

Request for Proposal

Design/Build of Modular Pool [RFP# 102]

Niagara 2021 Canada Summer Games

The 2021 Canada Games Host Society, Inc., a non-profit organization, requests proposals for the design and build of a modular pool to be installed on a surface parking lot at Brock University and operational for the duration of the Niagara 2021 Canada Summer Games (August 6 to 21, 2021) and then moved and installed as an in-ground pool at a permanent location in the Town of Lincoln.

Proposals to be completed and submitted by 12pm on September 9, 2019.

Two proposals are required. Electronic submissions of the Technical proposal (NO FINANCIAL INFORMATION TO BE INCLUDED) are to be submitted to eedwards@2021CanadaGames.ca and Financial proposal are to be submitted to procurement@2021CanadaGames.ca

Both submissions should have “Modular Pool (RFP# 102)” in the subject line for quick reference. No financial information should be included in the technical proposal, as this may be grounds to reject the proposal.

Introduction

In April 2017, the Niagara Region was awarded the Canada Summer Games scheduled for August 2021. The opportunity to host the Canada Games in 2021 has truly captured the imagination and spirit of Niagara. The Games will be a powerful catalyst to help provide critical legacy in Niagara, and represents a tremendous opportunity for incredible growth. Niagara’s vision for the Games is based on four pillars of growth:

- For the Games’ participants;
- For Niagara, Ontario and Canadian sport development;
- For all of Niagara; and
- For the Canada Games.

The Niagara 2021 Canada Summer Games is scheduled from August 6 to 21, 2021 welcoming over 5000 participants (athletes, coaches, officials, etc.) involving 17 sporting disciplines. This high-profile sporting event will also be certain to attract government officials, media, professional sport scouts, participant family & friends and of course the Niagara Region at large.

The vision of the Games is to Inspire, Transform and Unify the entire Niagara Region, comprised of 12 municipalities. The Niagara 2021 event platform is a celebration gathering of sport; as well as, a celebration gathering of arts and culture.

About the Niagara 2021 Canada Summer Games Host Society (Niagara 2021)

In preparation for the games, a Host Society has been established and lead by a Board of Directors that is comprised of passionate, experienced and accomplished sport and community leaders.

The goals of the Host Society are to:

- Provide a phenomenal experience for the athletes and other participants at the Niagara 2021 Canada Summer Games—an experience that will propel their development, allow them to perform their best and inspire them to dream big;
- Provide a legacy of sport infrastructure and programs that are vital for Niagara, Ontario, and Canadian sport development;
- Provide a legacy of infrastructure, community programs and unify a spirit that will be transformative for Niagara; and
- Provide an unmatched podium and partnership for the Canada Games Council to build upon the success of previous Canada Games and strengthen the Canada Games property.

Project Background | Services Requested

The product and service provided must meet two sets of needs: those of the Niagara 2021 Canada Summer Games between the dates of August 6 and 21, 2021, and those of the Town of Lincoln, on a permanent basis. As such, both parties needs are described in detail in the Appendix A and Appendix B, and the total list of requirements are summarized the worksheet titled Appendix C.

Budget

The Canada Games Niagara Host Society is not merely looking for a vendor with a fee for service approach. Instead it is our belief that all vendors associated with the Niagara 2021 Canada Summer Games become strategic event partners offering both fee for service; as well as, Value In-Kind (VIK) opportunities. We encourage vendors to include budget relieving VIK (a reduction in cost to the requirements outlined in the Scope of Work). These should be clearly outlined in your Commercial Proposal.

Proposal Requirements

- Detailed description of products and services proposed for each location, addressing each requirement included in the appendices;
- Completed worksheet of Technical Requirements (see Appendix C);
- Comprehensive corporate resume, including case studies or examples of previous work of a similar scope, of manufacturers, movers, installation and maintenance companies and identification of key personnel;
- Detailed description of project team & experience, approach/methodology and assumptions;
- Indicate if subcontractors are being used, specify which work specifically is being subcontracted and provide comprehensive corporate resume of manufacturers, movers, installation and maintenance companies and identification of key personnel for each subcontractor;

- Comprehensive timeline of work, including key milestones and associated dates, allowing for pool to be operational at Brock University by July 31, 2021
- Indication of storage, work area, fencing, security, power, lighting, and water requirements needed at temporary installation site Brock University
- Cost breakdown included in a separate submission (no costing information should be included in the technical proposal); and
- Price guarantee for one year following submission of proposal

Please include the name and contact details of the person(s) to be contacted if we require further clarification.

Proposal Evaluation

Proposals are due to Niagara 2021 by 12pm, September 9, 2019. Selection criteria are outlined below and will be used to evaluate proposals. While the process is driven by Niagara 2021, the contract holder is yet to be determined. Niagara 2021 will intend to negotiate contract terms with the most qualified vendor. If unsuccessful, Niagara 2021 would intend to then negotiate with the next most qualified vendor, until reaching a satisfactory contractual arrangements. This RFP does not commit Niagara 2021 to award a contract or pay any costs incurred in the preparations or submission of proposals. Niagara 2021 reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of Niagara 2021 or the Town of Lincoln.

Selection of the successful proposal will be made by the selection committee based upon the bidder's:

- Ability to meet or exceed technical requirements as defined in Appendix C (55%)
- Demonstrated experience and expertise in similar projects (25%)
- Cost effectiveness (20%)

Anticipated Schedule

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| ● RFP issued | August 20, 2019 |
| ● Notice of Intent to Submit due to Niagara 2021 | August 30, 2019 (noon) |
| ● Tour of sites | September 4, 2019 (1pm) |
| ● Question period for contractors | August 19 to September 6, 2019 |
| ● Proposal due date | September 9, 2019 (noon) |
| ● Proposal Review & Question Period | September 9 to 13, 2019 |
| ● Deliberations | September to December 2019 |
| ● Decision | January, 2020 |
| ● Completion of temporary install at Brock | July 31, 2021 |
| ● Completion of permanent installation in Lincoln | November 30, 2021 |

Contract Terms

All material produced, data collected, and reports generated by the subcontractor on behalf of Niagara 2021 are confidential and become exclusive property of Niagara 2021. The contractor may not share program materials,



customer data, industry or program participant contact information, etc. unless explicitly authorized by Niagara 2021 to do so.

This RFP does not commit to pay any costs incurred in the preparation of a proposal or to procure or contract for services. Niagara 2021 reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified bidders and to cancel the RFP, in part or in its entirety at its sole discretion.

No change orders will be granted without written pre-approval of Niagara 2021 Canada Summer Games (concerning the temporary installation and move) and the Town of Lincoln (concerning the permanent installation).

Additional Information or Clarification

All questions and requests for clarification should be submitted to Erin Edwards, Director of Planning and Operations, Niagara 2021 Canada Summer Games (eedwards@2021CanadaGames.ca). Question and answers will be documented and distributed to all bidders. If necessary, an addendum will be issued.