



# **Miners' Union Hall Repairs and Maintenance**

## **Request for Quotation (RFQ) FOR ROOFING, FLOORING, EXTERIOR DOORS and KITCHEN COUNTERS**

**SUMMARY:**

The Town of Canmore is issuing this Request for Quotation (RFQ) to select a construction contractor for repair and maintenance work required at the Miners' Union Hall including replacement of the asphalt shingle roofing system, interior floors in the main room, two exterior doors and kitchen counters. An optional site visit is scheduled for Tuesday, January 21 at 9:30 am local time.

<b>REFERENCE NUMBER:</b>	<b>FAC-17-12</b>
<b>CLOSING DATE:</b>	<b>FEBRUARY 6, 2025</b>
<b>CLOSING TIME:</b>	<b>14:00:00 Mountain Time Zone</b>
<b>DATE ISSUED:</b>	<b>JANUARY 13, 2025</b>
<b>NOTE:</b>	<b>RESPONSES WILL NOT BE OPENED PUBLICLY</b>

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## 1.0 INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR QUOTATION (RFQ)

**1.1.1 Closing Date and Time: Quotations must be received not later than 14:00:00 hours Mountain Time Zone (Canmore local time) on Thursday, February 6, 2025.**

**1.1.2** Responses are to be delivered to:

Proponents shall submit their quotation to the Town of Canmore by email to the attention of Amy Bernard, Facilities Project Manager at [amy.bernard@canmore.ca](mailto:amy.bernard@canmore.ca). The quotation document is to be in PDF format only (.pdf) and all components shall be formatted and combined into one file that is attached to the email submission. Responses by facsimile will not be accepted.

**1.1.3 RFQ Contact Person:**

For clarification or additional information, Proponents shall **only** contact the person listed below.

Amy Bernard, Facilities Project Manager

Email – [amy.bernard@canmore.ca](mailto:amy.bernard@canmore.ca)

See Section 2.0, item 2.6 below for additional information for Questions and Clarifications.

**1.1.4** The Town of Canmore may in its sole discretion disqualify responses that do not meet the formatting and other criteria set out in Section 4.0 of this RFQ.

**1.1.5** Responses must be in English.

**1.1.6** Quotations shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.

**1.1.7** Each Proponent is solely responsible for ensuring that its response is received at the specified address (physical address or email address) by the specified closing date and time. Strict adherence to the closing date and time will be maintained, and unless the deadline date is extended by issue of Addendum, all responses received after this time and date will be returned unopened.

**END OF SECTION 1.0**

## 2.0 GENERAL CONDITIONS OF RESPONSE

### 2.1 PURPOSE OF THE REQUEST FOR QUOTATION (RFQ)

The Town of Canmore is issuing this Request for Quotation (RFQ) to select a construction contractor for repair and maintenance work required at the Miners' Union Hall (herein referred to as "MUH").

The Town of Canmore reserves the right to modify the terms or cancel the RFQ process at any time.

### 2.2 SUBMISSION OF RESPONSE TO THE RFQ

**2.2.1** By submitting a response to this RFQ, each Proponent accepts its terms and conditions. In addition, by submitting its response each Proponent waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might adversely affect the rights of the Town of Canmore under this RFQ.

**2.2.2** Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a "Conflicted Person"): (i) any employee of the Town of Canmore; (ii) any member of the Town of Canmore Town Council (councillor); (iii) any board or committee member; (iv) any family member of any such employee, councillor or board/committee member; or (v) any business entity controlled by or otherwise not at arm's length to any one or more of any such employee, councillor, board/committee member or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFQ.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent's response.

**2.2.3** This RFQ and any contracts subsequently entered into as a result hereof shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta shall have exclusive jurisdiction over this RFQ and any contracts entered into as a result hereof.

**2.2.4** Quotation documents must be completed in accordance with the requirements of the RFQ documents and no amendment or change to quotations will be accepted after the closing date and time.

**2.2.5** All documents submitted by Proponents in response to this RFQ are to remain the property of the Town of Canmore.

**2.2.6** Quotations shall be irrevocable for sixty (60) days following the closing of the RFQ and the quotations shall be retained by the Town of Canmore.

**2.2.7** Quotations shall be signed by an authorized signatory of the Proponent using the Signature and Waiver Sheet in Section 5.0. If the Proponent is an incorporated company, the corporate seal of the Proponent shall be affixed or a certified true copy of a resolution of the corporation naming the person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the quotation. Proponents who are sole proprietorships or partners shall sign their RFQ response in such a way as to irrevocably bind the Proponent in an authorized manner.

## 2.3 NO COMMITMENT

- 2.3.1 No commitment on the part of the Town of Canmore shall exist under this RFQ unless and until the Proponent receives official written confirmation from the Town of Canmore that it has been selected to complete the work.

## 2.4 LIMITATION OF LIABILITY

- 2.4.1 The Town of Canmore will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFQ, the Proponent's participation in this RFQ process or the Town of Canmore's acts or omissions in connection with the conduct of this RFQ process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Town of Canmore of a duty of fairness or relating to a failure by the Town of Canmore to comply with the terms set forth in this RFQ.

## 2.5 ACCEPTANCE OR REJECTION

- 2.5.1 The Town of Canmore reserves the right to reject any or all responses. Without limiting the generality of the foregoing, the Town of Canmore may reject any response which it deems:
- a) is incomplete, obscure, irregular, unrealistic or noncompliant;
  - b) has erasures, ambiguities, inconsistency or corrections; or
  - c) fails to complete, or provide any information required by, any provision of this RFQ.

Further, a response may be rejected on the basis of the Town of Canmore's understanding of the Proponent's past record of work, its general reputation, its financial capabilities, the completion schedule or a failure to comply with any applicable law.

The purpose of the Town of Canmore is to obtain the most suitable responses to the Project and to further the interests of the Town of Canmore and what it wishes to accomplish in carrying out the Project. Therefore, the Town of Canmore has the right to waive any irregularity or insufficiency or non-compliance in any response submitted and to accept the response or responses which it deems most favourable to its interests or to reject all responses and cancel the RFQ.

In addition to any rights identified elsewhere in this RFQ, the Town of Canmore reserves the right to:

- a) reject any and all responses;
- b) add, delete or change the terms of this RFQ at any time prior to the specified closing date and time;
- c) during the evaluation period, seek clarification of any Proponent's response, including consequential amendments, or any additional information from any Proponent;
- d) accept or reject, in whole or in part, any response without giving any reason;
- e) have any documents submitted by the Proponent reviewed and evaluated by any party, including independent Consultants;
- f) cancel the RFQ process without penalty at any time for any reason; and
- g) negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFQ.

The Town of Canmore is the sole and final judge with respect to the selection of any

Successful Proponent as a result of this RFQ process.

All Proponents submitting a response to this RFQ will be advised of the results of the RFQ process by email or regular mail. Please allow at least up to two weeks for responses to be evaluated by the Town of Canmore.

## **2.6 QUESTIONS AND CLARIFICATIONS**

- 2.6.1** Procedural or technical questions shall be submitted in writing and should include references to a specific section and item number.
- 2.6.2** Dependent upon their nature, comments or answers will be returned via email or through an addendum should the information be applicable to all Proponents.
- 2.6.3** Amendments to this RFQ will be valid and effective only if confirmed by written addenda. Addenda may be issued during the response period. All addenda become part of the agreement and receipt must be confirmed in the Proponent's submission.
- 2.6.4** Any addenda documents will be issued by the same method that this RFQ was issued.
- 2.6.5** It is the Proponent's responsibility to clarify the interpretation of any item of this RFQ a minimum of 72 hours prior to the stated closing date and time by contacting the Town of Canmore's designate (as above).

## **2.7 DISCREPANCIES IN NUMBERS**

- 2.7.1** In the event of a numerical discrepancy or error in a quotation, the written number will prevail.
- 2.7.2** In the event of pricing extension errors, the unit price will apply.

## **2.8 CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

- 2.8.1** All information including, without limitation, any technology of a proprietary or novel nature which is disclosed to a Proponent by the Town of Canmore or a third party as a representative of the Town of Canmore (which information, in addition to the confidentiality requirements hereunder, will be kept confidential by the Proponent in accordance with the terms of its disclosure by such third party) or which is otherwise obtained by the Proponent in connection with this RFQ process, other than that which is common knowledge or within the public domain, is the confidential property of the Town of Canmore and must not be disclosed by the Proponent, except to duly authorized representatives of the Town of Canmore. Such confidential information or property is not to be employed other than in connection with responding to this RFQ unless otherwise duly authorized by the Town of Canmore in writing. These confidentiality provisions will remain binding obligations on each Proponent following the conclusion of this RFQ process until the Town of Canmore reasonably determines that such confidential information referred to herein has become part of the public domain (other than by disclosure or use prohibited herein) and releases the Proponent from its confidentiality obligation. This requirement does not prohibit any Proponent from complying with an order to provide information or data issued by a court or other authority with proper jurisdiction or to act to correct or report a situation which the Proponent may reasonably believe to endanger the safety or welfare of the public.
- 2.8.2** The applicant acknowledges that any information or documents provided by it to the

Town of Canmore may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

**2.8.3** The Town of Canmore acknowledges that a Proponent's response may contain information in the nature of a Proponent's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town of Canmore agrees that portions of responses to this RFQ which are provided in confidence will be protected from disclosure to the extent permitted by law. The Town of Canmore is bound by the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time, and all documents submitted to the Town of Canmore will be subject thereto. Each Proponent must identify appropriate parts of its response or other documents submitted to the Town of Canmore as confidential and specify what harm could reasonably be expected from its disclosure; however, the Town of Canmore may not be able to ensure that such parts will not be protected from access.

**2.8.4** Proponents are advised that the Town of Canmore will, as necessary, be disclosing the responses on a confidential basis to its employees and advisors who have a need to know in connection with this RFQ process for, among other things, the purpose of evaluating and participating in the evaluation of the responses. It is the responsibility of each Proponent to ensure that all personal information provided to the Town of Canmore with respect to the Proponent's personnel and their experience is supplied with the informed consent of such individuals and in accordance with applicable law. By submitting any personal information each Proponent represents and warrants that it has obtained the informed consent of the individuals who are the subject of such information to its collection, use and disclosure for purposes of this RFQ response. Also, such individuals are agreeing to the use of such information as part of the RFQ evaluation process, for any audit of the procurement process and for contract management and performance purposes.

## **2.9 COST OF PREPARATION**

**2.9.1** Any cost incurred by the Proponent in the preparation of its response to this RFQ shall be borne solely by the Proponent.

## **2.10 OWNERSHIP OF SUBMISSIONS**

**2.10.1** All responses submitted to the Town of Canmore become the property of the Town of Canmore and shall not be returned. They will be received and held in confidence by the Town of Canmore, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

**2.10.2** Unsuccessful Proponent submissions will be kept as record for the procurement process until two years after the date of decision for the RFQ award.

## **2.11 CLARIFICATION FROM PROPONENTS**

**2.11.1** The Town of Canmore reserves the right to seek from any/all Proponents any further clarification it may require on responses submitted pursuant to this RFQ.

## **2.12 PROPONENT PERFORMANCE**

**2.12.1** The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Town of Canmore. The Town of Canmore

may also conduct periodic reviews/assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Town of Canmore reserves the right to remove from the roster any selected Proponent who has been qualified by this RFQ process by way of written notice if, in the sole discretion of the Town of Canmore, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Town of Canmore's best interests.

## **2.13 FORM OF CONTRACT**

**2.13.1** The Town of Canmore will be issuing a Letter of Award and a CCDC 2 (2020) contract to the Successful Proponent to deliver the work described within this RFQ.

## **2.14 NON-ASSIGNMENT**

**2.14.1** Neither the contract nor any work to be performed under the contract or any part hereof may be assigned by the Successful Proponent without the prior written consent of the Town of Canmore. Such written consent, however, shall not under any circumstances relieve the Successful Proponent of its liabilities and obligations under the Contract and the granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore.

## **2.15 DEPOSITS**

**2.15.1** The Town of Canmore may consider the payment of a deposit to the Successful Proponent for the scope of work in this RFQ. Maximum percentage for a deposit that the Town of Canmore will consider is 25%. Include a payment schedule indicating the percentages and milestones as an attachment to the quotation if applicable.

## **2.16 TERMS OF PAYMENT**

**2.16.1** Invoices will be paid within 28 days from the approval date of the invoice.

## **2.17 INSURANCE AND WORKERS' COMPENSATION BOARD REQUIREMENTS**

**2.17.1** Mandatory Eligibility Requirements

As a mandatory eligibility requirement for response to this RFQ:

- (a) The Successful Proponent shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.
- (b) The Successful Proponent shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence.



- (c) The Successful Proponent shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another AWCBC board that will extend the required amount of coverage to cover the employee outside of their home province. Proponents shall submit their WCB number together with a letter from the appropriate department indicating there are no outstanding fees, fines, claims or debts due on the Successful Proponent's account to the Town of Canmore prior to the commencement of the work.

#### **2.17.2 Responsibilities of Successful Proponent**

- (a) The Successful Proponent shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the coverage shall not be terminated without a prior 30-day written notice to the Town of Canmore.
- (b) The Successful Proponent or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the Successful Proponent to the Town of Canmore.
- (c) The Successful Proponent shall provide a certificate of such insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.

### **2.18 INDEMNIFICATION**

- 2.18.1** The Successful Proponent agrees to indemnify and save harmless the Town of Canmore, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.
- 2.18.2** At no time will the Town of Canmore be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Town of Canmore's premises, nor will the Town of Canmore be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Town of Canmore's premises or site.
- 2.18.3** The Town of Canmore shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Proponent arising out of or in any way related to this RFQ or subsequent contract.

### **2.19 INFORMATION SECURITY STANDARDS**

- 2.19.1** Successful Proponents that provide information technology or web-related services to the Town of Canmore as part of their work on the Project shall be required to comply with the Town of Canmore's Information Security Standards as updated from time to time. These standards may overlap with and are additional to the functional and requirements of the specific Project. The Town of Canmore may require Proponents to demonstrate compliance with these standards as part of the Town's review and evaluation of proposals, quotations and qualifications. If not appended hereto, it is the Proponent's responsibility to request the Information Security Standards and access their ability to

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**Reference Number: FAC-17-12**



comply as part of responding to this request.

**END OF SECTION 2.0**

### 3.0 PROJECT OVERVIEW AND SCOPE

#### 3.1 RFQ DEFINITIONS

Owner	the Town of Canmore
Project	MUH Repairs and Maintenance
Proponent	a firm, individual or company who or which intends to submit or submits a quotation pursuant to this RFQ.
Quotation	a submission to the Town of Canmore in response to this RFQ.
Successful Proponent	a firm, individual or company with whom the Town of Canmore may decide to initially discuss contract arrangements based upon acceptance of the Proponent's quotation.
Construction Contractor	the Successful Proponent to whom the Town of Canmore issues a letter or award and CCDC 2 (2020) contract for the MUH Repairs and Maintenance work

#### 3.2 PROJECT DESCRIPTION/DESCRIPTION OF NEED

**3.2.1** The Canmore MUH began construction in 1910 by volunteer coal miners and was completed in 1913. Originally intended as a meeting hall for the Miners' Union, it quickly expanded its service as a community centre and eventually replaced the Canmore Opera House as a venue for entertainment (dances, plays, movies, and celebrations). The building was wired for electricity in the early 1920's, one of the first buildings to do so on the south side of town. After falling into disrepair with the closure of the mines in 1979, fundraising efforts from community groups were able to refurbish the building and prevent demolition. The Town of Canmore purchased the hall in 1994 and has since undertaken several renovation projects including kitchen upgrades (2006), replacement of main entrance stairs (2008), windows replacement (2009), complete washroom renovation (2010) and exterior architectural work (2012). A minor patch job was completed on the roof over the last 20 years; however, the roof system is beyond its end of life. The wooden floors are refurbished approximately every two to three years and are also at their end of life.

#### 3.3 PROJECT SITE

**3.3.1** The MUH is located at at 738-7<sup>th</sup> Street, Canmore, Alberta. The building is approximately 40' in width by 100' length and sits on a corner lot (bordered to the north by an alley, and west and south by streets. To the east is a municipal parking lot. See Appendix A for site details.

#### 3.4 SCOPE OVERVIEW/SCOPE OF SERVICES

##### 3.4.1 GENERAL SCOPE OF WORK

In order of priority, the Town seeks to complete the following work:

3.4.1.1 Full asphalt shingle roof replacement with new asphalt shingles. The roofing system consists of a double layer of shingles laid over steep pitched wood decks. There are two sections of roof as shown in Appendix A.

- a. Remove existing shingles, underlayment and flashings and dispose of properly off-site.
- b. Remove and replace any deteriorated sheathing with new ½” minimum plywood sheathing as required. Ensure any replacement sheathing spans three rafters. State otherwise if three rafters are not possible.
- c. Supply and install new self-adhering underlayment over entire roof area.
- d. Supply and install new 28-gauge steel wall flashings and gable trim (the flashing around the chimney is not necessary as it was recently replaced). The eaves and soffits do not require replacement but will be repaired if damaged by the successful Proponent.
- e. Supply and install new laminated asphalt shingles and secure following high wind application requirements.
- f. Replace penetration seals where required
- g. Install new ridge vent and ridge caps using fasteners.
- h. Acceptable Products: Malarkley Legacy Laminated asphalt shingles in Silverwood colour, class A fire rated with 50-year warranty.

1.4.1.2 Main Room Flooring Replacement: The flooring in the main room requires replacement with a commercial grade rubber with a wood texture appearance (the Town will make the final selection regarding colour/pattern).

- a. The floors will be replaced with a durable commercial Luxury Vinyl Tile product (at least 5 mm in thickness). The Town requests a natural looking wood finish, a sample to be provided and to be confirmed before the product is ordered. A suitable product would be Excelsior Emporium Collection, shade Geneva (20mil (0.5mm) Wear Layer, Top layer embedded with ceramic beads and a UV coating with Anti-microbial agents. 20 Years Commercial Warranty.
- b. The new flooring may be laid over the existing wood parquet floor, however, the transition between rooms must be even, with no greater variance between two different flooring systems than the existing floor (e.g. between entrance foyer and main room, the server and main room, washrooms and main rooms).
  - i. If the existing floors will be removed, proper disposal of all floors will also be coordinated by the successful Proponent.
- c. New floors are required in the main hall, and two coat closets. Floors will not be replaced in storage closets with existing vinyl flooring, entrances (currently stone tiles), washrooms, kitchen or basement areas.
- d. Existing registers will be removed, polished and replaced.
- e. One large metal return-air floor register will also be removed and replaced with a similar metal new one (~32”x12”).

#### SUPPLY ALTERNATIVE FLOORING PRICING

1. Floors to be replaced with a durable Hardwood Floor product, wide plank style, Hard Maple or Red Oak. Final colour to be approved by the Town. Specify method of installation, including whether the existing floor material will be removed and if not, preparation work that will be completed as part of the installation.

1.4.1.3 Two Exterior Doors Replacement: The single exterior doors along 7<sup>th</sup> Avenue and the parking lot side will be replaced with new steel doors.

- a. Siding may be cut at doors to allow for new installation as required.

- b. Weather resistive barrier (WRB) must be undamaged and salvaged for tie-ins.
  - c. Remove existing doors from wooden frames.
  - d. New doors will be exterior insulated steel doors and frames, the new frames secured to wood framing as required.
  - e. Acceptable products include:
    - Lux - Commercial 16 or 18-gauge Flush hollow metal, Lux – Commercial 18 gauge 6-panel hollow metal OR approved equivalent.
  - f. Interior push bar hardware is required for both doors as well as lower kick plates and kickdown door stops.
  - g. Exterior hardware is not required. Doors must lock from the outside.
- 1.4.1.4 Kitchen Counter Replacement: Kitchen counters to be covered with 16 gauge 304 18/8 (commercial grade) stainless steel counter tops, 1 ½" thick and 5" high backsplash. The new counters should maintain the existing footprint and sink features.

#### SUPPLY PRICING FOR TWO POTENTIAL OPTIONS

- 1. Replace upper and lower cupboard doors with a Therma foil style door and standard commercial grade hardware.
- 2. Replace the upper and lower cupboards with stainless steel integrated counter and cupboard system.

### **3.4.2 DUTIES, RESPONSIBILITIES AND DELIVERABLES OF THE SUCCESSFUL PROPONENT**

Unless otherwise stated, the successful Proponent will be responsible for the provision of all supplies, equipment and material, as well as the timely disposal of material that is being replaced. Recycling of waste material is expected where available. Final cleaning is required for each scope. Magnet sweeping will be completed on all sides of the building following each day of roofing work, to ensure metal material(s) are not inadvertently discarded (specifically nails). If the sidewalks, parking lots or the roadway is required for laydown/workspace, the successful Proponent will coordinate with the Town's designate to complete a Road Use Permit application. There is no fee for the Road Usage Permit when working for the Town.

### **3.4.3 OPTIONS OR EXTENSIONS**

There are two periods of time whereby the MUH will be blocked from bookings, March 3 – 21, and May 12 – 30, 2025. It is the Town's preference to complete interior work in the earlier timeframe, however, we will also accept proposals for the May 2025 timeframe. Interior work may not be completed outside of these times. Exterior work may occur at other times; however, it too is preferable to be completed while there are no private bookings inside the building.

### **3.4.4 SERVICES NOT INCLUDED**

Development permits will not be required by the successful Proponent. Third party inspections of the new roof will be coordinated by the Town. The successful Proponent will provide at least 48 hours notice to the Town designate (business hours) to coordinate these inspections. Failure to provide adequate will not be the responsibility of the Town.

**END OF SECTION 3.0**

## 4.0 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

### 4.1 FORMAT AND OUTLINE OF RESPONSES

Electronic RFQ responses are to be on 8.5" x 11" size pages in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission.

Responses to each section shall be marked with the corresponding letter and number (e.g. A1, A2, etc.).

### 4.2 QUOTATION SUBMISSION REQUIREMENTS

Proponents are requested to submit a quotation containing the following:

#### 4.2.1 Mandatory Requirements:

- 4.2.1.1 Signed signature and waiver sheet.
- 4.2.1.2 Signed addendum (addenda) if applicable.
- 4.2.1.3 Insurance Requirements: Provide evidence from your insurance company confirming your ability to secure insurance as described in Section 2.17.
- 4.2.1.4 WCB Requirements: Provide evidence of WCB coverage as described in Section 2.17.

**4.2.2** Quotation: Quotation is to be provided on the standard quotation template from the Proponent company.

**4.2.3** Proposed Project Timeline. Provide proposed project timeline in Gantt chart format. Failure to provide may result in disqualification.

**4.2.4** Proponents when specifically requested must complete and submit CCDC #11 Contractors Qualification Statement to the Town. Acceptance or rejection of this submittal will be made within 48 hours.

### 4.3 EVALUATION PROCESS

**4.3.1** Selection of the Successful Proponent pursuant to this RFQ will be made on the basis of the Proponent meeting mandatory requirement, the value of their quotation, additional information requested and other factors germane to the Town of Canmore. The responses shall be evaluated based on the matrix shown below.

Evaluation Criteria	Evaluation
Mandatory Requirements	Pass / Fail
Quotation	100%
Proposed Project Timeline Included	Pass/Fail
Submission of CCDC 11 Contractors Qualification Statement	Pass/Fail

**4.3.2** A submission will first be reviewed for compliance with the mandatory requirements of this RFQ as listed above. A submission not complying with the criteria may be considered non-compliant and not receive further consideration.

#### **4.4 CONFIDENTIALITY OF EVALUATION**

- 4.4.1** Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent, no details of the submission, score or ranking of any Proponent will be released to any Proponent.

#### **4.5 RFQ SCHEDULE**

The following schedule has been established for this RFQ:

- RFQ issued on Town of Canmore website/Alberta Purchasing Connection January 13, 2025
- Optional Site Visit in Canmore January 21, 2025
- Last day to submit questions to Town of Canmore designate January 28, 2025
- Last day for Town of Canmore to issue final addendum February 4, 2025
- RFP closing date February 6, 2025
- Letter of award to be issued to Successful Proponent February 10, 2025
- Issue contract/purchase order to Successful Proponent February 11, 2025

**END OF SECTION 4.0**



## 5.0 SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET

By signing below, the Proponent hereby acknowledges and agrees as follows:

- (a) Prior to submitting its response to this RFQ, the Proponent has obtained from the Town of Canmore and thoroughly reviewed the entirety of the RFQ including all addendums hereto and documents incorporated by reference into this RFQ.
- (b) The Proponent has thoroughly reviewed, understands and agrees to be bound by all terms and conditions of this RFQ including those in all addendums hereto and documents incorporated by reference into this RFQ, unless otherwise waived by the Town of Canmore in its sole discretion and confirmed in writing. The Proponent hereby waives any rights or claims that it was not aware of any document incorporated by reference into this RFQ.
- (c) The Proponent's representative signing below has the full authority to represent the Proponent in all matters relating to the RFQ and bind the Proponent to the terms and conditions of this RFQ.

Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Proponent Signature	Affix Corporate Seal:
Title	
Printed Name	
Date	



**Notes to Signatories:**

Incorporated Proponents should affix a corporate seal to the signature sheet. If an incorporated Proponent does not have a corporate seal, the Town of Canmore reserves the right to request documentation confirming corporate signing authority in the form of a director's resolution, evidence of current registered officers, or other corporate record.

Unincorporated Proponents must submit proposals signed by individual or legal entity with capacity to execute legal documents and bind the Proponent. The Town of Canmore reserves the right to request documentation confirming individual identities and authority of the signatory to represent the Proponent.

## **6.0 APPENDIX A – REFERENCE DOCUMENTS**

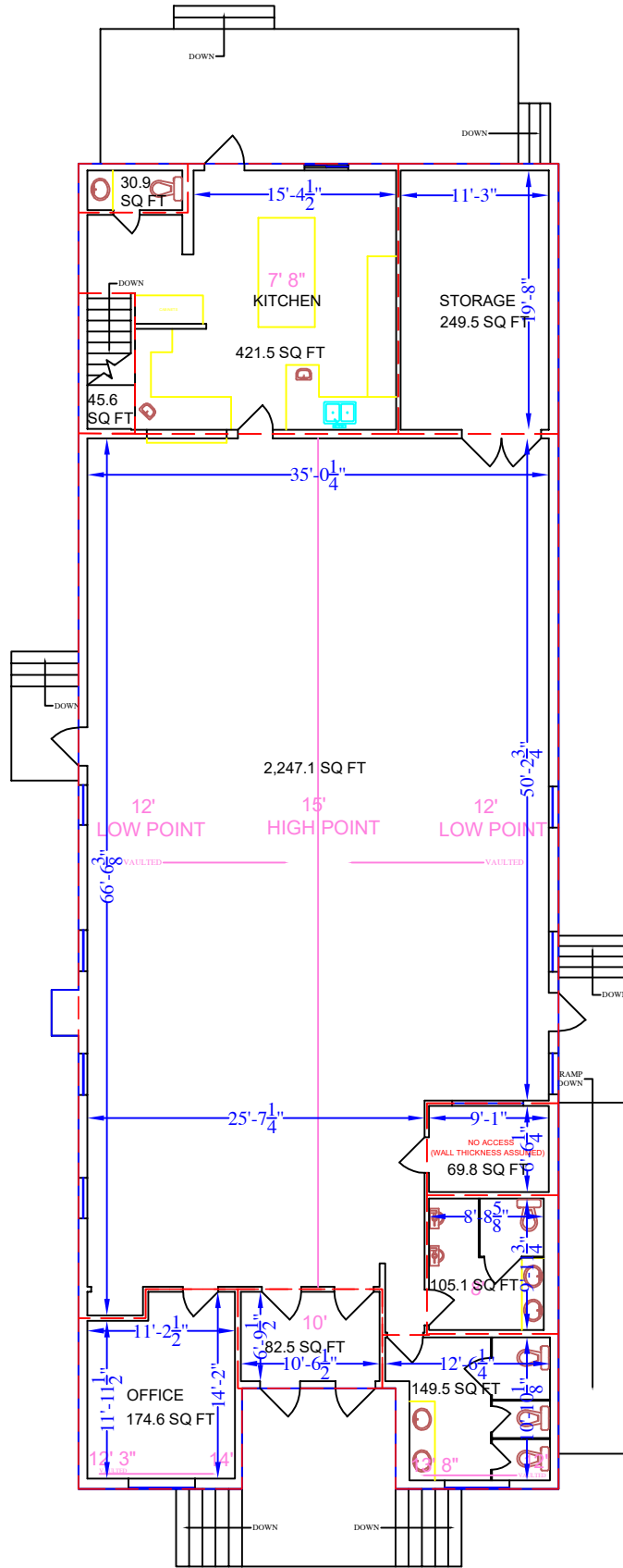
Miners' Union Hall Main Floor Plan with Dimensions (2020)

Miners' Union Hall Roof Report (outdated, 2003)

Miners' Union Hall Architectural Drawings (2013)



GBA = 3,583.3 SQ. FT.



PREPARED FOR:



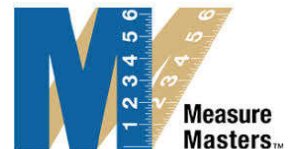
DRAWING: UNION HALL - MAIN FLOOR DRAWN BY: CM

ADDRESS: 738 7 STREET, CANMORE, AB DATE: APRIL 9, 2020

SCALE: N.T.S.

REVISION: 0

MEASURED: APRIL 2, 2020 per EXTERIOR WALL METHODOLOGY

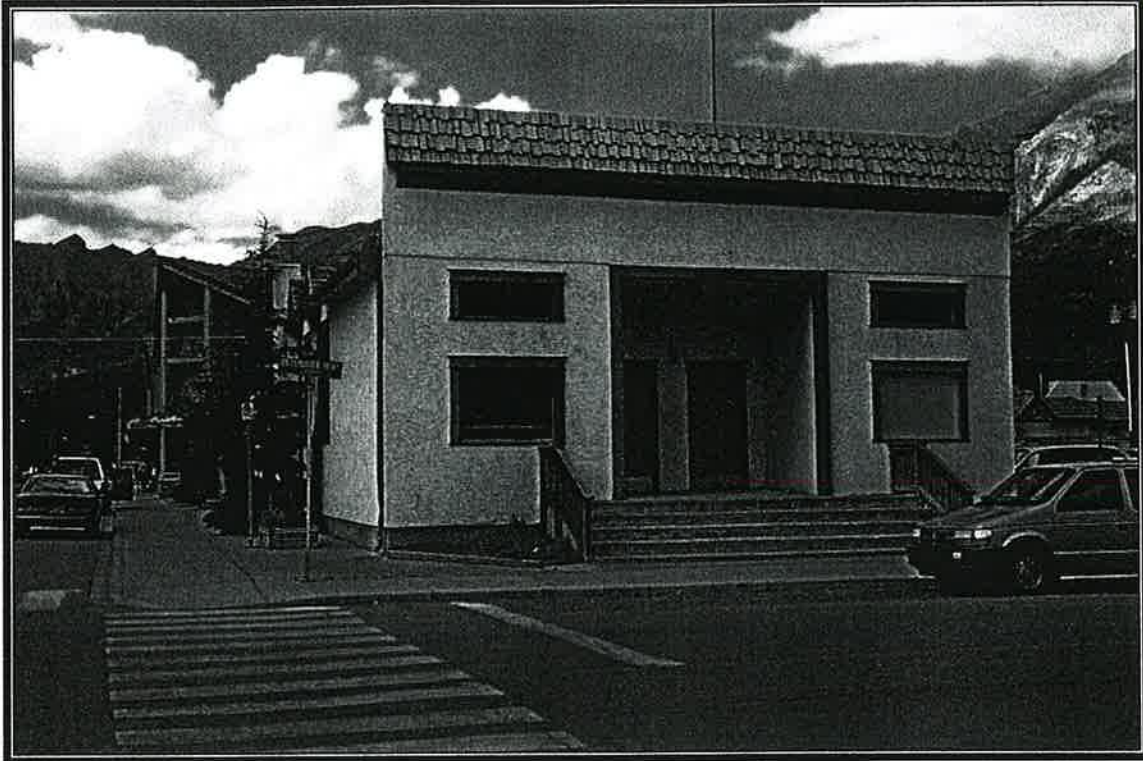


Calgary/Prairies 403.238.3555  
calgary@measuremasters.ca



Date: July 17<sup>th</sup>, 2003

File # 9612



**Project:** Roof Evaluation  
Union Hall  
738 - 7<sup>th</sup> Avenue  
Canmore, Alberta

**Prepared For:** Town of Canmore  
600 - 9<sup>th</sup> Street  
Canmore, Alberta  
T1W 2T2

Attention Mr. Mike Madelay

Attn  
JIM

## 1.0 GENERAL

**1.1 Assessment Criteria:** This report is based solely for the purpose of advising of the condition of the roof relative to the moisture protection. The report is based upon a visual inspection and is not intended to comment on the structure or fire safety of the building as may be required by municipal, provincial or federal codes and regulations. Our opinions are based on our experience with similar roof systems.

continued...

## 2.0 EXECUTIVE SUMMARY

The roof is in extremely poor condition and should be replaced as soon as possible.

## 3.0 OBSERVATIONS

**3.1 Roofing System:** The roof consists asphalt shingles laid over steep pitched wood decks. There are 2 sections of roof for a total area of approximately 4,240 square feet.

**3.2 Asphalt Shingles:** The asphalt shingles are in extremely poor condition and have deteriorated to the extent that they no longer provide an effective watershed, (see photographs 1 & 2). Some shingles have blown off, (see photographs 3 & 4).

**3.3 Venting:** The amount of venting to provide air flow appears adequate on the main sections of the hall roof with both soffit and ridge venting being present. On the small rear section, ridge venting is present but there is no indication of the presence of soffit vents, (see photograph # 5).

**3.4: Chimney Flashing:** The stucco chimney has a saddle on the roof side that sits on top of the shingles and does not provide adequate waterproofing, (see photograph # 6).

## 4.0 CONCLUSIONS & RECOMMENDATIONS

The roof is in extremely poor condition and in our opinion there is no alternative but to replace it. Asphalt shingles are a suitable replacement and will perform well. Soffit vents should be added on the rear section of roof to ensure adequate air flow.

## 5.0 COST ESTIMATES

We estimate the cost of replacement to be approximately between \$12,000 and \$15,000.

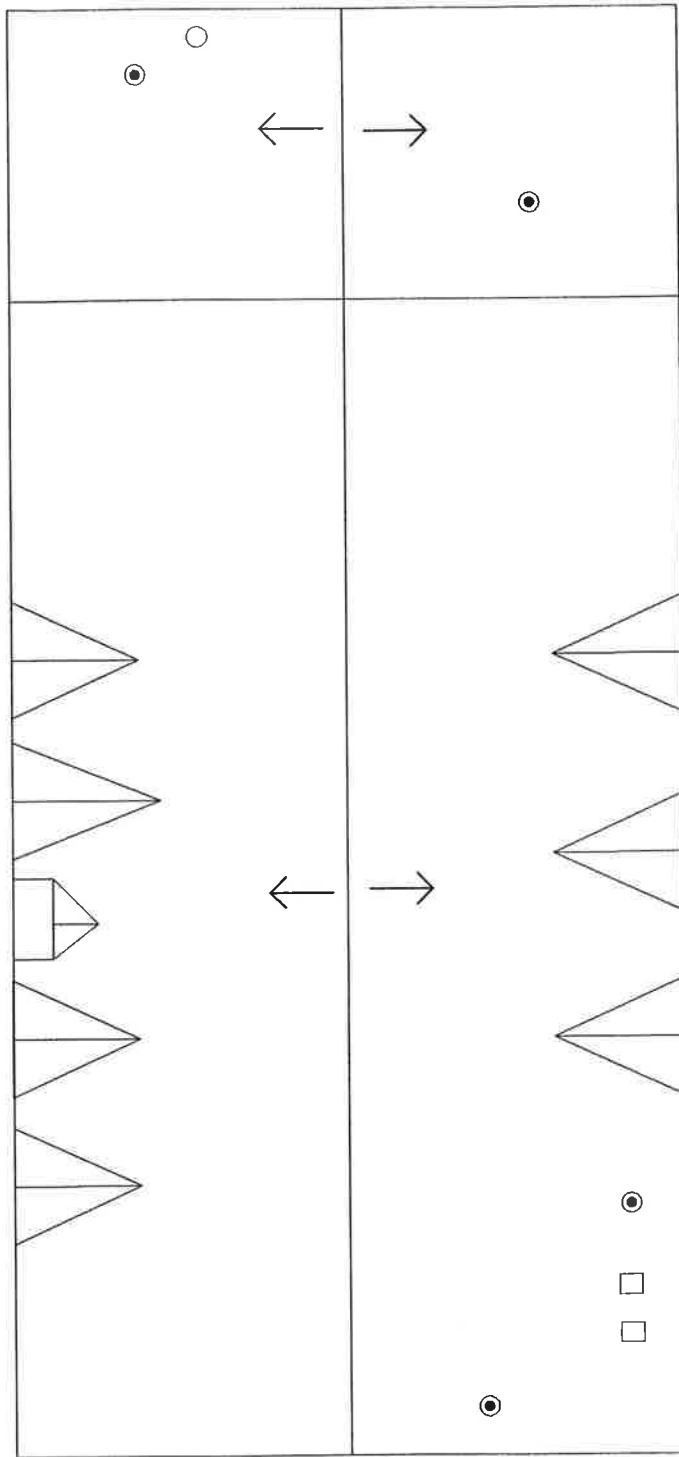
## 6.0 CLOSURE

Should you require them, we do offer replacement specifications and inspection services. If you have any questions or if we can be of any further assistance, please do not hesitate to call. Thank you for the opportunity to be of service to you.

*Mason & Associates Consulting Ltd.*



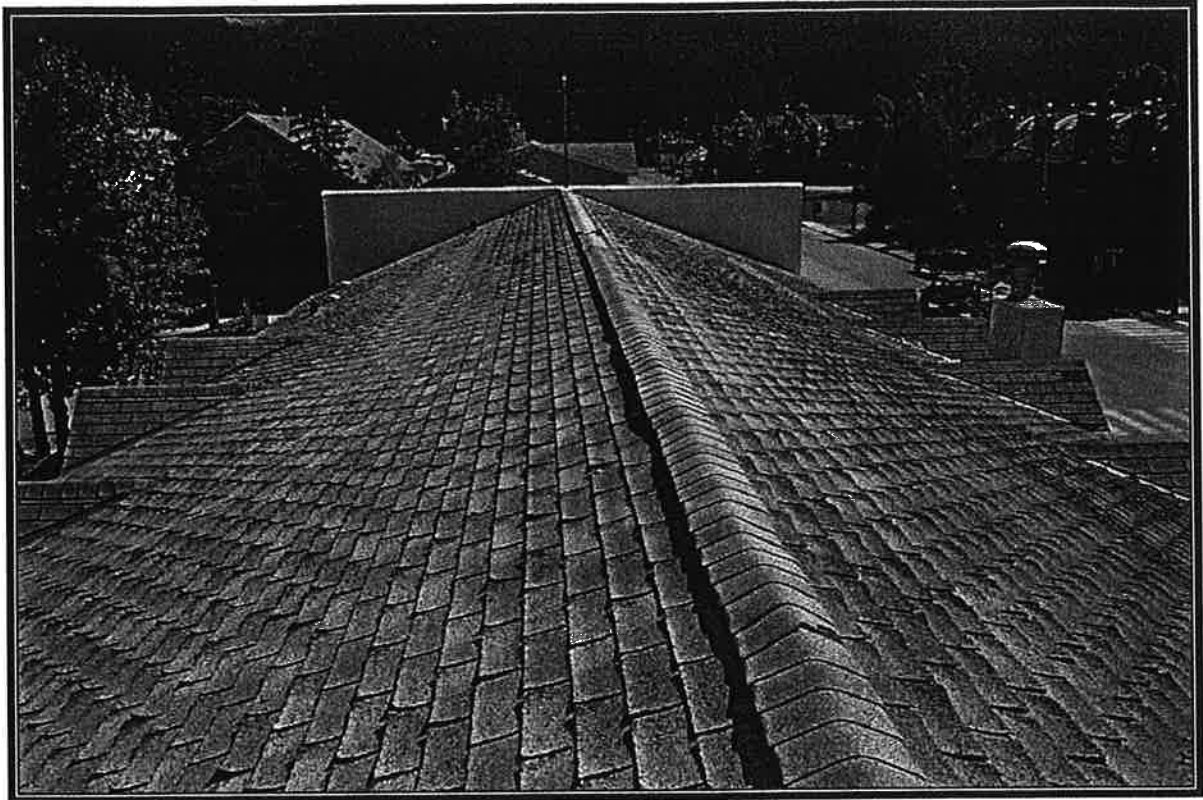
Paul Mason



- |                     |                           |
|---------------------|---------------------------|
| <b>H</b> ROOF HATCH | ● ROOF DRAIN              |
| <b>SL</b> SKY LIGHT | ⊙ PLUMBUNG VENT           |
| □ CURB              | ○ ROOF JACK               |
| ⊗ SATELLITE DISH    | ■ GUM CUP / BOOT FLASHING |
| ± SCUPPER DRAIN     | (A) ACCESS LADDER         |

TITLE		ROOF PLAN (NOT TO SCALE)	
PROJECT		UNION HALL	
		738 - 7TH AVENUE, CANMORE, ALBERTA	
DATE	JULY, 2003	FILE #	9612
DRAWN BY	PM	Mason & Associates Consulting Ltd.	





Photograph # 1: Shingles are in very poor condition



Photograph # 2: Shingles no longer provide an effective water shed



Photograph # 3: Missing shingles

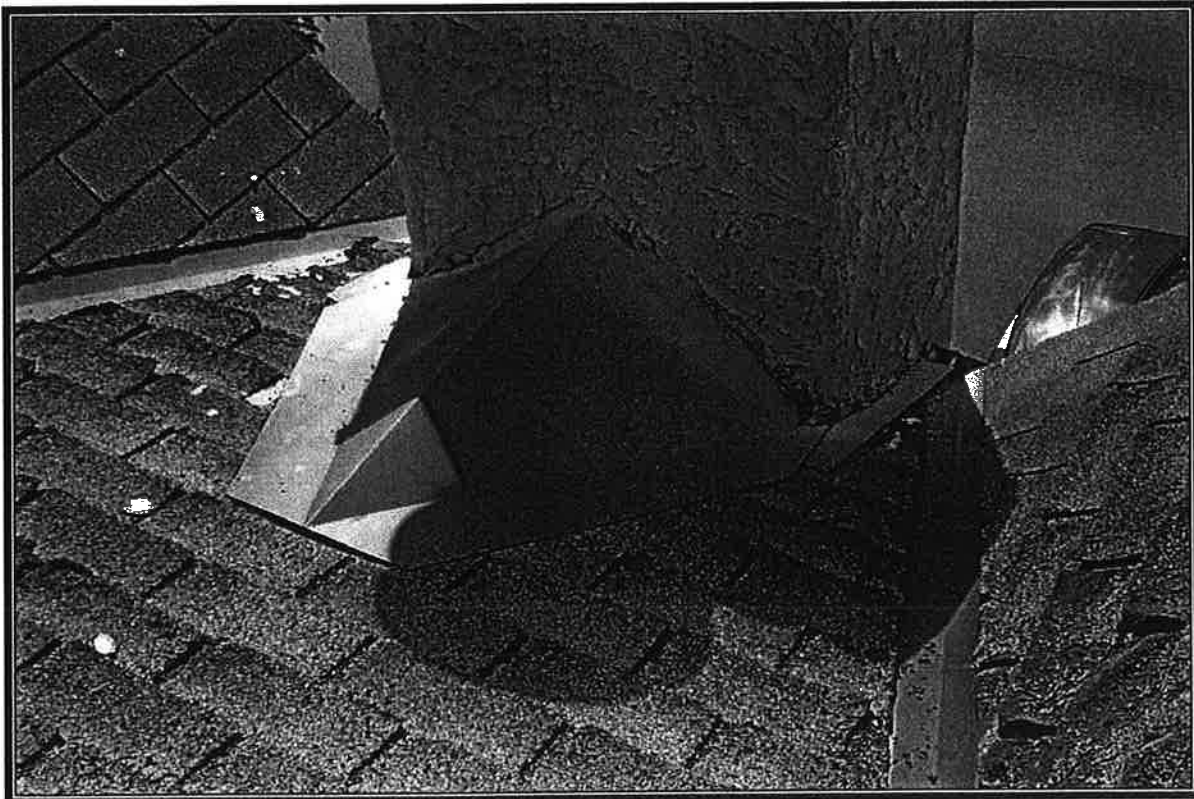


Photograph # 4: Missing ridge cap

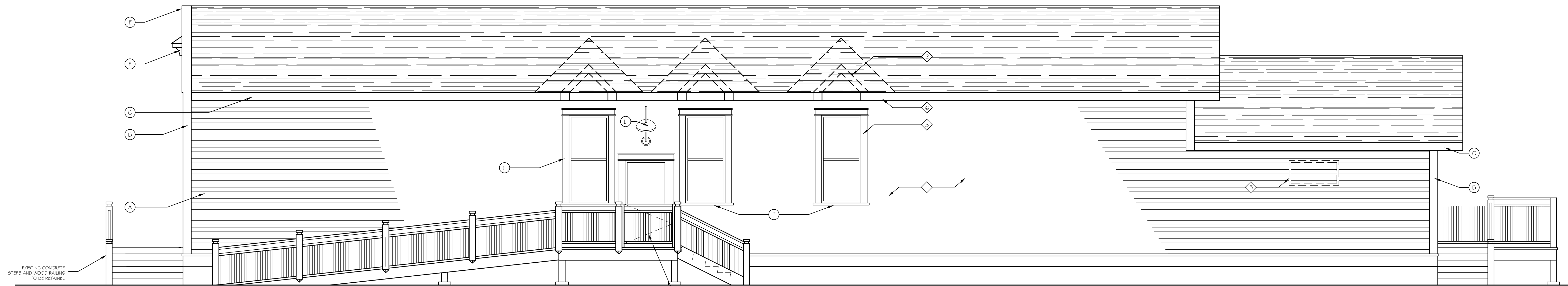




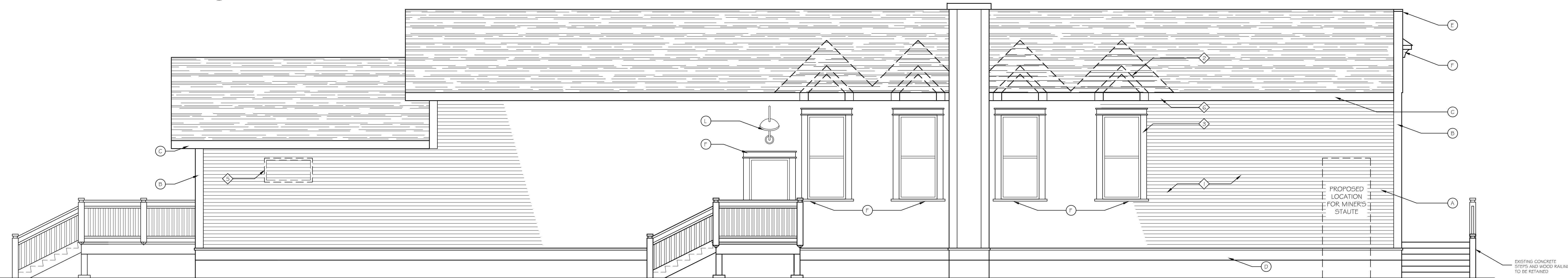
Photograph # 5: No venting at soffits on rear section



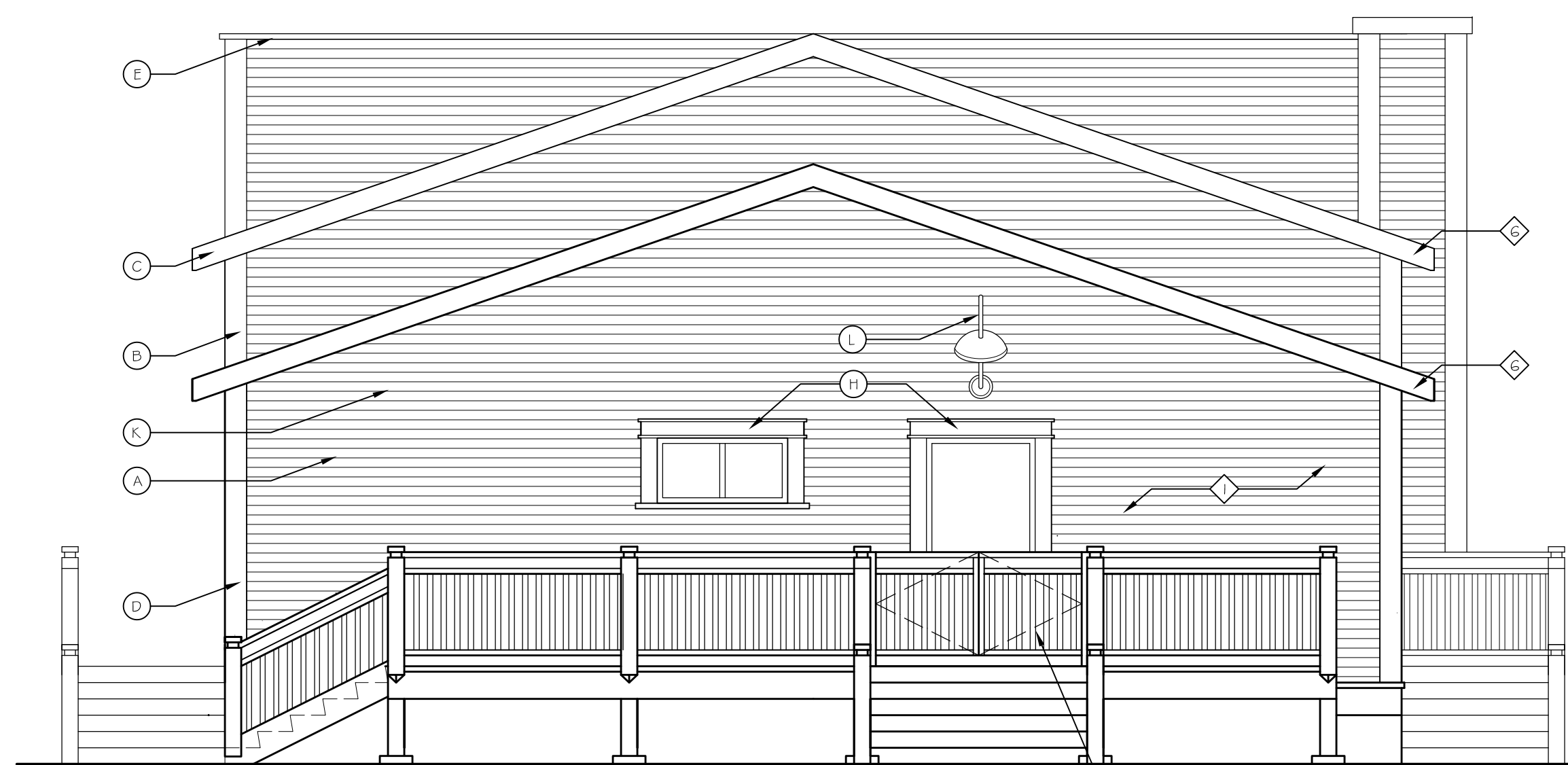
Photograph # 6: Cricket is on top of shingles and does not provide adequate waterproofing



1 EAST ELEVATION  
A4 1/4" = 1'-0"



1 WEST ELEVATION  
A3 1/4" = 1'-0"



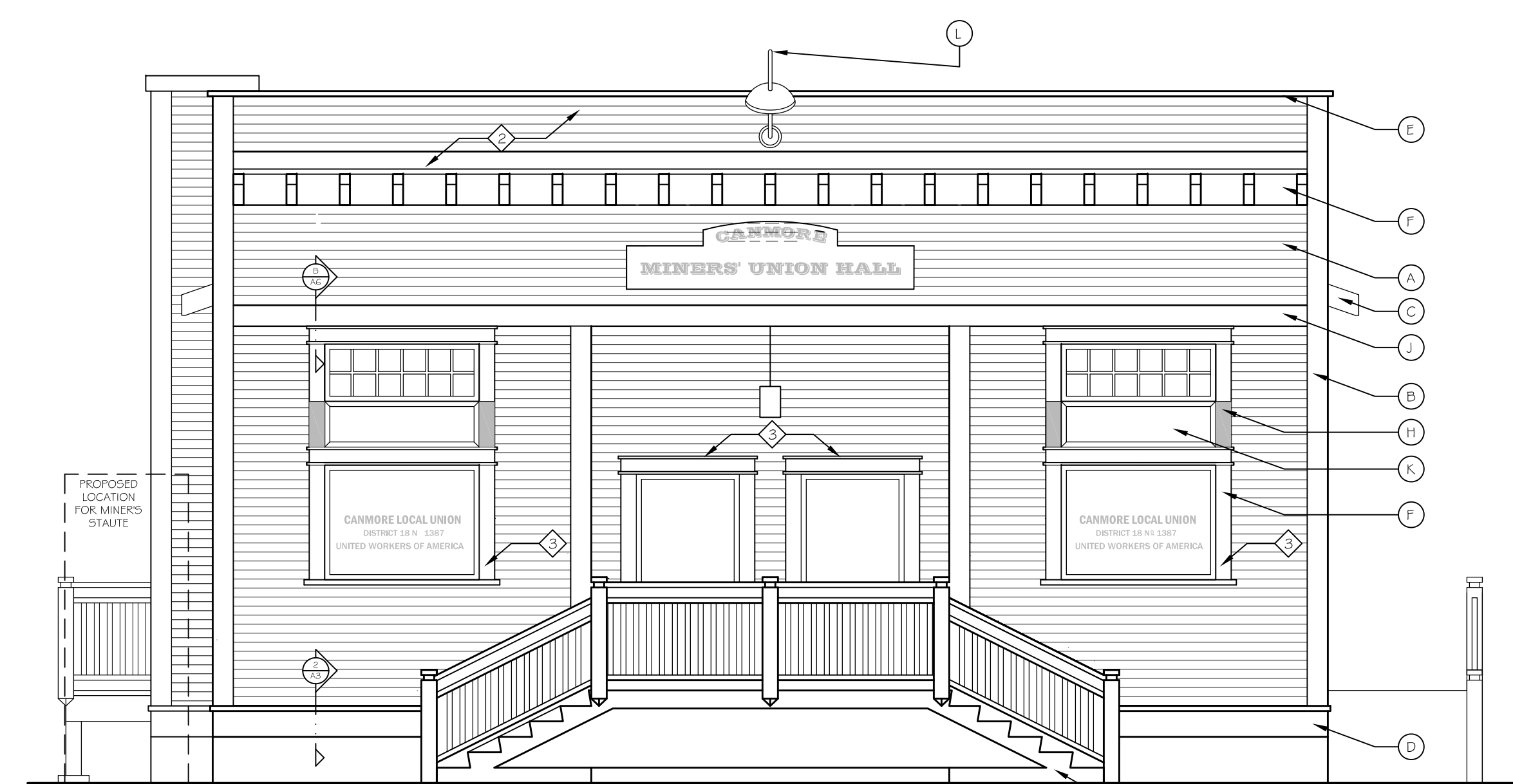
1 NORTH ELEVATION  
A2 1/4" = 1'-0"

**DEMOLITION NOTES**

- ◇ REMOVE EXISTING EXTERIOR WALL FINISH AND BUILDING PAPER TO EXISTING SHEATHING. PREP EXISTING WALLS TO ACCEPT NEW 2" PLY BUILDING PAPER AND EXTERIOR WOOD SIDING. PATCH AND REPAIR ALL ADJACENT SURFACES.
- ◇ REMOVE EXISTING ROOF GABLE STRUCTURE AT THE SIDES AND SHINGLED ROOF AT THE FRONT OF HALL. RETAIN BRACKET'S WOOD SHELF AT FRONT OF HALL. TEST FOR LEAD PAINT PRIOR TO REMOVING EXISTING PAINT FINISH. PREP EXISTING WALLS / ROOF TO ACCEPT NEW ROOF FINISH. PATCH AND REPAIR ALL ADJACENT SURFACES.
- ◇ MAINTAIN EXISTING DOOR AND WINDOW TRIM. TEST FOR LEAD PAINT PRIOR TO REMOVING EXISTING PAINT FINISH. PREP EXISTING WOOD TRIM TO ACCEPT NEW EXTERIOR PAINT FINISH AND PRE-FINISHED METAL FLASHING. PATCH AND REPAIR ALL ADJACENT SURFACES.
- ◇ REMOVE EXISTING DECK AND DECK STRUCTURE AT REAR AND 2 SIDES. PATCH AND REPAIR ALL ADJACENT SURFACES.
- ◇ REMOVE EXISTING WINDOW. PREP EXISTING OPENING TO ACCEPT NEW 2x6 CONSTRUCTION. PATCH AND REPAIR ALL ADJACENT SURFACES.
- ◇ REMOVE EXISTING PRE-FINISHED METAL FASCIA AND FASCIA BOARD. PREP EXISTING AREA TO ACCEPT NEW EXTERIOR WOOD FASCIA. PATCH AND REPAIR ALL ADJACENT SURFACES.
- ◇ REMOVE EXISTING SOFFIT. PREP EXISTING AREA TO ACCEPT NEW 1/2" WHITE #2 CEDAR SOFFIT. PATCH AND REPAIR ALL ADJACENT SURFACES.

**EXTERIOR FINISHES**

- A PAINTED 6" BEVELED CEDAR WOOD SIDING - 4.5' EXPOSURE - COLOUR: IC "WINTERWASH" A1709
- B PAINTED 2x6 CEDAR CORNER TRIM - COLOUR: IC "WINTERWASH" A1709
- C 2x6 CEDAR FASCIA BOARD - COLOUR: IC "WINTERWASH" A1709
- D PAINTED 2x10 CEDAR BELLY BAND W/ 2x3 TOP TRIM - COLOUR: IC "WINTERWASH" A1709
- E PAINTED 2x6 TOP TRIM AT PARAPET - COLOUR: IC "WINTERWASH" A1709
- F EXISTING BRACKET DETAIL TO BE RETAINED - COLOUR: IC "WINTERWASH" A1709 - SEE DEMO NOTE 2
- G EXISTING WINDOW AND DOOR TRIM DETAIL TO BE RETAINED - COLOUR: IC "WINTERWASH" A1709 - SEE DEMO NOTE 3
- H NEW WINDOW AND DOOR TRIM DETAIL TO MATCH EXISTING - COLOUR: IC "WINTERWASH" A1709
- I NEW WINDOW AND DOOR TRIM DETAIL TO MATCH EXISTING - COLOUR: IC "WINTERWASH" A1709
- J 2x6 CEDAR TRIM BOARD - COLOUR: IC "WINTERWASH" A1709
- K PAINTED WOOD PANEL 4.5' EXPOSURE - COLOUR: IC "WINTERWASH" A1709
- L LIGHTING - ABSOLUTE 150 W. 40" LG. GOOSE NECK # WALL BRACKET - COLOUR: TINTED BLACK.
- M NEW 1x6 CEDAR SOFFIT FINISH WITH PARA RAIN COAT
- N NEW DECK RAILING AND PICKETS FINISH TO MATCH FRONT ENTRANCE RAIL AND POSTS.



1 SOUTH ELEVATION  
A1 1/4" = 1'-0"

**NOTES**

- DO NOT SCALE DRAWING.
- VERIFY ALL DIMENSIONS AND INFORMATION.
- REPORT ERRORS OR DISCREPANCIES TO THE DESIGNER.
- ALL WORK TO CONFORM TO THE APPLICABLE BUILDING CODE.
- THESE DRAWINGS ARE PUBLISHED BY PETER MANIOLAKAS
- ALL RIGHTS RESERVED INCLUDING RIGHTS OF REPRODUCTION.

**PROJECT:**  
CANMORE UNION HALL  
EXTERIOR RENOVATION

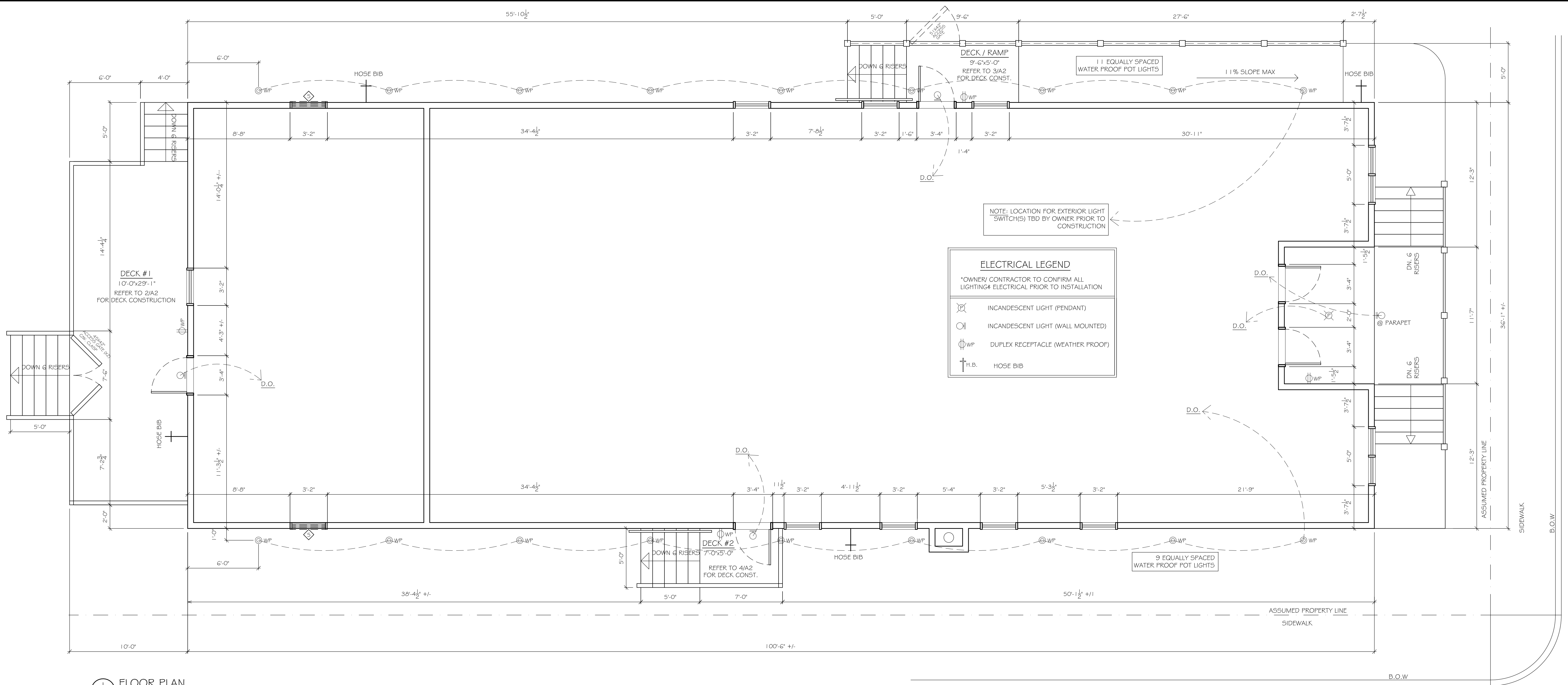
**ADDRESS AND LEGAL:**  
CANMORE ALBERTA  
  
LOT 10  
BLOCK 62  
PLAN 1 095 F

**DRAWING TITLE:**  
EXTERIOR ELEVATIONS

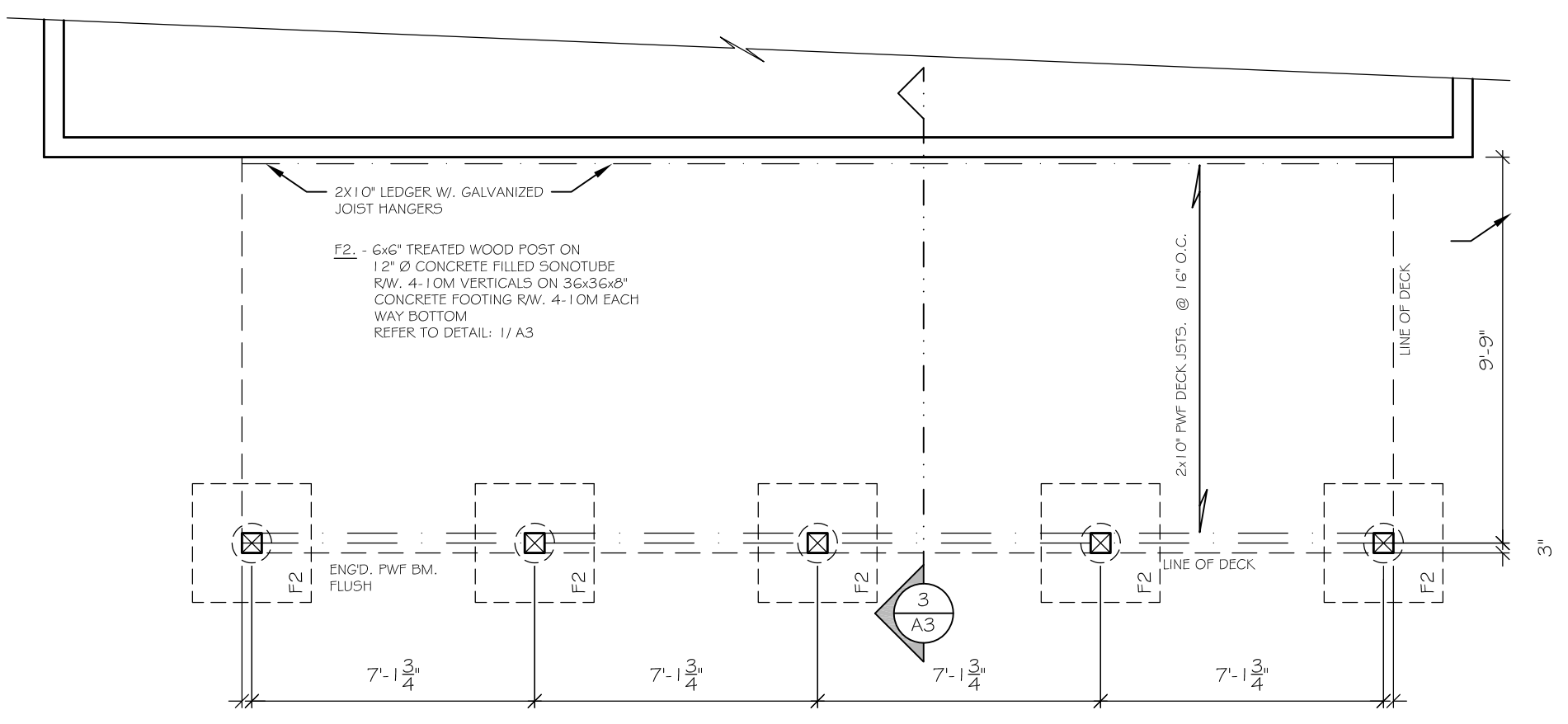
**DATE:** 06.30.10  
**SCALE:** AS NOTED  
**DRAWN BY:** PM  
**CHECKED BY:** PM

8.			
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6.			
5.			
4.			
3.			
2.			
1.	GENERAL REVISIONS ISSUED FOR CONSTRUCTION	05/30/12 03/22/12	PM PM
NO.	REVISION	DATE	BY

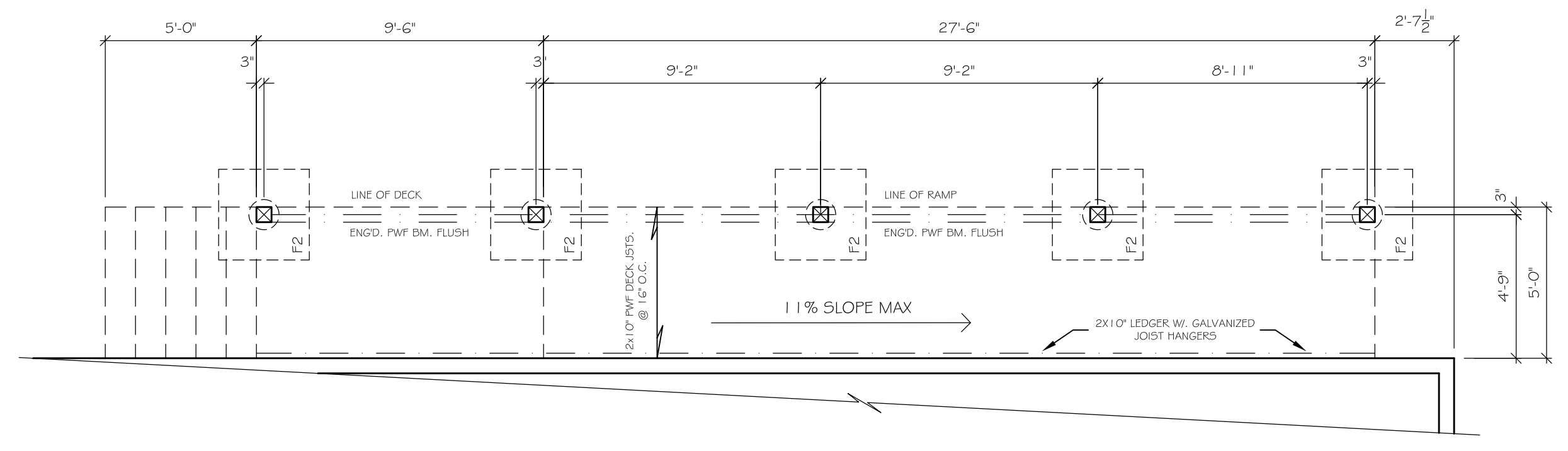
**REVISION:**  
2  
**SHEET NO.:**  
A-1



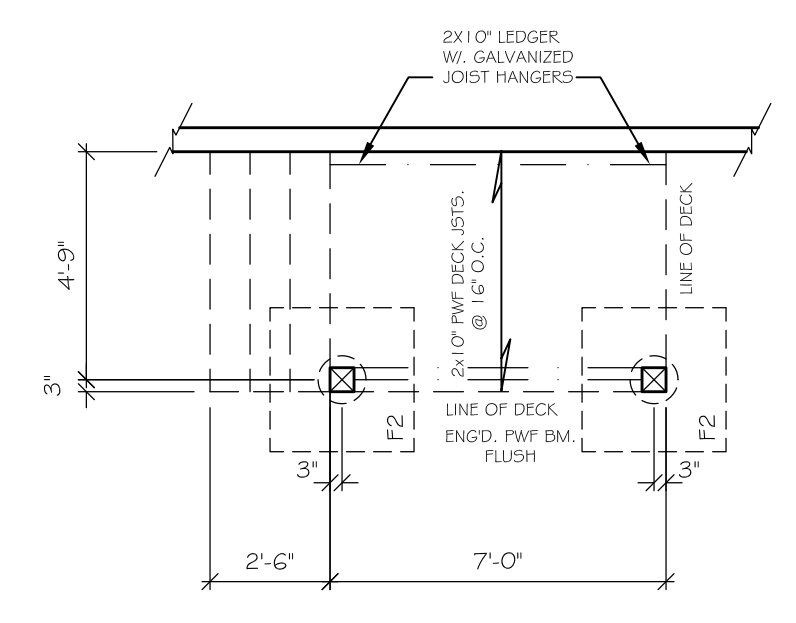
1 FLOOR PLAN  
1/4" = 1'-0"



2 DECK #1 PLAN  
1/4" = 1'-0"



3 DECK / RAMP PLAN  
1/4" = 1'-0"



3 DECK #2 PLAN  
1/4" = 1'-0"

NOTES  
-DO NOT SCALE DRAWING.  
-VERIFY ALL DIMENSIONS AND INFORMATION.  
-REPORT ERRORS OR DISCREPANCIES TO THE DESIGNER.  
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PROJECT:  
CANMORE UNION HALL  
EXTERIOR RENOVATION

ADDRESS AND LEGAL:  
CANMORE ALBERTA  
LOT 10  
BLOCK 62  
PLAN 1095 F

DRAWING TITLE:  
FLOOR PLANS

DATE: 06.30.10  
SCALE: AS NOTED  
DRAWN BY: PM  
CHECKED BY: PM

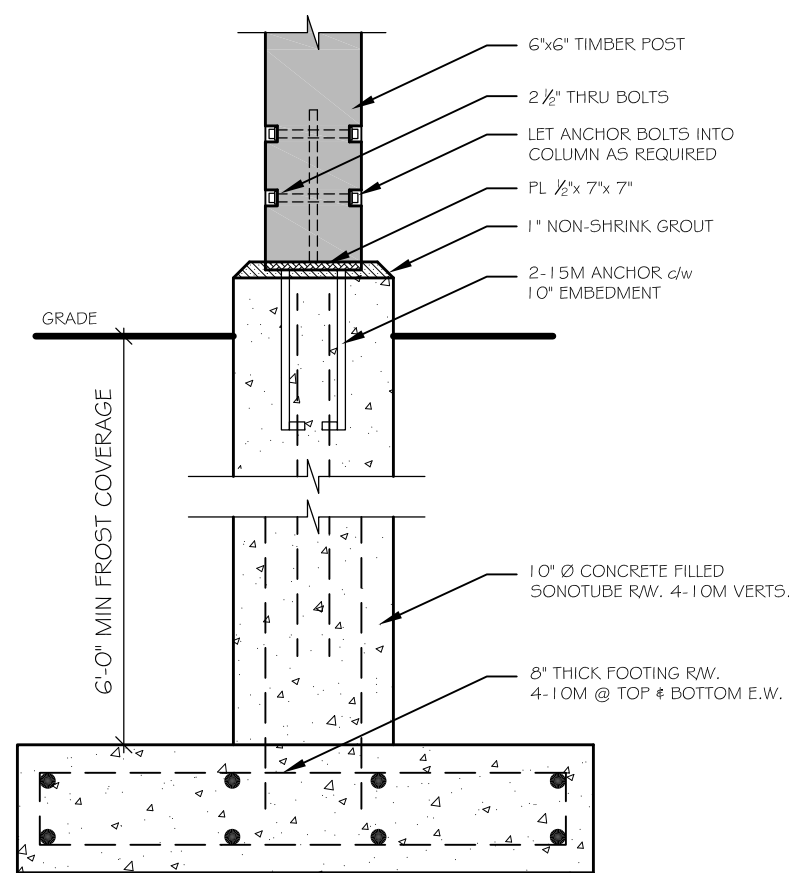
NO.	REVISION	DATE	BY
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2.	GENERAL REVISIONS ISSUED FOR CONSTRUCTION	05/30/12	PM
1.		03/22/12	PM

REVISION:  
2  
SHEET NO.:  
A-2

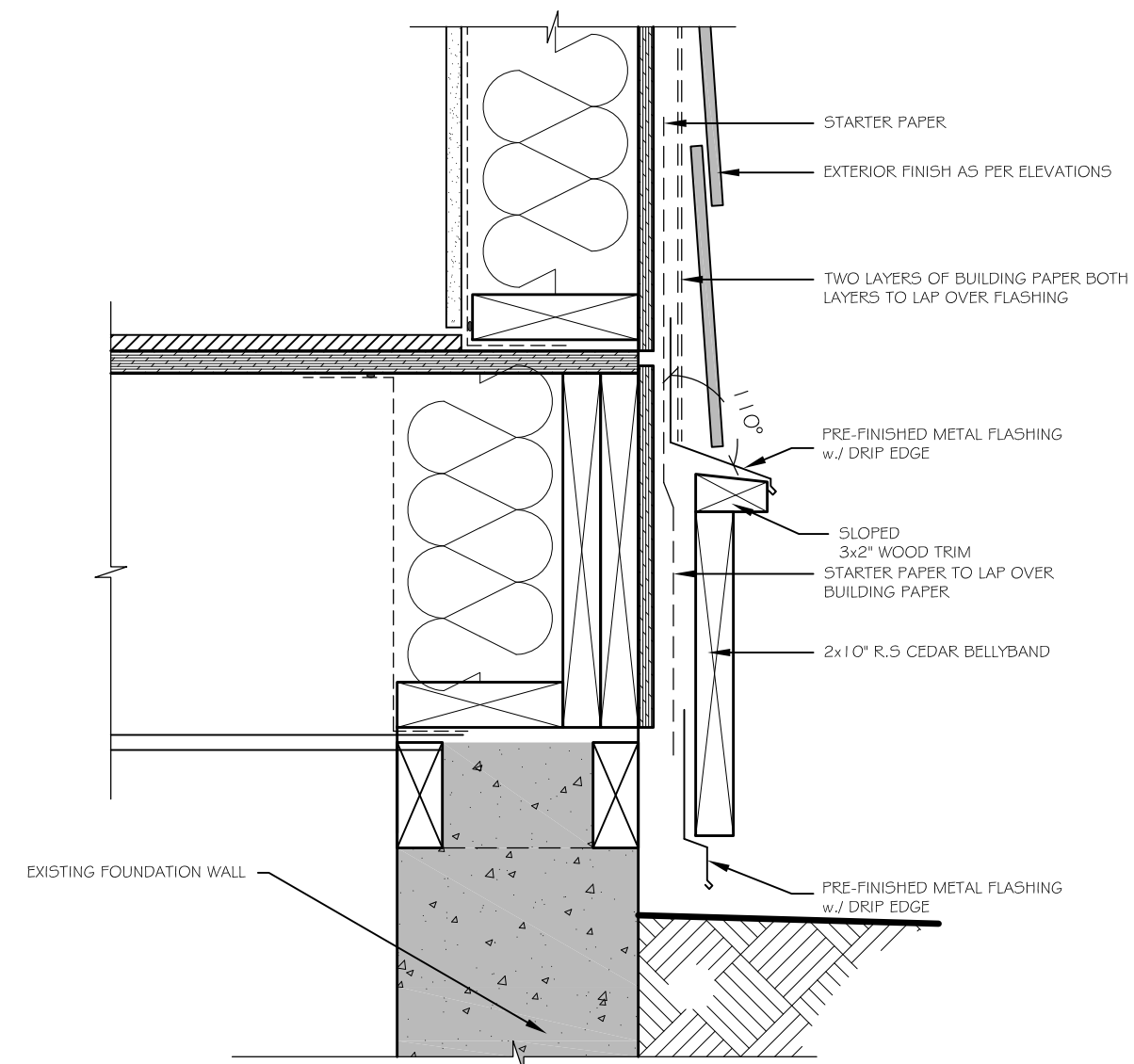
7 STREET

ASSUMED PROPERTY LINE  
SIDEWALK

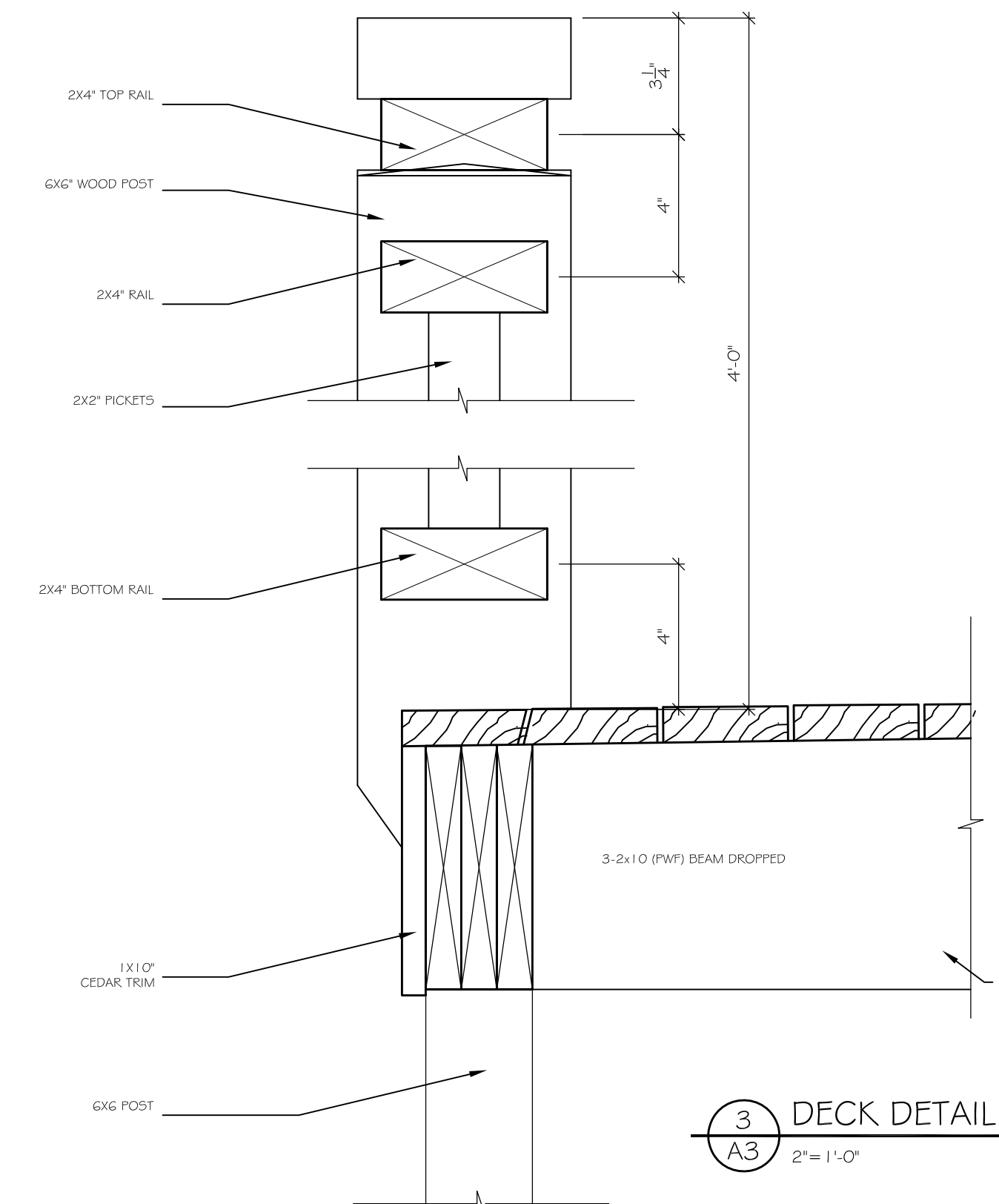
B.O.W.



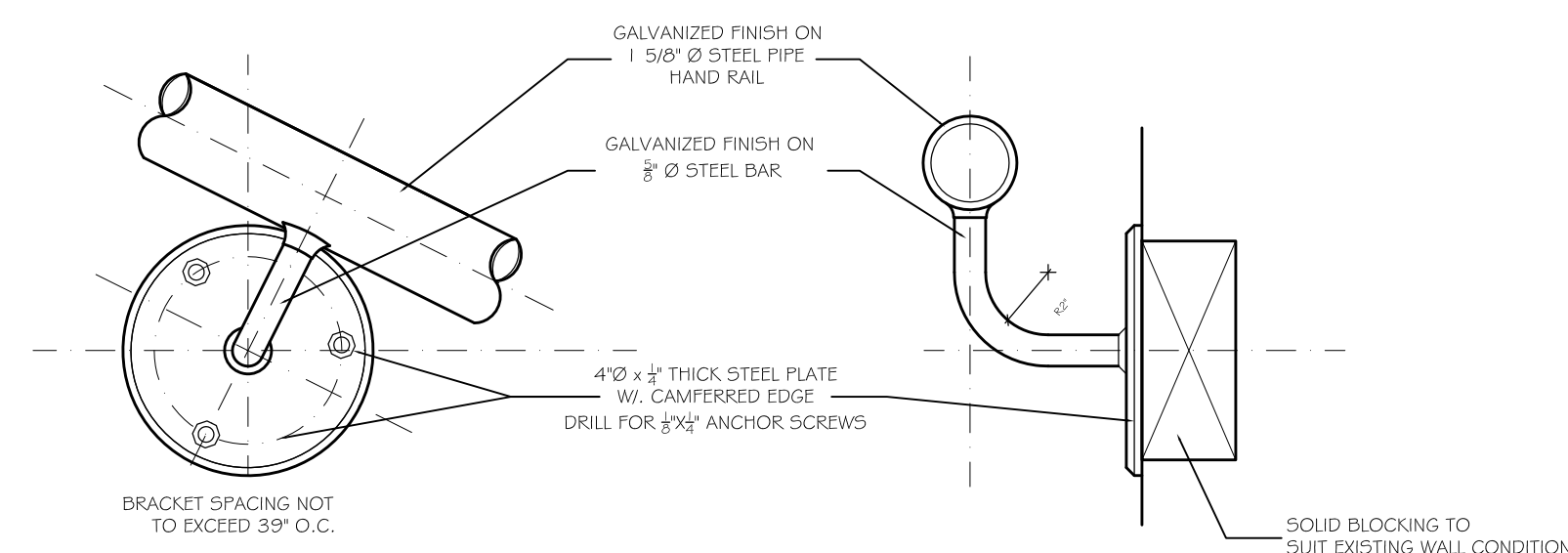
1 6"x6" POST SUPPORT DETAIL  
A3 1"=1'-0"



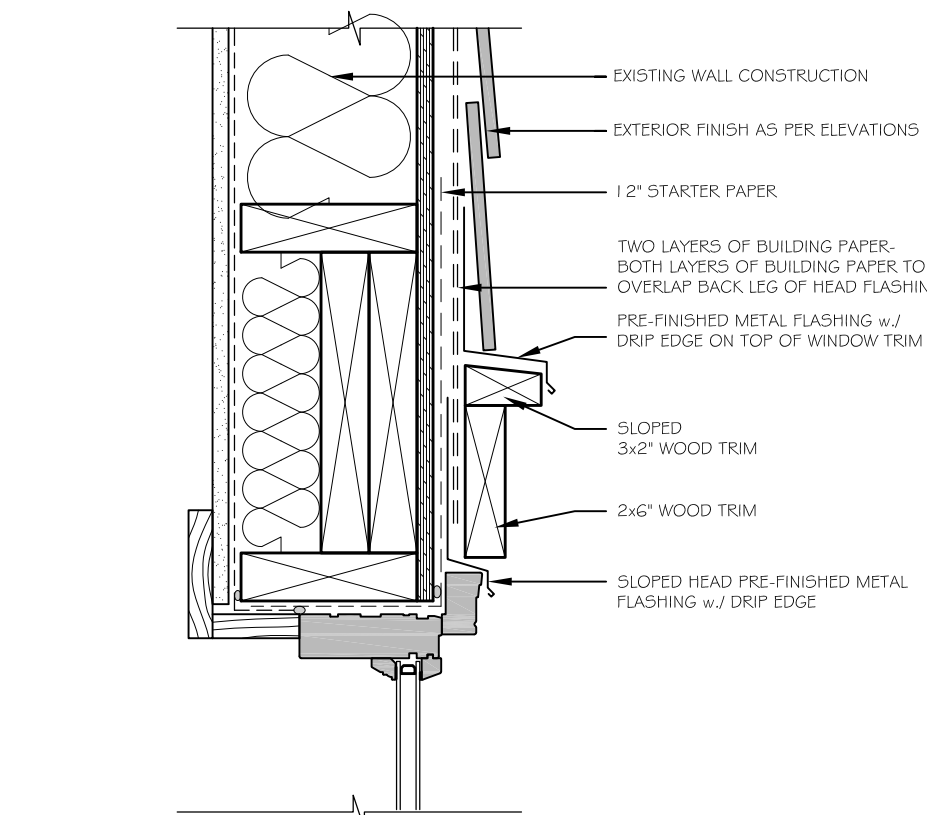
2 THROUGH WALL FLASHING DETAIL  
A3 2"=1'-0"



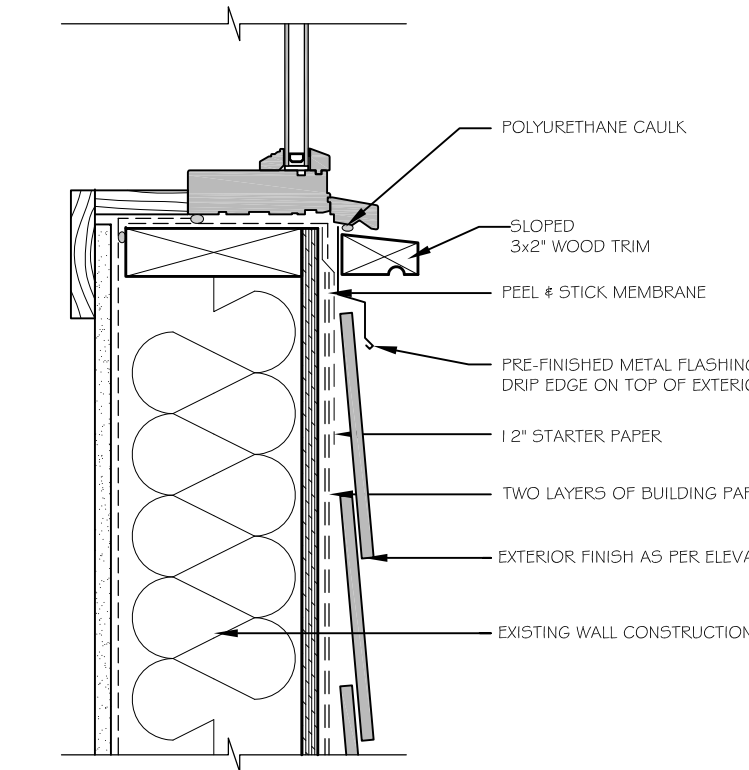
3 DECK DETAIL  
A3 2"=1'-0"



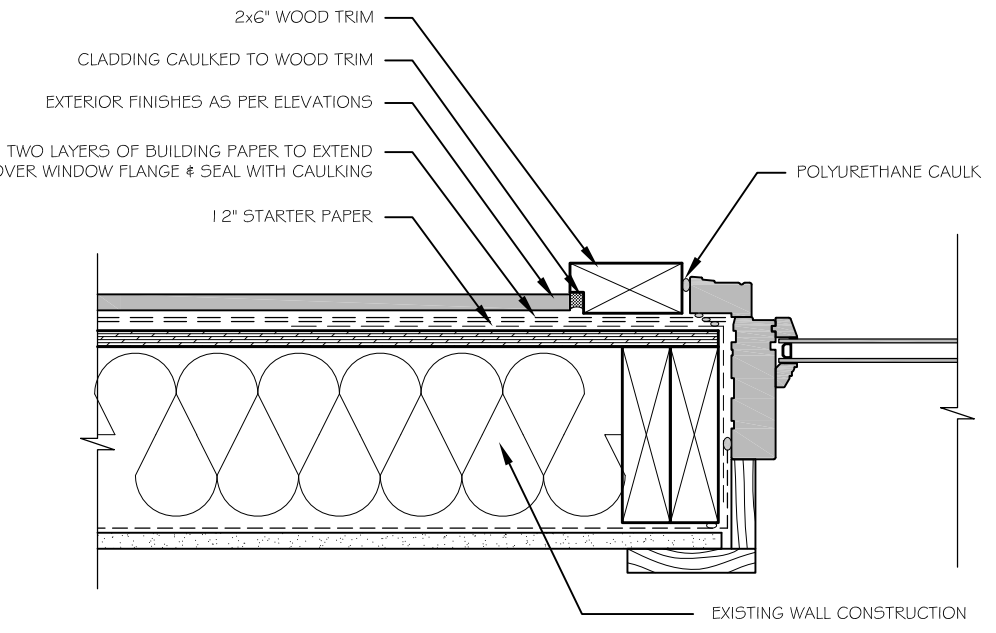
4 WALL MOUNTED RAILING  
A3 NOT TO SCALE



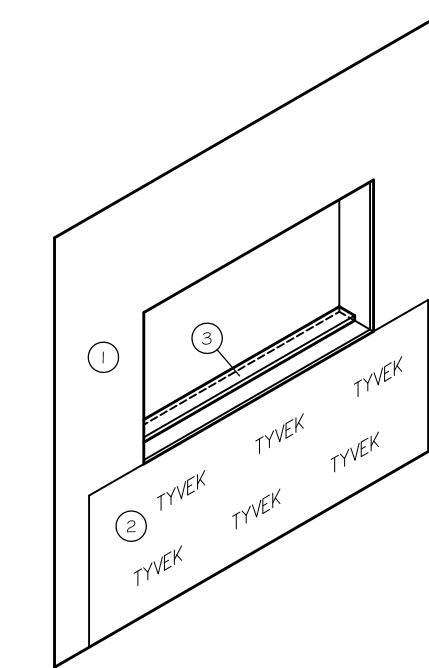
5 WINDOW HEAD DETAIL  
A3 2"=1'-0"



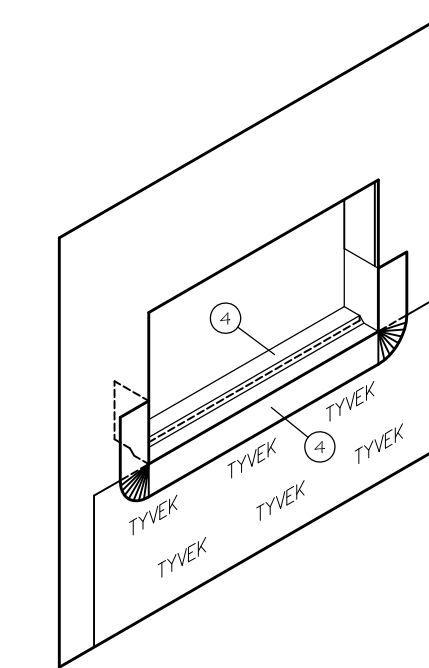
6 WINDOW SILL DETAIL  
A3 2"=1'-0"



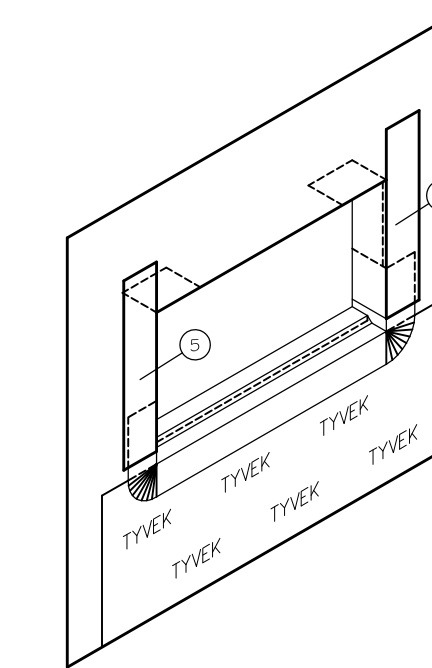
7 WINDOW JAMB DETAIL  
A3 2"=1'-0"



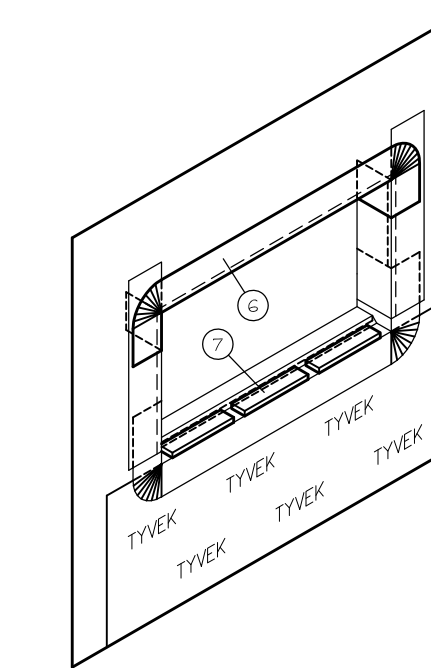
1 SHEATHING  
2 TYVEK APRON  
3 10mm THICK BLOCKING



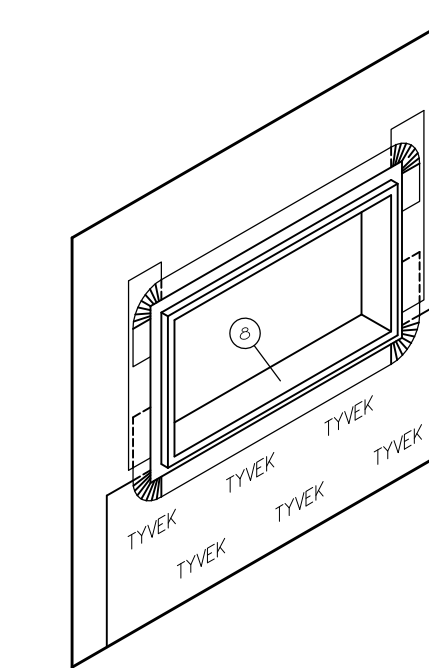
4 TYVEK FLEXWRAP AT SILL, WRAP INTO FULL DEPTH OF FRAMING AWAY MIN. 4" UP JAMBS) SEAL CORNERS W/ CAULK.



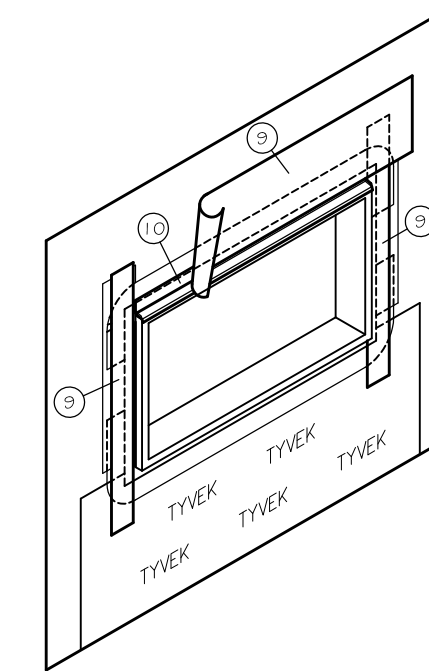
5 TYVEK FLEXWRAP AT JAMBS OR SELF-ADHESIVE SELF-HEALING MEMBRANE, WRAP INTO FULL DEPTH OF FRAMING.



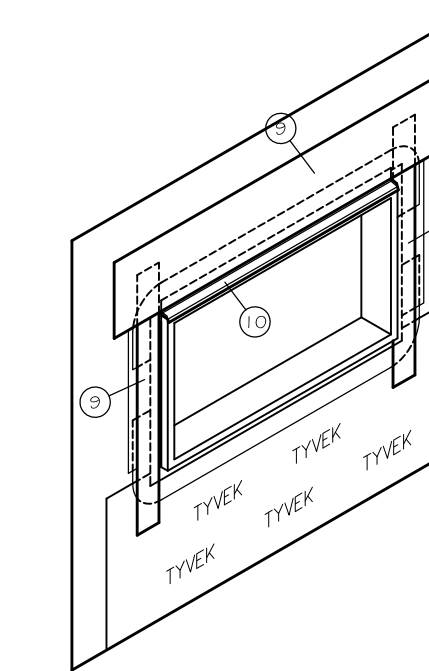
6 TYVEK FLEXWRAP AT HEAD, WRAP INTO FULL DEPTH OF FRAMING, APPLY A DEAD END OF POLYURETHANE CAULK TO THE PAPER 3/4" OUT FROM THE OPENING TO JAMB AND HEAD (DO NOT CAULK THE SILL).



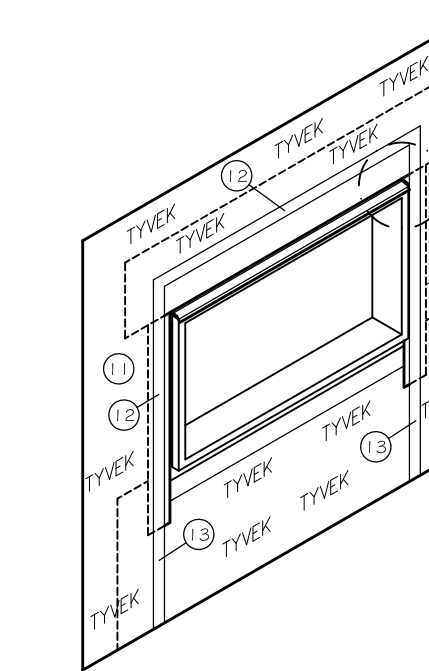
8 WINDOW UNIT WITH NAILING FLANGE



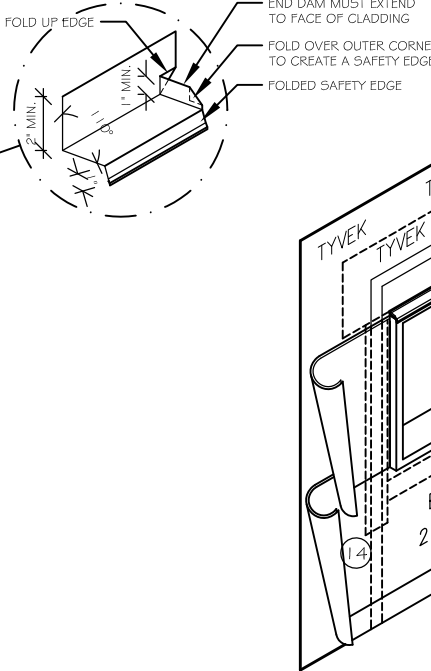
9 SELF-ADHESIVE SELF-HEALING MEMBRANE OVER FLANGE AT JAMB & HEAD  
10 HEAD FLASHING, FOLD UP ENDS OF SLOPED PLANE - 10mm



10 SELF-ADHESIVE SELF-HEALING MEMBRANE OVER FLANGE AT JAMB & HEAD  
11 HEAD FLASHING



11 TYVEK AIR BARRIER  
12 TAPE TO MEMBRANE AT JAMBS & HEAD  
13 TAPE TO TYVEK APRON



14 2 LAYERS 30 MINUTE BUILDING PAPER FULL HALF LAPS + 2"

8 WINDOW FLASHING DETAILS  
A3 NOT TO SCALE

GENERAL NOTES

- ALL WORK TO CONFORM TO THE CURRENT EDITION OF THE B.C. BUILDING CODE.
- THE DESIGNER ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS WHICH MAY EFFECT CONSTRUCTION. THE DESIGNER SHALL ALSO NOT BE RESPONSIBLE FOR ANY VARIANCES FROM THE STRUCTURAL DESIGN AND SPECS OR ADJUSTMENTS REQUIRED RESULTING FROM CONDITIONS ENCOUNTERED AT THE BUILDING SITE AND IS THE SOLE RESPONSIBILITY OF THE OWNER AND/OR CONTRACTOR.
- ALL DOOR AND WINDOW SIZES ARE APPROXIMATE ONLY. WINDOW AND DOOR SUPPLIERS SHALL SUPPLY ROUGH STUD OPENINGS PRIOR TO ANY CONSTRUCTION.
- DO NOT SCALE DRAWINGS.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND INFORMATION PRIOR TO CONSTRUCTION.
- REPORT ALL ERRORS OR DISCREPANCIES TO THE DESIGNER.

STRUCTURAL AND FRAMING CRITERIA

- ASSUMED SOIL BEARING CAPACITY = 2000 PSF
- CONCRETE FOUNDATIONS AND SLABS ON GRADE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 25 MPa AT 28 DAYS
- BEAMS, FLOOR JOISTS, PLATES AND ROOF RAFTERS TO BE # 2 D.FIR (OR BETTER), UNLESS NOTED OTHERWISE.
- FRAMING LAMBERS TO BE KILN DRIED SPF #2 EQUAL OR BETTER.
- DIMENSIONS ARE FROM FACE OF EXTERIOR STUDS TO FACE OF PARTITION WALLS UNLESS NOTED OTHERWISE. FACE OF EXTERIOR STUD WALLS AND FOUNDATION WALL TO BE FLUSH.
- JOISTS SHALL BE DOUBLED UNDER PARALLEL PARTITIONS OVER 6' LONG. JOIST PLACEMENT TO ACCOMMODATE HEATING AND PLUMBING WHEREVER POSSIBLE.
- LOAD BEARING LINTLS SHALL BE 2 - 2x10 #2 D.FIR UNLESS NOTED OTHERWISE
- WOOD IN CONTACT WITH CONCRETE TO BE DAMPROOFED WITH 6 MIL POLY OR OTHER APPROVED METHOD. SILL PLATES TO BE ANCHORED TO CONCRETE FOUNDATION WALL WITH 1/2" DIA ANCHOR BOLTS AT MAX 8" FROM CORNERS AND 4'-0" OR OTHER APPROVED METHOD. EXTERIOR SILL PLATES TO BE LEVEL AND THE UNDERSIDE SEALED.
- ALL FLOORS TO INCLUDE 3/4" SHEATHING TO BE GLED AND NAILED. LOWER FLOOR SLAB TO INCLUDE IN-SLAB RADIANT HEAT
- FLOOR SHEATHING TO BE GLED AND NAILED IN PLACE USING PL-400 ADHESIVE AND RING NAILS
- PROVIDE SOLID BLOCKING AT ALL P.L.A.'S (POINT LOAD ABOVE) UNLESS OTHERWISE NOTED

SITE PLAN NOTES:

- THE BUILDER IS RESPONSIBLE FOR THE PROTECTION OF THOSE TREES AND/OR SHRUBS WHICH ARE TO REMAIN.
- THE BUILDER IS RESPONSIBLE FOR SEEING THAT THE SITE IS LEFT CLEAN AND TIDY AT THE COMPLETION OF WORK.

FOUNDATIONS

- FOUNDATION WALLS AND FOOTINGS SHALL BE CONCRETE AND CAST IN PLACE ON UNDISTURBED SOIL OR COMPACTED BASE (TO APPROVAL OF SOIL ENGINEER). BOTTOM OF FOOTING SHALL BE 4" (MIN) BELOW GRADE OR BELOW FROST LINE (AS PER LOCAL AUTHORITIES).
- FOOTINGS SHALL NOT BE FLORED ON FROZEN GROUND. CONCRETE SHALL BE MAINTAINED AT A TEMP OF 10-25 DEGREES CELSIUS FOR A MINIMUM OF 72 HOURS.
- FOUNDATION WALLS SHALL NOT BE BACKFILLED UNTIL THE CONCRETE HAS REACHED ITS SPECIFIED 28 DAY STRENGTH
- GRADES SHOWN ON PLANS ARE ESTIMATED. WALL HEIGHTS MAY REQUIRE ADJUSTMENT TO SUIT SITE CONDITIONS.
- ALL FOOTINGS AND WALLS (EAF AND RISERS) SHALL BE REINFORCED WITH 2 - 15M CONT (WALLS 3" FROM TOP) AND CORNER REINFORCING TO BE LAPPED 24" (MIN)

INSULATION AND VENTILATION

- RECOMMENDED INSULATION VALUES ARE R-40 IN ROOF OR CEILING AND R-22 IN WALLS. MINIMUM CODE REQUIREMENTS TO BE MAINTAINED AT ALL TIMES.
- 6 MIL POLY VAPOUR BARRIER SHALL BE INSTALLED ON THE WARM SIDE OF INSULATION. JOINTS TO BE SEALED
- CEILING, WALL AND FLOOR INSULATION TO BE CELLOULOSE BLOWN IN INSULATION.
- INSTALL INSULATION STOPS AT FAUCETS AS REQUIRED
- WALL AND CEILING SPACES BETWEEN HOUSE AND GARAGE SHALL BE INSULATED w/ 6 MIL POLY VAPOUR BARRIERS.
- ALL ROOF SPACES SHALL BE VENTED BY SOFFIT, ROOF RIDGE VENT, OR GABLE VENTS EQUALLY DISTRIBUTED BETWEEN TOP OF ROOF SPACES AND EAVES.
- ATTICS OR ROOF SPACES SHALL BE VENTED A MINIMUM OF 1/300 OF ROOF AREA (OR AS REQD BY LOCAL AUTHORITIES)
- ALL BATHROOM WALLS TO RECEIVE R-12 BATT INSULATION AS A SOUND BARRIER.

FINISHING

- EXTERIOR DOORS TO BE SOLID CORE TYPE AND WEATHER-STRIPPED
- PROVIDE FLASHING AT ALL HORIZONTAL CHANGES IN EXTERIOR FINISHES AND CAULK AROUND ALL UN-FLASHED EXTERIOR OPENINGS.

NOTES  
-DO NOT SCALE DRAWING.  
-VERIFY ALL DIMENSIONS AND INFORMATION.  
-REPORT ERRORS OR DISCREPANCIES TO THE DESIGNER.  
-ALL WORK TO CONFORM TO THE APPLICABLE BUILDING CODE.  
-THESE DRAWINGS ARE PUBLISHED BY PETER MANOLAKAS  
-ALL RIGHTS RESERVED INCLUDING RIGHTS OF REPRODUCTION.

PROJECT:  
CANMORE UNION HALL  
EXTERIOR RENOVATION

ADDRESS AND LEGAL:  
CANMORE ALBERTA

LOT 10  
BLOCK 62  
PLAN 1 095 F

DRAWING TITLE:  
DETAILS AND NOTES

DATE:	06.30.10
SCALE:	AS NOTED
DRAWN BY:	PM
CHECKED BY:	PM

NO.	REVISION	DATE	BY
8.			
7.			
6.			
5.			
4.			
3.			
2.	GENERAL REVISIONS ISSUED FOR CONSTRUCTION	05/30/12	PM
1.		03/22/12	PM

REVISION:  
2  
SHEET NO.:  
A-3

## **7.0 APPENDIX B – DOCUMENTS FOR COMPLETION BY PROPONENT**

**BID FORM**

This Bid is submitted by:

\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (Email)  
\_\_\_\_\_ (Telephone)

To: 1. The Town of Canmore

Via email: amy.bernard@canmore.com Attention: Amy Bernard

1. We, the undersigned, having examined the Bid Form, Appendices, Drawings and Specifications, including Addenda No. \_\_\_\_\_, hereby offer to provide all labour, supervision, equipment and materials to complete in their entirety, all detailed work for the Roof Replacement, Floor Replacement, Exterior Doors and Kitchen Counters Replacement for the Stipulated Prices as indicated on the attached Bid Form, for which we have included all profit. For the purpose of the bid form, GST is not to be included.
2. In submitting this Bid, we recognize the right of the Owner to accept any Bid at the price submitted, or to reject all Bids, and it is understood that this Bid is submitted on the express condition that revised Bids shall not be called for if only minor changes are contemplated.
3. We undertake to notify the Consultant before award of the Contract if, upon examination of the Specifications, we find any material or method indicated or specified to which we object, and for which we would be unwilling or unable to accept responsibility. We agree that, after signing the Contract, full responsibility for performance of all building components will rest with our firm, and the Owner is in no way to be held liable.
4. We agree to accept, for additional work authorized under the Contract, fees and charges as described in GC12 of the Stipulated Price Contract, CCDC2 Document No. 2, current edition.
5. We shall provide for the Owner, before commencing work, the names and telephone numbers of staff members who are usually designated as "Superintendent" and "Site Foreman", who will be in charge of the Work and responsible to the Town's designate.
6. **A list of proposed Subcontractors is attached as Appendix "A".** We hereby agree that we shall not enter into a subcontract with any individual or company whose name does not appear on the list, and that we shall not subcontract for any portions of the work other than those listed, except in the case of a subcontractor having withdrawn his Bid or having become bankrupt after the date hereof, and then not without first having notified the Engineer.
7. **A list of proposed suppliers and materials is attached as Appendix "B".** We hereby agree that we shall not use any materials or enter into an agreement with any supplier other than those listed. Any proposed change in materials or suppliers is to be reviewed by the Engineer. Samples of proposed materials and performance history are required.

8. We undertake and hold ourselves ready, upon the acceptance of our Bid, to enter into a Contract with the Owner for the due execution and completion of the work based on the Stipulated Price Contract, CCDC Document 2, current edition.
9. We agree that this offer is to continue open to acceptance until the Contract form is executed by the successful Bidder for the said work, or until sixty (60) days after the Bid Closing Date, whichever first occurs, and that the Owner may, at any time within that period and without notice, accept this Bid, whether any other Bid had been previously accepted or not.

---

SIGNATURE

---

NAME AND TITLE

---

WITNESSED

---

DATE SIGNED

**BREAKDOWN OF PRICES**

Stipulated Price (exclusive of GST):

Roof Replacement – Section 3.4.1.1 - Roof Replacement \$ \_\_\_\_\_

Additional Cost of 50 year warranty (if applicable) \$ \_\_\_\_\_

Main Room Flooring Replacement – Section 3.4.1.2 \$ \_\_\_\_\_

Alternate Flooring Pricing – Section 3.4.1.2.1 \$ \_\_\_\_\_

Exterior Door Replacements – Section 3.4.1.3 \$ \_\_\_\_\_

Kitchen Counter Replacement – Section 3.4.1.4 \$ \_\_\_\_\_

Alternate Kitchen – Section 3.4.1.4.1 \$ \_\_\_\_\_

Alternate Kitchen Option – Section 3.4.1.4.2 \$ \_\_\_\_\_

Location of Head office: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Proposed Project Start Date (does not replace Gantt chart inclusion):

\_\_\_\_\_



**APPENDIX "A"**

**SUBCONTRACTORS**

List names and addresses of all Subcontractors, if any, whose prices are used in making up the Bid, as well as the discipline for which they are employed.

**Name of Subtrade**

**Discipline**

---

**SIGNED**

**DATE**

**APPENDIX "B"**

**SUPPLIERS AND MATERIALS**

List names and addresses of all suppliers and materials proposed to be used on this project as per the Bid, as well as the location and use of the material. \*Note: Only one supplier can be listed for each material.

**Supplier**

**Material**

**Location and Use**

---

**SIGNED**

**DATE**

**END OF SECTION**

## **APPENDIX "C"**

### **SCHEDULES**

1. Submit a Gantt chart schedule for project assuming scope of work includes:

Roof Replacement – Section 3.4.1.1

Main Room Flooring Replacement – Section 3.4.1.2

Alternate Flooring Pricing (if timeline would change)

Exterior Door Replacements – Section 3.4.1.3

Kitchen Counter Replacement – Section 3.4.1.4

Alternate Kitchen - Option 1 Section 3.4.1.4.1

Alternate Kitchen - Option 2 – Section 3.4.1.4.2