

**BEAUMONT SPORT AND RECREATION CENTRE ("BSRC")
EXPRESSION OF INTEREST PROPOSAL ("EOI")
For
OPEN SPACE, PRO SHOP**

Department: Parks and Facilities **Issue date:** _____

CLOSING TIME: Proposals must be received before 5:00 PM Mountain Daylight Time (MDT), November 8, 2019

INTRODUCTIUON

1. Beaumont City Council voted on September 11, 2018, to proceed with a \$29.5 million dollar expansion and modernization to the Beaumont Sport and Recreation Centre. The work will include the integration of an indoor pool with an ice arena, fieldhouse, gymnasium, climbing wall and suspended running track. Construction began October 2018 and will take approximately 20 months to complete.
2. To this end, the City is employing a **non-binding, non-contract** for an Expression of Interest (EOI) process to source potential vendors to operate an Open Space for a Pro Shop, in the new BSRC.
3. This EOI is not tendering process. This EOI is intended to enable Vendors to make the City aware of their interest and that they meet the City's requirements by providing to the City sufficient information for consideration, in hiring their services for the BSRC.
4. The City will be evaluating EOI received and developing a short-list of interested Proponents. The submission of a proposal in response to this EOI does NOT constitute a legally binding agreement of any form between the City and any Proponent (just as a precursor to further negotiations).
5. In the end of all negotiations, the successful applicant(s) will be required to observe and carry out their duties in compliance with any and all legislation and/or regulations under the Municipal Government Act, Occupational Health and Safety Act, Workers Compensation Board, Safety Codes Act, Alberta Building Codes, bylaws or policies of whatever jurisdictional or regulatory authority that may govern, all of which may be amended or repealed and replaced from time to time.
6. Furthermore, the successful applicant(s) will be required to meet all Provincial and Municipal provisions and bylaws.

This information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will only be used for the Expression of Interest Proposal, for the City of Beaumont. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.



7. The Open Space is approximately 490 square feet, 14 feet x 15 feet – with a rough in for a sink in the corner (reference “Appendix B: Architectural Drawing”).

SUBMISSION OF PROPOSALS:

The City reserves the right to cancel this EOI for any reason without any liability to any proponent or to waive irregularities at their own discretion. All EOI will remain confidential, subject to the Freedom of Information and Protection of Privacy (FOIP) Act.

1. *Email Submission:* Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to [Sean.Gillen@beaumont.ab.ca] in accordance with the instructions at Section 2.1 and 2.2 of this EOI.
2. *Hard Copy Submission:* Proponents may submit hard-copies. Proposals submitted by hard copy must be submitted by hand or courier to the City of Beaumont Office, to:

Kundiso Nyambirai, Business Analyst

5600 49 Street,

Beaumont, AB

T4X 1A1

Phone: 780-929-3018

Regardless of submission method, proposals must be received before Closing Time to be considered.

GOVERNMENT CONTACT:

Enquiries related to this EOI, including any requests for information or clarification may only be directed (though email, phone or writing) to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon.

Sean Gillen,**Position:** Supervisor, Beaumont Sport and Recreation Centre**Address:** Beaumont Community Centre,
5204 50 Ave, Beaumont, AB T4X 1E3**Work:** 780-929-8135**Mobile:** 780-243-4486**Email:** Sean.Gillen@beaumont.ab.ca

1.0 DEFINITIONS

For the purpose of the Proposal:

1. “**Addenda**” means all additional information regarding this EOI including amendments to the EOI;
2. “**BSRC**” refers to the Beaumont Sport and Recreation Centre;
3. “**City**” refers to the municipal corporation of the City of Beaumont issuing this EOI;
4. “**Closing Location**” includes the location or email address for submissions indicated on the cover page of this EOI;
5. “**Closing Time**” refers to the closing time and date for this EOI as set out on the cover page of this EOI;
6. “**Concession/Vendor Stand**” is a place where patrons can purchase goods and services within a City-owned space. These include, but are not limited to, buildings, parks, stand-alone sport fields, and theatres – in this case being the Beaumont Sport and Recreation Centre.
7. “**Contract**” refers to the written agreement resulting from the EOI executed by the City of Beaumont and the successful Proponent;
8. “**Expression of Interest**” or “**EOI**” refers to the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits.
9. “**Government Contact**” refers to the individual named as the contact person for the City of Beaumont in the EOI;
10. “**must**”, or “**mandatory**” means a requirement that must be met in order for a proposal to receive consideration;
11. “**Proponent**” refers to a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the EOI;
12. “**proposal**” refers to a written response to the EOI that is submitted by a Proponent; and

2.0 Overview

1. The City’s main objective is to provide an open and inclusive process by which Open Space within the BSRC, may be considered for locating an indoor Pro Shop.
2. City of Beaumont’s procurement mandate promotes fair, transparent, and open exchange of opportunities to the public to develop relationships that will support the growth of the BSRC.
3. It is the specific intention of the City to enter into further negotiations with any Proponent responding to this EOI. It is the specific intention of the City to conduct consecutive or concurrent discussions or negotiations with Proponents in



- the City's sole discretion based on the results of the evaluation of the proposal submissions.
4. The City of Beaumont will be employing a multi-stage process to select potential Proponents. The process will be as follows:
 - a. Proposals will be submitted in accordance with the instructions of this document;
 - b. Submissions will be evaluated based on the City's requirements and the criteria provided in this document;
 - c. Potentially suitable Proponents, in the City's opinion, may be identified;
 - d. The most suitable Proponents, in the City's opinion, may be viewed by City representatives; and
 - e. The City and the Proponent will then enter into further negotiations for the leasing of the Open Space.

2.1 Submission of Proposals

Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this EOI. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the City receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

2.2 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late. In case of a dispute, the proposal receipt time as recorded by the City at the Closing Location will prevail whether accurate or not.

3.0 CONDITIONS

3.1 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontract, may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the EOI. This includes, but is not limited to, involvement by a Proponent in the preparation of the EOI or a relationship with any employee, Proponent or representative of the City involved in preparation of the EOI, participating on the evaluation or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Government Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the EOI.



- b) A Proponent must not attempt to influence the outcome of the EOI process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, Proponent or representative of the City, including members of the evaluation committee and any elected officials of the City, or with the media, may result in disqualification of the Proponent.

3.2 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the EOI process, including costs in preparing a proposal and for subsequent finalizations with the City, if any. The City will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

Last but not least, all costs associated with leaseholder improvements / tenant improvements will be borne by the Proponent(s) – if awarded a contract with the City.

3.3 Limitation of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Proposal or in respect of the competitive process.

3.4 Ownership of Proposals

All proposals and other records submitted to the Province in relation to the EOI become the property of the City and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the EOI, will be held in confidence.

3.5 Liability for Errors

While the City has used considerable efforts to ensure information in the EOI is accurate, the information contained in the EOI is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in the EOI is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the EOI.

3.6 Local Establishments

Local Establishments already operating within the municipal boundaries of Beaumont are more than welcomes to participate in this EOI. Although, no proposals will be accepted from those intending to uproot their current business, and only operate in the BSRC.



4.0 PROPOSAL CONTENT

Proposals submitted should be in enough detail to allow the BSRC to determine the Proponent's qualifications and capabilities from the documents received. Every effort should be made to include complete details of the proposed lease opportunity. Proposals should contain, at minimum, the following items and should be identified accordingly:

4.1 Executive Summary (Brand Recognition)

Describe the key highlights of the Proponent/Proposal and why the BSRC would choose the Proponent for award.

4.2 Intended Use of Space (Facility centered Product lines)

- a) Provide a detailed overview of the intended use for the space and anticipated business hours for operating the space.
- b) Provide a layout of the floor plan for the space.
- c) Provide details on any specific information technology and or communication requirements for this (i.e., computer networks, telephonic). All information technology and communication requirements will have to be sourced directly by the Proponent.
- d) Provide a schedule. This timeline will include a schedule for when services will be provided, task required to obtain this date, milestones, install dates, and dependencies. Also, include an outline of staff training dates proposed maintenance schedules. Ensure that the operational readiness date is identified.

4.3 Overview of Proponent's Financial Credibility and References (Experience)

- a) Provide an overview of the Proponent's corporate structure. This overview should include legal name, years in business, number of people currently employed, and most recent annual report if the Proponent is a public company.
- b) An overview of the qualifications, experience, and capability/capacity is requested.
- c) Provide a minimum of three (3) references with contract information. If possible, provide references from who the Proponent has leased space from.

4.4 Local Establishments

Local Establishments already operating within the municipal boundaries of Beaumont are more than welcome to participate in this EOI. Although, no proposals will be accepted from those intending to uproot their current business, and only operate in the BSRC.



4.5 Financial Proposal

Proponents should:

- a) Provide all pricing information in Canadian funds, exclusive of G.S.T.;
- b) Price per square footage; (Note: The City of Beaumont reserves the right to negotiate all pricing prior to entering into a formal agreement, which will be evaluated relative to current lease space pricing in the region);
- c) Proposed inflation to the price per square footage over the life of the lease;
- d) Breakdown of what this price per square footage includes (Note: The City of Beaumont reserves the right to negotiate all services to be included in the price per square footage prior to entering into a formal agreement); and

Last but not least, all costs associated with leaseholder improvements / tenant improvements will be borne by the Proponent(s) – if awarded a contract with the City.

4.5 Additional Information from Proponents

If the Proponent wishes to include any other material not specifically requested by this EOI, or provide different space or location options, it may do so by including additional options and materials, as appendices to the Proposal.

5.0 EVALUATION OF PROPOSALS

5.1 Clarification

The City of Beaumont reserves the right to seek clarification from any Proponent to assist in the evaluation of its Proposal.

5.2 Debriefing

At the conclusion of the EOI process, if a Proponent is accepted, the City will execute two copies of the agreement and forward a copy for your files. Although we appreciate all submissions, only the successful tenders will be contacted.

Evaluation Process

- a) Once a proposal has been accepted as eligible, the City will evaluate it using a Weighted Matrix method.
- b) In section 5.2 and 5.3, the proponents can observe the evaluation criteria on which they will be assessed on. The weight indicates each criterion's relative importance in determining the successful bidder.
- c) Proposals will be evaluated against each criterion using a scoring scale from 0 to 5, with the resulting score then being multiplied by the assigned weight to give a Result.



- d) The Results are summed up to give a Total Score for the evaluation. The City of Beaumont will assign scores at its sole discretion.
- e) The City will be under no obligation to receive further information, whether written or oral, from any Proponent. The City is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.
- f) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.
- g) Evaluation of proposals will be by a committee formed by the City and may include employees and Proponents of the City and other appropriate participants.

5.2 Evaluation Criteria

Proposals will be assessed in accordance with the entire requirement of the EOI. Read section 4, for more detail on each of the criteria.

Criteria	Weight (%)
4.1 Brand Recognition	20%
4.2 Facility centered product lines (products that endorse a variety of sporting, health and fitness use)	15%
4.3 Experience	30%
4.4 Local Establishment	10%
4.5 Financial Proposal	25%

5.3 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the EOI and in accordance with Section 2.1.
Be signed by an authorized representative of the Proponent.



Appendix A – Acknowledgement Form

By signature below, the Proponent hereby acknowledges that 1) it understands and agrees with the EOI process described in this document, 2) they have the authority to commit his/her/their firm into this agreement with the City of Beaumont, and 3) have thoroughly reviewed the information contained in this EOI and has complied with the documents making up this Proposal, including all drawings and specifications as may be listed in the index, and any amendments or addenda thereto:

Company / Proponent Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Telephone: _____ Fax: _____

Website: _____ GST#: _____

Primary Contact: _____ Office: _____

Email: _____ Mobile: _____

Provide the information for an alternate contact person in the event that the above person is not available:

Print Name

Title (Position)

Date

Office (location): _____

Email: _____

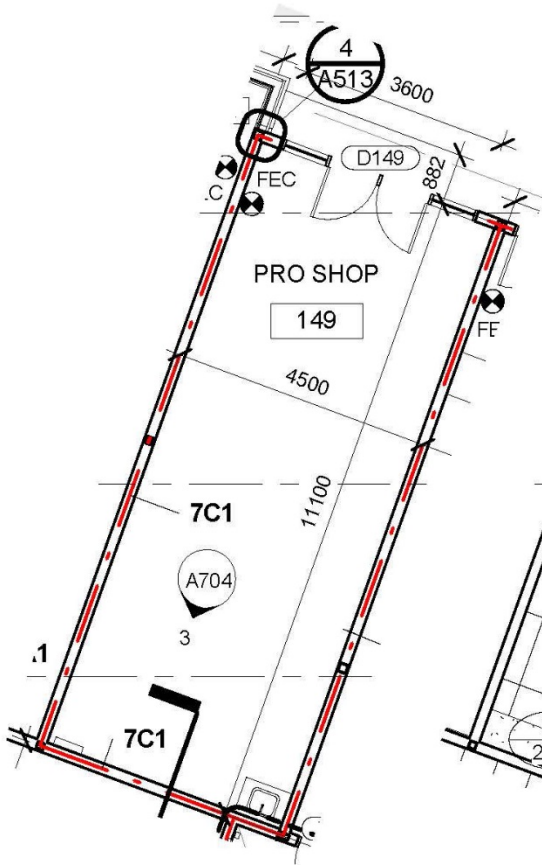
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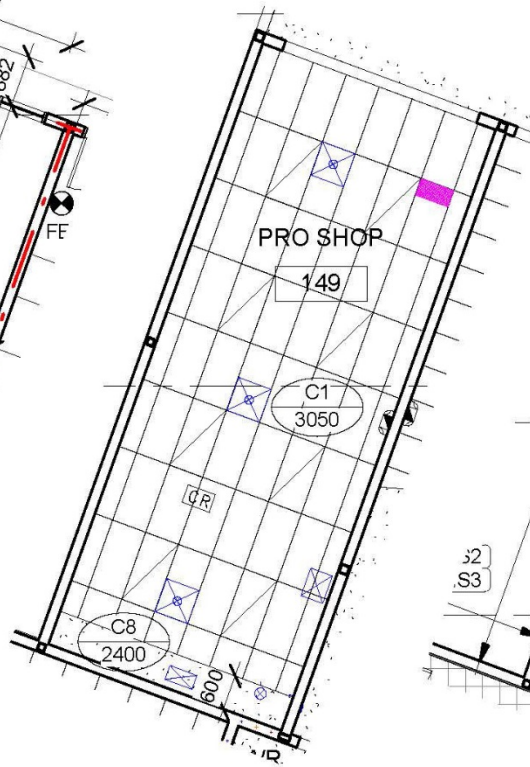
Appendix B – Architectural drawing

Pro Shop:

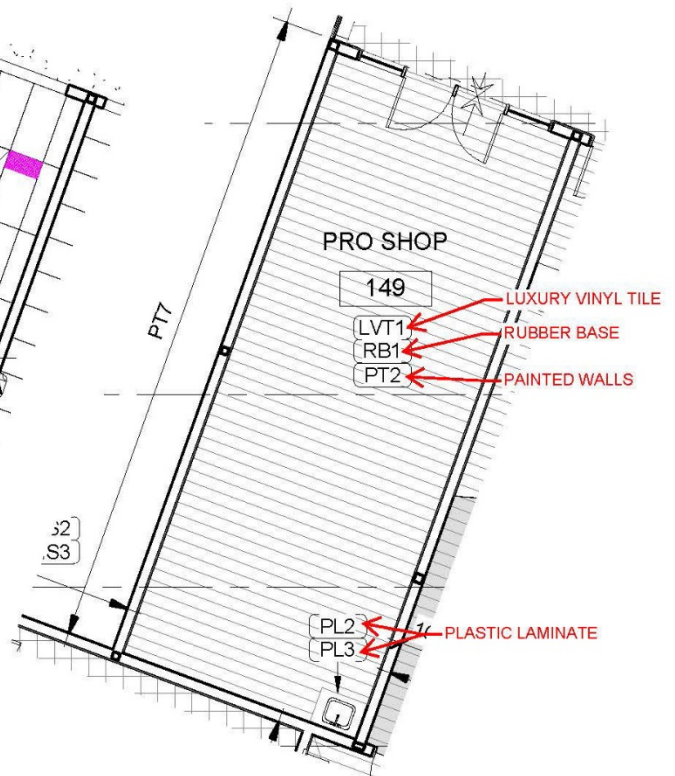
- 490 square feet, 14 feet x 36 feet



FLOOR PLAN



REFLECTIVE
CEILING PLAN



FINISH PLAN



Details on the spaces:

- We have a tenant panel installed into the space, so it will have 120V and 120V/208V.
- There is a 3/4"Ø domestic hot and cold water line in the pro shop serving a sink in the corner.
- We have drywall.
- We have a Reflective Ceiling (as can be identified from the drawings).
- No site visits can be arranged, as construction will be in progress.
- At this point, no storage space can be allocated, however this issue can be discussed with the successful proponent.
- There will be no ATMs in the facility.
- There will be no ATMs in the facility.
- A few vending machines will be in the premise of the building.

Note to interested parties that much more detail will be provided and discussed during the contractual stage of negotiations (to those Proponents shortlisted). If you do require any more information critical to your proposal please feel free to reach out to our Government Contact.

