on a lower floor.

Several improvements have been made to the building and systems since its construction including roofing, additions to the building to accommodate mechanical systems and ice resurfacing equipment, various renovations to office spaces, seating areas, changerooms and bathrooms.

The fundamental design of the building, with the entrance at the upper level and the ice surface and services on the lower level, presents a major obstacle in attempting to make the facility accessible. There is no elevator or lift and access to the lower level is gained via stairs or the stepped aisles on the bleachers.

### **1.2 Previous Studies/Related Reports**

For this project, the municipality has already undertaken the following tasks:

- Facility Audits, Document Review and Concept Design Report Related To A Proposed New Recreation Centre in the Town of Labrador City (2016).
- Labrador City/Wabush Accessibility Audit 2019

This information will be made available to the successful proponent.

## **2.0 OBJECTIVES**

### **2.1 Objective**

The purpose of this Request for Proposal (RFP) is to enable the Town of Labrador City to select one consulting firm to provide a diagnostic accessibility audit (in consideration of physical and sensory barriers) of the Labrador City Arena with recommendations to remove barriers present as relating to access between both levels of the building.

The purpose of this project is to maintain and improve equal access and participation for people with disabilities while committing to the principle of inclusion, as well as to meet the needs of people who face accessibility barriers by identifying, removing and preventing barriers, and by meeting the requirements of federal and provincial legislation.

### **2.2 Scope of Services**

The scope of services to be provided shall include, but not necessarily limited to:

**2.2.1 Stakeholder Engagement Review and Discovery**

The consultant will work with the Town to review background information for this project. This will include a kickoff meeting, and subsequent meetings as required.

**2.2.2 On-Site Visits**

The consultant will conduct an on-site assessment to determine physical access barriers at the Labrador City Arena.

**2.2.3 Review and Assessment of Accessibility**

The consultant will provide recommendations consistent with governing regulations.

**2.2.4 Explore options to increase accessibility between floor levels. Provide concept sketches and Class 'D' estimates for options explored and discuss any modifications that may be required to the building and building systems for the various options explored. Options presented must be compliant with current versions of the NL Building Accessibility Regulations, National Building Codes, Fire and Life Safety Regulations and any other applicable codes/regulations that the building is subject to.**

**2.2.5 Deliverables**

The consultant shall provide (1) one final report in paper copy and (1) electronic copy in PDF format. The report shall include details outlining the processes and methods used to perform the accessibility audit including listing all current and existing accessibility features, accessibility barriers found, recommendations on ways to remove barriers and prioritization. The report shall include option(s) to make both levels of the Labrador City Arena accessible in compliance with NL Building Accessibility Regulations, National Building Codes, Fire and Life Safety Regulations and include concept sketch and Class 'D' estimate for each option.

**3.0 TIMELINE**

The proposed deadlines for key aspects of this RFP are as follows (as may be amended by The Town of Labrador City at its discretion):

Issue Date of RFP	<b>October 31, 2024</b>
Deadline for Questions	<b>November 8, 2024</b>
Deadline for Issuing Amendments	<b>November 13, 2024</b>
Submission Deadline	<b>November 20, 2024</b>

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Review of Proposals	<b>November 27, 2024</b>
Anticipated Award of RFP	<b>December 5, 2024</b>
Final Deliverables Submission	<b>July 2, 2025</b>

The Town anticipates that this project will take approximately 6 months from initiation. The project is to be completed, with deliverables submitted by July 2, 2025.

#### **4.0 INSTRUCTIONS AND INFORMATION FOR PROPONENTS**

##### **4.1**

- (a) All proposals are to be submitted in accordance with the Request for Proposals (RFP).
- (b) All proposals are to be submitted in digital format (.pdf) or hard copy (sealed, plainly marked envelopes). Proposals sent by facsimile will not be accepted.
- (c) Additional information or clarifications of any of the instructions or information contained herein may be obtained from Paula Bromley, Engineer, Town of Labrador City, 317 Hudson Drive, Labrador City, NL, A2V 2K5.
- (d) Any proponent or proponents finding any discrepancy in or omission from the proposal, in doubt as to their meaning, or feeling that the proposal is discriminatory, shall notify at once the Engineer, Town of Labrador City in writing within 5 days of the scheduled opening of proposals.  
  
Exceptions as taken in no way obligate the Town to change the proposal. The Engineer will notify all respondents in writing, by addendum duly issued, of any interpretations made of proposal instructions.
- (e) The Town will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the proposal should be directed to and will be issued by the Engineer, Town of Labrador City.
- (f) All proposals must be signed by an authorized signatory of the Proponent.
- (g) The Town reserve the right to make additional copies of proposal for internal use or for any other purpose as may be required.
- (h) Proponents will be advised of the results after an evaluation of all proposals is complete and a successful proponent is determined.

##### **4.2 Reservations**

- (a) The Town reserve the right to reject or accept any or all proposals or parts of proposals, when in reasoned judgment, the public interest will be served thereby.

(b) The Town may waive formalities or technicalities in proposals as the interest of the Town require.

(c) The Town may waive minor differences in the proposal provided these differences do not violate the proposal intent.

#### **4.3 Modifications/Addenda**

The Town may, at any time prior to the closing date and time, issue additional information, clarifications or modifications to the RFP by written addenda. It is the Proponents sole responsibility to ensure they have received all addenda prior to submitting their Proposal.

#### **4.4 Proponents Expenses**

Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Town, if any.

#### **4.5 Exceptions**

The submission of a proposal shall be considered an agreement to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proposal.

#### **4.6 Currency and Taxes**

Prices are to be quoted:

- In Canadian dollars;;
- Exclusive of HST.

#### **4.7 Compliance with Laws**

The proponent will give all the notices and obtain all the licenses and permits required to perform the work, if any. The proponent will comply with all laws applicable to the work or performance of the contract.

#### **4.8 Period of Submission Validity**

Unless otherwise specified, all formal proposals submitted shall be irrevocable for 90 calendar days following proposal closing date, unless the respondent(s), upon request of the Engineer agrees to an extension.

#### **4.9 Disputes**

In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of the Town, or authorized representatives, shall be final and binding on all parties.

#### **4.10 Grounds for Disqualification**

The proponent shall direct all questions regarding this RFP or the project to the Engineer.

Any attempt on the part of the Proponent or any of its employees, agent, contractors or representatives to contact any of the following persons with respect to this RFP or the project may lead to disqualification:

- (a) any Town of Labrador City councillor
- (b) any Town of Labrador City staff member

### **5.0 ADMINISTRATION**

#### **5.1 General**

Time is of the essence in the contract resulting from this proposal. The time period for completion of the report is six (6) months from date of signing of contracts.

#### **5.2 Clarification**

Each proponent must completely satisfy themselves as to the exact nature and existing conditions of the requirements and for the extent and quality of work to be performed. Failure to do so will not relieve the successful proponent of their obligation to carry out the provisions of the contract. Questions must be directed in writing to the Engineer. Email is the preferred method of contact: [engineer@labradorcity.ca](mailto:engineer@labradorcity.ca)

#### **5.3 Proponent's Qualification**

- (a) No contract will be awarded except to responsible proponents capable of providing the services contemplated.
- (b) Proponents must have a comprehensive understanding of the scope of services listed in this Request for Proposal. Understanding and previous experience in all aspects of similar projects is essential criteria in the qualifying process.
- (c) Proponents shall have a proven record of having provided the services contemplated.

(d) The proponent's personnel and management to be utilized in this service requirement shall be knowledgeable in their areas of expertise.

(e) The Town reserve the right to contact or meet with any individual proponent. The Town are not obliged to meet with any or all proponents.

#### **5.4 Indemnity**

This is an invitation for proposals and not a tender call. The Town do not intend to nor do they assume or owe any contractual or other duties or obligations as a result of the issuance of this RFP, the preparation or in any discussion with the Town on any other basis whatsoever arising out of this RFP. Without limiting the generality of the foregoing and for certainty, no contract is formed by the submission of a proposal in response to this RFP.

The Town shall have no liability as a result of issuance of this RFP. No proponent shall have any claim against the Town for any compensation of any kind whatsoever as a result of participating in this RFP process, including without limitation any claim for costs of proposal preparation or participation in discussion, or for any loss of anticipated profits, whether based in contract including fundamental breach, tort, breach of any duty or any other cause of action whatsoever.

In its sole and absolute discretion, and without limiting the generality of the Town discretion under this RFP, the Town may modify or amend this RFP including the timeline, requirements, scope of work, or any other terms, whether material or not, and may cancel, suspend or reissue this RFP.

#### **5.5 Insurance Requirements**

The successful Proponent will be required to provide General Liability Insurance in a form acceptable to the Town, with the Town of Labrador City as a named party. The amount of coverage will be two million dollars (\$2,000,000.00).

If the Proponent is legal obliged to be covered by Workers' Compensation and Health & Safety regulations, the Proponents shall provide evidence of coverage and that the premiums are paid and up-to-date. The successful Proponent shall also be responsible for obtaining and providing evidence that any Subcontractor is also covered as required by law.

#### **5.6 Billing & Payment**

The proponent shall submit detailed invoices for services provided monthly to the Engineer.

The invoice shall contain the following information:

- Purchase Order Number
- Period of Work

- Itemized List of Services Provided
- Time spent by each employee on the project in the billing period
- Expenses incurred on the project during the billing period
- A total showing how much money is billed in the current billing period
- A running total showing how much money has been billed previously
- Total billed to date (i.e., current plus previous invoices)
- Show the HST applicable to the entire billing
- A total showing how much is payable on the invoice.

Invoices beyond the original agreed value will not be accepted unless written consent from the Town is obtained. Invoices for extra work must be submitted separately and must be accompanied by a written justification of the work. (Note: Written authorization from the Town will be required prior to proceeding with any extra work.)

Payment shall be made upon submission of a proper invoice from the proponent and authorized by the head of the department or designee. Normal payment terms are 30 days from receipt.

### **5.7 Exceptions**

The proponent shall furnish a statement on company letterhead clearly identifying and giving complete description of all exceptions to the terms, conditions and specifications of the RFP. Failure to furnish the statement will indicate that the proponent agrees to meet all requirements of the Request for Proposal and that if a contract is awarded, the successful proponent for this RFP agrees to enter into an agreement with the Town which binds the proponent to all terms and conditions and deliverables as stated in this document and its appendices.

### **5.8 Termination**

Termination for Convenience: The Town may terminate a contract, in whole or in part, if determined that such a termination is in its best interest, without showing cause, upon giving written notice to the proponent.

The Town shall pay all reasonable costs incurred by the proponent up to the date of termination. However, in no event shall the proponent be paid an amount which exceeds the bid price for the work performed.

The proponent shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

Termination for Default: When the proponent has not performed or has unsatisfactorily performed the contract, the Town may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of the Town. Failure on the part of the proponent to fulfill the contractual obligations shall be considered just cause for termination of the contract. The proponent will be paid for



work satisfactorily performed prior to termination, less any excess costs incurred by the Town in re-procuring and completing the work.

### **5.9 Integration**

All proposals received shall become the property of the Town. This Request for Proposal document, the proponent's response to this solicitation, and subsequent purchase order(s) to the successful proposal contain the entire understanding between parties, and any additions or modifications hereto may only be made in writing executed by both parties.

### **5.10 No assignment of Contract**

The proponent shall not assign the contract, or any portion thereof, except upon the written approval of the Town.

### **5.11 Public Information/Proprietary Information**

The Town are subject to the provisions of the *Access to Information and Protection of Privacy Act*. Section 27 of the Act excludes the disclosure of information that would be harmful to the business interest of a third party and any disclosure by the Town would be subject to that provision.

### **5.12 Contract Agreement**

The selected proponent will be required to enter a contract agreement with the Town of Labrador City.

### **5.13 Intellectual Property Rights**

The Town will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any deliverable product or product developed through this contract.

### **5.14 Confidentiality**

The selected proponent agrees not to release or in any way cause to release any confidential information that pertains to the Town unless they have been specifically approved to do so in writing.

### **5.15 Added Value**

The Town are interested in maximizing the value of expenditures at it relates to achieving additional value that would further benefit the Town and their operation, as well as its community of citizens. As such, bidders are encouraged to consider, develop and propose added value concepts, programs, components and the like that would further enhance the proposed services contemplated.

Added Value propositions carry an assigned weight as detailed in the rating schedule of Section 7.2. Costing for Added Value propositions must be detailed as a separate work package, as per the requirements of Section 6.2.2.

## **6.0 PROPOSAL SUBMISSION**

The submission of a proposal on this service will be considered as a representation that the proponent has carefully investigated all conditions which may affect or may, at some future date, affect the performance of the services covered by the proposal, the entire area to be serviced, and other contract documents and that the proponent is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished; also, that the proponent is familiar with all Federal and Provincial laws, all codes and ordinances of the Town of Labrador City which in any way affect the procurement of the work or persons engaged or employed in the work.

In responding to this RFP, each proponent shall, include, as a minimum, a Technical Proposal and a Cost Proposal. The proposal is not complete unless it contains a Technical Proposal which addresses the requirements described herein, and a Cost Proposal that details all costs for the proposed services, including travel and per diem expenses.

Proposals will be received no later than 3:00pm, November 20, 2024 by:

Town of Labrador City, NL  
P.O. Box 280, 317 Hudson Drive  
Labrador City, NL, A2V 2K5  
Email: cashier@labradorcity.ca

### **6.1 Submission Requirements**

The Proposal shall include the following as a minimum; failure to do so may be cause for rejection of the proposal:

#### **6.1.1 General Information**

Using the form identified in this document as Appendix A

- General Information, the proponent shall provide the name of the firm, Office address, telephone number, email address, and facsimile number.

Proponents shall provide a one (1) to two (2) page executive summary of their proposal.

Proponents shall provide a one (1) to two (2) page corporate resume detailing the proponent firm/partnership's credentials and experience specific to the scope of work detailed in the RFP.

Proponents shall provide an organisational chart detailing the structure of the project team specific to the scope of work, by position.

### **6.1.2 Team Composition and Experience**

Proponents shall provide, in detail, their credentials related to the scope of work and any information which documents successful and reliable experience in past contracts, especially those contracts related to the requirements of this Request for Proposal.

### **6.1.3 Understanding of Needs and Technical Solution**

**6.1.3.1** Proponents shall provide a demonstrated understanding of the subject matter, including, but not limited to, the scope of work as well as the approach that will be taken to accomplish the services related to this RFP document, as well as an indication of possible challenges and solutions not directly referenced in the Request for Proposals document.

**6.1.3.2** Proponents shall provide a bar chart indicating significant project milestones. The proponent's proposal shall also indicate the number and frequency of the anticipated meetings for the review process.

On the schedule indicate the critical path. For the purposes of constructing a schedule the proponent shall consider the following:

- The project is anticipated to commence January 2, 2025, and end with full deliverables July 2, 2025.
- The proponent shall use standard calendar dates when presenting the schedule.

### **6.1.4 Project Management Methodology**

An organizational chart clearly identifying team roles and primary contact will be provided (in the case of multi-disciplinary Joint Ventures, the lead firm will be identified.) A Work Breakdown Structure indicating each team member's responsibility and contribution in both days and as a percentage of the total work should be included.

A description of Proponents Quality Assurance methods and practices should be included.

The proposal shall also indicate the number, frequency and method (i.e. in person, web conference, teleconference, etc.) of the anticipated meetings.

### **6.1.5 Other**

Additional brief facts concerning your organization which you feel are critical in evaluating your proposal.

## **6.2 Cost Proposal**

**6.2.1** The Cost Proposal shall include a single page duly signed stating the proponent's firm fixed total price for this service as outlined in the Request for Proposal.

**6.2.2** Proponents should include within the Cost Proposal on a separate page or pages, a detailed listing of the tasks and activities with a breakdown into work packages, details of all individual costs of the proposed services, and total costs.

**6.2.3** The total cost shall represent the maximum payment for the project. Price data should include fixed price, estimated hours of work by key staff and individual hourly cost for staff.

Include and identify expenses and HST separately. Price may not be the determining factor for award. The Town may negotiate a final offer with the selected proponent.

### **6.3 Document Size Restrictions**

Elaborate brochures or voluminous examples are neither required nor desired. Your proposal should not be more than fifteen (15) typed pages maximum, Times New Roman 12 point font pitch.

### **6.4 Number of Proposals to be Submitted**

One (1) paper copy or one (1) copy in digital format of each proposal both technical and price components are to be submitted.

## **7.0 METHOD OF AWARD**

The evaluation process will be carried out by an evaluating committee who will establish the ranking of all the consultants. The results of the above process will be brought to the appropriate staffing level with a recommendation from the evaluating committee to award.

### **7.1 Evaluation Process**

Each Proposal will be evaluated using the following process:

Stage 1: Verify each bid's compliance to the Mandatory Criteria below, and disqualify any bids that fail to meet these.

Stage 2: For bids that pass the Mandatory Criteria, evaluate and score each one, using the Desirable Criteria and weights.

Stage 1 - Mandatory Criteria

The proposal must meet all of the following mandatory criteria and clearly demonstrate that these are met in a substantially unaltered form. If the proposal fails to meet any one of these criteria, it will receive no further consideration during the evaluation process and be deemed non-compliant.

1. The proposal must clearly demonstrate the proponent's experience and ability to fulfill the service requirements identified.
2. All Cost Proposals must be submitted in Canadian dollars (CDN) exclusive of all taxes.
3. The Proposal must demonstrate the proponent's full understanding of the RFP.
4. The Proposal must identify and demonstrate the presence and substantial contribution of;
  - a senior Engineer with primary experience in a related field of engineering and licensed to practice in Newfoundland and Labrador.

## Stage 2

All proposals which pass Stage 1 - Mandatory Criteria will be evaluated and ranked against the weighted Proposal Evaluation Criteria listed in Section 7.2. Proponents are reminded that the proposal is the main document used in the evaluation and that the Proponent shall insure all information required to make the decision is included.

Proposals shall be evaluated on the basis of the criteria and weighting as outlined in the Rating Schedule below. In terms of relative importance, criteria are given an Assigned Weight (Column A). The criteria are rated according to the Weight Factor Descriptions listed below:

Weight Factor Descriptions	Weight
Deficient – the Response fails to meet the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The Response has little merit and fails to demonstrate that the work will be performed in an acceptable manner.	0%
Poor – the Response fails to meet the requirements of the RFP references and associated scoring criteria in a suitable and documented manner. The response has some merit, but there are significant weaknesses that could result in unacceptable shortcoming in the performance of the work.	10% - 30%
Fair – the Response barely meets the requirement of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The response has substance but there are weaknesses that could result in tolerable or reasonably correctable shortcoming in performance of the work.	40% - 60%

Good – the Response reasonably demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a document and suitable manner. The response is comprehensive but there are minor weaknesses that should not significantly impact the performance of the work.	70% - 80%
Excellent – the Response fully demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a document and suitable manner. There are no apparent weaknesses	90% - 100%

Each unit Assigned Weight (Column A) is multiplied by the appropriate Weight Factor to yield the Total Points (Column A x B). The Total score (i.e., the sum of the column 'Total Points') represents the overall degree of satisfaction. The recommendation will normally be to award the contract to the Consultant having the highest Total score. Each rating shall be considered confidential.

The Town reserve the right to evaluate proposals on any criteria it deems appropriate and may not necessarily rely on the criteria outlined in this document.

## 7.2 Rating Schedule

Item		Assigned Weight (A)	Weight Factor (B)	Total Points (A x B)
1	Project team and Firm – Personnel to be assigned or made available to the project	10		
2	Location of Project Team and Firm	5		
3	Methodology, and understand of project in proposed approach	20		
4	Relevant experience of team and firm	10		
5	Project schedule; demonstrated ability to meet timelines	10		
7	Quality and appearance of proposal	5		
8	Added value (bonus)	10		
	<b>Technical Proposal Evaluation Score</b>			<b>/70</b>
9	Cost Proposal	30		
	<b>Cost Proposal Evaluation Score</b>			<b>/30</b>

	<b>Total Score</b>			<b>/100</b>
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To assist in the evaluation of the Responses, the evaluation committee may, but is not required to:

- Conduct and background investigations that it considers necessary in the course of the evaluation process and consider any relevant information resulting in the evaluation of Responses.

The evaluation committee will only seek clarification from a proponent if the requested information is ambiguous or missing and if such clarification does not offer the proponent the opportunity to improve the competitive position of its response. To the extent possible, requests made by the Evaluation Team will be sent from the email addresses of the RFP Contacts.

### 7.3 Cost Proposal Evaluation

Unless otherwise stated in this document or its addenda, the proposal with the lowest cost shall receive the maximum points allowed. All other proposals shall receive a cost score based on their cost relationship to the lowest. The points for the financial evaluation will be allocated as follows.

$$Points\ Awarded = \left( \frac{Lowest\ Cost\ Financial\ Proposal}{Financial\ Proposal\ Being\ Evaluated} \right) \times Financial\ Proposal\ Total\ Points$$

The value of the contract for this project shall be inclusive of applicable HST.

### 8.0 AWARD OF PROPOSALS

8.1 The Town reserve the right to modify the terms, or cancel, or reissue the Request for Proposals at any time at its sole discretion.

8.2 This Request for Proposal should not be construed as a contract to purchase goods or services.

Although proposals will be assessed in light of the evaluation criteria, the Town are not bound to accept the lowest priced or highest scoring proposal or any proposal. The Town reserve the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever, in its opinion, best serves the interests of the municipality.

8.3 The Town will not be obligated in any manner to any proponent until a written contract has been duly executed. Any damages arising out of a breach by the Town, including damages for any implied duty at law, are limited to the actual costs of preparing the proposal. Neither acceptance of a proposal, nor execution of a contract, will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any statute, regulation or by-law.

**Town of Labrador City  
Accessibility Audit – Labrador City Arena`  
TLC-24-24**

Company: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Business Registration Profile: \_\_\_\_\_

**Cost proposal (Summary)**

Bid amount: \_\_\_\_\_

HST: \_\_\_\_\_

Total: \_\_\_\_\_

\_\_\_\_\_  
Signing Officer

\_\_\_\_\_  
Date

Proposals clearly marked as to contents to be submitted to:

Town of Labrador City  
P.O. Box 280  
317 Hudson Drive  
Labrador City, NL  
A2V 2K5  
cashier@labradorcity.ca

**Closing Date: 3:00 pm local time, Labrador City, November 20, 2024**

Bids received after the closing date will not be considered.

Submissions must be in accordance with the instructions disclosed in the 'Request for Proposals' document.