

# Request for Proposal (RFP) FOR ELEVATION PLACE CLIMBING GYM FLOOR REPLACEMENT

#### SUMMARY:

The Elevation Place climbing gym is a heavily used 365 square meter space offering top rope climbing, lead climbing, auto belays, and bouldering to patrons year-round. The space is divided by a wall that terminates near the entrance with a prow feature. This splits the gym into left and right corridors with a prominent "moose hole" opening in the middle of the wall to allow passage between corridors. The left corridor accommodating roped climbing as well as a dedicated 4.5m bouldering wall. The right corridor has both roped climbing and auto belays. The gym accommodates bouldering to 3m everywhere throughout the gym.

The existing cushioned landing surface is to be removed and replaced with a climbing gym floor system to meet or exceed current industry standards. A removable pathway is a critical component to the design as is the schedule for delivery and installation.

REFERENCE NUMBER:	CAP 7408
CLOSING DATE:	March 27, 2025
CLOSING TIME:	14:00:00 Mountain Time Zone
DATE ISSUED:	February 27, 2025
NOTE:	RESPONSES WILL NOT BE OPENED PUBLICLY



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# 1.0 INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS

- 1.1.1 Closing Date and Time: Proposals must be received not later than 14:00:00 hours Mountain Time Zone (Canmore local time) on March 27, 2025
- **1.1.2** Responses are to be delivered to:

Proponents shall submit their proposal to the Town of Canmore by email to the attention of Mike Ford, Facilities Project Manager at <a href="mailto:mike.ford@canmore.ca">mike.ford@canmore.ca</a>. The proposal 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 RFP Contact Person:

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

Mike Ford, Facilities Project Manager

Email - mike.ford@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 RFP.
- 1.1.5 Responses must be in English.
- **1.1.6** Pricing submissions 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.

#### 1.1.8 Optional On-site Facility Tour

A highly recommended but optional facility tour will be conducted on Tuesday March 11, 2025 at 10:00am MT. Please contact the RFP contact person to confirm your attendance.

Interested Proponents that are unable to attend the optional on-site facility tour but would like a virtual tour may request this by contacting the RFP contact person no later than Monday March 10<sup>th</sup> at 3:00pm MT.

**1.1.9** This Request for Proposals is not a tender and the Town of Canmore does not intend for the laws of competitive bidding to apply.

**END OF SECTION 1.0** 

#### 2.0 GENERAL CONDITIONS OF RESPONSE

#### 2.1 PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The Town of Canmore is issuing this Request for Proposal (RFP) to select a climbing gym floor contractor to remove and dispose of the existing climbing gym flooring, design, supply and install a new climbing gym floor system suitable for top rope climbing, lead climbing, auto belays, and bouldering to meet or exceed current industry standards. Each proponent must thoroughly review, understand and meet or exceed the requirements as set out in Section 3.4 Scope Overview / Scope of Services.

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

#### 2.2 SUBMISSION OF RESPONSE TO THE RFP

- **2.2.1** By submitting a response to this RFP, 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 RFP.
- 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 RFP.

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

- 2.2.3 This RFP 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 RFP and any contracts entered into as a result hereof.
- 2.2.4 Proposal documents must be completed in accordance with the requirements of the Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.
- **2.2.5** All documents submitted by Proponents in response to this RFP are to remain the property of the Town of Canmore.
- **2.2.6** Proposals shall be irrevocable for sixty (60) days following the closing of the RFP and the proposals shall be retained by the Town of Canmore.
- 2.2.7 Proposals 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 proposal. Proponents who are sole proprietorships or partners shall sign their

RFP 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 RFP 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 RFP, the Proponent's participation in this RFP process or the Town of Canmore's acts or omissions in connection with the conduct of this RFP 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 RFP.

#### 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 RFP.

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 noncompliance 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 RFP.

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

- a) reject any and all responses;
- b) add, delete or change the terms of this RFP at any time prior to the specified closing date and time;
- 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 RFP process without penalty at any time for any reason; and

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g) negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFP.

The Town of Canmore is the sole and final judge with respect to the selection of any Successful Proponent as a result of this RFP process.

All Proponents submitting a response to this RFP will be advised of the results of the RFP process by email or regular mail. Please allow at least six 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 RFP will be valid and effective only if confirmed by written addenda. Addenda may be issued during the proposal response period. All addenda become part of the agreement and receipt must be confirmed in the Proponents proposal submission.
- 2.6.4 Any addenda documents will be issued by the same method that this RFP was issued.
- **2.6.5** It is the Proponent's responsibility to clarify the interpretation of any item of this RFP according to the RFP Schedule as outlined in Section 4.5 or as may be modified in an addendum.

#### 2.7 DISCREPANCIES IN NUMBERS

- **2.7.1** In the event of a numerical discrepancy or error in a Proposal, 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 RFP 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 RFP 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 RFP 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 Proponent acknowledges that any information or documents provided by it to the Town of

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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 RFP 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 RFP 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 RFP response. Also, such individuals are agreeing to the use of such information as part of the RFP evaluation process, for any audit of the procurement process and for contract management and performance purposes.
- 2.8.5 Proponents in custody or control of records provided to the Proponent by the Town of Canmore records shall abide by the privacy and non-disclosure provisions of the Freedom of Information and Protection of Privacy Act respecting these records as if this act applied directly to the Proponent, and shall generally assist the Town in its own compliance with the Freedom of Information and Protection of Privacy Act respecting records provided to the Proponent.

#### 2.9 COST OF PREPARATION

- **2.9.1** Any cost incurred by the Proponent in the preparation of its response to this RFP shall be borne solely by the Proponent.
- **2.9.2** Shortlisted candidates may be invited to participate in an interview. The Town of Canmore will not pay for the time required or travel expenses incurred to participate in the interview.

#### 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 RFP 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 RFP.

#### 2.12 PROPONENT PERFORMACE

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 RFP 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 LENGTH OF AGREEMENT

- 2.13.1 This will be a fixed term contract with dates to be determined. The Town of Canmore requires this work to be completed during the month of October 2025. The anticipated duration of the onsite work, including removal and installation, is roughly 2 weeks. The desire is to minimize the service interruption to our patrons to as short a period as possible during our slower indoor climbing time of the year.
- **2.13.2** The Town reserves the right to extend the above-noted timelines to complete any work in progress.
- **2.13.3** Additional award periods will generally be based on mutual agreement between The Town and the Successful Proponent. The Town reserves the right to negotiate changes to existing agreements for the work to reflect current conditions at the time of extension or renewal.

#### 2.14 FORM OF CONTRACT

- **2.14.1** The Town of Canmore will be issuing a Letter of Award and Stipulated Price Contract, CCDC 2, to the Successful Proponent to deliver the work described within this RFP.
- **2.14.2** The contract to be executed between the Town of Canmore and the Successful Proponent (Contractor) is a Stipulated Price Contract, CCDC 2 (2020) of Canadian Construction Documents Committee. Refer to Appendix C for Supplementary Conditions for the CCDC 2 (2020) Contract.

#### 2.15 SERVICES TERMS AND CONDITIONS

- **2.15.1** Final agreements with the successful Proponent may consist of any number of the following documents, including all amendments thereto:
  - Request for Proposal
  - Addenda
  - Letter to Successful Proponent
  - Statement of Scope
  - Technical & Fee Proposal
  - Letter of Award

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- Stipulated Price Contract, CCDC 2 (2020)
- **2.15.2** The Stipulated Price Contract, CCDC 2 (2020) complete with Supplementary Conditions sets out the terms and conditions of the contract with the Town of Canmore.
- **2.15.3** Any inconsistent of conflicting provisions contained within the documents forming the Agreement shall be resolved in the following order:
  - Stipulated Price Contract, CCDC 2 (2020)
  - Letter of Award
  - Statement of Scope
  - Technical & Fee Proposal
  - Addenda
  - Request for Proposal

#### 2.16 STAFF CHANGES

**2.16.1** Staff changes by the successful Proponents will require written approval from The Town prior to any such change, which approval The Town may withhold in its sole discretion. The qualifications and experience of the proposed staff change must be equivalent to or better than the staff proposed in the proposal received. The Town reserves the right, in addition, and without prejudice to any other right or remedy, to immediately terminate the Agreement as a result of the failure by the Successful Proponent to provide the staff proposed.

#### 2.17 NON-ASSIGNMENT

2.17.1 The Successful Proponent will be expected to deliver the work. Neither the contract nor any rights or obligations to perform the work under the contract will be assignable by the Successful Proponent without the prior written consent of the Town of Canmore. The granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore and based on the terms of this consent may not relieve the Successful Proponent of liability to perform the work. Proponents who anticipate requesting to assign some or all of the contract must notify the Town as part of their responses to this RFP.

#### 2.18 DEPOSITS

**2.18.1** The Town of Canmore may consider the payment of a deposit to the Successful Proponent for the scope of work in this RFP.

#### 2.19 TERMS OF PAYMENT

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

#### 2.20 INSURANCE AND WORKERS' COMPENSATION BOARD REQUIREMENTS

2.20.1 Mandatory Eligibility Requirements

As a mandatory eligibility requirement for response to this RFP:

(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 TWO

MILLION DOLLARS (\$2,000,000) 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.
- (d) Successful Proponents from outside the Province of Alberta will be required to possess a valid Certificate of Recognition (COR) or a valid Temporary Letter of Certification (TLC) for a standard COR, or a COR Equivalency Letter (COREL) for out of province Contractors, as issued by the Alberta Construction Safety Association (ACSA) or another certifying partner authorized by the Alberta Ministry of Labour to issue CORs, TLCs or CORELs. The COR, TLC or COREL must be relevant to the work. Possession of a Certificate of Recognition other than a standard COR, TCL or COREL, such as a Small Employer Certificate of Recognition (SECOR) is not acceptable.

#### 2.20.2 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 insurance for the above-required insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.

#### 2.21 INDEMNIFICATION

2.21.1 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

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- Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.
- 2.21.2 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.
- **2.21.3** 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 RFP or subsequent contract.

#### 2.22 INFORMATION SECURITY STANDARDS

2.22.1 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 comply as part of responding to this request.

#### 2.23 DEBRIEFING

2.23.1 The Town of Canmore will offer a debrief to unsuccessful Proponents on request.

**END OF SECTION 2.0** 

#### 3.0 PROJECT OVERVIEW AND SCOPE

#### 3.1 RFP DEFINITIONS

Owner the Town of Canmore

Project Elevation Place Climbing Gym Floor Replacement

Proponent a firm, individual or company who or which intends to

submit or submits a Proposal pursuant to this RFP.

Proposal a submission to the Town of Canmore in response to

this RFP.

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 Proposal.

Service Provider the Successful Proponent to whom the Town of

Canmore issues a contract for the Elevation Place

Climbing Gym Floor Replacement

#### 3.2 PROJECT DESCRIPTION/DESCRIPTION OF NEED

3.2.1 The Town of Canmore is issuing this Request for Proposal (RFP) to select a climbing gym floor contractor to remove and dispose of the existing climbing gym flooring, design, supply and install a new climbing gym floor system suitable for top rope climbing, lead climbing, auto belays and bouldering to meet or exceed current industry standards. Each proponent must thoroughly review, understand and meet or exceed the requirements as set out in Section 3.4 Scope of Overview/Scope of Services.

#### 3.3 PROJECT SITE

- 3.3.1 Elevation Place 700 Railway Ave, Canmore AB, T1W 1P4
- **3.3.2** Construction access for the climbing gym flooring project will be through the exterior door on the east end of the gym. See the site plan drawing in Appendix C.

#### 3.4 SCOPE OVERVIEW/SCOPE OF SERVICES

#### **3.4.1** GENERAL SCOPE OF WORK

The Town is looking to engage a single company to perform the following.

- Remove and dispose of the existing climbing gym mat system.
  - Proponents are to indicate if the mat system will be recycled, reused and/or disposed of.
- Thoroughly clean the concrete floor, including behind the climbing walls prior to the placement of the new mat system.
- Design, manufacture and install a new bouldering mat system extending 2" behind the bottom contour of each wall throughout the climbing gym area that meets, or exceeds, the following criteria:
  - Minimum 12" thick high quality foam safety mat complete with carpet wear layer and seam sealing.
  - The layout is to be designed to have removable sections to allow maintenance equipment to travel along the path as indicated in the floor plan in Appendix C - Reference Documents.
    - The path is to be designed to allow the two aerial lifts identified in Appendix C - Reference Documents to travel AND deploy their outriggers as equipped.
    - The Town will consider a design for the pathway to be wide enough for the outriggers to be deployed anywhere along the pathway, or a narrower pathway with enlarged staging areas for the outriggers strategically located to allow full access to the underside of the ceiling of the climbing gym with the aerial lifts' basket.
    - The Town will also consider an option where all matting is easily removable.
  - Allow access to the anchors fastened to the concrete floor along the existing maintenance pathway.
  - The removable sections must have a VELCRO®, or other hook and loop strips, seam cover to ensure there are no gaps or trip hazards and the sections do not shift or move independently.
  - The flooring will be a single colour selected from the manufacturers standard colour range.
- The Proponent is to include in their base price the cost of an on-site inspection on the one-year anniversary of the completion of the installation.
- Provide a written warranty of not less than one (1) year from the date of substantial completion covering all materials and labour at no additional cost to the Town of Canmore.

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

All work must comply with the OHSA, Regulation and Code as well as the Town of Canmore's Respectful Workplace Policy and Drug and Alcohol Policy. They must maintain WCB and Insurance coverage as outlined in this RFP throughout the duration of the contract.

The Successful Proponent will be required to forward a procurement and construction schedule within 2 weeks of contract acceptance.

#### 3.4.3 OPTIONS OR EXTENSIONS

The Town of Canmore will consider a like-for-like solution, (with a larger pathway), or any options that meet or exceed the stated requirements as outlined in Section 3.4.1 Scope of Overview/Scope of Services

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#### 3.4.4 SERVICES NOT INCLUDED

This RFP does not include overhead lighting, ventilation or sound system maintenance, climbing wall adjustments or anchor point certifications.

#### 3.5 ANTICIPATED PROJECT SCHEDULE

- **3.5.1** The exact schedule is to be confirmed but will be planned for October 2025. The duration of the on-site construction activities associated with this RFP is expected to be roughly two weeks.
- **3.5.2** The Town will require 4-5 days after the existing mat removal and before the installation of the new mats to perform overhead maintenance using aerial lifts.

**END OF SECTION 3.0** 

#### 4.0 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

#### 4.1 FORMAT AND OUTLINE OF RESPONSES

Electronic RFP responses are to be on 8.5" x 11" size pages, (layout drawings may be larger), 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 PROPOSAL SUBMISSION REQUIREMENTS

Proponents are requested to submit a proposal containing the following:

#### A. Mandatory Requirements:

- A1 Signed signature and waiver sheet.
- A2 Signed addendum (addenda) if applicable.
- A3 Insurance Requirements: Provide evidence from your insurance company confirming your ability to secure insurance as described in Section 2.20.
- A4 WCB Requirements: Provide evidence of WCB coverage as described in Section 2.20.

#### B. Proposed mat layout indicating the size and location of the removable sections.

- B1 Include one floor plan per recommended layout.
- B2 Spec sheets for the proposed high quality foam safety mat plus the wear course plus the seam covers.

#### C. Schedule Commitment Letter

Provide a schedule commitment letter to confirm the ability to complete the work during our window of opportunity as stated in Section 3.5. The expected duration of the site work is to be included in the commitment letter – **1 page maximum** 

#### D. Company Introductory Summary and References

D1 Provide a company introductory summary outlining your experience as it relates to climbing. What inspired you to get into this field and how long have you been doing it – **Maximum 4 pages** 

- Include a list of at least three similar references completed in the previous 3 years.
   Provide the date of installation as well as the contact's name and number for the operator of the facility.
- Preference will be given to references of similar size projects with removable sections

#### E. Letter indicating Reuse, Recycle or Disposal

E1 The Town of Canmore is a leader in social, economic and environmental initiatives that work towards ensuring future generations enjoy the same opportunities and quality of life. To this end, include a letter indicating how the existing mat system will be reused, recycled and/or disposed of **– 2 pages maximum** 

#### F. Proposed Fixed Price Form

F1 Include Appendix A - Proposed Fixed Price Form complete with Appendix B – Charge Out Rates – 2 pages minimum

#### 4.3 EVALUATION PROCESS

**4.3.1** Selection of the Successful Proponent pursuant to this RFP will be made on the basis of the Proponent's written response and other factors germane to the Town of Canmore. The responses shall be evaluated based on the matrix shown below.

Evaluation Criteria	Evaluation
A. Mandatory Requirements	Pass / Fail
B. Proposed Mat Layout	20%
a. Suitability of the mat system	20%
C. Schedule commitment letter	5%
D. Company Introductory summary and references	20%
E. Letter indicating reuse, recycle or disposal	5%
F. Proposed Fixed Price Form	30%

**4.3.2** A submission will first be reviewed for compliance with the mandatory requirements of this RFP 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 RFP SCHEDULE

The following schedule has been established for this RFP:

•	RFP issued on Town of Canmore website & APC	FEBRUARY 27, 2025
•	On-site visit	MARCH 11, 2025
•	Last day to submit questions to Town of Canmore designate	MARCH 14, 2025
•	Last day for Town of Canmore to issue final addendum	MARCH 20, 2025
•	RFP closing date	MARCH 27, 2025
•	RFP evaluation period	APRIL 09, 2025
•	Letter of award to be issued to Successful Proponent	APRIL 10, 2025
•	Issue contract to the Successful Proponent	APRIL 17, 2025

**END OF SECTION 4.0** 

#### 5.0 SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET

- 1. By signing below, the Proponent hereby acknowledges and agrees as follows:
  - (a) Prior to submitting its response to this RFP, the Proponent has obtained from the Town of Canmore and thoroughly reviewed the entirety of the RFP including all addendums hereto and documents incorporated by reference into this RFP.
  - (b) The Proponent has thoroughly reviewed, understands and agrees to be bound by all terms and conditions of this RFP including those in all addendums hereto and documents incorporated by reference into this RFP, 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 RFP.
  - (c) The Proponent's representative signing below has the full authority to represent the Proponent in all matters relating to the RFP and bind the Proponent to the terms and conditions of this RFP.

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

# Request for Proposal - Elevation Place Climbing Gym Floor Replacement Town of Reference Number: CAP 7408

#### **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.

Request for Proposal - Elevation Place Climbing Gym Floor Replacement Town of CANMORE

### 6.0 APPENDIX A - PROPOSED FIXED PRICE FORM

Date:
I/we,
(Company Name)
of
(Business Address)
I/we have carefully examined all documents prepared for this contract; and hereby offer to furnish all labour, materials, and services for the proper execution and completion of the entire scope of work for including all addenda thereto which are acknowledged
hereinafter for the above project for the fixed price indicated as follows:
Total proposed fixed price excluding GST:
CAD Dollars (\$
I/we acknowledge receipt of the following Addenda and have included for the requirements thereof in my/our RFP response:  Addendum # to
(Signature)

Request for Proposal - Elevation Place Climbing Gym Floor Replacement Town of CANMORE

#### 7.0 APPENDIX B - CHARGE OUT RATES

Date:	
I/we,	
(Company Name)	
of	
(Business Address)	
Provide proposed charge out rates <b>excluding GST</b> :	
Trip Charge	Rate
	(in CAD \$)
On site inspection additional to the one-year anniversary inspection.	
- To be inclusive of labour and travel costs	
LABOUR RATES TO BE USED FOR CHANGES TO THE WORK	
Position Title	Rate Per Hour
	(in CAD \$)
/we acknowledge receipt of the following Addenda and have included	I for the requirements thereof in
my/our RFP response: Addendum # to	
(Signature)	

#### **8.0 APPENDIX C - REFERENCE DOCUMENTS**

#### **Attachments**

Site Plan drawing A1.2 – Climbing Gym – 1 page

A2.3 – East Main Floor Plan – Climbing Gym – 1 page

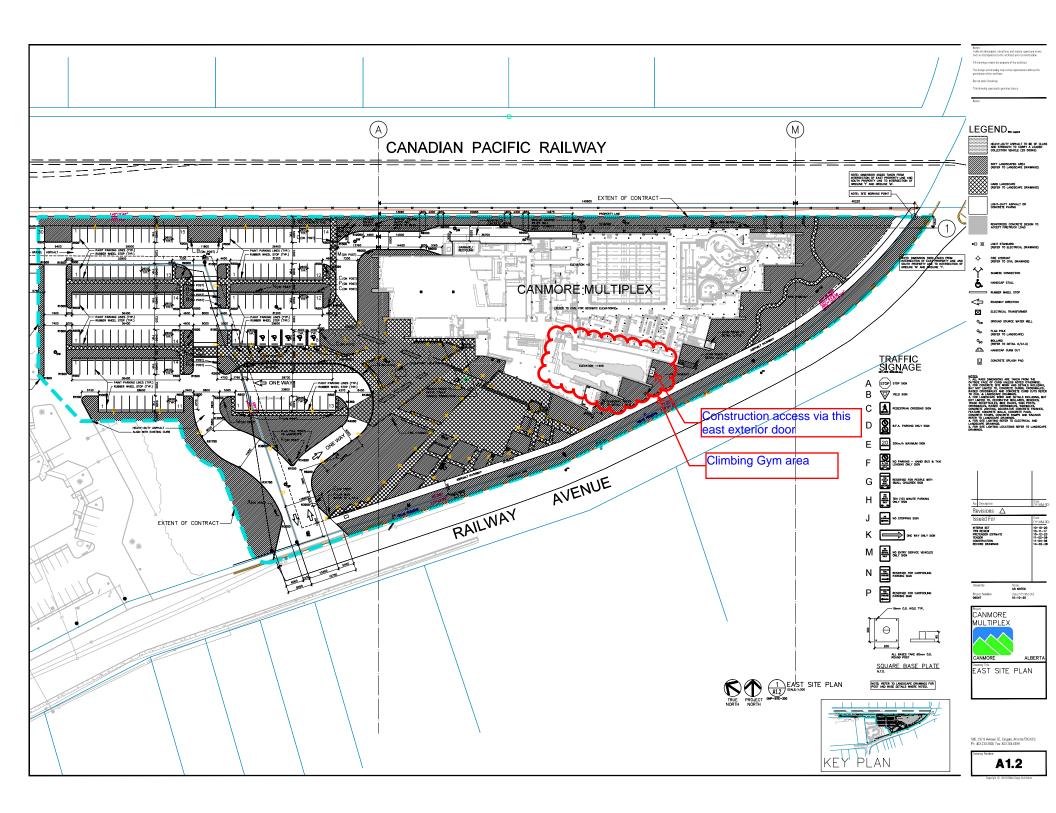
A5.1 – Building Sections – Climbing Gym – 1 page

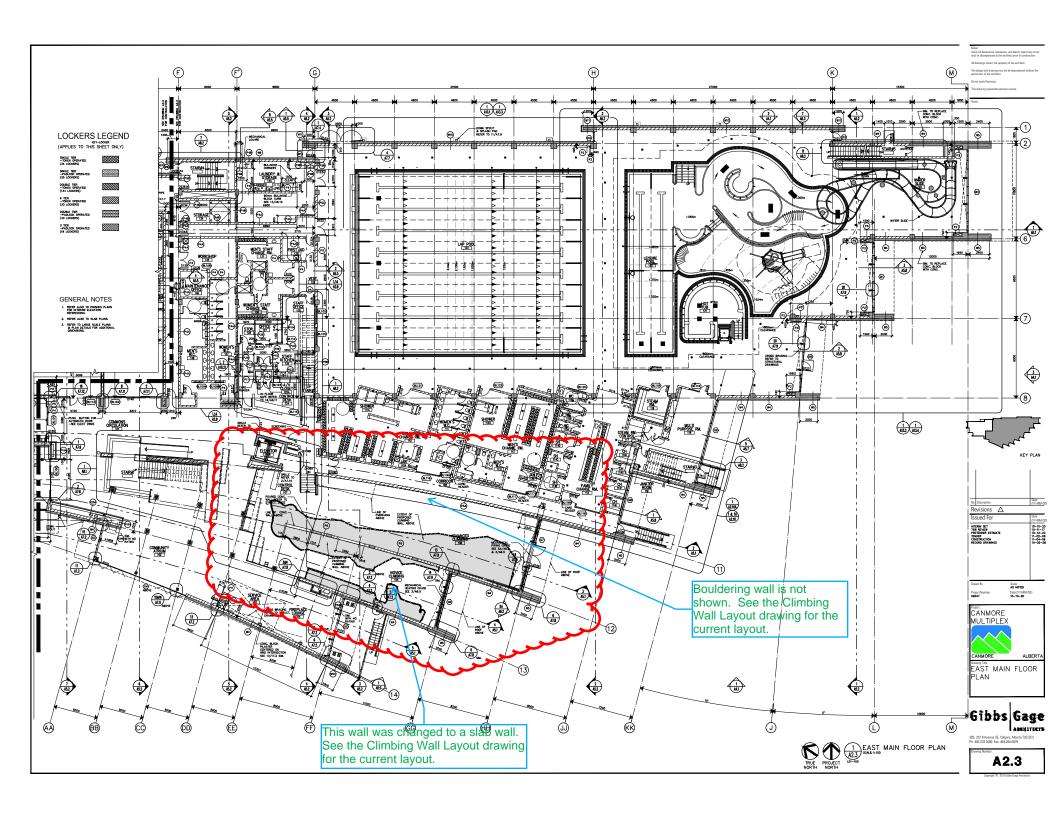
Climbing Wall Layout – 1 page

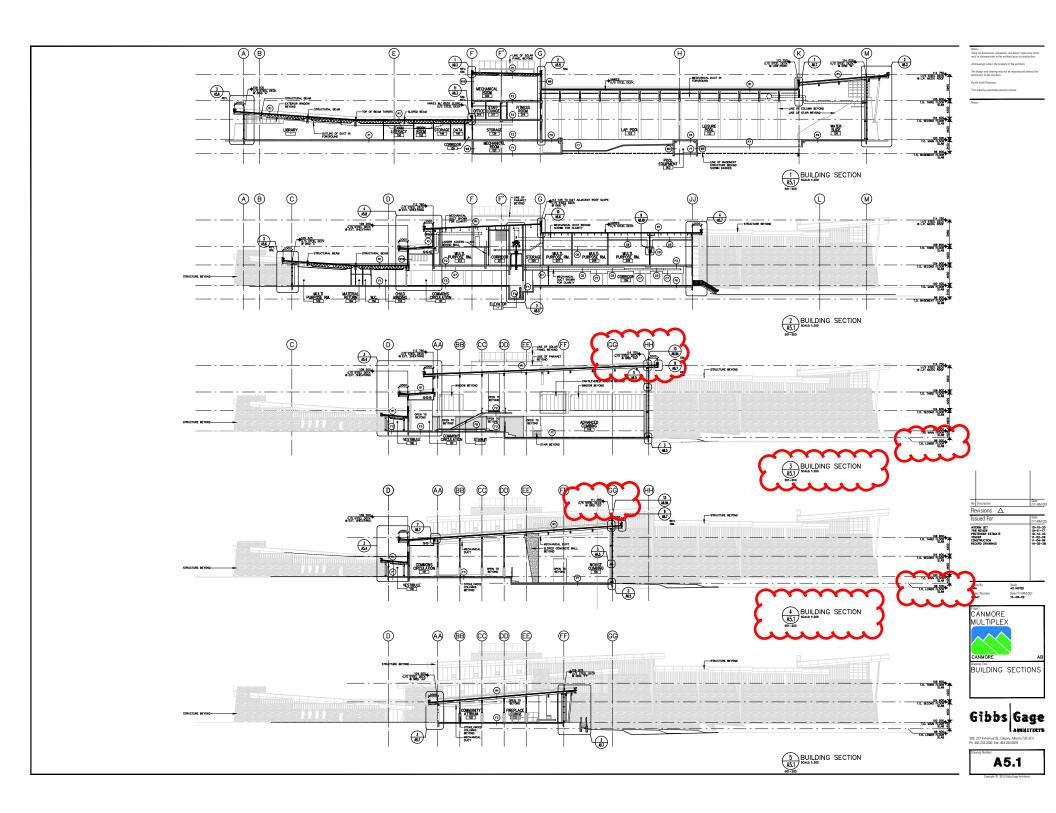
Existing Climbing Mat Layout – 1 page

Genie Z34 Aerial Lift Spec Sheet – 2 pages

Teupen TL 54 Spider Lift Spec Sheet – 2 pages







### **Climbing Wall Layout** No Matting required Legend top contour in this area. bottom contour doors access panels No matting required on the stairs raillings building walls building construction 30ft **City of Canmore** TOP BOTTOM/LINES Project City of Canmore, Canmore, CANADA 12" x 12" waterfountain DR: 2513 without matting underneath Client City of Canmore 96" x 40" future storage cabinet area. Re-use existing mat and wear layer for this infill area. Designer

Designed by

ISO 9001-2008

Date

04. 2012

Minimum 12" thick high quality foam safety mat complete with carpet wear layer and seam sealing to be installed to extend at least 2" beyond the bottom contours.





### Self-Propelled Articulating Booms

Z<sup>™</sup>-34/22 DC & Bi-Energy

### Specifications

Models	Z-34/22 DC		Z-34/22 Bi-E	nergy
Measurements	US	Metric	US	Metric
Working height maximum*	40 ft 6 in	12.52 m	40 ft 6 in	12.52 m
Platform height maximum	34 ft 6 in	10.52 m	34 ft 6 in	10.52 m
Horizontal reach maximum	22 ft 3 in	6.78 m	22 ft 3 in	6.78 m
Up and over clearance maximum	15 ft	4.57 m	15 ft	4.57 m
A Platform length	2 ft 6 in	0.76 m	2 ft 6 in	0.76 m
A Platform width	4 ft 8 in	1.42 m	4 ft 8 in	1.42 m
A Height - stowed	6 ft 7 in	2.00 m	6 ft 7 in	2.00 m
▲ Length - stowed	18 ft 6 in	5.64 m	18 ft 6 in	5.64 m
▲ Storage height	7 ft 5 in	2.26 m	7 ft 5 in	2.26 m
▲ Storage length	13 ft 5 in	4.08 m	13 ft 5 in	4.08 m
<b>♠</b> Width	5 ft 8 in	1.73 m	5 ft 8 in	1.73 m
₩heelbase	6 ft 2 in	1.88 m	6 ft 2 in	1.88 m
▲ Ground clearance - center	6 in	0.15 m	6 in	0.15 m

#### Productivity

Lift capacity	500 lbs	227 kg	500 lbs	227 kg
Platform rotation	180°		180°	
Vertical jib rotation	139°		139°	
Turntable rotation	355° non-contin	nuous	355° non-continuous	
Turntable tailswing	zero		zero	
Drive speed - stowed	4.0 mph	6.4 km/h	4.0 mph	6.4 km/h
Drive speed - raised**	.68 mph	1.1 km/h	.68 mph	1.1 km/h
Gradeability - stowed***	30%		30%	
Turning radius - inside	5 ft 9 in	1.75 m	5 ft 9 in	1.75 m
Turning radius - outside	13 ft 1 in	4 m	13 ft 1 in	4 m
Controls	24V DC proporti	ional	24V DC proport	ional
Tires - air filled	9 x 14.5 in		9 x 14.5 in	

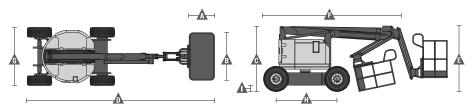
#### Power

Power Source	48V DC (eight 6 V batteries 315 Ah capacity)		48V DC (eight 6 V batteries 315 Ah capacity) with 13.3hp (9.9kW) Kubota T4f Z482 diesel driven alternator	
Auxiliary Power Unit	24V DC		24V DC	
Hydraulic Tank Capacity	4 gal	15.1 L	4 gal	15.1 L
Fuel Tank Capacity			9.3 gal	35.2 L

Weight****					
	11,000 lbs	4,990 kg	12,000 lbs	5,443 kg	

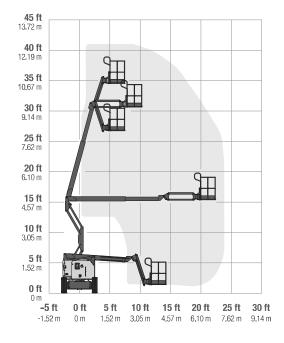
#### Standards Compliance

ANSI A92.5, CSA B354.4, EN 280, AS 1418.10



<sup>\*</sup> The metric equivalent of working height adds 2 m to platform height. U.S. adds 6 ft to platform height.

#### Range Of Motion Z-34/22 DC/Bi



<sup>\*\*</sup> In lift mode \*(platform raised), the machine is designed to operate on firm, level surfaces only.

\*\*\* Gradeability applies to driving on slopes. See operator's manual for details regarding slope ratings.



### Self-Propelled Articulating Booms

### Z<sup>m</sup>-34/22 DC & Bi-Energy

#### **Features**

#### Standard Features

#### Measurements

- 40 ft 6 in (12.52 m) working height
- 22 ft 3 in (6.78 m) horizontal reach
- 15 ft (4.57 m) up and over clearance
- Up to 500 lbs (227 kg) lift capacity

#### Productivity

- 4 ft (1.22 m) jib boom with 139° working range
- Self-leveling platform
- Hydraulic platform rotation
- Proportional joystick controls
- Thumb rocker steer
- Drive enable
- AC power to platform
- Horn
- Hour meter
- Tilt alarm
- Descent alarm
- Zero tailswing
- 355° non-continuous turntable rotation
- Locking turntable covers (Bi-Energy only)

#### Power

- 48V deep cycle battery pack
- 24V DC auxiliary power
- 13.3hp (9.9kW) Kubota T4f Z482 diesel driven alternator. (Bi-energy model only)
- Battery charge indicator (BCI)\*
- Universal 30A battery smart charger

#### Easily Configured To Meet Your Needs

#### Platform Options

- Steel 4 ft 8 in (1.42 m) (standard)
- Steel 3 ft 10 in (1.17 m)

#### . lih

• 4 ft (1.22 m) jib boom

#### Power

• 48V DC power source

#### Drive

• 2WD

#### Tire Options

- Industrial air-filled (standard ANSI/CSA)
- Industrial foam-filled (standard CE/AUS)
- Industrial non-marking air-filled
- Industrial non-marking foam-filled
- Sealant treated air-filled



#### Options & Accessories

#### **Productivity Options**

- Platform swing gate
- Half-mesh platform inserts with swing gate
- Platform top auxiliary rail
- Air line to platform
- Biodegradable hydraulic oil
- Fire resistant hydraulic oil
- Aircraft protection package\*
- Hostile environment kit
- Tool tray
- Fluorescent tube caddy
- Pipe cradle (pair)
- Flashing beacon
- · Platform work lights
- · Lockable platform control box cover

#### **Power Options**

- AGM batteries
- EE UL583 Fire Protection rating (DC models only)
- Battery charge indicator (BCI)\*\*
- Low voltage interrupt with BCI
- Cold Weather Package (Bi-Energy only)
- 800 watt 120 V AC power inverter (DC only)

\*\* Standard on Bi-Energy only.

#### Genie United States

18340 NE 76th Street P.O. Box 97030 Redmond, Washington 98073-9730

Telephone +1 (425) 881-1800 Toll Free in USA/Canada +1 (800)-536-1800

Fax +1 (425) 883-3475

Distributed By:

Effective Date: January, 2014. Product specifications and prices are subject to change without notice or obligation. The photographs and/or drawings in this document are for illustrative purposes only. Refer to the appropriate Operator's Manual for instructions on the proper use of this equipment. Failure to follow the appropriate Operator's Manual when using our equipment or to otherwise act irresponsibly may result in serious injury or death. The only warranty applicable to our equipment is the standard written warranty applicable to the particular product and sale and we make no other warranty, express or implied. Products and services listed may be trademarks, service marks or trade names of Terex Corporation and/or their subsidiaries in the USA and many other countries. Genie is a registered trademark of Terex South Dakota, Inc. © 2014 Terex Corporation.

Z34DC/BI 0210L Part No. 109359 WWW.qenielift.com

<sup>\*</sup> Reduces platform weight capacity to 440 lbs



# TL54AJ

Platform Height: 54 ft (16.30 m)

Lateral Reach: 27 ft 11 in (8.50 m)

Machine Width: 2 ft 7 in (0.78 m)

Machine Height: 6 ft 6 in (1.99 m)

Machine Weight: 5,401 lbs (2,450 kg)

- Compact design, travels through a single door
- Light, low surface load for use on sensitive flooring
- Smooth, proportional electro-hydraulic controls
- Reliable and comprehensive safety control system
- Automatic, self leveling outriggers
- Full height and outreach with
   441 lbs basket load
- Setup on slopes up to 21%
- Dual power for operating indoor and outdoor







### **Specifications**

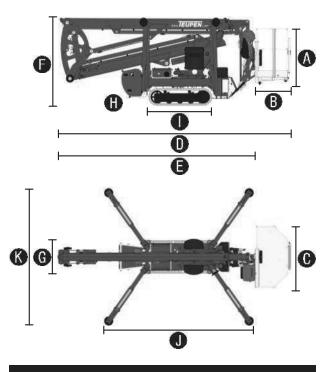
MEASUREMENTS	US	Metric
Platform height, max.	54 ft	16,30 m
Horizontal outreach, max.	27 ft 11 in	8,50 m
Up-and-over clearance, max.	27 ft 3 in	8,30 m
Platform height (A)	3 ft 7 in	1,10 m
Platform length (B)	2 ft 4 in	0,70 m
Platform width <b>(C)</b>	4 ft 8 in	1,42 m
Length, overall (D)	17 ft 1 in	5,20 m
Length without basket (E)	14 ft 9 in	4,50 m
Height, travelling position (F)	6 ft 6 in	1,99 m
Width, min. <b>(G)</b>	2 ft 7 in	0,78 m
Ground clearance, max. (H)	10 in	0,25 m
Track (L x W) (I)	4 ft 9 in x 8 in	145 x 20 cm
Length outrigger footprint, max. (J)	10 ft 10 in	3,31 m
Width outrigger footprint, max. (K)	9 ft 11 in	3,03 m
Outrigger plate Ø	7 in	0,18 m

PRODUCTIVITY	US	Metric
Basket capacity	441 lbs	200 kg
Movable jib	90°	90°
Turret rotation	355°	355°
To be jacked up on ground slope of	12°/21.0 %	12°/21,0 %
Height and width track adjustment	3/6 in	8/16 cm
Gradeability, max.	19.7°/35.5 %	19,7°/35,5 %
Slope angle	16.7°/30.0 %	16,7°/30,0 %
Travel speed	1.1 mph	1,8 km/h

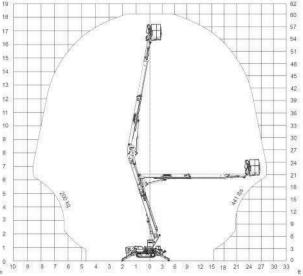
WEIGHT	US	Metric
Total weight	5401 lbs	2450 kg
Live load in travelling position	68.9 psf	3,3 kN/m²
Live load in working position	60.9 psf	2,9 kN/m²

POWER		
Standard power sources	Electric: 115 V, 19.3 A, 1.6 Diesel: Kubota Z 602 (10,8 Lithium Ion: 48V / 120Ah (	kW/14,5 hp)
Fuel tank capacity Diesel engine	3.17 gal 1	2,0





### WORKING ENVELOPE



#### STANDARDS COMPLIANCE



EN ISO 9001



ANSI/SIA A92.5-2006 section 4 & CSA B354.1-2004 "Design & manufacture criteria"

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