

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**REQUEST FOR QUALIFICATIONS:**

**CONSULTING SERVICES FOR**

**OLIVER & DISTRICT ARENA REHABILITATION AND ENERGY RECOVERY PROJECT**

**NOVEMBER 28, 2022**

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
RFQ – OLIVER & DISTRICT ARENA REHABILITATION

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# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## RFQ – OLIVER & DISTRICT ARENA REHABILITATION

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### DEFINITIONS:

“OPRS” means the Oliver Parks and Recreation Society.

“PROPONENT” means the responder to this RFQ.

“SUBMISSION” means a submission submitted by a Proponent in response to this RFQ.

“REGIONAL DISTRICT” or “RDOS” means the Regional District of Okanagan-Similkameen.

“RFQ” means this Request for Qualifications.

“WORK” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFQ.

## 1. INTRODUCTION

### 1.1. PURPOSE

The RDOS is requesting Statements of Qualifications from Consultants or Consultant Teams, who have demonstrated experience in arena refrigeration, mechanical, structural, and ice floor systems.

The purpose of this request is to identify a maximum of three (3) qualified and experienced teams, who will be invited to submit detailed proposals to undertake the design and construction administration for the Oliver Arena Rehabilitation and Energy Recovery Project.

### 1.2. BACKGROUND

The Oliver & District Arena is located at 665 McKinney Road in Oliver, BC. The facility is owned by the Regional District of Okanagan-Similkameen and operated by the Oliver Parks and Recreation Society.

The Arena was built in 1968 and was just the second ice facility to be established in the South Okanagan region. While the facility has been a healthy environment for sport and recreation for over five decades, many key components of the building have reached the end of their useful life. The looped cooling system and slab floor are failing, multiple building features no longer meet safety codes, and the facility is largely inaccessible to people with certain disabilities.

The RDOS intends to carry out the project via a design-bid-build process and plans to start construction in April 2024, with completion by August 2024.

The Arena Rehabilitation and Energy Recovery Project will include the following:

- Replacement of the ice slab including the secondary closed loop cooling system and the addition of underfloor heating and insulation
- Replacement of the rink dasher board system
- Installation of an energy recovery system including a heat exchanger, new glycol floor

system and a hot water heat pump

- Completion of code upgrades to the life safety system including a rated GWB assembly below the wood bleachers
- Renovations to the dressing room and washroom to meet accessibility standards (CAN/CSA B651-12)
- Renovations to the kitchen, including energy upgrades

## **2. SCOPE OF WORK**

The general scope of work will include, but not be limited to:

- Coordination with the Geotechnical Consultant (retained by the RDOS) to investigate the existing sub-floor and soil conditions
- Engineering the ice floor system, including demolition and replacement
- Designing the replacement dasher board and glass system
- Designing the energy recovery system
- Designing code upgrades to the life safety system
- Designing upgrades to the dressing rooms, washrooms and kitchen
- Preparing construction cost estimates
- Assisting the RDOS project management team in procurement and construction administration

A conceptual design outlining the general scope of work, prepared by Carscadden Stokes McDonald Architects, is included in Appendix A.

## **3. PROCUREMENT PROCESS**

The RDOS is implementing a two-stage procurement process to select the most qualified Consultant Team for this project. The first stage will be to invite Consultant Teams to submit a statement of qualifications and to select the three most qualified and experienced Consultant Teams to advance to the second stage. In the second stage, the three pre-qualified Consultant Teams will be invited to respond to a request for proposals.

Pre-qualified Consultants may be required to undergo an interview by the RDOS Project Team.

## **4. INSTRUCTIONS TO PROPONENTS**

### **4.1. SUBMISSION OF QUALIFICATIONS**

Proponents should submit four (4) hard copies of their Submissions plus one (1) electronic copy on a USB thumb drive. Submissions should be in a sealed package, marked on the outside with

the RFQ title. No electronically transmitted Submissions will be accepted.

#### **4.2. CLOSING DATE AND TIME**

Submissions must be delivered to the RDOS at the following address:

**Regional District of Okanagan-Similkameen  
101 Martin Street,  
Penticton, BC V2A 5J9**

Submissions must be received on or before the **Closing Time** of:

**TIME: 10:00 AM local time**  
**DATE: Wednesday, December 21<sup>st</sup>, 2022**

Proponents are responsible for ensuring their Submissions are received at the address set out above by the Closing Time.

#### **4.3. ENQUIRIES**

Proponents must carefully examine the RFQ documents and the project information to fully understand existing conditions, site limitations, and any other factor that may affect the Work. No consideration will be given after submission of a Submission to any claim that there was any misunderstanding with respect to undertaking of the Work.

Proponents finding discrepancies or omissions in this RFQ, or having doubts as to the meaning or intent of any provisions therein, should immediately notify the Regional District project contact. If there are any changes, additions, or deletions to the RFQ, Proponents will be advised by means of an Addendum issued by the Regional District.

Verbal discussions between the Proponent and the RDOS or OPRS (including Regional District directors, trustees, management or staff) shall not become a part of the RFQ or modify the RFQ unless confirmed by written Addendum.

All enquiries related to this RFQ should be directed in writing to the RDOS Project Contact.

Project Contact: **Doug Reeve, Project Coordinator**, [dreeve@rdos.bc.ca](mailto:dreeve@rdos.bc.ca)

All project enquiries must be submitted by **Day December 15<sup>th</sup>, 2022 at 12:00 noon**.

### **5. GENERAL TERMS OF PROPOSAL PROCESS**

#### **5.1. SUBMISSION PREPARATION COSTS**

All expenses incurred by the Proponent in preparation of a submission are to be borne by the Proponent.

## **5.2. SUBMISSION CONFIDENTIALITY**

All Submissions become the property of the Regional District and will not be returned. The Regional District reserves the right to make copies of Submissions for its internal review.

Proponents should be aware that the Regional District is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. **If the Proponent believes any of the information provided by them in their Submission is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.**

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

## **5.3. CONFLICT OF INTEREST**

Proponents must disclose any actual or potential conflicts of interest and existing business relationships the Proponent may have with the RDOS, OPPRS, its elected or appointed officials or employees. The Regional District may rely on such disclosure.

## **5.4. LITIGATION**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the RDOS in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Submissions from such Proponents may be disqualified from the evaluation process.

## **5.5. NO CONTRACT**

This RFQ is not a tender and does not commit the Regional District in any way to select a preferred Proponent(s). By providing a Submission and participating in the process as outlined in this RFQ, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Regional District by this RFQ or submissions prior to the execution of a formal written contract.

## **6. SUBMISSION CONTENT**

Proponents are asked to emphasize team and individual experience and expertise in carrying out similar work. The following information is required for the evaluation of credentials.

### **6.1. TEAM INFORMATION**

General company information (including location, size, service offerings, overall areas of expertise, key personnel, etc.).

Information about the company's experience with similar projects (maximum of five selected projects) and the level of involvement.

Work done by the Consultant for the RDOS or OPRS within the past five years (location, scope and value of contract).

If more than one company is involved in the submission, name the company that would be Team Lead and which would be Team Members. Indicate the approximate level of involvement by each company and the areas of expertise which would be provided by each company

## **6.2. PERSONNEL**

Provide *curricula vitae* for the key personnel who would be assigned to this project, and a brief discussion of each individual's strengths, qualifications and experience relative to this project. Also indicate the role that would be played by the key individuals (e.g., project director/manager or specialist) and the percentage and duration of the individual's time spent on the project.

Submissions will be evaluated on the basis of the information provided in accordance with the evaluation criteria in this document. Care should be taken to ensure that sufficient information is provided so that an informed evaluation can be carried out in each of the areas where points are to be assigned.

## **7. SUBMISSION EVALUATION**

Submissions will be evaluated by a team appointed by the RDOS. The evaluation team will consider criteria that, at their discretion, is relevant to the evaluation process. Any criteria considered will be used in the evaluation of all Submissions.

The RDOS, at its sole discretion, reserves the right to:

- reject any Submission whether complete or not,
- reject any Submission it considers not in its best interests,
- waive any minor irregularity or insufficiency in any Submission,
- not be liable for misunderstandings or errors in this Request for Qualifications,
- retain independent persons or contractors for assistance in evaluating Submissions,
- request points of clarification to assist the Regional District in evaluating Submissions,
- conduct an investigation of the Proponents technical qualifications by contacting project references or accessing public information.

The following technical evaluation criteria will be considered in the pre-qualification process with the relative weight (by percent) shown:

**1. Consultant Team Structure, Management and Working History (10 percent)**

**2. Key Project Staff Experience and Ability of Professional Personnel (40 percent)**

- Design experience and past performance on similar projects, specifically projects characterized by similar challenges facing the RDOS for this project.
- Procurement and construction administration experience and past performance on similar projects.
- Start-up, testing, commissioning experience and past performance on similar projects.
- Ingenuity/innovation experience and past performance on similar projects.

### **3. Consultant Team Experience and Past Performance (20 percent)**

- Design experience and past performance on similar projects.
- Procurement and construction administration experience and past experience on similar projects.
- Experience in integrating sustainability components into the design and construction.
- Ingenuity/innovation experience and past performance on similar projects.

### **4. Other Technical Issues (30 percent)**

- Experience with ice rink subfloor and soil condition investigations
- Experience in managing multi-disciplinary design teams.
- Experience in preparing construction cost estimates.
- Consultant field staff and technical expertise.



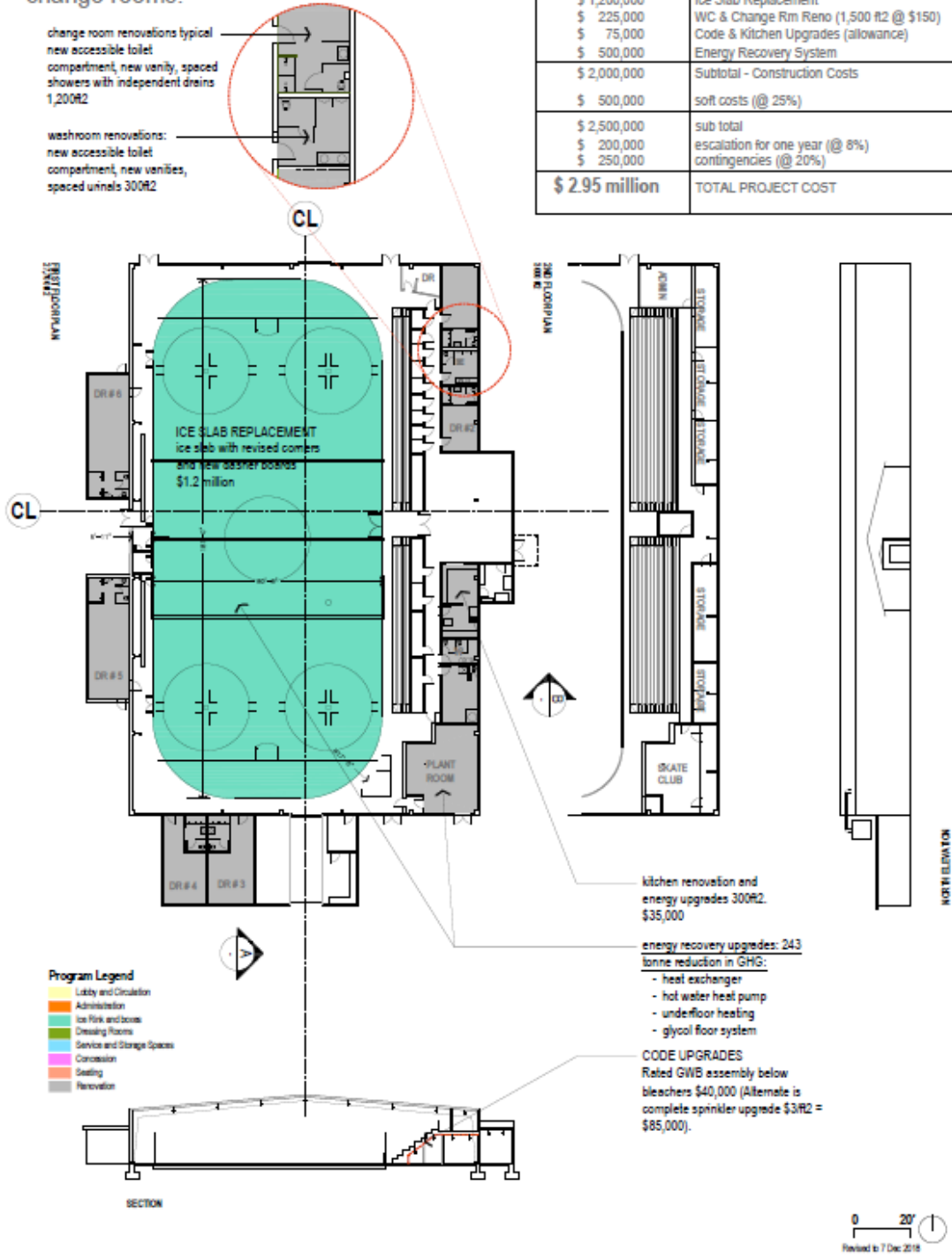
# APPENDIX A – CONCEPTUAL DESIGN

The concept looks at replacing the ice sheet within the constraints of the existing structure, energy upgrades, and includes accessibility upgrades to washrooms and change rooms.

change room renovations typical new accessible toilet compartment, new vanity, spaced showers with independent drains 1,200R2

washroom renovations: new accessible toilet compartment, new vanities, spaced urinals 300R2

\$ 1,200,000	Ice Slab Replacement
\$ 225,000	WC & Change Rm Reno (1,500 R2 @ \$150)
\$ 75,000	Code & Kitchen Upgrades (allowance)
\$ 500,000	Energy Recovery System
\$ 2,000,000	Subtotal - Construction Costs
\$ 500,000	soft costs (@ 25%)
\$ 2,500,000	sub total
\$ 200,000	escalation for one year (@ 8%)
\$ 250,000	contingencies (@ 20%)
<b>\$ 2.95 million</b>	<b>TOTAL PROJECT COST</b>



- Program Legend**
- Yellow: Lobby and Circulation
  - Orange: Administration
  - Green: Ice Rink and boxes
  - Light Green: Dressing Rooms
  - Blue: Service and Storage Spaces
  - Pink: Concession
  - Brown: Seating
  - Grey: Renovation

kitchen renovation and energy upgrades 300R2. \$35,000

energy recovery upgrades: 243 tonne reduction in GHG:  
 - heat exchanger  
 - hot water heat pump  
 - underfloor heating  
 - glycol floor system

CODE UPGRADES  
 Rated G/W assembly below bleachers \$40,000 (Alternate is complete sprinkler upgrade \$3R2 = \$85,000).

0 20' 1  
 Revised to 7 Dec 2018