



PO Box 1267, Hanna, AB T0J-1P0
hannaroundhouse@gmail.com

Request for Proposals- Hanna Roundhouse Rehabilitation Project 2024

INVITATION:

The Hanna Roundhouse Society (HRS) is inserting services & utilities into their 1913 Provincial Historic Resource to develop a community event space within the footprint of this heritage railway roundhouse while they are preserving/rehabilitating and preserving its historical elements.

This work is Phase 1 of 4 phases of rehabilitation and has extremely tight progress/completion deadlines. This entire **Phase 1 must be completed by March 31, 2025 to meet grant agreement deadlines.**

Section 1: Organization Background and Project Purpose

1.1 Project Summary:

The Hanna Roundhouse Society (HRS) would like to engage a Prime Consultant to assemble a multi-disciplinary architecture and engineering consultant team that will design, administer, and deliver through to construction completion the first phase of a multi-phased facility improvement and rehabilitation project.

The intended scope of Phase 1 of the project is summarized below. Detailed descriptions and conceptual plans can be found in the **Planning Study** completed by **Kei Space Design in November, 2022 (link: [Microsoft Word - Hanna Roundhouse Master Plan V3.6.2.docx \(harvestsky.ca\)](#))** and **Hanna Roundhouse Master Plan Drawings** provided by Bill Chomik, Architect in December, 2022. The findings of these studies have formed the basis for defining scope, obtained approval from the Alberta Heritage Conservation Advisory Services Program, and was submitted and approved for grant funding.

The successful proponent will be responsible for the following:

1. Providing an updated estimated cost evaluation for Phase 1.
2. Assisting the HRS with applying for and securing all required permits, including but not limited to development, safety, and building permits.
3. Ensuring building codes and all relevant requirements are met.
4. Assembling and coordinating a qualified team of consultants to develop schematic designs, specifications, and working drawings within a tight timeline.
5. Coordinating necessary tenders by work to be completed by contractors qualified to work on Provincial Historic Resources.
6. Assisting the HRS with awarding construction contracts and coordinating design clarifications, changes, etc. during construction. **Note:** Hanna has skilled contractors and the HRS will assist with selecting local contractors for this project by providing a list of potential candidates as requested.
7. Anticipate how the design and construction of Phase 1 will fit into future phases of work as outlined in the Planning Study.

History:

The Town of Hanna, AB was built to support the railway and was a Divisional Point along the Goose Lake Line between Saskatoon and Calgary. The location of the roundhouse was based on the existing water supply and was further developed by CN to support the steam locomotives.

With the Diesel engines increasing efficiency, roundhouses became obsolete and Canadian National Railway closed the 1913 Hanna Roundhouse in 1961. All railway related material was removed from the interior and exterior of the building. It was repurposed by a couple businesses with the last business closing doors about 1993. Repurposing this building may be the only reason this roundhouse has survived over 100 years.

The last services and utilities in and to the Roundhouse were removed about 1993. It sat empty for many years, abandoned & neglected with some vandalism until it was purchased from CNR. It was sold to another individual who reportedly “purchased it for the bricks”. This is what led to establishing the Hanna Roundhouse Society in 2010.

The Hanna Roundhouse Society became a registered non-profit society in 2010 under the leadership of Sandra Beaudoin, President/Founder, to save and preserve a 1913 Canadian Northern Railway Roundhouse in Hanna, Alberta. This small group of dedicated community volunteers are passionate about this heritage building and their community, and are determined to provide a unique venue where their community can benefit while saving this historical railway building and its unique wooden construction/historical elements.

The importance of saving/restoring/preserving this 1913 Canadian Northern Railway Roundhouse was obviously apparent. With its historic value and the rich railway history, it is a huge asset to the Town of Hanna. Especially since it is one of the last original Railway Roundhouses (with an exterior 90’ turntable), in Canada.

The HRS **Mission Statement** is: “To create a functional space for providing culture, education, economic opportunities and railroad history through the restoration and development of the Hanna Roundhouse (March 14, 2011)”.

The 18,800 ft² (roof area) engine/roundhouse & attached 3,435 ft² (roof area) engine/boiler room sits on 8.97 acres within the municipality of Hanna, Alberta. It became:

1. The property of the Hanna Roundhouse Society in September 2013
2. A Provincial Historic Resource in 2015
3. A registered Charity with Canada Revenue Agency in September in 2021.

Since 2013, the HRS has managed \$460,000 in Restoration projects, \$324,779 in grant funds and raised over \$118,000 in fundraising & donations specifically for their restoration/preservation projects.

These projects were completed through the HRS President, HRS Board/volunteers and the Alberta Heritage Conservation Advisory Services Program. Assistance is sought out in unfamiliar situations.

Attracting people into our community to the 1913 Roundhouse for private/public events (weddings, photo opportunities, memorials, community events, concerts, etc.), history tours/experiences or just to stop and admire the historic construction & location, is an asset to Hanna’s economy.

Events held at the Hanna Roundhouse in the north gallery (with 8,780 ft² in floor space) generates rental revenue to help fund restoration projects. HRS members volunteer and raise funds through grant applications, donations, fundraising, etc. which have also helped fund engineering studies, heritage reports, etc. required to meet public occupancy requirement to gain permission to utilize the roundhouse as a public event space.

Our goal is to fund restoration projects with funds raised from rental revenue, fundraising, and donations without requiring the generous grant support we have received over the years. Providing services such as washrooms, will move us closer to this goal.

These services will attract more clientele to our facility & to our community. As more restoration is completed, less grants will be required to help fund our restoration projects. However, right now the HRS is very grateful for the grant funds provided by various funding partners which is enabling the completion of the HRS Rehabilitation Project - Phase 1.

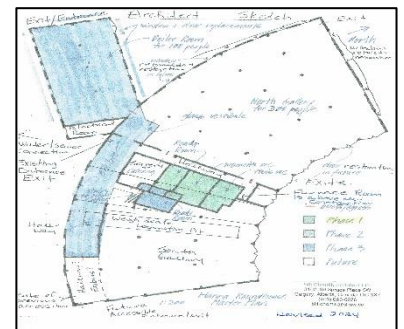
This **Request for Proposal** is an invitation to tender proposals for construction within a Provincial Historic Resource building, the 1913 Canadian Northern Railway Roundhouse, in Hanna, Alberta.

1.2 Visions for the Project:

Refer to the **Hanna Roundhouse Planning Study Nov 2022** found on the Harvest Sky website under "Plans, Projects & Report" page 38. Here is the link:

<https://harvestsky.ca/harvest-sky-economic-development-corporation/>

A revised copy of the Architect Sketch (right) is provided. There have been a few revisions since the Planning Study was completed. The remaining three phases are also indicated in the sketch. **This RFP only covers Phase 1** (in green).



Review of all proposed future phases will give the successful proponent the layout & outline of the space required for Phase 1 and integration with future phases. Services are expected to come into the building from existing Town of Hanna utilities located south and west of the roundhouse. For reference, Phase 1 will be within engine bays 6 & 7 (2,634 ft²) of the South Gallery inside the Hanna Roundhouse. The space available is approx. 80% or 2107 ft², utilizing the suggested enclosure size in the Planning Study. The mechanical and furnace rooms have been moved to a mezzanine (to be constructed) above new construction. The ceiling is about 20 and 26 feet which should provide room for the 2nd level.

1.3 Project Purpose:

The scope of **Phase 1** includes:

1. Design of a basic, functional public washroom suitable for 300 people. Washrooms are to be located entirely within the South Gallery of the Roundhouse, complete with all related supporting spaces as outlined in the 2022 Planning Study and Master Plan Drawings.
2. Design of a ready room suitable for use by bridal parties or other similar patrons.
3. To conserve floor space within the Roundhouse South Gallery, mechanical and electrical utilities are to be housed in a mezzanine located above the washrooms.
4. The Roundhouse currently is not connected to Town of Hanna water, sewer, power, or natural gas

utilities. Design scope must include connecting the Roundhouse to existing Town of Hanna utilities located adjacent to the Roundhouse property and into the building and ready to connect for operation.

5. Design and construction of Phase 1 must be completed by March 31, 2025 as required within various grant funding agreements.

6. Assistance from the Harvest Sky Economic Development Corporation located in Hanna, Alberta has been vital for securing grants.

7. Estimated budgets for design and construction of Phase 1 can be found on page 38 of the Planning Study.

Phase 1 will address the following:

- Construct Washrooms - capacity for events of 300 persons.
- Construct a Meeting/Ready Room 250 net sq. ft. incl. washroom
- Water and sewer connection (from source into the roundhouse & connected to new construction)
- Power hook up (from source into the roundhouse and ready to be connected to new construction)
- Natural Gas hook up (from source into the roundhouse & connected to new construction)
- Internet (Assume VOIP phone)
- Heating equipment best suited for this project and furnace room construction (above washrooms). New construction will be heated only at this time.
- Design, Contingency, Inspections and expenses (must be listed)

Note: All water/sewer/gas lines will need to be brought from Town connection to the roundhouse. The power will also be underground and require trenching to bring it to the roundhouse as well.

Currently, the site for construction is an open area in engine bays 6 & 7, with 28-30' Douglas Fir timbers between each engine bay support the 9500 ft² roof of the South Gallery of the Roundhouse. These timbers replaced the original 1913 timbers in 1943 when the upper roof was created by raising a large portion of the roof by 6 feet. The timbers are historic elements of the roundhouse and need to be incorporated into the design of Phase 1. Nothing can be attached to these timbers. **Heritage Conservation Advisory Services** must be consulted in the design & plans. The HRS will not support any alterations to them in any manner.

Limited storage and laydown space is available for contractors within the South Gallery (close to the construction site) with access through large 17'6" wooden fold out doors on the east side of the building. However, there is no parking close to the building on the east side. Additional parking and outside storage may be located on the west and north side of the roundhouse. Space may be available for camping further away from the roundhouse on the east side if workers are able to provide their own power. No water available.

The HRS will be operating from mid-May to mid- October with public and private events during construction. Parking will be restricted in particular areas. Every effort will be made to ensure your work is not affected and we ask for cooperation with parking, noise and limit access to areas when the event space is occupied.

This RFP is ONLY for Phase 1 shown above with no commitment for the successful proponent to work on future Phases. This work will be done within a Provincial Historic Resource. As a result, all work must meet Alberta Heritage Guidelines. Care must be made to protect all historical elements. Deviations from any outlined work must be communicated with the Hanna Roundhouse Society and approval must be received from Heritage Conservation Advisory Services before such work will be allowed.

Section 2: Project Scope

2.1 Project Term of Reference

The response to this invitation to tender has the following required components:

- Review of the Hanna Roundhouse Planning Study (Nov 2022). <https://harvestsky.ca/harvest-sky-economic-development-corporation/>
- If you wish to find out more about the roundhouse &/or projects, the Hanna Roundhouse Society website can be found at www.hannaroundhouse.com
- If you have direct questions about this project, you can contact the Hanna Roundhouse Society by email: hannaroundhouse2013@gmail.com and submit your question. The HRS will respond as soon as possible either by email or by phone.

2.2 Role of the Prime Consultant:

The Prime Consultant will communicate with the HRS President (Site Manager) in person or by phone/text. Contact information will be provided to the Prime Consultant at the beginning of the project. In the event the Site Manager is unavailable at any time, an alternate HRS member will be appointed with contact information provided to the Prime Consultant.

- Proponent contract will be signed with the Hanna Roundhouse Society.
- Site visit to verify location of construction and to identify any design challenges prior to design is required. The stakeholders in this project (HRS, Harvest Sky and Heritage Conservation Advisory Services, Town of Hanna).
- Recommend the best use of space available within Bays 6 & 7 for the meeting/ready room, washrooms (& allow consideration for space for future Caterer/server room adjacent to the ready room.
 - Ensure all Building Codes are met within this space & design
- Identify existing utility locations/penetrations into Roundhouse
- Provide design options for review prior to moving to detailed design.
- Design Development/Detailed Design
 - Finalize programming layouts and locations
 - Select layout and produce preliminary drawings
 - Select finishes for washrooms fixtures, walls, etc.
 - Ensure Building Codes & all other relevant requirements are met
- Construction Documents
 - Produce working/detailed drawings
 - Produce project specifications
 - Assist HRS with Development Permit/Building Permit Applications
 - Ensure Building Codes & all other relevant requirements are met
- Tender/Bidding
 - Contract documents put out to market for General Contractors to bid on
 - Review bids with Site Manager (HRS) & Heritage Conservation Advisory Services to select a General Contractor.
- Breakdown of Prime Consultant fees
 - Design phase
 - Construction phase
- Provide safety code reviews

Final proposals must demonstrate that the respondent understands the work that will be undertaken, both from a construction and a heritage aspect. Consultants, managers and contractors MUST be ever mindful of the designated status of this historic resource and ensure the protection of its heritage value is carefully balanced and not compromised by new works.

2.3 Role of the Site Manager:

The President founded the Hanna Roundhouse Society in 2010 & has been involved in every step of work done with the roundhouse from repairs, engineering requests, studies/reports, contacting contractors for engineering work, requesting contractor quotes for grant applications & completing requirements for approved grants, paying contractor invoices, etc.

The Site Manager will:

- work closely with the Project Contractor and communicate information to the Project Contractor
- work closely with Heritage Conservation Advisory Services to provide reports & communication.
- photograph work to provide supporting grant documentation & verification of the project progress; provide documentation to Heritage, the Hanna Roundhouse Society, Harvest Sky Economic Development Corporation and the Town of Hanna. Provide reports where required and monitor project in relation to timelines for project completion.
- liaise between Heritage Conservation Advisory Services and the public (who may be on site),
- assist with selecting of local contractors,
- locate additional equipment/supplies/information/reports if needed
- be a resource for information on the Roundhouse, the property and the Town of Hanna
- assist with the resolution of unexpected events
- oversee the roundhouse and property to ensure space is clear of potential hazards/safety concerns
- ensure workers are not interrupted by visitors or HRS volunteers
- review work completion listed on invoices submitted for disbursement. Process contractor payments
- resource information as needed
- assist with sourcing supporting items such as dumpsters, porta-potties, etc.
- facilitate progress meetings/inspections
- provide assistance for the Prime Contractor

2.4 Others:

Harvest Sky Economic Development Corporation local economic development organization. Manager applied for the grants on behalf of the Hanna Roundhouse Society. As a result, the Manager will be responsible for the granting requirements. Harvest Sky Economic Development Corporation has the Memorandum of Understanding with the Hanna Roundhouse Society and will be managing the grant funds and completing the funding paperwork for this project. **Invoices for project work must include or be written to Harvest Sky Economic Development Corporation.**

Heritage Conservation Advisory Services is the Provincial Government branch responsible for Provincial Historic Resource sites. Since the 1913 Canadian Northern Railway Roundhouse is a Provincial Historic Resource (since 2015), they have a regulatory role under Section 20(9) of the *Historical Resources Act* and will be reviewing the project to ensure the work meets the *Standards and Guidelines for Conservation of Historic Places in Canada*.

2.5 Project Governance:

The rehabilitation work will be guided by the Hanna Roundhouse Society and Heritage Conservation Advisory Services

2.6 Project Budget:

Budget Information Phase 1: Hanna Roundhouse Planning Study (Nov 2022) pg. 38

Location	Work	2022 Estimates
South Gallery	Washrooms - capacity for events of 300 persons.	\$ 255,000
South Gallery	Meeting/Ready Room 250 net sq. ft. incl. washroom	\$ 75,000
South Gallery	Water and sewer connection	\$ 25,071
South Gallery	ATCO Power hook up	\$ 8,762
South Gallery	Natural Gas hook up	\$ 10,000
South Gallery	Internet (Assume VOIP phone)	\$ 2,000
South Gallery	Heating equipment and furnace room	\$ 50,000
	Design, Contingency, Inspections and Expenses	\$ 74,166
	**Adjustment to inflation	\$ 50,000
	TOTAL	\$ 550,000

**Additional since Hanna Roundhouse Planning Study

This budget is outlined in pages 38 of the **Hanna Roundhouse: A Planning Study for Harvest Sky Economic Development corporation & the Hanna Roundhouse Society, dated November 23, 2022.**

Note: The Planning Study can be found at <https://harvestsky.ca/harvest-sky-economic-development-corporation/> under "Exciting Opportunities" **Hanna Roundhouse Planning Study (Nov 2022).**

Since this is a competitive bidding process, the Hanna Roundhouse Society, the Heritage Conservation Advisory Services, and the Harvest Sky Economic Development Corp. reserves the right to accept a proposal other than the lowest proposal without stating any reasons. Funding for Phase 1 of the Roundhouse Rehabilitation Project consists of grant monies, and adherence to a pre-set budget will be necessary.

2.7 Expected Deliverables:

- Functional gas, power, water, sewer and internet connections which meet Building code & with completed & approved permits.
- Functional washroom facilities to accommodate 300 people, as outlined in the Hanna Roundhouse Planning Study which includes running water, functional sewer & functional power.
- A completed Meeting/Ready Room constructed in the space outlined in the Hanna Roundhouse Planning Study with appropriate services.
- Completed & functional heating equipment constructed above the new enclosures with functional heating for these new enclosures constructed in Bays 6 & 7.
- Completed groundwork to remove any evidence of the new water/sewer lines & underground power lines running from the source to the Hanna Roundhouse, & any disturbance to the original concrete foundation repaired to Heritage standards.
- Electrical work for this project is has been blended with the electrical work established (2020) in the North Gallery (currently utilized with temporary power sources) & included in the current electrical panel.

Meetings & other forms of communication with the stakeholders will be required from the successful proponent throughout the course of this project. Communication between all stakeholders will occur when needed at no cost to the project.

2.8 Timeline:

Deliverables	Timeline
Request for proposals issued	February 20, 2024
Request for Response to RFP 4:30 pm	March 11, 2024
Proponent selection	March 14, 2024
Initial meeting, presentation of workplan, methodology, scope of project	April 17, 2024
Confirmation of construction ready Architectural Design	May 15, 2024
Construction begins	June 17, 2024
Progress meeting	July 22, 2024
Progress meeting/Inspection	Aug 23, 2024
Progress meeting	September 20, 2024
Progress meeting/Inspection	October 21, 2024
Progress meeting	November 22, 2024
Progress meeting/Inspection	January 13, 2025
Progress meeting	February 17, 2025
Completion of all construction /rehabilitation work in Phase 1	March 31, 2025

Section 3: Submission format and Requirements

3.1 Cover letter

Proposals must include a cover letter signed by an authorized official.

3.2 Corporate Information

Proposals must include a description of the proponent's background with particular emphasis on previous experience managing similar projects, relevant expertise & previous experience working on Heritage projects.

3.3 Technical Proposal

The proponent must demonstrate a clear understanding of the purpose & objective of this project, propose how the objectives will be achieved and how the deliverables will be completed. Include the following in your technical proposal:

- References from clients of similar work
- Qualifications and certifications relevant to the work outlined in this project.
- A list of any sub-contractors which may be used during this project, including at a minimum, Structural, Mechanical & Electrical Engineers. Geotechnical engineer may also be an asset for review of soil bearing capabilities.
- Provide a general breakdown of activities by work area with approximate start and end dates of major tasks (e.g. Timeline laid out in a Gantt chart or similar)
- Fixed fee for Prime Consulting services, excluding GST. List GST separately.
- Explanation regarding out-of-pocket expenses, including travel to the site, will be handled.

3.4 Local Contractors and Sub-Contractors

Use of local contractors and tradespeople are encouraged whenever possible, understanding that the use of local contractors will not impede the financial or final deliverables of the project.

If a proponent intends to utilize the services of additional individuals, including structural, mechanical, electrical & geotechnical engineers on a sub-contracting basis, for selected aspects of this project, the overall coordination and responsibility for the proposal must be assumed by the Prime Consultant who is solely responsible for all incurred costs related to sub-Contractors.

The Prime Consultant and any agents or sub-Contractors, must meet all regulatory requirements as outlined by both provincial and federal acts and regulations, retaining to labour, health and safety, and taxation laws.

All sub-Contractors must be identified in the proposal along with the associated services they will provide. The Hanna Roundhouse Society and the Heritage Conservation Advisory Services reserves the right to accept or reject any sub-Contractors.

The Hanna Roundhouse Society is a strong supporter of hiring local contractors.

Section 4: General Terms and Conditions

All terms and conditions outlined in this invitation must be clearly reflected within the Proposal. In instances where the Proponent is unable to meet any of the terms and conditions and deliverables as outlined, specific notation must be clearly expressed within the contents of the written Proposal document.

4.1 Submission and Closing Date

All submissions should be submitted by **4:30 pm on March 11, 2024** Alberta time.

Information Requests and Proposal Submissions to	Closing Date
Hanna Roundhouse Society PO Box 1267, 600 Roundhouse Road, Hanna, AB T0J 1P0 Phone: (403) 854-2699 Email: hannaroundhouse2013@gmail.com	March 11, 2024 Invitation Title & Closing Date are to be marked on sealed envelop if quote is mailed or couriered, or in the Subject Line if submission is emailed

All submissions will be reviewed & determined by the Hanna Roundhouse Society & Heritage Conservation Advisory Services. Successful proponent will be contacted.

4.2 Conditions of Proposals Received

Any proposal received after the specified closing date and time will not be considered. The contracting organization proposing to contract with the Hanna Roundhouse Society will be the **Prime Consultant**. If the Prime Consultant discovers an error or omission in their proposal, they can withdraw their proposal up to two (2) hours before the proposal closing date; otherwise, their proposal is binding as submitted.

All proposals submitted shall be open for acceptance and are irrevocable for a period of sixty (60) days from the proposal closing date.

Hanna Roundhouse Society and Heritage Conservation Advisory Services reserve the right not to accept any of the proposals submitted and can re-open competition for this project contract.

4.3 Acceptance or Rejection of Proposal

The Prime Consultant is expected to enter into a contract within ten (10) working days of the notification date of acceptance by Hanna Roundhouse Society of their proposal.

4.4 Proposal Return

The proposal and accompanying documentation submitted by the Prime Consultant becomes the property of the Hanna Roundhouse Society and will not be returned.

4.5 Proposal Alteration

Proposals submitted shall be final and may not be altered by subsequent offering, discussion, or commitments without the mutual consent of both parties in writing.

4.6 Period of Commitment

All Proposals must be firm for a period of at least sixty (60) days from the closing date and will be used by the Hanna Roundhouse Society as the basis for any formal Contract.

4.7 Proposal Rejection

The Hanna Roundhouse Society may reject any or all Proposals or cancel this invitation at any time.

4.8 Modification of Terms

The Hanna Roundhouse Society reserves the right to modify the terms of this invitation at any time at its sole discretion.

4.9 Incurred Costs

The Hanna Roundhouse Society, Heritage Conservation Advisory Services, Harvest Sky Economic Development Corporation and the Town of Hanna shall not be liable for any costs for preparation or presentation of proposals by the Prime Consultant.

4.10 Questions

All questions related to this invitation shall be directed to the contact on the invitation cover sheet in writing or via email. Enquiries and responses will be recorded and may be distributed to all vendors at the discretion of the Hanna Roundhouse Society. Verbal responses to any inquiries are not binding to either party.

4.11 Confidentiality

Information obtained by the Prime Consultant as a result of participation in relation to this invitation is confidential and must not be disclosed by the Prime Consultant except as authorized by the Hanna Roundhouse Society.

4.12 Intellectual Property

All intellectual property and reports created or acquired from this project remain the property of the Hanna Roundhouse Society and will not be returned.

4.13 Authority

Hanna Roundhouse Society is the sponsor and project manager of this project. Hanna Roundhouse Society at its sole discretion shall have the final approval or rejection of the project deliverables and any and all negotiations with the Prime Consultant. If the Prime Consultant is not meeting the terms of the project

contract, Hanna Roundhouse Society reserves the right to discontinue the Prime Consultant's work at each and any stage of the project.

4.14 Taxation

GST must be identified separately in the proposal.

4.15 Licensing

Depending upon the status of the Prime Consultant's mode of business operations, the Prime Consultant must be legally allowed to practice business in the Province of Alberta.

4.16 Contractual Warranties

The Contract will be governed by the Laws of the Province of Alberta

All documents, records and information gathered in the course of completing the Contract will remain the exclusive property of the Hanna Roundhouse Society.

The Prime Consultant, its agents and employees will be required to maintain the strictest confidence concerning any and all information pertaining to this Contract.

The Contract shall not be assigned by the Prime Consultant under any circumstances.

The Prime Consultant shall indemnify and hold harmless Hanna Roundhouse Society from any and all third-party claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Prime Consultant, the Prime Consultant's employees or agents, the performance by the Prime Consultant of the Contract, including any losses, breaches of security, unauthorized disclosure of information or unauthorized use of records or information.

The Prime Consultant's Proposal will form an official part of the formal Contract by virtue of its attachment to the negotiated Contract document. Claims made in the Proposal will therefore be considered by all parties as contractual warranties. Any provisions in the attached Proposal may also be duplicated in the Contract as a direct provision.

In the event of any inconsistency between the accepted Prime Consultant's Proposal, the original RFP and the signed Contract, the Contract will take precedence.

Section 5: Evaluation of Responses

5.1 Criteria for Evaluating Proposals

- Demonstrates an understanding of the project goals, objectives and scope, including the ability and experience to manage stakeholder expectations and evolving needs
- Quality, expertise and accessibility of personnel assigned to the project
- Quality of Business Case
- Ability to start work immediately and have the work completed by the defined deadline
- Recommendations from prior clients (including a list of references) for whom the Proponent has performed previous work
- Projected costs in labor and materials for completing the project

5.2 Award or Rejection of Bid

Any award made is subject to a signed Contract. If a Contract between the Prime Consultant and the Hanna Roundhouse Society cannot be negotiated in a timely fashion to the Hanna Roundhouse Society's satisfaction, the award may be withdrawn.

The Hanna Roundhouse Society reserves the right to withdraw the award at any time for any reason during the Contract negotiation process. If the successful proponent is unable to fulfill the terms of the Contract, the Hanna Roundhouse Society (with input from the Heritage Conservation Advisory Services), will take appropriate action, which may include awarding the Contract to an alternate proponent.