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**Curl Atlantic  
Request for Proposal  
Whitecap Curling Camp 2011-2013**

The Whitecap Curling Camp is an exciting and popular summer camp for junior curlers, ages 13-19 that are looking to improve and develop their skills. Whitecap provides an outstanding learning experience that participants will never forget! The camp features a comprehensive week-long program that is delivered by an outstanding coaching staff including many of Canada's top curling coaches.

Curl Atlantic seeks RFP's from interested Curling Clubs and Arena's across Atlantic Canada. This will be for a 3 year term with an option of 1 additional year. All clubs/Arena are invited to submit proposals. Attached is the RFP with all the information required to bid for Whitecap Curling Camp. Once all the proposals have been submitted, the board of Curl Atlantic will meet and review all proposals. The decision for Whitecap's new home will be decided at the Board meeting in September. Site visits may be required before making any final decisions. If you need any assistance with this process please contact Leslie Anne of Curl Atlantic.

The RFP submission can be sent to:  
Curl Atlantic  
72 Hayward Avenue  
St. John's, NL  
A1C 3W7  
Attention: Leslie Anne Walsh

**RFP's must be received no later than 12:00 pm (AST) on September 3<sup>rd</sup>, 2010.**

## **1.0 Background**

- 1.1 Curl Atlantic (“CA”) has a mandate to conduct two one-week summer camps for Junior Curlers during the Summer months each year and known as the Whitecap Curling Academy (“WCA”)
- 1.2 The camp must take place in Atlantic Canada
- 1.3 Curl Atlantic will train approximately 96 curlers (ages 12 -19) in two one-week courses. In addition to the curlers, there is approximately 30 staff (coaches and adult administrators). The two camps results in approximately 125 persons each week. This estimate could be plus or minus 10% of the total. (For bidding purposes, plan on a total complement of 125 persons.)
- 1.4 In addition to requiring curling facilities (minimum 5 sheets of ice), there will be a requirement for food, accommodation and transportation during each camp.
- 1.5 The period of work shall be from 01 January 2011 up to and including 31 December 2013 with an option to extend the contract for 1 additional 12 month period. The two camps shall follow each other and should commence no earlier than the Monday of the 2<sup>nd</sup> week in July and end no later than the Friday of the end of the third week in August.
- 1.6 While preference shall be given to a single bidder, individual Curling Clubs or Arenas may bid separately as long as there are suitable provisions for food, accommodation and transportation as noted in the Statement of Work.

## **2.0 Bidder Instructions**

- 2.1 Bids must be submitted to Curl Atlantic by noon, Friday, September 3<sup>rd</sup>, 2010, to Curl Atlantic, 72 Hayward Ave, St John’s, NL, A1C 3W7, Attn: Leslie Anne Walsh.
- 2.2 Due to the nature of the bid solicitation, bids may be transmitted by facsimile or electronic mail.
- 2.3 In their submission, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- 2.4 The bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated.
- 2.5 The proposal must be properly completed and signed by the Bidder or by an authorized representative of the Bidder. In the event of a proposal submitted by a contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture
- 2.6 Bidders must submit their Financial Bid in accordance with Annex “B” attached.

### **3.0 Applicable Laws**

3.1 Any resulting contract shall be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province where the WCA will be located.

### **4.0 Evaluation Procedures**

4.1 Bids shall be assessed in accordance with the entire requirement of the bid

4.2 An evaluation team composed of representatives of Curl Atlantic will evaluate the bids

4.3 In order to be considered responsive, a bidder shall meet all of the terms and conditions of this bid solicitation including the mandatory requirements. An evaluation and inspection shall be conducted at all bidders facilities in January and February 2011 by representative(s) of the WCA to ensure all of the elements of the Statement of Work are met

4.4 The lowest priced responsive bid, calculated to include A, B, C, and D of the Basis of Payment, attached as Annex "B", shall not necessarily be recommended for award of the contract. Other factors such as camper travel time, ice conditions and accessibility shall be considered.

### **5.0 Term of Contract**

5.1 Work shall be performed for the period January 1, 2011 up to and including December 31, 2013

5.2 The Bidder grants to Curl Atlantic the irrevocable option to extend the term of the Contract by up to 1 additional 12 month periods under the same conditions. The Bidder agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Curl Atlantic may exercise this option at any time by sending a written notice to the Bidder at least 60 calendar days before the expiry date of the Contract.

### **6.0 Basis of Payment**

6.1 You shall be paid your costs reasonably and properly incurred in the performance of this work in accordance with Annex "B" attached.

6.2 There will be no progress payments.

6.3 The amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the work has been accepted by Curl Atlantic

## **Annex "A"**

### **Statement of Work**

The statement of work is divided into five sections. Each section represents requirements that can be grouped together logistically. For ease of reading, a table of requirements is listed within the section.

#### **1.0 General**

- 1.1 Whitecap Curling Academy ("WCA") shall be located in a community that is capable of supporting approximately 125 persons. The two camps shall follow each other and should commence no earlier than the Monday of the 2<sup>nd</sup> week in July and end no later than the Friday of the end of the third week in August. Important considerations are the availability of services such as medical, dental, optometrist, police, fire, and recreation facilities.
- 1.2 Emergency Medical and Dental shall be within 30 minutes of the Curling Facilities.
- 1.3 The WCA should be no more than 90 minutes vehicular travelling time from the closest international airport capable of handling commercial flights from any of the four Atlantic Provinces. Any prospective bidder who is further than 90 minutes is to include the appropriate transportation plan including costs to and from the airport in its proposal
- 1.4 Upon possession, the WCA should be turn-key and capable of being fully operational at the commencement of the first camp.
- 1.5 Depending on facilities, extra time for preparation of the site may be required. Any extra set-up and tear down requirements should be determined by the WCA and the Bidder no less than 60 days prior to occupation.
- 1.6 To facilitate effective supervision of the campers, the living quarters should be located in close proximity to each other and as close as possible to breakfast dining facilities.
- 1.7 Lunch and supper shall be either located at the Curling Facilities or no more than 10 minutes walking distance from the Curling Facility.

#### **2.0 Curling Facility**

- 2.1 The WCA requires a Curling Facility that can offer at least 5 sheets of curling ice that is maintained at a very high level. While arena style ice is preferred, a curling club that can demonstrate an ability to provide superior playing surface will be considered.
- 2.2 Along with the Financial Bid, the bidder is to submit its proposed daily and weekly ice maintenance schedule
- 2.3 The Curling Facility should be capable of feeding up to 125 persons for lunch and dinner during each camp in accordance with Health Canada Food Guidelines for healthy eating. A separate facility within 10 minutes walking distance of the Curling Facility may be used in lieu.

- 2.4 In addition to 5 sheets of curling ice, the Curling Facilities shall include the following:
  - 2.4.1 Three break-out rooms to accommodate at least 20 curlers each
  - 2.4.2 A minimum of 48 lockers (double occupancy)
  - 2.4.3 AV system including TV, projectors, photocopier
- 2.5 Wifi (or cable internet access)
- 2.6 The Curling Facility should be within 10 minutes walking distance of an outdoor physical recreation area that may be used by the WCA when curlers are not using the ice.

### **3.0 Accommodations**

- 3.1 The Bidder shall provide accommodations in accordance with the forecasted arrival/departure schedule, which will be determined 120 days prior to occupation.
- 3.2 Accommodations shall be no more than 20 minutes vehicular travel time from the Curling Facility
- 3.3 The following additional conditions shall apply:
  - 3.3.1 the forecasted number of personnel requiring quarters based on the arrival/departure schedule may be increased or decreased by not more than 10% at any time at the WCA's option with notice
  - 3.3.2 suitable quarters (double or quad occupancy) for a maximum of 96 male and/or female curlers
  - 3.3.3 single occupancy rooms for up to 30 staff
  - 3.3.4 Free cable TV and internet access to both curlers and staff
- 3.4 Adequate parking should be made available for staff and selected guests
- 3.5 The Bidder should provide a laundry facility either in situ or in close proximity to the living quarters.
- 3.6 The assignment of accommodation/bed spaces shall be at the discretion of the WCA. The WCA's representatives will be available to coordinate and supervise all arrivals and departures including the allocation of areas, issue and collection of keys, etc.
- 3.7 Occupants are responsible for all damages and defects (fair wear and tear exempt) to individual bed spaces and areas. Damages and defects noted by the Bidder are to be reported immediately to the WCA's representative who will render all reasonable assistance to the Bidder in resolving any such matters.
- 3.8 Accommodations should be near and/or have outdoor recreation facilities available

## 4.0 Food Services Requirements

- 4.1 The Bidder shall provide eating facilities capable of feeding all staff and curlers within a 90 minute timeframe. The breakfast facility shall be no more than a 10 minute walking distance from the curler and staff accommodations. Lunch and supper shall be in accordance with Section 2.3 above
- 4.2 All work shall be carried out in accordance with Federal, Provincial and Municipal Codes, Regulations, Laws or Bylaws. Costs incurred to comply with such Codes, Regulations, Laws or Bylaws shall be the Bidder's responsibility.
- 4.3 Meals should be available at the following times:
  - 4.3.1.1 Breakfast 0630 - 0800 hours;
  - 4.3.1.2 Lunch 1130 - 1300 hours;
  - 4.3.1.3 Supper 1630 - 1800 hours; and
- 4.4 Bidder shall be flexible to meal requirement changes due to amended training schedules and feeding of visitors. Bidder shall provide cafeteria meals,
- 4.4 Special dietary needs for curlers and staff to include vegetarian food to be provided daily.
- 4.5 Suitable nutrition snacks in the morning and afternoon should be included as an optional extra

## 5.0 Transportation

- 5.1 Bidder shall provide transportation to a maximum of 125 persons from the Camp accommodations to the Curling Facility in the morning and return to the accommodations in the evening.
- 5.2 Where the International Airport is in excess of 90 minutes from an International Airport, bidder shall provide transportation to the accommodations at the beginning of each camp and return to the airport at the conclusion of each camp. For bidding purposes, plan on 40 persons.

## 6.0 Compliance

- 6.1 Prior to the commencement of each summer session, WCA representatives may visit the site to ensure compliance with the terms of the Statement of Work. Any areas of non-compliance shall be rectified **before** the commencement of the camp
- 6.2 Following completion of each summer session there will be a mandatory review of the work actually delivered which shall be compared to the Statement of Work for compliance. Areas of non-compliance shall be dealt with by the bidder in a timely fashion.

**Annex "B"**  
**Basis of Payment**

The Bidder shall be paid its costs reasonably and properly incurred in the performance of this work in accordance with the following information. The figures as stated herein are estimates and shall be used for evaluation purposes only. Curl Atlantic shall not be committed to such figures. All expenses associated with the maintenance and operation of all buildings and facilities shall be borne by the Bidder

**A. For the period January 1, 2011 up to and including December 31, 2011**

**Curling Facilities**

\$..... per day X 15 days = \$.....

Lunch and Supper at/near Curling Facility

\$..... per person x 250 meals x 10 days = \$.....

Nutrition Snacks (morning & evening)

\$..... per person x 250 snacks x 10 days = \$.....

**Sub-total Curling Facilities = \$.....**

**Accommodations**

Curler Beds

\$..... per person x 95 x 10 nights = \$.....

Staff Beds

\$..... per person x 30 x 10 nights = \$.....

Breakfast at Accommodations

\$..... per person x 125 meals x 10 days = \$.....

Recreational/additional Facilities

\$ ..... per week = \$.....

**Sub-total Accommodations = \$.....**

**Transportation**

\$..... per trip to transport 125 x 20 trips = \$.....

\$..... per trip to transport 40 x 4 trips = \$.....

**Sub-total Accommodations = \$.....**

**Total for Year 1 - \$\_\_\_\_\_ exclusive of applicable taxes**

**B. For the period January 1, 2012 up to and including December 31, 2012**

**Curling Facilities**

\$..... per day X 15 days = \$.....

Lunch and Supper at/near Curling Facility

\$..... per person x 250 meals x 10 days = \$.....

Nutrition Snacks (morning & evening)

\$..... per person x 250 snacks x 10 days = \$.....

**Sub-total Curling Facilities = \$.....**

**Accommodations**

Curler Beds

\$..... per person x 95 x 10 nights = \$.....

Staff Beds

\$..... per person x 30 x 10 nights = \$.....

Breakfast at Accommodations

\$..... per person x 125 meals x 10 days = \$.....

Recreational/additional Facilities

\$ ..... per week = \$.....

**Sub-total Accommodations = \$.....**

**Transportation**

\$..... per trip to transport 125 x 20 trips = \$.....

\$..... per trip to transport 40 x 4 trips = \$.....

**Sub-total Accommodations = \$.....**

**Total for Year 2 - \$\_\_\_\_\_ exclusive of applicable taxes**

**C. For the period January 1, 2013 up to and including December 31, 2013**

**Curling Facilities**

\$..... per day X 15 days = \$.....

Lunch and Supper at/near Curling Facility

\$..... per person x 250 meals x 10 days = \$.....

Nutrition Snacks (morning & evening)

\$..... per person x 250 snacks x 10 days = \$.....

**Sub-total Curling Facilities = \$.....**

**Accommodations**

Curler Beds

\$..... per person x 95 x 10 nights = \$.....

Staff Beds

\$..... per person x 30 x 10 nights = \$.....

Breakfast at Accommodations

\$..... per person x 125 meals x 10 days = \$.....

Recreational/additional Facilities

\$ ..... per week = \$.....

**Sub-total Accommodations = \$.....**

**Transportation**

\$..... per trip to transport 125 x 20 trips = \$.....

\$..... per trip to transport 40 x 4 trips = \$.....

**Sub-total Accommodations = \$.....**

**Total for Year 3 - \$\_\_\_\_\_ exclusive of applicable taxes**

**D. For the option period January 1, 2014 up to and including December 31, 2014**

**Curling Facilities**

\$..... per day X 15 days = \$.....

Lunch and Supper at/near Curling Facility

\$..... per person x 250 meals x 10 days = \$.....

Nutrition Snacks (morning & evening)

\$..... per person x 250 snacks x 10 days = \$.....

**Sub-total Curling Facilities = \$.....**

**Accommodations**

Curler Beds

\$..... per person x 95 x 10 nights = \$.....

Staff Beds

\$..... per person x 30 x 10 nights = \$.....

Breakfast at Accommodations

\$..... per person x 125 meals x 10 days = \$.....

Recreational/additional Facilities

\$ ..... per week = \$.....

**Sub-total Accommodations = \$.....**

**Transportation**

\$..... per trip to transport 125 x 20 trips = \$.....

\$..... per trip to transport 40 x 4 trips = \$.....

**Sub-total Accommodations = \$.....**

**Total for Option Year - \$\_\_\_\_\_ exclusive of applicable taxes**

**Grand Total for A, B, C and D \$\_\_\_\_\_ exclusive of applicable taxes.**

**Bidders are reminded that the lowest priced responsive bid, calculated, shall not necessarily be recommended for award of the contract. Other factors such as camper travel time, ice conditions and accessibility may be considered.**

**Annex "C"**  
**Evaluation Criteria:**

**MANDATORY EVALUATION CRITERIA/PROCEDURES**

**THE ENTIRE STATEMENT OF WORK IS MANDATORY.**

The Bidder shall address each of the points of the Statement of Work, Appendix "A". The following is a guideline only.

**TECHNICAL PROPOSAL**

The Bidder shall include a short introduction with a brief evaluation of the need for the project, the objectives of the proposed work, the reasons for carrying it out as proposed, and the benefits to be derived.

The Bidder shall clearly outline its approach and proposed methodology to meet the requirement as well as the degree of success expected. The proposed technical approach must be compliant with the requirements of the Statement of Work provided as part of the RFP.

Sufficient detail shall be provided to demonstrate the Bidder's grasp of the requirement and the Bidder's competence to meet it.

The Bidder shall state any major difficulties that are anticipated and explain how it would address these difficulties.

The Bidder shall include a list of specific tasks and deliverables and the proposed schedule for completion or delivery.

**MANAGEMENT PROPOSAL**

The Bidder shall provide the names of all key personnel who will be assigned to this requirement, demonstrating their experience and qualifications.

The Bidder shall provide a list of the individual subcontracts proposed, describe the work to be performed by each one and include/explain the proposed basis of selection for each one.

**FINANCIAL PROPOSAL**

The Bidder shall provide the financial information consistent with Annex "B"

The Bidder should separately indicate a per diem for accommodation requirements for staff before the start of the first camp, the middle weekend, and after the finish of the second camp.