



CORPORATION OF THE CITY OF ENDERBY

REQUEST FOR PROPOSAL

Enderby Arena Condition Assessment

OPPORTUNITY

The City of Enderby (“the City”) is requesting proposals from a qualified consultant to perform a condition assessment and related tasks of the Enderby Arena and Curling Rink (“the Facility”), including:

1. A Facility Condition Assessment (FCA) based on industry standard methodology;
2. A detailed analysis of building replacement cost based on industry standard methodology;
3. A set of prioritized recommendations and cost estimates for adding, repairing, or replacing deficient conditions in the Facility that will prolong its operability, suitability, and value given the age of its construction and the age of any major components renewed subsequently;
4. A set of prioritized recommendations for changes to the City’s preventative maintenance program for the Facility that will prolong its operability, suitability, and value given its age of construction and the age of any major components renewed subsequently; and
5. An identification of likely liabilities associated with the ongoing use and repair of the current Facility.

BACKGROUND

The City owns the Enderby Arena and Curling Rink (“the Facility”), located at 1605 Kate Street in Enderby, BC. The original Facility was built in the 1950’s and is now used as a curling rink. In 1974, an addition to the Facility was built and is used as a skating and hockey arena, with various “dry floor” uses occurring in the summer. There is a single refrigeration plant for the entire Facility.

The Facility is described in Appendices A and B.

SCOPE OF WORK

The City requires an FCA to assist in understanding and managing the asset lifecycle.

The deliverable shall be in the form of a comprehensive report assessing the condition of the Facility, including the safety, integrity, reliability, and functionality of its equipment and infrastructure components. The report should assess the remaining lifecycle of the Facility and its components using industry standard methodology as well as provide a detailed replacement cost analysis to support an

investment strategy. The report should also provide recommendations for extending the life of the existing Facility.

In summary, the report should include the following information:

1. A Facility Condition Assessment (FCA) based on industry standard, non-destructive, methodology which inventories and assesses components including but not limited to: electrical, mechanical, structural, plumbing, refrigeration, HVAC, roof, building envelope, safety, architectural, and energy efficiency, and provides an estimate of remaining service life based on the construction date, the condition assessment, and the age of any major components renewed subsequently;
2. A detailed analysis of building replacement cost based on industry standard methodology;
3. A set of prioritized recommendations and cost estimates for adding, repairing, or replacing deficient conditions in the Facility that will prolong its operability, suitability, and value given the age of its construction and the age of any major components renewed subsequently;
4. A set of prioritized recommendations for changes to the City's preventative maintenance program for the Facility that will prolong its operability, suitability, and value given its age of construction and the age of any major components renewed subsequently; and
5. An identification of likely liabilities associated with the ongoing use and repair of the current Facility.

The report must provide sufficient analysis and detail for the City to meet its objectives for this project:

- Understand the lifecycle of the Facility based on its age and condition;
- Create an investment plan for the ultimate replacement of the Facility;
- Evaluate and implement additions, repairs, and replacements to the existing Facility to extend its useful life;
- Evaluate and implement changes to the City's preventative maintenance program for the Facility in order to extend its useful life;
- Evaluate the potential for continued repair and renovation versus new construction;
- Identify likely liabilities associated with ongoing continued use and repair of the current Facility.

The scope of work is a minimum level of service required for this project. The City expects and invites Proponents, in their responses to this RFP, to elaborate and expand on any services, methodologies, and products that might be beneficial to the City in achieving its objectives of this project; however, Proponents should understand that this project is grant funded and must meet the budgetary requirements described below. Additional services that do not fit into the budgetary requirements for this project may form part of the recommendations in the final report, provided the minimum level of service stated above is met in full.

FINAL REPORT

The final report will include a presentation to the Enderby & District Services Commission, for which the Proponent will review the findings of the report, describe the recommendations, and respond to questions.

A draft copy of the report shall be provided at 50% completion for review and comment by the City. A second draft shall be provided at 80% completion for further review and comment by the City. Additional drafts may be required depending upon progress.

Unless otherwise agreed by the City, the final report shall include the following sections:

- Executive Summary
- Methodology
- FCA
- Facility replacement cost analysis (detailed by component)
- Recommendations for Adding, Repairing, or Replacing a Facility need or deficient condition
- Recommendations on Improvements to Maintenance Program
- An identification of likely liabilities associated with the ongoing use and repair of the current Facility

All pertinent numerical or quantitative results should be presented in tabular and/or graphical formats as deemed appropriate, and a digital copy of the spreadsheets expressing this data provided to the City along with the final report.

FACILITY CONDITION ASSESSMENT (FCA) CRITERIA

1. Data Collection

The Proponent will measure and report conditions for the following Facility elements using commonly accepted benchmarking standards and formats, including but not limited to:

Primary Systems:

- Refrigeration plant (including brine lines and concrete slab)
- Foundations and structure
- Building envelope and fabric (roof, exterior walls, glazing systems, etc.)

Life Safety Systems:

- Fire and life safety compliance
- Fire Protection (sprinklers and fire alarm systems)
- Health issues
- Emergency power

Secondary Systems:

- Heating, ventilation and air conditioning
- Building controls
- Interior partitions, finishes, walls, doors, floors and ceilings, etc.
- Electrical and electrical distribution
- Lighting
- Plumbing
- Special construction

Only qualified construction and building professionals may perform inspections. Include with the proposal a list of the proposed construction and building professionals to be included in the assessment team.

2. Corrective Action Recommendations and Costing

Correction projects must be recommended for each deficient condition identified and include cost estimates of labor and materials and details of the work required for the repair. The data must be updateable. Each correction project shall be classified by the major property components identified above. The City prefers the estimates be based on recognized construction estimating data adjusted for the North Okanagan.

3. Deficiency Characterization

The FCA section of the report shall describe details of the present condition of major components of the building and outline deficiencies with recommendations for remedial work for immediate and long-term repairs and replacement of such major components. A table shall outline the projected useful life of major components with anticipated repair costs.

Deficiencies shall be classified into five main groups / time horizons:

- “Currently Critical” (immediate)
- “Potentially Critical” (year 2)
- “Not Yet Critical” (year 3-5)
- “Recommended” (year 6-10)
- “Does Not Meet Current Standards (obsolete)

The report shall also include pictures of major components and anomalies observed.

4. Deficiency Prioritization

Before data collection begins, the Consultant and the City will establish prioritization standards. An example of priority standards:

PRIORITY	DEFINITION	DESCRIPTION
Priority 1	Current Critical (Immediate)	<ul style="list-style-type: none"> • Require immediate action • Correct a cited safety hazard • Stop accelerated deterioration • Return a Facility or equipment to operation
Priority 2	Potentially Critical (year 2)	<ul style="list-style-type: none"> • If not corrected expeditiously, will become critical within a year • Potential life safety hazard • Intermittent operations • Rapid deterioration which will lead to a loss of Facility operation
Priority 3	Necessary, not yet critical (years 3 – 5)	<ul style="list-style-type: none"> • Repairs which provide a rapid return on investment, often including energy efficiency projects.

		<ul style="list-style-type: none"> • Associated damage or higher costs if deferred • Building or site improvement uncompleted due to inadequate funding or other reasons • Repairs which will preclude predictable deterioration, potential downtime, and/or higher short-term maintenance costs, or replacement of building components which have exceeded their predicted useful life.
Priority 4	Recommended (years 6 – 10)	<ul style="list-style-type: none"> • Sensible improvement to existing conditions that is not required for the basic function of the Facility • Overall usability improvement • Long-term maintenance cost reduction.
Priority 5	Does not meet current standards but compliant with standards at the time of installation	<ul style="list-style-type: none"> • No action required at this time, but substantial work performed in the future may require correction to current standards.

SERVICES EXCLUDED

At this time, the City does not anticipate including any of the following in the Scope of Work:

- Destructive investigation
- Materials testing
- Inventory of furniture not related to building operation
- Ancillary components such as parking lot paving
- Demographic analysis
- Site selection for recommended new facilities
- Tax base analysis
- Replacement investment plan proposal

ADDITIONAL SERVICES

The City may ask the Proponent to perform additional services related to the subject of this RFP. The services, fees and other terms will be mutually agreed upon. If the Proponent sees opportunity to gain needed information through minor invasive action or testing, these opportunities can be brought to the City for evaluation.

PROPOSAL CONTENT

The following outline information to be included in the Proposal. Proponents are encouraged to provide additional information as deemed appropriate:

1. General

Full Name, address and telephone number of the submitting office of the Proponent.

2. Personnel

Project Manager – The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the City. State the position and professional discipline. Describe the work to be performed by the project manager, qualifications and substantive experience directly related to the project.

Proposed Project Team – The Proposal shall list key individuals including the Project Manager who will have major responsibilities for the performance of the project. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project. Subconsultants and subcontractors should be listed in the Proposed Project Team.

Identified project members may only be replaced with written approval of the City.

3. Methodology

The Proposal should contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/with the City. Suggest alternatives, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures, which your company may use, relevant to the required services.

4. Corporate Experience

The Proposal must include a list of experience on similar projects. Two (2) references must be provided that are relevant to the project. The references should be from a third party who can provide information about the performance of the Proponent in delivering services related to the experience cited.

5. Project Schedule

A work schedule must be provided. The proposal must include written commitment from the Proponent that this schedule will be maintained.

6. Sample Report

A sample report demonstrating prior work, of the same nature and scope as this project, must be included. Links to online reports are acceptable.

7. Price

Proponents are to provide a fee proposal, including a detailed explanation of the total cost for the project including:

- A breakdown of project tasks, expected expenses, disbursements and other probable costs;
- A schedule of hourly rates should additional services be required; and
- All applicable value added taxes.

The total value must not exceed \$15,000.

EVALUATION CRITERIA

Interested Proponents must submit the following (weighted score listed in brackets) and must achieve an average score of 75% in each of the categories in order to qualify:

1. Schedule (20%)
2. Methodology and Quality of Prior Work (40%)
3. Qualifications and References (30%)
4. Value-Added Services (10%)
5. Cost (mandatory - must not exceed specified value)
 - a. Lump sum price for all deliverables; may not exceed \$15,000

All Proposals must demonstrate a sound knowledge of the project and a reasonable, realistic, capability to achieve the deliverables. These are mandatory criteria. Any Proposal that cannot demonstrate compliance with mandatory criteria will not be scored.

The City intends to evaluate proposals based on the best overall value to the City, which may include non-financial, qualitative, values.

INQUIRIES

Please direct all inquiries to:

Tate Bengtson, Chief Administrative Officer
250-838-7230
tbengtson@cityofenderby.com

CLOSING DATE AND TIME

August 23, 2021 at 3:00pm.

All proposals must be clearly marked with the name and address of the Proponent and the title "Enderby Arena Condition Assessment". Proposals are to be submitted to:

City of Enderby
619 Cliff Ave (PO Box 400)
Enderby BC, V0E 1V0

Email: info@cityofenderby.com

TERMS AND CONDITIONS

The following terms and conditions apply to this RFP:

1. The Proponent may invoice the City at the end of the project. All invoices shall be net 30 or greater. The City is amenable to negotiating payment milestones if the Proponent prefers.
2. Verbal discussion, instructions or explanations between the City staff members, agents, employees, or representatives and a Proponent shall not become a part of or otherwise modify the RFP unless confirmed by written addendum.
3. Responses to inquiries may be distributed to all Proponents at the City's option.
4. The City may accept or reject any or all Proposals for any reason, and may negotiate with a potentially successful Proponent.
5. The City may reissue, amend, cancel, or extend this RFP at its sole discretion, and reserves its right to defer, postpone, or phase awarding of the work.
6. As part of its evaluation process, the City may request further information from a Proponent at its sole discretion.
7. Under no circumstances shall this RFP be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by the Proponent in preparing a Proposal.
8. The City does not, by issuing this RFP, incur any duty of care or contractual obligation to any interested party.
9. Proponents are strictly prohibited from engaging in any form of lobbying in relation to the RFP or with a view to influencing the outcome of this process.
10. Proponents agree to advise the City immediately of any conflict of interest or perceived conflict of interest with an employee or officer of the City.
11. The successful Proponent must obtain a valid City of Enderby or applicable Inter-Community Business License prior to commencing work.
12. Proponents must confirm that they are active and in good standing with WorksafeBC.
13. Proponents must carry a minimum of \$2,000,000 in liability insurance with the Corporation of the City of Enderby as an additional named insured.
14. Use of a subcontractor or assignment of the work may only occur with the written permission of the City, unless such use or assignment is explicitly referenced in the Proposal.

15. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act and all information submitted to the City become records in its care and custody for the purposes of the Act.
16. All Proponents and the City acknowledge that all Proposals are supplied in confidence and may reveal technical information of a third party. Only the aggregate of the weighted score and the total cost for each Proposal will be made publicly available as a bid summary.
17. The City will debrief a Proponent on the detailed score for their Proposal upon request.
18. All Proponents and any other persons who, through this process, gain access to confidential or sensitive information of the City are required to keep all such information confidential. This requirement will persist after the RFP process has concluded. Such information must not be disclosed without written authorization from the City.

APPENDIX A



APPENDIX B

Arena Construction Details

Size:	Arena	26,164 sq. ft.
	Curling Rink	14,334 sq. ft.
	Lobby	3,413 sq. ft.
	Gallery	<u>3,413 sq. ft.</u>
	Total	47,324 sq. ft.
Foundation:	Poured concrete	
Construction:	Wood frame and concrete block	
Exterior:	Metal siding with some exposed concrete block	
Roof:	Sloped metal	
Windows	Few metal and vinyl windows	
Plumbing:	Four on-demand natural gas hot water heaters servicing the Zamboni room, changerooms, lobby and lounge. 40 Litre electric hot water tank servicing the curling workshop.	
Heating/cooling:	Electric baseboard throughout. Natural gas forced-air furnace servicing the lobby area. The bench seating in the skating arena is heated via 4 natural gas radiant heaters. Radiant heat in the Zamboni storage area. The skating room is equipped with two large commercial dehumidifiers.	
Electrical:	Three-phase 400-amp electrical panel with sub panels throughout the building	

Remarks:

The arena is split into three main sections; skating rink, lobby, second level gallery, and curling arena. The skating arena includes an 85-foot x 200-foot skating rink with wood boards and plexiglass walls, several rows of bench seating, a row of six change rooms (334 sq. ft./each, three showers, toilet, sink), a small ticket booth at the entrance, two second-level offices, storage rooms, Zamboni storage room (10-foot powered overhead door, floor drains), and workshop. The skating arena is equipped with a 14-foot manual overhead door. This area is finished with painted concrete block, metal siding exposed insulated ceilings, suspended high intensity halogen lighting, painted wood bleachers, and exposed concrete flooring.

Appendix B cont'd

There are two lobbies; one for the skating rink and one for the curling arena connected in the middle with the kitchen in-between. The skating lobby includes a large open sitting area, utility room, storage room (furnace, on-demand hot water), kitchen (commercial vent/stove, fridge units, freezer, storage space, pass-through merchant counter, three-bank sink), men's washroom (two urinals, four stalls, three sinks, water fountain), women's washroom (five stalls, three sinks). There is access to the second level gallery which includes a bar (three-bank sink, cooler, counter), kitchen (commercial dish washer, gas stove, hood fan, double bank sink, tub-sink, two-ovens, fridge, freezer, power-vent) with walk-in fridge (7x11), storage room with stairway access, women's washroom (three-stalls, sink), and men's washroom (two urinals, stall, sink). This area has viewing windows over both the curling arena and the skating arena. The curling arena lobby is open with some bench seating and access to the fire suppression room (tub sinks, washer), change room, small office and storage area. The curling arena includes a workshop which includes storage, sink, hot water tank, and deionizer for the curling rink water. The curling arena includes 4 lanes. These areas have a mix of finishes which includes exposed concrete floors, painted wood and drywall walls and ceilings, T-bar ceilings, LED and fluorescent lighting, wood panelling, hardwood floors, carpeted flooring, tile vinyl, painted plywood, and unfinished storage space.

There is an externally accessible ammonia plant which includes an externally located condenser unit mounted on poured concrete pillars and surrounded by a security fence. The vestibule is equipped with a large holding tank and 4.7 hp motor. The interior of the ammonia plant includes three compressor units, chiller unit, and two motors (one dedicated to the curling arena, one dedicated to the skating arena). This area has basic finishes similar to the rest of the building.