



ARMSTRONG SPALLUMCHEEN PARKS & RECREATION

3351 Park Drive, Armstrong, BC V0E 1B0
(250) 546-9456 info@asprd.com

REQUEST FOR PROPOSALS (RFP)

Make-Up Air Unit Hassen Arena - ASPR-2026-002

Issue Date: August 6, 2026

Closing Date and Time:

“Proposal” must be received no later than:

3:00 pm, Local Time Day, August 21, 2026

Electronic Submission:

Proposals shall be submitted electronically by email to:

info@asprd.com

with the subject line:

RFP – Make up Air Unit Hassen Arena

Inquiries and Clarification:

All enquiries and requests for clarification regarding this RFP shall be submitted in writing no later than, **4:00 pm Local Time, August 17, 2026.**

Questions shall be submitted electronically to:

Cheryl Wiebe, General Manager Parks and Recreation

email: info@asprd.com

Inquiries and answers will be recorded and posted on the Armstrong Spallumcheen Parks and Recreation website: www.asprd.com.

Proponents are solely responsible for ensuring that they have all the information available on this RFP and should therefore check the Armstrong Spallumcheen Parks and Recreation website regularly up to the closing date and time of this RFP.

Introduction/Background

Armstrong Spallumcheen Parks and Recreation (ASPR) is inviting proposals from a qualified contractor for the removal, supply, installation, and commissioning of a new make-up air unit (MAU) at Hassen Arena, located in Armstrong, British Columbia.

The existing make-up air unit has reached the end of its service life and requires replacement to ensure the continued safe, reliable, and efficient operation of the facility. Hassen Arena is a key community dry-floor facility that serves a wide range of user groups throughout the year. Maintaining proper ventilation, indoor air quality, occupant comfort, and energy efficiency is essential to supporting ongoing arena operations.

The successful proponent will be responsible for providing all labour, materials, equipment, permits, and services necessary to complete the project. The work will include the removal and disposal of the existing unit, supply and installation of a new make-up air unit, integration with existing electrical, gas, controls, and mechanical systems as required, testing and balancing, commissioning, operator training, and the provision of all close-out documentation. The contractor will deliver a complete and operational system that meets current codes, industry standards, and the performance requirements outlined in this Request for Proposals.

Location details: 3315 Pleasant Valley Rd in Armstrong BC.

Contents

This RFP is organized into the following parts:

- ☐ **Part A: The Services** – the Services required and terms and conditions
- ☐ **Part B: The RFP Process** – the process for submissions, evaluation and award of the Contract
- ☐ **Part C: Submission Instructions and Forms** – the forms a Respondent should submit in their Proposal
 - ☐ Appendix A Contract RFP Form
 - ☐ Appendix B Qualification, Experience and Expertise
 - ☐ Appendix C Project Approach and Methodology
 - ☐ Appendix D Project Schedule and Availability
 - ☐ Appendix E References and Past Performance

Instructions

Whenever you see the following symbol and box throughout this document, this box is providing instructions to a Respondent on what this section means and/or what a Respondent must do:

Example:

	Whenever you see this box throughout the RFP document, the text is providing instructions or information on what this section means and/or what a Respondent must do.
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Part A: The Services



This Part A provides details on Scope of Work (the “Services”) required by ASPR. Respondents should ensure they are fully capable of providing all the requirements outlined, as this section will form the scope of work in the final Contract.

1. Project Objectives

While minimizing disruption to facility users and operations during installation, to replace the existing make-up air unit at Hassen Arena that provides reliable, energy-efficient ventilation and supports the safe and effective operation of the facility. The previously recommended replacement unit was an indirect-fired Engineered Air SS250 make-up air unit. This unit is provided as a reference standard to establish the minimum performance and functional requirements for the project. Proponents may propose an equivalent unit, provided they demonstrate that the proposed equipment meets or exceeds the specified capacity, performance, efficiency, controls, and operational requirements. The completed installation shall result in a fully operational system that meets applicable codes, manufacturer specifications, and the operational requirements of ASPR.

2. Scope of Work

The Scope of work includes but is not limited to the following:

- Remove and properly dispose of the existing make-up air unit and associated components.
- Supply and install one new indoor make-up air unit.
- Supply and install all necessary piping and fittings to modify the existing natural gas service to accommodate the new unit.
- Supply and install new dampers and actuators as required for the operation of the system.
- Perform air balancing of the completed installation and provide a written balancing report.
- Complete all electrical connections, including wiring to a new thermostat with occupancy contact, integrated with the existing dressing room lighting circuits.
- Supply and install all interlock wiring and relay logic required to ensure the make-up air unit fans operate automatically when dressing rooms are occupied.
- Complete system start-up, testing, and commissioning to verify the unit is operating in accordance with manufacturer specifications and design requirements.
- Provide operator orientation and all required operation and maintenance documentation upon project completion.
- The completed installation shall result in a fully operational make-up air system that meets all applicable codes, regulations, and manufacturer requirements.

3. Permits, Licences, and Insurance Requirements

The successful Proponent shall be responsible for obtaining and maintaining all permits, approvals, licences, and authorizations required to complete the work in accordance with all applicable municipal, provincial, and federal regulations.

The Proponent shall, at their own cost, obtain and provide evidence of:

- All required permits, including but not limited to building, mechanical, gas, electrical, or other applicable permits;
- All required inspections and approvals associated with the work;
- A valid City of Armstrong business licence;
- Evidence of compliance with WorkSafeBC requirements and shall provide a clearance letter upon request; and
- All required trade certifications, registrations, and licences necessary to perform the work.

Prior to commencement of work, the successful Proponent shall provide proof of insurance, including:

Commercial General Liability Insurance

The Proponent shall maintain Commercial General Liability Insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence, inclusive of bodily injury, property damage, personal injury, and completed operations.

The policy shall:

- Name the City of Armstrong, Township of Spallumcheen and Armstrong Spallumcheen Parks and Recreation as an additional insured;
- Include a cross-liability clause;
- Include completed operations coverage;
- Remain in effect for the duration of the project and any required warranty period.

The successful Proponent shall provide a Certificate of Insurance confirming the required coverage prior to commencing work.

Failure to provide required documentation may result in the Proponent being deemed non-compliant and the Owner may withdraw the award.

Part B: The RFP Process



This Part B details the terms and conditions of how this RFP process will be run by ASPR and how the Proponent will be selected. Respondents to this RFP must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Proposal being rejected.

1. Submission of Proposals:

1.1 Proposals must be submitted electronically in PDF format to:

Cheryl Wiebe, General Manager Parks and Recreation
Armstrong Spallumcheen Parks and Recreation
Subject Line: RFP – Make-Up Air Unit Hassen Arena
Email: info@asprd.com

Proponents will receive confirmation of receipt of their electronic submission. If confirmation is not received within one (1) business day, proponents should contact ASPR to verify receipt.

1.2 Proposals in English

All Proposals are to be in the English language only.

1.3 Proposal to be Submitted on Time

Proposals must be submitted electronically as set out above on or before the submission deadline. Proponents are responsible for ensuring their submission is successfully transmitted and received prior to the closing deadline.

ASPRD is not responsible for delays, technical difficulties, or incomplete submissions resulting from electronic transmission issues.

Proposals submitted after the closing date and time will not be accepted.

1.4 Amendments of Proposals

Proponents may amend their proposals prior to the submission deadline.

1.5 Withdraw of Proposal

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, the authorized representatives should email info@asprd.com

1.6 Mandatory Submission Requirements: Contract RFP form (Appendix A)

Each RFP must include a Contractor RFP Form (Appendix A) completed and signed by the authorized representative of the proponent.

2. Evaluation and Award:

2.1 Scored Criteria:

Proposals will be evaluated using a weighted scoring matrix to determine the Proposal that offers the best overall value to ASPR. The evaluation will consider both price and non-price factors. The Proponent with the highest total score, based on the evaluation criteria and associated weightings, may be recommended for award.

The ASPR reserves the right to reject any Proposal, including the lowest priced Proposal, where it does not achieve an acceptable score in any category or does not demonstrate the ability to successfully meet the terms of the RFP.

	Evaluation Criteria	Weighing	Score
1.	Proposed Cost	40%	
2.	Relevant Experience and Qualification	25%	
3.	Project Approach and Methodology	15%	
4.	Project Schedule and Availability	10%	
5.	References and Past Performance	10%	

2.2 Scoring Method:

All criteria will be scored by the evaluation committee out of 100, which will then be multiplied by the weighting factor to provide a weighted score.

2.3 Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with ASPR. If two or more Proposals have an equal total weighted score, then the Respondent offering the best price will be invited to enter into a Contract with the ASPR.

3. Timeline

RFP Issued:	August 6, 2026
Site Visit	August 11, 2026 10:00 am Hassen Arena
Deadline for Questions:	August 17, 2026 4:00 pm
Proposals Deadline Date:	August 21, 2026 4:00 pm
Proponent selection:	August 27, 2027

4. Terms and Conditions of the RFP

- Although the ASPR fully intends to conclude a Contract as a result of this RFP, ASPR may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.
- The lowest-cost proposal will not necessarily be selected. (See Part B (2) – Evaluation criteria)
- Armstrong Spallumcheen Parks and Recreation reserves the right to reject any or all proposals.
- All documents submitted become the property of the Armstrong Spallumcheen Parks and Recreation.
- The successful proponent must carry appropriate insurance (\$2 million General Commercial Liability) and comply with WorkSafeBC requirements.

Part C: Submission Instructions and Forms

	This Part C contains forms detailing the information that should be included in a Proposal, as detailed in Part B.
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Proposed Cost

Proponents shall provide a detailed pricing proposal on company letterhead or standard quotation forms. The pricing proposal shall include:

- Total lump-sum project cost;
- Breakdown of major cost components, where applicable;
- Identification of any assumptions or exclusions;
- Applicable taxes shown separately;
- Pricing validity period.

ASPRD reserves the right to request clarification or additional pricing details from any Proponent.

Part C Contents/ Required Documents

This Part C contains the submission process and the following forms:

- Appendix A Contract RFP Form
- Appendix B Qualification, Experience and Expertise
- Appendix C Approach and Methodology
- Appendix D Project Schedule and Availability
- Appendix E References and Past Performance

APPENDIX A - CONTRACT RFP FORM

BUSINESS NAME

AUTHORIZED REPRESENTATIVE

MAILING ADDRESS

PHONE NUMBER

EMAIL ADDRESS

To furnish materials, equipment, labour and transportation
necessary for the:

“Make-Up Air Unit Hassen Arena”

It is expected that the proponent, in addition to this contract form, will provide narrative to support the evaluation criteria provided in Part B (2) – Evaluation Criteria. It is the proponents' responsibility to ensure that the response can be easily and clearly found by the evaluator.

Schedule of Addenda

The Proponent states that they have received the following addenda which have been considered in preparation of this bid

Addendum Number	Date Issued	# of Pages
_____	_____	_____
_____	_____	_____
_____	_____	_____

By signing this Contract RFP form, we the Respondent, certify and acknowledge the following:

- a. We have carefully read and examined this RFP document, including all parts, schedules and appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. We can provide the Services detailed in Part A for the pricing submitted in this Proposal.
- b. We certify that the statements made in this Proposal are true and submitted in good faith.
- c. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is commonly referred to as 'Contract A') between ASPR and us, the Respondent, and that no contractual obligations shall arise between ASPR and us, the Respondent, until and unless we execute a written Contract with the ASPR.
- d. We certify that in relation to this RFP process, we have not engaged in any conduct which would constitute a conflict of interest, and we understand that a conflict of interest would include the following situations:
 - i. The Respondent has an unfair advantage or engages in conduct which may give it an unfair advantage;
 - ii. The Respondent has had access to confidential information of the ASPR, which is not available to other Respondents to this RFP.
 - iii. The Respondent has influence over an employee of the ASPR who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Respondent an unfair advantage or preferential treatment.
- e. The Proponent certifies that it currently holds, or upon award of contract will obtain and maintain, all necessary licenses, permits, certifications, insurance, and other documentation required to perform the Work in accordance with all applicable federal, provincial, and municipal laws, regulations, and bylaws.

The Proponent agrees to provide proof of such documentation to the ASPR upon request and prior to commencement of the Work. Failure to provide satisfactory documentation may result in disqualification of the Proposal or termination of any resulting agreement.

Authorized Representative

Date

APPENDIX B – QUALIFICATION, EXPERIENCE AND EXPERTISE

	Proposals must include this Qualification, Experience & Expertise, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided. This section of your Proposal must be labelled as “Appendix B – Qualifications, Experience and Expertise”. <u>Evaluation Factors /100:</u> Factors to be considered during the evaluation in assessing suitability of the experience and references will include: • Description of business and experience with commercial/institutional facilities (arenas, recreation centers, etc) 40 • Experience with similar make-up air unit replacement projects /30 • Qualifications, certifications and technical expertise of project team /20 • Company capacity, resources and ability to complete the project /10
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Proponent Qualifications, Experience & Expertise

25% Weight

Outline relevant experience providing HVAC services. Include references.

Years of operation: _____

WorkSafe BC Registration Number: _____

Description of Business: _____

Examples of similar projects:

Client	Year of Service	Project

Qualifications of team:

<u>Team Member/ Subcontractor</u>	<u>Role/ Responsibility</u>	<u>Qualification/Certification</u>	<u>Years of Relevant Experience</u>

Capacity and Resources to Complete Project

APPENDIX C – APPROACH AND METHODOLOGY

	Proposals must include this Approach and Methodology, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided. Additional pages may be included. This section of your Proposal must be labelled as “Appendix C – Approach and Methodology”. <u>Evaluation Factors /100:</u> Factors to be considered during the evaluation in assessing suitability of the experience and references will include: • Understanding of project requirements /25 • Workplan, methodology /25 • Approach to minimizing disruptions to the facility / 20 • Safety, quality control and risk management /15 • Communication and coordination /15
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Approach and Methodology

15% Weight

Proponents shall provide a description of their proposed approach and methodology for completing the Hassen Arena Make-Up Air Unit Replacement Project. Responses should demonstrate an understanding of the project requirements, proposed work methods, coordination approach, and strategies to minimize disruption to facility operations.

1. Understanding of Project Requirements

Describe your understanding of the project objectives, key requirements, and any important considerations related to the removal, installation, integration, and commissioning of the new make-up air unit.

2. Work Plan, Methodology, and Sequencing

Describe your proposed work plan, including:

- Removal and disposal of the existing unit;
- Installation of the new indoor make-up air unit;
- Mechanical, gas, electrical, and controls integration;
- Air balancing and commissioning;
- Coordination of subcontractors and suppliers;
- Anticipated project schedule and sequencing.

3. Minimizing Disruption to Facility Operations

Hassen Arena is an active recreation facility. Describe your approach to minimizing impacts to facility users, staff, and scheduled programming, including any anticipated shutdowns or service interruptions.

4. Safety, Quality Control, and Risk Management

Describe your approach to:

- Site safety and regulatory compliance;
- Quality control during installation;
- Identifying and managing project risks;
- Addressing deficiencies or unexpected site conditions.

5. Communication, Coordination, and Reporting

Describe your proposed communication process with ASPR, including:

- Primary point of contact
- Progress updates
- Coordination meetings
- Notification of issues, delays, or changes
- Project close-out documentation

Additional Information / Assumptions / Exclusions

Identify any assumptions, exclusions, or additional information that should be considered in evaluating your proposal.

APPENDIX D – PROJECT SCHEDULE AND AVAILABILITY

	Proposals must include this Project Schedule and Availability, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided. This section of your Proposal must be labelled as “Appendix D – Project Schedule and Availability”. <u>Evaluation Factors /100:</u> Factors to be considered during the evaluation in assessing suitability of the experience and references will include: • Availability of equipment, materials and resources /20 • Proposed project schedule and ability to meet required completion date /40 • Identification and management of scheduling risks /20 • Coordination with facility operators /20
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Project schedule and Availability

10% Weight

Proponents shall provide information demonstrating their ability to complete the Hassen Arena Make-Up Air Unit Replacement Project on or before December 31, 2026. Responses should address the proposed schedule, resource availability, potential scheduling risks, and coordination with facility operations.

1. Availability of Equipment, Materials and Resources

Describe the availability of the equipment, materials, subcontractors, and personnel required to complete the project.

Please include:

- Availability and anticipated lead time for the a indoor make up unit
- Availability of required mechanical, electrical, controls, and gas trade resources;
- Identification of any anticipated supply chain considerations;
- Confirmation of key personnel availability during the project timeframe.

Proponent Response:

2. Proposed Project Schedule and Ability to Meet Required Completion Date

Provide a detailed project schedule identifying key activities, milestones, and anticipated completion dates. The schedule should demonstrate your understanding of the project requirements and your ability to meet the Owner's required completion date.

Project Activity	Estimated Start Date	Estimated Completion Date	Duration
Procurement of Equipment and Materials			
Delivery of Make-Up Air Unit			
Removal and Disposal of Existing Unit			
Installation of New Make-Up Air Unit			
Mechanical / Gas Piping Modifications			
Electrical and Controls Integration			
Testing, Air Balancing and Commissioning			
Final Inspection and Project Close-Out			

Proposed Completion Date: _____

3. Identification and Management of Scheduling Risks

Identify potential risks that may affect the project schedule and describe your proposed mitigation strategies.

4. Coordination with Facility Operators

Describe your approach to coordinating the work with Armstrong Spallumcheen Parks and Recreation District, facility operators, and other stakeholders. Include:

- Proposed communication process;
- Coordination of shutdowns or service interruptions;
- Required notice periods;
- Proposed working hours;
- Approach to minimizing impacts to arena operations and users

Additional Information / Assumptions / Exclusions

Please identify any assumptions, scheduling constraints, or exclusions that may impact the proposed timeline.

APPENDIX E – REFERENCES AND PAST PERFORMANCE

	Proposals must include this past performance and reference form, with all requested information completed. No changes to this form shall be made, except for completing the requested information in the spaces provided. This section of your Proposal must be labelled as “Appendix E – Past Performance and References”. <u>Evaluation Factors /100:</u> Factors to be considered during the evaluation in assessing suitability of the experience and references will include: • Quality and relevance of similar projects /30 • Project completed on time /20 • Project completed within budget or approved budget changes /20 • Quality of workmanship and commissioning /20 • Client Satisfaction /10
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PAST PERFORMANCE/REFERENCES**10% Weight**

ASPRD will evaluate the Proponent’s past performance through reference checks with previous clients for similar projects completed by the Proponent. References may be contacted to verify the Proponent’s experience, performance, and ability to successfully deliver projects of similar scope and complexity.

Proponents shall provide a minimum of three (3) references for comparable projects completed within the past five (5) years. References should include projects involving commercial HVAC installations, make-up air unit replacements, or similar mechanical system upgrades.

Reference checks may include, but are not limited to, the following evaluation criteria:

- Quality and relevant of similar projects
- Project completed on time
- Project completed within budget or approved budget changes
- Quality of workmanship and commissioning
- Client satisfaction

Client/Facility	Year	Contact Name	Phone #