



THE TOWN OF THE PAS

REQUEST FOR PROPOSAL  
RFP 2026-03

## The Town of The Pas Recreation Hub Upgrades

Date Issued: March 30, 2026

Issued by: Purchasing Agent

## 1. PROJECT BACKGROUND AND RFP INTENT

The Town of The Pas is undertaking a comprehensive upgrade of its existing recreation facilities to enhance community infrastructure, improve accessibility, and support long-term recreational, social, and athletic use.

The proposed Recreation Hub Upgrades Project is intended to transform the existing site into a cohesive, multi-functional recreational destination that integrates play, fitness, sport, and community gathering spaces. The project includes, but is not limited to:

- Redevelopment of playground and park areas with modern and durable equipment, including some inclusive components
- Upgrades and expansion of the existing spray park system
- Installation of a new pavilion to support community events and programming, a fully serviced washroom/changeroom facility, and outdoor fitness pods
- Rehabilitation and enhancement of athletic facilities including running track, soccer field, shot-put, discus, long/triple jump, beach volleyball and associated amenities
- Site-wide improvements including landscaping and drainage

This initiative reflects the Town's commitment to investing in sustainable, safe, and inclusive public spaces that serve residents of all ages and abilities while supporting community growth and well-being. A preliminary layout of the site and proposed components are shown in Appendix 2.

The intent of this Request for Proposals (RFP) is to engage a qualified and experienced Proponent to deliver the Recreation Hub Upgrades Project on a complete "cradle-to-grave" basis. The selected Proponent shall be responsible for all phases of project execution, including but not limited to:

- **Design:** Development of complete conceptual and detailed designs, drawings, and specifications based on verified site conditions and project requirements
- **Engineering:** Provision of all required professional engineering services, including structural, civil, mechanical, and electrical components, stamped as required
- **Procurement:** Sourcing, supply, and delivery of all materials, equipment, and systems necessary for project completion
- **Construction:** Execution of all site works, installations, and integration of project components in accordance with approved designs and applicable standards
- **Commissioning:** Testing, calibration, and verification of all systems and components to ensure full functionality and compliance prior to handover
- **Closeout:** Delivery of as-built drawings, operation and maintenance manuals, warranty documentation, and final project acceptance

## 2. TIMELINE FOR THIS RFP

March 30, 2026	RFP will be posted on MERX and Town of The Pas Website
Q&A "Ask Period"	Last question must be received by April 13, 2026
Q&A "Answer Period"	Last question must be answered by April 17, 2026
Submission Date & Time	RFP submissions must be received by May 01, 2026; 3.00 PM CT
Expected Decision	Town expects to make a decision on or before: May 29, 2026

- 2.1. This schedule is provided for information only. The Town will act diligently in order to try to follow this schedule. However, the Town does NOT guarantee that the dates referred to this Section above will be respected as they may dependent on variable factors beyond the control of the Town. Therefore, the timing and sequence of events may vary and the Town will ultimately determine the sequence of events.
- 2.2. The Contract Administrator or the Purchasing Agent may extend the submission deadline by issuing an addendum at any time prior to the time and date specified.
- 2.3. Proposals determined by the Purchasing Agent to have been received later than the submission deadline will not be accepted and will be returned upon request.

### 3. ENQUIRIES

- 3.1. All enquiries shall be directed to the Purchasing Agent. No such communications are directed to anyone other than the Purchasing Agent.
- 3.2. If the bidder finds errors, discrepancies or omissions in the RFP document or is unsure of the meaning or intent of any provisions therein, the bidder shall notify the Purchasing Agent of the error, discrepancy or omission or request a clarification as to the meaning or intent of the provision at least five (5) business days prior to the submission deadline.
- 3.3. Responses to enquiries which, in the sole judgment of the Contract Administrator and/or of the Purchasing Agent require a correction to or a clarification of the RFP will be provided by the Purchasing Agent to all bidders by issuing an addendum.
- 3.4. The bidder shall not be entitled to rely on any response or interpretation received unless the response is provided in writing.
- 3.5. The Town is under no obligation to provide additional information but may do so at its sole discretion.

### 4. PROCESS FOR ASKING QUESTIONS

- 4.1. If you have any questions or require any clarifications or have found any error or omission regarding this RFP, please e-mail them to the Purchasing Agent using the format below. Note that all responses/answers/corrections will be provided to all participants.

DATE:

TO: Email: [purchasing@townofthepas.ca](mailto:purchasing@townofthepas.ca)

SUBJECT: QUESTION re: [insert RFP # & Title]

With reference to Section of the RFP, we have the following question(s):

Question #	RFP Reference (Section or Requirement or Question)	Question/Comment
1	Section [X]	[State question/comment clearly]
2	Etc.	Etc.
Etc.	Etc.	Etc.

Name of Contact Person

Bidder's Name  
Telephone Number  
Email Address

## **5. ADDENDA**

- 5.1. The Purchasing Agent may at any time prior to the submission deadline, issue addenda correcting error, discrepancies or omissions in the RFP or clarifying the meaning or intent of any provisions, therein.
- 5.2. All addenda will be posted on MERX.
- 5.3. The Purchasing Agent will issue addendum at least two (2) business days prior to the submission deadline.
- 5.4. The proponents shall acknowledge receipt of each addendum and failure to acknowledge the receipt of an addendum may render a proposal non-responsive.

## **6. RULES GOVERNING THIS RFP**

- 6.1. The Town shall treat the rules of this RFP as essential to the success of the RFP process.
- 6.2. Each proponent is deemed to have accepted the application of these rules upon the earlier of (i) the proponent's expressions of its affirmative intent to respond the RFP (ii) upon its submission of a proposal.
- 6.3. No terms or condition applicable to bidder's response shall be binding on Town, unless specifically agreed to in writing by the Contract Administrator. If a proponent submits a proposal with a term or condition that purports to change the rules of this RFP, such proposal shall be deemed to be rejected by the Town.
- 6.4. The Town reserves the right to reject a proposal on the basis of a refusal or failure to comply with the rules of this RFP.
- 6.5. The Town reserves the right to NOT proceed with issuance of a contract, negotiate a contract or proceed with work with any or no proponent(s) and bidding contractor of this RFP and is not obligated to accept any bids, at its sole discretion.

## **7. GENERAL**

- 7.1. This is a Request for Proposal only; it is neither a contract nor an offer to enter into contract

- 7.2. Bidder acknowledges and agrees that this RFP does not commit the Town to any specific course of action. Moreover, the Town is NOT obligated to accept the lowest priced proposal.
- 7.3. The Town reserves the right to cancel this RFP at any time for any reason. However, the Town will provide notice to bidders that have submitted the affected proposals.
- 7.4. The Town does not assume responsibility for the accuracy of information supplied in this RFP, or any written or verbal information supplied by any supplier, agent, employee, or office of the Town during this process
- 7.5. The drawing(s) included with this RFP are provided for context only. Any procurement decision shall not be based solely on reference drawings. Bidders are responsible for confirming all measurements and constraints on site before ordering any materials.
- 7.6. Bidders to this RFP are solely responsible for assuming all costs associated with preparing and submitting responses as well as for the cost associated with subsequent contract negotiations.
- 7.7. Bidders are prohibited from contacting Town's personnel, other than the Purchasing Agent who shall be the sole Town's contact with whom the bidder shall interact, (unless authorized by the Purchasing Agent) for any RFP discussion. Failure to comply with this rule may result in removal of the bidder from the RFP.
- 7.8. Formal notices and all other written communication from the Town relating to this RFP shall be distributed electronically.

## 8. SUGGESTED PROPOSAL FORMAT

Proposals should include the following information:

### 8.1. Company Profile

- Legal name, address, and primary contact.
- Overview of experience with similar projects.

### 8.2. Technical Submission

- Product data.
- Proposed configuration and installation plan.

### 8.3. Schedule

- Installation schedule and project timeline.

Please note that the scope of work under this RFP should be completed by December 31, 2026, and an extension may be accepted by the Town of The Pas upon the receipt of an extension request with proper justification.

### 8.4. Pricing

- Proponents are requested to complete Form B of this RFP in its entirety.
- Prices shall be quoted in Canadian Funds (CAD) and shall remain firm for the duration of the Agreement.
- Applicable taxes must be identified separately.

### 8.5. Warranty & Support

- Warranty terms (component and installation).
- Availability of local or regional service technicians.

8.6. Bidders are required to complete FORM A through FORM F in their entirety. Proposals submitted without properly filled out forms will be deemed non-responsive and may be disqualified from consideration.

8.7. A copy of your response to this RFP shall be submitted electronically via email (zip file documents are not accepted for IT security reasons) to the Purchasing Agent

Bodisere Joan – Purchasing Agent  
204-627-1137

[purchasing@townofthepas.ca](mailto:purchasing@townofthepas.ca)

- 8.8. Note that the Town is not responsible for any expenses or losses incurred by any company while preparing and submitting a proposal to this RFP.
- 8.9. Please provide clear and direct responses to all RFP questions; failure to provide requested information may result in the disqualification of proposal.

## 9. EVALUATION CRITERIA

<b>Table no. 1 Point-Rated Technical Criteria (RC)</b>				
Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point-rated technical criterion should be addressed separately.				
	<b>Minimum Points Required</b>	<b>Maximum Total Points</b>	<b>Results</b>	<b>Evaluator's Remarks</b>
				<ul style="list-style-type: none"> <li>• Reference relevant section, page number of bid;</li> <li>• Summarize conclusion briefly</li> </ul>
RC1. Recent Experience in Similar Projects with Northern Logistics	9.0	40		
RC2. Proposed Approach and Management Plan	8.0	30		
RC3. Pricing	8.0	30		
<i>Subtotal of Technical OR Standard criteria</i>	25	<b>100</b>		
<i>Maximum Score</i>		<b>100</b>		
<i>Minimum Required</i>	<b>25</b>			
<i>Total Obtained</i>			<b>/100</b>	

Each point-rated criterion will be evaluated using a set of 5 benchmark statements (0,1,2,3 and 4). Each of these statements has a corresponding relative value:

- 0 = 0% of maximum point rating
- 1 = 25% of maximum point rating
- 2 = 50% of maximum point rating
- 3 = 75% of maximum point rating
- 4 = 100% of maximum point rating

As an example, the maximum point rating for the “Recent Experience in Similar Projects with Northern Logistics” criterion is 40 points.

If a Bid received a “3” score for this criterion in the evaluation process, the score attributed will be 75% of 40 points = 30 points (score).

### **RC1 Recent Experience in Similar Projects**

*This criterion assesses the bidder's potential to be able to work with The Town of The Pas organizing and implementing similar projects.*

- 0) The bidder does not have experience in similar projects.
- 1) The bidder has some experience in similar projects.
- 2) The bidder has significant demonstrated experience in similar projects.
- 3) The bidder has significant demonstrated experience in similar projects AND some experience with Northern Logistics.
- 4) The bidder has significant demonstrated experience in similar projects AND significant demonstrated experience with Northern Logistics.

### **RC2 Proposed Approach and Management Plan**

*This criterion assesses the proposed approach and the degree to which the approach is capable of achieving the objectives through the management plan.*

- 0) The approach to carry out the work and produce the deliverables is not addressed.
- 1) The approach is briefly described AND a basic management plan is included that contains a list of deliverables and a timeline.
- 2) The approach is well described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks.
- 3) The approach is well described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks AND team members AND a schedule of work that is linked to the deliverables.
- 4) The approach is extensively described AND refers to issues and potential risks AND a detailed management plan is included that contains a list of deliverables and a timeline AND contains an allocation of the work effort among the different tasks AND team members AND a schedule of work that is linked to the deliverables AND provides alternative courses of action to deal with the issues and potential risks.

### **RC3 Pricing**

*This criterion assesses the bidder's potential to provide competitive and transparent pricing for the products and services being proposed.*

- 0) Demonstrates a lack of understanding of the pricing requirements or offers unreasonable pricing that does not align with the value proposition of the products or services.
- 1) While some effort is evident, the pricing proposal may not offer a competitive edge or demonstrate a clear understanding of the value proposition.
- 2) Demonstrates an understanding of the pricing requirements and provides a competitive pricing structure that reflects the value of the products or services being offered.
- 3) Provides transparent and well-justified pricing details, including competitive rates and favorable terms.
- 4) Offers highly competitive pricing with clear advantages over competing proposals.

### **10. SITE VISIT**

- 10.1. A non-mandatory site visit may be arranged upon request before the bid closing date. To schedule such a visit, the bidder may request the Purchasing Agent through e-mail.

### **11. ACCEPTANCE/REJECTION OF BIDDERS and PROPOSALS**

- 11.1. The Town reserves the right to add or remove any bidder from the RFP process for any reason, for any time.
- 11.2. The Town reserves the right to reject any proposal if the evidence submitted by or investigation or reference or credit check of such bidder fails to satisfy Town that such bidder is properly qualified to carry out the obligations of the contract and complete the work as contemplated therein.
- 11.3. The Town reserves the right to accept or reject, in whole or in part any proposal and ultimately accept only that which, in the sole opinion of the Town, is deemed the most advantageous to the Town.
- 11.4. The Town is under no obligation to disclose reasons for the rejection of any or all proposals to this RFP.
- 11.5. The Town reserves the right to waive any irregularities in any proposal, to negotiate for the modification of any single proposal, to request clarification and additional information on any proposal, and to re-advertise for proposals, if desired.

## **12. MODIFICATION AND WITHDRAWAL BY BIDDER**

- 12.1. A bidder to this RFP may, without prejudice to itself, modify or withdraw its proposal by written request, provided that the request is received by the Town prior to the submission due date, either by e-mail, or hard copy to the address to which proposals are to be submitted.

## **13. CONFLICT OF INTEREST**

- 13.1. You must fully disclose in your proposal that you do not and will not have any conflict of interest or perceived conflict of interest (actual or potential) in submitting your proposal or, if selected, with your contractual obligations to the Town as one of its potential supplier.
- 13.2. If, at the sole and absolute discretion of the Town, you are found to be in a conflict of interest either during the RFP or after the execution of the contract, or if there is an appearance thereof, The Town may, in addition to any other remedies available at law or in equity, disqualify your proposal or terminate your contract.

## **14. COLLUSION/CO-OPERATION**

- 14.1. As a condition of this RFP you represent and warrant that there is no collusion or arrangement between your entity and any other actual or prospective bidders in connection with submissions submitted for this RFP and you have no knowledge of the contents of other submissions and have made no comparison of figures or arrangements, express or implied, with any other party in connection with the making of this submission.

## **15. CONFIDENTIALITY**

- 15.1. This RFP, including without limitation all drawings, designs, specifications and other data appended or related to it, is the property of The Town and is supplied only for the purpose of enabling each bidder to prepare and submit a proposal in response thereto.
- 15.2. Bidders to this RFP shall not disclose, or duplicate this RFP for any purpose other than that stated above without obtaining Town's prior written consent. Bidders shall maintain the confidentiality of all information concerning the Town or its business or other activities acquired as a result of participation in this RFP, including in the course of discussions or negotiations, and shall prevent its disclosure to any other party. Further, bidders shall restrict the disclosure of this RFP and Town's information to only those of the bidder's employees, suppliers, and sub-contractors who have a need to know and that have been informed of and are bound by these terms of confidentiality and non-disclosure. Unless a bidder has Town's prior written permission, it shall not 1) associate its products or

services with Town or Town's operations, or 2) represent to anyone that the Town has employed or endorsed its products or services.

- 15.3. Upon submission, all proposals become the property of the Town. The Town reserves the right to disclose or share a bidder's response to this RFP.

## **16. AWARD OF CONTRACT**

- 16.1. The Town will give notice of the award of the contract or will give notice that no award will be made.

- 16.2. The Town will have no obligation to award the contract, even though one or all of the proponents are qualified and the proposals are determined to be responsive. The Town will have no obligation to award a contract where

16.2.1. The prices exceed the available Town funds for the project

16.2.2. In the judgment of the Contract Administrator and or of Town of The Pas Council, the interests of the Town would best be served by not awarding a contract.

- 16.3. Where an award of contract is made by the Town, the award shall be made to a proposal representing the best value to the town.

## **17. SAFE WORK PLAN**

Upon awarding, the contractor shall provide the Contract Administrator with a Safe work plan at least five (5) business days prior to the commencement of any work on the site.

## **18. INSURANCE**

- 18.1. The contractor shall provide and maintain the following insurance coverage:

18.1.1. Commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000) inclusive, with the Town of The Pas added as an additional insured with a cross-liability clause, such liability policy to also contain contractual liability, broad form property damage cover and products and completed operations to remain in place at all times during the performance of the work and throughout the warranty period.

- 18.2. Deductibles shall be borne by the contractor

- 18.3. The contractor shall provide the Contract Administrator with certificate(s) of insurance and a certificate that the firm that the contractor is in good standing with WCB at least two (2) business days prior to the commencement of any work

18.4. The contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least thirty (30) calendar day's prior written notice to the Contract Administrator.

## **19. PAYMENT TERMS AND HOLD BACK**

19.1. Progress payments shall be made based on the percentage of work completed, as verified by the Contract Administrator or their designate, less 7.5% holdback.

19.2. The holdback shall be retained until substantial performance of the Work has been achieved, as verified by the Contract Administrator or their designate.

19.3. The Town reserves the right to withhold additional amounts where deficiencies, incomplete work, or non-compliance with contract requirements are identified.

## **20. CONTRACT ADMINISTRATOR**

Tanvir Shahrier Mahmud  
Assistant Municipal Superintendent  
[tanvirm@townofthepas.ca](mailto:tanvirm@townofthepas.ca) (preferred)  
204-627-1127

## APPENDIX 1: SCOPE OF WORK

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### A. Scope of Work:

The Contractor shall provide complete cradle-to-grave delivery of the Recreation Hub Upgrades Project, including verification of existing conditions, detailed design, engineering, procurement, construction, utility connections, commissioning, and project closeout.

All dimensions, quantities, and site conditions shall be verified on site prior to final design and construction.

### Playground and Site Furnishings

- The Proponent is **RESPONSIBLE** for developing, designing, supplying, delivering, and the installation of a new Playground that utilizes the space provided, is accessible and interactive, aesthetically pleasing and is built of quality materials to allow for durability and lengthy lifespan of the asset.
- The Proponent is **RESPONSIBLE** for developing site Layout Plan Drawings, clearly showing new features, model numbers, colors, protective surface area, and dimensions, 3-Dimensional perspective drawings showing the proposed playground, drainage and grading plan, and detailed information on materials and equipment from the manufacturer including warranty on the proposed playground features.
- The Proponent is **RESPONSIBLE** for removing and disposing of the existing play structure, slide, two swing sets, two teeter-totters, two benches, and the jungle gym. All associated surfacing, concrete footings, anchorage systems, and subsurface foundations shall be removed. Demolition shall be completed in a controlled manner to protect adjacent features and walking paths. Disturbed areas shall be stabilized in preparation for redevelopment.
- The Proponent is **RESPONSIBLE** for providing all proposed playground components and features including the certification, safety, performance, material, finish and warranty specifications of all playground equipment and features.
- The Proponent is **RESPONSIBLE** for ensuring that all construction and installation are done by appropriately certified people.
- The Proponent is **RESPONSIBLE** for restoring all areas where existing features are removed and not replaced through grading, topsoil placement, turf restoration, or other appropriate landscape treatment.

- The Proponent is **RESPONSIBLE** for ensuring proper site drainage and prevent water accumulation.
- The Proponent is **RESPONSIBLE** for planting approximately ten (10) to fifteen (15) trees spaced approximately ten (10) feet apart along the outfield baseball fence. An additional ten (10) to fifteen (15) trees shall be planted throughout the park. The Town would like to see quotes on any trees as recommended by the proponent.
- The Proponent is **RESPONSIBLE** for the supply and installation of ten (10) picnic tables and ten (10) benches throughout the park area.

The playground **shall**:

- Provide opportunities for individual and group play, and a range of activity types (i.e., climbing, sliding, swinging, etc.)
- The playground should include one primary play structure meeting the needs and play requirements of children between the ages of five (5) and twelve (12) years of age and secondary play structure intended for children aged 2–5, with some inclusive structures built in.
- Be innovative in design and maximize potential play opportunities.
- Playground equipment shall be sturdy, well-built, and resistant to UV damage, vandalism (including tampering) and graffiti.
- Playground colors shall be selected to achieve a cohesive and visually integrated appearance across the entire recreation area.
- Meet or exceed safety standards established by leading authorities in safety such as ASTM, CPSC, CSA, CPSIA, IPEMA, and EN
- Have playground surfacing that is certified and rated for playground use and installed to appropriate depths for play equipment fall zones. Playground surfacing meeting any standards set in the National Standard of Canada for Children’s play spaces and equipment. The Town would like to see Rubberized Surface used in the surfacing for this project.

**Spray Park**

- The Proponent is **RESPONSIBLE** for removing and disposing of the existing damaged or deteriorated spray park feature identified for replacement.

- The Proponent is **RESPONSIBLE** for developing, designing, supplying, delivering, the installation, and the integration of replacement and additional spray park features.
- The Proponent is **RESPONSIBLE** for developing site Layout Plan Drawings, clearly showing new features, model numbers, colors, and dimensions, 3-Dimensional perspective drawings showing the spray park with all its existing and new features, drainage plan, and detailed information on materials and equipment from the manufacturer including warranty on the new features.
- The Proponent is **RESPONSIBLE** for verifying compatibility of new components with the existing water distribution and drainage systems and complete all the tie-ins as necessary to ensure proper operation.
- The Proponent is **RESPONSIBLE** for any localized surface removal to integrate new features and resurfacing without compromising functional system components.
- The Proponent is **RESPONSIBLE** for providing all proposed spray park components and features including the certification, safety, performance, material, finish and warranty specifications of all equipment and features.
- The Proponent is **RESPONSIBLE** for restoring areas disturbed during spray park improvements to match adjacent grades and finishes.
- The Proponent is **RESPONSIBLE** for ensuring proper site drainage and prevent water accumulation.

The spray park replacement and additional features **shall** –

- Be innovative in design and maximize potential play opportunities and compatible with the existing system.
- Features shall be sturdy, well-built, and resistant to UV damage, vandalism (including tampering), and graffiti.
- Colors shall be selected to achieve a cohesive and visually integrated appearance across the entire recreation area.
- Meet or exceed safety standards established by leading authorities in safety such as ASTM, CPSC, CSA, CPSIA, IPEMA, and EN

- The periphery of the spray park shall have a rubberized/concrete Surface along with accessible rubberized/concrete connections linking the spray park to the western walking path and the redeveloped playground area.

### **Pavilion**

- The Proponent is **RESPONSIBLE** for developing, designing, supplying, delivering, and the installation of a new pavilion that utilizes the space provided, is accessible, aesthetically pleasing and is built of quality materials to allow for durability and lengthy lifespan of the asset.
- The Proponent is **RESPONSIBLE** for developing site Layout Plan Drawings, clearly showing proposed pavilion and dimensions, 3-Dimensional perspective drawings showing the proposed pavilion, drainage and grading plan, and detailed information on materials including relevant warranty.
- The Proponent is **RESPONSIBLE** for site preparation and foundation work, structural framework and roofing, complete electrical tie-ins (vandal proof), and landscaping and drainage around the pavilion.
- The Proponent is **RESPONSIBLE** for removing and disposing of any existing site elements within the designated pavilion footprint that interfere with construction.
- The Proponent is **RESPONSIBLE** for restoring areas disturbed during construction to match adjacent grades and finishes.
- The Proponent is **RESPONSIBLE** for ensuring proper site drainage and prevent water accumulation.

The pavilion **shall** –

- Function as a flexible community gathering space and shall be capable of serving as a staging area for bands and ceremonial events.
- Be a minimum size of 24' x 36'.
- Comply with all relevant building and park codes, permits, and accessibility standards.

### **Washroom/Changeroom Facility**

- The Proponent is **RESPONSIBLE** for developing, designing, supplying, delivering, and the installation of a new washroom/changeroom that utilizes the space provided, is

accessible, aesthetically pleasing and is built of quality vandal proof materials to allow for durability and lengthy lifespan of the asset.

- The Proponent is **RESPONSIBLE** for developing site Layout Plan Drawings, clearly showing proposed washroom/changeroom and dimensions, 3-Dimensional perspective drawings showing the proposed washroom/changeroom, drainage and grading plan, and detailed information on materials including relevant warranty.
- The Proponent is **RESPONSIBLE** for site preparation and foundation work, structural framework and roofing, complete installation of water and wastewater fixtures along with stubs (to be tied in by the Town), electrical and lighting tie-ins (vandal proof), and landscaping and drainage around the washroom/changeroom.
- The Proponent is **RESPONSIBLE** for removing and disposing of any existing site elements within the designated washroom/changeroom footprint that interfere with construction.
- The Proponent is **RESPONSIBLE** for restoring areas disturbed during construction to match adjacent grades and finishes.
- The Proponent is **RESPONSIBLE** for ensuring proper site drainage and prevent water accumulation.

The washroom/changeroom **shall** –

- Be fully serviced and include water, sewer, ventilation, and electrical systems.
- Have a minimum building footprint of 8' x 20', single-storey, standalone structure, designed for continuous public use in an outdoor environment, fully winterized, CSA-approved prefabricated or building system, and designed to withstand vandalism and high-traffic public use.
- Include one fully accessible universal washroom, accessibility-compliant, commercial grade, vandal proof, water closet, sink, and accessible urinal (if possible), grab bars, mirror, accessories (i.e., hand dryer, soap dispenser, etc). Turning radius, clear space, and transfer spaces as per code.
- Include one single-use washroom, commercial grade, vandal proof, water closet, sink, urinal, mirror, and accessories.
- Meet or exceed the Manitoba Building Code, structural system suitable for seasonal use, non-combustible or fire-rated assemblies where required, roof designed for snow loads

and rainwater management, anti-graffiti and vandal-resistant interior and exterior finishes.

- Exterior Finishes, durable, low-maintenance materials, anti-graffiti coating, aesthetically pleasing.
- Interior Finishes, non-porous, easy-to-clean, durable, and vandal resistant wall and floor surfaces, slip-resistant flooring, durable, seamless, easy-to-clean, resistant to chemicals, stains, and wear, and vandal-resistant fixtures and accessories.
- Commercial-grade, vandal-resistant plumbing fixtures, water closets and urinals to be tankless, high pressure, concealed flush valve design, low-consumption, water-efficient fixtures, concealed flush valves, freeze protection and insulation, floor drains in each room, and backflow prevention as required by code.
- Commercial grade, vandal resistant LED interior and exterior lighting.

#### **Outdoor Fitness Pods**

- The Proponent is **RESPONSIBLE** for developing, designing, supplying, delivering, and the installation of a new outdoor fitness pods that utilizes the space provided, aesthetically pleasing, and is built of quality vandal proof materials to allow for durability and lengthy lifespan of the asset.
- The Proponent is **RESPONSIBLE** for developing site Layout Plan Drawings, clearly showing proposed outdoor fitness pods and dimensions, 3-Dimensional perspective drawings showing the proposed outdoor fitness pods, drainage and grading plan, and detailed information on materials including relevant warranty.
- The Proponent is **RESPONSIBLE** for removing and disposing of any existing site elements within the designated outdoor fitness pods' footprint that interfere with construction.
- The Proponent is **RESPONSIBLE** for restoring areas disturbed during construction to match adjacent grades and finishes.
- The Proponent is **RESPONSIBLE** for ensuring proper site drainage and prevent water accumulation.

The outdoor fitness pods **shall** –

- Include approximately ten (10) pieces of commercial-grade exercise equipment suitable for public use.

- Colors shall be selected to achieve a cohesive and visually integrated appearance across the entire recreation area.
- Surfacing for the outdoor gym pods shall be rubberized. The surface shall withstand freeze–thaw cycles, provide consistent footing in typical weather conditions, and require minimal maintenance.

### **Track and Associated Athletic Facilities**

- The Proponent is **RESPONSIBLE** for the rehabilitation and upgrade of existing running track, long/triple jump, shot put, soccer field, and beach volleyball area.
- The Proponent is **RESPONSIBLE** for developing site Layout Plan Drawings, drainage and grading plan, and detailed information on materials including relevant warranty.
- The Proponent is **RESPONSIBLE** for ensuring proper site drainage and prevent water accumulation.
- The Proponent is **RESPONSIBLE** for providing and installing fencing that meets all safety requirements for athletic-use environments, using materials suitable for impact, visibility, and public safety where applicable.
- The Proponent is **RESPONSIBLE** for rehabilitating and upgrading the existing 400m 6-lane gravel running track to a bound, competition-capable system. The track shall be designed in accordance with World Athletics (WA) guidelines for geometry and layout, as adopted in practice by Athletics Canada. At a minimum, the track should have an asphalt base, asphalt wearing surface, and be appropriately certified as required to host regional and provincial-level competitions, including Manitoba Summer Games. The Town would also like to see an alternate pricing for a synthetic (rubberized) surfacing system installed over the asphalt base.
- The Proponent is **RESPONSIBLE** for the installation of a new runway surface and rehabilitation of the associated sand pit area for long/triple jump in accordance with World Athletics (WA) guidelines for geometry and layout, as adopted in practice by Athletics Canada. At a minimum, the completed facility should be suitable for hosting regional and provincial-level competitions, including Manitoba Summer Games.
- The Proponent is **RESPONSIBLE** for the repair and upgrade of the shot-put area to restore functionality in accordance with World Athletics (WA) guidelines for geometry and layout, as adopted in practice by Athletics Canada. At a minimum, the completed facility should be suitable for hosting regional and provincial-level competitions, including Manitoba Summer Games.

- The Proponent is **RESPONSIBLE** for the construction of designated discus and javelin throwing areas in accordance with World Athletics (WA) guidelines for geometry and layout, as adopted in practice by Athletics Canada. At a minimum, the completed facility should be suitable for hosting regional and provincial-level competitions, including Manitoba Summer Games.
- The Proponent is **RESPONSIBLE** for rehabilitation of the soccer field to improve surface uniformity and drainage. Existing turf lines can be reused. Three (3) new soccer nets shall be supplied with two installed. At a minimum, the completed facility should be suitable for hosting regional and provincial-level competitions, including Manitoba Summer Games.
- The Proponent is **RESPONSIBLE** for the repair and upgrade of the beach volleyball court to restore playability.
- The Proponent is **RESPONSIBLE** for the supply and installation of four (4) portable metal viewing stands, eight (8) picnic tables and eight (8) benches within the track and viewing area, and modern vandal proof waste receptacles (approximately twenty total across park and track areas).
- The Proponent is **RESPONSIBLE** for landscaping improvements within the track and viewing areas, including planting of approximately fifteen (15) trees and grading adjustments as required. The Town would like to see quotes on any trees as recommended by the proponent. Landscaping shall integrate with adjacent facilities, including areas behind the wellness facility and around the outdoor rink.

### **Closeout**

Upon completion, the Contractor shall provide as-built documentation, on-site training session for staff on operation, safety, inspection, and maintenance, operation and maintenance manuals - where applicable, warranty documentation, and confirmation that all facilities are fully operational and ready for public use.

### **B. Timeline:**

The project shall be complete by December 31, 2026 unless another completion date is agreed upon by both parties. The start date will be determined once the bid is awarded.



**FORM A: THE BID**

**1. CONTRACT TITLE:**

The Town of The Pas Recreation Hub Upgrades

**2. BIDDER:**

\_\_\_\_\_ Name of Bidder

\_\_\_\_\_ Street or P.O. Box

\_\_\_\_\_ City Province Postal Code

**THE BIDDER IS:**

- A Sole Proprietor
- A Partnership
- A Corporation

**FORM A: THE BID**

**3. CONTACT PERSON:**

The bidder hereby authorized the following contact person to represent the Bidder for the purposes of the bid.

Contact Person	Title
Telephone Number	Fax Number
Email address	

**4. OFFER:**

The Bidder hereby offers to perform the work in accordance with the Contract for the Total Bid Price, in Canadian Funds, set out on FORM B: Prices, attached hereto:

**5. EXECUTION OF CONTRACT:**

The Bidder agrees to execute and return the Contract no later than 7 calendar days after receipt of the Contract.

**6. COMMENCEMENT OF THE WORK:**

The bidder agrees that no work shall commence until he is in receipt of a notice of award authorizing the commencement of work.

**7. CONTRACT:**

The Bidder agrees that the bid opportunity in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this bid.

**8. ADDENDA:**

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form part of the contract.

Number \_\_\_\_\_ Dated \_\_\_\_\_

**FORM A: THE BID**

**9. TIME:**

This offer shall be open for acceptance, binding and irrevocable for a period of 60 calendar days following the submission deadline.

**10. PROJECT START AND COMPLETION**

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

**11. SIGNATURES:**

In witness whereof the bidder has signed this \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
**SIGNATURE OF BIDDER OR BIDDER'S AUTHORIZED OFFICIAL OR OFFICIALS**

\_\_\_\_\_  
**PRINT NAME AND CAPACITY OF INDIVIDUAL WHO'S SIGNATURE APPEARS ABOVE.**

SEAL OR WITNESS.



**FORM B: SCHEDULE OF PRICES**

Please complete the following based on Appendix 1. Scope of Work -

	Items	Quantity	Total Price (excluding taxes)
1	Site Survey	Lumpsum	
2	Geotechnical investigation (for pavilion, washroom/changeroom, and track)	Lumpsum	
3	Playground and site furnishings <i>Please refer to Appendix 3 for similar or equivalent components</i>	Lumpsum	
4	Spray Park <i>Please refer to Appendix 4 for existing spray park features, Appendix 5 for similar or equivalent replacement and additional components, and Appendix 7 for the location of existing utilities</i>	Lumpsum	
5	Pavilion	Lumpsum	
6	Washroom/Changeroom Facility	Lumpsum	
7	Outdoor Fitness Pods <i>Please refer to Appendix 6 for similar or equivalent components</i>	Lumpsum	
8	Track (base scope – asphalt system)	Lumpsum	
8A	Alternate Pricing - track with rubberized surfacing on asphalt base	Lumpsum	
8B	Alternate Pricing - track with rubberized surfacing on existing gravel	Lumpsum	
9	Long/triple jump	Lumpsum	
10	Shot-put	Lumpsum	
11	Discus	Lumpsum	
12	Javelin	Lumpsum	
13	Soccer	Lumpsum	
14	Beach Volleyball	Lumpsum	
15	Supply and install up to 1,000 linear feet of 4' high chain link fencing, galvanized with 4 – 42" openings/gates at pathways. 10' spacing on line posts.	Lumpsum	

16	Supply and install 45 trees <i>Please note that the type, location, and number of trees will be decided after awarding the contract. This line item reflects our approximate budget for this component of the project.</i>	Lumpsum	\$45,000
17	Landscaping	Lumpsum	
	<b>SUB TOTAL</b>		
	<sup>[1]</sup> Miscellaneous	Lumpsum	
	<b>SUBTOTAL</b>		
	<b>TOTAL</b>		
	<b>GST</b>		
	<b>PST</b>		

*[1] Vendors are required to provide an itemized breakdown of miscellaneous costs associated with the project not explicitly covered in the individual component list.*

**FORM C: MANAGING CONTRACTED EMPLOYERS**

Acknowledgement/Agreement to comply

Important-compliance with Safety Legislation is mandatory. This form must be returned with all signatures as part of a tender bid.

Failure to sign and return this acknowledgement nullifies the bid.

Failure to sign and return the form forfeits the contractor/self-employed person's right to be hired by the Town of The Pas.

Contractor/Self-Employed Person: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Tender # and/or type of work: \_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_

I have reviewed the "Managing Contracted Employers-Regulatory Summary" section of the Town of The Pas Safety program and acknowledge that I am aware of all Provincial and Federal Acts and Regulations and their requirements as they relate to the type of work that is being undertaken.

I have reviewed the "Managing Contracted Employers-Communicating Unsafe Conditions or Practices" document and acknowledge that I am aware of the Procedures that will be followed.

I acknowledge my responsibility and duties with regards to safety and agree to comply with provincial and Federal Acts and Regulations and Town of The Pas safety policies and procedures.

For information on the above, please contact the Contract Administrator at 627-1127.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
On-Site Supervisor

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
For Town use: Date Received/  
Initials



**FORM D: SCHEDULE OF SUBCONTRACTORS**

SUBCONTRACTOR

NAME:

---

ADDRESS:

---

PHONE NUMBER:

---

DESCRIPTION OF WORK TO  
BE SUBLET :

---

---

COMPANY NAME

---

TELEPHONE NUMBER

---

PRINTED SIGNATURE

---

AUTHORIZED SIGNATURE

---

DATE





**FORM F: WARRANTY INFORMATION**

**Bidders shall provide manufacturer, installation, and construction warranties separately.**

Items	Warranty (years)