



REQUEST FOR PROPOSAL (RFP # FIN2020-02)

DISTRICT OFFICE RECEPTION AREA REDESIGN

Invitation to Submit a Proposal

The District of Hope is seeking a qualified professional to provide consulting services for the purpose of redesigning the District of Hope office reception area. Included in the redesign will be the supply and installation of new office furniture and fixtures.

Submission Details

Proposals must either be submitted by Proponents in writing **in a sealed package, marked "confidential" no later than 1:00 pm local time Friday October 16, 2020** to the following address:

REQUEST FOR PROPOSAL (RFP#FIN2020-02)

DISTRICT OFFICE RECEPTION AREA REDESIGN

Attention: Jenette Wallace

District of Hope

325 Wallace Street

Hope, BC V0X 1L0

Or electronically

REQUEST FOR PROPOSAL (RFP#FIN2020-02)

DISTRICT OFFICE RECEPTION AREA REDESIGN

Attention: Jenette Wallace

jwallace@hope.ca

The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

The District reserves the right to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the District.

The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.

The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

Queries should be submitted in writing to:

District of Hope

Attention: Jenette Wallace

E-Mail: jwallace@hope.ca

Introduction

In 2016, the District office building was renovated with new carpets and paint scheme. The plan at the time was to include the renovations to the office reception and surrounding area which has now just recently been completed. At this time the District wishes to proceed with the completion of this project by redesigning the office reception area resulting in a more efficient and effective use of available space.

Proponents will be required to provide a quotation for each proposal they submit. A Proponent may be invited to enter into a formal Contract with the District upon acceptance of his/her proposal. The terms of the Contract shall include all of the minimum performance standards, contractual requirements and other requirements outlined herein plus the specific terms negotiated pursuant to the pricing and details of the accepted proposal.

4. Objectives

The purpose of this RFP is to procure the services of a qualified professional to complete **Office Reception Area Redesign** for the District of Hope.

5. Scope of Work

The requirements of this project included in this RFP are set out in Appendix A. Interested proponents can attend the District office for a site inspection on September 30th at 9:00 am and/or October 1st at 9:00 am to view the reception redesign area.

Due to COVID-19 restrictions attendance at the site inspections is limited. For confirmation of attendance at one of the site inspection dates please contact or email:

S:/02-BUILDINGS,FACILITIES & PROPERTIES (700-999)/715-OFFICE AND FACILITY ACCOMODATION/OFFICE REDESIGN (RECEPTION)

Office Renovations

Jenette Wallace at 604-869-5671 or jwallace@hope.ca

Proponents are to include suggested materials for items like countertops, cabinetry, shelving, and reception and work station desks.

The following is NOT included in this scope:

Replacing carpet that may have to be removed for the purpose of completing the required redesign.

6. Schedule

The timeline for completion of this project is expected to be approximately 3 – 4 weeks from award.

7. Proposal Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items and or/ services separately.

8. Fees

The proposed fee schedule for the work is to be submitted along with the work program. The rates and total fees must be identified in the fee schedule.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum upset fee by the District, and any expenditures beyond that amount will require approval by the District, and will only be considered for increases in the scope of work proposed by or agreed to in advance by the District.

9. Payment

Payment for the work will be made upon completion of the work, satisfactory to the District, or as otherwise negotiated.

10. Evaluation and Selection Criteria

The Request for Proposal is used to select a Proponent, who will have demonstrated a capability to commence and complete the work described within the time frame specified and according to

the following criteria, provided that this list is not exhaustive, or set out in any particular order of priority.

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

The Respondent must have or be able to have, prior to commencement of the project, a valid and current District of Hope Business License.

The respondent must carry a minimum of \$5,000,000 liability insurance.

The respondent must be in good standing with Worksafe BC and be able to provide a clearance letter.

The Respondent's business and technical reputation and capabilities and the experience of its personnel.

Methodology and approach (understanding of purpose and scope of work).

Resources and pricing structure (staff, equipment, etc.).

Proposal is clear and logical and shows value for money to the District and demonstrates capabilities that make his/her services qualified to provide the requested services including any innovative or successful approaches used with other clients.

11. Clarification of this Request for Proposal

This is a request for proposals only and will not give rise to a Contract "A" (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed via email, and not orally, to the District's representative at jwallace@hope.ca before **2:00 pm, October 13, 2020** The District's representative will answer all questions via email, and will issue a copy of all questions and answers as addenda to the RFP. The RFP process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

12. District Representative

The District's representative on this project is Jenette Wallace, and all inquiries related to this 'Request for Proposal' are to be directed to:

Jenette Wallace

Email: jwallace@hope.ca

13. Notice to Proponents

a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are saved harmless from any liability whatsoever arising out of proponent's performance or non-performance of the term of this Proposal.

b. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District's representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to "act reasonably", the District is entitled to act in its sole, absolute and unfettered discretion.

c. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the

District, subject to the specific exceptions in that right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

d. Waiver and Allocations of Risk

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

e. Closing Date for Proposals

The closing date for proposals will be **1:00 p.m. on October 16, 2020**. All proposals must be clearly marked with the name and address of the proponent and the 'Request for Proposal' title. Late proposals will not be accepted.

APPENDIX A

- To supply and install three (3) workstations, of which one to be located left front of weight bearing pole and one to the right front for reception area. The third workstation to be located where practicable.
- Front workstations to include reception countertops.
- Provide a wheelchair accessible payment counter.
- On north side, a design to include a flip up counter/entrance for Planning Department, counter to be sufficient for the layout of drawings/plans.
- Protective barriers on front counters and Planning Department counter, options for retractable or removable barriers preferred.
- Provide minimum of two (2) design options for selection.
- District to be consulted on all final decisions regarding colours, finishing's etc.