



## REQUEST FOR PROPOSALS

*Town of Grande Cache:*  
**AKASAKA RECREATION CENTRE REDEVELOPMENT AND  
EXPANSION**

### Terms of Reference

#### 1.0 PURPOSE:

The Town of Grande Cache is seeking professional assistance to redevelop and expand the Akasaka Recreation Centre. The Centre was built in the early 1970's and serves as the recreation and wellness hub of the community.

The ideal firm will work closely with all involved groups including, but not limited to, the Town of Grande Cache, centre user groups, youth, community at large and seniors. Working closely with the Recreation, Culture and Heritage Department, it is anticipated to have concept drawings completed by spring of 2008.

#### 2.0 BACKGROUND:

The Town of Grande Cache was originally built as a coal mining town, and has suffered the effects of a fluctuating economy based on industry. The community has relied heavily on industry in the past, but in recent years has realized the importance of economic diversification. As the economy has expanded the Town has put increasing importance on a high quality of life for residents and understands the importance of community health and wellness. We understand that in order to attract and retain new employees and families to our community recreation, culture and heritage plays an integral role. To meet the needs of our growing community and aging facilities we are undertaking to bring the sporting and wellness centre to the highest of standards for a community appropriate to our population.

The Centre currently contains a standard swimming pool (more suited to lap swimming than family aquatics), four sheets of curling ice, curling lounge, daycare/preschool, staff offices, weight room, canteen/seating area, hockey arena and required mechanical areas to support above noted facilities.

Recently, despite upgrades to mechanical and building systems the pool remains a priority concern. The community has expressed significant interest in the construction of a new aquatic

centre that would meet the recreational needs of the local swim club, families, young children, swimming lessons, seniors and general aquatic recreation etc.

Subsequent preliminary consultations have indicated a wide variety of other sporting and non sporting additions to the facility including a community gym (multi-purpose facility), racket courts, indoor running track, expanded fitness centre (both cardio and weigh training), meeting rooms, Town offices, games and crafts facility etc.

### **3.0 Opportunity Statement:**

The community developed a community strategic sustainability plan and the need for expanded recreational and cultural opportunities was a priority for the public.

*Key Finding and recommendations of this plan to note include:*

- New aquatic facility was a priority.
- Youth activities including youth drop in centre were highly valued.
- Lack of space in the community and the centre infringe on the Town and outside organizations from developing programs and opportunities for all segments of our community.
- Fitness centre is too small for meaningful workouts and cramped space limits client use.
- Fine arts facility was required to enhance cultural activities.
- Social services facilities were lacking in the community.
- Health and wellness of the community was priority to empower residents, providing the tools required to guard against obesity and disease.

### **4.0 Objectives:**

The Town of Grande Cache hopes to achieve the following objectives pertaining to the redevelopment and expansion of our recreation facility:

- To investigate possible options for redesign and expansion. The Town hopes to learn what options are open to it focusing on new facilities and expansion.
- To develop a facility that utilizes green technology and environmentally friendly building practices and materials.
- To develop and architectural design that complies with the materiality of the community Beautification and Revitalization strategies with an emphasis on using natural products such as timber and stone.

- To create a working group of citizens to work with the successful firm to assist in providing vision and input into the project.
- To create working concept drawings to illustrate what the redesigned and expanded facility could look like.
- Plan toward a phased in construction approach providing the municipality with the flexibility to expand component by component.
- To consult with community user groups seeking specific input from these organizations.
- To consult the public in an open house type event to solicit input into the concept design phase as much as possible.
- To present completed concept drawings to Mayor and Council.
- To work with the municipality to develop engineered drawings so that construction can commence.

This project will create and maintain partnerships between the Town of Grande Cache and its citizens. The Grande Cache Recreation Culture and Heritage department will also play an integral role in this project, working with the public to seek input and information. Partnerships will also be created with local businesses, schools, and organizations, as well as with local youth to ensure that the proposed facility caters to the broadest segments of our community as possible.

#### 5.0 Anticipated Timelines:

| ACTIVITY   | TIMELINE       |
|--|----------------|
| Contract firm to begin redevelopment and expansion project                                   | February 2008  |
| Meet with Town officials to clarify roles and responsibilities                               | March 2008     |
| Meet with citizen advisory committee, recreation user groups to narrow vision                | March 2008     |
| Develop concept drawings and present to citizen advisory committee                           | April 2008     |
| Conduct open house to present concept drawings and preliminary design to general public.     | April 2008     |
| Conduct larger community survey to solicit widest range of input and engagement as possible. | April/May 2008 |
| Present finalized concept drawings and design to Mayor and Council.                          | May 2008       |
| Develop engineered blue prints.  | May 2008       |
| Start Phase I construction   | TBA            |

## 6.0 DETAILS:

6.1 A written proposal must be submitted and include (but not limited to) the following information:

- a) Company Name
- b) Company Location
- c) Brief description of your area of expertise, and how it relates to the Town of Grande Cache
- d) Description of the process to meet the terms of our requirements as stated in the Purpose
- e) Estimated time-line, including availability to commence project
- f) Detailed budget for your fees and expenses. (If you are proposing additional services to the Town of Grande Cache, please provide a fee quotation separately and independently from the required services.)
- g) Samples of work done in other similar communities, along with 3 (three) references that we can contact.

6.2 The Town of Grande Cache reserves the right to accept or reject any or all proposals submitted, and to request additional information.

6.3 The Town of Grande Cache reserves the right to accept or reject any or all-additional services proposed. Please ensure that your fee quotation for these additional services is separate and independent from the fee quotation for the services required.

6.4 Firms that are interested in bidding on this Request for Proposals are invited to submit any additional information, which they feel would assist the selection committee in their decision.

## 7.0 PROPOSAL SUBMISSIONS:

7.1 Three (3) copies of your proposal must be received no later than 4:30 p.m. local time, Friday, February 15, 2008 at:

Town of Grande Cache  
Box 300  
10001 Hoppe Avenue, Grande Cache, AB T0E 0Y0  
Attention: Darren Ottaway, Chief Administrative Officer  
OR  
E-Mail to [darren.ottaway@grandecache.ca](mailto:darren.ottaway@grandecache.ca)

7.2 The envelope should be clearly marked: *Akasaka Centre Redevelopment and Expansion Proposal*.

7.3 The Town of Grande Cache reserves the right to reject any and all proposals submitted.

7.4 The lowest or any other proposal will not necessarily be chosen.