



The City of Saint John

Request for Proposals

for

**2023-092204P – Consulting Services -
Aquatic Centre Enhancement Study**

Saint John, New Brunswick

Request for Proposals No.: 2023-092204P

Issued: Wednesday, November 8, 2023

Submission Deadline: Wednesday, November 29, 2023 at 4:00:00 p.m. (Saint John time)

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PART 1 – INTRODUCTION

1.1 Invitation to Proponents

- (1) This Request for Proposals (“RFP”) is an invitation by The City of Saint John (the “City”) to prospective proponents to submit proposals for the provision of consulting services for the completion of three (3) phases of an Aquatic Centre Enhancement study, as further described in Part 2 – The Deliverables (the “Deliverables”).

1.2 RFP Contact Person

- (1) For the purposes of this procurement process, the “City Contact” shall be:

Chris Roberts, SCMP, CPPB
Procurement Manager
The City of Saint John
Email: supplychainmanagement@saintjohn.ca

1.3 Type of Contract for Deliverables

- (1) The City will issue a Purchase order to the successful proponent for the scope of services detailed in this request for proposal.

1.4 No Guarantee of Volume of Work or Exclusivity of Contract

- (1) The City makes no guarantee as to the value or volume of the Deliverables. The contract to be entered with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for same or similar to the Deliverables or may obtain the same or similar to the Deliverables internally.

1.5 Canadian Free Trade Agreement (CFTA)

Proponents should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement (CFTA) are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of this RFP. For further reference, please see the Internal Trade Secretariat website at <https://www.cfta-alec.ca/>.

[End of Part 1]

PART 2 – THE DELIVERABLES

2.1 Description of Deliverables

- (1) This RFP is an invitation to submit offers for the provision of consulting services for the completion of three (3) phases of an Aquatic Centre Enhancement study, as further described in Appendix D – RFP Particulars – Section A - The Deliverables.

[End of Part 2]

PART 3 – EVALUATION OF PROPOSALS

3.1 Timetable

(1) The RFP timetable is tentative only and may be changed by the City at any time.

Issue Date of RFP	Wednesday, November 8, 2023
Deadline for Questions	Tuesday, November 21, 2023, 4:00:00 pm, AST
Deadline for Issuing Addenda	Wednesday, November 22, 2023, 4:00:00 pm, AST
Submission Deadline	Wednesday, November 29, 2023, 4:00:00 pm, AST
Rectification Period	3 Business Days
Anticipated Deadline for Selection of Highest Ranked Proponent	Late December 2023

3.2 Submission Instructions

(A) **Proposals Shall be Submitted Electronically**

Proposals are to be submitted via email to:

supplychainmanagement@saintjohn.ca

(B) **Proposals Shall be Submitted in Prescribed Manner**

Proponents shall submit:

- one (1) signed technical proposal and supporting information in pdf format, clearly identified as “2023-092204P – Consulting Services – Aquatic Centre Enhancement Study – Technical Proposal”; and
- one (1) signed financial proposal and supporting information in pdf format, clearly identified as “2023-092204P – Consulting Services – Aquatic Centre Enhancement Study – Financial Proposal”.

(C) **Proposals Shall Be Submitted on Time**

Proposals shall be submitted on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.

(D) **Amendment of Proposals**

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment via email and in a form similar to item (B) above. Any amendment should clearly indicate which part of the proposal the amendment is intended to affect.

(E) Withdrawal of Proposals

- (1) 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 City Contact and must be signed by an authorized representative. The City is under no obligation to return withdrawn proposals.

3.3 Stages of Proposal Evaluation

- (1) The City will conduct the evaluation of proposals and selection of the highest ranked proponent in the following three stages described in further detail below:
- (a) Stage I – Mandatory Requirements and Rectification
 - (b) Stage II – Evaluation of Rated Criteria and Pricing
 - (c) Stage III – Selection and Final Negotiation

(A) Stage I – Mandatory Requirements and Rectification

Submission and Rectification Period

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 satisfying the mandatory requirements during the Rectification Period, as described in Part 3 – Section 3.1 – Timetable will proceed to Stage II. 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 the City issues its rectification notice to the proponents.

Mandatory Submission Forms

Other than inserting the information requested on the mandatory submission forms set out in this RFP, a proponent may not make any changes to any of the forms.

Submission Form (Appendix A)

Each proponent must complete the Submission Form and include it with their technical proposal. The Submission Form must be signed by an authorized representative of the proponent.

Pricing Form (Appendix B)

Each proponent must complete the Pricing Form and include it with their financial proposal. The Pricing Form must be completed according to the instructions contained in the form. Fees

must be provided in Canadian funds, inclusive of all costs, applicable duties, overhead, and insurance costs, except for HST/GST.

Reference Form (Appendix C)

Each proponent must complete the Reference Form and include it with its technical proposal.

Other Mandatory Requirements

Each proposal must:

- (a) Be in English.
- (b) Be for the entire scope of work as described in Appendix D – Section A - The Deliverables. Incomplete proposals or proposals for only part of the Deliverables described in Appendix D may be disqualified.

(B) Stage II – Evaluation of Rated Criteria and Pricing

Stage II will consist of a scoring by the City of each qualified proposal on the basis of the rated criteria and the pricing in accordance Appendix D – Section B – Evaluation Criteria.

(C) Stage III – Selection and Final Negotiation

Once the proposals have been evaluated as per Stage II, the top-ranked proponent may be selected to enter into direct negotiations.

During the negotiation, the City may provide the top-ranked proponent with any additional information and may seek further information and proposal improvements. After the negotiation, the top-ranked proponent may be invited to revise its initial proposal and submit its Best and Final Offer (BAFO) to the City.

[End of Part 3]

PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

(A) Proponents to Follow Instructions

- (1) Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable part, section, subsection or paragraph numbers of this RFP.

(B) Information in RFP Only an Estimate

- (1) The City and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials or documents (electronic or otherwise) attached or provided to the proponents pursuant to this RFP.
- (2) The City and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the work. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

(C) Proponents Shall Bear Their Own Costs

- (1) 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, and/or presentations.

4.2 Communication after Issuance of RFP

(A) Proponents to Review RFP

- (1) Proponents shall promptly examine all of the documents comprising this 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 City Contact on or before the Deadline for Questions. All questions submitted by proponents by email to the City Contact shall be deemed to be received once the email has entered into the City Contact's email inbox. No such communications are to be directed to anyone other than the City Contact. The City is under no obligation to provide additional information, and the City shall not be responsible for any information provided by or obtained from any source other than the City Contact.

- (2) It is the responsibility of the proponent to seek clarification from the City Contact on any matter it considers to be unclear. The City shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

(B) All New Information to Proponents by Way of Addenda

- (1) This RFP may be amended only by an addendum in accordance with this subsection. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this RFP.
- (2) Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website (www.saintjohn.ca) under the menu option "Tender and Proposals". In Appendix A, proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

(C) Post-Deadline Addenda and Extension of Submission Deadline

- (1) If any addendum is issued after the Deadline for Issuing Addenda, the City may at its discretion extend the Submission Deadline for a reasonable period of time.

(D) Verify, Clarify and Supplement

- (1) When evaluating responses, the City 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. The City may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

(E) No Incorporation by Reference

- (1) 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.

(F) Proposal to Be Retained by the City

- (1) The City will not return the proposal or any accompanying documentation submitted by a proponent.

4.3 Debriefing

(A) Debriefing

- (1) Upon written request from any proponent, the City may provide a more detailed oral debriefing either by phone or in person, as required by the proponent. The written request shall be submitted to the City Contact no later than 15 calendar days after such notification.

- (2) The acceptance of the successful proposal shall not be discussed during a debriefing.

(B) Procurement Protest Procedure

- (1) The parties shall attempt to negotiate all disputes in good faith.
- (2) In the event the parties are unable through good faith negotiations to mutually resolve any dispute, controversy or claim arising out of, in connection with, or in relation to the interpretation, performance or breach of this RFP, such dispute, controversy or claim shall be referred to the dispute resolution procedure in accordance to Part 4 – Section 4.8 – Dispute Resolution Procedure.

4.4 Prohibited Conduct

(A) Proponent Not to Communicate with Media

- (1) A proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the City Contact.

(B) No Lobbying

- (1) A proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent.

(C) Illegal or Unethical Conduct

- (1) Proponents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud or collusion. Proponents shall not engage in any unethical conduct, including other inappropriate communications, offering gifts to members of Common Council, employees, officers or other representatives of the City, deceitfulness, submitting proposals containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

(F) Past Performance or Inappropriate Conduct

- (1) The City may prohibit a proponent from participating in the procurement process based on past performance or based on inappropriate conduct in a prior procurement process.
- (2) Such inappropriate conduct shall include, but not be limited to the following:
 - (a) All the conducts as described in Part 4 – Section 4.4;
 - (b) The refusal of the proponent to honour its pricing or other commitments made in its proposal; or

- (c) Any other conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest.

4.5 Confidential Information

(A) Confidential Information of City

- (1) All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP:
 - (a) Is the sole property of the City and must be treated as confidential;
 - (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Contract;
 - (c) Must not be disclosed by the proponent to any person, other than persons involved in the preparation of the proponent's proposal or the performance of any subsequent contract, without prior written authorization from the City; and
 - (d) Shall be returned by the proponents to the City immediately upon the request of the City.

(B) Confidential Information of Proponent

- (1) A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, 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 the City's advisors 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 this RFP, questions are to be submitted to the City Contact.

4.6 Procurement Process Non-Binding

(A) No Contract A and No Claims

- (1) 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.
- (2) For greater certainty and without limitation:
 - (a) This 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 the City shall have the right to make any claims (in contract, tort, equity 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 this RFP.

(B) No Contract until Execution of Written Contract

- (1) The RFP process is intended to identify the highest ranked proponent for the purposes of entering into a contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and the City by the RFP process until the issuance of a purchase order for the acquisition of such goods and/or services.

(C) Non-Binding Price Estimates

- (1) While the pricing information provided in responses will be non-binding prior to the issuance of a purchase order, 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.

(D) Disqualification for Misrepresentation

- (1) The City may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations, omissions, or any other inaccurate, misleading or incomplete information.

(E) Cancellation

- (1) The City may cancel or amend the RFP process without liability at any time.

4.7 Governing Law and Interpretation

A. Governing Law

- (1) The terms and conditions in this Part 4:
- (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 New Brunswick and the federal laws of Canada applicable therein.

[End of Part 4]

APPENDIX A– SUBMISSION FORM

(A) Proponent Information

Please fill out the following form, and name one person to be the contact for your response to this 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:	

(B) Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this 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 the City and the selected proponent have executed issued a purchase order.

(C) Ability to Provide Deliverables

The proponent has carefully examined this RFP documents and has a clear and comprehensive knowledge of the Deliverables required under this RFP. The proponent represents and warrants its ability to provide the Deliverables required under this RFP in accordance with the requirements of this RFP for the fees set out in the Pricing Form and has provided a list of any subcontractors to be used to complete the proposed contract.

(D) Mandatory Forms

The proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form	
Pricing Form	
Reference Form	

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

(E) Non-Binding Price Estimates

The proponent has submitted its fees in accordance with the instructions in this RFP and in the Pricing Form set out in Appendix B. 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 quotation or its eligibility for future work.

(F) Addenda

The proponent is deemed to have read and accepted all addenda issued by the City 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 confirms 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.

(G) No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

(H) Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the City’s advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name

Title

Date

I have the authority to bind the proponent.

APPENDIX B – PRICING FORM

(A) Pricing Form

- (1) Complete the following table to provide the costs of the required consulting services based on the RFP document, and exclusive of HST/GST. Proponents are free to add additional information as required.

ITEM	COST	Number of Hours	Number of Hours per individual Team Member	Number of presentations & Workshops	City Estimated Number of Hours
Total Cost - Phase 1 'Research and Analysis'					
Stream 'A': Inventory and Community Needs					
Stream 'B': Upgrades for Canada Games					
Stream 'C': Upgrades for National Competitions					
Total Cost - Phase 2 'Long-term Financials'					
Stream 'A': Annual operating subsidies and capital investments					
Stream 'B': Schedule and estimates to maintain current asset					
Stream 'C': ROI of upgrades and impact of a similar facility					
Total Cost - Phase 3 'Facility Estimates'					
Stream 'A': Games upgrades conceptual design and ongoing costs					
Stream 'B': National competitions upgrades conceptual design and ongoing costs					
Stream 'C': New facility estimate based on comparables and ongoing costs					

APPENDIX C – REFERENCE FORM

Each proponent is requested to provide three references from clients who have obtained similar goods or services to those requested in this RFP from the proponent in the last two years.

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

APPENDIX D – RFP PARTICULARS

(A) The Deliverables

GENERAL

The City has prepared this Request for Proposal (RFP) for Proponents interested in providing consulting services for the completion of three (3) phases of an Aquatic Centre Enhancement Study.

The requirements stated in this RFP are anticipated by the City at the time of writing this document, but may change or be refined during the evaluation and award process.

The procurement process for this study is being completed by the City of Saint John. The key stakeholders for the Study include:

- Fundy Regional Service Commission – Study Coordinator
- City of Saint John – Facility Owner
- Canada Games Aquatic Centre – Facility Management
- Envision – Canada Games Bid Lead

1.0 BACKGROUND

The Canada Games Aquatic Centre (CGAC) is a community centre for wellness and active living. The building includes aquatic amenities, a fitness facility, massage therapy clinic, and other amenities. Featuring the only 50-metre pool in the province, the facility hosts public swims and other gatherings for the communities of the Fundy region, along with sport tourism events. Governed by the Saint John Aquatic Center Commission, the CGAC is a registered charity that is subsidized through the Fundy Regional Service Commission. The building is owned by the City of Saint John.

The completion of this Aquatic Centre Enhancement Study will provide the information required for long-term capital planning for the facility, the costs and implications of potential enhancements, and the community needs for such.

Phase 1 will focus on research and analysis, determining general trends for facilities, what exists now, and what is required to meet the community's needs now and in the future. This phase will also clearly identify what is required to host the Canada Games and what additional upgrades would allow for the hosting of national competitions.

Phase 2 will focus on long-term financial implications, determining what is a reasonable operating subsidy for the facility as it exists today and what capital investment will be required in years to come, as well as how these financials compare with similar facilities. It will also consider how upgrades would impact financials, considering energy efficiencies, cost avoidance, revenue increases, and benefits to the local economy.

The consultant will present the findings from the first two phases of the study to the Board of the Fundy Regional Service Commission so they may determine whether to proceed with all or some of the streams in Phase 3, with the potential for a decision to be made not to proceed with Phase 3 in any capacity.

Phase 3 will be more intensive, as it will involve conceptual designs and Class 'D' estimates for proposed upgrades. For comparison, the cost of a new facility will also be estimated. The ongoing operating subsidies and capital investment required to maintain these facilities will also be determined.

Supporting documents 1-7 outlined in Appendix E should be reviewed by the consultant to ensure work throughout the study is in alignment with City of Saint John policies, procedures, plans, and priorities.

2.0 PROJECT OBJECTIVES

The overarching objectives of this Study are as follows, but not limited to:

- Compile the data required to support a capital funding request and the submission of a bid to host the 2029 Canada Summer Games.
- Determine what aquatic facilities are required to meet the general needs of the region and of the province, the facility requirements to host the Canada Games, and the additional upgrades required to allow the Canada Games Aquatic Centre to host national competitions.
- Based on comparables, estimate the cost for a completely new facility.
- Acquire information to allow for long-term financial planning and maintenance of this regional asset.

Information gathered from this study will inform future decisions made by the Fundy Regional Service Commission with regard to the Canada Games Aquatic Centre as a regional asset. It will also assist in understanding the return on investment for tax dollars invested in the facility to ensure there is confidence that the management of the existing facility is fiscally responsible, with cost-recovery that is in line with industry standards and requiring a reasonable operating subsidy.

3.0 SCOPE OF WORK

PHASE 1 – RESEARCH AND ANALYSIS

Key deliverables to be presented upon completion of this phase should address the following:

- Requirements to meet the general needs of the region and the province
- Capital enhancements/upgrades required to host 2029 Canada Summer Games
- Capital upgrades/expansion required to host national competitions

Stream 'A': Inventory and Community Needs

- Analysis of general aquatic facility trends across Canada (e.g., demand, amenities).
- Determination of aquatic amenities and programming required to meet the needs of the community at a regional level and provincial level based on current demographics and population, as well as for projected population growth (20 years out).
- Inventory and current condition of existing aquatic amenities in the region and throughout the province.
- Determination of capital investment required to meet the needs of the community.
- Integration with Fundy Regional Service Commission's 5-year Regional Strategy.

Stream 'B': Upgrades for Canada Games

- Identification of enhancements (potentially upgrades) required be made to the Canada Games Aquatic Centre to place the facility in a position to support a successful bid to host the events anticipated for the 2029 Canada Summer Games, including:
- List of the mandatory items/amenities required for a facility to host the aquatic events in the Canada Summer Games.
- List of additional items/amenities that would place the facility in a more competitive position.
- Determination of capital investment required for each enhancement/upgrade identified in this Stream.

Stream 'C': Upgrades for National Competitions

- Identification of upgrades, and potential facility expansion, required to host national competitions, including:
- List of the mandatory items/amenities required for a facility to host national aquatic competitions.
- List of additional items/amenities that would place the facility in a more competitive position for hosting future national competitions.
- Determination of capital investment required for each upgrade or any expansion identified in this Stream.

FIRST CHECKPOINT*: Presentation by proponent of Phase 1 findings to the Study Coordinators. This presentation will serve to ensure deliverables are in alignment with expectations prior to beginning Phase 2.

*Presentation to be completed by January 8, 2024.

PHASE 2 – LONG-TERM FINANCIALS

Key deliverables to be presented upon completion of this phase should address the following:

- Based on comparable aquatic facilities, determination of the operating subsidy and capital investment required to maintain the existing facility, as well as to maintain potential upgraded/expanded models
- Updated 'Asset Management Program'
- Return on investment of facility upgrades/expansion, including climate change adaptations, as well as positive social and economic impacts.

Stream 'A': Annual Operating Subsidies and Capital Investments

- Analysis of comparable aquatic facilities to determine the average annual operating subsidy and capital investment required to maintain existing facility.
- Analysis of comparable aquatic facilities to estimate the average annual operating subsidy and long-term capital investment required to maintain upgraded/expanded models.

Stream 'B': Schedule and Estimates to Maintain Current Asset

- Schedule and cost estimates for capital work required for existing facility over a 20-year timeframe, beginning in 2025 (updated 'Asset Management Program').
- Identification of changes necessary for existing facility to meet current accessibility and inclusivity requirements, with cost estimates for same.
- Updated/substantiated timeframe for expected life expectancy of existing facility, with the assumptions of existing asset management plan and compared to national/international

averages of when these facilities are deemed to have reached end-of-life (requiring either full closure/rebuild or massive reinvestment).

Stream 'C': Return on Investment of Upgrades and Impact of a Similar Facility

- Identification of potential capital and operating cost avoidance, including energy efficiencies, due to upgrades/enhancements (in comparison to existing facility).
- Estimated increase in annual revenue that could result from an upgraded/expanded facility, based on comparable models.
- Estimated return on investment for local economy from major events made possible by upgrades/expansion (10-year timeframe).
- Impact of a second 50-metre pool in province on demand for, and revenue from, existing facility.
- Health and wellness benefits of community use of aquatic facilities, including social return on investment and decreased burden on healthcare system.
- Based on similar-sized facilities identified during the analysis of trends (Phase 1, Stream 'A'), identification of any opportunities for additional revenue generation that may fall outside the parameters of the 2029 Canada Games facility requirements, with the goal of improving long-term financial sustainability and informing future planning.

SECOND CHECKPOINT*: Presentation by proponent of Phase 1 and Phase 2 findings to the Board of the Fundy Regional Service Commission. These findings will allow the Board to determine whether to proceed with any or all Streams of Phase 3.

*Presentation to be completed by January 31, 2024.

PHASE 3 – FACILITY ESTIMATES

Key deliverables to be presented upon completion of this phase should address the following:

- Conceptual design (Class 'D' estimates) to host 2029 Canada Summer Games
- Conceptual design (Class 'D' estimates) to host national competitions
- Cost estimate for new facility based on comparables

Note: Any costs associated with the completion of potential secondary studies (e.g., geotechnical) required to determine Class D estimates will be the responsibility of the proponent and should be included in pricing.

Stream 'A': Games Upgrades Conceptual Design and Ongoing Costs

- Completion of a conceptual design (with Class D estimates) that includes enhancements/upgrades identified in Phase 1 to ensure facility is properly positioned to host the Canada Summer Games (including consideration of external components such as facility parking).
- Projected tendering and construction timeline for enhancements/upgrades identified in the conceptual design.
- Cost estimate for annual operating subsidy, as well as capital investments required to carry out a 20-year 'Asset Management Program' based on conceptual design.
- Annual revenue estimates from expanded programming and event hosting made possible by facility outlined in conceptual design.

Stream ‘B’: National Competitions Upgrades and Ongoing Costs

- Completion of a conceptual design (with Class D estimates) that includes upgrades/expansion identified in Phase 1 to ensure facility is properly positioned to host national competitions (including consideration of external components such as facility parking).
- Projected tendering and construction timeline for upgrades/expansion identified in the conceptual design.
- Cost estimates for annual operating subsidy, as well as capital investments required to carry out a 20-year ‘Asset Management Program’ based on conceptual design.
- Annual revenue estimates from expanded programming and event hosting made possible by facility outlined in conceptual design.

Stream ‘C’: New Facility Estimate Based on Comparables and Ongoing Costs

- Cost estimate to build a completely new aquatic facility based on comparables.
- Projected tendering and construction timeline for a new facility.
- Cost estimates for annual operating subsidy, as well as capital investments required to carry out a 20-year ‘Asset Management Program’ for a new facility.
- Annual revenue estimates from expanded programming and event hosting made possible by a new build.

THIRD CHECKPOINT*: Presentation by proponent of Phase 3 findings to the Study Coordinators.

*Presentation to be completed by March 15, 2024.

(B) Evaluation Criteria

- (1) The following is an overview of the categories and weighting for the rated criteria relevant to the evaluation of proposals under this RFP.

Evaluation Criteria	Content	Weight
Quality	<ul style="list-style-type: none"> • Quality and completeness of submission 	2.5%
Introduction and Project Appreciation	<ul style="list-style-type: none"> • Understanding of the deliverables required for all streams outlined in the three (3) phases, as well as the overall objective of the study • Description of team’s strategy and approach • Understanding of the role of the Proponent 	10%
Proponent Profile	<ul style="list-style-type: none"> • Name, business address, telephone, website address of the firm(s) • Headquarters and regional business offices • Date that the business was established and history of the firm(s) • Description of business structure (corporation, partnership, LLC) • Organization chart of the firm(s) or team assembled 	10%
Proponent Roles and Qualifications	<ul style="list-style-type: none"> • Key Personnel qualifications and experience, including a short biography of Key Personnel • Key Personnel roles and responsibilities • Two (2) references for Key Personnel 	15%

Evaluation Criteria	Content	Weight
	<ul style="list-style-type: none"> • Resumes for Key Personnel • Demonstrated success and specialized experience in providing similar services of the type described in this RFP for at least three (3) projects/studies of comparable size and scope. Provide references complete with addresses, contact person name, phone number, and e-mail address • Evidence that the key management/personnel/staff/support staff assigned to this project have the qualifications and experience to successfully provide the required services 	
Availability	<ul style="list-style-type: none"> • Discuss availability of Key Personnel 	5%
Approach and Methodology	<ul style="list-style-type: none"> • Approach to work • Proposals must provide a detailed work plan and proposed schedule consisting of a flowchart or narrative description of the required tasks and estimated durations of these tasks under normal circumstances, while ensuring Checkpoint deadlines are met • The Proponent must clearly describe the methods proposed for carrying out each stream included in the three (3) phases of the Study 	25%
Value Added	<ul style="list-style-type: none"> • Additional information, specialized knowledge and options 	2.5%
Proponent Costs and Remuneration	<ul style="list-style-type: none"> • Total fixed fee for each stream, including the number of hours and team members involved • Total fixed fee for each of the three (3) phases, including all time and resources required for the summarized findings of each phase and the presentation these findings • Cost for each task/activity required to complete the deliverables of each Stream, including the number of hours and personnel involved • Payment schedule based on deliverables timeline • Terms and conditions under which the Proponent might request a variation in the fixed fee • Fee schedule for Proponent which includes titles and hourly rates for additional services 	30%

APPENDIX E – SUPPORTING DOCUMENTS

1. Asset Management Policy
2. Climate Change Action Plan
3. Condition Rating System (to prioritize capital)
4. Risk Rating (to prioritize capital)
5. Consequence of Failure Manual (to assist with prioritizing capital)
6. Preliminary 5-year Capital Plan
7. Building Condition Assessment Report
8. Fundy Regional Service Commission 5-Year Regional Strategy
9. CGAC and Market Square Thermal Interconnect Study
10. Canada Games Aquatic Centre Strategic Plan (2015-2025)
11. Market Sounding – Facility Overview (2022)
12. Market Sounding – Current State and Preparation (2022)
13. Market Sounding – Results (2022)

**Documents 1-9 available for download on the City’s website under “Current Tenders and Proposals”.
Documents 10-13 will be made available to the successful proponent.**