



Northern Town of La Ronge
Box 5680 1212 Hildebrand Drive
La Ronge, Saskatchewan S0J 1L0

REQUEST FOR PROPOSAL

TOWN OF LA RONGE

**LEGAL LAND SUBDIVISION OF EXISTING LOTS
OF AIRPORT**

RFP # 2020-11
December 16th, 2020



Request for Proposal RFP# 2020-11

Project Title:	Request for Proposal – Legal Land Subdivision of Airport Property including Existing Lots
Project Location:	Airport, Town of La Ronge, Saskatchewan
Contact Information:	Jim Burr – Airport Manager airport.manager@laronge.ca 306-425- 4530 Cell 306-425-6992

1) INTRODUCTION, BACKGROUND

The Town of La Ronge (Town) is a community with a population of 2,688 (2016 Stat.) situated in northern Saskatchewan. The Town is located 240 km north of Prince Albert. Highway 2 connects Prince Albert and La Ronge with an average travel time of less than 2.5 hours. See Figure 1 for the detailed location and map.

The Town of La Ronge owns and operates the La Ronge Barber Field Airport. Currently, the airport has only a plan view of lots, roads and facilities. The airport has a sub-division plan with lot dimensions but it is not legally registered.

The airport is looking for a firm/consultant who can legally subdivide the land to meet current and future requirements using the proposed lot planning as a guide. The consultant is also expected to perform the necessary survey.

It is expected that the lots will be registered legally and a copy of land registrations will be submitted to the project manager/Town by no later than six months after the project award.

General

The Town invites detailed proposals from Proponents that outlines the methodology that the consultant will use to get the desired result as identified in this proposal document.

All documents, including proposals submitted in response to this Request for Proposal, shall become the property of the Town.

Any cost incurred by the Proponent in the preparation of this proposal will be borne solely by the Proponent.



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Proponents may utilize sub-consultant(s) to complement the Proponent's services however it must be clearly identified where these services will be used including the names and past experience of all sub-consultants,

The Town may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, the Town reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal.

Interviews may be arranged with the Proponents as part of the proposal evaluation process at the sole discretion of the Town.

Site visits will be permitted for Proponents upon request prior to the proposal closing date. Visitation times must also be mutually agreeable.

Proposals received after the final date and time for receipt of proposals will be considered "Late Proposals". Late Proposals will not be accepted and will be returned unopened to the sender.

Proponents are to provide three similar project related references complete with project lead names, direct phone numbers and email addresses.

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Town, its elected or appointed officials or employees. The Town may rely on such disclosure.

Proponents and their agents will not contact any member of the Town Council, Town staff with respect to this RFP, other than the Town Representative named in this document at any time prior to the award of a contract or the cancellation of this RFP.

The Proponent will be expected to meet (video or in-person) and initiate discussions with the project manager on regular basis and update the report based on the need/interest of the Town.



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Figure 1: La Ronge Airport showing the location of Town of La Ronge



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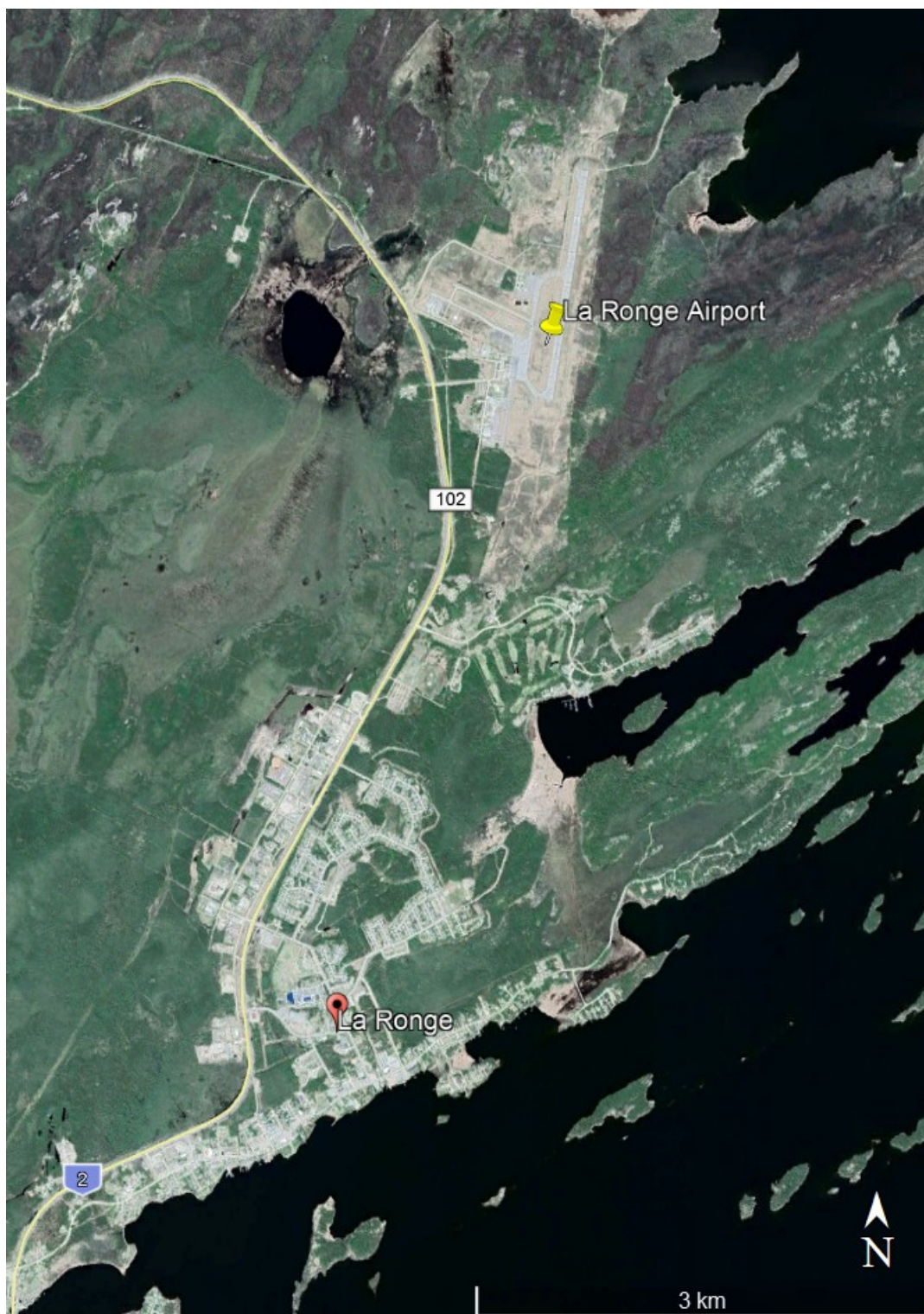


Figure 2: Airport and Town of La Ronge



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2) INSTRUCTION TO PROPONENTS

All proponents shall submit proposals by mail (mailed proposals must be sealed), by fax, or by email, with name of bidder and marked as follows:

Proposal for Legal Land Subdivision of Existing Lots
Attention: Mr. Jim Burr, Airport Manager
Town of La Ronge
Box 5680
1212 Hildebrand Drive
La Ronge, SK, S0J 1L0

By fax:

Town of La Ronge / Airport
Attn: Jim Burr, Airport Manager
306-425-4885

By Email:

Jim Burr
airport.manager@laronge.ca

Proposals will be received until noon (12:00 PM) January 29, 2020. Proposals will not be opened publicly. Questions regarding this proposal may be directed to Mr. Jim Burr and will be answered within 48 hours.

The Town reserves the right to reject any or all proposals. The proponent is advised that failure to satisfy any term or condition of this RFP may result in the rejection of said proposal. Further, any incomplete proposals not properly signed/dated or received after the closing date/time, or that contain restrictions and/or provisions, or contain incomplete calculations, or lack the required information, will be rejected as incomplete.

The proponent acknowledges that any information or documents provided in response to this RFP may be released pursuant to the Freedom of Information Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documentation.

If the proponent's proposal is accepted, the proponent agrees to execute an agreement to undertake the scope of work within 30 (thirty) days of notice of award to the successful proponent.



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All proposals shall be open, final and binding on the proponent for a period of 60 (sixty) days from the closing date and time and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Town.

3) SCOPE

The following scope of work is outlined for indicative purposes and interested applicants are encouraged to propose their own methodological approach to work tasks for best achieving the Town's objectives:

1. Review all available documentation such as an existing legal map, existing topo/aerial map, proposed lot map, water and sanitary system of the airport.
2. Meet on-site or via electronic means with the Airport Manager and/or Director of Municipal Operations to confirm the project's expectations.
3. Perform land survey as necessary to complete the land subdivision process. See proposed land subdivision drawing in the appendix (Overall Drawing of Airport Lots).
4. Place enough pins and posts as required to identify the boundary of each lot.
5. Develop a local benchmark and show it in a topo map.
6. Prepare all documents for the land subdivision process.
7. Submit documents and coordinate with the various authorities regarding the land subdivision process.
8. Submit various stages of drawings (50%, 75%, 90% and 100% completed) to the project manager.
9. The consultant shall be responsible for all other fees and additional expenses. The land registration fees and all other fees/expenses (survey cost, geological investigation, miscellaneous data collection and review cost) will be included in the proposal cost.
10. Prepare and submit a 90% completed digital drawing (including the CAD drawing with survey points) to the project manager to discuss further about the need and interest of the Town.
11. Develop and present a final land registration application package before submission.
12. Respond and coordinate the queries of the land subdivision process. Always keep the project manager in the communication loop.
13. Submit copies of the land certificate after registration of each lot.

4) SUBMISSION OF PROPOSALS

Each submission shall include the following:

- Names of the principal company and any sub-consultants;
- Names and resumes of consultant principals and any other team members who would be assigned to the project;
- Applicable company and staff experience with similar projects, including sample reports and client references, this should include email addresses and direct phone



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numbers. The Town of La Ronge reserves the right to contact these references;

- Proposed methodology to complete this project;
- Submit overall project fee with disbursements, taxes and any other projected costs being identified separately;
- A proposed timetable for completing the project. Other key events and major project deliverables should be identified on the project timetable;
- List and reference of similar projects completed by firm/consultant in past;
- Schedule of any costs per work activity for staff remuneration and other expenses, including travel, materials, and all payable taxes;
- Summary of receivables including the final submission package along with the electronic copy that includes all maps and any other related matters the proponent feels the Town should have;
- Availability to start contract, estimate schedule of delivery.

5) TIMELINE

Date	Schedule
December 16, 2020	RFP posted to Sask-tenders
January 29, 2020	Proposals due

6) EVALUATION CRITERIA

Proposals will be evaluated by the Town based on the following general evaluation criteria:

- Understanding of issues specific to this project including proposed work methodology, proposed level of effort, and proposed work schedule.
- Experience and capability of firms and staff in similar assignments.
- Past performance of firms and staff as determined by the Town and references.
- Past performance of cost and scheduling control practice.
- Fee schedule and total cost of services to the Town.

The lowest proposal will not necessarily be selected.

Attachments

1. 1974 Airport Overall Plan of Survey
2. Road naming scheme Advisory Jan 13 - 15
3. Overall drawing of airport lots
4. 1979 Proposed development with pins drawn and notes
5. 1986 land use plan

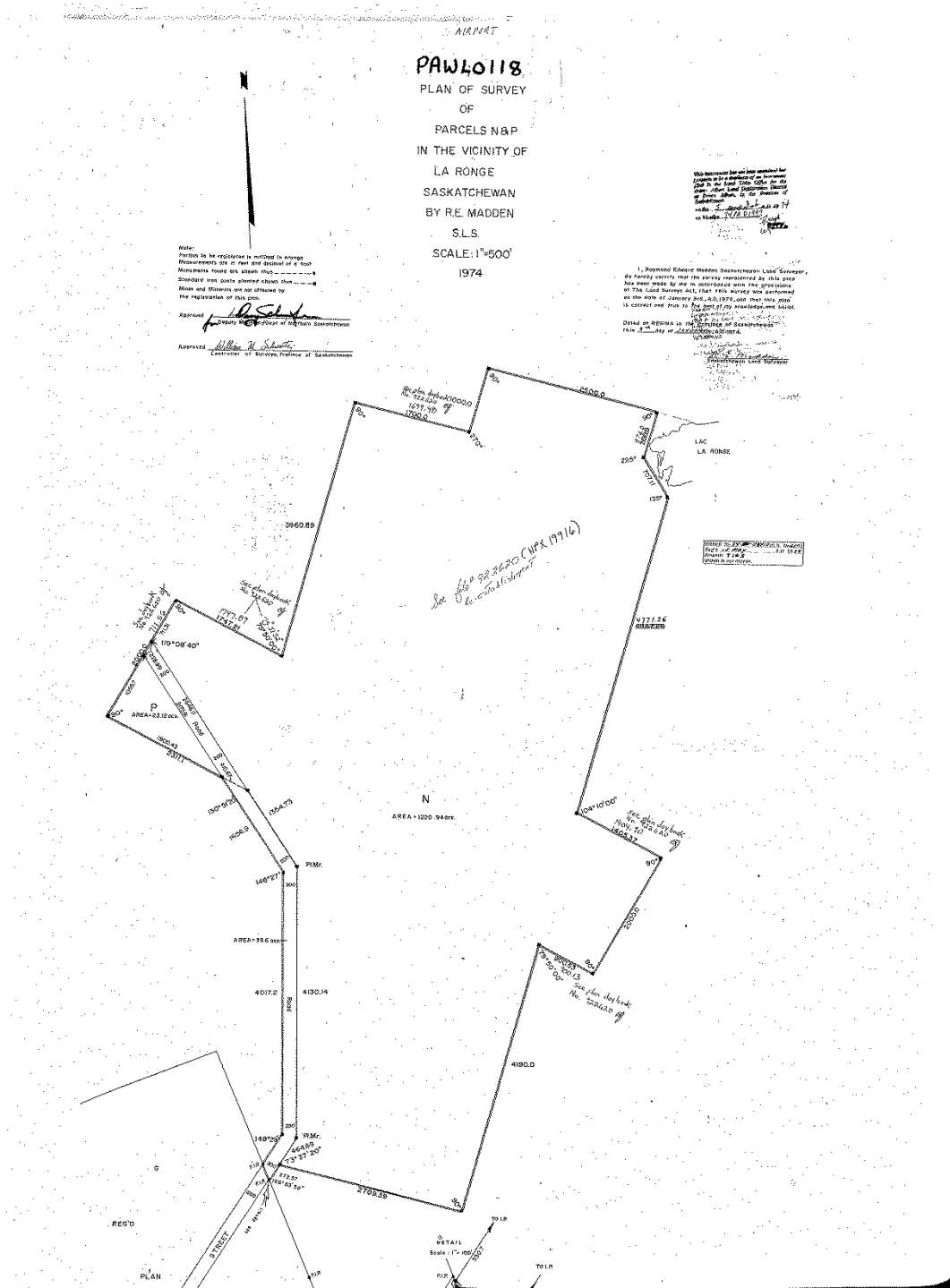


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Original high quality digital files of attachments will be provided upon the request.



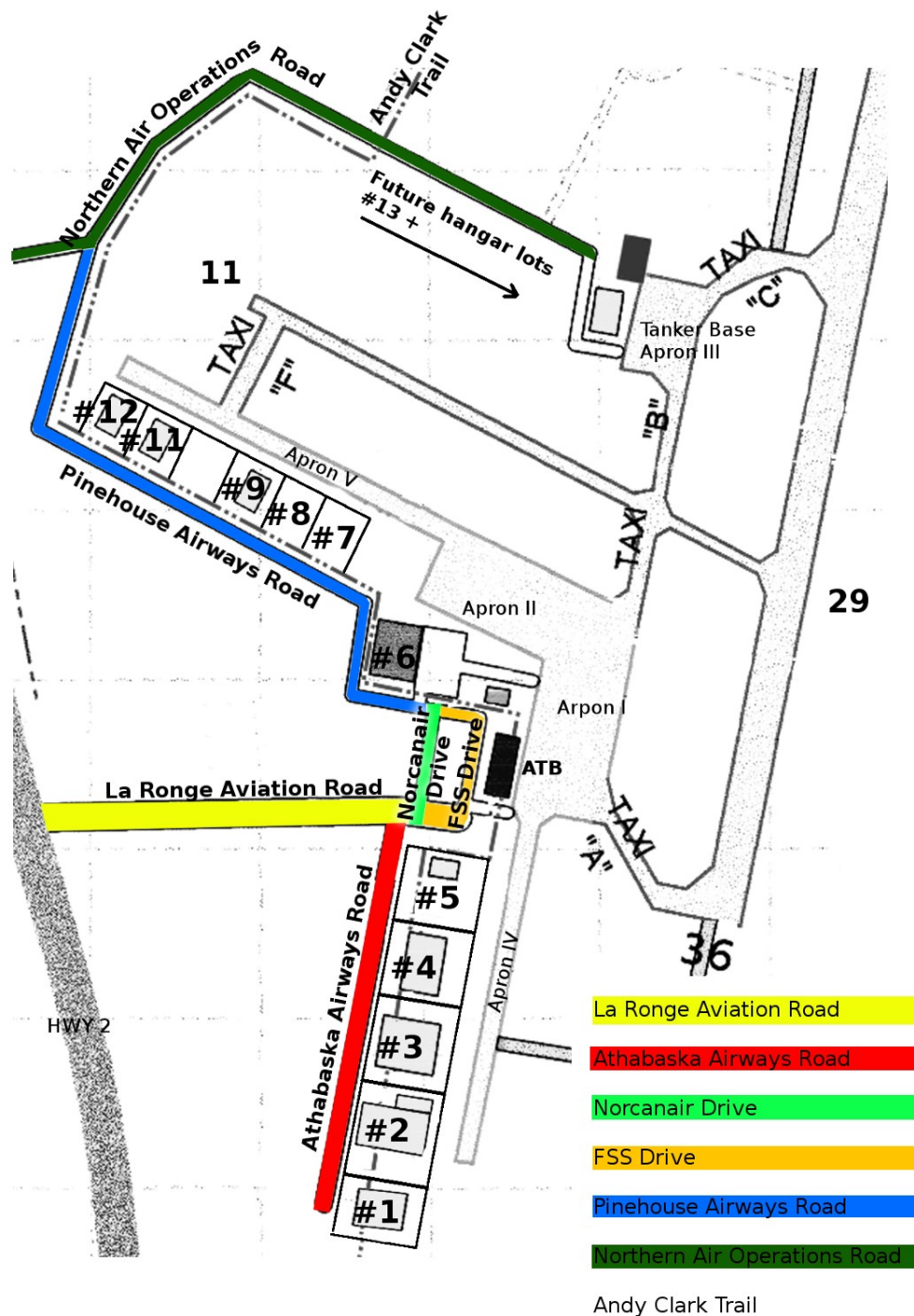
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1. 1974 Airport Overall Plan of Survey

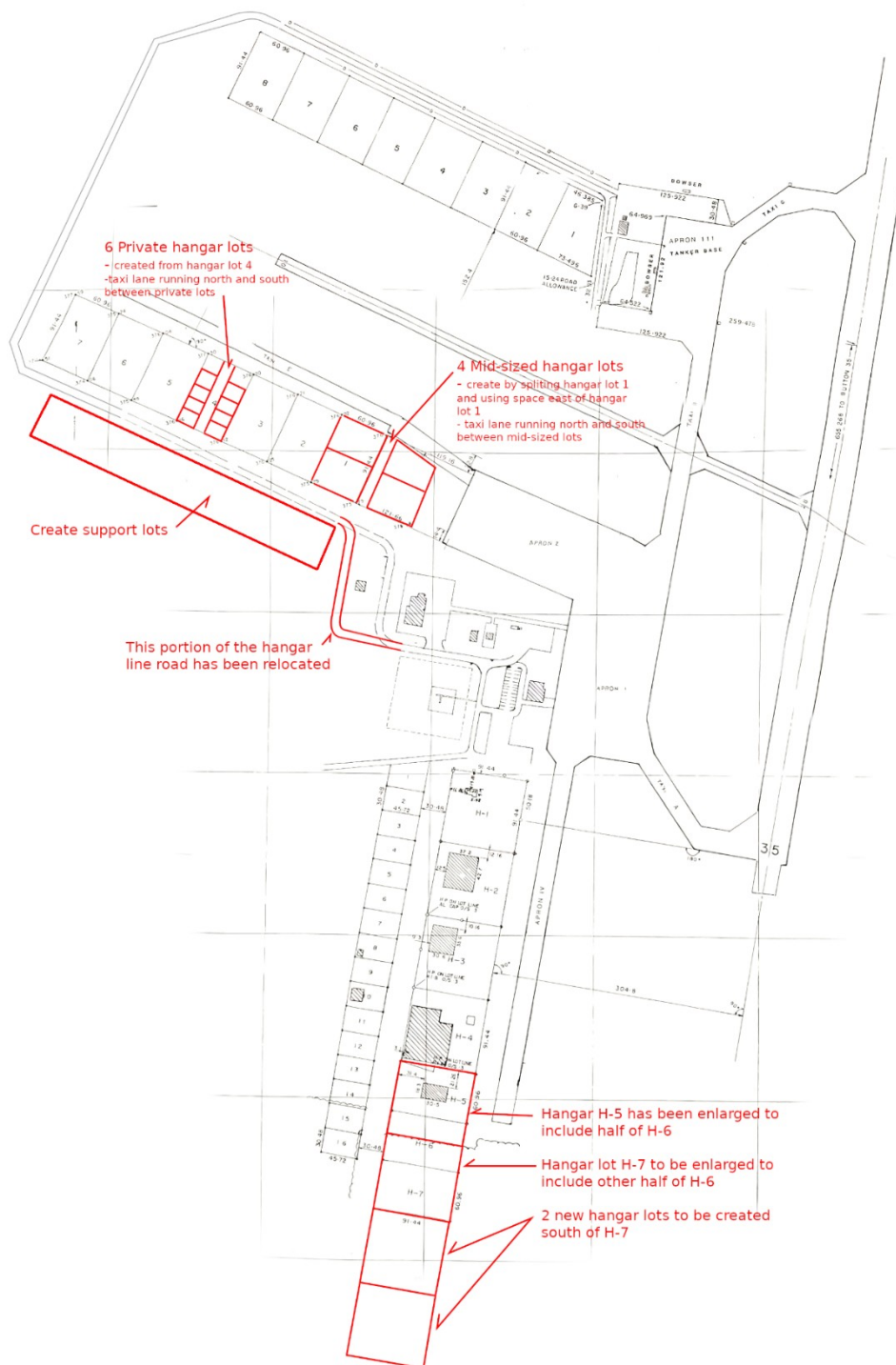


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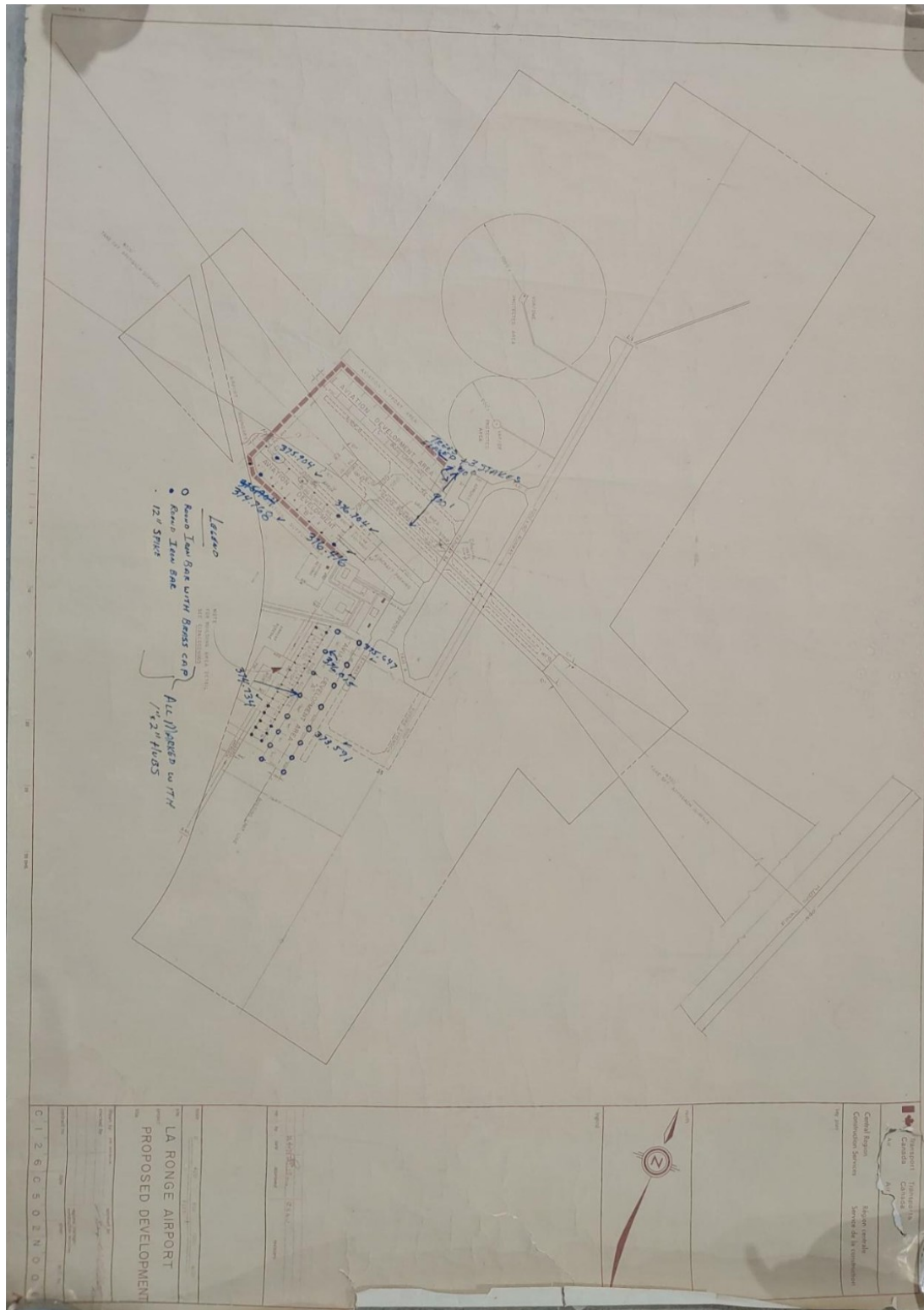
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3. Overall drawing of airport lots



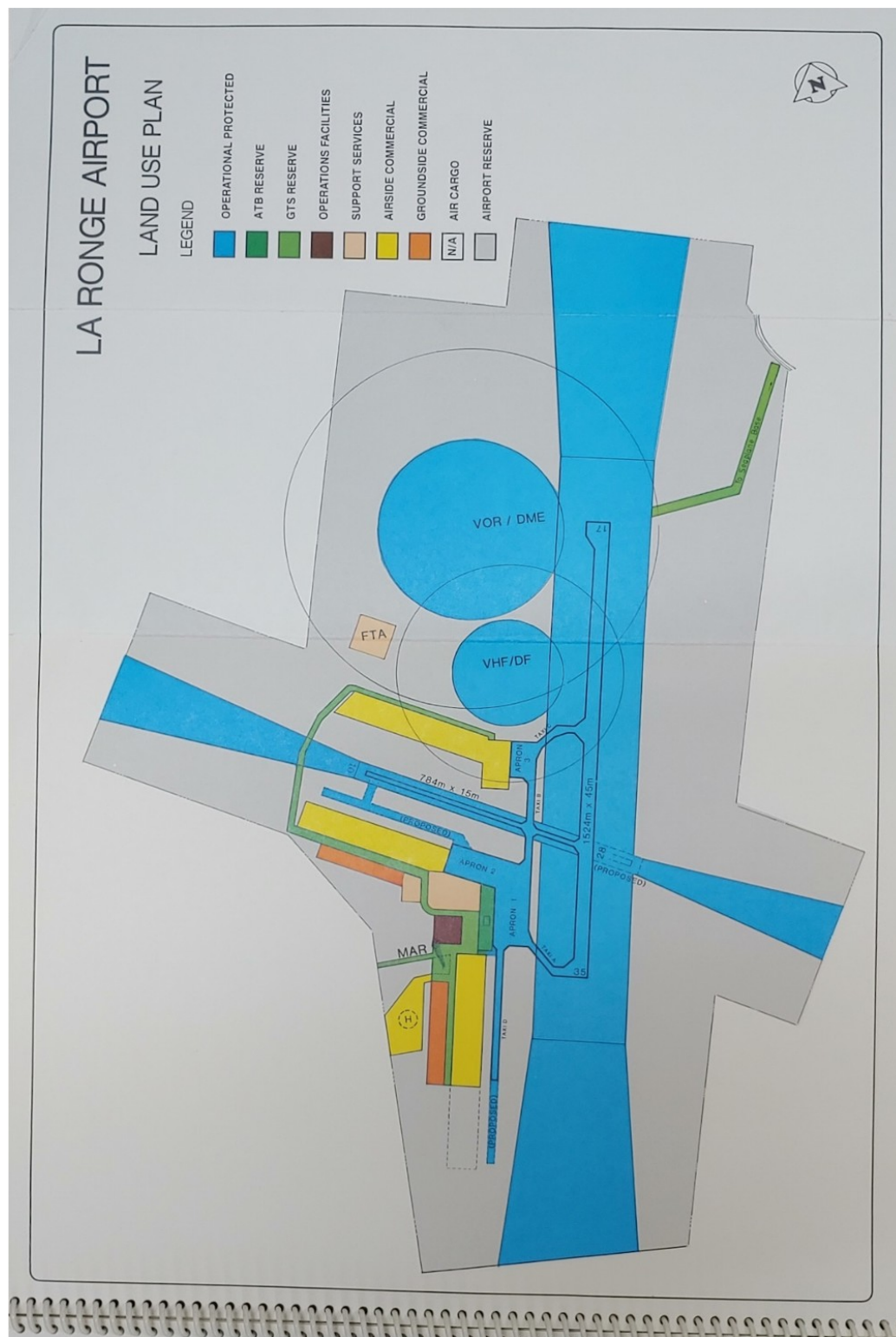
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4. 1979 Proposed development with pins drawn and notes



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5. 1986 land use plan