

Bragg Creek Community Association
Request for Quotes (RFQ)
Covered Roof Extensions – North and East Sides of Community Centre
Date Issued: August 1st, 2025
Quote Submission Deadline: August 22nd, 2025

1. Project Overview

The Bragg Creek Community Association (BCCA) is seeking quotes from qualified contractors to **design, supply, and install two roof extensions** on the Bragg Creek Community Centre:

1. A **large roof extension** on the **north side** to cover two entrances and an outdoor daycare play area.
2. A **smaller roof structure** on the **east side** to cover a **fenced-in outdoor storage area**.

Both structures must be integrated into the existing building, using materials and design consistent with the current roof system.

2. Project Location

Bragg Creek Community Centre
23 White Avenue
Bragg Creek, Alberta T0L 0K0

3. Scope of Work

3.1 Design and Engineering

- Design both roof extensions to integrate seamlessly with the existing structure and architecture.
 - Engineering to be completed and stamped by a licensed Alberta professional engineer (P.Eng.).
 - Designs must comply with all applicable Alberta Building Code (ABC) and Rocky View County requirements.
 - Consider snow loads, wind loads, proper drainage, snow/ice shedding, and child safety standards (where applicable).
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3.2 Roof Extension Specifications

North Side Roof Extension (Primary Structure):

- Approx. **173.73 m²** (1,869.96 ft²); Total linear coverage: **82.71 m** (271.35 ft)
- Match existing roof pitch and material (metal sheeting).
- Covers:
 - Two main entrance doors (with covered walkways)
 - Outdoor daycare play area
 - Structural elements must be child-safe, durable, and not obstruct access or foot traffic.

East Side Roof Extension (Secondary Structure):

- Approx. **23.21 m²** (249.85 ft²); Total linear coverage: **19.30 m** (63.32 ft)
 - Covers a **fenced-in outdoor storage area** adjacent to the east side of the building.
 - Design must ensure weather protection and water runoff control.
 - Structural posts must allow for clear access to the storage area gate.
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3.3 Materials and Construction

- All roofing must use metal sheeting (galvanized or painted) matching existing building finish.
 - Support structure: galvanized steel or pressure-treated lumber as appropriate.
 - Install eavestroughs and downspouts to manage stormwater effectively.
 - Snow guards or diverters should be used where necessary for safety.
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3.4 Underground Utility Locating (Alberta One Call)

- Contractor is responsible for all underground utility locating through **Alberta One Call**.
 - No excavation (including post-hole digging) is to occur until:
 - Alberta One Call is notified
 - Locates are marked and verified on-site
 - All relevant safety practices are followed
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3.5 Permits and Regulatory Compliance

- Contractor to secure all required permits from Rocky View County.
 - Compliance with child safety, fire code, and outdoor structure requirements is mandatory.
 - Proof of permit acquisition must be submitted before construction begins.
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3.6 Project Timeline and Coordination

- Submit a proposed construction timeline, including key milestones.
 - Work must be scheduled to avoid major disruptions to daycare and community programs.
 - Temporary fencing or barriers must be installed for public safety during construction.
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4. Deliverables

Quotes must include:

- Detailed itemized quote (materials, labour, engineering, permits, etc.)
 - Preliminary design drawings or renderings for both roof areas
 - Project schedule with estimated start and completion dates
 - Confirmation of Alberta One Call compliance and utility locate process
 - Proof of:
 - Commercial general liability insurance
 - Workers' Compensation Board (WCB) coverage
 - Site safety and COVID-19 protocols
 - Three references from comparable completed projects
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5. Site Visit

A **mandatory site visit** is strongly recommended. Site visits can be scheduled as of August 11th. Please schedule a visit by contacting:

Guy Latour

Executive Director

Bragg Creek Community Association

Phone: 403 949-4277

Email: manager@braggcreekca.com

6. Evaluation Criteria

Proposals will be reviewed based on:

- Price competitiveness and value
- Material quality and structural suitability
- Realistic and efficient construction timeline
- Experience with similar outdoor structures
- Safety plan and past safety record
- Completeness and clarity of submission

7. Submission Instructions

All submissions must be received by August 22nd, 2025, either:

- As a PDF by email to: manager@braggcreekca.com
- Or delivered in a sealed envelope to:

Bragg Creek Community Association

Attn: Guy – RFQ Submission

23 White Avenue

Bragg Creek, Alberta T0L 0K0

Late or incomplete submissions may not be considered.

