

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN REQUEST FOR PROPOSALS INFORMATION KIOSKS

February 3, 2021

1. INTRODUCTION

1.1. PURPOSE

The Regional District of Okanagan-Similkameen ("RDOS") invites proposals through this Request for Proposal ("RFP") to supply and install Trail Head Signs throughout the region in 2021. In addition the RDOS requires pricing for additional Trail Head Signs, for supply over the next few years. The RDOS is requesting proposals for:

- Supply and install five (5) Trail Head Signs for 2021.
- The optional supply only for up to 20 additional Trail Head Signs.

1.2. BACKGROUND

The RDOS provides services for six municipalities and nine electoral areas. It has a geographic area of approximately 10,400 km2 and serves 82,000 residents. Through the Regional Trails Program, the RDOS maintains and enhances over 250km of rail trails that connect the regions communities with a recreational trail.

2. INSTRUCTIONS TO PROPONENTS

This RFP is for supply and installation of up to (5) trail head signs with concrete foundation, based on the design and specifications included in Schedule A. The RDOS will also accept proposals for signs using alternate designs, provided they are similar in size/format/appearance as the designs/specifications in Schedule A. Details of installation locations are included in Schedule B.

Proposals should also include pricing for the optional purchase of up to thirty (30) additional kiosks on a supply-only basis, delivered to the RODS Works Yard on Spiller Road in Penticton.

Proposals will be accepted in hardcopy and/or by email.

Hardcopy proposal submissions and their envelopes should be clearly marked with the name and address of the Proponent, the RFP title, and be addressed as follows:

Community Services Department Regional District of Okanagan-Similkameen 101 Martin Street Penticton, BC V2A 5J9

Email proposal submissions should include the RFP title in the subject line, and be sent to the Project Contact:

Kyle Gabelhei kgabelhei@rdos.bc.ca

Proposals must be received on or before the Closing Time of:

TIME: 10:00am PT

DATE: February 24, 2021

The Proponent is responsible for ensuring its Proposal is received at the address or email set out above by the Closing Time.

Proponents wishing to make revisions to their Proposal after submission but prior to the Closing Time

may do so by submitting the revisions by email or hard copy to the Project Contact listed above.

Proposals received after the Closing Time will not be considered.

2.1. INQUIRIES

Proponents must carefully examine the RFP documents any other factor that may affect the Work, including Kiosk installation locations. No consideration will be given after submission of a Proposal to

any claim that there was any misunderstanding with respect to undertaking of the Work.

Proponents finding discrepancies or omissions in this RFP, or having doubts as to the meaning or intent of any provisions therein, should immediately notify the Regional District project contact. If there are any changes, additions, or deletions to the RFP, Proponents will be advised by means of an

Addendum issued by the Regional District. All Addenda will become part of the RFP. Receipt of

Addenda should be acknowledged by the Proponent in their submission.

Verbal discussions between the Proponent and the RDOS (including Regional District directors, trustees, management, Parks and Recreation Commission members, or staff) shall not become a part

of the RFP or modify the RFP unless confirmed by written Addendum.

All project inquiries must be submitted by:

TIME: 10:00am PT

DATE: February 17, 2021

3. GENERAL TERMS OF PROPOSAL PROCESS

3.1. PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of a Proposal are to be borne by the Proponent. The Regional District shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that may or may not result in

acceptance of the Proposal and award of a contract.

3.2. PROPOSAL EVALUATION

Schedule C contains the Proposals evaluation criteria. The evaluation team may consider other criteria that, at their discretion, is relevant to the evaluation process. Any additional criteria considered will be used in the evaluation of all Proposals.

The Regional District, at its sole discretion, reserves the right to:

- reject any or all Proposals whether complete or not,
- reject any Proposal it considers not in its best interests,
- waive any minor irregularity or insufficiency in any Proposal submitted,
- not be liable for misunderstandings or errors in the Request for Proposals,
- issue addenda to the Request for Proposals,
- contact references provided by the Proponents,
- retain independent persons or consultants for assistance in evaluating Proposals,
- request points of clarification to assist the Regional District in evaluating Proposals,
- negotiate changes with the successful Proponent,
- select a Proposal with a higher price if it offers greater value,
- award separate contracts for separate work components, and
- withdraw the Request for Proposals.

3.3. PROPOSAL CONFIDENTIALITY

All Proposal submissions become the property of the Regional District and will not be returned. The Regional District reserves the right to make copies of Proposals for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Regional District is a "public body" as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. If the Proponent believes any of the information provided by them in their Proposal is confidential, then they should identify it as such and provide a rationale as to why it should not be released under "Freedom of Information" legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

3.4. CONFLICT OF INTEREST

Proposals must disclose any actual or potential conflicts of interest and existing business relationships the Proponent may have with the Regional District, its elected or appointed officials or employees. The Regional District may rely on such disclosure.

3.5. NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. By submission of a Proposal, the Proponent certifies that there is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.6. LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Regional District in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

3.7. NO CONTRACT

This RFP is not a tender and does not commit the Regional District in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Regional District by this RFP or submissions prior to the acceptance of a Proposal and the execution of a formal written contract.

3.8. ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from the Regional District, and will be sent to the successful Proponent at the address given in the submitted Proposal. Following acceptance, the Proponent is expected to enter into a contract with the Regional District to perform the works or services set out in their Proposal. Acceptance of a Proposal may be subject to approval by the RDOS Board of Directors.

The agreement that the successful Proponent will be expected to execute with the Regional District will contain terms similar to those contained in the draft Contracting Services Agreement provided in Schedule D. The agreement attachments will include the entire Request for Proposal, the Proponent's Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

3.9. PROPOSAL CONTENT AND INNOVATION

The Proponent is encouraged to include innovative, alternative or unique solutions to the RFP subject that may, along with other things, indicate cost initiatives, or enhance trail kiosk design for better trail experience.

3.10. WORKERS COMPENSATION ACT

While undertaking the Work, the Contractor will be required to meet or exceed at all times the Provincial Occupational Health and Safety Regulations. The Contractor will be designated as the Prime Contractor for the purposes of health and safety of the Work site as set out in the WCB Act Section 118, and the Occupational Health and Safety Regulations Sections 3 and 20. The Proponent, and any proposed sub-contractor(s), should provide a Workers Compensation Board Registration Number in the Proposal and shall at the time of signing a contract, provide proof of having an account that is active and in good standing with Work Safe BC

4. SCOPE OF WORK AND SCHEDULE

4.1. STATEMENT OF UNDERSTANDING

The proponent must be able to show they have an understanding of the work, what the work involves and what is required to complete the project. The proponent must clearly demonstrate they have the ability, understanding and capacity to complete the project as outlined.

4.1. SCHEDULING

Proponents will provide a proposed project schedule indicating the tasks and deliverables. The work must be completed no later than <u>July 31. 2021.</u>

4.2. SCOPE OF WORK

Supply and install Kiosks as specified in Schedule A.

4.3. PROJECT LOCATIONS

See Schedule B

4.4. WORK PLAN

Upon acceptance of a Proposal, the Proponent shall prepare a written plan outlining tasks, schedule and responsibilities from start to finish for the Work.

4.5. SAFETY PLAN

The Proposal shall describe the proponent's corporate safety plan. Prior to the start of the Work, the successful Proponent will be required to supply the Regional District with a written Work Safety Plan, including provisions for Covid-19. At this time the Proponent will also be informed of the Regional District's safety requirements.

4.6. ENVIRONMENTAL PLAN

The Proposal shall include the proponent's environmental procedure plan and the steps they will take in the event of an incident.

4.7.INSURANCE REQUIREMENTS

The successful Proponent will be required to provide proof of insurance. Insurance requirements are included in Schedule E.

5. **COMMUNICATIONS**

Weekly status updates to the Regional District project manager are required throughout the project. Status update must include a summary of safety meetings held, any safety issues identified, and how those issues were resolved. These weekly updates may be in the form of an email.

6. APPROVALS

6.1. CONSTRUCTION APPROVAL

Upon completion of the project the contractor can call the Regional District's project representative for an inspection of the works. Deficiencies will be noted and at the discretion of Regional District's representative will be remedied by the Contractor for Construction Approval.

7. EXPENSES

The Proposal shall specify a maximum or upset fee for all labour, materials, equipment, permits, and all other expenses necessary to complete the supply and installation of the kiosks. Any costs incurred by the Contractor above the submitted maximum cost will be the sole responsibility of the Contractor unless pre-approved by the Regional District.

All prices quoted are to be:

- 1. In Canadian dollars;
- 2. Inclusive of duty, where applicable;
- 3. FOB to construction site;
- 4. Exclusive of GST.

The obligations of the Regional District to the Builder's Lien Act of British Columbia will be applied to the payment for the Work as required.

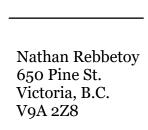
A schedule of hourly rates for all personnel proposed, equipment and disbursement rates for the project shall be included in the Proposal.

Proposals must also include all applicable taxes, but show taxes as separate items.

8. General

- In the event that any goods are defective in material or workmanship or otherwise not in conformity with the specifications of the contract, the Regional District shall have the right either to reject them or to require their correction.
- Acceptance or rejection of the goods shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject goods shall not relieve the Supplier from responsibility for such goods as are not in accordance with the specifications.
- Contractor is responsible for:
 - Utility locates
 - o Traffic management
 - o All materials and equipment costs
 - Disposal costs
- All areas that will be used for mobilization, storage and access should be identified ahead of time and will be required to be returned to previous condition. This will include grading, replacement of soil and seeding.
- The contractor should take care to maintain as much native vegetation as possible while completing the work. Trees and shrub that are removed out of scope of the project will need to be replaced at the contractor's expense.
- All disturbed areas must:
 - o be raked to grade
 - Seeded with provided seed mix if needed
 - Excess spill removed and disposed

Schedule A – Kiosk Design and Specifications



R.D.O.S 101 Martin St. Penticton, B.C. V2A 5J9

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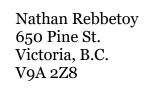
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REVISIONS:

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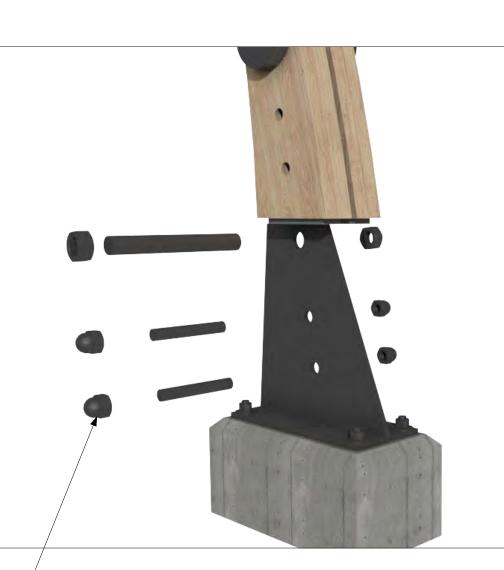
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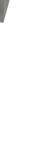
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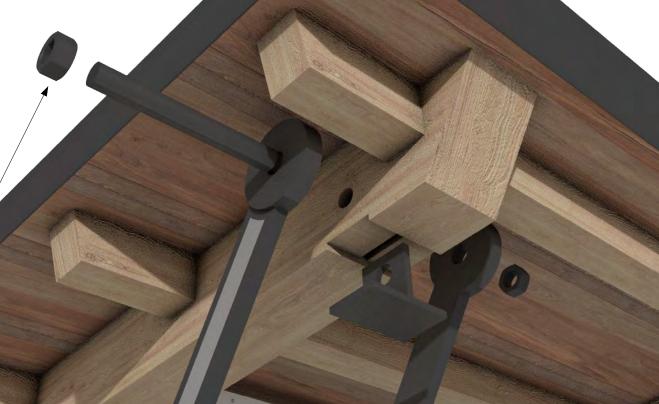








See S2.01 for suggested nut type.



Nathan Rebbetoy 650 Pine St. Victoria, B.C. V9A 2Z8

R.D.O.S 101 Martin St. Penticton, B.C. V2A 5J9

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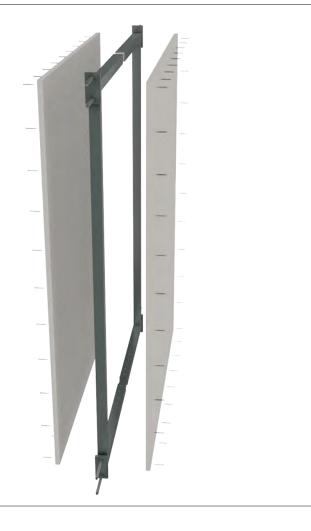
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DESCRIPTION:

-COUPLER TO BEAM-

See S2.01 for suggest nut type.



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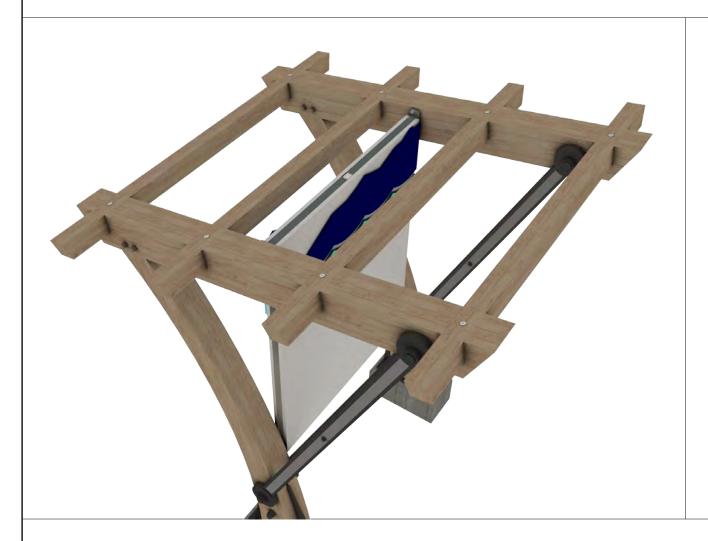
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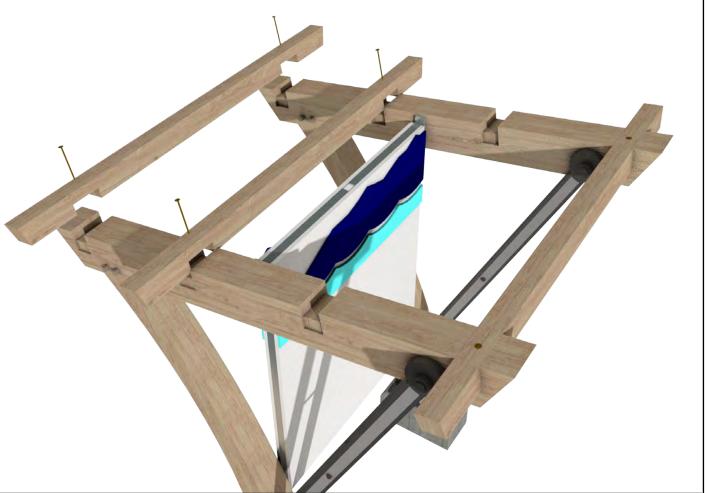
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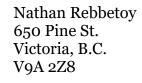
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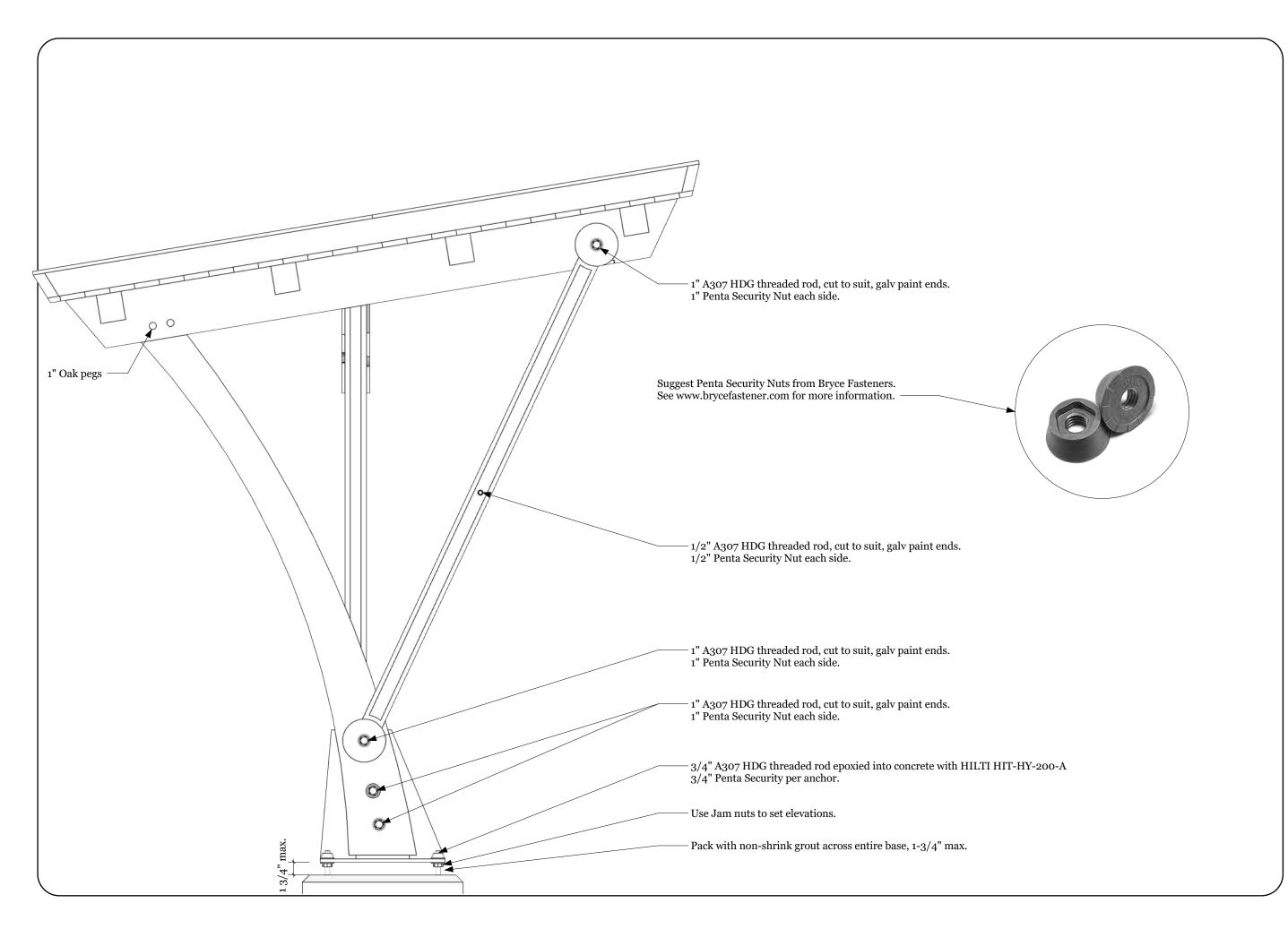
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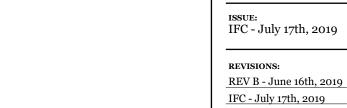
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DESCRIPTION:

-SIDE ELEVATION-





DESCRIPTION:



Nathan Rebbetoy

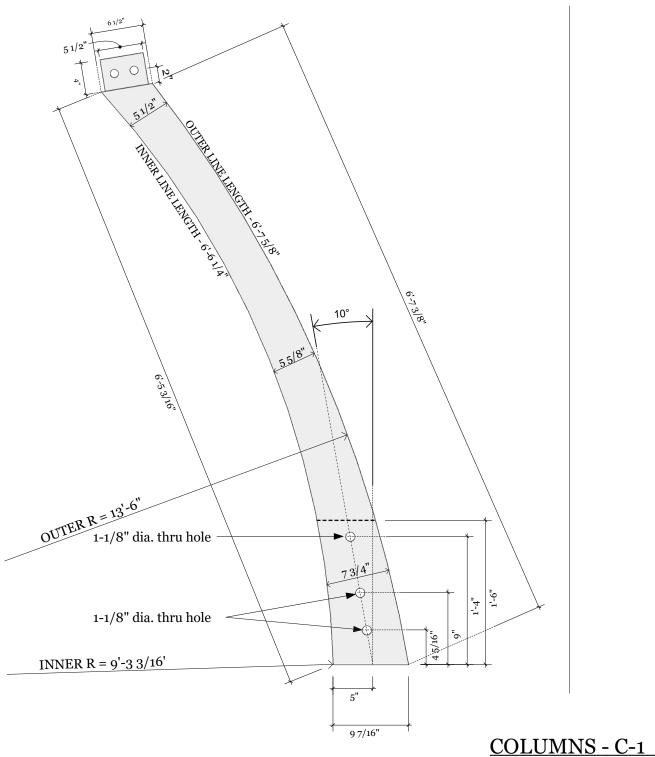
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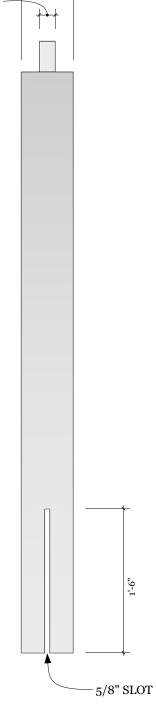
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V2A 5J9

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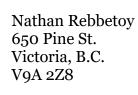
101 Martin St. Penticton, B.C.





Typ. X2

Columns to be laminated with 3/4" or smaller lams. CAD file can be supplied to aid with measurements. #1 Doug-fir or #1 Yellow Cedar Match all timber species



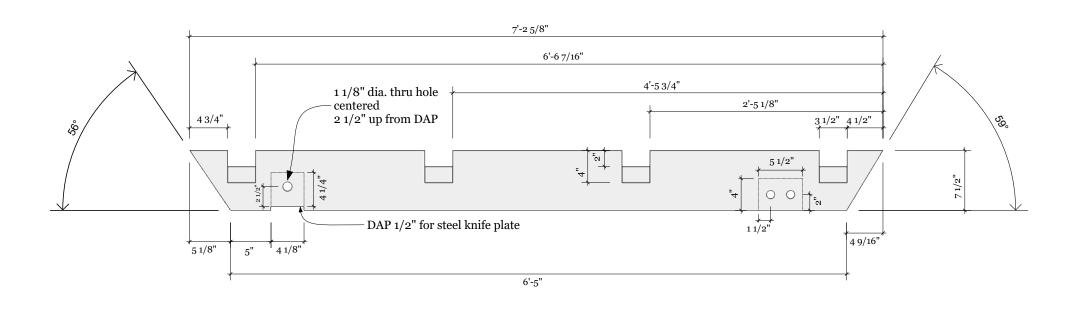
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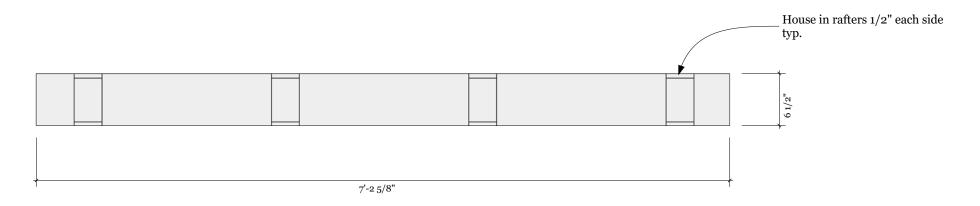
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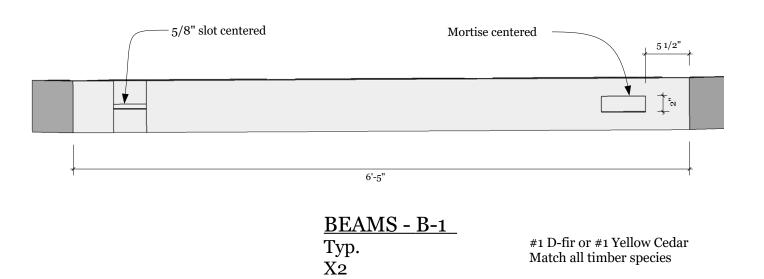
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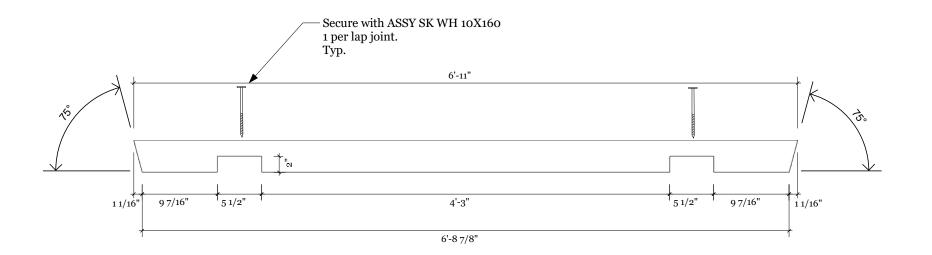
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31/5...

RAFTERS - R-1

Typ. X4 #1 D-fir or #1 Yellow Cedar Match all timber species SOUL WOOD

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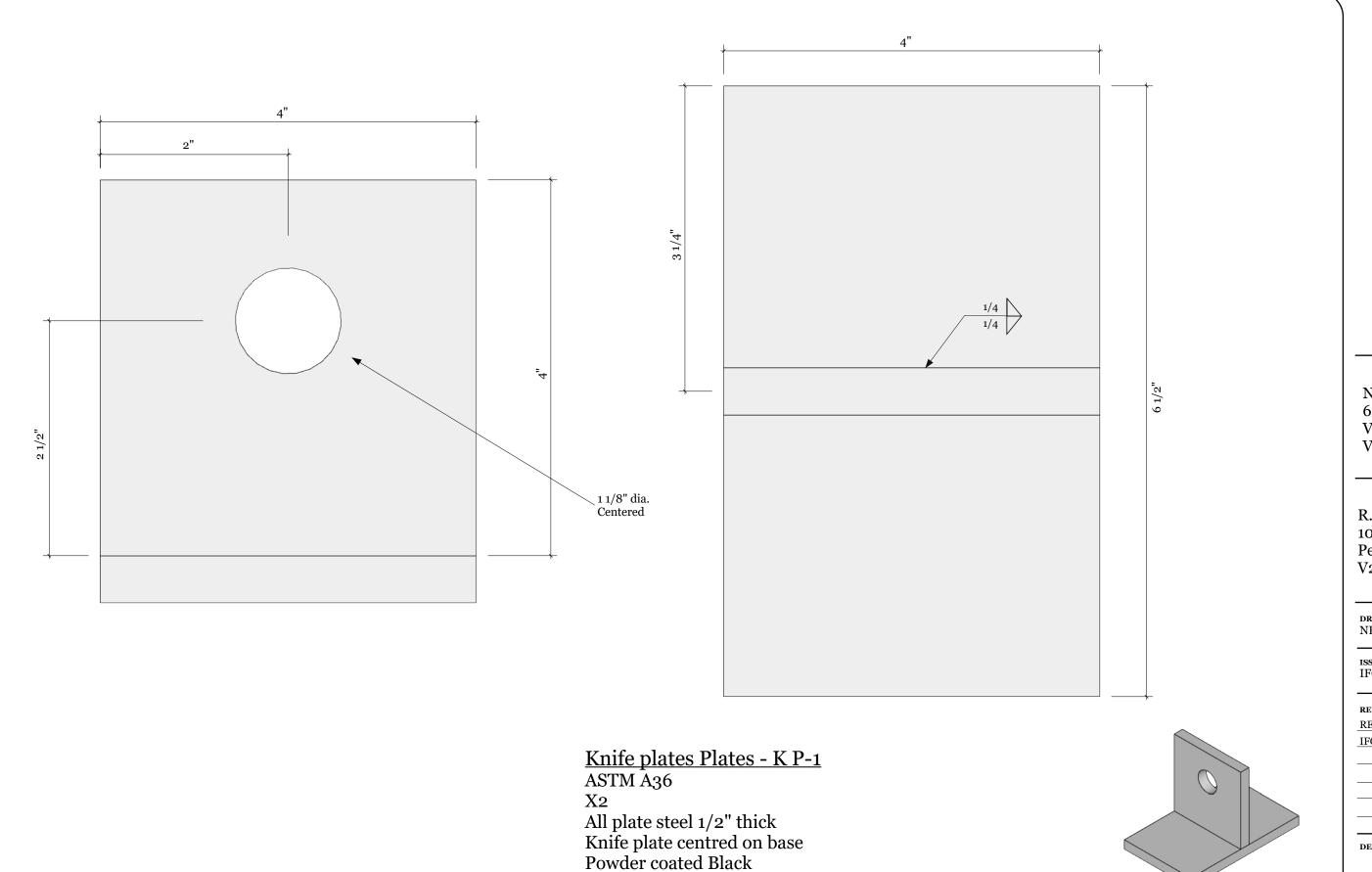
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Typ.



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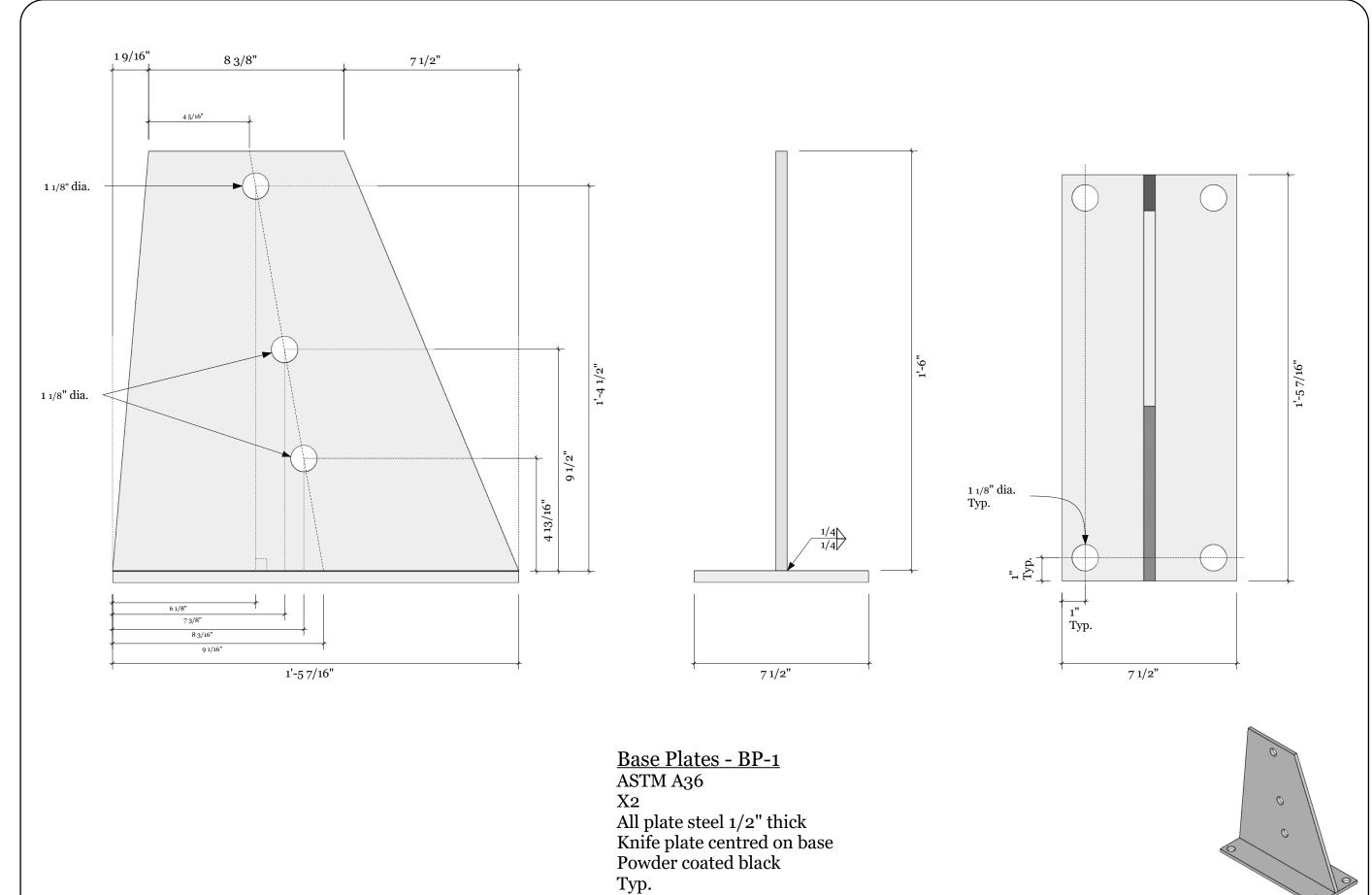
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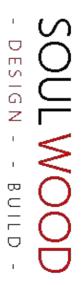
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1/4 45

Coupler Rods - CR-1 ASTM A36 X4 Powder coated Black and Silver Typ. SOUL WOOD

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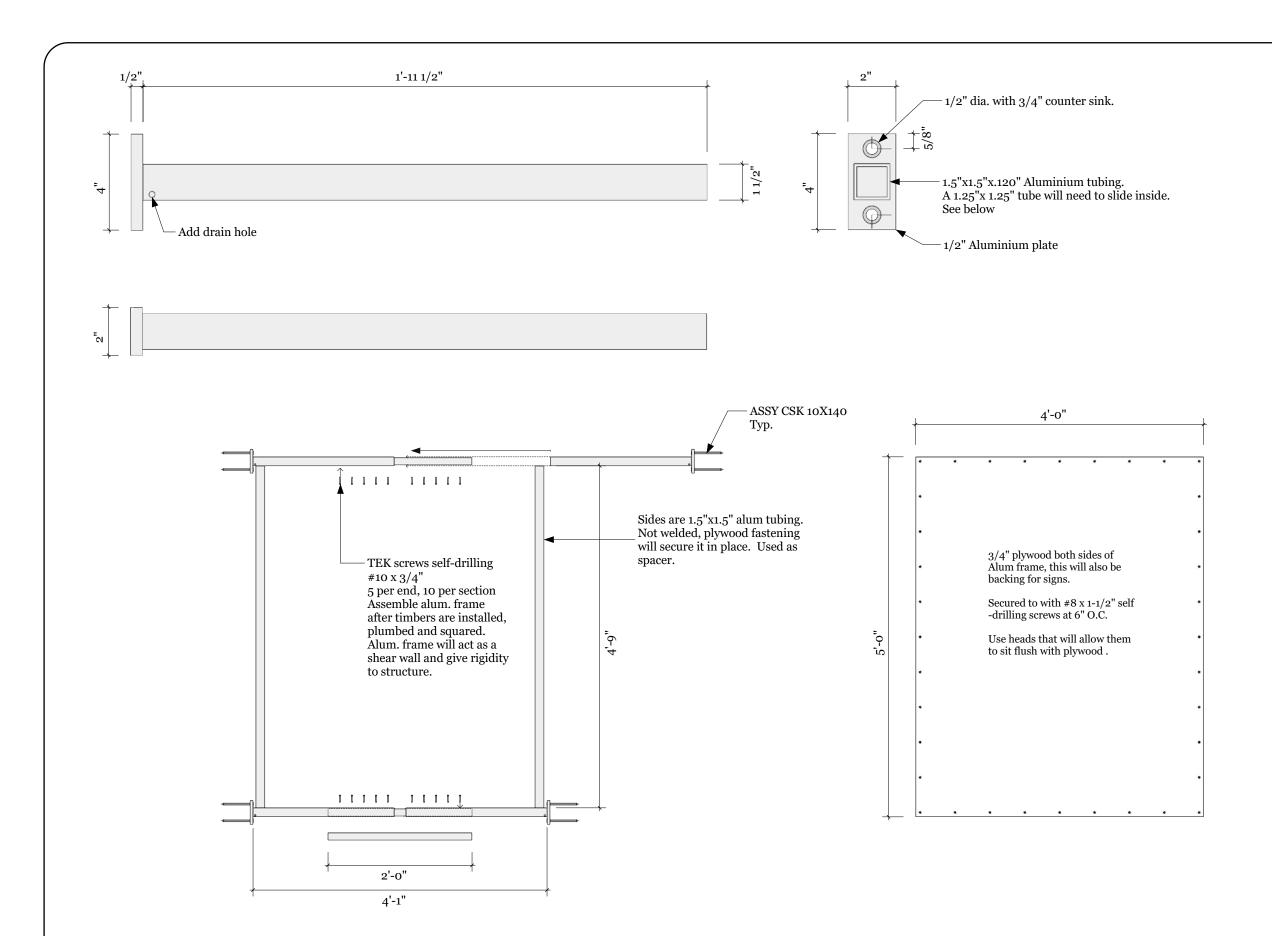
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DESIGN CRITERIA

ALL NEW STRUCTURAL WORK, INCLUDING REQUIREMENTS FOR WIND AND SEISMIC LOADS, HAS BEEN DESIGNED IN ACCORDANCE WITH THE THE B.C. BUILDING CODE 2018

CONCRETE

- DESIGN LIVE LOADS:
- ROOF SNOW LOAD (Ss=6.8kPa, Sr=0.7kPa, Is=0.8): Is[0.8(Ss)+Sr]
 - 5.05 kPa (105.4)psl
- ROOF LIVE LOAD = 1kPa (20psf)
 WIND (Iw=0.8): q50=0.59kPa (12.3psf) Cf = 1.15 Ce = 0.9 Cg = 2.0
 NET FACTORED WIND UPLOAD ON ROOF = 1.0kPa (20psf)
 - **DESIGN DEAD LOADS** က

FOUNDATIONS

- BEARING CAPACITY: 2000psf (96kPa) ASSUMED SOIL PROPERTIES:
- BACKFILL WITH CLEAN GRANULAR SOIL, FREE OF ORGANIC OR OTHE HARMFUL IMPURITIES WITH MAXIMUM 5% PASSING #200 SIEVE. COMPACT ALL STRUCTURAL BACKFILL TO 98% STANDARD PROCTOR DENSITY IN MAX 12" LIFTS UNLESS SPECIFIED OTHERWISE ON THE
 - DRAWINGS OR IN SOILS REPORT.
 TIE ALL DOWELS AND ANCHOR BOLTS (CONVENTIONAL 'PIG TAIL'
 ANCHOR BOLTS MAY BE WET SET) IN PLACE BEFORE POURING
 CONCRETE. USE TEMPLATES TO ENSURE CORRECT PLACEMENT.
- FOR GROUND ELEVATIONS AND DRAINAGE SLOPES, SEE ARCHITECT DRAWINGS. 4.
- BEARING SURFACES MUST BE PROTECTED FROM FREEZING BEFORE AND AFTER FOOTINGS ARE POURED, UNTIL PERMANENT CONSTRUCTION PROVIDES THAT PROTECTION.

REINFORCING

- NEW DEFORMED BARS TO CSA G30.18 (LATEST EDITION) GRADE 400 ÷
- (60KSI). ANCHOR BOLTS TO ASTM A307. WELDING TO CSA W59).
 PLACE REINFORCING BARS TO CSA A23.1 (LATEST EDITION). TIE ALL BARS SECURELY IN PLACE TO PREVENT DISPLACEMENT. SUPPORT SLAB REINFORCING ON SUITABLE CHAIRS OR SUPPORTS AT MAXIMUM 1200mm (4'-0") CENTRES. INSTALL COLUMN REINFORCING AND ANCHOR BOLTS ACCURATELY WITH TEMPLATES.
 INSTALL PLASTIC CONE SNAP TIES IN SYMMETRICAL PATTERN FOR
 - EXPOSED က
- SURFACE POURED AGAINST GROUND
 FORMED SURFACES EXPOSED TO GROUND/MEATHER 50mm (2") SURFACE POURED AGAINST GROUND

PROVIDE CONCRETE AND PERFORM WORK TO CSA-A23.1-14/A23.2-14 MINIMUM 28 DAY COMPRESSIVE STRENGTHS AS INDICATED BELOW. ALL CONCRETE NORMAL WEIGHT, 23.5kN/m3, TYPE 10 (GU) PORTLAND CEMENT, TYPE F LYASH. MAXIMUM 20mm (34") AGGREGATE FOR ALL CONCRETE (UNLESS NOTED **OTHERWISE**)

LOCATION	STRENGTH EXPOSURE WPa@ CLASS R 28 DAYS	EXPOSURE CLASS	MAX W/C RATIO	E W/C TYPE ±20 mm %	SLUMP ±20 mm	AIR ENT.
FOOTINGS	25	F2	0.55	1	0.2	1-4
BASEPLATE GROUT	HS-NON	NON-SHRINK, NON-FERROUS MASTERFLOW 713 OR APPROVED EQUIVALENT	ERROU	S MASTE	RFLOW?	713

SPECIFIED SLUMP BEFORE ADDING SUPERPLASTICIZER. PROVIDE 4-7% AIR ENTRAINMENT FOR ALL EXTERIOR CONCRET

- DO NOT USE ADMIXTURES OTHER THAN AIR ENTRAINMENT, STANDARD WATER REDUCERS, OR SUPERPLASTICIZERS WITHOUT PRIOR APPROVAL OF THE ENGINEER. CALCIUM CHLORIDE ADMIXTURES ARE NOT PERMITTED UNLESS NOTED.
 - REJECT ALL CONCRETE WHEN TIME BETWEEN BATCHING/INITIAL MIXING AND PLACING EXCEEDS 2 HRS.
- DO NOT ADD WATER TO CONCRETE ON SITE UNLESS AUTHORIZED BY ENGINEER.
 MIX AND PLACE CONCRETE IN A MANNER TO PREVENT
 SEGREGATION. VERTICAL DROP OF CONCRETE NOT TO EXCEED
- VIBRATORS TO SIZE, SPACING ETC. AS PER CURRENT CSA A23.1/23.2 STANDARDS, WORK CONCRETE AROUND ALL EMBEDDED MATERIAL AND INTO PREVIOUSLY PLACED CONCRETE LIFT. VIBRATORS MAY BE SUPPLEMENTED BY EXTERNAL FORM VIBRATORS IF FORMS DESIGNED FOR ADDITIONAL DISTRESS. COMPACT AND CONSOLIDATE CONCRETE WITH INTERNAL
 - ACCORDANCE WITH CSA A23.1 TAKE MEASURES TO MINIMIZE SHRINKAGE CRACKING, INCLUDING CARRY OUT HOT AND COLD WEATHER CONCRETE WORK IN

COVERING AND DAMPENING CONCRETE DURING THE CURING

- PLATES LESS THAN 250mm (10") IN WIDTH. POCKETED BASEPLATES ARE TO BE GROUTED BY FLOWABLE METHOD. REINFORCING DETAILS SHALL CONFORM TO CLAUSE 6.6 OR AS NOTED ON THE DRAWINGS. COLUMNS, PEDESTALS, PILASTERS WITH GROUT MANUFACTURER'S INSTRUCTIONS AFTER THOROUGH CLEANOUT. DRY PACKING OF BASEPLATES PERMITTED ONLY FOR PLACE GROUT UNDER FULL BASEPLATE AREA IN ACCORDANCE
 - PROVIDE CSA STANDARD HOOKED DOWELS FROM BOTTOM OF FOOTINGS TO MATCH AND LAP WITH VERTICALS PLACE DOWELS AT (AND BEAM STIRRUPS WHERE NOTED ON DETAILS) TO HAVE CLOSED HOOP AND CROSS TIES HOOKED 135 DEGREES UNLESS DETAILED OTHERWISE. WELDING OF REINFORCING IS NOT PERMITTED WITHOUT WRITTEN APPROVAL OF THE ENGINEER. TIE ALL HOOKED DOWELS BEFORE PLACING CONCRETE.
 - DO NOT FIELD BEND REINFORCEMENT EXCEPT WHERE INDICATED SAME CLEAR COVER SPACING AS INDICATED FOR THE VERTICAL REINFORCING. OR AUTHORIZED BY THE ENGINEER. WHEN FIELD BENDING IS AUTHORIZED, BEND WITHOUT HEAT. REPLACE BARS WHICH DEVELOP CRACKS OR SPLITS.
 EMBEDDED MATERIAL AND REINFORCING SHALL BE FREE FROM
 - GREASE, SCALE AND OTHER COATINGS. EMBEDDED MATERIAL. PLACEMENT TO CONFORM TO CLAUSE 6.7.3 SECURE WITH CLIPS OR WIRE NOT LESS THAN 1.5mm (1/16") IN DIAMETER.

&

- ANCHOR CAPACITY USED IN DESIGN IS BASED ON THE GUIDELINES PUBLISHED BY SIMPSON STRONG-TIE. ALTERNATIVE FASTENING SYSTEMS PROPOSED BY THE CONTRACTOR SHALL BE SUBMITTED TO THE STRUCTURAL ENGINEER FOR REVIEW AND APPROVAL. FOR ADHESIVE SET REINFORCING AND THREADED RODS, USE SIMPSON STRONG-TIE AT-XP EPOXY. NOTE DIFFERENCES IN CURING TIME BETWEEN PRODUCTS. ANCHORS SHALL BE INSTALLED ACCORDING TO MANUFACTURERS INSTRUCTIONS. 4.
 - THREADED RODS TO BE USED WITH ADHESIVE TO BE HOT-DIPPED GALVANIZED GRADE A307. DO NOT CUT OR DRILL THROUGH REINFORCING BARS TO INSTALL ANCHORS. ₹. &

STRUCTURAL WOOD AND SHEATHING

- EXTERIOR GRADE FOR WALLS AND ROOF. T&G FOR ROOFS AND FLOORS UNLESS ROOFS OR FLOORS ARE SOLID BLOCKED AT (LATEST EDITION), THE NLGA STANDARD GRADING RULES FOR CANADIAN LUMBER, AND SHALL HAVE A MAXIMUM 15% MOISTURE CONTENT AT TIME OF INSTALLATION. PLYWOOD D.FIR SHEATHING GRADE TO CSA-0121 (LATEST EDITION). ALL STRUCTURAL LUMBER SHALL CONFORM TO CSA-0141
 - PROVIDE THE FOLLOWING GRADES UNLESS OTHERWISE SPECIFIED ON THE DRAWINGS OR IN THE CONTRACT SPECIFICATIONS. PANEL EDGES તં

TIMBER: No. 1 DOUGLAS FIR OR No. 1 YELLOW CEDAR

- USE SECURITY NUTS AND WASHERS. WHERE A BOLT HEAD OR NUT BEARS DIRECTLY ON A STEEL PLATE, WASHERS MAY BE က
- ALL LAG SCREWS MUST BE MACHINE THREADED, NOT CAST THREADED 4
- SCREWS INSTALLED IN ACCORDANCE WITH THE GENERAL REQUIREMENTS FOR LAG SCREW CONNECTIONS (LEAD HOLE LAG SCREW (A307) HOLES MUST BE DRILLED AND THE LAG
 - DIAMETER EQUAL TO 65-85% OF THE SHANK DIAMETER FOR HARDWOODS, 60-75% OF THE SHANK DIAMETER FOR D.FIR, AND 40-70% OF THE SHANK DIAMETER FOR LESS DENSE SPECIES. THE LARGER PERCENTAGE FIGURE IN EACH RANGE SHALL APPLY TO SCREWS OF GREATER DIAMETERS. THE LENGTH OF THE LEAD HOLE SHALL BE AT LEAST EQUAL TO THE LENGTH OF FOR THE SHANK SHALL HAVE THE SAME DIAMETER AS THE SHANK AND SAME LENGTH AS THE UNTHREADED SHANK, AND LEAD HOLE FOR THE THREADED PORTION SHALL HAVE A THE THREADED PORTION. THE THREADED PORTION OF THE
 - SCREW SHALL BE INSERTED IN ITS LEAD HOLE BY TURNING WITH A WRENCH, NOT BY DRIVING. HOLES IN STEEL PLATES SHALL BE ACCURATELY LINED UP WITH HOLES IN THE ADJOINING WOOD AND SHALL NOT BE MORE THAN 2mm LARGER THAN THE BOLT OR LAG SCREW GALVANIZED TO STANDARD ASTM A153 WITH A G185 GALVANIZING DESIGNATION THAT MEETS ASTM A653 OR STAINLESS STEEL. NAILS, BOLTS, METAL HARDWARE IN CONTACT WITH PRESERVED WOOD PRODUCTS SHALL BE HOT DIPPED DIAMETERS.

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- GLUED-LAMINATED TIMBER
- ACCORDANCE WITH CSA-0122 (LATEST EDITION), 24f-EX (U.N.O.) STRESS GRADE, D.FIR. CONCEALED BEAMS TO BE INDUSTRIAL APPEARANCE GRADE AND EXPOSED BEAMS TO BE QUALITY GLUED-LAMINATED TIMBER MEMBERS SHALL BE IN ÷
 - APPEARANCE GRADE, COLUMNS 16C-E STRESS GRADE. GLULAM MEMBERS TO BE FABRICATED IN A PLANT CERTIFIED BY THE CSA TO PERFORM ALL CLASSES OF WORK AND MANUFACTURED IN ACCORDANCE WITH CSA 0177 (LATEST **EDITION** તં
 - GLUE: WATER PROOF SUCH AS RESORCINOL OR PHENOL-RESORCINOL က်
- STEEL HARDWARE TO BE ASTM A36 OR BETTER. BOLTS TO BE ASTM A325. ALL PIECES OUTSIDE OF BUILDING ENVELOPE TO BE HOT DIPPED GALVANIZED OR POWDER COATED, UNLESS OTHERWISE SHOWN ON THE DRAWINGS 4
 - BOLTS WITH HEADS AND NUTS BEARING ON WOOD TO HAVE STANDARD CUT WASHERS OR EQUAL, UNLESS OTHERWISE SHOWN ON THE DRAWINGS. က်
- SEE ARCHITECTURAL DRAWINGS FOR FINISHES, CHAMFERS, ဖ
- GLULAM MEMBERS TO BE PROTECTED FROM WEATHER WHILE STORED ON SITE OR DURING TRANSIT. PROVIDE SHOP WRAPPING OF ALL MEMBERS AND STORE UNDER A SEPARATE
 - SUBMIT SHOP DRAWINGS TO ENGINEER AND RECEIVE REVIEWED SHOP DRAWINGS PRIOR TO FABRICATION. SHOP DRAWINGS TO SHOW ALL MATERIALS, SIZES, CAMBERS, LIFT POINTS AND CONNECTIONS ထံ

STRUCTURAL STEE!

- FABRICATE AND ERECT STRUCTURAL STEEL TO CSA S16 (LATEST EDITION). STEEL IS TO BE SUPPLIED IN FULL LENGTHS, WITHOUT SHOP SPLICES BETWEEN FIELD CONNECTIONS, UNLESS SPECIFICALLY ACCEPTED IN WRITING BY THE ENGINEER. AS DIRECTED BY THE ENGINEER, THE FABRICATOR SHALL PAY FOR ANY COSTS TO INSPECT AND TEST ALL SPLICES AND SUBMIT
 - WELD TO CSA W59 BY FABRICATORS QUALIFIED TO CSA W47.1 RESULTS TO THE ENGINEER FOR ACCEPTANCE. **DIV. 1 OR DIV. 2** તં
- SUBMIT SHOP DRAWINGS TO ENGINEER FOR REVIEW PRIOR TO FABRICATION. SHOW DRAWINGS TO SHOW ALL DETAILS AND
 - FABRICATOR TO COOPERATE AND COORDINATE WITH GLULAM PROVIDE STRUCTURAL STEEL TO CSA G40.20/G40.21 WITH THE SUPPLIER AND GLULAM SUPPLIER'S SHOP DRAWINGS MATERIAL SPECIFICATIONS. 4.
- 300W STRUCTURAL BARS AND PLATES: CHANNELS AND ANGLES: PIPE COLUMNS:

FOLLOWING GRADES:

- ASTM A53, GRADE B ANCHOR RODS AND BASE PLATE - CONCRETE BOLTS TO ASTM
- BE FINISH PAINTED IS TO BE PRIMED WITH A PRIMER COMPATIBLE AS PER CLAUSE 27.1.5.3 FOR ALL MEMBERS AND CONNECTIONS. PRIMER: NO PRIMER/ OR CISC/CPMA 1-73A FOR INTERIOR NOT WELDING ELECTRODES: LOW ALLOY STEEL SMAW TYPE E4918-X EXPOSED STEEL, U.N.O. ALL INTERIOR AND EXTERIOR STEEL TO WITH THE FINISH COAT (MIN. PERFORMANCE TO CISC/CPMA
 - GALVANIZING: HOT DIP ZINC TO CSA-G164. STANDARD 2-75).

REFER TO SOULWOOD DESIGN-BUILD DRAWINGS FOR SIGN DETAILS

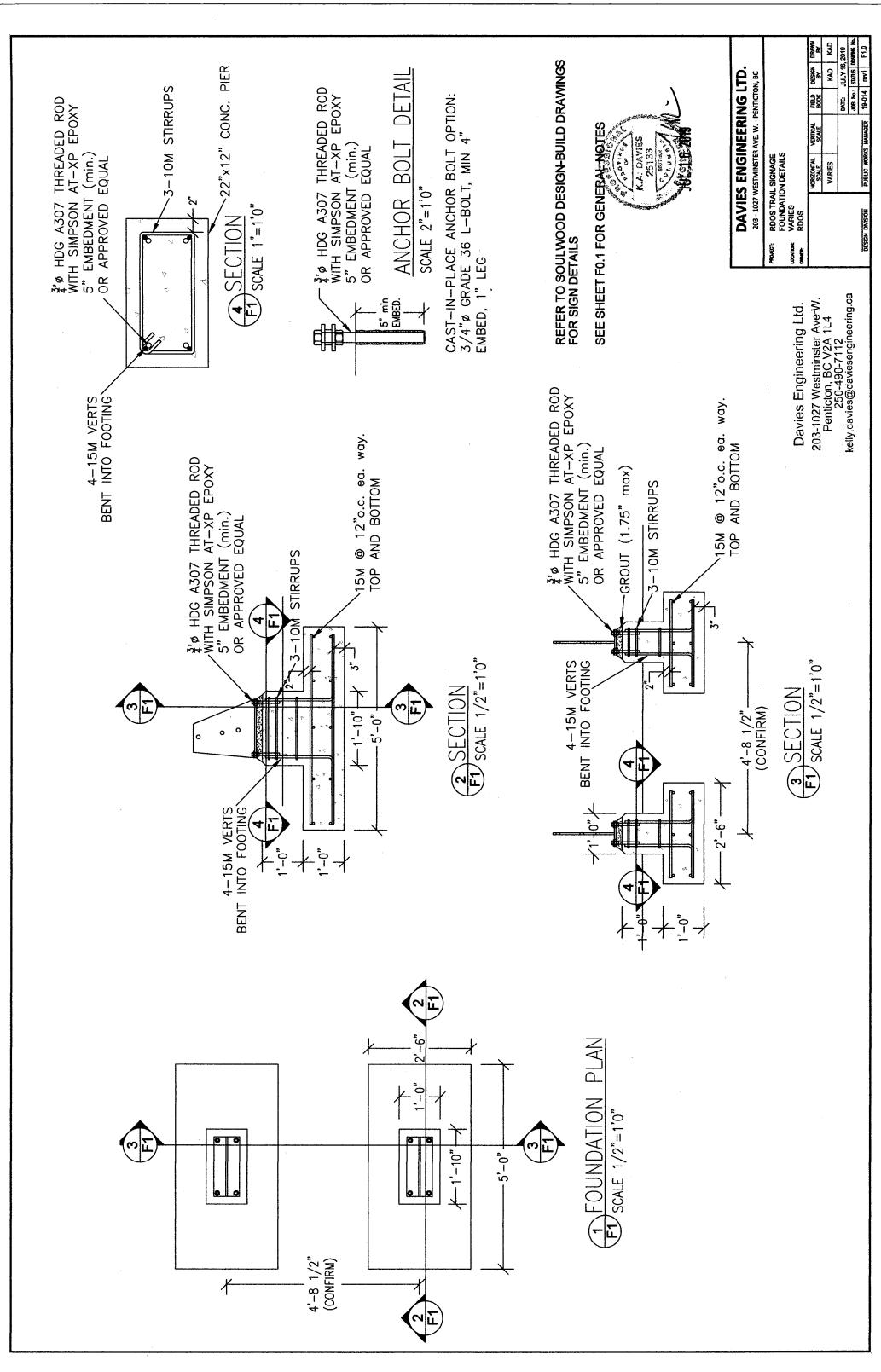


kelly.davies@daviesengineering.ca 203-1027 Westminster Ave W. Penticton, BC V2A 1L4 250-490-7112 Davies Engineering Ltd.

DAVIES ENGINEERING LTD.

203 - 1027 WESTMINSTER AVE. W. - PENTICTON, BC GENERAL NOTES AND SPECITICATIONS RDOS TRAIL SIGNAGE VARIES

P DRAWN	Q.	JULY 16, 2019	STATUS DRUMBING No.	F0.1
DESIGN BY	CΨ	JULY 1		rev1
PELD BOOK		DATE:	JOB No.:	19-014
VERTICAL SCALE				KS MANAGER
HORIZONTAL SCALE				PUBLIC WORKS
				DESIGN DIVISION



Schedule B - Locations



Figure 1. (Chute lake location)(49.693092N 119.534117W)



Figure 2. (Smethurst location) (49.596196N 119.568515W)

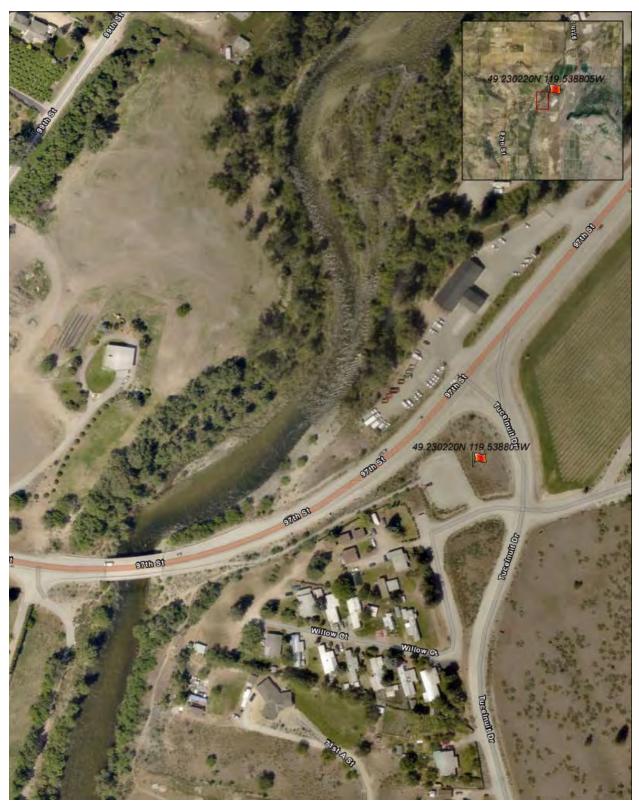


Figure 3. (Mc alpine Bridge location) (49.230220N 119.538805W)

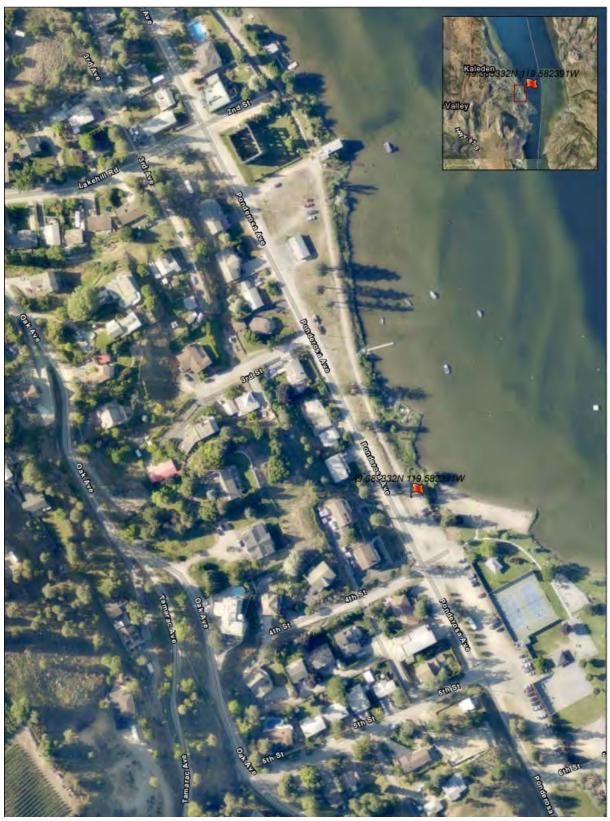


Figure 4. (Pioneer park location) (49.385332N 119.582391W)

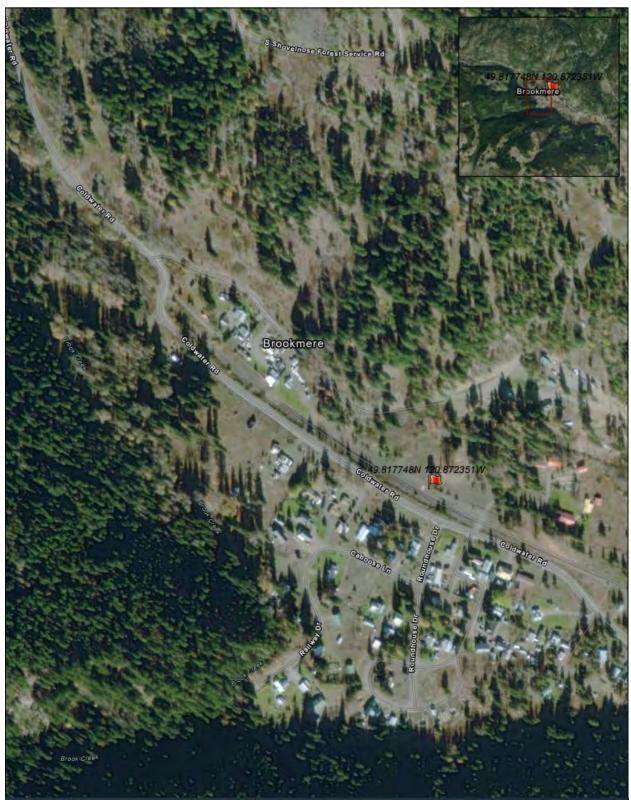


Figure 5. (Brookemere Location) (49.817748N 120.872351W)

<u>Schedule C – Proposal Evaluation Criteria</u>

REQUEST FOR PROPOSALS EVALUATION FORM

Proponent's Name:			
Project Title: 2021 Trail	Head Signs		
Evaluation Date:			
Evaluator:			
Step 1:		YES	NO
	Proposal received prior to closing		
Mandatories	Sub consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Maximum or upset fee included		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
	Experience & qualifications of firm and project team members	10	
	References	5	
	Environmental Performance	10	
	Scope & understanding	10	
Proposal	Scheduling	10	
	Safety	10	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (45% weight)	45	
Total Score	Proponent + Proposal + Price Scores	100	

<u>Schedule D – Sample Contracting Services Agreement</u>

CONTRACTING SERVICES AGREEMENT

als agreement made the day of, 2021.	
BETWEEN:	
REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN 101 Martin Street Penticton, British Columbia, V2A 5J9	
(hereinafter called the "Regional District")	OF THE FIRST PART
AND:	
NAME	
Address	
Address	
(hereinafter called the "Contractor")	
(S SSSS. tile SS.l.t. SS.t.)	OF THE SECOND PART

AND WHEREAS the parties hereto wish to set out herein their respective rights and obligations.

NOW THEREFORE, the Regional District and the Contractor in consideration of their mutual rights and obligations as hereinafter set forth do hereby agree as follows:

Article 1 Contractor's Duties

The Contractor shall provide to the Regional District all services to complete, OR

Proposed in Schedule A

- 1.2 In performing the Work under this agreement, the Contractor shall, at all times, act in the best interests of the Regional District and exercise that degree of skill, care and diligence required to the performance of such Work at the time and place the Works are performed.
- 1.3 It is agreed that in awarding the Work encompassed within this agreement to the Contractor, the Regional District has relied upon the Contractor's representations concerning the expertise of certain identified personnel in the employ of the Contractor. It is agreed that, in performing the Work under this agreement, the Contractor shall assign such identified personnel to the Work.
- 1.4 The Contractor shall request of the Regional District any information or data contained in Regional District files which the Contractor requires in order to perform the Work. The Regional District is only obligated to provide to the Contractor information and data that is pertinent to the work program. The Contractor may rely on such information or data as may be provided by the Regional District without independent verification.

- 1.5 The Contractor shall be responsible for the quality, completeness, accuracy, and coordination of the Work. The Contractor shall provide a cost-efficient design that meets all environmental and regulatory requirements as of the date hereof, and uses the most appropriate available materials. The Contractor shall provide for all quality control reviews required by governmental authorities having jurisdiction over the Work.
- To ensure that the Work is processed in a timely manner, the Contractor and the Regional District will apply their best efforts to meeting the following deadlines:
 - a) Phone call inquiries from the Regional District will be returned within 24 hours;
 - b) Public inquiries to the Contractor on technical issues will be returned within 48 hours;
 - c) Meetings will be scheduled within 5 working days from date of request;
 - d) Review comments for material submitted by the Contractor will be processed by the Regional District within 7 days of receipt.
- 1.7 Costs which have not been identified by the Contractor in the cost estimate will not be paid by the Regional District without prior approval and confirmation in writing. No payment shall be made to the Contractor for cost overruns that have not been the subject of prior notice and approval by the Regional District.

Any change in the rates charged for fees and disbursements must be approved in advance, in writing, by the Regional District.

Article 2 Special Tools and Equipment

- 2.1 All necessary special tools, equipment and other things shall be acquired by the Contractor solely at the Contractor's cost and shall be the property of the Contractor unless the Regional District specifically authorizes the purchase of a specific item at the Regional District's expense.
- 2.2 The cost of special tools, equipment and other things that have not been specifically identified in detail by the Contractor or specifically authorized in writing by the Regional District during performance of the Work shall be considered to be within the overhead of the Contractor.
- 2.3 If the Regional District specifically authorizes, in writing, that the Contractor shall purchase any special tool, equipment, or other thing at the expense of the Regional District then such items shall become the property of the Regional District. The Contractor shall bear the risk of loss or damage, normal wear and tear excepted, to all such items for the time when such items are out of the possession and control of the Regional District. Upon completion of the Work, the Contractor shall deliver all such special tools, equipment and other things to the Regional District.

Article 3 Sub-Contractors

- 3.1 The Contractor may, with the prior written approval of the Regional District, engage the services of sub-contractors to perform work which the Contractor is unable to perform.
- 3.2 The Contractor shall advise the sub-contractors in writing prior to their participation in the Work of the duties and obligations arising out of this agreement between the Contractor and the Regional District.
- 3.3 The Contractor shall be responsible to the Regional District for all work carried out by sub-

- contractors in connection with the Work as if such work had been performed by the Contractor.
- 3.4 The Contractor shall be responsible to the Regional District for the acts and omissions of all sub-contractors, their employees and agents, as if such sub-contractors, their employees and agents, were persons directly employed by the Contractor.

Article 4 Termination and Suspension

By the Regional District:

- 4.1 If the Regional District decides for any reason not to proceed with the Work or to end the work prior to the contract term end date, the Regional District may terminate this agreement by giving five (5) days notice to the Contractor. Upon receipt of such notice, the Contractor shall perform no further services other than those reasonably necessary to close out the Work.
 - In such event, the Contractor shall be paid by the Regional District for all services performed and all disbursements incurred pursuant to this agreement.

By the Contractor:

- 4.2 If the Contractor decides for any reason to terminate work prior to the contract term end date, the Contractor may terminate the agreement by giving five (5) days notice to the Regional District.
 - In such event, the Contractor shall be paid by the Regional District for all services performed and all disbursements incurred pursuant to this agreement.

Article 5 Compliance with Laws

- 5.1 The Contractor shall comply with all applicable bylaws and regulations of the Regional District and all applicable laws of the Province of British Columbia and the Government of Canada. Without restricting the generality of the foregoing, the Contractor shall abide by all provisions of the Workers' Compensation Act of British Columbia and provide proof of good standing upon time of contract signing to the Regional District.
- The laws of the Province of British Columbia shall govern this agreement and any arbitration or litigation in respect thereof.

Article 6 Insurance

- At the time of signing this Contracting Services Agreement, the Contractor shall provide, maintain, and pay for all insurance as outlined on the attached **Certificate of Insurance Standard Contractor's Certificate Form** as provided. This form must be completed by the Contractor's insurance broker and returned to the Regional District.
- 6.2 General Liability Insurance must be obtained on an occurrence basis for the Contractor with limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury and property damage. Detailed coverage is to be as included on the Certificate of Insurance Form.
 - This insurance shall be maintained continuously from commencement of the Work until the date of the completion certificate.

6.3 Equipment Insurance:

Notwithstanding anything contained elsewhere herein, it is understood and agreed that the Regional District shall not be liable for any loss or damage to the Contractor's equipment, including loss or use thereof. Each and every policy insuring the Contractor's equipment to be used on the Work shall contain the following clause:

"It is agreed that the right to subrogation against the Regional District or any of its officers, employees or agents of their parent, subsidiary, affiliated or associated companies or corporations is hereby waived."

6.4 The Contractor shall, at all times, indemnify and save harmless the Regional District and its officers, directors, agents, and employees from and against all claims, damages, losses and expenses arising from personal injury, death, or damage, inclusive of claims made by third parties, to the extent directly attributable to the negligent acts, errors, or omissions of the Contractor.

The Regional District shall, at all times, indemnify and save harmless the Contractor and its officers, directors, agents, and employees from and against all claims, damages, losses and expenses arising from personal injury, death, or damage, inclusive of claims made by third parties, to the extent directly attributable to the negligent acts, errors, or omissions of the Regional District.

Article 7 Arbitration

- 7.1 All matters in dispute under this agreement may, with the concurrence of both the Regional District and the Contractor, be submitted to arbitration to a single arbitrator appointed jointly by them and the provisions of the Commercial Arbitration Act shall apply.
- 7.2 No one shall be nominated to act as arbitrator who is in any way financially interested in the Work or in the affairs of either the Regional District or the Contractor.

Article 8 Independent Contractor

8.1 Nothing in this agreement or the Contractor's performance of his duties under this agreement shall constitute or create an employer-employee relationship. The Contractor shall act solely as an independent contractor and not as an employee or agent of the Regional District and is not authorized to create obligations on the part of the Regional District to third parties.

Article 9 Waiver

9.1 Any failure of the Regional District at any time to enforce or require strict compliance with any of the terms of this agreement shall not constitute a waiver or relinquishment of any such terms and the same shall remain at all times in full force and effect.

Article 10 Records and Audit

10.1 The Contractor shall keep reasonable and proper records, accounts, statements and other relevant documents for a period of not less than twelve (12) months after completion of the Work or for such extended period as the Regional District may request in advance and in writing.

10.2 The Contractor shall permit the Regional District to inspect, audit and copy all records, accounts, statements and other relevant documents of the Contractor relating to the Work at all reasonable business hours in the offices of the Contractor unless otherwise agreed in writing by the parties.

Article 11 Successors and Assigns

- 11.1 This agreement shall inure to the benefit of and be binding upon the parties hereto and their respective executors, heirs, administrators, successors and assigns.
- 11.2 Neither party may assign this agreement without the prior consent in writing of the other, which consent shall not be unreasonably withheld.

Article 12 Notices

All notices required by this agreement to be given by either party shall be deemed to be properly given and received within two (2) business days, if made in writing to the other party, by registered mail, or facsimile addressed to the regular business address of such party.

Article 13 Term

13.1 The parties hereto agree that the Term of this Contracting Services Agreement will be; from until

Article 14 Entire Agreement

- 14.1 This agreement constitutes the sole and entire agreement between the Regional District and the Contractor relating to the Work and supersedes all prior agreements and communications between them whether written or oral respecting the subject matter hereof and no other terms, conditions or warranties whether expressed or implied shall form a part hereof.
- 14.2 The Contractor will supply at time of signing of this agreement, an updated clearance letter for Worksafe BC. It is the Contractor's responsibility to keep their status up to date during the contract and notify the RDOS of any status changes.
- 14.3 Wherever the masculine gender is used in this agreement it includes the feminine and body corporate where the context so requires.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and year first above written.

The signatures of the Signing	
Authority of the	
REGIONAL DISTRICT OF	
OKANAGAN - SIMILKAMEEN	
was hereto affixed:	
Karla Kozakevich, Chairman	
	_
Bill Newell, Chief Administrative Officer	
The signatures of the Signing	
Authority of	
Name of Consultants	
was hereto affixed:	
was nerest animean	
Authorized Signatory	
Authorized Signatory	

<u>Schedule E – Insurance Requirements</u>



CERTIFICATE OF INSURANCE

STANDARD CERTIFICATE FORM

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that the insurer endeavor to provide 30 days notice of cancellation or reduction in coverage, but failure to do so does not place any liability on the insurer

NOTE: PROOF OF INSURANCE WILL BE ACCEPTED ON THIS FORM ONLY. INSURANCE COMPANIES MUST BE LICENSED TO OPERATE

IN BRI	IISH COLUMBIA AND	HAVE A MINIMUM AM BEST RATING OF	A- OK HIGHEK.	
This certificate i		egional District of Okanagan-Similkameen 11 Martin Street, Penticton, BC, V2A 5J9		
Insured:	Name:			
	Address:			
Broker: Name:		Age	nt's Name:	
	Address:	Pho	ne: Email:	
	peration actual 'Severability of Interests aployer's Liability ict of Okanagan-Similkamee	of General Liability Insurance (see Section 1): ② Owners & Contractors Protective ② Occurrence Property Damage ③ Personal Injury ② Coverage is Primary and not contributen, ③ Broad Form Products & Completed	☒ Non-Owned Automobile☒ Broad Form Property Damage	s included. Reviewed: Broker Initials
☐ Broad Form Te☐ Volunteer as Ad☐ Attached Mach☐ Removal or we	res for blasting pile driving or caisson work nants Legal Liability dditional Insured	☐ Host Liquor Liability ☐ Intentional Injury ☐ Injury to Participants (sporting events) erty,	□ Indicates that the coverage is □ Non-owned watercraft liability □ Watercraft Liability □ Work below ground level over 3 (XCU extension)	

Type of Insurance	Insurer Name and Policy Number	Policy Term yyyy/mm/dd	Limits of Liability/Amount
Section 1		From:	Bodily Injury, Death & Property Damage
Comprehensive/Commercial General Liability (Please see Particulars on Page 1)		То:	\$ Per Occurrence \$ Aggregate \$ Umbrella Limit \$ Excess Limit \$ Deductible
			MINIMUM PER OCCURRENCE \$5,000,000
Section 2: ☐ indicates that the coverage is included. Automobile Liability (owned	If insured by ICBC, attach a copy of the ICBC form APV-47	From: To:	Personal Injury & Property Damage Reviewed: Broker Initials
or leased vehicles)			MINIMUM \$5,000.000
Section 3: ☐ indicates that the coverage is included. Contractor's Equipment:		From: To:	\$Limit Reviewed: Broker Initials S Deductible S Deductible S S Deductible S
Section 4: ☐ indicates that the coverage is included.		From:	Reviewed: Broker Initials
Professional Liability ☐ Claims Made Basis ☐ Coverage Primary and not		То:	\$ Per Occurrence \$ Aggregate \$ Deductible Per Claim, minimum \$50,000
Section 5: ☐ indicates that the coverage is included. Builder's Risk:		From:	\$ Limit
		10.	☐ Regional District of Okanagan-Similkameen, added as Additional Insured
Section 6: ☐ indicates that the coverage is included.		From:	Reviewed: \$ Limit Broker Initials
Other:		То:	\$ Deductible
The Insurer confirms the aboreimbursement clause conta	ined in the policy shall b		
Insured's		Date Signed	