
Request for Proposal

Hazardous Materials Assessments: Multiple Locations – Town of Hanna

Project and Proposal Requirements

Section 1: Organization Background and Project Purpose

1.1 Background

Cactus Corridor Economic Development Corporation (Cactus Corridor) is a non-profit organization formed in November 2012 by Special Areas No. 2, Town of Hanna, Village of Youngstown and the Hanna Learning Centre to focus on economic development and growth in the region.

The Town of Hanna is located in Special Areas No. 2 along Highway 9 and near Highway 36 with a population of approximately 2700 people.

Deteriorating buildings represent a challenge to both economic growth, business and resident attraction in small, rural communities. As demolition costs have outpaced the value of commercial land, it has fallen upon municipal organizations to remediate existing lots according to government regulations and occupational health and safety standards.

1.2 Vision for Project

To enhance economic development and business attraction, it has become necessary for economic development organizations to facilitate building demolition and remediation. Cactus Corridor is taking the lead on remediation of the following commercial land in the Town of Hanna:

1. 123-2nd Ave West (Lot 21; Block 10; Plan 6133AW) – currently owned by the Town of Hanna
2. 102 Centre St (Lot 1; Block 4; Plan 6133AW) – privately owned
3. 305-1st St West (Lot 25; Block 14; Plan 6133AW) – privately owned

See Section 6 for more details on the subject buildings.

1.3 Project Purpose and Goal

The Hazardous Materials Assessments project will survey the three buildings. The purpose is to conduct a room-by-room assessment to sample and identify materials that may contain asbestos, paint which may contain lead, as well as to identify the presence of other potentially hazardous materials, such as polychlorinated biphenyls (PCB), mercury, miscellaneous chemicals and ozone-

depleting substances (ODS), in relation to the Alberta Occupational Health and Safety Act, Regulation and adopted Code and industry accepted guidelines.

The results of the report will be used to complete a detailed inventory so that hazardous materials will be properly identified for appropriate management prior to demolition of the building.

Section 2: Project Scope

2.1 Project Governance

The project will be guided by Cactus Corridor, its manager, board and if needed other stakeholders such as the building owners. The successful proponent will report to the Cactus Corridor manager. The successful proponent will be expected to address any concerns and ensure the approval of the manager before considering a deliverable of the project is completed satisfactorily.

2.2 Project Budget

This is a competitive bidding process and Cactus Corridor reserves the right to accept a proposal other than the lowest proposal without stating reasons.

2.3 Deliverables

Report of findings should include scope of work, photographs of identified materials, site drawings outlining the location of all identified hazardous materials and conclusions and recommendations for remediation of the site.

2.4 Payment Schedule and Accounting

Please advise within proposal as to the required payment terms and when quoting, **please provide a separate amount for each of the three buildings for accounting purposes.**

Section 3: Submission Format and Requirements

3.1 Cover Letter

Proposals must include a cover letter signed by an authorized official.

3.2 Corporate Information

Proposals must include a description of the proponent's background with particular emphasis on previous experience managing similar projects and relevant expertise.

3.3 Technical Proposal

The Consultant must supply a complete outline that clearly demonstrates understanding of the purpose and objectives of the project and proposes how the objectives will be achieved and how the deliverables will be completed.

It will also include the following:

- a) Consultant's proposed approach and methodology, the merits associated with this approach, and a suggested work plan outlining the project phases and milestones
- b) Consultant's willingness and ability to comply with all Terms and Conditions as outlined in this RFP
- c) References from clients on similar work

Section 4: General Terms and Conditions

All terms and conditions, as outlined in this RFP, must be clearly reflected within the Proposal. In instances where the Consultant is unable to meet any of the terms and conditions and deliverables as outlined, specific notation must be clearly expressed within the contents of the written Proposal document.

4.1 Submission and Closing Date

All submissions should be submitted no later than 4:30 pm on **May 14th, 2021** Alberta time.

Information Requests and Proposal Submission to:	Closing Date:
Mark Nikota Economic Development Manager Cactus Corridor Economic Development Corporation P. O. Box 1255 203-2 nd Ave West Hanna, Alberta T0J 1P0 Phone: (403) 854-0589 Email: mark.nikota@cactuscorridor.com	May 14, 2021 @ 4:30 pm AB time RFP Title and Closing Date are to be marked on sealed envelope if quote is mailed or couriered, or in the Subject Line if quote is emailed.

4.2 Conditions of Proposals Received

Any proposal received after the specified closing date and time will not be considered.

The consultant or contracting organization which proposes to contract with Cactus Corridor is referred to as the Consultant. If the Consultant discovers an error or omission in their proposal, they can withdraw their proposal up to two (2) hours before the proposal closing date; otherwise their proposal is binding as submitted.

All proposals submitted shall be open for acceptance and are irrevocable for a period of sixty (60) days from the proposal closing date.

Cactus Corridor Economic Development Corporation reserves the right not to accept any of the proposals submitted and can re-open competition for this contract.

4.3 Acceptance or Rejection of Proposal

The Consultant is expected to enter into a contract within ten (10) working days of the notification date of acceptance by Cactus Corridor Economic Development Corporation of their proposal.

4.4 Proposal Return

The proposal and accompanying documentation submitted by the Consultant becomes the property of Cactus Corridor Economic Development Corporation and will not be returned.

4.5 Proposal Alteration

Proposals submitted shall be final and may not be altered by subsequent offering, discussion, or commitments without the mutual consent of both parties in writing.

4.6 Period of Commitment

All Proposals must be firm for a period of at least 90 (ninety) days from the RFP closing date and will be used by Cactus Corridor Economic Development Corporation as the basis for any formal Contract.

4.7 Proposal Rejection

Cactus Corridor Economic Development Corporation may reject any or all Proposals or cancel this RFP at any time.

4.8 Modification of Terms

Cactus Corridor Economic Development Corporation reserves the right to modify the terms of this RFP at any time at its sole discretion.

4.9 Incurred Costs

Cactus Corridor Economic Development Corporation shall not be liable for any costs for preparation or presentation of proposals by the Consultant.

4.10 Questions

All questions related to this RFP shall be directed to the contact on the RFP cover sheet in writing or via email. Enquiries and responses will be recorded and may be distributed to all vendors at the discretion of Cactus Corridor Economic Development Corporation. Verbal responses to any inquiries are not binding to either party.

4.11 Confidentiality

Information obtained by the Consultant as a result of participation in relation to this RFP is confidential and must not be disclosed by the Consultant except as authorized by Cactus Corridor Economic Development Corporation.

4.12 Intellectual Property

All intellectual property and reports created or acquired from this project remain the property of Cactus Corridor Economic Development Corporation and will not be returned.

4.13 Authority

Cactus Corridor Economic Development Corporation is the sponsor and project manager of this project. Cactus Corridor Economic Development Corporation at its sole discretion shall have the final approval or rejection of the project deliverables and any and all negotiations with the Consultant.

If the Consultant is not meeting the terms of the project contract, Cactus Corridor Economic Development Corporation reserves the right to discontinue the Consultant's work at each and any stage of the project.

4.14 Taxation

GST must be identified separately in the proposal.

4.15 Licensing

Dependent upon the status of the Consultant's mode of business operations, the Consultant must be legally allowed to practice business in the Province of Alberta.

4.16 Contractual Warranties

The Contract will be governed by the Laws of the Province of Alberta.

All documents, records and information gathered in the course of completing the Contract will remain the exclusive property of the Cactus Corridor Economic Development Corporation.

The Consultant, its agents and employees will be required to maintain the strictest confidence concerning any and all information pertaining to this Contract.

The Contract shall not be assigned by the Consultant under any circumstances.

The Consultant shall indemnify and hold harmless Cactus Corridor Economic Development Corporation from any and all third party claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Consultant, the Consultant's employees or agents, the performance by the Consultant of the Contract, including any losses, breaches of security, unauthorized disclosure of information or unauthorized use of records or information.

The Consultant's Proposal will form an official part of the formal Contract by virtue of its attachment to the negotiated Contract document. Claims made in the Proposal will therefore be considered by all parties as contractual warranties. Any provisions in the attached Proposal may also be duplicated in the Contract as a direct provision.

In the event of any inconsistency between the accepted Consultant's Proposal, the original RFP and the signed Contract, the Contract will take precedence.

Section 5: Evaluation of Responses

5.1 Criteria for Evaluating Proposals

- Demonstrated understanding of project goals, objectives and scope
- Ability to start work immediately and have it completed by the defined deadline
- Recommendations from prior clients (including list of references) for whom the Bidder has performed similar studies
- Projected costs in labor and materials for completing the project

5.2 Award or Rejection of Bid

Any award made is subject to a signed Contract. If a Contract between the Consultant and Cactus Corridor Economic Development Corporation cannot be negotiated in a timely fashion to Cactus Corridor Economic Development Corporation's satisfaction, the award may be withdrawn.

Cactus Corridor Economic Development Corporation reserves the right to withdraw the award at any time for any reason during the Contract negotiation process. If the successful bidder is unable to fulfill the terms of the Contract, Cactus Corridor Economic Development Corporation will take appropriate action, which may include awarding the contract to an alternate Bidder.

Section 6: Building Information

6.1) 123-2nd Ave West (Lot 21; Block 10; Plan 6133AW) – currently owned by the Town of Hanna

- 2 Story commercial building in downtown Hanna
- Approximate square footage: 6600



6.2) 102 Centre St (Lot 1; Block 4; Plan 6133AW) – privately owned

- 3 story commercial hotel
- Approximate square footage: 12,000



6.3) 305-1st St West (Lot 25; Block 14; Plan 6133AW) – privately owned

- 1 story commercial building
- Approximate square footage: 4000

