

1. Introduction & Summary

Cremona Municipal Library is seeking proposals for a qualified firm to build an addition to their existing building, based on their set of drawings.

This Request for Proposal (RFP) provides a project summary and background, general requirements, tasks and deliverables, project schedule and timeline, budget, submission requirements and deadlines, evaluation criteria, inquiry contacts, and a working agreement overview. Proposals will be accepted no later than 4 p.m. on Tuesday, October 10, 2017.

The purpose of this Request for Proposal is to secure Construction services to:

- i. Build addition as per the drawing that will be provided;
- ii. We request an amendment to the drawing and we would request tin siding instead of vinyl;
- iii. Contractor selected would be required to pay and apply for all permits required.

2. General Requirements

All Proposals shall be prepared by and submitted at the expense of the proponent. Except as expressly and specifically permitted in this RFP, no proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim. No contractual, tort or other legal obligations are created or imposed on Cremona Municipal Library or any other individual, officer or employee of the library by the RFP documentation or by submission or consideration of any proposal by the library.

Prepared drawings may be picked up at the Village of Cremona office during regular business hours Monday-Thursday 9am-4pm at 205 – 1st Street Cremona, AB.

3. Questions & Inquiries

Cremona Municipal Library shall be the sole point of contact for the purposes of this RFP. The following table provides the primary contact information:

Point of Contact
Sandra Herbert – Library Manager cremonalibrary@prl.ab.ca (403) 637-3100

Proponents shall not contact any library staff with any questions or inquiries, excepting the terms outlined above. Unauthorized contact with any personnel of the library may be cause for rejection of the proposer's response. The decision to reject a proposal is solely that of the library.

Proponents shall review the RFP documents, and shall promptly report and request clarification for any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request must be submitted in writing, electronically or otherwise, no later than 4:00 p.m. MST, October 4, 2017. Where such request results in a change or a clarification to the requirements of the RFP, the library will prepare and issue an Addendum to this RFP, no later than 4:00 p.m. MST, October 6, 2017.

Cremona Municipal Library reserves the right to issue Addenda up to the closing date. The date set for submitting Proposals may be changed if in the libraries opinion more time is necessary to enable proponents to revise their Proposals. Addenda will state any changes to the Proposal closing date and time. Proponents should acknowledge receipt of all Addenda in their proposals. Proponents are required to check the Village of Cremona website.

This Proposal and any resulting award shall be governed by and construed in accordance with the laws of the Province of Alberta, which shall be deemed the proper law hereof.

5. Tasks & Deliverables

In considering the information provided in this Request for Proposal, respondents shall complete the tasks and provide deliverables as follows:

- i. Prepare and submit break down of costs for construction, materials to be used and timelines for the construction,
- ii. References for past clients.

6. Project Schedule & Timeline

Cremona Municipal Library requires the construction to be completed by December 31, 2017. Proponents shall provide a schedule to complete work and confirm that submitted prices and rates will be held firm, and remain effective for the duration of the project. The lowest or any proposal will not necessarily be accepted. The Library reserves the right not to proceed with any proposal.

Event	Estimated Date
Request for Proposal (RFP) Published	Sept 15, 2017
Deadline for Questions from Vendors	October 4, 2017
Final Addendum for Questions Published	Oct 6, 2017
Deadline for Proposal Submissions	Oct 10, 2017
Proposal Review and Council Consultation	Oct 12, 2017
Tentative Date for Awarding Contract	Oct 13, 2017
Project Completion Deadline	December 31, 2017

7. Submission

All proponents are required to provide the following information (in order) with their submissions:

- i. Profile of the applicant including experience, qualifications;
- ii. Outline of the Proponents approach to the project;
- iii. Project timeline
- iv. Outline of project task including what will be expected of library staff;
- v. Detailed cost summary;
- vi. Minimum of three (3) client references (name and contact information).

The Library reserves the right to cancel this RFP for any reason without any liability to any proponent or to waive irregularities at their own discretion. Proposals may be withdrawn by written notice, provided such notice is received at Cremona Municipal Library prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential and are subject to the Freedom of Information and Protection of Privacy Act (FOIPP); however proposed design concepts and project costs will be presented in a public forum.

8. Evaluation

The library will initially review and evaluate each proposal received, to determine the proposer's ability to meet the requirements of the library. The evaluation criteria (described in the chart below) will be the basis for evaluation and such criteria shall be evaluated at the library's sole discretion.

The Library may request additional information or clarification of proposals and hereby reserves the right to evaluate, at its sole discretion, the extent to which each proposal compares to the stated criteria to select the particular response to this RFP that it believes will best-serve its requirements.

The evaluation criteria in the following table are intended to be the basis by which each proposal will be evaluated, measured and ranked. The recommendation of the Library shall be based on the results of evaluations using these criteria:

Criteria	Description	Maximum Score
Cost	Consideration of the price of the services solicited by this RFP. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to the other proposers.	40 points
Quality & Materials	Consideration of: strength and durability of structure and materials, resistance of materials to weather conditions, graffiti, cutting, fire and other forms of vandalism.	30 points
Experience & Ability to Deliver	Consideration of: (1) the proposer's past performance on any projects for similar clients; (2) the results of reference checks; (3) the proposer's experience in providing the services solicited by this RFP as set forth in the proposer's response; (4) the qualifications of the support staff. Also the ability of the proponent to deliver within the recommended timeline outlined in this RFP.	30 points

9. Contract Award

The successful proponent will enter into a working agreement with Cremona Municipal Library based upon the information contained in the RFP and the successful proponent's submission and any modifications thereto. The Library will notify the successful Proponent(s) in the form of a Letter of Award. The RFP and completed proposal form will be incorporated by reference in the Letter of Award and included in the formal agreement which will form part of the contract/ agreement between the Library and the successful proponent. Any changes to the contract will be confirmed by an amended agreement. The Library reserves the right to terminate the contract following an instance of unacceptable performance with regard to contractual standards, quality, quantity or delivery.

10. Additional Services

If the successful proponent is required to perform additional services, outside the scope of the tasks identified, these additional services can be invoiced on a time charge basis in accordance with the approved fee. Any additional services must be approved in writing by Cremona Municipal Library, before the proponent undertakes the additional services.