



## REQUEST FOR QUOTE

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### RE: CATCH BASIN REPAIR PROGRAM

The Town of Olds is accepting quotes for the provision of catch basin repairs at various locations within Town limits.

This document outlines the general principles of this Request for Quote (RFQ).

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### GENERAL INFORMATION

#### Invitation to Submit a Quote

RFQ Issued:	<b>May 31, 2024</b>
Site Visit/Pre-Bid Meeting	<b>No site visit planned</b>
Deadline for Questions:	<b>June 7, 2024 at 14:00:00 MT</b>
Deadline for Issuing Addenda	<b>June 12, 2024</b>
Submission Deadline:	<b>June 19, 2024 at 14:00:00 MT</b>
Anticipated Ranking of Proponents:	<b>June 24, 2024</b>
Anticipated Execution of Agreement	<b>July 2, 2024</b>

### ORGANIZATIONAL BACKGROUND

The Town of Olds has a population of 9,577 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. The proximity to Red Deer and Calgary contributes 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.

### LOCATION

The town is located at the intersection of Highway 27 and Highway 2A, 5 km west of the Queen Elizabeth II Highway, 80 kilometres north of Calgary and 60 km south of Red Deer.

## SCOPE OF WORK

The purpose of this RFQ is to solicit quotations from qualified contractors for the repair of catch basins within the Town of Olds as part of our 2024 Catch Basin Repair Program. The selected contractor will be responsible for providing all necessary labor, materials, equipment, and services to ensure the proper functioning of catch basins as specified in the Scope of Work contained in Attachment 1. Work shall include but not be limited to frame and grate repair/replacement, new catch basin installation, concrete repairs, asphalt patching.

### Associated documents:

- Attachment 1 – 2024 catch basin repair list and photos

## PROPOSAL CONTENT

### 1. Project Work Plan

A work plan and project schedule for completing the scope of work for this RFQ in accordance with the timelines identified in Scope of Work.

### 2. Related Experience and References

The proponent shall include a list of three (3) recent and relevant projects (within the last three years) with their RFQ package. Each of the references shall include a contact person complete with title, email address, 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.

### 3. Alberta Worker's Compensation Board (WCB)

A current Alberta WCB Clearance Letter should be included in the quote as evidence of such coverage and confirmation that the proponent's account is in good standing. If the proponent does not have such coverage in place, the proponent will be required to obtain it within 10 days upon receiving notice of the intent to award.

### 4. Proof of Insurability

Proponents shall provide proof of general comprehensive liability insurability, from a licensed insurer, in the amount of a minimum of \$5,000,000 with the municipality as an additional named insured.

### 5. 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.

## REQUEST FOR QUOTES (RFQ) PROCESS

To help ensure an efficient and equitable quotation process, the Town of Olds is requesting that each quote comply with the following general guidelines:

- The closing date for receiving quotes is **June 19, 2024 at 14:00:00 MT**. Your response by email is requested to be sent to:

Sheena Linderman, Director of Corporate Services  
Email address [slinderman@olds.ca](mailto:slinderman@olds.ca).

Receipt of your Quote will be confirmed when it is received.

Based on our evaluation of the quotes received it is expected that additional discussions will take place in order to clarify exactly what is contained in each quote before an order, if any, is placed. The Town is free to negotiate with any of the Proponents. As a result of the negotiation process, the Town is not required to treat all Proponents equally. This RFQ is not a tendering process. No legal relations are intended to arise from the RFQ process. The Town is not contractually bound to any matters until such time as the Town has negotiated a separate contract or placed a formal order /requisition to purchase.

- The Town reserves the right to reject the lowest cost quote, or any or all quotes. The total extent of the purchase order, if issued, is dependent on pricing received from this process.
- Upon receipt of proponent's responses, each will be screened to ensure the proponents comply with the requirements of this request. Determination and acceptance of any deviation will be determined by the Town at its sole discretion and we reserve the right to accept any response deviation from the requirements of the request.
- Modifications or amendments shall be received in writing prior to the time fixed for receiving Quotes. The Town of Olds may by addendum, at its discretion, extend the time for receiving the Quotes.
- Prices must be proposed in CDN funds. The Town of Olds shall not be liable for any costs of preparation or presentation of Proposals. All costs related to the RFQ process are the responsibility of the bidder.
- The quote must clearly identify a base price, but may provide pricing for additional options supplementary to a base quote.
- Town of Olds reserves the right to negotiate contract terms with the acceptable bidder.
- Town of Olds reserves the right to reject any and all proposals.

## **INTERPRETATIONS**

Material points of clarification may be requested in writing. Responses to these issues will be provided to all known bidders as requested. It is the proponent's responsibility to clarify interpretation of any items in the request prior to submitting the quote.

Submit questions about the meaning and intent of the tender to: Sheena Linderman, Director of Corporate Services, [slinderman@olds.ca](mailto:slinderman@olds.ca).

## **EVALUATION CRITERIA**

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 RFQ.

Following the initial evaluation of the submissions, the second stage will consist of a comprehensive evaluation of the RFQ 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 quote.

<b>Evaluation Category</b>	<b>Weighting</b>
Price	35%
Previous Relevant Experience and References	20%
Work Plan and Project Schedule	25%
Project Understanding	20%
<b>TOTAL</b>	<b>100%</b>

Submissions 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.

**EVALUATION OF PRICING**

Each proponent will receive a percentage of the total possible points allocated to price it has bid on by dividing that proponent’s price into the lowest bid price. For example, if a proponent bids \$120.00 and that is the lowest bid price, that proponent receives 100% of the possible points (120/120 x 100 = 100%). A proponent who bids \$150.00 receives 80% of the possible points (120/150 x 100 = 80%), and a proponent who bids \$240.00 receives 50% of the possible points (120/240 x 100 = 50%).

$$\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for proposal with second-lowest rate}$$

$$\frac{\text{Lowest rate}}{\text{Third-lowest rate}} \times \text{Total available points} = \text{Score for proposal with third-lowest rate}$$

And so on, for each proposal.