



Town of Fairview
Request for Proposals
Town Entrance Arch
RFP#- ADM 2021-04-09

The Town of Fairview council wishes to install an arch to the entrance of Town on the North side of the 100 Avenue and 110 Street intersection. A proposed design has been supplied to direct the proponent in the style and size being requested.

Project Description:

The Town of Fairview council wishes to install an entrance arch.

Project Scope & expected deliverables:

The proponent will be expected to provide the arch design, specifications and materials. We are looking for a design and materials that will be durable in the outdoor environment near the Highway and is complimentary to the entrance signs installed in 2019.

The proponent will supply the cost to build, design and install the arch at the proposed location. Cost shall include electrical installation utilizing the ATCO street light infrastructure.

The sign can have wood looking accents in the design, but there should be no actual wood products exposed in the finished product. Included with this RFP is a proposed design that has been developed by town administration to guide the proponent. We have also supplied the look of the current entrance signs.

Lighting

The sign on the arch shall be two sided and be internally light.
The arch shall be illuminated with LED colour adjustable lighting.

Expected activities from the Contractor:

- Design the arch to the satisfaction of the Town
- Build the arch
- Install the approved arch.
- Complete project in 2021

Proposal Information

Please include but not limit the proposal to:

- The cost to design, build and install the entrance arch.
- A picture of the final design, along with detailed specifications.
- Products involved in the design.

- Experience with similar projects and tasks.
- References
- Completion date
- Warranty

Terms of this Request for Proposal

- The Town reserves the right to cancel the RFP for any reason without any liability to any proponent or to waive irregularities at its own discretion
- Proposals may be withdrawn by written notice once provided such notice is received by the CAO, prior to the closing date and time.
- No proponent shall have any claim for any compensation of any kind as a result of participating in the RFP. By the submission of the proposal each proponent shall be deemed to have agreed that it has no claim.
- A proposal which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements of this RFP may be rejected in whole or in part by the Town at its sole discretion.
- The Town may waive any non-compliance with the RFP, specifications or any conditions including the timing of delivery of anything required by the RFP and may at its sole discretion elect to retain for consideration proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.
- The Town has the right to not proceed with the project.
- All proposals will remain confidential.
- It is the sole responsibility of the proponent to check on the Town of Fairview's web site and APC for available updates and addendums. Updated information will also be provided upon request.
- We wish for the project to be completed by October 31, 2021.

SUBMISSION DEADLINE:

All submissions must be received no later than **4:00 pm on April 9, 2021.**

General:

For further information contact:

Inquiries Regarding the RFP

Daryl Greenhill
Chief Administrative Officer

Town of Fairview
Phone: 780-835-5461
cao@fairview.ca

<p><u>Return RFP to:</u></p> <p>Daryl Greenhill Chief Administrative Officer Box 730 Town of Fairview, AB T0H 1L0 Phone: 780-835-5461</p> <p>101, 10209-109 Street</p>	<p><u>Closing Date:</u></p> <p>April 9th, 2021 @ 4:00 pm MST</p> <p>RFP # ADM 2021-04-09, title and closing date are to be marked on the sealed envelope. Will accept bids that are mailed or hand delivered.</p> <p>Bids may be emailed, by closing date & time, to: cao@fairview.ca The RFP# and description must be on the subject line.</p>
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Terms and Conditions:

Contract Award:

The contract award will be made on a best value basis as determined by the Town of Fairview relating to the evaluation criteria outlined in Schedule 'A'.

Please complete:

- Schedule 'A' (Evaluation Criteria) – page 4
- Schedule 'B' (Proposal) – page 5
- References – page 6

Please Provide

- Proof of general liability
- Bid Price
- Scope of work details, please see page 1 "Proposal Information"
- Other relevant information to support the proposal
- Schedule A & B
- References

Schedule 'A'

Conditions of Proposal – Privilege Clause

The Municipalities reserve the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Municipalities reserve the right to accept a proposal other than the lowest proposal without stating the reasons.

By the act of submitting its proposal, the Proponent waives any right to contest in any legal proceedings or action the right of the Municipalities to award the proposal to any Proponent in its sole and unfettered discretion. Without limiting the generality of the foregoing, the Municipalities may consider any other factor besides the price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to:

- Price of the project
- Products used
- Design
- Company experience and history
- References
- Project completion date
- Scope of work
- Warranty

The Town reserves the right to seek proposal clarification with the proponents to assist the evaluation process.

The undersigned hereby acknowledges that the "Conditions of Proposal" has been read and accepted:

Legal Name of Firm _____

Signed by _____ Print Name _____

Date _____

Schedule 'B': Proposal

Proponent:

Contact Name:

Address:

City:

Province

Postal Code:

Telephone:

Fax:

The Proponent agrees to supply the services quoted at stated price in accordance with the attached Request for Proposal Terms and Conditions.

Legal Name of Firm _____

Authorized signature _____ Date _____

Print Name _____

This RFP is subject to Chapter Five (Procurement) of the Agreement on Internal trade.

Town Entrance Arch – 2021

Town of Fairview

Box 730

Fairview, AB

T0H 1L0

Town Office location

101, 10209 – 109 Street

Fairview, AB

Office hours are 8:30 – 4:30 Monday - Friday

References

Name	Contact Information

Provide Description of Work Completed for Client:

Name	Contact Information

Provide Description of Work Completed for Client:

Name	Contact Information

Provide Description of Work Completed for Client:

FAIRVIEW TOWN CENTER WELCOME ARCH

AN INVESTMENT
ETCHED
IN STONE











Current Sign