

Title: Arena Floor (2026)			
RFP Identification Number: ToFM-FAC-RFP-2025-008			
Administered by:	Brennan Orr, Director of Operations	Initiation Date:	2025.06.06
Contact:	operations@fortmacleod.com , (403) 553-4425	Close Date:	2025.06.27

1 Introduction

The Town of Fort Macleod is requesting proposals for the demolition and rebuild of the single arena floor (225-21st Street), including the removal of the floor, replacement and testing of the heating and cooling system, rebuild of the arena floor, and the design and installation of new dasher boards.

The actual construction work is expected to be completed in 2026, commencing after the regular season at the end of March.

1. Interested parties must have proof of liability insurance, registered with WCB Alberta, current Town business license, and detailed information on criteria for payment
2. The Town of Fort Macleod reserves the right to reject any and all bids
3. The Town of Fort Macleod has the right to select the proposal that best satisfies its interests and not necessarily on the basis of price or any other single factor
4. The town will not be liable for any additional work or damages directly attributed to neglect or poor workmanship of the prime contractor or any of their subcontractors

2 Appraisal

Contractors interested in the work must set up an onsite meeting to assess the conditions of the arena, take pictures, take measurements, inspect the operating system and ask qualifying questions to ensure they understand the scope.

Proposals will encompass all scope requirements.

Through the evaluation process, the Town may reach out to responsible contractors that are deemed to reasonably be selected, for the purpose of clarification and full understanding of the proposal.

Each proposal will be evaluated as follows,

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operations@fortmacleod.com	Brennan Orr, Director of Operations	PO Box 1420, 410 20th St	

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<i>Rated Criteria Category</i>	<i>Weight (Points)</i>	<i>Minimum Threshold</i>
<i>Organization Experience / Background</i>	5	5/5
<i>Demolition</i>	15	NA
<i>Surface Heating and Cooling System</i>	30	25/30
<i>Arena Design and Layout</i>	20	15/20
<i>Schedule</i>	5	NA
<i>Project Management and Reporting</i>	15	10/15
<i>Options for Consideration</i>	10	NA
		55/70
<i>Total Points</i>	100	

3 Scope

Each proposal must outline the strategy and cost to meet the following scope criteria. The cost breakdown will be detailed enough to evaluate each of the scope categories individually.

Interested parties will be required to set up a site visit to do a self-appraisal of the flooring, facility, operations, and current layout. The expectation will be to provide a proposal with detailed process, material, and design to meet the needs of the Town for the required use, longevity, and upgrades befitting the community.

The Proposal will include details and costs in all rated categories as the recommended proposal with a separate section containing details for Options for Consideration.

3.1 Organizational Experience / Background

- Company history
- Past projects
- References
- Proof of insurance, business license, WCB

3.2 Demolition

- Mob / Demob
 - Staging and storage of equipment and materials

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- Utility use / needs plan
 - Environmental controls
- System shutdown and drainage
 - Isolation and containment plan
- Waste removal from site / disposal
 - Dasher boards and glass, recycle or reuse
 - Concrete – Disposal location and process
 - Piping
 - Brine – handling and disposal
- Protection of current facilities and properties

3.3 Surface Heating and Cooling System

- System design specifications for heating and cooling
 - Monitoring
 - Control
- System purge and clean
- Sub-base specifications and compaction
- Piping design
 - Materials
 - Headers
 - Connections
- System connection
- Concrete
 - Base preparation
 - Specifications – strength, slump, air
- Commissioning and testing plan

3.4 Arena Design and Layout

- Arena Surface design and dimensions
 - Board and glass heights
 - Penalty box locations
 - Team benches
 - Score Keepers / Officiators
- Dasher Board design

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- Material
- Kick plates and top caps
- Safety features
- Maintenance equipment access

3.5 Schedule

- End of March to end of August 2026
 - Lose as little of the regular season as possible
- Detailed Scheduling inclusive but not limited to
 - Material deliveries
 - Subcontractor work
 - Mobilization
 - System shutdown
 - Demolition
 - Foundation
 - Heating and cooling installation
 - Commissioning / Testing
 - Concrete curing
 - Arena construction
 - Finalized work and demobilization

3.6 Project Management and Reporting

- Acquisition of and close out of all required permits
 - Coordination with inspection agency
 - Sharing of all permits
- Safety Plan
 - Personal Protections (PPE)
 - Risk assessments
 - Operator certifications
 - Hot work
 - ERP
 - Inspections
 - Incident reporting
 - Environmental controls
 - Dust

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- Hazardous Material
- Reporting
 - Progress reports
 - Schedule updates
 - Quality controls
- Invoicing
 - Schedule of Values
 - Draws
 - Substantial Completion
- Operations and Maintenance
 - System Drawings / Redlines
 - Operations Manual
 - Warranty

3.7 Options for Consideration

- Material options
- Spacing design
- Energy efficiency
- Dasher Board design
- Flexibility for multi-use

4 Submission Requirements

Please forward your proposal to the Town of Fort Macleod

CLOSE DATE: Friday, June 27, 2025, at 4:00 pm

Electronically (Preferred)

Email Address: operations@fortmacleod.com

Subject Line: Include the RFQ Identification Number and Title

Attention: Brennan Orr, Director of Operations

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Hand delivered

Address: 410-20th St. Fort Macleod, AB T0L 0Z0

Standard Mail

Attention: Brennan Orr

Town of Fort Macleod

Box 1420

Fort Macleod, AB T0L 0Z0

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