



SOUTH SLAVE 2018
ARCTIC WINTER GAMES // FIND YOUR POWER



REQUEST FOR PROPOSALS

Project Title: **AWG 2018 Temporary Washroom and Shower Facilities**

Program Department: **Athlete Services**

Proposed Call Date **August 11, 2017**

Proposed Submission Deadline **September 1, 2017**

REQUEST FOR PROPOSALS

The 2018 Arctic Winter Games Host Society (AWG 2018) is requesting Proposals from qualified Proponents for the provision of services as outlined in this Request for Proposals (RFP).

SECTION I	2
GENERAL INFORMATION AND INSTRUCTIONS	2
SECTION II	5
TERMS OF REFERENCE	5
2.1 PROJECT IDENTIFICATION	5
2.2 BACKGROUND	5
2.3 OBJECTIVES	5
2.4 SCOPE OF WORK	5
2.6 AWG 2018 RESOURCES	7
2.7 TERM OF THE CONTRACT	7
2.8 SCHEDULE	7
SECTION III	8
PROPOSAL EVALUATION CRITERIA	8
3.1 RATING	8
3.2 EVALUATION PROCESS	8

SECTION I
GENERAL INFORMATION AND INSTRUCTIONS

1. Proposals must be received prior to 17:00 local time on September 1, 2017 (the "Proposal Submission Deadline") at the following location (the "Proposal Submission Address"):

Attention: General Manager

Address: 2018 Arctic Winter Games
1-66 Woodland Drive,
P.O. Box 4364
Hay River, NT X0E 1G2

e-mail: admin@awg2018.org

2. Paper copy and/or electronic copy in PDF format of the proposal to be submitted and should include the proponent's name, project title and the proposal submission deadline on the e-mail or outside the envelope.
3. Proposals are not considered received until they are electronically or physically received and date stamped at the location identified in this document. It is the responsibility of the proponent to ensure documents are received.
 - a) Proponents may not amend their Proposal after the Proposal Submission Deadline, unless as a result of negotiations commenced by the AWG 2018, but may withdraw their Proposal at any time.
 - b) Amendments to Proposals may be submitted by e-mail and will be accepted under the following conditions:
 - i. the amendment is received prior to the specified Proposal Submission Deadline at the e-mail address stated;
 - ii. the AWG 2018 will not accept liability for any claim, demand or other actions for any reason should an e-mail transmission be interrupted, not received in its entirety, received after the stated Proposal Submission Deadline, received by any other e-mail address other than that stated herein, or for any other reasons; and
 - iii. the AWG 2018 cannot guarantee the confidentiality of information contained in the amendment.
4. This is **not** a Request for Tenders or otherwise a bid. The AWG 2018 is not bound to accept the Proposal that provides for the lowest price to the AWG 2018 nor any Proposal of those submitted.
5. Notice in writing to a proponent and the subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal, equitable, or contractual rights or privileges whatever until the contract is signed.
6. The AWG 2018 reserves the right to negotiate price, scope of work or both with the highest rated proponent.
7. If a contract is to be awarded as a result of this RFP, it shall be awarded to the proponent who is

responsible and responsive and whose Proposal provides the best potential value to the AWG 2018. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.

8. If a written contract cannot be negotiated within a time frame fixed by the AWG 2018, the AWG 2018 may, at its sole discretion, terminate negotiations with that proponent, or proponents, and either negotiate a contract with another proponent or choose to cancel this RFP process and not enter into a contract with any of the proponents.
9. In the event of any inconsistency or conflict between the provisions contained in this RFP or the successful Proposal and the contract to be entered into with the successful proponent, the provisions of the executed contract shall govern.
10. The AWG 2018 has the right to cancel this RFP at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against the AWG 2018 as a consequence.
11. Addenda issued prior to the Proposal Submission Deadline are incorporated into and form part of this RFP. By submitting a Proposal the Proponent acknowledges having received all Addenda issued with respect to this RFP. It is the responsibility of all Proponents to contact the Contact Person referenced in Section I, paragraph 25, of this RFP to ensure receipt of all Addenda prior to submitting a Proposal.
12. The AWG 2018 reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
13. All information, including documents, submitted to the AWG 2018 are in the custody and control of the AWG 2018 and thus subject to the protection and disclosure provisions of the *Access to Information and Protection of Privacy Act*. This Act allows any person a right of access to the records in the custody or under the control of a public body subject to limited and specific exemptions.
14. Proposals may be short-listed. Proponents who are short-listed may be requested to make a formal presentation. Should this occur, such presentations shall be made at the price of the proponent.
15. The Proposal and accompanying documentation submitted by the proponents will not be returned. Each proponent is required to disclose any instances, which may cause a conflict of interest
16. The AWG 2018 reserves the right to disqualify any proponent if any instances, disclosed from any other source, create a conflict of interest.
17. The AWG 2018 will not be held responsible for errors or omissions contained in a Proposal.
18. All Pricing submitted should reflect FCA, Hay River, Yellowknife and Fort Smith where applicable as outlined within the scope.
19. The bidder must be able to have warranty work performed within Hay River.
20. The AWG 2018 local purchase policy will apply – a 10% adjustment will be applied for local bidders up to a maximum of \$10,000.
21. The AWG 2018 reserves the right to cancel this RFP at the discretion of the Executive Committee.

22. The bidder should reflect delivery of any required preparatory infrastructure at each location prior to September 30, 2017, with installation of actual shower and washroom units operational by beginning on Thursday, March 10, 2018.
23. The bidder must accept any associated in-kind contributions that the AWG 2018 is able to secure, and reduce their price accordingly. This would be associated with items such as: fuel, lodging, heating, power, transportation, etc.
24. The AWG 2018 reserves the right to reduce the scope of this RFP at the discretion of the Executive Committee with limited notice.
25. All questions or enquiries concerning this RFP must be in writing via. e-mail and be submitted no later than five calendar days prior to the Proposal Submission Deadline and directed to the following:

Email: admin@awg2018.org

Verbal responses to any question or enquiry cannot be relied upon and are not binding on either party.

END OF GENERAL INFORMATION AND INSTRUCTIONS

SECTION II
TERMS OF REFERENCE

2.1 PROJECT IDENTIFICATION

Project Title: AWG 2018 Temporary Washroom and Shower Facilities
Location: Hay River & Fort Smith, NT (Athlete's Villages and Sport Venues)
Program Department: Athlete Services

2.2 BACKGROUND

The Arctic Winter Games is a multi-sport international event that will be held in the South Slave Region of the Northwest Territories – primarily in the communities of Hay River and Fort Smith, NT from March 18-24, 2018.

Athletes and coaches accommodations will be within in local schools, the Athlete's Villages, with approximatley 1050 athletes and coaches residing in Hay River and 850 in Fort Smith.

With the increased occupancy in these schools and other sport venues for the duration of the Games the augmentation of shower and washroom facilities is required.

For more detail about the 2018 Arctic Winter Games visit: www.awg2018.org or www.arcticwintergames.org.

2.3 OBJECTIVES

To provide an adequate number of temporary shower and washroom facilities for the 2018 Arctic Winter Games athletes, coaches, chaperones, and spectators in both Hay River and Fort Smith.

2.4 SCOPE OF WORK

As Hosts of the Arctic Winter Games, there are specific requirements (ratios) regarding how many washroom facilities are needed per group of people as per Section 7.03 of the Arctic Winter Games Staging Manual ([http://www.arcticwintergames.org/AWG International Staging Manual.html](http://www.arcticwintergames.org/AWG_International_Staging_Manual.html)). Key points to consider are the separation of facilities between youth, adults, and genders, as well as the number of showers, toilets, sinks, and urinals in each of these categories. The majority of the facilities will be required within the Athlete's Village, with a few washroom facilities being provided at select sports venues around the communities.

Achieving the below ratio is ideal, however flexibility is allowed based on unit configurations. The AWG 2018 Host Society will work with the successful proposal with respect to the ratio requirements.

Hay River Athlete's Village Requirement – close proximity to school yards of Harry Camsell, Princess Alexandra School, Ecole Boreale, and Diamond Jenness. Separate unit at Chief Sunrise (located on the Hay River Reserve, Katlodeeche First Nation).

432 Females requiring:	(3) Adult toilets, (20) Youth toilets
	(2) adult sinks, (14) youth sinks
	(5) adult showers, (33) youth showers
576 Males requiring	(5) Adult toilets, (26) Youth toilets
	(3) Adult sinks, (16) Youths sinks
	(1) Adult urinal, (7) Youth urinals
	(7) adult showers, (43) youth showers

Fort Smith Athlete's Village Requirements – Females only village at JBT School, Male only village at PWK school.

475 Females requiring: (6) Adult toilets, (38) Youth toilets
 (2) adult sinks, (17) youth sinks
 (5) adult showers, (34) youth showers

325 Males requiring (2) Adult toilets, (10) Youth toilets
 (2) Adult sinks, (12) Youths sinks
 (1) Adult urinal, (5) Youth urinals
 (5) adult showers, (23) youth showers

Sport Venue Requirements:

Public washrooms required at the following sport venues:

- Cross Country (Fort Smith Nordic Centre)
- Snowboarding (Fort Smith Riverside Snowboard Park)
- Biathlon/Snowshoeing (Hay River Ski Club)
- Futsal (Hay River Diamond Jenness Secondary School)
- Gymnastics/Wrestling (Hay River Rowe's Construction)
- Dene Games (KFN Chief Lamalice Complex)
- Badminton (Hay River Princess Alexandra School)
- Badminton (Hay River Harry Camsell School)
- Dog Mushing (on the Hay River)
- Snowshoeing (Hay River Diamond Jenness Secondary School track)

2.5 DELIVERABLES

Timeframe:

- site preparation to be completed by October 2017
- installation complete and ready for unit testing by March 10, 2018
- decommission by March 31, 2018
- removal of temporary units by April 30, 2018

Design solution that will:

- meet minimum ratio standards for toilets, sinks, showers within walking distance of Athlete villages as outlined in Appendix A.
- utilize municipal power, water and sewer systems where possible.
- be appropriate for 11-19 year old athletes.
- incorporate separation of genders.
- incorporate separation of adult and youth participants.
- handle all possible temperatures in the month of March.
- identify placement locations.
- identify access routes and care/maintenance requirements.
- identify power outage contingency solutions.

Implement design solution that addresses:

- Delivery and installation of all temporary units including heat, water/sewer hookups, power hookups, backup power units.
- Maintenance monitoring and support from install to decommissioning.
- Decommissioning of all temporary units.
- Removal of temporary units and return of site to prior state.

2.6 AWG 2018 RESOURCES

The successful proponent will work with the AWG 2018 Host Society and local organizational volunteers to determine which resources within the communities can be utilized, as well as possible partnerships for water, sewer, power, site development and clean-up and supervision and planning. Opportunities to become a sponsor can be found at www.awgsponsors.com.

The AWG 2018 reserves the right to solicit sponsors to provide assistance with this project. Proponents will agree to work with the AWG 2018 to incorporate any items or labour which reduces the overall costs to the AWG 2018.

2.7 TERM OF THE CONTRACT

The Contract will commence at an agreed upon date and end after the AWG 2018 at agreed date. Payment options are negotiable.

2.8 SCHEDULE

The schedule for the deliverables expected for this contract includes:

- a) Planning meeting within one (1) week of the effective date of contract award.
 - Site plans and options for power, water, sewer to be reviewed.
- b) Monthly reporting on assigned deliverables and project deliverables per site.

**SECTION III
PROPOSAL EVALUATION CRITERIA**

3.1 RATING

Proposals shall be evaluated and rated by an evaluation committee, using the predetermined criteria below.

Each criterion is rated on a scale of 0 to 4 (see Scoring Legend below). Each criterion’s rating is then multiplied by the assigned weight to yield a total for that element. Summation of the individual totals yields a total score, which represents the overall degree of satisfaction for the respective submission. This procedure is repeated for each of the responsive Proposals.

The highest total score will determine the Proposal that potentially provides the best value to the AWG 2018.

Score Legend (Unit Points)				
0	1	2	3	4
<p>Deficient – the Proposal fails to meet the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The Proposal has little merit and fails to demonstrate that the work will be performed in an acceptable manner.</p>	<p>Poor – the Proposal fails to meet the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The Proposal has some merit, but there are significant weaknesses that could result in unacceptable shortcomings in performance of the work.</p>	<p>Fair – the Proposal barely meets the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The Proposal has substance but there are weaknesses that could result in tolerable or reasonably correctable shortcomings in performance of the work.</p>	<p>Good – the Proposal reasonably demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a documented and suitable manner. The Proposal is comprehensive but there are minor weaknesses that should not significantly impact performance of the work.</p>	<p>Excellent – the Proposal fully demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a documented and suitable manner. There are no apparent weaknesses.</p>

3.2 EVALUATION PROCESS

The AWG 2018 will evaluate Proposals in accordance with the proposal rating schedule provided in Section 3.

The Executive Committee will appoint an Evaluation Committee to review the proposals.

3.3 PROPOSAL RATING SCHEDULE

MANDATORY REQUIREMENTS: <ul style="list-style-type: none"> • Proposal must be received prior to the specified deadline. • Proposal must clearly state the proposed fees and expenses. • Prices proposed must be stated in actual dollars and cents expressed in Canadian funds. 	PASS	FAIL
--	-------------	-------------

Item	Rating Criteria	Assigned Weight (a)	Unit Points Awarded (b)	Total Points (a) x (b) = (c)
------	-----------------	---------------------	-------------------------	------------------------------

1	Team & Experience	20		
2	Methodology, Approach, & Schedule	30		

4	Fees & Expenses	30		
---	-----------------	----	--	--

5	Northern Content – Proponents rewarded for use of Northern and Local Resources to Hay River and Fort Smith, NT.	20		
---	---	----	--	--

Total Score		100		____ / 1000
--------------------	--	------------	--	-------------