



**Request for Proposals**  
**For**  
**Prime Consultant for the Design of Entwistle Pool and Community Hub**

Request for Proposals No.: **P190104CM**

Issued: **January 31, 2019**

Submission Deadline: **February 26, 2019 at 14:00:00 hrs local time**

**Posted to:** Alberta Purchasing Connection at [www.purchasingconnection.ca](http://www.purchasingconnection.ca)  
Parkland County website at [www.parklandcounty.com/Bids](http://www.parklandcounty.com/Bids)

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**Detailed Project Cost Estimate Template (attached as a separate electronic document)**

## **PART 1 – INTRODUCTION**

### **1.1 Invitation to Proponents**

This Request for Proposals (“RFP”) is an invitation by Parkland County (the “County”) to prospective proponents to submit proposals for the provision of Prime Consultant and Design Services for the Entwistle Pool and Community Hub in the Hamlet of Entwistle located in Parkland County, Alberta, as further described in PART 4 – RFP Particulars (the “Deliverables”).

Parkland County is a rural municipality located immediately west of Edmonton. Covering an area of 242,595 hectares (599,500 acres), it is one of the largest in size and one of the highest populated of all rural municipalities in Alberta. Parkland County has grown to a community of over 30,000 people and has seen generations of families continue to enjoy country living.

For the purposes of this procurement process, the “County Contact” shall be:

County Contact: **Korrine McKeage, Manager, Procurement Services**  
Email: [Korrine.mckeage@parklandcounty.com](mailto:Korrine.mckeage@parklandcounty.com)

### **1.2 Type of Contract for Deliverables**

The selected proponent will be requested to enter into negotiations for an agreement with Parkland County for the provision of the Deliverables in the form attached as Appendix A to the RFP. It is Parkland County’s intention to enter into the Form of Agreement based on that attached as Appendix A to the RFP with only one (1) legal entity. It is anticipated that the agreement will be executed on or around March 11, 2019.

### **1.3 No Guarantee of Volume of Work or Exclusivity of Contract**

Parkland County makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. Parkland County may contract with others for the same or similar Deliverables to those described in the RFP or may obtain the same or similar Deliverables internally.

[End of Part 1]

## PART 2 – EVALUATION OF PROPOSALS

### 2.1. Timetable and Submission Instructions

Proponents should submit their proposals according to the following timetable and instructions.

#### 2.1.1 Timetable

Issue Date of RFP	<b>January 31, 2019</b>
Deadline for Questions	<b>February 15, 2019 at 16:30 hrs Alberta time</b>
Deadline for Issuing Addenda	<b>February 20, 2019</b>
Submission Deadline	<b>February 26, 2019 at 14:00:00 hrs local time</b>
Rectification Period	<b>Five (5) Business Days from notification of Rectification</b>
Anticipated Date for Issuance of Invitation to Commence Negotiations	<b>Week of March 4, 2019</b>

The RFP timetable is tentative only, and may be changed by Parkland County at any time. Submissions received after the Submission Deadline will be rejected.

#### 2.1.2 Proposals Should Be Submitted in Prescribed Manner

All proposals whether delivered in person, sent by mail, or sent by courier should be directed to:

**Parkland County Centre  
53109A Hwy 779  
Parkland County, Alberta T7Z 1R1**

**Attention: Korrine McKeage, Manager, Procurement Services  
RFP No. P190104CM Prime Consultant for the Design of Entwistle Pool and Community Hub**

Proponents should submit **one (1)** original and **four (4)** hard copies of their proposal along with one (1) electronic copy in Microsoft Word or PDF format on a CD or USB drive in a sealed package. Proposals sent by facsimile or e-mail will not be accepted.

Proposals are to be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent, and with the Submission Deadline. In the event of a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal shall prevail.

#### 2.1.3 Amendment of Responses

Proponents may amend their responses prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the full legal name and return address of the proponent to the location set out above. Any amendment should clearly indicate which part of the response the amendment is intended to amend or replace.

#### 2.1.4 Withdrawing Proposals

At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To effect a withdrawal, a notice of withdrawal must be sent to the County Contact and must be signed by an authorized representative. Parkland County is under no obligation to return withdrawn proposals.

### 2.2 Stages of Proposal Evaluation

Parkland County will conduct the evaluation of proposals in the following three (3) stages:

### 2.2.1 Stage I

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Proposals failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that Parkland County issues its rectification notice to the proponent.

### 2.2.2 Stage II

Stage II will consist of a scoring by Parkland County of each qualified proposal on the basis of the rated criteria in accordance with Part 4 – RFP Particulars – Section 4.3 (Rated Criteria).

### 2.2.3 Stage III

Stage III will consist of a scoring of the pricing submitted. The evaluation of price will be undertaken after the evaluation of mandatory requirements and any rated requirements has been completed. Proponents should refer to the Rate Bid Form in Part 4 – RFP Particulars – Section 4.4 (Evaluation of Pricing) and Appendix C – Rate Bid Form.

### 2.2.4 Stage IV

At the conclusion of Stage III, all scores from Stage II and Stage III will be added and the highest ranking proponent(s) will be shortlisted and invited to participate in an interview process at Parkland County offices. Proponents are to ensure that the individual identified as the project lead in their proposal is in attendance during the interview. A maximum of four of the proponent's representatives will attend the interview which shall include the Prime Consultant's project lead as a mandatory participant. It is at the proponent's discretion to determine what other representatives they chose to include in the interview process. During the interview, proponents will be required to respond to questions, and provide clarification or supplementary information.

### 2.2.5 Stage V

At the conclusion of Stage IV interview process, the shortlisted proponents will be rescored and the highest ranking proponent will be selected for contract negotiations in accordance with Part 4.

## 2.3 Stage I – Mandatory Requirements, Submission and Rectification

### 2.3.1 Submission and Rectification Period

Other than inserting the information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms. Proponents submitting proposals that do not meet the mandatory requirements will be provided an opportunity within the Rectification Period to rectify any deficiencies.

### 2.3.2 Mandatory Forms

Each proposal must include the following forms:

- (a) **Submission Form (Appendix B)** completed and signed by an authorized representative of the proponent.
- (b) **Rate Bid Form (Appendix C)** completed according to the instructions contained in the form.
- (c) **Reference Form (Appendix D)** completed according to the instructions contained in the form.

### 2.3.3 Other Mandatory Requirements

- (a) **APEGA Permit to Practice:** Proponents must submit proof of registration with APEGA for all required engineering disciplines by submitting their Permits to Practice certificates or numbers with their proposal.

- (b) Alberta Association of Architects: Firm License to Practice or Corporate Permit to Practice:**  
Proponents must submit proof of their ability to carry out Architectural Services by submitting a copy of this certificate or license with their proposal.

#### **2.3.4 Rectification Period**

Proposals satisfying the mandatory requirements during the Rectification Period will proceed to Stage II. Proposals failing to satisfy the mandatory requirements will be excluded from further consideration.

#### **2.4 Tie Score**

In the event of a tie score, the selected proponent will be the highest scoring proponent in the rated criteria excluding price.

[End of Part 2]

## **PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS**

### **3.1 General Information and Instructions**

#### **3.1.1 Proponents to Follow Instructions**

Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.

#### **3.1.2 Proposals in English**

All proposals are to be in English only.

#### **3.1.3 County's Information in RFP Only an Estimate**

Parkland County and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general size of the work. It is the proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP.

#### **3.1.4 Proponents Shall Bear Their Own Costs**

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

### **3.2 Communication after Issuance of RFP**

#### **3.2.1 Proponents to Review RFP**

Proponents shall promptly examine all of the documents comprising the RFP, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

in writing by email to the County Contact on or before the Deadline for Questions. All questions submitted by proponents by email to the County Contact shall be deemed to be received once the email has entered into the County Contact's email inbox. No such communications are to be directed to anyone other than the County Contact. Parkland County is under no obligation to provide additional information.

It is the responsibility of the proponent to seek clarification from the County Contact on any matter it considers to be unclear. Parkland County shall not be responsible for any misunderstanding on the part of the proponent concerning the RFP or its process.

#### **3.2.2 All New Information to Proponents by Way of Addenda**

The RFP may be amended only by an addendum in accordance with this section. If Parkland County, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of the RFP.

Such addenda may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by Parkland County. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

### **3.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If any addendum is issued after the Deadline for Issuing Addenda, Parkland County may at its discretion extend the Submission Deadline for a reasonable amount of time.

### **3.2.4 Verify, Clarify and Supplement**

When evaluating responses, Parkland County may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. Parkland County may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

### **3.2.5 No Incorporation by Reference**

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

### **3.2.6 Proposal to Be Retained by Parkland County**

Parkland County will not return the proposal or any accompanying documentation submitted by a proponent.

### **3.2.7 Litigation**

Pursuant to Parkland County *Policy AD-035 – Legal Action Commenced against the County*, suppliers who have initiated legal proceedings against Parkland County are ineligible to submit a proposal in response to this RFP. For further information, please contact the County Contact.

## **3.3 Negotiations, Notification and Debriefing**

### **3.3.1 Selection of Top-Ranked Proponent**

The top-ranked proponent, as established under Part 2 – Evaluation of Proposals, will receive a written invitation to enter into direct contract negotiations with Parkland County.

### **3.3.2 Timeframe for Negotiations**

Parkland County intends to conclude negotiations with the top-ranked proponent within fifteen (15) days commencing from the date Parkland County invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Appendix B of the RFP Particulars, provide requested information in a timely fashion, and to conduct its negotiations expeditiously.

### **3.3.3 Process Rules for Negotiations**

Any negotiations will be subject to the process rules contained in this Part 3 – Terms and Conditions of the RFP Process and the Submission Form (Appendix B) and will not constitute a legally binding offer to enter into a contract on the part of Parkland County or the proponent. Negotiations may include requests by Parkland County for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by Parkland County for improved pricing from the proponent.

### **3.3.4 Terms and Conditions**

The terms and conditions found in the Form of Agreement (Appendix A) are to form the starting point for negotiations between Parkland County and the selected proponent.

### **3.3.5 Failure to Enter Into Agreement**

Proponents should note that if the parties cannot execute a contract within the allotted fifteen (15) days, Parkland County may invite the next-best-ranked proponent to enter into negotiations. In accordance with the process rules in this Part 3 – Terms and Conditions of the RFP Process and the Submission Form



(Appendix B), there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. With a view to expediting contract formalization, at the midway point of the above-noted timeframe, Parkland County may elect to initiate concurrent negotiations with the next-best-ranked proponent. Once the above-noted timeframe lapses, Parkland County may discontinue further negotiations with the top-ranked proponent. This process shall continue until a contract is formalized, until there are no more proponents remaining that are eligible for negotiations or until Parkland County elects to cancel the RFP process.

### **3.3.6 Notification to Other Proponents**

Other proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process. Once a contract is executed between Parkland County and a proponent, the other proponents may be notified directly in writing and shall be notified by public posting in the same manner that the RFP was originally posted of the outcome of the procurement process and the award of the contract.

### **3.3.7 Debriefing**

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the County Contact and must be made within sixty (60) days of notification of award.

### **3.3.8 Procurement Protest Procedure**

If a proponent wishes to challenge the RFP process, it should provide written notice to the County Contact within sixty (60) days of notification of the outcome of the RFP process, and Parkland County will respond in accordance with its procurement protest procedures. Proponents are advised that the County's protest procedures are separate and distinct from the dispute resolution process under applicable trade agreements. If a proponent wishes to dispute a matter or bring a complaint under an applicable trade agreement, the proponent must follow the process set out in the trade agreement, which may differ from the process described here.

## **3.4 Prohibited Communications and Confidential Information**

### **3.4.1 Prohibited Proponent Communications**

The proponent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B). For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix B).

### **3.4.2 Proponent Not to Communicate with Media**

A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the County Contact.

### **3.4.3 Confidential Information of County**

All information provided by or obtained from Parkland County in any form in connection with the RFP either before or after the issuance of the RFP

- (a) is the sole property of Parkland County and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract;
- (c) must not be disclosed without prior written authorization from Parkland County; and
- (d) shall be returned by the proponents to Parkland County immediately upon the request of Parkland County.

#### **3.4.4 Confidential Information of Proponent**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Parkland County. The confidentiality of such information will be maintained by Parkland County, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to Parkland County's advisers retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to the County Contact.

#### **3.4.5 Inappropriate Conduct**

Parkland County may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of proposals containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by Parkland County, that constitutes a Conflict of Interest. Parkland County may also disqualify a proponent for any conduct, situation or circumstance that constitutes a Conflict of Interest in respect of this RFP process, as solely determined by Parkland County. For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix B).

### **3.5 Procurement Process Non-binding**

#### **3.5.1 No Contract A and No Claims**

The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the RFP shall not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the proponent nor Parkland County shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFP.

#### **3.5.2 No Contract until Execution of Written Agreement**

The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and Parkland County by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

#### **3.5.3 Non-binding Price Estimates**

While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

#### **3.5.4 Disqualification for Misrepresentation**

Parkland County may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

#### **3.5.5 References and Past Performance**

Parkland County's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with Parkland County or other institutions.

### **3.5.6. Cancellation**

Parkland County may cancel or amend the RFP process without liability at any time.

## **3.6 Governing Law and Interpretation**

### **3.6.1 Governing Law**

The terms and conditions in this Part 3 – Terms and Conditions of the RFP Process (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]

## PART 4 – RFP PARTICULARS

### 4.1 THE DELIVERABLES

#### 4.1.1 Purpose

Parkland County is seeking proposals from qualified architectural firms to undertake the role of Prime Consultant for the planning and design of a new outdoor pool and community hub for the Hamlet of Entwistle located in Parkland County, Alberta. The delivery method for this project is Construction Management through the CCDC 5B with supplementary conditions.

The project design requirements are described in more detail in the Owner's Statement of Requirements ("SOR") contained within this RFP, however, the project generally consists of the design and construction of a new outdoor in-ground swimming pool and required facilities and amenities to allow for pool operations and associated programming as further described in this RFP.

This new facility will be approximately 11,500 square feet and will be located on the corner of 51 Street and 49 Avenue, with the site development including a playground and skate park.

It is Parkland County's intention to have the facility fully functional and in use by the summer of 2020.

#### 4.1.2 Background

The Hamlet of Entwistle is considered a Priority Growth Hamlet for Parkland County, projected to grow in both population and employment over the next 30 years. The County is working diligently to support and direct growth and success in the area through dedicated planning and investment focused on redeveloping the Hamlet into a bustling sub-regional centre.

In 2018, Parkland County Council approved the Entwistle Outdoor Pool and Community Hub project to proceed following the development and review of four studies and extensive public engagement over the last nine years. Demolition of the current facilities are scheduled to start early 2019 and be concluded in May of 2019.

The Entwistle Outdoor Pool and Community Hub will be a new facility intended to provide a variety of services to the community of Entwistle/Evansburg area and surrounding communities.

#### 4.1.3 Scope of Work

##### 4.1.3.1 Overview

The project will consist of approximately 11,500 square feet which includes a library, office space, public and private washrooms and rentable multi-purpose space. An outdoor in-ground seasonal swimming pool of approximately 4,000 square feet will also be constructed. Site development will include a new play space, the renovation of the existing skate park and green spaces for community gathering.

An Owner's SOR has been developed with a bridging architect and is attached to this RFP as Appendix F.

##### 4.1.3.2 Design Objectives

The primary design objectives for the project include:

- Provide a community hub for the Entwistle/Evansburg area that offers various amenities that will attract visitors and retain residents.
- Integration of the community hub into the existing community, complementing the context of the existing neighbourhood, be welcoming on all sides, and mitigate noise from the facility in the neighbourhood.

- Offer increased accessibility to the building and pool.
- Provide for increased use by drawing people in, offer more indoor and outdoor services and amenities, offer expanded daily hours of operation 365 days a year and expanded seasonal hours of operation.
- Operate as a community hub, providing a space for community events and programs, offering activities for families and attracting new businesses, creating a business hub for the area.
- Provide space to support County workspace and services that will be available in the new building.
- Provide an open design that allows programs to flow from indoors to outdoors, creating visibility between various facility programs and activities.
- Design consideration should be given to sustainable design principles.
- Design, coordination and verification of Building Information Modeling (BIM) and Virtual Design and Construction (VDC) process.

#### **4.1.3.3 Consulting Requirements**

The Prime Consultant and their sub-consultants will be expected to work in close collaboration with Parkland County's Construction Management Office and internal stakeholders to oversee all aspects of the design and development and administration of contract documents.

The County's Steering Committee for this project will be updated on the design and progress every three weeks and will provide input in to the current design.

Avid Architecture, who has been retained by the County as the bridging architect, and will provide guidance and clarity as required.

Following are the general tasks to be undertaken by the successful proponent at minimum. A more detailed description of the role and tasks of the architect and the sub consultants can be found in Appendix E

- Familiarize themselves and the sub-consultants with the SOR, project charter and Parkland County's design standards.
- Participate in multiple collaboration meetings with Parkland County and the stakeholders.
- Lead the design and provide documentation for the new project.
- Participate in bi weekly design meetings (may be more frequent at start of the project)
- Support Parkland County in Community engagement sessions through open houses for the stake holders. A minimum of three (3) engagement sessions are to be expected.
- Manage the creation, assembly, distribution, and filing of all relevant project information, including reports, meeting minutes, drawings etc.
- Act as Prime Consultant for sub-consultants proposed and selected through this RFP process.
- Responsible for coordinating and verifying all work done by sub-consultants during the design and construction stages of this project.

Included in the proponents response should be the following disciplines and team members which will form part of the rated criteria as set out below in this RFP:

1. Mechanical Design
2. Electrical design
3. Civil design
4. Structural Design
5. Pool Design
6. Building information Modeling (BIM) and Virtual Design and Construction (VDC)

#### **4.1.3.4 Building Information Modeling (BIM) and Virtual Design and Construction (VDC)**

The Prime Consultant will be responsible to verify and coordinate the BIM model with all related sub-consultants to meet the project schedule for this RFP. The Prime Consultant will furnish a BIM model with a LOD of 200 to the County at the completion of detailed design.

#### **4.1.4 Methodology**

The selected Prime Consultant's team and Construction Management team will work closely to provide design and construction services that meet the Owner's SOR and as negotiated in the final contract.

#### **4.1.5 Responsibilities and Commitments**

This project is being managed by Parkland County's Construction Management Office, who will be the primary point of contact for managing the project and for contract administration. Parkland County's Steering Committee for this project will provide design input and guidance.

The Prime Consultant will be required to work with other Consultants or Contractors, and liaise with various internal and potentially external stakeholders, therefore, it is of utmost importance and an expectation that all proposed team members (including sub-consultants) are collaborative and committed to ensuring a positive experience and project outcomes.

## **4.2 MATERIAL DISCLOSURES**

The material disclosures that apply to this RFP are set out below.

#### **4.2.1 Format for Submittals (if applicable)**

The Prime Consultant shall submit one (1) unbound original and electronic editable file of the draft deliverables two days prior to the due dates to Parkland County for review and comment. An electronic copy and one reproducible master of the final deliverables incorporating comments from the County are to be submitted by the due dates.

The Prime Consultant shall ensure digital files are in Microsoft Office compatible format and editable. Hardcopy and digital documentation becomes the exclusive property of Parkland County upon payment of each invoice. Specific file format details will be provided to the Prime Consultant.

#### **4.2.2 Consulting Team**

Consulting team members identified are to remain on the project until completion. Any changes in consulting team members will be subject to Parkland County's approval, and the Prime Consultant shall ensure such changes do not negatively impact the quality of the deliverables and project timelines.

#### 4.2.3 Project Schedule

Parkland County anticipates project start up to commence immediately following award and contract execution with project conclusion by May 2020. Proponents are to provide a project schedule and ensure they allocate the correct resources based on the timeframe outlined in the table below.

The primary goal is to have a fully functioning swimming pool and community hub open for the summer season of 2020.

Project Activity	Estimated Schedule
Project Team Start Up	Late March 2019
Phase 1 Pre-Construction and Design Delivery	April - July 2019
Phase 2 Construction Start	June 2019
Substantial Performance	April 2020
Occupancy	May 2020

#### 4.2.4 Project Site Location

The project site location is at 4916 - 51 Street in the Hamlet of Entwistle, Alberta. Parkland County will be responsible for demolishing the existing pool and structures prior to construction start up.

**The pre-conditions of award that apply to this RFP are set out below.**

#### 4.2.5 Alberta Worker's Compensation Board (WCB)

A current Alberta WCB Clearance Letter should be included in the proposal as evidence of such coverage and confirmation that the proponent's account is in good standing. If the proponent does not have such coverage in place, the proponent will be required to obtain it within ten (10) days' upon receiving notice of the intent to award.

#### 4.2.6 Proof of Insurability

Proponents shall provide proof of insurability from a licensed insurer in accordance with the minimum requirements and limits set out in Appendix A. If the proponent does not have such coverage in place, the proponent will be required to obtain it within ten (10) business days' upon receiving notice of the intent to award.

### 4.3 RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to Stage III of the evaluation process.

Rated Criteria Category	Points Scale	Minimum Threshold	Points Weighting	Total Available Points
<b>Stage II</b>				
Corporate Profile, Experience, and References for Prime Consultant and Sub-consultants	0 to 5	3	X2	10
Relevant Past Project Experience	0 to 5	3	X3	15
Consulting Team Qualifications and Demonstrated Experience	0 to 5	3	X6	30
Project Understanding and Methodology, and Proposed Schedule	0 to 5	3	X5	25
<b>Total Points [excluding Stage III]</b>				<b>80</b>
<b>Stage III</b>				
Pricing Approach	0 to 5	N/A	X2	10
Pricing	N/A	N/A	N/A	10
<b>Total Points</b>				<b>100</b>

Points shall be awarded on a scoring scale of 0 to 5. Points could be modified depending upon reference checks and other independent information subsequently received and confirmed. Partial scores or scores not defined below will not be used. The range is defined as follows:

5	Fully exceeds expectations, proponent clearly understands the requirement, excellent probability of success
4	Somewhat exceeds expectations; high probability of success
3	Fully meets expectations; proponent has good understanding of requirement, no weakness or deficiencies good probability of success
2	Partially meets expectations; minor weakness or deficiencies, fair probability of success
1	Does not meet expectations or demonstrate understanding of the requirements, major weakness or deficiencies, low probability of success
0	Lack of response or complete misunderstanding of the requirements, no probability of success

Following is a description and framework for the Rated Criteria Categories above:

#### 4.3.1 Corporate Profile, Experience and References for Prime Consultant and Sub-Consultants

This criterion will be evaluated as follows:

- (a) Demonstrated corporate suitability for providing the services relative to this RFP;
- (b) Proponents experience providing similar deliverables as described in this RFP;



- (c) Proponents knowledge, skills and expertise in the following areas:
  - local government;
  - construction management services and administering the CCDC 5B
  - community recreation facility design
- (d) Confirmation of the terms and conditions outlined in Appendix A Form of Agreement; and
- (e) References, preferably from at least one municipal government client, for services provided similar to those requested in this RFP in the last five (5) years. Parkland County may rely on industry information and may contact other references not provided in the proposal to confirm suitability.

#### **4.3.2 Relevant Past Project Experience**

This criterion will be evaluated as follows:

- (a) The proponent shall list three projects that demonstrate their relevant past experience as a Prime Consultant with projects of similar type, nature, size and scope as described in this RFP. The identified projects should demonstrate design excellence, efficiencies and / or innovation. The roles and responsibilities of the key individuals experience should be listed in Section 4.3.3 below; and
- (b) Proposals shall include two projects for each sub-consultant that demonstrate relevant past experience with projects of similar type, nature, size and scope as described in this RFP. The identified projects should demonstrate design excellence, efficiencies and / or innovation. The roles and responsibilities of the key individuals experience should be listed in Section 4.3.3 below.

#### **4.3.3 Consulting Team Qualifications and Demonstrated Experience**

This criterion will be evaluated as follows:

- (a) Defined roles and responsibilities of the proponent and any of its agents, employees and sub-consultants who will be involved in providing the deliverables;
- (b) Demonstrate each consulting team members relevant experience and qualifications, this does not have to be at the company the team members is currently at but can be relevant experience from previous positions;
- (c) Description of how the proponent plans on allocating consulting team resources and relevant respective expertise;
- (d) Education, knowledge, experience, and expertise of the proposed consulting team members including identification of similar project work as it correlates to their proposed role for this project; and
- (e) Demonstrated capacity of the proposed consulting team members and ability to provide assurances that the identified qualified resources will be committed to Parkland County for the duration of the project.

#### **4.3.4 Project Understanding and Methodology, and Proposed Schedule**

This criterion will be evaluated as follows:

- (a) Understanding of the project and the Scope of Work of this RFP;
- (b) Proposed methodology including tasks and milestones of how the proponent will carry out the scope of work and provide the deliverables;

- (c) Identification of challenges of this assignment, from the proponent’s understanding, based on the information provided in this RFP;
- (d) Identification of any special needs, risks or considerations that the County may not have identified and suggested approaches for addressing them; and
- (e) Identification of proven methodologies or techniques successfully employed on past similar projects.
- (f) Proposed schedule including the identification of proposed tasks, project milestones, and deliverables for those milestones in accordance with the timelines stated for project completion; and
- (g) Sequencing of tasks and project deliverables.

**4.4 EVALUATION OF PRICING**

This criterion will be evaluated as follows:

- (a) The proponent should demonstrate their teams approach on how they determined their resource loading for successfully completing the project as reflected in their fees. Proponents should address their pricing methodology and approach, in terms of resources and time spent on the project, and how it correlates with their proposed total fees.
- (b) Proponents should review and complete the Rate Bid Form at Appendix C.

Pricing will be scored based on a relative pricing formula using the rates set out in the Rate Bid Form.

Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that proponent’s price for that category into the lowest bid price in that category. For example, if a proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category ( $120/120 \times 100 = 100\%$ ). A proponent who bids \$150.00 receives 80% of the possible points for that category ( $120/150 \times 100 = 80\%$ ), and a proponent who bids \$240.00 receives 50% of the possible points for that category ( $120/240 \times 100 = 50\%$ ).

$$\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for proposal with second-lowest rate}$$

$$\frac{\text{Lowest rate}}{\text{Third-lowest rate}} \times \text{Total available points} = \text{Score for proposal with third-lowest rate}$$

And so on, for each proposal.

## 4.5 PROPOSAL FORMAT

Proposals shall contain the following and should be organized in the following format using the sequence provided below to facilitate evaluation and to ensure each proposal receives full consideration.

1. **Letter of Transmittal** or covering letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the proponent.
2. **Executive Summary** touching on pertinent points in the proposal you wish to highlight, including an overview of the project schedule and costs.
3. **Brief Corporate Profile** which includes organization size, structure, location, affiliates, and number of staff, company's history. Additionally, the number of years in operation and number of years providing similar services.
4. **Related Experience and Expertise** listing the proponent's related experience and expertise with similar projects within the past five (5) years. The list shall be chronologically ordered, starting with the most recent.
5. **Consulting Team** details should include the following:
  - Organization chart indicating how the proponent will structure their proposed consulting team;
  - A full description of each consulting team member's involvement on the project;
  - A resume or staff profile that lists education, training, certifications, employment history, and related experience on similar projects;
  - Identification of past project experience the Prime Consultant has with proposed sub-consultants;
  - Proposed project manager with a minimum of five (5) years' experience managing similar projects;
  - A breakdown by percentage of the amount of time each proposed team member will spend on the project; and
  - Address the capacity and commitment of the consulting team members.
6. **Project Understanding and Proposed Methodology** detailing the organization's ability to satisfy, at minimum, all aspects of the project as outlined in this RFP. In addition, proponents are required to review, in detail, Appendix A - Form of Agreement, to ensure that obligations and requirements under this section are also met.
7. **Work Plan and Project Schedule** for completing the scope of work for this RFP in accordance with the timelines identified above in 4.2.3 Project Schedule. Proponents are to include proposed timelines for required meetings with Parkland County staff for interviews to review project status and deliverables. Proposals should indicate anticipated meeting frequency and length.
8. **Pricing** shall be provided as outlined in Appendix C – Rate Bid Form of this RFP.
9. **Value Added Services** that the proponent can offer to the project should be clearly outlined in the proposal and at no additional cost to the County. Some examples of value added services are:
  - Proven solutions or recommended approaches that could be considered.
  - Identification of potential risks that may arise relating to this County project and how the proponent would address these risks if they were the successful proponent.
  - Cost saving measures that may be considered for this project as well as measures that should be considered when making recommendations.

**10. Mandatory Forms** must be included in the proposal as follows:

- Submission Form (Appendix B) completed and signed by an authorized representative of the proponent;
- Rate Bid Form (Appendix C) completed; and
- Reference Form (Appendix D) completed.

## **APPENDIX A – FORM OF AGREEMENT**

The Form of Agreement for Consulting Services covered in this RFP, and to be executed between Parkland County and the successful Prime Consultant, is attached hereto as Appendix “A” to this RFP and is subject to change from time to time. Although the final wording of the provisions may be subject to negotiation, proponents should be prepared to enter into an Agreement to include the provisions as described in Appendix “A”.



**THIS CONSULTING SERVICE AGREEMENT (the "Agreement") dated: \_\_\_\_\_.**

**BY AND BETWEEN:**

**PARKLAND COUNTY**, a municipal corporation formed pursuant to the Municipal Government Act, R.S.A. 2000 c. M-26.1, of the province of Alberta (hereinafter referred to as the "County")

**OF THE FIRST PART**

- and -

\_\_\_\_\_, a corporation formed pursuant to the laws of the Province of Alberta (hereinafter referred to as the "Consultant")

**OF THE SECOND PART**

**WHEREAS** the County is of the opinion that the Consultant has the necessary qualifications, experience and abilities to provide services to the County.

**WHEREAS** the Consultant is agreeable to providing such services to the County on the terms and conditions as set out in this Agreement.

**NOW THEREFORE** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

The County designates (Name)\_\_\_\_\_, (Title)\_\_\_\_\_, as its county representative ("County Representative") and, for the purposes of this Agreement, the County's address shall be:

**Parkland County  
53109A HWY 779  
Parkland County, Alberta T7Z 1R1**

The Consultant designates (Name)\_\_\_\_\_, (Title)\_\_\_\_\_, as its representative and, for the purposes of this Agreement, the Consultant's address shall be:

**(Name of Company)  
(Address)  
(Address)**

**1. Services**

The County hereby agrees to engage the Consultant to provide Consulting Services for \_\_\_\_\_ with Parkland County as outlined in the County's Request for Proposal ("RFP") \_\_\_\_\_, dated \_\_\_\_\_ (as set out and described in Schedule "A") attached hereto and the Consultant's Proposal \_\_\_\_\_, dated \_\_\_\_\_ (as set out and described in Schedule "B") attached hereto (collectively, the "Consulting Services"). The Consultant hereby agrees to provide such Consulting Services to the County. Any changes to the scope and/or costs of this Agreement must be pre-approved in writing by the (Manager of Department for the County) \_\_\_\_\_, (Department) \_\_\_\_\_; or the General Manager, (Department) \_\_\_\_\_.

**2. Term of Agreement**

The Term of this Agreement commences on (Date) \_\_\_\_\_ and will remain in full force and effect through and including (Date) \_\_\_\_\_, subject only to any earlier termination of this Agreement as may hereinafter be provided for as outlined in this Agreement. Any changes in the Term of this Agreement will be in writing and mutually agreed upon by both parties, not to be unreasonably withheld.

**3. Performance**

The Consultant shall, in fulfillment of its duties hereunder, carry out such tasks as may be reasonably requested and to the satisfaction of the County, it being agreed and understood that all such duties shall be consistent with the Consultant's expertise and experience. In performing the Consulting Services, the Consultant shall obey all applicable laws, regulations, rules and standards imposed by any government or the duly constituted public authority having jurisdiction over the parties to this Agreement or the Consulting Services to be performed. The Consultant also agrees to comply with all safety and security regulations imposed by the County from time to time.

**4. Skill and Expertise**

The Consultant hereby represents and warrants that it has, and during the Term of this Agreement shall continue to have, the requisite skills and experience necessary to perform the Consulting Services in accordance with the Terms and Conditions of this Agreement.

The Consultant shall, at all times during the Term of the Agreement, act in the best interests of the County and shall perform the Consulting Services in a competent, good workmanlike and professional manner using care and diligence.

**5. Compensation**

For all Consulting Services rendered by the Consultant as required by this Agreement, the County will pay to the Consultant an amount not-to-exceed

(Written dollar amount) \_\_\_\_\_ (\$00.00) excluding GST for services as follows:

•		\$
•		\$
•		\$
•		\$
•		\$
•		\$
•		\$
<b>Total Contract Value:</b>		\$

The values stated above includes any and all professional fees, disbursements and expenses. Milestone payments, as agreed upon between the County and the Consultant, will be made within net thirty (30) days following receipt of a detailed invoice for satisfactory deliverables, subject to the County’s acceptance. GST shall be identified separately on all invoices. Additionally, “GST” shall be defined herein as a statement of sales tax and Federal Goods and Services Tax applicable.

**6. No Additional Payment for Unauthorized Work**

No increase in the price of the work or any additional payment will be authorized by the County or made to the Consultant as a result of any change to the Agreement unless such increase or additional payment has been authorized in advance and in writing by the County’s authorized representative. Only the County’s authorized representative can make changes to this Agreement and all such changes must be in writing.

**7. Invoices, Payments and Taxes**

Unless specifically stated otherwise, all amounts in this Agreement are in: Canadian dollars (herein defined as “Cdn. dollars”) in respect of Consulting and Services performed for the County.

The Consultant agrees to invoice County in accordance with the following payment provisions.

7.1 All invoices shall be accompanied by such supporting documentation as the County may reasonably require from time to time. The County shall pay to the Consultant approximate invoice amounts within thirty (30) days of receipt of the applicable invoice. The Consultant agrees that any and all amounts on account of taxes (income or otherwise), pension plan contributions, unemployment insurance contributions or any other applicable regulations in respect of any fees paid to the government or other public authority by virtue of any law, rule or regulation in respect of any fees paid to the Consultant pursuant to the provisions of this Agreement, are the Consultant’s responsibility and shall be paid by the Consultant. Should the County be obligated by law to make any payment or withholdings in respect of the



Consulting Services, the Consultant hereby acknowledges that the County shall have the authority to make such payments or withholdings, and to deduct such amounts from fees payable to the Consultant under this Agreement. The Consultant hereby agrees to indemnify and hold harmless from and against any and all actions, claims, damages, costs and expenses whatsoever which may be brought against or suffered or incurred by the County, or which the County may incur, sustain or pay, arising out of or in any way connected with any remittances required by law in any jurisdiction in which the Consulting Services are being provided. The Consultant must state on each invoice the Purchase Order Number (herein defined as "PO").

- 7.2 Where the Consultant is a non-resident of Canada, the County may be obligated by law to withhold an amount on the value of the Consulting Services rendered in Canada. Where it has such an obligation, the County will withhold the required amount from the amount of Compensation (as noted above in Paragraph 5. Compensation) to be paid to the Consultant and remit it to Canada Revenue Agency as required, unless the Consultant provides to the County a valid exemption certificate or waiver from withholding prior to performing the Consulting Services in Canada.
- 7.3 Except for fees and expenses specifically set out and provided for in this Agreement, all invoices for any other fees or expenses will not be payable by the County unless the County has given its prior written consent to the Consultant to incur such other fees or expenses.
- 7.4 Subject to subsection (7.3) above, and only when applicable, the County will only reimburse costs for economy air travel and invoices received for either business or first class air travel will be returned to the Consultant. Subject to subsection (7.3) above, the difference between the cost of economy fares and business/first class shall be the responsibility of the Consultant, and will not be reimbursed by the County.
- 7.5 **At the end of each month or milestone payment during the Term of this Agreement the Consultant shall submit by e-mail an itemized invoice to "Parkland County" based on total number of hours of Consulting Services performed during the billing period, (if applicable). All invoices shall be addressed as follows and submitted by e-mail to [accountspayable@parklandcounty.com](mailto:accountspayable@parklandcounty.com):**

**Parkland County  
53109A HWY 779  
Parkland County, Alberta T7Z 1R1  
Attention: Accounts Payable**

**The Consultant must state on each invoice the PO#. The County will provide (i) the PO# to the Consultant, after full-execution of this**

**Agreement), (ii) the Contract No. as recorded on the first page of this Agreement and (iii) the Consultant's goods and services tax registration number and identify whether the goods and services are taxable, exempt, zero-rated, or not applicable for the purpose of the goods and services tax.**

And shall include at least the following:

- (i) Where applicable, time sheets for all Consulting Services performed during such month, providing a summary of the Consulting Services performed and the pre-approved expenses (if any) incurred during such month;
- (ii) A statement, directed to the County stating the invoice is for services rendered or materials supplied to "Parkland County";
- (iii) Copies of statements or original receipts for pre-approved expenses;
- (iv) A summary of fees, costs, and expenses payable by the County in respect of the invoices; and
- (v) A statement of sales tax and Federal Goods and Services Tax (herein define as, "GST") applicable to Paragraph (i) through (v) above, as a separate line item.

Consultant acknowledges and agrees to submit an invoice in accordance with the requirements of Paragraph 7.5 (i) through (v) above.

#### **8. Confidentiality**

In conjunction with providing the Consulting Services under this Agreement, it is acknowledged that the Consultant will have access to information ("Confidential Information") confidential to the business of the County. Confidential Information shall include, but is not limited to, financial information, intellectual property and engineering information or plans, business plans, concept plans, regulatory information, intellectual property and any other information owned by, used or concerning the County, which is not publicly known (including the terms of this Agreement and any information developed in conjunction with the Consultant providing the Consulting Services) and any other proprietary information, records, trade secrets and documentation owned by, used by or concerning the County, whether in written, oral, electronic or other form, whether disclosed before or after execution of this Agreement, whether or not specifically described or marked as confidential and whether provided by the County or an authorized agent of the County. Notwithstanding the foregoing, the release of information or intellectual property will be at the County's discretion. The Consultant covenants and agrees that all Confidential Information disclosed to the Consultant shall (a) be kept in strict confidence by the Consultant, (b) not be used, dealt with or exploited for any

purpose or purposes other than the provision of the Consulting Services, and (c) not be disclosed to any person or persons (other than the professional advisors of the Consultant, as required) unless required by law. This obligation will survive indefinitely upon termination of this Agreement.

The Consultant acknowledges and agrees that damages would be an inadequate remedy for breach of the foregoing obligations of confidentiality and that the County shall be entitled to equitable relief (including injunction and specific performance) in addition to any other remedy available at law or in equity in respect of any such breach.

#### **9. Non-Solicitation**

Any attempt on the part of the Consultant to induce an employee to leave the County's employ, or any effort by the Consultant to interfere with the County's relationship with its employees or other Consultants would be harmful and damaging to the County.

The Consultant agrees that during the term of this Agreement, the Consultant will not in any way directly or indirectly:

- a) induce or attempt to induce any employee or other Consultant of the County to quit employment or retainer with the County;
- b) otherwise interfere with or disrupt the County's relationship with its employees or other Consultants;
- c) discuss employment opportunities or provide information about competitive employment to any of the County's employees or other Consultants; or
- d) solicit, entice, or hire away any employee or other Consultant of the County.

#### **10. Ownership of Materials**

All materials developed, produced, or in the process of being so under this Agreement, will be the property of the County. The use of the mentioned materials by the County will not be restricted in any manner. This includes, but is not limited to, raw data created at meetings with Parkland County staff.

#### **11. Return of Property**

Upon the expiry or termination of this Agreement, the Consultant will immediately return to the County any property, documentation, records, or confidential information which is the sole property of the County.

#### **12. Assignment**

The Consultant will not voluntarily or by operation of law assign or otherwise transfer its rights or obligations in whole or in part under this Agreement without the prior written consent of the County.

**13. Subcontracts**

No contractual relationship will be created between any subcontractor and the County. As the Consultant, you agree to bind every subcontractor by the terms of this Agreement document, as far as applicable to the work of the subcontract.

**14. Conflicts**

If there is any conflict or inconsistency between this Agreement and any Schedule or other document, the provisions of this Agreement shall prevail.

**15. Modification of Agreement**

Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing and signed by each party or an authorized representative of each party.

**16. Notice**

Any notices given pursuant to the terms and conditions of this Agreement shall be served by way of ordinary pre-paid first class mail, courier, e-mail or by way of facsimile transmission, addressed as follows:

Parkland County  
53109A Hwy 779  
Parkland County, Alberta, T7Z 1R1  
Korrine McKeage, Manager, Procurement Services  
Email: [korrine.mckeage@parklandcounty.com](mailto:korrine.mckeage@parklandcounty.com)  
Telephone: (780) 968-8408  
Facsimile: (780) 968-8413

(Company) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(Name) \_\_\_\_\_ (Title) \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

or to such other address as to which any party may from time to time notify the other.

Any notice addressed by registered mail to the County or to the Consultant pursuant to this Section shall be deemed to have been effectively given on the four (4) days following the date of mailing. If notice is effected by facsimile or e-mail, then the notice will be deemed to be effected on the first (1<sup>st</sup>) business day following the date of which the facsimile or email was sent. Either party may

change the particulars of its address for service as set out above by notice to the other party.

**17. Costs and Legal Expenses**

In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing party will be entitled to recover, in addition to any other damages or award, any and all reasonable legal costs and fees associated directly with the action.

**18. Indemnification**

The Consultant shall be liable for and indemnify and save harmless the County, its elected representatives and employees and agents from all claims, costs, losses, expenses, actions, and suits caused by or arising out of direct or indirect performance of this Agreement or by reason of any matter or thing being done, permitted or omitted to be done, by the Consultant, its subcontractors, agents or employees and whether occasioned by negligence. The County shall not be liable or responsible in any way for any personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Consultant, or by any employee, agent or servant of the Consultant in the performance of this Agreement. Such indemnification shall survive this Agreement.

**19. Insurance**

Before the start date of the Agreement or upon full-execution of the Agreement, whichever is earlier, and thereafter upon request by the County's Representative, the Consultant shall provide the County's Representative with Certificates of Insurance describing the insurance coverages set out below. Additionally, the Insurance Certificate pursuant to paragraph 19.2 shall name Parkland County as an "additional insured" and be endorsed to provide thirty (30) days' notice prior to cancellation or change.

19.1. The Consultant hereby agrees to indemnify and hold harmless, the County from and against all losses and expenses suffered or incurred by the County arising from or connected with any personal injury, disability or death, however caused, to any of the Consultant's employees to the extent not covered by workers' compensation for any reason.

19.2. Commercial General Liability Insurance covering the legal liability of the Consultant providing at least five million dollars (Cdn. \$5,000,000.00) coverage, each occurrence, for injury, death, or property damage, including contractual liability. The Consultant agrees to reimburse the County for any and all damage(s) to the County's property caused by the Consultant, or its permitted subcontractors, in performing the work. The Consultant shall provide the County with evidence of coverage which includes (i) broad form property damage and (ii) "loss of use" in the definition of property damage, and (iii) Non-Owned vehicle insurance, for all applicable vehicles coverage in an amount of not less than two million dollars (Cdn. \$2,000,000.00) each

occurrence.

- 19.3. Where any automobile is used for the performance of the work for the County in this Agreement, Consultant will provide Automobile liability insurance covering all automobiles licensed in the name of the Consultant that are used in connection with the Consulting Services, and providing at least two million dollars (Cdn. \$2,000,000.00) coverage, each occurrence, for injury, death, or property damage resulting from each accident.
- 19.4 Professional liability / errors and omissions liability insurance having a limit of not less than two (2) million dollars (Cdn. \$2,000,000.00) per occurrence for protection from claims arising out of performance or non-performance of such Consulting Services or professional work caused by or arising from any error, omission or act of any member of the Consultant.
- 19.5 The insurance policies for the coverage above shall not be cancelled or changed in any manner which could negatively affect the County's interests unless the County has been given thirty (30) consecutive days prior written notice of any such cancellation or change. The Consultant shall be responsible for the payment of all deductibles on insurance policies that the Consultant is required to maintain under the Agreement.
- 19.6 The Consultant shall immediately advise the County's Representative of any loss or potential loss that has or may have occurred in conjunction with the Consultant performing the work. In addition, within three (3) consecutive days of any such loss or potential loss coming to the attention of the Consultant, the Consultant shall provide written notice of such loss or potential loss to the County's Representative, including full particulars thereof.

## **20. Worker's Compensation Board**

Before commencing or performing the Consulting Services, the Consultant will obtain and provide to the County a letter or similar document, confirming that the Consultant has an active account that is in good standing from each Worker's Compensation Board or similar body constituted in accordance with the workers' compensation legislation of each jurisdiction in Canada in which the Consulting Services will be performed, and that the Consultant has **not opted out** of workers compensation, where allowed.

The Consultant shall at all times comply with all the requirements of the Worker's Compensation Act of Alberta (or equivalent legislation), amendments thereto, or any successor legislation; and shall upon notice by the County, provide evidence satisfactory to the County of said compliance with the Act prior to the commencement of any work resulting from this Agreement (herein defined as "WCB").

**21. Occupational Health and Safety Legislation**

The Consultant shall adhere to all applicable OH&S and Work Site safety standards. "Sites" shall have the same meaning as in the RFP as set out and attached hereto in Schedule "A". The County will require the Consultant to comply with the following Occupational Health and Safety ("OH&S") Legislation requirements at minimum:

- 21.1 The Consultant shall ensure all applicable OH&S Legislation, County Safety Policies, and industry standards are readily available to all of the Consultant's Personnel and that all of the Consultant's Personnel are aware of and comply with the OH&S Legislation, County Safety Policies and industry standards.
- 21.2 The Consultant shall ensure that all personnel working for the Consultant complete an appropriate safety orientation and safety meeting prior to starting work and the Consultant is responsible for providing all other training that may be required.
- 21.3 The County shall have the right to monitor the Consultant's work processes and procedures to ensure compliance with safety standards and procedures.
- 21.4 The Consultant is required to take immediate action to correct unsafe practices or conditions when reported or observed.
- 21.5 Upon the occurrence of any incident arising from or during the performance of the Agreement, including property damage, an accident, an environmental incident, a safety incident, an injury, a near miss and any other form of loss or damage, the Consultant shall immediately investigate the matter and submit a report on the matter to a County Representative and to any government authorities as required by law.

Failure of the Consultant to comply with any and all relevant safety legislation may result in the immediate suspension or termination of this Contract.

**22. Compliance with Laws**

The Consultant shall be responsible for complying with all Federal, Provincial (Alberta), and Municipal laws, rules, regulations and guidelines that apply.

**23. Suspension of Services**

The County may at any time in its sole discretion suspend the performance of the Consulting Services for a specified or unspecified time by written notice to the Consultant. Upon receiving the notice of suspension, the Consultant shall immediately suspend all operations except for those which in the County's opinion are necessary to preserve, care for, and protect the Consulting Services. The

Consultant shall be entitled to be reimbursed for its reasonable, proper, and actual costs incurred in protecting, caring for, and preserving the Service.

**24. Termination of Contract**

This Agreement may be terminated, in whole or in part, without further obligation, liability or expense of any kind under the following conditions:

- a) should the Consultant be adjudged bankrupt, or become insolvent, the County may, without prejudice to any other right or remedy the Consultant may have, terminate the Agreement by giving the Consultant or their receiver or their trustee in bankruptcy, written notice;
- b) at any time upon notice for a breach of the terms and conditions of this Agreement and such breach has not been cured within five (5) days of the written notice thereof from the County, or such other period of time as the County may agree to in writing;
- c) at any time following the failure of the Consultant to remedy, repair, or correct any deficiency or defect upon receiving notice from the County;
- d) upon thirty (30) day's written notice without cause to the Consultant from the County during the term of this Agreement, whereupon the County shall pay to the Consultant any fees and expenses due to the effective date of cancellation but not thereafter;
- e) as otherwise provided in the Agreement.

The County's rights of termination shall be in addition to any other rights or remedies it may have in law, in equity, or under this Agreement.

**25. Independent Contractor**

The Consultant will be an independent contractor in the performance of this Agreement. No employer/employee relationship will be created between the County and the Consultant, or between the County and the Consultant's employees, subcontractors or agents. No rights, privileges, benefits or compensation, other than those, which are expressly set out in this Agreement, will apply to the Consultant.

**26. Force Majeure**

Neither party shall be responsible for any delay or failure to perform its obligations under the Agreement where such failure or delay is due to fire, flood, explosion, war, embargo, governmental action, terrorism, act of public authority, Act of God, or any other cause beyond its control, except labour disruption. In the event a Force Majeure event occurs which delays or threatens to delay performance of its obligations by a party, that party shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause or ameliorate the potential



disruption and consequent losses. Should the Force Majeure event last for longer than thirty (30) days, the County may terminate this Agreement, in whole or in part, without further liability, expense, or cost of any kind.

**27. Enurement**

This Agreement will enure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, successors and permitted assigns.

**28. Time of the Essence**

All references to time in this Agreement shall be of the essence.

**29. Entire Agreement**

This Agreement constitutes the entire Agreement between the parties and shall be binding upon all successors and permitted assigns of the parties.

**30. Titles and Headings**

All Titles and Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

**31. Gender**

Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

**32. Governing Law**

It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the Province of Alberta, without regard to the jurisdiction in which any action or special proceeding may be instituted.

**33. Severability**

In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

**34. Waiver**

The waiver by either party of a breach, default, delay or omission of any of the provisions of this Agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.

**35. FOIP Policy**

In the event that the County provides any personal information to the Consultant for the completion of the Consulting Services identified above, or the Consultant gathers personal information from any employee/resident/customer under this Agreement in order to complete the Consulting Services as stated in this

Agreement, the Consultant acknowledges that the legislation known as the Freedom of Information and Protection of Privacy Act and regulations, as amended (hereinafter referred to as "FOIP") applies to that personal information (has same meaning as in FOIP), and agrees that the Consultant will handle that personal information in accordance with the obligations of the County under FOIP:

- a) The Consultant agrees that they will not collect personal information from any employee/resident/customer of the County except in connection with and for the purpose of providing the Consulting Services as identified in this Agreement.
- b) The Consultant shall maintain records of all information collected while providing the Consulting Services as identified in this Agreement. Any and all records collected, created, maintained or prepared in the performance of these Consulting Services are hereby deemed to be under the control of the County irrespective of custody and shall be maintained by the Consultant in accordance with FOIP.
- c) The Consultant shall ensure that all their employees and/or agents understand and comply with the obligations imposed on the Consultant under this Section, including without limitation, the protection of privacy of employees/residents/customers of the County.

**36. Survival**

Sections 8, 18, and 35 shall survive upon termination or expiry of this Agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this document as of the day and year first above written.

**CONSULTANT:**

**(Name of Company)**

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

**COUNTY:**

**PARKLAND COUNTY**

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

## APPENDIX B – SUBMISSION FORM

### 1. Proponent Information

Please fill out the following form, and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFP Contact Person and Title:	
RFP Contact Phone:	
RFP Contact Facsimile:	
RFP Contact E-mail:	

### 2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until Parkland County and the selected proponent have executed a written contract.

### 3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the rates set out in the Rate Bid Form and has provided a list of any subcontractors to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
<b>Submission Form</b>	
<b>Rate Bid Form</b>	
<b>Reference Form</b>	

Notice to proponents: There may be forms required in the RFP other than those set out above. See the Mandatory Requirements section of the RFP for a complete listing of mandatory forms.

#### 4. Non-binding Price Estimates

The proponent has submitted its rates in accordance with the instructions in the RFP and in the Rate Bid Form set out in Appendix C. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

#### 5. Addenda

The proponent is deemed to have read and accepted all addenda issued by Parkland County prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: \_\_\_\_\_ . Proponents who fail to complete this section will be deemed to have received all posted addenda.

#### 6. Conflict of Interest

For the purposes of this section, the term "Conflict of Interest" means

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of Parkland County in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest, and must explain why the proponent believes that the Conflict of Interest should not result in disqualification from the RFP process:

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The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; **AND** (b) were employees of Parkland County and have ceased that employment within twelve (12) months prior to the Submission Deadline:



## APPENDIX C – RATE BID FORM

**Proponents should complete the table below in addition to submitting a detailed cost breakdown in accordance with item (d) below.**

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for Goods and Services Tax (GST), which should be itemized separately; and
- (b) Rates quoted by the proponent shall be an all-inclusive fee and shall include all labour and material costs, all insurance costs, including any and all other overhead, including any fees or other charges required by law. Other than expenses expressly set out in item (d) below, there will be no reimbursement for additional expenses.
- (c) Expenses that will be reimbursed include project related travel costs, accommodation, rental vehicles, airfare, and meals. Such expenses will be reimbursed at cost with no mark-up and must be evidenced by receipts. All travel shall be economy class and all accommodation shall be standard, business class hotels. Proponents should estimate their related costs in their detailed cost breakdown.
- (d) All costs related to the project are to be included in a detailed project cost breakdown for each phase of the project in a format similar to the Detailed Project Cost Estimate sample attached. Breakdowns shall include at minimum:
  - listing of each project member and their associated fee per hour;
  - project fees (by staff member and by hours worked per task);
  - project disbursements by phase, or, where applicable, by individual task;
  - total fees and total disbursements for this RFP; and
  - GST identified separately.

DESCRIPTION OF SERVICES	PRICE
<b>Schematic Design Phase</b>	\$
<b>Construction Documents</b>	\$
<b>Tender and Procurement Support</b>	\$
<b>Construction Administration</b>	\$
<b>Commissioning and Post Construction Services</b>	\$
<b>Subtotal</b>	\$
<b>GST (5%)</b>	\$
<b>Total</b>	\$

## APPENDIX D – REFERENCE FORM

Each proponent is requested to provide three (3) references from clients who have obtained similar goods or services to those requested in the RFP from the proponent in the last five years. One reference should be from municipal government or public sector clients.

### Reference #1

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	
<b>Consulting Team:</b>	

### Reference #2

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	
<b>Consulting Team:</b>	

### Reference #3

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Work Undertaken:</b>	
<b>Nature of Assignment:</b>	
<b>Consulting Team:</b>	

## APPENDIX E – PRIME CONSULTANT SERVICES

### A. Prime Consultant Services – General (commonly applies to all project phases as described below):

- (a) Prepare design documentation consisting of drawings, specifications and other documents to describe scope, quality and cost of the project in sufficient detail to facilitate required verification of requirements, approvals to proceed, tendering and construction.
- (b) Design according to budget and schedule.
- (c) Update cost estimates as defined in the project phases below.
- (d) Coordinate the work of various disciplines, including scope changes required to remain within budget.
- (e) Identify and apply a process of continual cost control, with increasing level of detail during production of design/construction/contract documents in accordance with the requirements of the project phases below.
- (f) Chair and participate in review meetings including preparation of meeting minutes.

### B. Schematic Design Phase

#### 1. Scope of Work

- (a) Conceptual designs for all relevant architectural and engineering disciplines.
- (b) Initial code review/analysis.
- (c) Initial review and recommendation for finishes.
- (d) Development permit application (includes pre-submission review meeting); fees to be processed through internal accounting.

#### 2. Deliverables

- (a) Schematic design report.
- (b) Schematic floor plans.
- (c) A tabulation of areas including a listing of required spaces.
- (d) Schematic finish plans with finish boards.
- (e) Site layout plan with external elevations of the site.
- (f) Full civil design drawings including servicing requirements and grading.
- (g) Mechanical schematic plans showing proposed systems and controls.
- (h) Electrical schematic plans showing proposed systems and controls.
- (i) Fire protection system schematic plans.
- (j) Communication technology schematic plans
- (k) Outline specifications describing the principle features of the overall project:
  - i. Index page covering all anticipated divisions and sub sections
  - ii. Description of the architectural design concept sufficiently complete for review of major components, including a listing of all materials and systems used in the design
  - iii. Mechanical project description describing all systems and their operation, design requirements and preliminary loads



- iv. Electrical project description describing all systems and their operation, design requirements and preliminary loads
  - v. Civil concepts for major components
- (l) Estimate of probable costs (Class C estimate).

## **C. Construction Documents**

### **1. Scope of Work**

- (a) Prepare for County's review and approval, construction documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the project.
- i. Prepare progress drawings and specifications at scheduled intervals for County review at 50% and 99% completion
  - ii. Provide for 2-3 weeks for County review in schedule at each interval.

### **2. Deliverables**

- (a) 50% complete progress document package consisting of:
- i. Construction drawings that should reflect 50% completeness with all plans, details and sections shown
  - ii. Specifications to 50% completeness including table of contents
  - iii. Estimate of probable costs (Class B estimate)
- (b) 99% complete construction documents, fully coordinated and ready for the purposes of tender consisting of:
- i. Construction drawings that should reflect 99% completeness with all plans, details and sections shown
  - ii. Specifications complete with all sections and thoroughly coordinated with construction drawings
  - iii. Estimate of probable costs (Class A estimate)

## **D. Tender and Procurement Support**

### **1. Scope of Work**

- (a) Prepare addenda supplements in response to all questions at intervals during the tender period, as agreed to by the County's PM. The County will compile the addenda and issue to registered bidders.
- (b) Upon closing of the tender assist the County PM by analyzing and reconciling any differences between pre-tender estimates and submitted bid submissions.

### **2. Deliverables**

- (a) Clarifications and appropriate technical responses to questions from bidders.
- (b) Technical responses and supplemental sketches for addenda.

## **E. Construction Administration**

### **1. Scope of Work**

- (a) Prepare and issue a communications protocol and shop drawing review protocol in consultation with the County's PM.
- (b) Provide review, feedback and approval for shop drawings to show that they meet the design intent of the drawings and specifications.
- (c) Prepare record drawings and specifications based on the General Contractor's red-lined as-builts.
- (d) Provide additional drawings to clarify, interpret or supplement construction documents as required.
- (e) Arrange, chair and provide minutes for construction meetings at regular intervals as agreed to between the County, Consultant, and General Contractor. May require attendance by sub-consultants.
- (f) Monitor the work and performance of the General Contractor to determine conformity with the contract documents, prepare inspection reports and distribute to the County and General Contractor. At minimum Prime Consultant should visit the site in person once per month.
- (g) Offer timely technical advice on all disputes and claims between the County and the General Contractor (within two working days).
- (h) Conduct on-site substantial performance inspection and reject unsatisfactory work.
- (i) Assist the County to prepare the Certificate of Substantial Performance and provide appropriate sign-off/C-2 schedules to enable the issuance of an occupancy permit from the authority having jurisdiction.
- (j) Assist the General Contractor by providing required documentation to obtain building permit(s).
- (k) Prepare and evaluate changes to scope. Evaluate pricing for Notices of Change and Change Orders. Note: Approved Change Orders to be issued by the County.
- (l) Assist the County to prepare the Certificate of Final Completion and provide sign-off.

### **2. Deliverables**

- (a) Minutes of meeting(s) within 48 hours of meeting date.
- (b) Clarifications and appropriate technical responses to questions from contractor(s).
- (c) Notices of Changes and Change Orders.
- (d) Site reports on a monthly basis complete with site photos.
- (e) Responses to RFIs.
- (f) Reviewed Shop Drawings returned to General Contractor within 2 weeks of submission.
- (g) Interim, Substantial Performance and Final Completion inspection reports.

## **F. Commissioning/Start-up Service**

### **1. General**

- (a) The purpose of commissioning/start-up service is to ensure that a fully functioning project is delivered to the County.
- (b) The project will be accepted, and the Certificate of Substantial Performance will only be issued after:
  - i. a fully functional project is delivered to the County

- ii. reports signifying compliance of life-safety systems verification after meeting all requirements of the authority having jurisdiction are provided
- iii. technical assistance provided to the General Contractor while Occupancy Acceptance from the Parkland County Building Inspection Services is obtained
- iv. all test certificates, commissioning reports, commissioning documentation, and test results have been received and approved by the County PM.

## **G. Post Construction Services**

### **1. Scope of Work**

- (a) Revise documentation to reflect all changes, revisions and adjustments after the completion of commissioning.
- (b) Prepare record drawings and specifications based on General Contractor's as-builts. Submit both PDF and AutoCAD files of record drawings to the County.
- (c) Sign off on, prepare and submit Final Certificate of Completion and final records.
- (d) Review Operations and Maintenance (O&M) Manuals. Ensure all testing, commissioning, and warranty information is integrated into the O&M Manuals.
- (e) Monitor and certify rectification of deficiencies prior to expiration of warranty.

### **2. Deliverables**

- (a) Record Drawings (in PDF and AutoCAD format) and Specifications (PDF).
- (b) Final Completion Certification.
- (c) Comments on the O&M Manuals.

## APPENDIX F - OWNERS STATEMENT OF REQUIREMENTS

# Owner's Statement of Requirements

## Entwistle Pool and Community Hub

### 1 DESIGN OBJECTIVES

The Entwistle Pool and Community Hub will be a new year round facility intended to provide a variety of services to the Entwistle/Evansburg area including a library, seasonal outdoor swimming pool, rent-able multipurpose space, and lease-able tenant space. This new building will be approximately 11,500 square feet and be located on the corner of 51 Street and 49 Avenue, with the site development including a play space, skate park and community gathering and green space.

Primary design objectives for the project include:

- The new building will provide a community hub for the Entwistle/Evansburg area that offers various amenities that will attract visitors and retain residents.
- The community hub should integrate into the existing community, complimenting the context of the existing neighbourhood, be welcoming on all sides, and mitigate noise from the facility in the neighbourhood.
- The design of the building and pool will offer increased accessibility by being accessible for all.
- The new facility should increase use by drawing people in, offer more indoor and outdoor services and amenities, offer expanded daily hours of operation 365 days a year and offer expanded seasonal hours of operation.
- The new facility should operate as a community hub, providing a space for community events and programs, offering activities for families and attracting new businesses, creating a business hub for the area.
- Space will be provided to ensure County workspace and services will be available in the new building.
- The building will provide an open design that allows programs to flow from indoors to outdoors, creating visibility between various facility programs and activities.
- Design consideration should be given to sustainable design principles.
- Design consideration should be given to Winter City Design Guidelines.

### 2 PROJECT TEAM

To be determined.

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### 3 SITE REQUIREMENTS

#### **Location:**

- The new building frontage should be located along 51 Street.
- The site should be accessible from all 4 sides, and sensitive to the existing adjacencies.

#### **Traffic:**

- 12 staff parking stalls should be provided with powered plug-ins.
- On street public parking will be permitted along 51 Street. Cut back and re-alignment of a portion of the sidewalk to accommodate angle parking is a possibility.
- Flow of public traffic to be directed away from alley ways and directed to main thoroughfare (51 Street).
- Some accessible parking to be provided near front entry.

#### **Amenities:**

- Community gathering and green spaces should be provided with adjacency to the main programs of the community hub including the pool, library, play space, multipurpose room and entry way.
- The multipurpose space should have access/adjacency to both the community gathering and green space and pool. Lock door/access to pool.
- The Library should have a direct connection/adjacency to the community gathering and green space and play space area.
- An outdoor patio/gathering area for 4 accessible picnic tables, occasional markets, outdoor classroom, and outdoor movies.
- An accessible play space is to be provided throughout green space. Provide 4 play structures that adhere to the Canadian Sports for Life Physical Literacy fundamental movement skills and accommodates a range of ages from 0-12 years. Existing play structure is to be donated.
- A skate park is to be provided on the South side of the site using the existing skate park structures.

#### **Services:**

- Site lighting should minimize light pollution to avoid being a nuisance to neighbouring properties.
- Site drainage issues should be considered and mitigated as best as possible.
- Provide wifi, data and electrical outlets.

#### **Zoning:**

- Parkland County's Land Use Bylaw 2017-18 sets out development regulations for all developments on private properties within the County. However, Section 16.2 of the Land Use Bylaw states that any development on publicly owned lands being undertaken by the municipality to provide community services is not required to obtain development permit approval.
- Despite this, it is strongly recommended that any large scale development undertaken by the County that may present potential nuisances to the surrounding neighbourhood take into consideration the intent and purpose of Land Use Bylaw regulations.
- In particular, the site plan and design for Entwistle Pool and Community Hub Project should have due regard for applicable Land Use Bylaw regulations including:
  - Parking and loading requirements (Section 14)
  - Landscaping requirements (Section 13)
  - All applicable regulations under PR – Recreation District (Section 8.3). The subject lands are located in this zoning district
- The site design should also have broad consideration for the following:
  - Traffic circulation
  - Proper approach construction and safe distance for approaches to an intersection (follow Parkland County's Engineering Design Standards, available online)

### 3 SITE REQUIREMENTS CONT'D

- Proper grading and drainage (follow Parkland County's Engineering Design Standards)
- Current building and fire code regulations (Building and mechanical permits are still required)
- Additionally, because the proposed location of the project is surrounded by residential uses, the following nuisance factors must be considered as part of site design process. The final site design should demonstrate how the below factors have been carefully considered and mitigated to the best of ability:
  - Traffic & parking congestion issues when the site is being used at its fullest capacity
  - Drainage issues
  - Light pollution (follow Parkland County's dark sky lighting policy and procedures)
  - Privacy issues for the adjacent residences (i.e. separation, screening, etc.)

Geotechnical information will be provided by others.

Hazardous materials information and hazardous material demolition to be provided by others.

Site Survey Provided by Owner

### 4 SPACE REQUIREMENTS AND RELATIONSHIPS

Refer to Program Requirements Chart

### 5 BUILDING SYSTEMS AND EQUIPMENT

To be determined during Design Phase.

### 6 FINANCIAL REQUIREMENTS AND BUDGET

Construction budget is approximately \$7 million

### 7 SCHEDULE AND TIME FRAMES

Hazardous Material Disposal (by others) - In progress

Demolition (by others) - In progress

Design - April to July 2019

Construction Start - June 2019

Pool Occupancy - May 2020, after commissioning process is complete

## 8 REGULATORY REQUIREMENTS, APPROVALS & STANDARDS

Where not indicated otherwise, the current adopted version of the code/standard shall apply

Parkland County Council  
Parkland County Planning and Development, Building Permit  
Alberta Building Code  
National Energy Code For Buildings  
National Plumbing Code  
Canadian Electrical Code  
Illumination Engineering Society of North America - Refer to Electrical SOR  
Alberta Health Services  
Crime Prevention through Environmental Design Principles (CPTED)  
International Dark Sky Association (IDA)  
Alberta Health Pool Standards  
National Fire Protection Association (NFPA)  
Underwriters' Laboratories of Canada (cUL)  
Canadian Standards Association (CSA)  
American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE)  
Sheet Metal and Air Conditioning Contractors National Association (SMACNA)  
ANSI/TIA/EIA 569-B Commercial Building Telecommunications Cabling Standard - Category 6  
B149.1 Natural Gas and Propane Code  
Best Practices for Public Libraries in Alberta

Hold a Community Open House to provide opportunity for community involvement

## 9 FUTURE EXPANDABILITY

## 10 CONSTRUCTION DELIVERY

Construction Management Delivery Method

## 11 STAKEHOLDERS

### Internal:

- Parkland County Council
- County Planning and Development
- Parkland County Economic Diversification Department
- Parkland County Financial Services Department
- Parkland County Procurement Services Department

### External:

- Entwistle Pool Community Advisory Committee
- Entwistle Community Association
- Lion's Club (and other curling rink renters)
- Facility user groups

## 12 REFERENCES

<https://www.parklandcounty.com/en/live-and-play/Building-and-Renovating.aspx>  
<https://www.parklandcounty.com/en/live-and-play/Community-Standards-Bylaw.aspx>  
<https://www.parklandcounty.com/en/do-business/Land-Use-Bylaw.aspx>  
<https://www.parklandcounty.com/en/county-office/entwistle-pool-and-community-hub.aspx>  
[https://www.edmonton.ca/city\\_government/documents/PDF/WinterCityDesignGuidelines\\_draft.pdf](https://www.edmonton.ca/city_government/documents/PDF/WinterCityDesignGuidelines_draft.pdf)



**ENTWISTLE POOL & COMMUNITY HUB PROGRAM REQUIREMENTS | SEPTEMBER 2018**

PROGRAM	SPACE SIZE	FUNCTIONAL REQUIREMENTS (ADJACENCIES/ENVIRONMENTAL/LIGHTING/ACOUSTICS/ VIEW)	TECHNICAL REQUIREMENTS (SECURITY/ACCESS CONTROLS/SPECIAL EQUIPMENT, ETC)	SURFACE FINISHES	OTHER REQUIREMENTS
<b>ENTIRE FACILITY</b>					
<b>GENERAL NOTES FOR ENTIRE FACILITY</b> <ul style="list-style-type: none"> <li>Abuse resistant GWB throughout public areas and storage areas of facility</li> <li>minimum 10' clear ceiling throughout main floor of facility</li> <li>8' clear ceiling height in (potential) basement areas</li> </ul>					
<b>POOL DECK &amp; AMENITIES</b>					
<b>GENERAL NOTES FOR POOL AREA</b> <ul style="list-style-type: none"> <li>access to pool areas to be closed during winter months.</li> <li>Walls separating seasonal areas from areas open all year round are to have thermal resistance to prevent heat loss</li> <li>Areas shut down for the off season are to be supplied with minimum heating (+15 degrees C)</li> <li>Pool is not used after dark</li> <li>visually permeable fence for pool area enclosure</li> </ul>					
Outdoor Pool	4000 SQ FT	<ul style="list-style-type: none"> <li>12m x 25m lap area</li> <li>Zero entry access, accessible for all ages and abilities</li> <li>provide area suitable for toddler programming</li> <li>accessible entry to be provided for both the toddler area and the lap area</li> <li>provide minimum of 5 spray features with one pump</li> <li>pool occupancy to be approx. 90 people</li> </ul>	<ul style="list-style-type: none"> <li>1 meter diving board with side rails</li> <li>chlorine system will be gas injection</li> <li>Provide a number of anchor points to maximize programming opportunities.</li> <li>Provide 3 diving blocks.</li> <li>any requirements for pool area enclosure? fence? wall? solid? visually permeable?</li> </ul>	<ul style="list-style-type: none"> <li>pool basin finish to be aquabright</li> <li>provide tile border around pool</li> </ul>	<ul style="list-style-type: none"> <li>provide integrated water source to accommodate existing water slide.</li> <li>Existing lifeguard chair and water slide to be accommodated for new pool</li> </ul>
Water slide with separate flume		<ul style="list-style-type: none"> <li>good and fast</li> </ul>	<ul style="list-style-type: none"> <li>part of same water filtration system as pool</li> </ul>		
Pool Deck		<ul style="list-style-type: none"> <li>sufficient deck space to accommodate programming and viewing</li> <li>provide area for sunbathing</li> <li>provide shade for programmable area</li> <li>contained area / corral for bleacher viewing</li> </ul>		<ul style="list-style-type: none"> <li>pool deck to be concrete, brushed or swept finish?</li> </ul>	
Pool Storage Garage	10'X12' (APPROX)	<ul style="list-style-type: none"> <li>accessed off of pool deck</li> </ul>	<ul style="list-style-type: none"> <li>roll up garage door in addition to man door</li> </ul>		
<b>ADMINISTRATION</b>	<b>800 SQ FT</b>				
Admissions/Control Desk	200 sq ft	<ul style="list-style-type: none"> <li>shared use (365 days per year)</li> <li>located near main entrance to facility</li> <li>desk to accommodate 2 workstations with sit/stand capabilities</li> </ul>	<ul style="list-style-type: none"> <li>accommodate digital display</li> <li>Security gate closure system to lock area down</li> </ul>	<ul style="list-style-type: none"> <li>flooring: carpet tile</li> <li>walls: GWB, painted</li> <li>Millwork: plastic laminate with solid surface counter tops</li> </ul>	<ul style="list-style-type: none"> <li>display shelving for brochures</li> <li>control/access to PA system</li> </ul>

**ENTWISTLE POOL & COMMUNITY HUB PROGRAM REQUIREMENTS | SEPTEMBER 2018**

PROGRAM	SPACE SIZE	FUNCTIONAL REQUIREMENTS (ADJACENCIES/ENVIRONMENTAL/LIGHTING/ACOUSTICS/ VIEW)	TECHNICAL REQUIREMENTS (SECURITY/ACCESS CONTROLS/SPECIAL EQUIPMENT, ETC)	SURFACE FINISHES	OTHER REQUIREMENTS
Pro Shop/concession area	200 sq ft	<ul style="list-style-type: none"> <li>adjacent to admissions control desk</li> </ul>		<ul style="list-style-type: none"> <li>flooring: sealed concrete slab</li> <li>Millwork: plastic laminate</li> </ul>	<ul style="list-style-type: none"> <li>open all year round</li> <li>display cabinetry for pro shop items</li> <li>accommodate two vending machines</li> <li>accommodate small comfy seating area to accommodate 10 people with 1 couch, coffee table, 2 lounge seats and 1 table with 4 seats and charging station</li> </ul>
Office space	100 sq ft	<ul style="list-style-type: none"> <li>accommodate safe</li> <li>accommodate 2 workstations</li> <li>workstation has view to entire pool deck area</li> </ul>		<ul style="list-style-type: none"> <li>flooring: sealed concrete slab</li> <li>ceiling: suspended t-bar system with high NRC / CAC / LRV</li> </ul>	
Staff change room	100 sq ft	<ul style="list-style-type: none"> <li>One universal design shower/change room</li> <li>Provide toilet, sink, bench, hook and other washroom elements</li> </ul>		<ul style="list-style-type: none"> <li>moisture resistant GWB ceiling, minimum 10' clear</li> <li>Walls, Tile: Olympia Tile, 12x24 Regal Series Polished</li> <li>Floors, Tile: Olympia Tile, 2"x2" Quebec Hex Series,</li> <li>Millwork: solid surface</li> </ul>	
Staff room/Guard station	250 sq ft	<ul style="list-style-type: none"> <li>10-12 half height lockers</li> <li>directly accessible to pool deck with door and screen</li> <li>wall adjacent to pool side to be entirely glazed</li> <li>adjacent to pool</li> <li>direct access to staff change room</li> <li>50 square foot first aid area with access off pool deck</li> </ul>	<ul style="list-style-type: none"> <li>provide phone for first aid area</li> <li>control/access to PA system</li> </ul>	<ul style="list-style-type: none"> <li>flooring: sealed concrete slab</li> <li>Walls: provide tile back splash</li> <li>ceiling: suspended t-bar system with high NRC / CAC / LRV</li> <li>Millwork: plastic laminate with solid surface counter tops</li> </ul>	<ul style="list-style-type: none"> <li>kitchenette with microwave, full size fridge, sink, water cooler</li> <li>bulletin board wall</li> <li>staff mailbox millwork</li> </ul>
<b>CHANGE ROOMS &amp; WASHROOMS</b>	<b>1800 SQ FT</b>				
Family change room w/ integrated washroom for pool	1400 sq ft.	<ul style="list-style-type: none"> <li>accommodate 90 people</li> <li>integrated washrooms areas</li> <li>change rooms should face shallow end of pool</li> <li>integrated open shower area</li> </ul>	<ul style="list-style-type: none"> <li>keyed door access</li> <li>provide half and full size lockers, half coin operated and half self locking</li> <li>shoe area at first entry with boot shelving and benches</li> <li>hand dryers, hung at high and low heights</li> </ul>	<ul style="list-style-type: none"> <li>moisture resistant GWB ceiling, minimum 10' clear</li> <li>Shower Walls: Tile, Olympia Tile, 12x24 Regal Series Polished</li> <li>Floors, Tile: Olympia Tile, 2"x2" Quebec Hex Series</li> <li>Millwork: plastic laminate with solid surface counter tops</li> </ul>	<ul style="list-style-type: none"> <li>number of universal change rooms to meet code requirements or minimum of 2, whichever is greater</li> <li>provide minimum of 2 change tables in family change rooms</li> <li>provide change tables in washroom areas</li> </ul>
<b>SERVICES &amp; OPERATION</b>	<b>725 SQ FT</b>				
Pool mechanical & storage room	525 sq ft	<ul style="list-style-type: none"> <li>possibly located in basement</li> <li>size driven by equipment and clearance requirements</li> <li>minimum 8' clear height</li> </ul>		<ul style="list-style-type: none"> <li>flooring: exposed concrete slab</li> </ul>	<ul style="list-style-type: none"> <li>if located in basement, a loading area with double doors should be included on main level with stairs that go directly to the basement</li> </ul>

**ENTWISTLE POOL & COMMUNITY HUB PROGRAM REQUIREMENTS | SEPTEMBER 2018**

PROGRAM	SPACE SIZE	FUNCTIONAL REQUIREMENTS (ADJACENCIES/ENVIRONMENTAL/LIGHTING/ACOUSTICS/ VIEW)	TECHNICAL REQUIREMENTS (SECURITY/ACCESS CONTROLS/SPECIAL EQUIPMENT, ETC)	SURFACE FINISHES	OTHER REQUIREMENTS
Chemical room/storage/loading/stairs	200 sq ft	<ul style="list-style-type: none"> <li>possibly located in basement</li> <li>some secure chemical storage must be adjacent to pool deck (if chemical room is in basement)</li> </ul>		<ul style="list-style-type: none"> <li>flooring: sealed concrete slab</li> </ul>	<ul style="list-style-type: none"> <li>could be combined with loading area with double doors and stairs to basement</li> </ul>
Chlorine Room	50 sq ft	<ul style="list-style-type: none"> <li>chlorine room to meet all code requirements (ie. negative pressure, window, blast proof, visual alarm on exterior wall, alarm with direct connect to 911, exhaust requirements etc)</li> <li>anchor points in wall to hang 4 chlorine tanks</li> <li>accessible entry (no door threshold)</li> <li>adjacent to pool piping</li> <li>direct access to exterior wall</li> </ul>		<ul style="list-style-type: none"> <li>flooring: sealed concrete slab</li> </ul>	<ul style="list-style-type: none"> <li>provide an outdoor pole mounted wind sock adjacent to room</li> </ul>
Multi-purpose Hub mechanical room	150 sq ft	<ul style="list-style-type: none"> <li>possibly located in basement</li> </ul>	<ul style="list-style-type: none"> <li>provide weather tight chute with direct access from exterior if a pellet system is used</li> </ul>	<ul style="list-style-type: none"> <li>flooring: sealed concrete slab</li> </ul>	
Electrical room		<ul style="list-style-type: none"> <li>possibly located in basement</li> <li>must be its own room</li> <li>sized to provide the required code clearances</li> </ul>		<ul style="list-style-type: none"> <li>flooring: sealed concrete slab</li> </ul>	
Janitorial Room	150 sq ft	<ul style="list-style-type: none"> <li>allow for space for owner supplied shelving</li> <li>floor mop sink</li> <li>counter slop sink</li> <li>allow for room for storage of floor scrubber</li> <li>stacked washer and dryer</li> </ul>		<ul style="list-style-type: none"> <li>flooring: sealed concrete slab</li> <li>Walls: FRP panels at sink locations</li> </ul>	
<b>COMMUNITY HUB SPACE</b>	4900 SQ FT				
<p><b>GENERAL NOTES FOR COMMUNITY HUB AREA</b></p> <ul style="list-style-type: none"> <li>good glazing is required</li> <li>no mag locks</li> <li>wayfinding, to be designed in collaboration with owner</li> <li>building signage, to be designed in collaboration with owner</li> <li>integral floor grate in main entry vestibule</li> </ul>					
Community Gathering and Green Spaces		<ul style="list-style-type: none"> <li>Provide pads for 4 picnic table areas</li> </ul>	<ul style="list-style-type: none"> <li>Waste receptacle, picnic tables and benches are owner of the following unit specs: Garbage Container: HBIS BP Container by Haul-All Equipment systems Picnic Table: 2 different specs provided - Iron Mountain Forge 266-6x, 6' PVC Table Bench: Heritage Iron Mountain Forge Benches 6' Bench w/ back and armrest</li> </ul>		

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Universal/gender neutral washrooms	400 sq ft	<ul style="list-style-type: none"> <li>these washrooms are separate from the pool to service community hub</li> </ul>	<ul style="list-style-type: none"> <li>keyed doors</li> </ul>	<ul style="list-style-type: none"> <li>moisture resistant <b>GWB ceiling</b>, minimum 10' clear</li> <li>Walls: <b>GWB</b></li> <li>Floors: <b>sealed concrete</b></li> <li>Millwork: <b>plastic laminate with solid surface counter tops</b></li> </ul>	<ul style="list-style-type: none"> <li>change tables in all</li> <li>hand dryers</li> </ul>
Tenant space(s)	1000 sq ft	<ul style="list-style-type: none"> <li>self contained with its own washrooms</li> <li>street visibility along 51 Street</li> <li>provide lots of natural light</li> </ul>		<ul style="list-style-type: none"> <li>flooring: <b>sealed concrete slab</b></li> <li>walls: <b>primed drywall</b></li> <li>Ceiling: <b>exposed structure</b></li> </ul>	<ul style="list-style-type: none"> <li>situated to allow for future expandability</li> <li>base build only</li> </ul>
County staff satellite office space/ workstations	300 sq ft	<ul style="list-style-type: none"> <li>connection to admissions / control desk</li> <li>accommodate 3 workstations</li> <li>could be located near pool office for shared printer/copy area</li> <li><b>provide glazing between office space and hub</b></li> <li><b>provide natural light</b></li> </ul>		<ul style="list-style-type: none"> <li>carpet tile flooring</li> <li>ceiling: <b>suspended t-bar system with high NRC / CAC / LRV</b></li> </ul>	
Multipurpose/program room(s)	1400 sq ft	<ul style="list-style-type: none"> <li>both visual and physical connection /access to the play space, pool, library and hub</li> <li>acoustic privacy</li> <li>flexible space to accommodate a variety of operational hours that vary from the rest of the building</li> <li>lockable door access to pool deck area</li> <li>accommodate potential for users to be wearing damp swim suits</li> </ul>	<ul style="list-style-type: none"> <li>provide storage closet for tables and chairs - # of tables and chairs to correspond to max amount of people that will fit in the room when set up</li> <li><b>kitchenette with millwork, sink, fridge, microwave</b></li> <li>provide secure enclosure for AV equipment</li> </ul>	<ul style="list-style-type: none"> <li>linoleum flooring</li> <li>heavy duty <b>GWB walls (5/8)</b></li> <li>provide durable wainscoting wall panels around perimeter of room to underside of chair rail</li> <li><b>Chair Rail: plastic laminate</b></li> <li><b>Millwork: plastic laminate with solid surface counter tops</b></li> </ul>	<ul style="list-style-type: none"> <li>accommodate a range of programs including meetings, clubs, physical activity, crafts</li> <li>provide 12-14" chair rail around entire perimeter or room</li> </ul>
Storage room(s)	200 sq ft		<ul style="list-style-type: none"> <li>double door access, no astragal</li> </ul>	<ul style="list-style-type: none"> <li>flooring: <b>sealed concrete slab</b></li> <li>closets/storage doors to have durable finish</li> <li>Ceiling: <b>exposed</b></li> </ul>	<ul style="list-style-type: none"> <li>area in closet for 4 storage lockers, approx. 4'x6'</li> <li>provide closet to accommodate yoga mats and library program kits</li> </ul>
Outdoor storage	100 sq ft	<ul style="list-style-type: none"> <li>provided for outdoor patio area to accommodate tables/chairs/barricades/umbrellas</li> <li>accessible from outdoor patio area</li> </ul>	<ul style="list-style-type: none"> <li>double doors</li> </ul>	<ul style="list-style-type: none"> <li>flooring: <b>exposed concrete slab</b></li> </ul>	
Communications (IT) Closet	25 sq ft	<ul style="list-style-type: none"> <li>acoustic privacy</li> </ul>	<ul style="list-style-type: none"> <li>security</li> <li>AC unit</li> </ul>	<ul style="list-style-type: none"> <li>flooring: <b>exposed concrete slab</b></li> <li>Ceiling: <b>exposed</b></li> </ul>	<ul style="list-style-type: none"> <li>connection for library supernet</li> </ul>

**ENTWISTLE POOL & COMMUNITY HUB PROGRAM REQUIREMENTS | SEPTEMBER 2018**

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LIBRARY	2000 SQ FT				

**GENERAL NOTES FOR LIBRARY AREA**

- library should have a direct connection/access to the play space
- adjacency to the multipurpose room
- acoustic privacy designed for library standards
- street frontage along 51 Street at north corner
- display for artwork
- ideally located adjacent to facility washrooms
- min 2000 sq ft required, 3000 sq ft would be ideal
- spatial flexibility is critical
- Provide glazing between library and hub, 75% of wall
- walls designed to support library shelving
- Interior doors to be solid core wood doors with wood veneer
- Provide natural light.

Entrance		<ul style="list-style-type: none"> <li>• entrance to library should be immediately off of main entrance to facility</li> </ul>		<ul style="list-style-type: none"> <li>• flooring: exposed concrete slab</li> <li>• ceiling: exposed</li> </ul>	<ul style="list-style-type: none"> <li>• space required for boot rack/ bench/coats</li> <li>• provide millwork for coats and boots</li> <li>• space for self checkout station</li> </ul>
Book drop		<ul style="list-style-type: none"> <li>• 24 hour access exterior book drop with canopy cover</li> </ul>	<ul style="list-style-type: none"> <li>• book drop to be fireproof and weather proof</li> </ul>		
Circulation Desk		<ul style="list-style-type: none"> <li>• check in area to have sit workstation (accessible for public)</li> <li>• check in area to have 2 stand workstations</li> <li>• book return slot with bin under desk</li> <li>• accommodate frequent movement for staff, in and out</li> <li>• drawers for library materials (lockable)</li> <li>• brochure display on desk</li> </ul>	<ul style="list-style-type: none"> <li>• accommodate print/scan/photocopy area for public use</li> <li>• new display case</li> </ul>	<ul style="list-style-type: none"> <li>• carpet tile flooring</li> <li>• ceiling: exposed with feature cloud</li> <li>• Millwork: plastic laminate with solid surface counter tops</li> </ul>	
Collection Area	1,025 sq ft	<ul style="list-style-type: none"> <li>• space to accommodate 11,000 items</li> <li>• collection area to be divided into areas of book/item types (Children, teen, juvenile, fiction, nonfiction, DVDs)</li> </ul>		<ul style="list-style-type: none"> <li>• carpet tile flooring</li> <li>• ceiling: exposed with acoustic clouds / feature areas</li> </ul>	
Programming area	250 sq ft	<ul style="list-style-type: none"> <li>• programming area to accommodate 25 people</li> <li>• provide natural light</li> </ul>	<ul style="list-style-type: none"> <li>• provide lockable millwork cabinets for storage</li> <li>• provide portable screen for library</li> </ul>	<ul style="list-style-type: none"> <li>• linoleum flooring</li> <li>• ceiling: suspended t-bar system with high NRC / CAC / LRV</li> <li>• Millwork: plastic laminate with solid surface counter tops</li> </ul>	<ul style="list-style-type: none"> <li>• provide storage closet for table and chairs</li> <li>• provide sink</li> </ul>

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Staff work area / office	640 sq ft	<ul style="list-style-type: none"> <li>provide mail area that accommodates space for large table and 6 stackable bins</li> <li>area for 2 workstations</li> <li>view of library and circulation desk through glazed wall</li> <li>staff area and office could be separate or together</li> </ul>	<ul style="list-style-type: none"> <li>provide 10 linear feet of upper and lower cabinets for storage of program kits, new books, packing supplies - millwork to include cabinets, drawers and cubbies</li> <li>allow space for photocopiers, printers</li> </ul>	<ul style="list-style-type: none"> <li>carpet tile flooring</li> <li>ceiling: suspended t-bar system with high NRC / CAC / LRV</li> <li>Millwork: plastic laminate with solid surface counter</li> </ul>	
Computer areas	350 sq ft	<ul style="list-style-type: none"> <li>area for 8 Adult computer stations</li> <li>area for 2 children's computer stations</li> </ul>		<ul style="list-style-type: none"> <li>carpet tile flooring</li> <li>ceiling: exposed with acoustic clouds</li> </ul>	
Kitchenette		<ul style="list-style-type: none"> <li>to serve both program room and staff work area</li> </ul>	<ul style="list-style-type: none"> <li>provide cabinets for storage</li> </ul>	<ul style="list-style-type: none"> <li>flooring: exposed concrete slab</li> <li>Walls: provide tile back splash</li> <li>ceiling: suspended t-bar system with high NRC / CAC / LRV</li> <li>Millwork: plastic laminate with solid surface counter tops</li> </ul>	<ul style="list-style-type: none"> <li>microwave</li> <li>mini fridge</li> </ul>
Reading nook		<ul style="list-style-type: none"> <li>electric fireplace for reading nook</li> </ul>		<ul style="list-style-type: none"> <li>carpet tile flooring</li> <li>ceiling: acoustic clouds / feature area</li> </ul>	
Server Closet					

## **APPENDIX G – TOPOGRAPHICAL SURVEY**

Attached as a separate electronic document.

## **APPENDIX H – SITE MAP**

Attached as a separate electronic document.



## **APPENDIX I – GEOTECHNICAL REPORT**

Attached as a separate electronic document.