



Request for Proposal

History

The Edmonton Federation of Community Leagues is an organization that provides support to Edmonton's network of 162 Community Leagues. Each Community League is a registered Society under the Alberta *Societies Act*. They build infrastructure on land licensed to them under a Tripartite Agreement between themselves, the EFCL and the City of Edmonton.

Objective

To conduct a review of the state of Community League facilities and design a method for tracking the state of Community League facilities on an ongoing basis.

Mandatory Requirements

- Submission of a detailed work plan for the review
- Desktop review: The successful applicant will review the existing Stantec Reports on the status of Community League facilities conducted in 2010. They will review the applications to the Community League Infrastructure Program grant over the last 11 years, and contact the League in question to understand what work has been done on the facilities since the Stantec Report was written outside of the CLIP grant program. They will create a report outlining the needs that have not yet been met for each League.
- Collection of benchmarking data: As part of the desktop review, the successful applicant will collect the energy consumption data (heat, electricity, water) for the last 2 years and the square footage for all Community League facilities.
- Prioritizing Assessments: Based on the results of the desktop review, the successful applicant will present a list of Leagues who most need a new assessment prioritized by:
 - those who do not have a Stantec Report
 - those who have done significant reconstructions
 - those Leagues whose desktop review flags additional issues
- Supplementary Assessments: Based on the prioritization above, the successful applicant will conduct an assessment of the life-cycle of agreed upon number of facilities and their infrastructure.
- The successful applicant will use this information to update their desktop review reporting.
- Infrastructure Database: The successful applicant will review the existing Asset Infrastructure Database and propose a database design that will allow for Community Leagues to easily track the state of their infrastructure.



Key Information Required

The successful applicant will provide a draft work plan including pricing and timelines for the below deliverables– 2 weeks following contract being awarded.

- Completion of the desktop review of the Stantec Reports from 2010
- Review of Community League Infrastructure Program allocations since 2010
- Prioritization of supplementary assessments
- Costing for completion of 10 supplementary assessments
- Costing for completion of 25 supplementary assessments
- Costing for completion of 40 supplementary assessments
- Review of the Asset database
- Proposed design of new database

Submission Guidelines

Completion of all deliverables is expected by **September 30, 2021**. Proposals should include a detailed price quote, an overview of your business (specifically related to similar project work) and references from 2 previous clients.

Proposals should be submitted to hr@efcl.org no later than **May 15, 2021**. For any questions, please contact Colin Johnson at 780-628-7547 or hr@efcl.org.