



## **REQUEST FOR PROPOSAL 2020 WAYFINDING SIGNAGE**

Issued: March 19, 2020  
Closing: April 9, 2020  
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# Table of Contents

<b>1.0</b>	<b>GENERAL</b> .....	<b>3</b>
1.1	Invitation to Submit a Proposal.....	3
1.2	Inquiries, Errors or Omissions.....	3
1.3	RFP Amendments.....	3
1.4	Submissions.....	3
1.5	Freedom of Information and Protection of Privacy (FOIP).....	4
1.6	Cost to Submit.....	4
1.7	Termination of Negotiations and/or RFP Process.....	4
1.8	Period of Commitment.....	4
1.9	Cost.....	4
1.10	Irrevocability of Proposals.....	4
1.11	Proposal Rejection.....	4
<b>2.0</b>	<b>INFORMATION</b> .....	<b>4</b>
2.1	Background.....	4
2.2	Scope of Work.....	5
<b>3.0</b>	<b>EVALUATION CRITERIA</b> .....	<b>5</b>
<b>4.0</b>	<b>PROPOSAL CONTENT</b> .....	<b>7</b>
4.1	Proposal Submission Letter.....	7
4.2	Vendor Profile.....	7
4.3	Project Understanding, Concepts and Proposed Methodology.....	7
4.4	Project Work Plan.....	7
4.5	Proponent Experience and References.....	7
4.6	Costs.....	8
<b>5.0</b>	<b>AWARDING OF CONTRACT</b> .....	<b>8</b>

## 1.0 General

### 1.1 Invitation to Submit a Proposal

Vendors are invited to submit Proposals for the 2020 WAYFINDING SIGNAGE project. This project entails the installation of up to a total of 11 signs throughout Olds. 2 signs being marked as provisional work and may be included in the project based on budget.

RFP Title: 2020 WAYFINDING SIGNAGE

RFP Issued: March 19, 2020

RFP Inquiries received up to: April 1, 2020

RFP Closing Date and Time: **April 9, 2020 2:00 PM MST**

Interviews: if necessary

Proposal Selection and Award: April 16, 2020

Substantial Completion: August 15, 2020

This RFP will be conducted with the objective of maximizing benefits for the Town of Olds while offering Vendors a fair and equitable opportunity to participate.

Vendors are advised to pay careful attention to the specifications laid out in this RFP. Failure to satisfy any term or condition in this RFP may result in the Proposal being deemed unacceptable. The Town of Olds reserves the right to accept or reject any and all Proposals and to waive irregularities and informalities at its discretion. The Town of Olds reserves the right to accept a Proposal other than the lowest price Proposal without stating reasons.

This RFP does not commit the Town of Olds to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at meetings with Town staff.

### 1.2 Inquiries, Errors or Omissions

All inquiries must be directed to the RFP Contact in writing by April 1, 2020. Inquiries and responses will be recorded and may, in the municipality's discretion, be distributed to all Vendors.

Vendors should notify the RFP Contact in writing of any ambiguity, divergence, error, omission, oversight or contradiction in this RFP.

Verbal responses to inquires are not binding on any party.

### 1.3 RFP Amendments

The Town of Olds reserves the right to amend the RFP documents and addenda up to 48 hours prior to the RFP Closing Date and Time. Any changes to this document will be communicated to all involved vendors, in writing, as an addendum.

### 1.4 Submissions

Proposals shall be received at the Town of Olds office no later than **2:00 p.m, Mountain Standard Time on April 9, 2020**. Any proposals received after the closing date and time will be considered disqualified. Proposal must be in an original non-editable PDF format marked with the RFP Title, the Vendors name and address and be addressed to:

Town of Olds  
4512 46 Street  
Olds, AB T4H 1R5

Attn: Ben McPhee  
Email: [bmcphree@olds.ca](mailto:bmcphree@olds.ca) cc: [slinderman@olds.ca](mailto:slinderman@olds.ca)

**Email Submission will only be accepted.**

Vendors are responsible for verifying that their submissions have been received at the correct location, and received on time. Time stamp will be based on the time the email with the submission attachment is received by the Town of Olds.

**1.5 Freedom of Information and Protection of Privacy (FOIP)**

The Town of Olds must adhere to the provisions set out in the Freedom of Information and Protection of Privacy Act therefore the successful Vendor may have to consider the application of FOIP in the development of the RFP and Contract. Departments should contact the FOIP Coordinator to see if any considerations should be made under this section.

RFP should include any specific procedures to be followed by the Vendor for disposal of any confidential information contained in electronic format in computer hardware of the Vendor or its employees, subcontractors or agents.

**1.6 Cost to Submit**

The Town of Olds will not be liable for any costs incurred by any vendor in the preparation and submission of a proposal, in the facilitation of a presentation to support the proposal, or any other activities related to the creation of their proposal.

**1.7 Termination of Negotiations and/or RFP Process**

The Town of Olds reserves the right to terminate contract negotiations with any vendor and to enter into contract negotiations with any other vendor if, in the opinion of the Town of Olds, at any time, the contract negotiations with the initially selected vendor will not be satisfactorily concluded in the best interests of the Town of Olds.

**1.8 Period of Commitment**

Proposals shall be final and binding for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the Vendor is requested to do so by the Evaluation Team.

**1.9 Cost**

All costs must be quoted in Canadian dollars and exclusive of GST.

**1.10 Irrevocability of Proposals**

Vendors may amend or withdraw their Proposal prior to this RFP's closing date and time by submitting a clear and detailed written notice to the RFP Contact. All Proposals become irrevocable after this RFP's closing date and time.

**1.11 Proposal Rejection**

The evaluation team may reject any or all Proposals.

**2.0 INFORMATION**

**2.1 Background**

The Town of Olds has a population of 9,184 and provides municipal services including administration, finance, public works, recreation, water, wastewater, and waste

management services. Centrally located along the busy QEII corridor, Olds is a major service centre and regional market for over 40,000 people in Mountain View County and surrounding area. The proximity to Red Deer and Calgary contribute to our continued growth and economic stability. The quality lifestyle in Olds reflects the values and interests of our residents, which translates into a strong sense of community pride. Olds has safe and friendly neighbourhoods, beautiful parks, a fabulous path and trail system, and all the amenities associated with a big city.

## 2.2 Scope of Work

The scope of work consists of provisional and non-provisional work. Project must reach substantial completion on or before August 15, 2020 unless agreed upon between the Town and the Contractor.

Non-Provisional work:

- 1 Neighborhood Identifier
- 6 Vehicular Directional
- 2 Civic Amenity Identifier

Provisional:

- 2 Civic Amenity Identifier
- Lighting and Electrical components.

The Town of Olds Civic Amenity Identifier requires the removal and disposal of the existing sign. It also includes the disconnection of electrical components within the excavation area, and leaving the underground electrical components in a suitable condition for future use (in a junction box).

All signs require mobilization and demobilization, site clearing and excavation, subgrade prep, landscape reconstruction, construction of sign including all finishes, and a warranty period of 2 years from time of CCC.

Town of Olds Contract Specifications must be followed for any and all items not specified in the drawings.

Work will primarily be along a Provincial Highway, and therefore the contractor must ensure that they follow any and all Alberta Transportation protocols for construction of the signs. **The Town of Olds has obtained the proper permits to construct the signs within the Alberta Transportation right of way**, but does not provide permission for the contractor to obstruct the flow of traffic. A Traffic Accommodation Plan may be required by Alberta Transportation if the contractor requires lane closures, or obstruction of traffic. This is an incidental cost to the contractor.

Contractor, Town Representative, and Alberta Transportation Representative are to establish final sign locations for all signs along the provincial highway prior to construction.

Contractors are responsible for locating, exposing, and protecting shallow utilities that may be present. In general, locations were chosen where utility conflicts should not impede the work of contractors. However, contractors should anticipate encountering and working around shallow utilities. Exposing of shallow utilities is deemed inclusive to the project.

Contractors are to submit shop drawings of each sign for approval by the Town Prior to printing of signs.

### 3.0 EVALUATION CRITERIA

The Town of Olds reserves the right to accept or reject any and all proposals. The Town reserves the right to accept a submission other than the lowest price submission without stating reasons. By the act of submitting a response to this RFP, the vendor waives any rights to contest in any legal proceeding or against the right of the Town of Olds to award the work to any vendor in its sole discretion.

The first stage will consist of a review of all submissions to ensure that each submission was received on time, that the certification is properly completed and signed, and the submission is sufficiently responsive to the RFP.

Following the initial evaluation of the proposals, the second stage will consist of a comprehensive evaluation of the RFP based on the criteria listed below. The vendor may be contacted at that time to provide further information or address any questions or issues that may have arisen while evaluating the vendor's proposal.

<b>Evaluation Category</b>	<b>Weighting</b>	<b>Rating</b>	<b>Score</b>
<b>Project understanding, Concept, and Methodology</b>	<b>20</b>		
<b>Work Plan/Schedule</b>	<b>25</b>		
<b>Previous experience &amp; References</b>	<b>25</b>		
<b>Price</b>	<b>30</b>		
<b>TOTAL</b>	<b>100</b>		<b>/1000</b>

Proposals will be evaluated and ranked according to the outline below. Evaluations will be based on a scale of 0 to 10. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score. The Town reserves the right to reject any proposal that receives a rating of four (4) or less on any criterion.

<b>Rating</b>	<b>Description</b>
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success.
6	Meets expectations; Proponent has a good understanding of the requirements, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, Proponent understands the requirement, fair probability of success.

2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

#### 4.0 PROPOSAL CONTENT

Proposals should be organized in the following format using the section titles and sequence listed below:

1. Proposal Submission Letter
2. Vendor Profile
3. Project Understanding, Concept and Proposed Methodology
4. Project Work Plan
5. Proponent Experience and References
6. Costs

#### 4.1 Proposal Submission Letter

Must be signed by an authorized representative of the Vendor and included in the Proposal.

#### 4.2 Vendor Profile

The Proposal must include:

- A brief introduction of the Vendor, identifying the members of the data conversion project team and project lead (if applicable);
- A contact for any questions or clarifications arising from the Proposal. Contact information should include name, title, address, email, phone number and fax number; and
- Contact information for the Vendor’s head offices and applicable service centres; and
- Details of any subcontracting arrangements proposed by the Vendor.

#### 4.3 Project Understanding, Concept and Proposed Methodology

This section should specifically address the proponent’s understanding of the Town’s needs and provide details of the proponent’s methodology to the scope of work including all items listed in Section 2.2. The proponent should outline their project vision, processes and systems used for planning, scheduling, and budgeting to meet the project objectives.

This section must address the work, effort and team member participation role in delivering the work. The proposed methodology should also identify any potential options, or changes to the outlined approach that could be advantageous to the Town. Any such optional work should be identified specifically or outlined in a separate section.

#### 4.4 Project Work Plan

A comprehensive work plan and accompanying Gantt chart, itemizing key tasks, milestones, deliverables and timelines to complete the project must be submitted.

#### 4.5 Proponent Experience and References

The proponent shall include a list of three (3) recent and relevant projects (within the last three years) with their RFP package. Each of the references shall include a contact person

complete with title, and phone number. The references will reflect similar work that has been provided. Preference will be given to companies with experience working with municipalities with similar demographics and requirements to the Town of Olds.

#### **4.6 Costs**

Provide a schedule of total fees proposed per the work plan key tasks. The total should include all fees, costs and disbursements (including travel costs), sub-consultant fees, and any other expenses as required under the Scope of Work.

Itemize separately any additional services being recommended to the Town of Olds in addition to the project scope.

#### **5.0 Awarding of Contract**

This RFP should not be construed as a contract to purchase goods and services. Only written notice, to the vendor of acceptance of the proposal by the Town of Olds, and the subsequent full execution of a written agreement, shall constitute a contract for the provision of a Records Management System.

The Town of Olds reserves the right to accept or reject, in whole or in part, all proposals received. The lowest or any proposal will not necessarily be accepted, as various criteria are used in the evaluation process.

No act of the Town of Olds, other than a notice in writing signed by the Chief Administrative Officer, or his designate, shall constitute an acceptance of a proposal.

The Town of Olds reserves the right to reject any or all proposals. Without limiting the generality of the foregoing, The Town of Olds may reject any proposal which:

- Is incomplete, obscure, irregular, or unrealistic;
- Has non-authorized (not initialed) erasures or corrections in their proposal offer or any schedule thereto;
- Omits or fails to include any or more items in the proposal offer for which a price is required by the RFP;
- Fails to complete the information required by the RFP to be furnished with the proposal or fails to complete the information required whether the same purports to be completed or not;
- Fails to be submitted before the deadline.

Further, a proposal may be rejected on the basis of:

- The vendor's past performance, if applicable, with the Town of Olds;
- Financial constraints;
- Unreasonable or unacceptable completion schedules; and
- Failure to comply with federal, provincial and municipal legislation.

The Town of Olds has the right, in the interest of the Town, to waive any informality, insufficiency or irregularity in any proposal responses received, and to accept the proposal that is deemed most favourable to the interests of the Town of Olds.