



REQUEST FOR PROPOSAL (RFP #PW2021-05)

(MODULAR OPERATIONS BUILDING)

Responses are to be submitted electronically on or before **1:00 pm December 2, 2021** to the attention of:

Kevin Dicken
District of Hope
325 Wallace Street
PO Box 609
Hope, BC, V0X 1L0
kdicken@hope.ca

1. Submission Details

- a. Electronic copies of the Proposals are to be emailed to kdicken@hope.ca and include the Respondent's Name, Title and marked "**RFP #PW2021-05**". **A delivery receipt request should accompany the email.**
- b. 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.
- c. 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.
- d. The District will not entertain any claims for costs related to the preparation and/or presentation of the Proposals.
- e. 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: Kevin Dicken, Director of Operations
E-Mail: kdicken@hope.ca

2. Introduction

The District of Hope (the “District”) invites proponents to provide a Proposal in response to this Request for Proposal (the “RFP”) on the form attached as Schedule C (the “Proposal”) for the supply of the goods and services described in Schedule A and B (“the “Goods and Services”). The description of the Goods and Services set out the minimum requirements of the District. A person who submits a Proposal (the “Proponent”) should prepare a Proposal that meets the minimum requirements, and may by choice, in addition, include goods, services or terms that exceed the minimum requirements.

3. Scope of Work

Please refer to **SCHEDULE A – Description of Goods and Scope of Services**

4. Site Visit

A mandatory site visit will be hosted by the District’s Representative to review the location and discuss the District’s requirements under this RFP. At the time of issuance of the RFP a meeting has been scheduled as follows:

Date	November 17, 2021
Time	9:00am
Location	1225 Nelson Ave, Hope BC

Proponents are to review the site prior to submitting a Proposal to fully acquaint themselves with all existing conditions and equipment of the site, the scope of services of the RFP and to make allowances for such. By submitting a Proposal, the proponent represents that it has examined the site fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance or the cost of the work, including but not limited to: location of the work, existing conditions, access and all other conditions that a competent Proponent experienced in similar work would consider and take into account, and is further deemed to have included in the contract price all costs occasioned thereby.

5. Proposal Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the email address, 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 separately.

The Proposal must include estimated hours and timeframe involved and a letter of introduction, including name and address of Respondent and details of potential partnerships and business agreements contemplated for the project.

6. Fees

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.

Proponents are to complete the Form of Proposal attached as Schedule C, including Schedules C-1 to C-5

Proponents are encouraged to respond to the items listed in Schedules C-1 to C-5 in the order listed. Proponents are encouraged to use the forms provided and attach additional pages as necessary.

Proponents are encouraged to expand their Proposals to detail additional features or performance characteristics or value-added options available beyond those requested, provided the product or service offered at least meets the required level of technical specifications listed. Any alternative or value-added solutions being offered should be in the same format and clearly identified within the Proposal.

7. Payment

Payment for the work will be made upon completion of the work, satisfactory to the District.

8. 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's business and technical reputation and capabilities and the experience of its personnel.
- The Respondent's strategy to deliver the Project on or ahead of schedule, and experience and reputation in delivering similar projects on or ahead of schedule.
- The Respondent's ability and past experience meeting a tight time frame.
- Methodology and approach (understanding of service objectives and outcomes).
- Resources and pricing structure (staff, equipment).
- The Respondent's financial capability to undertake the Project.
- Proposal is clear and logical and shows value for money to the District.

9. Clarification of this Request for Proposal

This is a request for Proposals only and will not give rise to a Contract "A" (bid contract). 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 in writing, and not orally, to the District's representative at the contact address set out below, on or before **November 26th, 2021**. The District's representative will answer all questions in writing, and may 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.

10. District Representative

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

Kevin Dicken, Director of Operations
District of Hope
325 Wallace Street
PO Box 609
Hope, BC, V0X 1L0
Email:kdicken@hope.ca

11. 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 a 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 provided 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 and time for Proposals is **1:00 pm December 2, 2021**. All Proposals must be clearly marked with the name and address of the proponent and the 'Request for Proposal' title. Proponents are responsible for ensuring that digital (email) delivery occurs within the deadline. Late Proposals may not be accepted.

SCHEDULE A – Description of Goods and Scope of Services

1. Purpose

The District of Hope is requesting Proposal responses from qualified firms for the Design/Build, delivery and installation of a modular building. The following are the minimum requirements for the building:

1. 2000 ft² (36' x 60') or larger
2. Male and Female washroom
3. 4 offices (12'X12')
4. Kitchen
5. Lunchroom/boardroom (550 ft²)
6. Code compliant (Part 3)
7. Engineered foundation

2. Scope of Services

The scope of services includes but is not limited to:

- Design and construction
- Delivery and installation
- Skirting
- Code compliant accessible front entry
- Rear staircase
- Site clean-up and demobilization.

Note that a building permit will be required and once a contract for the work is awarded to the successful Proponent, the permit will be issued and there are no associated permit fees.

3. Schedule/Timeline

Below is a desired schedule for initiating this project however dates may be subject to change and adjusted as necessary.

Description	Date
RFP Closing	December 2, 2021
Selection & Award	January 7, 2021
Project Completion	ASAP

4. Proponent Skills and Resources

Proponents should clearly demonstrate the following within their Proposal:

- a) Demonstrated experience and technical knowledge for the Services requested; and
- b) Provide examples of current relevant experience in completing similar work, preferably in a municipal environment
- c) Company experience – proponents should provide detailed information with similar work.
- d) Team members and reporting – proponents should provide detailed information on the quality and experience of team members.
- e) Project Understanding – Demonstrates understanding of the project scope, objectives, deliverables and schedule requirements.
- f) Approach –Establish well defined methodology, processes and procedures and lines of communication required to ensure delivering a well-coordinated project and to meet or exceed milestone dates. Identify efficiencies in cost or schedule and make recommendations for sustainable practices. Also describe how procedures align with provincial requirements to maintain physical distancing or other measures for the safety of the employees, sub-contractors, and site visitors due to the COVID-19 pandemic.

SCHEDULE B – Supplementary Documentation and Specifications

Due to the size of the files, these have been uploaded in two separate attachments. They are as follows:

- 1) Draft Contract for Services (8 pages).
- 2) Minimum Building Specifications (4 pages)

SCHEDULE C – Form of Proposal

RFP Title: Modular Operations Building

RFP #:PW2021-05

<u>PROPONENT</u>			
<u>Full Legal Name of Firm</u>			
<u>Business Address</u>			
<u>Phone No.</u>		<u>Email Address</u>	
<u>Contact Name</u>			

TO:

DISTRICT OF HOPE

Designated Contact Person: Kevin Dicken, Director of Operations

Email for PDF Files:kdicken@hope.ca

Dear Sir:

1. I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda, and having full knowledge of the Site, and having fully informed ourselves of the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.
2. I/We confirm that the following schedules are attached to and form part of this Proposal:

Schedule C1 – Statement of Departures;

Schedule C2 – Proponent’s Experience, Reputation and Resources;

Schedule C3 – Proponent’s Technical Proposal (Services);

Schedule C4 – Proponent’s Technical Proposal (Schedule);

Schedule C5 – Proponent’s Financial Proposal

3. I/We confirm that, if I/we am/are awarded the Contract, I/we will at all times be the “prime contractor” as provided by the Worker’s Compensation Act (British Columbia) with respect to the Services.

This Proposal is submitted this day of , 2021.

I/We have the authority to sign on behalf of the Proponent.

Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.

SCHEDULE C-1 Statement of Departures

1. I/We have reviewed the Draft Agreement attached to the RFP in Schedule "B". If requested by the District, I/we would be prepared to enter into an Agreement, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

2. The District requires that the successful Proponent have the following in place before providing the Goods and Services:

(a) Workers' Compensation Board coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	Workers' Compensation Registration Number:
(b) Prime Contractor qualified coordinator is:	Name: Contact Number:
(c) Insurance coverage shall be a minimum \$5,000,000.00 for general liability, naming the District as additional insured	
(d) District of Hope Business License:	Number:
(e) If the Proponent's Goods and Services are subject to GST	Proponent's GST Number:
(f) If the Proponent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada	Incorporation Number:

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

Requested Departure(s) / Alternative(s)

RFP #PW2021-05 Modular Operations Building

3. <i>I/We offer the following alternates to improve Services as described in the RFP (list, if any):</i>	
<i>Section</i>	<i>Requested Departure(s) / Alternative(s)</i>

4. <i>Changes and Additions to Specifications of Goods and/or Scope of Services:</i>
a) <i>In addition to the warranties provided in the Agreement, this Proposal includes the following warranties:</i>

Warranties – Requested Departure(s) / Alternative(s) / Addition(s)

5. <i>The Proponent acknowledges that the departures it has requested in Sections 1, 2, 3 and 4 of this Schedule C-1 will not form part of the Agreement unless and until the District agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.</i>

SCHEDULE C-2 Proponents Experience, Reputation and Resources

1. *Proponents should provide information on the following (use the spaces provided and/or attach additional pages, if necessary):*

i. Company description, background, stability, structure of the Proponent

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ii. Proponent's relevant experience and qualifications in delivering Services similar to those required by the RFP.

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iii. Proponent's demonstrated ability and capacity to provide the Services

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iv. Proponent's references (name and telephone number). The District's preference is to have a minimum of three (3) references of similar services performed within the last five (5) years.

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2. Key Personnel

Proponents should provide information on the background and experience of all key personnel proposed to undertake the Services (use the spaces provided and/or attach additional pages, if necessary):

Name	Title/Position	Project Name/Responsibility

<p><i>ATTACH resumes of qualifications and experience to Principal(s), Project Manager(s), Superintendent(s) etc. for the key personnel listed.</i></p>		

<p>3. Sub-Contractors</p>			
<p><i>Proponents should provide the following information on the background and experience of all sub-contractors proposed to undertake a portion of the Services (use the space provided and/or attach additional pages, if necessary):</i></p>			
DESCRIPTION OF SERVICES	SUB-CONTRACTORS	YEARS OF WORKING	TELEPHONE NUMBER

SCHEDULE C-3 Proponents Technical Proposal (Services)

1. *Proponents should provide the following (use the spaces provided and/or attach additional pages, if necessary):*

i. A narrative that illustrates an understanding of the District's requirements and Services, including requirements to minimize impacts on the community (i.e. traffic, debris, noise).

ii. A description of the general approach and methodology that the Proponent would take in performing the Services (i.e. type of demolition, project phases or sequencing, other considerations).

iii. A narrative that illustrates how the Proponent will complete the scope of Services, manage the Services, and accomplish required objectives (including minimizing waste, materials recycling, disposal/recycling facilities) within the District's schedule.

iv. A description of the standards to be met by the Proponent in providing the Services, and information (i.e. examples, practices, or initiatives) of company specific sustainable solutions such as reduced waste emissions, that would benefit the project delivery.

SCHEDULE C-4 Proponent’s Technical Proposal Schedule

Proponents should provide a preliminary Time Schedule for the Goods and Services, including the range of start dates to which your firm is prepared to commit and anticipated completion dates. This Time Schedule should work within the timeframes as may be outlined by the District. Any conflict in the two should be described. The Time Schedule should include a list of all anticipated meetings with the District and their locations.

Include a list of all assumptions used in developing the Time Schedule for the Services as presented in Schedule A – Description of Goods and Scope of Services and Schedule B – Supplementary Documentation and Specifications, but not limited to the following:

PROJECT PHASES/TASK										
	1	2	3	4	5	6	7	8	9	10
Building Construction										
Mobilization and Site Securement										
Foundation, Delivery and Setup										
Site clean-up and Demobilization										
Other:										

SCHEDULE C-5 Proponents Financial Proposal

The Proponent offers to supply to the District the Services for the prices plus applicable taxes as follows, use the spaces provided and/or attach additional pages, if necessary):

1. Fees and Expenses		
Item No.	Description of Tasks	Stipulated Lump Sum Price
1.1	Building	
1.2	Mobilization and Site Securement	
1.3	Foundation Delivery and Setup	
1.4	Site Cleanup and Demobilization	
1.5	Other	
	Sub-total (excluding GST)	
	GST (5%)	
	Total	