



Request for Proposal

2025 Consulting Services
Preparation of a Feasibility Study
Elkhorn Multi-Use Facility
RFP # 01/25

Issued: January 29, 2025

Submission Deadline: February 14, 2025, 12:00 PM

Proposals should be submitted to:

R.M. of Wallace – Woodworth

Mail: 154023-PR 257, Box 2200
Virde n, Manitoba R0M 2C0

Email: edo@wallace-woodworth.com

Attn: Tiffany Cameron
Economic Development Officer
RFP# 01/25



1. Background

1.1 History

The R.M. of Wallace-Woodworth initiated a community engagement project in late 2020. That process resulted in the creation of a Community Action Report and the Elkhorn Community Action Report Steering Committee (ECAR).

One of the initiatives of the ECAR group has been to host an annual All-Committees Meeting where representatives from all non-profit/volunteer groups in the community are invited to share about their plans and common issues. At one of these meetings, the Elkhorn Elks Lodge, the Elkhorn Legion Branch and the Elkhorn District Community Centre (the skating rink) all identified aging buildings as a challenge.

With the leadership of the ECAR committee, organizational meetings were held to explore the process of building a new community facility with a community hall and skating rink that will replace the aging community infrastructure.

Throughout 2024, a New Facility Committee was formed with representation from the Elkhorn Community Action Report Steering Committee, the Elkhorn and District Community Centre, the Elkhorn Elks, the Elkhorn Legion, the Local Urban District of Elkhorn, and the R.M. of Wallace-Woodworth. The first order of business was the creation of a Terms of Reference. The group then worked on gathering information about the condition of each building, operating costs, and community needs for the purpose of creating a needs assessment.

In October 2024, the group presented the idea for a new building at a community meeting that was attended by approximately 100 people. The direction of that meeting was to proceed with researching the options for a new building in Elkhorn.

The Elkhorn New Facility Committee visited facilities in other rural communities in Saskatchewan and Manitoba to learn about different building design features, construction methods, and fundraising efforts.

The group is finishing up Phase 1 of the facility planning process. The needs assessment is nearly complete. This request for proposal is being created for a consultant to complete a feasibility study to guide the next phase of the pre-design planning portion of the project.

1.2 Study Area

Elkhorn is a Local Urban District in the R.M. of Wallace-Woodworth. The community has a population of 463 with an additional trading area of about 900 additional people. The community has a K-12 school with an enrollment of 158 students and a recently opened 74 space daycare centre.



1.3 The Partners

The community is looking to combine the use and function of three existing buildings into one new multi-use facility. The following partners have been part of creation of a Terms of Reference, conducting a public information meeting, participating in facility tours, and creating a preliminary functional plan:

- The Elkhorn and District Community Centre functions as a skating rink and venue for large community gatherings such as the annual school graduation ceremony. The building was built in 1963.
- The Royal Canadian Legion Elkhorn Branch #58, originally built in 1948 functions as a meeting space for the Legion, Legion Ladies Auxiliary, and various outside rentals.
- B.P.O Elks Elkhorn Lodge #381, built in 1961 is a very active community hall serving the needs of a vibrant Elks organization, as well as renting out to various community functions and providing classroom space for a local truck driving school.
- Elkhorn Community Action Report Steering Committee is a group formed by the Terms of Reference under the R.M. of Wallace-Woodworth to work on community development projects for the improvement of Elkhorn.
- The Local Urban District of Elkhorn is an elected committee that oversees the need for different levels of service between areas within the context of a larger rural municipality.
- The R.M. of Wallace-Woodworth is located on the western boundary of Manitoba along the Trans Canada Highway. It has a population of 2,925 people and covers a land area of 1,977.43 sq kms. Elkhorn is the largest community. Other communities include Kenton, Kola Lenore, Hargrave, Kirkella, and Harding.



2. Scope of Work

2.1 The Request

The R.M. of Wallace-Woodworth on behalf of the Elkhorn New Facility Committee (ENFC) is seeking the services of a consultant (or consultant team) to undertake a feasibility study.

The feasibility study will examine relevant factors so that decisions can be formed by objective analysis. It will thoroughly examine the local community and test the practicability of management options, facility components, location options, technical design options, social, economic and environmental sustainability, and cost. The decision to implement, amend, refine, or abandon some or all of the project will be formed from this study.

The feasibility study will include:

- Concept plan and options – Preliminary architectural layout and design
- Draft management plan – Recommendations for ownership and day-to-day management considering the capacity of each partnering organization
- Location rationale
- Capital costs and facility life cycle costs
- Community analysis
- Examination of project financial viability (from construction and operational cost perspectives)
- Sustainability assessment

2.2 Project Launch Meeting

The general scope of work for the consultant includes a project launch meeting with the ENFC to discuss the findings of the Needs Assessment/ Community Consultation phase of the project.

Following the project launch meeting, the consultant may identify additional stakeholders they wish to meet with or consult to gather the necessary information to complete the contents of the plan.

2.3 Site Assessment

Detailed site assessment of possible location (s) adequate in size to accommodate the new facility and required parking. Site assessment may include land acquisition requirements, soil conditions, water conditions, utility services, topography, etc.



2.4 Document Review/Data Collection

- Wallace-Woodworth Development Plan & Zoning By-Law
- Review of Needs Assessment completed to date
- Review of national, provincial, local trends in recreation facility design

The consultant may undertake any other field work and data collection as deemed appropriate with the approval of the ENFC.

2.5 Conceptual Design

The needs assessment, community feedback, and functional program will be combined to create a concept plan that can visually represent all the design features and community priorities.

2.6 Cost Impact of Development

Provide preliminary cost estimates for the construction and project life cycle. Provide all information necessary for the community to make decisions about fundraising efforts and partnerships for the construction of the building and ongoing operational costs.

2.7 Project/ Operational Plan

The Consultant shall provide a description of the overall direction and phasing of the build-out period, timing and information on servicing, roadways, greenspace.



3. Deliverables

3.1 Documents

The consultant shall prepare and submit the draft and final Feasibility Study in the following manner:

- Draft feasibility study approved by the Elkhorn New Facility Steering Committee
- Final feasibility study approved by the Elkhorn New Facility Committee
- All materials to be provided in Microsoft office format as well as Adobe Acrobat portable document format
- All GIS/CAD files should be included in the documents

All material provided will become the property of the R.M. of Wallace-Woodworth free of all copyright restrictions.

3.2 General

The above Scope of Work is not intended to be all inclusive; however, it sets out the R.M of Wallace-Woodworth's minimum expectations. The Consultant is expected to perform all duties ancillary to the preparation of a complete Feasibility Study. The final study will be used in the decision-making process of the possible construction of a new multi-use community facility. The Elkhorn New Facility Committee will endeavor to answer all queries adequately and quickly, supply any information that is considered to be useful to the successful consultant, and to make decisions in a timely manner.

All expenses associated with the preparation of the proposal are the sole responsibility of the Consultant. The Elkhorn New Facility Committee shall not be liable for any pre-contractual expenses incurred by any Consultant, nor shall any firm include such expenses as part of the proposed cost.

The R.M. of Wallace-Woodworth reserves the right to short list and contact all bidders to clarify their proposal. The R.M. reserves the right to award the Proposal which best meets the communities' requirements. The R.M. reserves the right to cancel this RFP at any time.



3.3 Submission Requirements

Each proposal should include:

1. Completed bid form
2. Project Team (Please include names and emails of the prime consultant, team members and sub-consultants) All Architects and Engineers must be registered to practice in the Province of Manitoba.
3. Team Capabilities/Experience and expertise. Please provide two references from previous similar projects.
4. Project Approach – Briefly describe your understanding of the project and any initial creative thoughts. Describe what the project deliverables may look like. List the required information expected from the Elkhorn New Facility Committee.
5. Task Schedule – Provide a schedule for major project milestones, including plan review dates, and your firm’s production schedule to develop the required documents for this project.
6. Fee Schedule – Provide a fee schedule that clearly indicates the number of hours and charge out rate for each team member for identified tasks. The fee schedule shall clearly identify all cost of the project including disbursements.
7. Total Fee for Service – Fee shall be quoted in Canadian Dollars. Pricing must remain firm for 60 days after the submission close date. The fee for work shall be a fixed fee and the total remuneration for all work performed including site visits, travel, meals, telephone, printing etc. The fee quoted must include all applicable taxes; the Goods and Services Tax must be clearly shown and added separately.
8. Proof of insurance – The successful bidder must possess and maintain a comprehensive insurance policy in accordance with industry standards and provide evidence of such coverage as requested by the municipality.
9. Disclosure Requirement – Respondents should disclose any actual or potential conflicts of interest.



3.4 Schedule

Proposals must be received by:

Friday, February 14 at 12:00 p.m.

Responses will be reviewed and included in a municipal application for Provincial funding. The R.M. of Wallace-Woodworth will award the contract upon confirmation of Provincial funds. The Feasibility Study cannot start before April 1, 2025 and should be completed within 120 calendar days from award.

Sealed proposals must be mailed or emailed to any of the following addresses with the header:

“2025 Feasibility Study- Elkhorn Multi-Use Facility (RFP# 01/25)”

R.M. of Wallace – Woodworth

Mail: 154023-PR 257, Box 2200

Virden, Manitoba R0M 2C0

Email: edo@wallace-woodworth.com

Attn: Tiffany Cameron – Economic Development Officer

4. Evaluation Criteria

Evaluation criteria based on:

- Approach to Work
- Project Understanding
- Contractor Confidence
- Proposal Quality
- Fee

The Municipality reserves the right to accept or reject any or all proposals contingent on available Municipal funding.

5. Inquiries

Questions may be submitted in written form to Tiffany Cameron, Economic Development Officer through edo@wallace-woodworth.com



Bid Form – Proposal Number: RFP# 01/25

Consultant’s Information

Bidder’s Legal Name:		
Mailing Address:		
Key Contact Person:		
Office:	Cell:	Fax:
WCB No.	GST No.	
Email:		

References

NAME	MUNICIPALITY/TITLE	EMAIL	CONTACT NO.

Cost Estimate for Services

NOTE: This is a fixed price Bid Form. All costs are to be all inclusive (except GST).

Feasibility Study – Elkhorn Multi Use Facility	
Estimated start date:	_____
Estimated completion date:	_____
Estimated cost	\$ _____
Total taxes	\$ _____
TOTAL	\$ _____

The Consultant confirms it has carefully examined the Request for Proposal issued by the R.M. of Wallace-Woodworth.

Offer Validity

This offer will be open for acceptance, binding, and irrevocable for a period of sixty calendar days following the Submission Deadline.

Submitted by (Name): _____(Please Print)

Date: _____ **Signature:** _____