



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
DESIGN-BUILD SERVICES FOR
WILLOWBROOK FIRE HALL ADDITION AND UPGRADES

Issued: July 28, 2022

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
WILLOWBROOK FIRE HALL – ADDITION & UPGRADES

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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
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1. INTRODUCTION

1.1. PURPOSE

The Regional District of Okanagan-Similkameen (RDOS) is requesting submission of design-build Proposals from qualified Proponents in strict accordance with these Proposal Documents. The Proposals will be evaluated for the selection of a design-builder with the intent to enter into a contract (“the Contract”) to provide the services described in Section 5 – Project Work. Work will consist of the design, supply, and construction of an addition and upgrades to the Willowbrook Fire Hall and related facilities (Site) located at 3395 Willowbrook Road, in the unincorporated community of Willowbrook, British Columbia. The RDOS has allocated a budget of \$275,000 (excluding GST) for the project, including design, construction and all other costs; however, the RDOS will entertain all proposals that meet the requirements of this Request for Proposals (“RFP”).

A Contract will not necessarily result from this RFP.

1.2. BACKGROUND

The existing fire hall (see Figure 1 below) was built in 1986 under the supervision of Fred Jones, one of the original residents of Willowbrook and a master carpenter. Volunteers worked every Saturday and Sunday from sun up to sun down in order to complete the hall. The Willowbrook Volunteer Fire Department (WVFD) has come a long way since then, and have proven themselves to the community by responding to all sorts of different situations from burning buildings to grass fires and everything in between. The time has come to upgrade and expand the fire hall in order to continue to provide the best possible service to the community.



Figure 1- Willowbrook Fire Hall

1.3. SUPPORTING DOCUMENTATION

Supporting documentation is included in Appendix A. This information includes:

- Existing Site Plan
- Proposed Floor Plan
- Proposed Single Story Addition

2. INSTRUCTIONS TO PROPONENTS

2.1. SUBMISSION OF PROPOSALS

Proposals may be submitted by email and/or hardcopy until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address or email set out above by the Closing Time. If submitting by hardcopy please enclose three (3) hard copies and an electronic copy on a memory stick.

The Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the RFP program title, and be addressed to the Project Contact as follows:

**Rudi Weckel, Projects Coordinator
Community Services
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C. V2A 5J9**

AND/OR

Rudi Weckel at rweckel@rdos.bc.ca

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

TIME: 10:00 AM local time

DATE: Wednesday, August 31, 2022

Proposals will not be opened publicly. The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District's email system.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy as above.

It is also the Proponent's sole responsibility to ensure their revisions were received, at the e-mail or address set out above, prior to the Closing Time.

Proposals received after the Closing Time will not be considered or evaluated.

2.2. INQUIRIES

All inquiries related to this RFP are to be directed, in writing, to the Project Contact. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and may be distributed through an addendum at the Regional District's option.

Any questions regarding this RFP must be submitted at least five (5) working days prior to the Closing Date. Any questions submitted after this date may not be answered.

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations, which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed Project Contact. If there are any changes, additions, or deletions to the RFP scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by the Regional District. All Addenda is to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between the Regional District directors, trustees or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum. The Regional District shall not be responsible for Proponents adjusting their Proposals based only on oral instructions by any representative of the Regional District.

2.3. PRE-PROPOSAL MEETING (Mandatory)

Proponents wishing to submit a proposal for this work must attend the Pre-Proposal Meeting to be held onsite at 3395 Willowbrook Road, in the unincorporated community of Willowbrook near Oliver, British Columbia. Proposal submittals from those that did not attend the Pre-Proposal Meeting will not be considered.

The Pre-Proposal meeting will be held Thursday, August 11, 2022 at 10:00 AM (PDT).

3. GENERAL TERMS OF PROPOSAL PROCESS

3.1. DEFINITIONS

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“Agreement” or **“Contract”** means a contract that is issued to formalize the Work with the successful Proponent based on the proposal submitted and incorporate by reference the Request for Proposal, any addenda issued, the Proponent’s response and acceptance by the Regional District.;

“Proponent” means the person(s), firm(s) or corporation(s) appointed by the Regional District to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal.;

“Must” or **“mandatory”** or **“shall”** means a requirement that must be met in order for the proposal to receive consideration;

“Proponent” means the responder to this RFP with the legal capacity to contract;

“Proposal” means a written response to the RFP that is submitted by a Proponent;

“Regional District” means the Regional District of Okanagan-Similkameen;

“Request for Proposals” or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District;

“Services” means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

“Should” or **“may”** means a requirement having a significant degree of importance to the objectives of the RFP but is not a mandatory requirement

“Work” means and includes anything and everything required to accomplish the project in accordance with this RFP and Proposal.

3.2. ACCEPTANCE OF TERMS AND CONDITIONS

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A person authorized to sign on behalf of the Proponent must sign the Proposal.

3.3. PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of a Proposal are to be borne

by the Proponent, with the express understanding that no claims for reimbursements against the Regional District, or any of its member municipalities, will be accepted. The Regional District shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.4. PROPOSAL EVALUATION

The Regional District recognizes that “Best Value” is the essential part of purchasing a product and/or service and therefore the Regional District may prefer a Proposal with a higher price, if it offers greater value and better serves the Regional District’s interests, as determined by the Regional District, over a Proposal with a lower price.

Appendix B contains the information regarding how Proposals will be evaluated.

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 the 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 contractors for assistance in evaluating Proposals,
- request points of clarification to assist the Regional District in evaluating Proposals,
- negotiate changes with the successful Proponent,
- award separate contracts for separate work components, and
- withdraw the Request for Proposals.

3.5. 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 completed execution of a formal written Contract.

3.6. NO OBLIGATION TO PROCEED

The Regional District fully intends at this time to proceed with the proposed project, however the Regional District is under no obligation to proceed to award of the Contract. The receipt by the Regional District of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Regional District.

There is no guarantee by the Regional District that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a Contract with the Regional District for the purchase of the equipment, service, or project.

3.7. NEGOTIATION WITH PREFERRED PROPONENT

The Proponent that submits the most advantageous Proposal may be awarded the Contract. The Regional District reserves the right to accept or reject all or parts of the Proposal, however, the Regional District is not precluded from negotiating with the preferred Proponent to modify its Proposal to best suit the needs of the Regional District.

The Regional District will enter into negotiations with a preferred Proponent to finalize any scope changes necessary to implement the project, as generally described in this RFP. If the Regional District considers that it is unlikely to settle such agreements with the preferred Proponent despite having negotiated with the preferred Proponent, the Regional District is entitled to cease negotiations with the preferred Proponent and to begin negotiations with another Proponent.

3.8. ACCEPTANCE OF PROPOSAL

Following acceptance of the Proposal, the agreement that the successful Proponent will be expected to execute with the Regional District will contain terms similar to those provided in Appendix C.

The expected attachments to the agreement will include the Request for Proposal, the Proponent's Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

3.9. LIABILITY FOR ERRORS

While the Regional District has expended considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District, nor is it comprehensive or exhaustive.

Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Scope of Work

3.10. PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of the Regional District and will not be returned to the Proponent. The Regional District will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical specialists.

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 requested in this RFP and provided by them 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.

3.11. CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees, any property ownership direct or indirect in the project area. The Regional District may rely on such disclosure.

3.12. 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.

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.

3.13. NOT AN EMPLOYEE

The successful Proponent will acknowledge and agree that neither the Proponent nor any person employed by or associated with the successful Proponent in the performance of the services or otherwise, is an employee of, or has an employment relationship of any kind with the Regional District or is in any way entitled to terms or conditions of employment or employment benefits of any kind whatsoever from the Regional District under any collective agreement or otherwise including but not limited to private programs or coverages and statutory programs and coverages, whether under the *Employment Standards Act* of British Columbia (as amended from time to time), the *Workers Compensation Act* of British Columbia (as amended from time to time), the *Employment Insurance Act* of Canada (as amended from time to time), health pay contributions or otherwise.

3.14. 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.

4. GENERAL PROPOSAL CONTENT

4.1. PROPONENT INFORMATION

- **COMPANY INFO:** Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-Proponent (s) that will be involved in the project.
- **PROJECT MANAGER:** The Proposal shall confirm the proposed project manager who will be the single point of contact, and responsible for direct interaction with the Regional District. Describe the work to be performed by the project manager and his/ her qualifications and substantive experience directly related to the proposed Work.
- **PROPOSED PROJECT TEAM:** The Proposal shall list key individuals including the project manager and sub-Proponent (s) who will have major responsibilities for the performance of the Work. Describe the work to be performed by each listed individual and their qualifications, in terms of education and substantive experience directly related to the proposed Work. Capacity and ability of the Project Manager and Project Team to deliver the services within the defined timeframe must be discussed.
- **REFERENCES:** The Proposal shall provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering the works or services for the experience cited.
- **EXPERIENCE:** The Proposal should include details on only the most recent three (3) or four (4) projects of related work for the Proponent and project team. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP within the project schedule and budget.

4.2. SUBCONTRACTORS AND SUBPROONENTS

The Proposal shall include the company name of all subcontractors and subProponents proposed to be used in the performance of the Work with a description of the work they would be performing.

The subcontractors and subProponents listed in the Proposal may not be changed without the written consent of the Regional District. If the Regional District so requires, the Proponent shall be prepared to confirm to the Regional District the competence of subcontractors and subProponents prior to acceptance of the Proposal.

4.3. METHODOLOGY

The Proposal shall contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget and to ensure quality control. The methodology must discuss how the Work will be completed that is listed in Scope of Work.

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project, specifically an understanding of the project

critical issues and fixed budget.

4.4. SCHEDULING

The Proposal shall contain a proposed work schedule showing the major activities or tasks, sub-tasks and deliverables for each of the required tasks, including any proposed meetings.

The Regional District has established the following preliminary baseline schedule for the project. Any advancement of the times indicated are desirable and would be welcomed by the Regional District.

Task	Completion Date
Project Awarded	September 15, 2022
Pre Design Phase Complete	October 28, 2022
IFC Plan Set Complete	January 27, 2023
Construction Complete	July 28, 2023

The Proponent should plan their work to conform to this or their improved schedule. The Regional District will provide information and responses to Proponent in a timely manner so as not to impact the schedule.

4.5. FEES AND DISBURSEMENTS

The Proposal shall specify a maximum or not-to-exceed dollar amount up to and including the completion of all construction through to issuance of as-built plans. The maximum costs or not-to-exceed amount will include all taxes, labour, equipment, sub-consultant expenses, permits, approvals and disbursement costs. The maximum/not-to-exceed amount shall be provided in a detailed breakdown of costs in the form of a Schedule of Materials, Equipment and Labour for the entire construction project. The cost breakdown must separate optional items.

A complete rate schedule for staff and equipment shall be provided to be used in the event that time and material work is necessary.

Any costs incurred by the Proponent above the submitted maximum cost will be the sole responsibility of the Proponent unless pre-approved by the Regional District.

Fees must include all applicable taxes, but show taxes as separate items. All prices quoted to be in Canadian dollars.

The successful Proponent shall prepare and submit invoices based on the requirements defined within the contract (sample contract within) and will reflect the final cost breakdown (Schedule of Materials, Equipment and Labour) provided to the RDOS.

Any extra/time and material/force account work will only be performed by the Proponent if approved by the RDOS project manager prior to said work. Approval will be in the form of a signed Change Order prepared by the Proponent and submitted to the RDOS project manager.

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.

4.6. PROPOSAL CONTENT & INNOVATION

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject.

4.7. WORKERS COMPENSATION ACT

The Proponent, and any proposed subcontractors and subProponents, must provide a Work Safe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with Work Safe BC.

5. PROJECT WORK

While the Regional District has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is given solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive.

The selected Proponent will meet with the Regional District to determine a finalized work plan and discuss any proposed optional items. This will include a review of responsibilities, expectations and establishment of timelines for the various stages of the project. The intent of the project is to upgrade the existing fire hall structure and add a second floor to the livable portion of the building as well as a single story addition to the west side of the building.

The current fire hall is active and fully functional and must remain so during the entire construction process. This fire hall is critical to the safety of the community of Willowbrook and surrounding areas.

5.1. SCOPE OF PROJECT WORK

The scope of work will include all work necessary (pre-design, design, permitting and construction, as described below) to add a second floor to the administrative/training section of the existing Willowbrook Fire Hall and a single story addition to the west side of the existing vehicle bay area. Replacement of all existing siding, soffits, roofing, exterior windows, bay doors (optional), and complete interior retrofits (existing washroom, kitchen).

The following list of tasks has been identified by Regional District staff and is not intended to be complete or all-inclusive for completion of the Work. The Proponent is asked to include any items/tasks not listed (but required based on their expertise) in the Proposal:

General Exterior:

- Remove soffits (entire building), replace with non-combustible material:
 - o Except for service openings and vents, eaves soffits and roof projections shall be enclosed without openings;

- Remove siding (entire building), replace with Class 1(A) flame spread rated material:
 - o All openings and penetrations in the exterior wall cladding or related wall components shall be sealed with no gaps greater than 3mm;
- Remove all roofing material (existing singles), entire building;
- New roof material to be laminated fiberglass shingles, Class 'A' rated for fire/flame spread with a 25 year lifespan;
- Relocate heat pump to existing concrete pad;
- Install two (2) additional standard exterior rated electrical outlets, ground floor:
 - o North wall near west corner;
 - o South wall near east corner;
- Remove and replace all windows, windows must be Energy Star certified and have a fire resistive rating of not less than 20 minutes;

General Interior:

- New paint(s) to match existing (make and colour code to be provided);
- Install any/all new interior doors. Doors will be 32" wide, solid core (all doors and related hardware to be provided by the WVFD);
- Remove existing electrical baseboard heating units and related wiring;
- Remove and replace existing drywall ceilings, as needed, to access, relocated and/or place electrical/communication wiring related to work being done by others;
- Remove existing hot water tank and replace with an electric element tank (50 gallon capacity);
- Install heating/cooling mini-split units. Two (2) units, one (1) per floor;
- Construct area within existing "tool room" to facilitate a fire hall rated washing machine (49" depth / 32" width), including related plumbing and electrical;
- Relocate existing exhaust vent/fan to west wall (in vehicle bay area);
- Any/all newly installed electrical outlets to have USB charging capability;
- Any/all new light fixtures to be dimmable LED w/ accompanying dimming switch;
- Vehicle bay washroom:
 - o Update fixtures (new sink, vanity & toilet);
 - o New paint throughout (paint to match existing)
 - o Install new flooring (material to be supplied by WVFD)

Second Story Addition:

- Relocate existing "Bell Tower", which houses the siren, to the new roof;
- Remove existing roof structure, truss system (excludes vehicle bay roof);
- Re-route furnace drain, currently above existing roof;
- Install emergency exit door (2nd floor) 32' width, non-combustible (steel) with panic hardware (door and hardware to be provided by the WVFD);
- New flooring material to match existing (make/model to be provided);
- New floor joist system to be TJI engineered floor joists or equivalent;
- New subfloor to be ¾" tongue-and-groove plywood;
- Install Ethernet plugs/outlets at all office/desk areas;
- Staircase to be enclosed and part of the building structure (not open to the elements);
- New windows must be 36" wide, 24" tall with a 4' sill height and must be Energy Star certified and have a fire resistive rating of not less than 20 minutes;

Single Story Addition (West Side, Adjacent to the Vehicle Bay):

- An 8 foot (2.44m) addition to the building 20 feet (6.10m) in length, two (2) rooms (8'x12' and 8'x8');
- Access to each new room will be from the vehicle bay area, two (2) separate and individual doors 32" width;

Temporary Items:

- Uninterrupted electrical/power supply during the entire construction process to:
 - o Compressor within the "tool room";
 - o Vehicle bay lighting system;
 - o General vehicle bay area;

Optional Items:

- Remove and replace four (4) vehicle bay doors (12'x12') w/ motorized openers (manual override)

Items to be performed by others (not in Contract):

- Electrical service to breaker panel(s) to be upgraded:
 - o Existing panel to be upgraded to 200 amp
 - o New panel installed in "tool room", 200 amp;
- Remove and relocate communication systems, includes antennas;
- Existing alarm system to be upgraded to include 2nd floor addition;

The design and construction of the second story addition should consider all plumbing, structural, mechanical and electrical upgrades required for a complete functioning and habitable fire hall.

5.2. PRE-DESIGN

1. Conduct a structural assessment of the existing building to ensure suitability for a second story.
2. Prepare an as-built plan of the existing building to be utilized as a base plan for detailed design purposes.
3. Update the design sketch (provided within this RFP as Exhibit B) after conducting the structural assessment and preparing the as-built plan of the existing building. The intent is to address any structural requirements, to best utilize the space for its intended purpose and to finalize the general layout prior to detailed design. As part of this process, update the original detailed cost breakdown (Schedule of Materials, Equipment and Labour) provided in Section 4.5 – Fees and Disbursements, the cost breakdown should reflect original Proponent proposal cost. Include details on any decisions required by the Regional District prior to proceeding to detailed design.

5.3. DETAILED DESIGN

1. Prepare detailed design drawings and specifications and submit to the Regional District for review and comment. Make all revisions as required.
 - The design work shall be in accordance with all applicable codes and standards and shall reflect good engineering practices and procedures.
 - The design work shall be in accordance with the cost estimate outlined in the pre design phase and original Proponent proposal.
 - Electronic and two full size hardcopy sets of drawings shall be provided for review by the Regional District.
2. Finalize design drawings and specifications suitable for construction (IFC).
 - All final drawings, specifications and schedule of quantities and prices sheet shall be provided in electronic editable format to the Regional District (both DWG and PDF.)
3. Final documents to be sealed by the Engineer-of-Record per EGBC requirements.
4. Identify, prepare and apply for any/all permits and approvals required by any and all regulatory agencies and third party utilities for approvals.

5.4. CONSTRUCTION

All Work will be performed in accordance with this Request for Proposals and the individual Sections within. Project Work will comply with all applicable building codes.

Note:

- Removal and disposal of all waste materials will be the responsibility of the successful proponent as part of the Work.
- Protection of existing flooring and walls must be in place (new floors were recently installed.)

5.5. POST-CONSTRUCTION

Prepare and provide a complete set of As-Built Plans based in the IFC plan set showing any/all changes made during the construction process.

5.6. COMMUNICATIONS

Project communications will be a key component in the success of the complete project and will carry through all project phases. At minimum, the Regional District expects the following:

- Meet with Regional District staff to initiate the project and confirm scope, key dates and requirements for activities such as the design review process, milestone accomplishments, resolving issues and invoicing.

- Written status updates to the Regional District project manager will be required every two weeks throughout the entire project via email or memo.

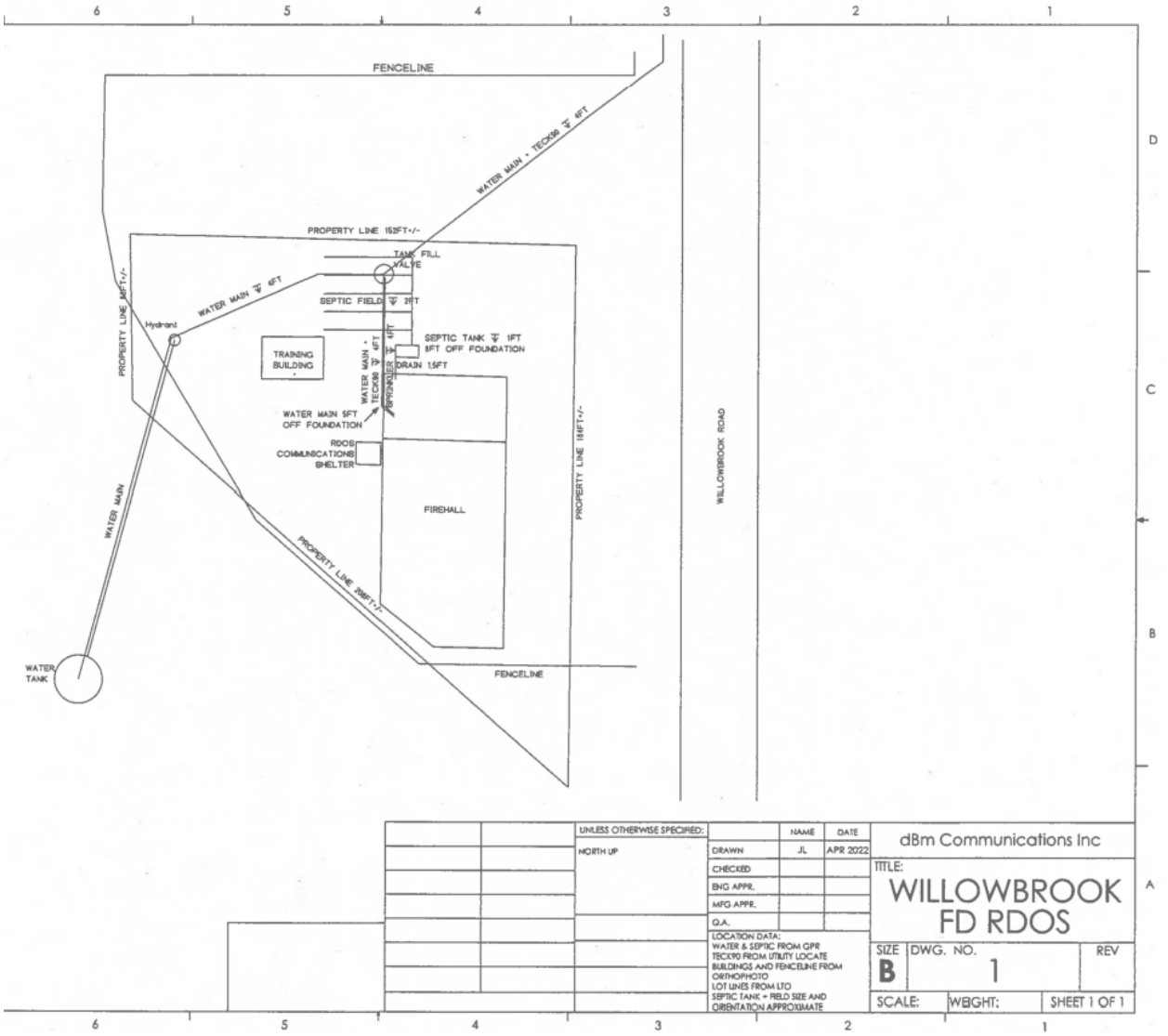
5.7. SAFETY REQUIREMENTS

Prior to the start of the project, the successful Proponent is required to supply the Regional District with their safety protocols. At this time the Proponent will also be informed of the Regional District's safety requirements.

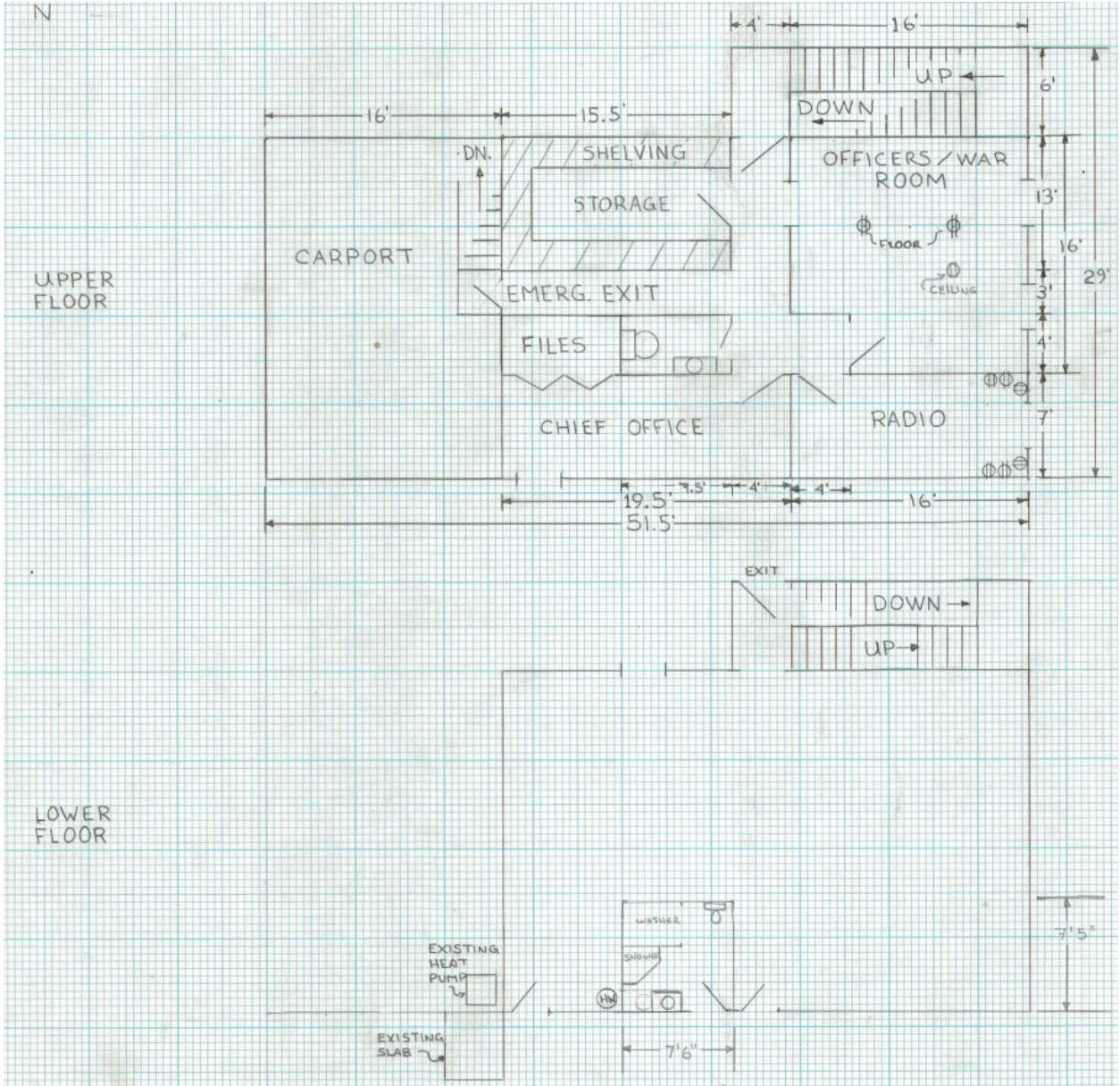
While undertaking the work, the Proponent is required to meet or exceed at all times, any requirements as detailed at the place of Work, which includes but not limited to all OHS regulations or standards. Prior to any onsite work, the successful Proponent will provide their Health and Safety Manual to the Regional District and participate in a site orientation with the Regional District.

APPENDIX A – SUPPORTING DOCUMENTATION

Existing Site Plan



Proposed Floor Plan



Proposed Single Story Addition



APPENDIX B – PROPOSAL EVALUATION CRITERIA

REQUEST FOR PROPOSALS EVALUATION FORM

Proponent's Name: _____			
Project Title: Willowbrook Fire Hall – Addition & Upgrades			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	SubProponent list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Maximum or upset fee included		
	Complete proposal as requested		
Step 2:		Available Points	Awarded Points
Proponent (30 points)	Qualifications of firm and project team members	5	
	Experience of firm and project team members	10	
	Past Performance / References	10	
	Resources	5	
Proposal (25 points)	Scope	5	
	Methodology	5	
	Scheduling	5	
	Project Team - Level of Effort	5	
	Clarity of Proposal	5	
Price (45 points)	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (45% weight)	45	
Total Score	Proponent + Proposal + Price Scores	100	

1. Requests for Proposals (RFP's) shall be reviewed by an Evaluation Team, which shall consist of at least two staff members.
2. Each Evaluation Team member shall complete the RFP Evaluation Form for each Proposal.
3. Evaluation Team Members will use the following list of questions to complete the RFP Evaluation Form:

Proponent Evaluation

- (i) Qualifications of Firm and Project Team Members
Are the firm and project team members specialized and qualified in the nature of the project work?
- (ii) Experience of Firm and Project Team Members
Has the firm completed similar projects during the last three years? Do the assigned project team members have experience with similar projects?
- (iii) Past Performance
Is the firm's record of past performance sound? Do reference checks reveal weaknesses? Was abnormal level of monitoring required? Does the firm consistently complete assignments on time and within budget?
- (iv) Resources
Does the firm have ample resources (e.g. staff, equipment, etc.) to apply to this project?

Proposal Evaluation

- (i) Scope - Do the objectives, scope, work plan, and prediction of results comply with the terms of reference and project objectives?
- (ii) Methodology - Is the methodology clear and in sufficient detail to cover all necessary aspects? Does the Proposal reflect the required understanding of the project? Is each task clearly outlined and in logical sequence?
- (iii) Scheduling - Does the Proposal indicate that the achievement of objectives will be met according to an acceptable schedule? Are they within the timelines set by the terms of reference (if outlined in the terms of reference) Are problems or delays accounted for? Is timing realistic for the project?
- (iv) Project Team - Is the level of effort (total hours) adequate, low or high? Are the hours of professionals involved adequate, low or high? Is the proportion of professional vs. technical hours adequate or appropriate?
- (v) Clarity of Proposal - Is the Proposal clear, concise, and logical?

Price Evaluation

- (i) Total Price

4. Upon completion of Step 2, the Evaluation Team shall determine, by consensus, the score for each Proposal and will forward the scores to the Board for its consideration to select the successful Proponent.

APPENDIX C – SAMPLE CONTRACTING SERVICES AGREEMENT