

TOWN OF THREE HILLS



REQUEST FOR PROPOSAL FOR Three Hills Aquatic Centre - Sauna Overhaul

RFP Issue Date:	August 10, 2026
RFP Closing:	August 28, 2026
RFP Contact:	Kristy Sidock, Director of Community Services 232 Main Street, PO Box 610 Three Hills, Alberta T0M 2A0
Telephone:	(403) 443-5822
Email:	communityservices@threehills.ca

Copies of this Request for Proposal may be obtained from the Town Office, the Town website, and Alberta Purchasing Connection.

Administration Office: Front Counter
232 Main Street, Three Hills AB T0M 2A0
Telephone: 403.443.5822
Website: www.threehills.ca

1 General

Introduction

The Town of Three Hills (the "Town") invites proposals from experienced commercial sauna contractors for the complete overhaul of the existing sauna at the Three Hills Aquatic Centre. The sauna is original to the facility, having been constructed in 1987, and has received repairs and maintenance over the years. The Town is now seeking a comprehensive renewal that addresses the age and condition of the existing sauna and provides a durable, safe, energy-efficient and maintainable commercial sauna suitable for a high-use public aquatic facility.

Project Background and Objectives

The successful Proponent will be responsible for assessing the existing sauna and delivering a complete, turnkey overhaul. The Town expects the completed sauna to be appropriate for a humid, chlorinated aquatic-centre environment and to withstand frequent public use.

- Remove and dispose of existing sauna components that are to be replaced, including finishes, benches, heater/controls and other associated components, as applicable.
- Inspect exposed framing, substrate and related building components for deterioration, moisture damage or other concealed conditions and clearly identify any recommended corrective work.
- Supply and install a complete commercial-grade sauna system, including all required interior finishes, benches, heater, controls, guards, lighting, insulation/vapour control, ventilation coordination, door/hardware and related components.
- Coordinate and complete all required electrical, mechanical and building work using appropriately qualified trades.
- Provide a finished installation that complies with applicable codes, permits, manufacturer requirements and occupational health and safety obligations.
- Commission the sauna, provide staff orientation, warranties, operating/maintenance manuals and close-out documentation.

The Town intends to minimize disruption to Aquatic Centre operations. Proponents are therefore expected to provide a clear work plan, proposed shutdown requirements, lead times and an achievable completion schedule.

2 RFP Process

Definitions

"Contract" means the formal written and binding agreement entered into pursuant to this Request for Proposal between the Town and the successful Proponent(s) in the form agreed to by the Town in its sole discretion.

"Evaluation Team" means individuals who will evaluate the Proposals on behalf of the Town.

"must, mandatory, required, shall" means a requirement that must be met in a substantially unaltered form in order for the Proposal to receive consideration.

"Prime Proponent" means the Proponent responsible for the provision of Services as outlined in this RFP and accountable for all terms and conditions of the Contract.

"Proponent" means an organization responding to this RFP with a Proposal.

"Proposal" means the Proponent's response to this RFP and includes all attachments and presentation materials.

“Request for Proposal or RFP” means the solicitation for the Services as outlined in this RFP.

“RFP Closing” means the final date and time for acceptance of Proposals.

“Services” means the functions, duties, tasks and responsibilities to be provided by the Proponent as described in this RFP.

“should, desirable” means a requirement having a significant degree of importance to the objectives of this RFP.

“Town” means the Town of Three Hills.

2.1 RFP Schedule of Events

RFP Issue Date:	August 10, 2026
On-Site / Proponents' Meeting Date:	August 20, 2026 @ 11:00 AM Local Time
Mandatory:	☒ Yes ☐ No
RFP Closing:	August 28, 2026 @ 4:00 PM Local Time
Evaluation of Proposals:	August 30 – September 4, 2026
Selection of Preferred Vendor:	September 4, 2026
Contract Commencement Date:	As soon as practicable following award

2.2 On-Site / Proponents' Meeting

A Proponents' Meeting will be scheduled to provide a facility tour, allow Proponents to view the existing sauna and surrounding conditions, clarify the RFP requirements, and identify access, shutdown and staging considerations.

Date: August 20, 2026

Time: 11:00 AM

Location: Three Hills Aquatic Centre, 222 - 4 Ave NE, Three Hills, Alberta

This meeting is mandatory. Proponents that fail to attend will not be considered for this project. We will meet in the parking lot on the southside of the building.

2.3 Proponent Questions

All questions regarding this RFP must be directed to the RFP Contact in writing by August 25, 2026. Enquiries and responses will be recorded and distributed to all Proponents. Answers to questions will be provided by August 27, 2026. Verbal responses to enquiries are not binding on any party.

The Proponent is responsible for notifying the RFP Contact in writing of any ambiguity, divergence, error, omission, oversight, contradiction or item subject to more than one interpretation in this RFP as it is discovered, and for requesting any instruction, decision or direction required to prepare the Proposal.

2.4 Amendments to the RFP

The Town of Three Hills reserves the right to issue addenda or amendments or to change the schedule of events for this RFP. It is the Proponent's responsibility to check for any addenda or amendments.

2.5 Proponent Expenses

Proponents shall bear their own costs associated with or incurred in the preparation and presentation of their Proposal, including, if applicable, costs incurred for meetings, interviews or demonstrations related to this RFP prior to issuance of a Contract.

2.6 Multiple Proposals

If multiple Proposals are offered, the Proponent must submit each Proposal separately in the same format as outlined in this RFP. Proposals must meet the fundamental intent of this RFP.

2.7 Submission of Proposals

Proposals are to provide a straightforward and concise description of the Proponent's capability to satisfy the requirements of this RFP. Proposals must be submitted in the format described in Schedule A - Proposal Requirements and must be complete in all material respects. A conditional or materially incomplete Proposal may not be considered.

Proposals must be sealed and clearly marked with:

- RFP name: Three Hills Aquatic Centre - Sauna Overhaul
- RFP Closing date and time
- Attention: Kristy Sidock, Director of Community Services

Proposals may be delivered by hand, courier, mail or email.

For RFP closing purposes, the official time and receipt of Proposals shall be determined by the Town's time recorder. Proposals received after the Closing Date and Time will be deemed late and will not be considered. There will be no public opening of Proposals.

To assist in receiving comparable and relevant information, Proponents should respond to each item in Schedule A using the same numbering format. Proponents must identify any provision with which they are unwilling or unable to comply and must identify any work proposed to be completed by third-party contractors or sub-contractors. The Town may contact references other than those listed in a Proposal.

2.8 Acceptance or Rejection of Proposals

At any time prior to the RFP Closing Date and Time, a Proponent may withdraw its Proposal by submitting written notice to the RFP Contact. The Town reserves the right, in its sole discretion, to cancel this RFP without award or compensation to any Proponent, its officers, directors, employees or agents.

The Town reserves the right, in its sole discretion, to accept or reject any Proposal; waive minor informalities or mathematical errors; seek clarification; negotiate with one or more Proponents; or cancel, revise or extend the solicitation.

The RFP process is intended to identify prospective Proponents for the purpose of negotiating a potential agreement. No legal relationship or obligation regarding the procurement of goods or services shall be created between a Proponent and the Town by the RFP process until successful negotiation and execution of a written agreement. Proposals shall remain irrevocable and open for acceptance by the Town for ninety (90) days following the RFP Closing Date. Proposals will be retained by the Town and will not be returned.

3 Confidentiality

The Proponent shall maintain appropriate security standards, including control of access to data and other information, consistent with accepted business practices in the industry.

A Proponent may not directly or indirectly communicate with the media in relation to the RFP or any Contract awarded pursuant to the RFP without first obtaining written permission from the RFP Contact.

All information provided by or obtained from the Town in connection with the RFP is the property of the Town, must be treated as confidential, must be used only for responding to this RFP and performing any subsequent Contract, and must not be disclosed without prior written authorization from the Town. Failure to follow confidentiality requirements, including contacting Council or others outside the RFP Contact regarding this procurement, may result in disqualification.

4 Access to Information and Protection of Privacy

A Proponent should identify any information in its Proposal or accompanying documentation that it considers confidential or commercially sensitive. The Town will maintain confidentiality where permitted; however, information may be disclosed where required by law or by order of a court, tribunal, or the Office of the Information and Privacy Commissioner of Alberta.

All information submitted through this RFP is subject to Alberta's Access to Information Act (ATIA) and Protection of Privacy Act (POPA). Questions regarding access to information or the collection and use of personal information should be directed to the RFP Contact.

5 Conflict of Interest

For the purpose of this section, Conflict of Interest includes any situation in which a Proponent has an unfair advantage, has access to confidential Town information not available to other Proponents, communicates with persons in an attempt to influence preferred treatment in the RFP process, engages in conduct that could compromise the integrity of the RFP process, or has other commitments, relationships or financial interests that could improperly influence or impair the objective performance of the Contract.

Proponents must fully disclose, in writing to the RFP Contact on or before the Closing Date and Time, the circumstances of any actual, potential or perceived Conflict of Interest. The Evaluation Team may reject a Proposal where, in its sole opinion, the Proponent is or could reasonably be perceived to be in a Conflict of Interest. If no written disclosure is provided, the Proponent will be deemed to declare that no such conflict existed in preparing its Proposal and no foreseeable conflict exists in performing the contemplated Contract.

6 Governing Law

The procedural terms of the RFP process are intended to be interpreted broadly and separately, are non-exhaustive, and shall be governed by and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein.

7 Disclaimer of Liability and Indemnity

By submitting a Proposal, the Proponent agrees that it is responsible for conducting its own due diligence, gathering and independently verifying all information necessary to prepare its Proposal, and satisfying itself as to the nature and extent of the risks it will assume.

The Proponent further agrees to hold harmless the Town, its elected officials, officers, employees, insurers, agents and advisers from claims, liability, costs, expenses, losses or damages arising from participation in the RFP process, and acknowledges that the Town is not responsible for costs incurred in preparing or submitting a Proposal or for the Town's acceptance or non-acceptance of a Proposal.

All designs, drawings, specifications, digital or hard-copy materials and plans commissioned by the Town under the resulting Contract shall become the property of the Town, subject to any expressly stated third-party intellectual-property rights. Where professional engineering is required, final drawings shall be signed and sealed by an appropriately qualified professional authorized to practice in Alberta.

The Town may negotiate adjustments to the scope of work with the successful Proponent to remain within budget or respond to site conditions. The information in this RFP is provided as a guideline and is not

warranted to be comprehensive or exhaustive. Proponents remain responsible for forming their own opinions and conclusions regarding the work.

8 Selection Process

8.1 Evaluation Process

Proponents should carefully note all mandatory requirements. Proposals that do not meet mandatory requirements at the submission deadline may be disqualified.

All Proposals will be subject to a standard review process by the Town. During evaluation, Proponents may be required to provide additional information or clarification. The Town may invite the highest-ranked Proponents for an interview and/or presentation. Key management and technical personnel may be expected to participate at no cost to the Town.

The Evaluation Team will make the final recommendation as to which Proposal will be considered for approval.

8.2 Evaluation Criteria

Each Proposal will be evaluated separately against the following criteria. Further detail is provided in Schedule A.

Evaluation Criteria	Weight
1. Relevant Sauna / Commercial Facility Experience	15%
2. Staff Resources and Qualifications	5%
3. Cost and Fees	35%
4. Technical Approach, Materials and Durability	15%
5. Safety and Site Management	10%
6. Project Schedule / Installation Timeline	15%
7. Warranty, Maintenance and Serviceability	5%

9 Notification to Proponents

All Proponents will be notified in writing as soon as practicable after acceptance of a Proposal. Selection of a successful Proponent does not obligate the Town to negotiate or execute a Contract if financial, political, economic, technical or other unforeseen circumstances materially change. If the Town and the selected Proponent cannot execute a Contract within thirty (30) days, the Town may invite the next-best-ranked Proponent to enter into a Contract.

10 Insurance and WCB

The successful Proponent must indemnify the Town and its employees, officers, directors and agents against claims, actions, proceedings, damages, losses, costs, expenses and liabilities arising directly or indirectly from any act or omission of the Proponent or its agents, employees, officers, directors or sub-contractors, except to the extent caused by the independent negligence of the Town.

The successful Proponent accepts responsibility for the acts and omissions of all sub-contractors engaged in carrying out the Services.

The successful Proponent must obtain and continuously maintain for the term of the Contract, with the Town named as an additional insured where applicable, insurance coverage with minimum limits not less than:

- Commercial General Liability - \$5,000,000 per occurrence
- Vehicle Third Party Liability - \$2,000,000 per occurrence
- Errors and Omissions / Professional Liability - \$500,000 per occurrence, where professional design services are provided

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work and with all applicable occupational health and safety and Workers' Compensation requirements. The Proponent must be in good standing with WCB-Alberta for the duration of the Contract.

11 No Obligation to Proceed

Although the Town currently intends to proceed through this RFP process, the Town is under no obligation to proceed to Contract or any other stage. Receipt by the Town of any information, submission, idea, plan, drawing, model or other material from a Proponent does not impose any obligation on the Town. There is no guarantee that this RFP process will result in a Contract for the purchase of goods or services.

Schedule A - Proposal Requirements

Purpose and Scope of Work

The successful Proponent shall provide all labour, supervision, materials, equipment, tools, permits, inspections, transportation, disposal, commissioning and other services necessary to complete a turnkey overhaul of the sauna at the Three Hills Aquatic Centre.

At a minimum, the Proposal must address the following scope:

- Pre-construction site review, field verification and confirmation of dimensions, existing services, access limitations and shutdown requirements.
- Careful demolition and removal of existing sauna finishes, benches, heater, controls, guards, fixtures and other components identified for replacement. Protect adjacent Aquatic Centre finishes and equipment throughout the work.
- Inspection of exposed framing, substrate, insulation, vapour control layers and adjacent construction for rot, corrosion, moisture damage or other concealed deterioration.
- Repair or replacement of damaged framing/substrate within the agreed scope, using materials suitable for the service environment.
- Supply and installation of commercial-grade sauna wall and ceiling finishes, bench systems, backrests, guards and trim. Proponents shall identify the proposed wood species, grade, fastening system and finish treatment, if any, and explain why the materials are appropriate for a high-use public aquatic facility.
- Supply and installation of insulation and an appropriate sauna vapour/heat barrier system, including sealed penetrations and transitions, in accordance with the selected system manufacturer's requirements and applicable codes.
- Supply and installation of a commercial sauna heater sized for the final room volume and construction, including heater guard, controls, sensors, timers and safety devices. Clearly state heater capacity, electrical requirements, control features and recommended operating parameters.
- Electrical work required for the heater, controls, sensors and lighting, completed by qualified trades and including required permits/inspections. Any existing components proposed for reuse must be clearly identified.
- Supply and installation or modification of sauna-rated lighting, switches/controls and associated components as required.
- Assessment and coordination of ventilation / air circulation requirements for the sauna. Identify any required changes to existing openings or building systems.
- Including replacement of existing sauna door for a complete, safe and durable installation.
- The glass from the window can be reused, however if it is broken at any time during the process it is the proponent's responsibility and expense to replace it.
- Use of corrosion-resistant fasteners and hardware suitable for the warm, humid and chlorinated aquatic-centre environment.
- All required firestopping, sealants, trim and finishing necessary for a complete installation.
- Final cleaning, disposal/recycling of removed materials, commissioning, functional testing and correction of deficiencies.
- Staff orientation and delivery of operating instructions, maintenance requirements, warranty documentation, product data and any required as-built information.

Proponents are encouraged to identify value-added options or alternates that improve durability, energy efficiency, maintainability, accessibility, patron comfort or lifecycle cost. All alternates must be separately priced and clearly distinguished from the base Proposal.

Proposal Requirements

The Proposal submitted by each Proponent must be signed by an authorized representative.

Please provide a written response to each of the following evaluation items using the same numbering:

1. Relevant Sauna / Commercial Facility Experience

Provide examples of at least three similar commercial sauna, steam-room, aquatic-centre or recreation-facility projects completed within the past five years. For each example, provide facility name and location, scope, completion date, original and final contract value where available, and a client reference with contact information. Preference may be given to Proponents with demonstrated experience in public/commercial saunas and high-humidity recreation environments.

2. Staff Resources and Qualifications

Identify the project manager, site supervisor, key trades and any design professionals proposed for the project. Provide brief resumes or summaries of relevant qualifications and experience. Identify all sub-contractors and clearly state which portions of the work they will perform.

3. Cost and Fees

Provide a fixed-price base Proposal that includes labour, materials, demolition, disposal, equipment, delivery, permits, inspections, supervision, travel, commissioning, training and all other costs necessary to complete the stated scope. Clearly identify taxes separately. Provide a detailed cost breakdown, payment schedule, hourly rates for authorized extra work and unit rates or allowances proposed for concealed-condition repairs. Separately price all proposed alternates.

4. Technical Approach, Materials and Durability

Describe the proposed sauna system, demolition and reconstruction approach, heater and control system, ventilation strategy, wall/ceiling/bench materials, insulation and vapour control, door/hardware, lighting, corrosion-resistant components, and methods used to protect the existing facility. Include product literature and explain how the proposed materials and systems are suited to frequent public use and the Aquatic Centre environment.

5. Safety and Site Management

Provide a project-specific safety approach addressing public separation, work-area hoarding or barriers, lockout/tagout, electrical safety, demolition hazards, dust and debris control, housekeeping, material storage, worker access and coordination with Aquatic Centre operations. State the firm's WCB status and provide safety program / COR information if available.

6. Project Schedule / Installation Timeline

Provide a detailed project schedule showing anticipated lead times, material procurement, demolition, rough-in work, reconstruction, commissioning and completion. Clearly identify the number and duration of any required sauna or facility shutdowns. The Town will consider the Proponent's ability to minimize disruption while maintaining a realistic and safe schedule.

7. Warranty, Maintenance and Serviceability

Provide manufacturer and workmanship warranty information for the heater, controls, finishes and other major components. Identify expected service life, routine maintenance requirements, availability of replacement parts, local service support and any recommended annual maintenance costs.

Work Schedule

The selected Proponent should expect to begin work as soon as practicable following award and completion of any required Contract documents, permits and material procurement. The successful Proponent must supply and adhere to the project schedule included in its Proposal unless otherwise

approved by the Town in writing. The schedule must demonstrate that sufficient labour, materials and supervision will be available to complete the work safely and efficiently.

Existing Sauna – Current Conditions

The existing sauna at the Three Hills Aquatic Centre was constructed as part of the original facility in 1987. Repairs and maintenance have been completed over the years; however, the Town is now seeking a complete overhaul of the sauna.

The following photographs are provided for general reference only. Proponents are responsible for inspecting the existing conditions during the mandatory site meeting and for verifying all dimensions, materials, site conditions, and requirements necessary to complete the work.





Appendix A - Proposal Summary & Signatories

I/We have read and understand, having carefully examined the Request for Proposal for the above-stated project, and I/We acknowledge all addenda issued by the Town.

Proponent Legal Name and trade name, if applicable: _____

Address: _____

Authorized Signature(s): _____

Date: _____

Telephone Number: _____

Email Address: _____

Signature	Name	Title

Provide a fixed fee including labour, rates, disbursements, materials, equipment, demolition, disposal, permits, inspections and all fees associated with the scope of work identified in this Request for Proposal. All quoted costs shall exclude GST, shall be in Canadian Dollars and shall not be subject to increase due to exchange-rate changes or shipping-cost changes unless expressly accepted by the Town in writing.

Base Fixed Price (excluding GST): \$ _____

GST: \$ _____

Total Price including GST: \$ _____

Proposed Construction Duration: _____

Earliest Available Start Date: _____

Warranty Period - Workmanship: _____

Proposal Valid For: 90 days from RFP Closing

Appendix B - List of Sub-Contractors

The Town requires all sub-contractors proposed for the project to be listed below. Add additional pages if required.

Company Name	Contact Information	Scope / Trade