

#RFP 21-OF-03

TOWN OF FORT FRANCES

TERMS OF REFERENCE

FOR

**A RECREATIONAL ICE COMPANY TO PERFORM A FEASIBILITY STUDY TO
COMBINE TWO EXISTING ICE PLANTS TO INCREASE EFFICIENCIES AND
REDUCE THE POWER RATING OF THE SYSTEM
(740 SCOTT STREET)**

R.F.P. NO. 21-OF-03

March 3, 2021

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**TOWN OF FORT FRANCES
REQUEST FOR PROPOSAL**

FOR

**A RECREATIONAL ICE COMPANY TO PERFORM A FEASIBILITY STUDY TO COMBINE
TWO EXISTING ICE PLANTS TO INCREASE EFFICIENCIES AND REDUCE THE POWER
RATING OF THE SYSTEM
(740 SCOTT STREET)**

R.F.P. NO. 21-OF-03

The Town of Fort Frances wishes to obtain proposals from a reputable firm to complete a feasibility study which details the method and requirements to consolidate two existing ice plants at the Towns Memorial Sports Center into one. The main reasoning to conduct this study is to determine what is required to reduce the plants overall power rating aimed at eliminating the need to have a full time refrigerant license holder as outlined by O. Reg. 219/01: Operating Engineers. The Memorial Sports Center is a dual ice pad facility located at 740 Scott St, Fort Frances, ON. The successful firm must include a detailed report outlining the feasibility of combining two ice plants, anticipated energy savings, class D cost estimate to complete the project, and a statement acknowledging compliance to O.Reg. 219/01. Sealed proposals, in quadruplet and clearly marked shall be submitted to:

Sealed proposals clearly marked “**RFP No. 21-OF-03**” will be received by the Corporation of the Town of Fort Frances (the “Town”) up to but not later than:

2:00 p.m. Local Fort Frances Time
Tuesday, May 18th, 2021

After which time such proposals will be opened publicly and read aloud at the Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario. Public Participation will be via conference call in at +1 807-701-5975, 439515869#.

Certain Request for Proposal Forms (“RFP Forms”) are required to be submitted. Please submit such completed Tender Forms to:

The Corporation of the Town of Fort Frances
Attention: Mr. Douglas Brown, CAO
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9
Fax: 1-807-274-8479

Information relating to this proposal is available at the Information Desk, Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario

Please direct any questions regarding this proposal to: Adam Mitchell, Asset Management Coordinator, Operations and Facilities Division. P: (807) 274-9893 ext 1315, Email: amitchell@fortfrances.ca

Lowest or any proposal not necessarily accepted. The Corporation of the Town of Fort Frances (the “Town”) reserves the right to reject any or all proposal, to waive irregularities and informalities therein, and to award the contract in the best interest of the Town in its sole and unfettered discretion. RFP award requires approval by Council.

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SECTION 2

GENERAL INFORMATION AND INSTRUCTIONS

2.1 INTENT OF THE REQUEST FOR PROPOSALS

The intent of the RFP is to obtain proposals from a reputable firm to complete a feasibility study which details the method and requirements to consolidate two existing ice plants at the Towns Memorial Sports Center into one. The main objective of this study is to determine what is required to reduce the plants overall power rating aimed at eliminating the need to have a full-time refrigerant license holder on staff as outlined by O. Reg. 219/01: Operating Engineers. The feasibility study should consider the feasibility of consolidating the two ice plants against optimizing both individual ice plants and if a reduction of the combined power rating can be reduced in the current configuration. An analysis of the feasibility to utilize waste heat from the new configuration is viable and if the current configuration could support additional waste heat capture. The detailed report must consider energy consumption, capital requirements, provide a class D cost estimate to complete the project based on the firms recommended actions, and a statement acknowledging compliance to O.Reg. 219/01 acknowledging no requirement for a licensed operator. The Memorial Sports Center is a dual ice pad facility located at 720 Scott St, Fort Frances, ON.

2.2 QUALIFICATIONS

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the contract in the best interest of the Town in its sole and unfettered discretion. An accepted proposal must be approved by Council.

2.3 CLOSING DATE

The Request for Proposals closes at 2:00p.m. Local Time (C.S.T.), Tuesday, **May 18th, 2021** and will be publically opened immediately thereafter at the Committee Room, Civic Centre, Fort Frances, Ontario.

Four (4) copies of the proposal, fully completed, sealed and marked "**R.F.P. No. 21-OF-03**" must be delivered by mail or otherwise, to the Administrator, not later than 2:00 p.m. (C.S.T) on the closing date.

2.4 INFORMAL PROPOSALS

All proposals provided, and all entries shall be in ink or typewritten. Proposals which are incomplete, conditional or obscure or which contain additions not called for, erasures, alterations or irregularities of any kind, or in which any of the prices are obviously unbalanced, may be rejected as informal.

The Town reserves the right to disqualify proposals not submitted in strict accordance with the terms and conditions of the Terms of Reference.

2.5 ERRORS AND OMISSION

The Firm shall examine the Terms of Reference Documents as soon as possible. Any errors, omissions or conflicts discovered shall be reported to the Asset Management Coordinator immediately. Verbal instruction and/or communications will not be accepted.

2.6 LIST OF ADDENDA

During the request for proposals period, Firms may be advised by Addenda of required additions to, deletions from, or alterations in the Terms of Reference Documents. All such changes shall become an integral part of the Terms of Reference Documents and shall be allowed for in arriving at the Total Proposal Price. All Addenda received during the request for proposals period shall be acknowledged.

2.7 PROPOSAL WITHDRAWAL AND AWARD

Proposals received by the Administrator prior to Closing may be withdrawn upon written application only. The last proposal received shall invalidate all previous proposals received from the same Firm. Withdrawal of proposals shall be by letter bearing an official company or corporation signature and seal only.

No contracts will be awarded until after the proposal has been approved by Council.

Council reserves the right to:

- i) reject any recommendation;
- ii) reject any or all proposals;
- iii) accept any proposal deemed to be in the best interest of the Town, or
- iv) disqualify proposals not submitted in strict accordance with requirements of the terms of reference documents.

Exception may be made to any contract, which is funded by a Ministry of the Province of Ontario on behalf of the Corporation. However, any final decision for awarding of a Contract is subject to the concurrence of the Council.

Firms are informed that it is a condition of the Terms of Reference Documents that each proposal shall remain in force from the closing date of the request of proposal until forty-five (45) calendar days thereafter unless the Architecture Firm has been formally rejected.

2.8 TAX MANAGEMENT (HST)

As it is the responsibility of the Firm to determine levy and collection of the Harmonized Sales Tax (HST), amounts bid shall show separately the HST amount, or alternatively cite the basis of exemption in lieu thereof.

2.9 ONTARIO RETAIL SALES TAX

Where contracts are awarded to non-resident Ontario Firms, they are required to either:

- a) Provide a copy of a valid Retail Sales Tax Vendor Permit, or
- b) file with the Town a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch.

Failure to comply will result in 4% of each payment due to the Contract to be withheld for remittance to the Treasurer of Ontario.

2.10 FAX TRANSMITTAL

Proposals may be submitted by Fax transmittal (807-274-8479) subject to additional conditions:

- i) All terms and conditions outlined in the Terms of Reference apply, including duplicate fax transmittals
- ii) All original proposal documents and enclosures are received within forty-eight (48) hours of the closing date of the request for proposals, and
- iii) The Town assumes no responsibility whatsoever for proper receipt of such Fax transmittals.

2.11 MUNICIPAL FREEDOM OF INFORMATION PROTECTION OF PRIVACY ACT

The Town is governed by the Municipal Freedom of Information and Protection of Privacy Act, therefore Firms must accept that proposal contents can be made public as a condition of the request for proposal process.

2.12 PAGES NUMBERED

All pages of the proposal document submitted must be numbered.

2.13 LOCATION OF FORT FRANCES

The Town of Fort Frances is located in the District of Rainy River, approximately 350 kilometers west of Thunder Bay, Ontario and 425 kilometers East of Winnipeg, Manitoba. The Town is bounded to the north and the east by Couchiching First Nation and the unorganized Township of Miscampbell, to the west by the Township of Alberton, and to the south by the United States of America. Also please note that Fort Frances is in the Central Time Zone.

2.14 FIRM'S INSURANCE

The successful Firm shall take out and keep in force throughout the duration of the Contract, a comprehensive policy of Professional Liability in the amount of not less than \$2,000,000.00 inclusive per occurrence.

The Town of Fort Frances shall be named as an additional insured thereunder, a certified copy of the policy or certificate thereof shall be deposited upon signing of the Agreement or as the Town may direct.

2.15 INQUIRIES

Questions regarding the Terms of Reference must be directed to:

Adam Mitchell, P.Eng.
Asset Management Coordinator,
Town of Fort Frances
900 Wright Avenue
Fort Frances, Ontario, P9A 1J9
Telephone: 807-274-9893 ext 1315
Email: amitchell@fortfrances.ca

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PROJECT DESCRIPTION
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- 3.1 GENERAL INFORMATION ON THE FEASIBILITY ACTIVITIES
- 3.2 SCOPE OF WORK
- 3.3 OTHER SPECIFICATIONS FOR THE DESIGN ACTIVITIES

SECTION 3

PROJECT DESCRIPTION

3.1 INTENT OF THE REQUEST FOR PROPOSALS

The intent of the RFP is to obtain proposals from a reputable firm to complete a feasibility study which details the method and requirements to consolidate two existing ice plants at the Towns Memorial Sports Center into one. The main objective of this study is to determine what is required to reduce the plants overall power rating aimed at eliminating the need to have a full-time refrigerant license holder on staff as outlined by O. Reg. 219/01: Operating Engineers. The feasibility study should consider the feasibility of consolidating the two ice plants against optimizing both individual ice plants and if a reduction of the combined power rating can be reduced in the current configuration. An analysis of the feasibility to utilize waste heat from the new configuration is viable and if the current configuration could support additional waste heat capture. The detailed report must consider energy consumption, capital requirements, provide a class D cost estimate to complete the project based on the firms recommended actions, and a statement acknowledging compliance to O.Reg. 219/01 acknowledging no requirement for a licensed operator. The Memorial Sports Center is a dual ice pad facility located at 720 Scott St, Fort Frances, ON.

3.2 SCOPE OF WORK

The purpose of the request for proposals is to retain a reputable firm to complete a feasibility study which details the method and requirements to consolidate two existing ice plants at the Towns Memorial Sports Center into one.

The feasibility study must consider:

- a) Advantages to consolidating ice plants.
- b) Disadvantages to consolidating ice plants.
- c) Power rating for a combined ice plant.
- d) Study the ability to reduce current power rating of existing system eliminating the need to consolidate plant.
- e) Ideal method of reducing overall power rating of the plant to eliminate the requirement of needing a refrigeration operator on staff as outlined in O.Reg. 219/01.
- f) Implantation of energy saving technologies and estimated kilowatt hour energy savings listed by utility.
- g) Provide a Class D cost estimate for implementing proposed methods of power reduction.
- h) Report on proposed energy savings.

3.3 Memorial Sports Center Attributes

The Memorial Sports Center is a dual ice pad facility that offers recreational activities to the Town of Fort Frances. Originally built as a one ice pad arena in 1952, the 52 Canadians Ice Plant has had several upgrades since inception. This includes upgraded chillers, compressors, and condenser. The major pitfall with this plant is the existing 240v, single phase electrical

supply. During the next retrofit project for this ice plant, the archaic electrical supply will be upgraded to a more traditional 600v three phase power grid, more common in today's commercial settings. Therefore, all design considerations should assume the available power source to be 600v.

In 2000, the Memorial Sports Center saw the addition of a second ice surface named Ice For Kids (IFK). This plant is completely isolated from the 52 Canadians ice plant and operates on a more traditional 600v three phase power system. Since inception this plant has not seem any upgrades to the refrigeration system other than end of life equipment replacement or compressor rebuilding.

The IFK ice surface measures 200' x 85'. The 52 Canadians ice surface measures 190' x 80'. The 52 Canadians Ice surface slab has already been resurfaced once with the new slab being poured over the existing. The brine header at 52 Canadians ice surface is located along the north edge of the ice surface. The brine header for IFK ice surface is located along the east edge of the ice surface. You can also access half of the brine loops on the IFK ice surface at the west edge. A floor plan for the arena has been included in the appendixes. Unfortunately, the location of the existing ice plants is separated by the IFK ice service meaning they are separated by over 300'. If consolidating the ice plants are feasible, a new, neutral location should be chosen. A viable location has been included in the building floor plan layout.

SECTION 4
PROPOSAL REQUIREMENTS
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- 4.1 PROPOSAL REQUIREMENTS SUBMITTED BY FIRM
- 4.2 PROPOSAL EVALUATION
- 4.3 OCCUPATIONAL HEALTH & SAFETY PLAN
- 4.4 CONTRACT

SECTION 4

PROPOSAL REQUIREMENTS

4.1 PROPOSAL REQUIREMENTS SUBMITTED BY ROOFING DESIGN FIRM

The proposals prepared by the Firms will clearly indicate that the design works will be carried in accordance with the **Terms of Reference RFP 21-OF-03**.

Each Firm's proposal must contain at least, but is not necessarily limited to the following:

- 1) A work chart or work schedule showing the timing of the major tasks and milestones
- 2) The Firm shall describe their previous work of this type, highlighting their experience and expertise with the specific requirements of this project. If the Firm intends to partner with others to complete certain components, the experience and expertise of those partner companies must also be described, citing previous relevant work.
- 3) The Firm shall identify the Project Manager and other staff and list the responsibilities of each. Qualifications of the Firm's Project Manager and key personnel should be outlined. Any substitution of staff during the course of the Design works will not be permitted without approval of the Asset Management Coordinator.
- 4) Maximum total cost of the project broken down by deliverable, where major tasks or milestones, field inspection work, report writing, printing costs and other disbursements are listed separately.
- 5) Per diem rates for key personnel involved in the project and an estimate of the number of hours that project staff will spend on each specific task.
- 6) A listing of any special circumstances required to complete the study.
- 7) Identify any possible gaps in the Terms of Reference and how these gaps will be taken into account in the feasibility study activities.
- 8) Submit a listing of previous projects of similar scale or type completed for Municipal or institutional clients.
- 9) Three (3) copies of the proposal will be submitted
- 10) All Documents will be in MS (Word & Excel) Office Format.

4.2 PROPOSAL EVALUATION

The Town of Fort Frances will review the proposal submitted by each individual Firm during June 2021. A scoring system will be utilized on the following categories:

- 1) Quality of the proposal submitted - ease of understanding, required components of the Design Activities, and work schedule.
- 2) Past Experience in completing similar design activities.

- 3) Key Personnel assigned to the project
- 4) Proposal value
- 5) Schedule

It should be clearly understood that the Town of Fort Frances has the right to assign weighting to each of the 5 above mentioned categories and if any proposal submitted fails to include any mandatory requirements as outlined in the Terms of Reference, the proposal is automatically disqualified.

4.3 OCCUPATIONAL HEALTH & SAFETY PLAN

The proposed Occupational Health and Safety Plan shall outline the Firm's general approach to Occupational Health and Safety.

The Firm will be responsible for meeting all of the "employer" obligations under the Occupational Health and Safety Act (OHSA) and shall ensure that all work is carried out in accordance with the OHSA and all applicable regulations. This includes but is not limited to, the duties to: provide a safe workplace; provide information and educate the workers on workplace hazards; appoint a competent supervisor; prepare and provide a health and safety policy; implement a comprehensive health and safety program to support the policy; and take every reasonable precaution to protect the health and safety of workers.

The Firm shall submit a statutory declaration with the proposal: Appendix "D".

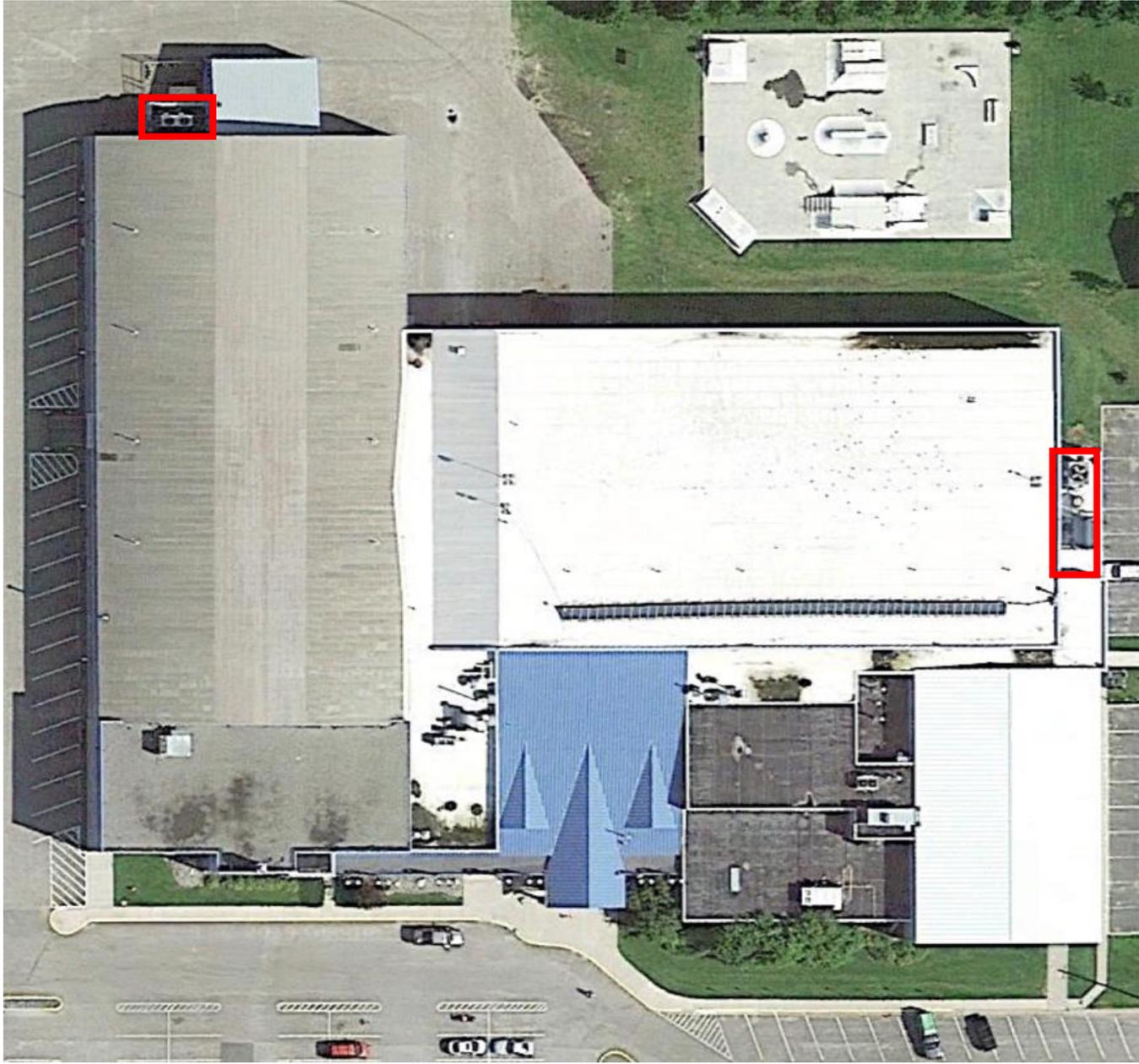
4.4 CONTRACT

The Firm shall include a draft contract of engagement with their proposal.

The Firm shall enter into a contract with the Corporation of the Town of Fort Frances. The contract shall indicate that work to be undertaken shall be done to the satisfaction of the Municipality according to the request for proposal and for the amount agreed upon by the two parties. The contract shall also indicate that no additional money shall be paid to the Firm for any additional work for which prior authorization has not been given in writing. The contract shall contain, as a minimum, the Request for Proposal and the Proposal accepted.

APPENDIX “A”

Memorial Sports Complex Picture and Drawing



 Condenser Location

APPENDIX "B"
STATUTORY DECLARATION

STATUTORY DECLARATION

In submitting this proposal, I/We, on behalf of _____
Legal Name of Company

certify the following:

- (a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, (the "OHSA").
- (b) With respect to the services being offered in this proposal, I/We and our proposed sub-contractors, acknowledge the responsibility to, and shall:
 - (i) fulfill all of the "employer" obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations.
 - (ii) ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
 - (iii) provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.
- (c) I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at _____ this _____ day of _____ 2021.

(Authorized signing agent for the Architecture Firm)

(Title)

(Telephone Number)