

Request for Proposals – Wabasca Lions Club Campground Upgrades/Improvements

Issue Date: **May 6, 2025**

Closing Date: **May 23, 2025 at 08:00:00 am**

Document Reference: **MD17-RFP-MAY2025- WB - Lions Club Campground
Expansion/Improvement**

Project Code: **WB - Lions Club Campground Expansion/Improvement**

Location: **Lions Club Campground, Wabasca, Alberta (14.5 km NW from main four-way stop)**

Updated via Addendum No. 1 – Issued May 13, 2025



Submit Sealed Proposal to:

Raymond Auger

Director of Capital Projects and Facility Maintenance

Facility Maintenance Office - Municipal District of Opportunity No.17

2853 Alook Drive

Box 60, Wabasca, AB, T0G 2K0

780-891-3778 office

Table of Contents

Cover Page - Vendor Information.....	3
1. Introduction.....	5
2. Proposal Requirements	5
3. Proposal Adjudication Criteria	6
4. Scope of Project	7
i. Section 4.1 Toilet Building Repairs and Improvements	7
ii. Section 4.2 Construction of New Picnic Shelter	7
iii. Section 4.3 Existing Day Use and Group Site Picnic Shelter Upgrades.....	7
5. Paint and Stain Colour Standards	8
6. Timeline Requirements	9
7. Proposal Submission	9
8. Legal Notice	9
Schedule A – Treatment of Proposal Irregularities	9
APPENDIX A	13

Vendor Information Form

Reference: MD17-RFP-MAY2025- WB - Lions Club Campground Expansion/Improvement

GENERAL INFORMATION			
Date:		Compulsory GST No.:	
Company Name:		Phone:	
		Fax:	
		E-mail:	
Street Address:		Mailing Address:	
Province:	Postal Code:	Province:	Postal Code:
Business Licence Information (Compulsory)			
Copy of Business Licence Attached? Y N			
If No, explanation:			
Workers' Compensation Information (Compulsory)			
Clearance Letter Attached? Y N			
WCB Number:		Industry Code:	

Insurance (Compulsory)				
	Coverage Limit	Policy No.	Insurance Co.	
Commercial Comprehensive General Liability	\$			

Work History – Previous Jobs (Compulsory)				
Customer	Type of Project	\$ Size	Contact	Phone

The applicant acknowledges having read and agreed to the terms and conditions described within this **Request for Proposal (RFP)** to which the work plan and the budget are made subject. The Applicant acknowledges and agrees that by its submission of this proposal it shall be bound by the terms and conditions, the MD's policies, procedures, protocols, and guidelines.

Please include this cover page with your sealed bid package & proposal.

SIGNATURES: *By signing below, you certify that the information provided above is accurate.*

Senior Company Representative Name:	Title: Phone Number:	Signature: Date:
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1. Introduction

The Lions Campground is a recreational facility located approximately 14.5 km northwest of the Mistassiniy Road North and Highway 754 / Highway 813 four-way stop. Operated by the local Lions Club, the campground serves both community residents and visiting tourists.

The purpose of this Request for Proposal (RFP) is to provide local contractors with an equal opportunity to submit proposals and compete for the Lions Campground Improvements and Upgrades project.

2. Proposal Requirements

2.1 Vendor Application Form

Applicants must provide the following information as part of their submission:

a) Cover Page

Complete the cover page template provided with this RFP, including the vendor's legal business name and RFP reference number.

b) Project Budget and Timeline

Applicants must submit an itemized cost table that outlines all major activities and associated costs involved in the delivery of the project. All pricing must be quoted in Canadian Dollars (CAD), exclusive of Goods and Services Tax (GST).

2.2 Template for Project Details

Respondents must include the following information in their proposal. Submissions should not exceed 15 pages in total.

a) Project Approach

Describe the proposed approach to completing the work, including methods for accessing locations, construction or installation techniques, and the type of equipment or tools to be used.

b) Relevant Experience

Provide a brief overview of relevant experience. Include examples where similar materials, environments, or standards were used.

c) Risk Identification & Mitigation

Identify potential project risks and provide a risk mitigation table. The table should include risk categories, potential impacts, likelihood, and proposed mitigation strategies.

d) Project Timeline

Include an estimated project schedule, with expected start and end dates, and a breakdown of key milestones or activity durations.

e) Communication Plan

Describe how communication will be maintained with the MD's Director of Capital Projects

throughout the project. Include proposed methods for providing daily or weekly updates, reporting site issues, and coordinating site access.

f) Safety Plan

Outline your safety protocols for all project phases. Describe how you will comply with OH&S standards, protect workers and the public during work.

g) Submission Format

The full proposal, including all requested information, must be no more than 15 pages in length, not including appendices (if permitted).

3. Proposal Adjudication Criteria

Proposals will be reviewed, evaluated, and recommended to MD council for approval based on the following criteria:

- a) The proposal requirements are complete.
- b) Priority will be given to local contractors within the hamlet of the Municipal District of Opportunity No.17. The ability to hire local contractors, including local Indigenous community members, is necessary.
- c) The expenses set out in the proposal must be reasonable in all circumstances and must not exceed the fair market value of the goods and services being provided.
- d) The MD has the right to determine final scope quantities. The total value of the project will be taken into consideration by the owner on whether to complete the project in one or multiple years.
- e) Council will take into consideration:
 - i. The applicant's proximity to the Municipal District of Opportunity No.17.
 - ii. The applicant's experience in performing the statement of work
 - iii. Whether the applicant has, in the past successfully completed projects for the MD; and
 - iv. The ability of the applicant to complete the work economically and within the proposed timelines.
- f) Valid COR safety certification and a minimum of \$2,000,000 million liability insurance will be required.
- g) Valid WCB coverage will be required.

4. Scope of Project

The Lions Club Campground is a municipally supported recreational facility utilized by both local residents and visiting tourists seeking a relaxing natural setting with dependable amenities. The Municipality is inviting proposals from qualified contractors to provide all necessary labour, materials, tools, and equipment to complete the following improvements:

4.1 Toilet Building Repairs and Improvements

The Municipality is requesting pricing for the five (5) toilet buildings on site requiring repairs or Improvements. The breakdown is as follow:

4.1.1 One Toilet – Minor Repairs

Materials Required: Screen, stain, paint, door closure material.

Scope of Work:

- Touch-ups to vermin screens
- Repair of entry doors for proper function
- Prep and install fascia
- Prep exterior and interior for staining and interior painting
- Apply interior paint and exterior stain

4.1.2 Two Toilets – Roof & Fascia Replacement

Materials Required: Shingles, 2x6 lumber, roof edge, metal fascia, stain, paint, fasteners.

Scope of Work:

- Strip existing roof shingles and components
- Install new wooden fascia, roof edge, shingles
- Remove and replace vermin screens
- Prep and stain exterior to match existing colours
- Prep and paint interior walls and floor
- Repair or replace entry doors for proper function

4.1.3 Two Toilets – Full Exterior/Interior Upgrades

Materials Required: Shingles, 2x6 lumber, siding, metal fascia, roof edge, stain, and paint.

Scope of Work:

- Dismantle existing roofing, fascia, siding
- Replace rotted siding where necessary
- Install new framing, siding, and interior paneling
- Prep and stain exterior to match existing compound colours
- Prep and paint interior walls and floor to match existing colour scheme
- Install new metal soffit and fascia if allowable
- Repair or replace entry doors and vermin screens

4.1.4 Repair or replace entry doors for all five toilet buildings to ensure proper function.

4.1.5 Clean and paint interior walls of the five toilet buildings; repair any damaged or deteriorated exterior components as needed.

4.1.6 Remove and replace roof shingles and fascia on four toilet buildings; install metal fascia.

4.1.7 Remove and replace rotted or fully deteriorated siding on two toilet buildings.

4.2 Construction of New Picnic Shelter

The Municipality is requesting pricing for the construction of one new picnic shelter, in accordance with the specifications outlined in the concept drawing provided in Appendix A. The contractor shall supply all labour and materials required to complete the work.

Dimensions: 16 feet by 12 feet

Materials Required:

- 28 yards $\frac{3}{4}$ " gravel
- 6"x6"x14' treated timbers
- 90' of 1-3/4" x 12" microlam beam
- 2x6x12' rafters
- 2x6x16' fascia
- 14x4x16' strapping
- 2x6x8' lumber
- Sheathing, roofing, metal soffit, fascia
- Stain to match compound colours

Scope of Work:

- Drill twelve 12" holes to 36" depth for 6x6 posts
- Install gravel tamp in place to 30" depth
- Install gravel base and level for beam and rafter support
- Cut posts to height and notch to accept two-ply microlam beam
- Install rafters, fascia, strapping, and perimeter beam
- Install roofing and soffit, construct 2x6 infill walls
- Stain and paint all exterior wood to match campground scheme
- Install interior paneling and prep for painting to match interior theme
- Construction must comply with current building practices and all applicable building codes.

4.2.1 All materials must be certified and stamped as approved for construction use.

4.2.2 Contractor is responsible for the procurement, delivery, and handling of all required materials.

4.2.3 Contractor must ensure the worksite remains clean and free of hazards to campground users throughout the duration of construction.

4.2.4 All painting or staining will be reflective of the existing colour schemes

4.3 Existing Day Use and Group Site Picnic Shelter Upgrades

The Municipality is requesting pricing for the installation of interior paneling and staining of the two existing picnic shelters.

Scope of Work:

- Apply paint or stain to match the existing campground colour scheme
- Install interior ½” standard plywood on two existing picnic shelters and stain accordingly

5. Paint and Stain Colour Standards

- All finishes, including paint and stain, must match the existing colour scheme used on the bathroom building nearest to Spruce Loop Camp Site area, which features dark brown siding with grey trim.
- Contractors are responsible for confirming colour matching on-site prior to application.

6. Timeline Requirements

A detailed project schedule must be submitted with the proposal, outlining key milestones. Any delays must be communicated in writing and approved by the MD. Preference will be given to respondents who can meet or exceed the project schedule while maintaining quality standards.

7. Proposal Submission

- a) Proposals will be accepted until **May 23, 2025 at 08:00:00 am.**
- b) Applicants will be notified of the acceptance or rejection of their proposal as soon as reasonably possible to facilitate the implementation of the proposed project.
- c) The MD is not responsible for RFP;s that are not received as the result of any delivery failure of any kind by any delivery service whatsoever.
- d) Proposals must be sealed and submitted to any of the MD’s offices with attention to:

Raymond Auger
Director of Capital Projects and Facility Maintenance
Facility Maintenance Office - MD of Opportunity 17
2853 Alook Drive
PO BOX 60
WABASCA, AB
780-891-3778

MD 17 office locations:

- **Wabasca** MD 17 Main Office | Address: 2077 Mistassiniy Road North, T0G 2K0
- **Calling Lake** MD 17 Sub Office | Address: 2824 Central Drive, T0G 0K0
- **Red Earth Creek** MD 17 Sub Office | Address: 249 Red Earth Drive, T0G 1X0

8. Legal Notice

8.1 Discretion and Rights of the MD

The MD reserves the right, in its absolute discretion, to accept the Proposal it deems most advantageous to itself and to reject any or all Proposals, in each case without providing notice or reason. The lowest or any Proposal will not necessarily be accepted. In no event shall the MD be responsible for any costs incurred by a Respondent in the preparation or submission of a Proposal.

8.2 Non-Conforming Proposals

Proposals that contain qualifying conditions or otherwise fail to conform to the instructions may be disqualified or rejected. However, the MD may, in its sole discretion, retain and consider any non-conforming Proposal, including those that are incomplete or do not strictly comply with the submission process outlined in this RFP.

8.3 Acceptance of RFP Terms

By submitting a Proposal, the Respondent confirms that they have read, understood, and accepted the contents of this RFP. The Respondent and all individuals or entities involved in the preparation or delivery of the Proposal acknowledge and agree as follows:

- a)** The MD may withdraw, suspend, amend, or cancel this RFP at any time, including any part of the scope, evaluation criteria, or submission requirements.
- b)** The MD reserves the right to accept or reject any Proposal for any reason and is under no obligation to accept any Proposal.
- c)** Final decision-making authority rests solely with the MD Council or its delegates and may include consideration of factors not explicitly stated in this RFP.
- d)** No act or omission of the MD or its representatives shall constitute acceptance of a Proposal unless expressly confirmed in writing by an authorized signatory of the MD.
- e)** Proposals that do not comply with the requirements of this RFP may be rejected in whole or in part. The MD reserves the right to accept or reject non-compliant Proposals at its sole discretion.
- f)** This RFP is a request for proposals only and does not constitute a binding offer. Submission of a Proposal does not create a contract or legal obligation between the MD and any Respondent.
- g)** Acceptance of a Proposal does not constitute a binding agreement. A contract shall only exist once a written agreement ("Purchase Agreement") is executed by both parties.
- h)** All Proposal documents and materials submitted become the property of the MD upon submission. This excludes any proprietary technology or intellectual property rights described within them. Ownership of any intellectual property created during the performance of the work will be addressed in the resulting Purchase Agreement.

- i)** The Respondent and any Team Members agree to treat the contents of this RFP and any associated documents as confidential and to use them solely for the purpose of preparing a Proposal or securing necessary third-party project funding, if applicable.
- j)** The Respondent and any Team Members waive any claims against the MD or its affiliates (the “MD Parties”) for any costs, expenses, or damages incurred in connection with this RFP or any Proposal submitted. All expenses are undertaken at the Respondent’s sole risk.
- k)** The MD makes no representations regarding the accuracy or completeness of any information provided during this RFP process.
- l)** The MD and the MD Parties shall have no liability to any Respondent or Team Member in connection with this RFP.
- m)** Upon acceptance of a Proposal, the selected Respondent shall be required to enter into a written Agreement with the MD on terms consistent with this RFP or as otherwise provided upon request.

Schedule A – Treatment of Proposal Irregularities

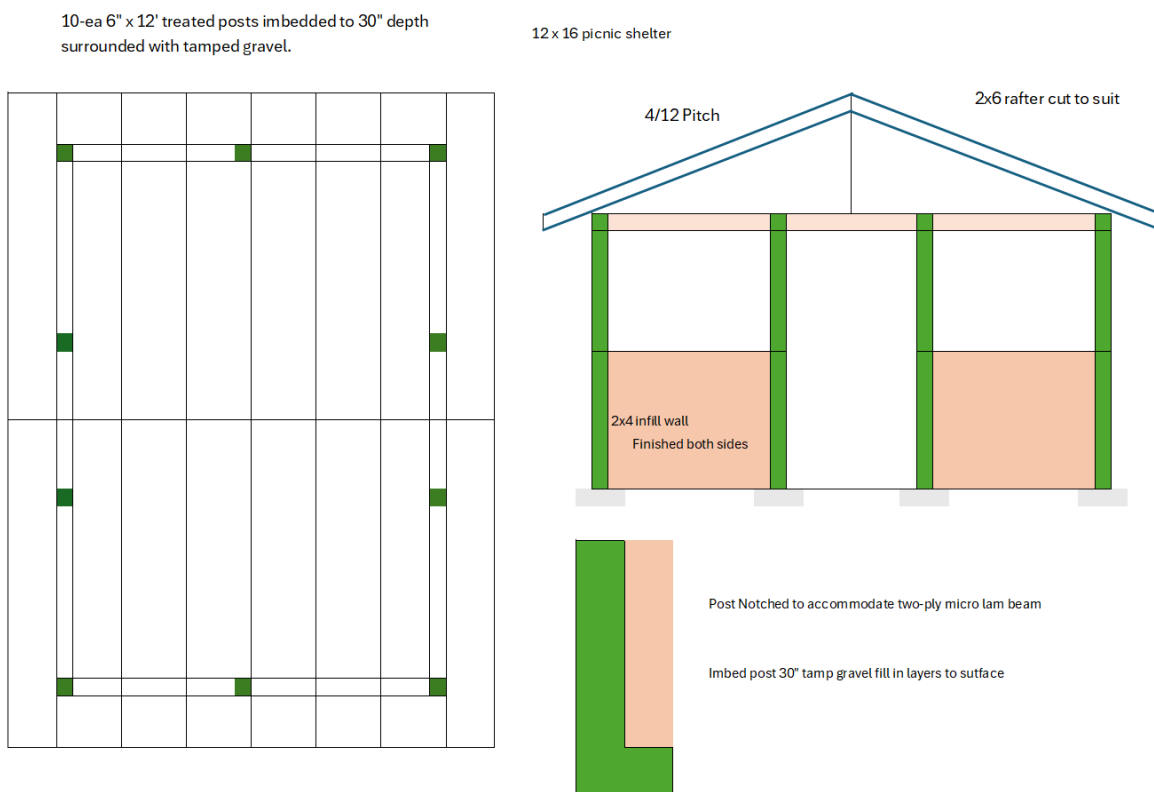
The MD, in exercising its discretion to waive a minor or non-substantial irregularity in a RFP, shall follow the guidelines provided below.

#	Irregularity	Response
1	Proposal received after the closing time and date	At the sole discretion of the MD: may be rejected or accepted based on the circumstances. Typically rejected unless delivery delay is attributable to the MD or an authorized courier.
2	Proposal not submitted in a sealed envelope or package (where required)	Automatic rejection; do not open.
3	Proposal not completed in a non-erasable medium, or not signed in ink	Automatic rejection.
4	Incomplete or partial Proposal (pricing missing or not all items quoted)	Automatic rejection unless: (a) the RFP permits partial proposals; or (b) the omission is deemed trivial or insignificant by the MD.
5	Proposal contains conditions or restrictions (qualified proposal)	Automatic rejection unless: (a) the condition was specifically requested by the MD; or (b) deemed trivial or insignificant.
6	Proposal not properly signed or corporate seal not affixed (if required)	Automatic rejection.
7	Mathematical errors in pricing	May be accepted if corrected during review. Unit prices shall prevail and be used to correct extensions.

8	Proposal submitted on documents other than those provided by the MD	Automatic rejection unless the deviation is deemed trivial or insignificant.
9a	Erasures, overwriting, or corrections not initialed	May be accepted. Time limit may be granted for the Respondent to initial the correction.
9b	Minor clerical changes (e.g., address corrections) not initialed	May be accepted. Time limit may be granted for correction/initialing.
9c	Unit prices changed but not initialed, and total is consistent with amended unit price	May be accepted. Time limit may be granted to initial change.
9d	Unit prices changed but not initialed, and total does not match amended unit price	Automatic rejection.
10	Other minor clerical or typographical errors	May be accepted. Time limit may be granted for correction.
11	Other minor irregularities not listed above	At the sole discretion of the MD. May be waived if considered immaterial, using a consistent and fair approach.

Appendix A – 12 x 16 Picnic Shelter Concept Drawing

12 x 16 Picnic Shelter Concept



WB – Lions Club Campground Expansion/Improvement ADDENDUM NO. 1

MD17-RFP-MAY2025-WB – Lions Club Campground Expansion/Improvement

Project Code: WB – Lions Club Campground Expansion/Improvement

Location: Lions Club Campground, Wabasca, Alberta (14.5 km NW from main four-way stop)

Issue Date of RFP: May 6, 2025

This addendum serves to formally extend the proposal submission deadline for the above-referenced Request for Proposal.

Revised Closing Date:

From: May 12, 2025 at 08:00:00 AM (MST)

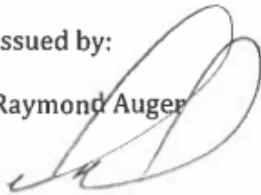
To: May 23, 2025 at 08:00:00 AM (MST)

All other terms, conditions, and specifications of the original RFP remain unchanged.

Respondents are advised to acknowledge receipt of this addendum in their proposal submission.

Issued by:

Raymond Auger



Director of Capital Projects & Facility Maintenance
2853 Alook Drive Box 60
Wabasca, AB
T0G 2K0
raymond.auger@mdopportunity.ab.ca

Date of Addendum: May 13, 2025