



REQUEST FOR PROPOSAL

PUMP TRACK CONCEPTUAL DESIGN

Competition #CM1020

Closing: November 20, 2020 2:00 p.m. Saskatchewan Time (CST)

REQUEST FOR PROPOSALS:

PUMP TRACK CONCEPTUAL DESIGN:

The City of Martensville has a young population of 11,129 residents with a strong professional background. The Kyle Syrenne Skateboard Park opened in Martensville in the fall of 2017, and the City is now looking to add a pump track facility. The nearest pump track facility is located in the City of Saskatoon.

The pump track is part of the Kinsmen Park Master Plan and the City of Martensville has identified a location within the park. The location is directly east of the Kyle Syrenne Skateboard Park and covers an area approximately 120 ft x 200 ft. **The City of Martensville is looking for a design that integrates well with the Kyle Syrenne Skateboard Park. Kinsmen Park is and will be Martensville's central destination park for many years and it's the city's intention that the development of this park reflects such.**

The City of Martensville is requesting proposals for the conceptual design of a hard surface pump track (asphalt or concrete). The proposed budget for the project, not including fees for conceptual design is \$200,000.00. The chosen consultant will be expected to work with a steering committee consisting of representation from city council and city administration. The consultant should demonstrate their experience in such conceptual design proposals in order to deliver a professional design

Proponents are responsible for ensuring that all information necessary to prepare its proposal is acquired and used to verify and inform itself with respect to any terms, requirements and conditions. The Proponent is advised to familiarize themselves with the physical aspects of the proposed skate park location. **Proponents are encouraged to arrange a meeting with city council prior to submitting their proposal to acknowledge the scope of the proposal.**

PUMP TRACK SCOPE OF WORK/RFP REQUIREMENTS:

- Conceptual design for a pump track with a minimum length of 400 feet.
- Conceptual design to accommodate all ages of riders.
- Conceptual design to accommodate all levels of users from beginner to expert.
- Conceptual design to detail these areas – visibility, flow, capacity, accessibility, safety, drainage, security, seating/resting areas, lighting, and landscaping around the pump track facility.
- Conceptual design to indicate connectivity/flow with the Kyle Syrenne Skate park.
- Integration of the pump track with other uses within Kinsmen Park (see Master Plan).
- Options to allow future expansion of the pump track.
- Fee for conceptual design and what is included.
- Cost estimate for pump track as per conceptual design.
- Timeline for completion and delivery of conceptual design.

Those companies who would like to submit a proposal, who wish to discuss the project, or have questions prior to their submission may contact:

Ted Schaeffer – Director of Recreation & Community Services
City of Martensville
Box 970, Martensville, Sask. S0K 2T0
Phone: 306-931-2166
recdirector@martensville.ca

Proposals should be submitted to the City of Martensville by 2:00 pm, November 20, 2020 to the attention of the Director of Recreation & Community Services.

PROPOSAL REQUIREMENTS

1. **Scope of Work** – The City of Martensville is requesting the proposals for the conceptual design of a skate park. Scope of the work is to include the items listed in the Scope of Work/RFP Requirements as noted on the first page of this document.
2. **Project Schedule** – Provide a timeline for the project.
3. **Proposal Summary** – Provide a brief synopsis of the highlights of the proposal and how it meets the project criteria.
4. **Proponent Qualifications** – Provide background on Proponent including qualifications, examples of similar projects completed by the Proponent (within the last 5 years). Please include 3 to 5 references

All Proposals may be rescinded by the Proponent at any time prior to the execution of a contract.

The City will engage in a “Contractual Agreement” with the successful Proponent upon formal acceptance. The City of Martensville reserves the right to reject any or all proposals. The lowest proposed bid shall not necessarily be accepted. Should the initial chosen proposal fail to be endorsed for any reason the City reserves the right to consider alternate proposals as received through the initial RFP process.

RIGHTS RESERVED BY THE CITY OF MARTENSVILLE:

1. **Request for Information** – Proponents may be requested to provide additional information, modify submissions in areas deemed deficient, references and may be asked to substitute components where the City considers that an alternative way to be more suitable.
2. **Selection Process** – The selection process is not a tendering process, but is a means intended to enable the City to identify a potential successful Proponent. The submission of a request for proposal package does not constitute a legally binding agreement between the City and any Proponent. By submission of its Proposal, the Proponent acknowledges and agrees that there is no initiation of contractual obligations or the creation of contractual obligations between the City and the Proponent arising from this RFP or the submission of the Proposal.

INDEMNIFICATION:

Without limiting any other obligation of the Proponent under this Contract or otherwise, the Proponent hereby agrees to indemnify and Save Harmless the City of Martensville, its elected officials, officers, employees, servants, agents and other for whom the City is responsible, from any liability, loss, claims, damages thereof on the part of Proponent.

Should the City be made a party to any litigation commenced by or against the Proponent, then the Proponent will agree to indemnify and hold the City of Martensville harmless and will pay all costs, expenses and legal fees incurred or paid by the City of Martensville in connection with such litigation.

LIABILITY FOR ERRORS:

The City of Martensville has used efforts to ensure an accurate representation of information of the Request for Proposal; the information contained in the Request for Proposal is supplied solely as a guideline for the Proponents. Proponents may form their own opinions and conclusions with respect to their Request for Proposal Submission.

STATUTES AND REGULATIONS:

The successful Proponent shall comply with all Federal, Provincial and Municipal laws and regulations, including but not limited to the Workplace Safety and Insurance Act, Occupational Health and Safety Act. Any required permits or inspections shall be the complete responsibility of the Proponent.

WORKPLACE SAFETY AND INSURANCE COVERAGE:

The successful Proponent must obtain and forward to the City of Martensville a letter of clearance from the Workplace Safety and Insurance Board stating that they are in good standing. This letter must be provided prior to commencement of any work on the site.

Out-of-province Proponent must comply with the same regulations noted above. Prior to commencing work any out-of-province Proponents not required to be registered in Saskatchewan shall provide:

- 1) Written confirmation from the Workplace Safety and Insurance Board stating that the Proponent is not required to be registered in Saskatchewan, and;
- 2) Evidence of compliance with the requirements of the province or territory of the place of business with respect to Workers Compensation.

CONFIDENTIALITY

The Proponent acknowledges that the City of Martensville is a Local Authority within the meaning of *The Local Authority Freedom of Information and Protection of Privacy Act* (the "Act"). The Proponent may review the Act (which may be obtained at www.qp.gov.sk.ca) and shall assume responsibility for marking documents which the Proponent wishes to remain confidential under the Act. The Proponent shall clearly mark "Confidential" on all information regarding the items and conditions, financial and/or technical aspects of the Proponent's Proposal response, which in the Proponent's opinion are of a proprietary or confidential nature at the relevant item or page. The City of Martensville shall use reasonable efforts to hold all information marked "Confidential" by the Proponent in strict confidence but shall not be liable for any inadvertent disclosure. Similarly, information about the City of Martensville obtained by a Proponent and declared by the City of Martensville representative to be confidential must not be disclosed unless authorized by the City of Martensville.

This RFP and all drawings, designs, specifications and other data appended or related to it, are the property of the City of Martensville and are only for the purpose of enabling each Proponent to prepare and submit a Proposal in response thereto. The information contained, referenced or appended to the RFP, is not to be disclosed or released for any other use or purpose and must be returned to the City of Martensville when requested.