



DISTRICT OF PORT HARDY

Request For Proposal RFP 1220-20-585-2024 SKATE PARK DESIGN BUILD

Closing Time:

Monday, May 20, 2024
3:00 PM, Local Time, Port Hardy, BC

Closing Location:

District of Port Hardy
7360 Columbia Street
Port Hardy, BC V0N 2P0

Attention: Heather Nelson-Smith

By email to tenders@porthardy.ca

PROPONENT NAME		
Street Address:		
District Province Postal Code:		
Contact Name:		
Telephone number:		Fax:
Email:		Date:
Signature: by authorized signatory		

By my signature above, I have read, understood and accepted the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.



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PART 1 - RFP PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1 The District of Port Hardy seeks proposals to design and build a new Skate Park in Port Hardy.
- 1.2 This is a request for proposals, not a call for tenders or requests for offers. No contractual obligations shall arise between the District and a Proponent upon the Proponent's submission of a Proposal to the District.
- 1.3 Though the District fully intends to proceed through the RFP to select the services at this time, the District is under no obligation to proceed to the Contract or any other stage. The receipt by the District of any information (including 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 District. There is no guarantee by the District, its officers, employers, or Managers 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 District for the purchase of goods or services.
- 1.4 Proponents will be solely responsible for their expenses with this RFP, including preparing and submitting a Proposal and any subsequent negotiations with the District.
- 1.5 This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.0 NO COLLUSION

Except as otherwise specified or as arising because 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 Request for Proposals, and the Proponent does not know the contents of different proposals. It has made no comparison of figures, agreement, or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.0 CONFLICT OF INTEREST

At no time during the Proposal stage, evaluation stage, after award, or during the preparation of the Scope of Work shall a District employee or Council Member or appointed Authority, Committees or Commissions be in any way connected with the Proponent. Proponents are to include, with their initial Proposal and at any



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subsequent time requested by the District, full details of any employee, person, firm or corporation that could be considered in conflict with the District.

4.0 COMMUNICATIONS AND ENQUIRIES

All enquiries regarding this RFP are to be directed, in writing or by email, to the following persons before the specified closing date/time. Information from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the District of Port Hardy's option.

Heather Nelson-Smith, CAO
District of Port Hardy
250-949-6665 hnelson.smith@porthardy.ca

5.0 PROPOSAL INSTRUCTIONS

5.1 Proponents should submit one (1) original hard copy of their Proposal to:

District of Port Hardy
7360 Columbia Street
Port Hardy, BC V0N 2P0
Attention: Heather Nelson-Smith

or submitted electronically in one (1) PDF file with the Subject "**SKATE PARK DESIGN BUILD Submission – RFP 1220-20-585-2024**" in the subject line to tenders@porthardy.ca

5.2 The District will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

5.3 The Proponent is responsible for ensuring that the District receives its Proposal before the closing time indicated on the title page of this Request for Proposal. The District does not accept facsimiles.

6.0 CONTRACT REQUIREMENTS

6.1 The District anticipates that any contract arising from this RFP will be based on the District's Consulting Services Agreement and Statement of Work provided by the Proponent.

6.2 The District expects the works to be completed within six (6) months of award.

7.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

7.1 All documents submitted with your Proposal will become the property of the District and shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate that a portion(s) of their Proposal contains confidential information and is supplied to the



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District in confidence. However, under FOIPPA, the District may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA better to understand the District's disclosure responsibilities under the Act.

8.0 INSURANCE, PERMITS AND LICENSES

8.1 The Proponent shall obtain and continuously hold, for the term of the Contract, insurance coverage with the District listed as "Additional Named Insured" the minimum limits of not less than those stated below:

- a) Commercial General Liability Insurance not less than five million dollars (\$5,000,000) per occurrence.
- b) WorkSafeBC clearance letter.
- c) Vehicle Third Party Liability not less than two million dollars (\$2,000,000) per occurrence.
- d) Error & Omissions Insurance not less than five hundred thousand dollars (\$500,000) per occurrence.

8.2 The Contractor will be required to hold WorksafeBC coverage during the Work, covering all its employees and subcontractors. In addition, the Contractor will be the "Prime Contractor" and take on all responsibilities for the work and construction worksite, as defined for the Prime Contractor in the Worker's Compensation Act and Occupational Health & Safety Regulations. The Contractor shall be responsible for submission of the Notice of Project to WorksafeBC

8.3 The successful Proponent must obtain a District of Port Hardy Municipal Business license before starting Work.

8.4 The Successful Proponent must indemnify the District and their employees, officers, directors and agents (each an "Indemnified Person") against all claims, actions, proceedings, damages, losses, costs, expenses and liabilities of any kind incurred that an Indemnified Person may sustain, incur, suffer or be put to, either before or after this Contract ends, which are based upon, arising out of or occur, directly or indirectly, because of, any act or omission by you or by any of your agents, employees, officers, directors, or Successful Proponents in providing the Services, except liability arising out of any independent negligent act by the District. The Successful Proponent accepts responsibility for the acts and omissions of all Subcontractors it may engage in rendering the Service on the Project.

8.5 The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the Work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any Contract entered into from this process.

9.0 GIFTS AND DONATIONS



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Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the District. The Proponent shall report to the Chief Administrative Officer any attempt by District employees to obtain such favours.

10.0 EVALUATION AND SELECTION PROCESS

10.1 The District will evaluate all submitted valid Proposals. The District will not necessarily accept any or all Proposals. The objective of the evaluation and selection process is to identify the Proposal that offers the best value for the services requested in the District's opinion.

10.2 The District will evaluate the requirements, and only those deemed by the District to have the right experience/capabilities/methodology etc., will have their price evaluated.

10.3 Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Overview of Experience	50
Methodology	30
Price	20
Total	100

10.4 At its discretion, the District may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by the Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

10.5 The District advises all Proponents that the process for evaluation/interview and finalizing the lead/winning Proponent may take three weeks.

11.0 NEGOTIATIONS

11.1 The contract award may be subject to negotiations with the lead Proponent, who is deemed to provide the best value to the District. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and
- c) Specific contract details as deemed reasonable by the District

11.2 Suppose a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent. In that case, the District may, at its discretion at any time, thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



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PART 2 - SCOPE OF WORK

12.0 BACKGROUND

The Kyle Scow Memorial Skatepark (KSM) was built by volunteers in the late 2000s and has served the skateboarders, bikers, scooters and bladers community for over 20 years. The Park is one of our most utilized spaces because it is close to our civic centre, pool, arena, tennis courts, inter-city trails network, and schools. The revitalization of the Park will see the replacement of aged modular equipment with permanent concrete elements, such as the installation of half pipes, handrails, fun boxes, vert ramps, stair sets, quarter pipes, spine transfers, and pyramids. It will serve the community for many years and offer different skill levels for everyone to learn and socialize safely.

13.0 PURPOSE AND SCOPE OF WORK

13.1 Range of Services to be provided by the Proponent:

13.2 The District is requesting proposals from qualified Skatepark Design and construction companies to provide Design Services and construct the new Kyle Scow Memorial Skatepark. The Project intends for the Proponent to provide complete design services (including community outreach, conceptual design, final plans and specifications, engineering, cost estimate and construction of the skatepark at 7400 Columbia Street, to the District of Port Hardy's approval. The successful Proponent will:

Conceptual Design

1. Provide public consultation to form the design of the Park within the budget provided to ensure community participation in the Park's future for Port Hardy.
2. Identify features to mimic natural street-skating and skatepark environments (including ledges, pads, banks, rails, stair-sets, and other natural transitions) as guided by the District and the community.
3. Provide a concept focused on skateboarding but allows the potential impact of a mixed-use public skatepark, a sense of community, a quality street-skating environment, an engaging and aesthetically pleasing design, environmentally sustainable design, and a cohesive sense of place.
4. Provide complete plans, specifications and engineering, engineering surveying and design services for the construction of a skatepark for the Project, including community outreach, preliminary design, environmental documentation, cost estimates, final design, plans and specifications, complete contract documents for bidding and other Work as necessary and present to the District Council.

Construction

5. Potential phasing of the Project based on available funding, if applicable.



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6. Produce and provide architectural and engineering calculations and drawings in appropriate quantities and sizes, signed and sealed as required to obtain permits;
7. Provide all labour, materials, equipment, provisions, and all other items and personnel needed to construct the Skate Park under the approved construction documents.
8. Coordinate and perform all necessary inspections and testing.
9. Prepare and submit monthly written progress reports identifying project status, completion percentage, and scheduled completion time to district staff.
10. Deliver after the Project Construction Closeout manuals in digital form, which include:
 - The Contractor's information;
 - Product List including project name, product number, contact information and method of application for all materials used on the Project;
 - Two (2) year warranty letter;
 - Submittal documents, including manufacturer's instructions, field reports and testing certificates;
 - Maintenance schedule and recommendations;
 - Full-size, signed and sealed plans and as-built drawings in AutoCAD format.
11. Conduct an educational training session regarding maintenance with District staff.

14.0 MATERIALS PROVIDED BY THE DISTRICT STAFF

District staff will support the Proponent by providing:

1. Advertising for Community Outreach.
2. A space to hold meetings.
3. Assistance with surveys and or other forms of outreach as required.

15.0 SUBMISSION REQUIREMENTS

The Proposal should include:

- a) **Cover Page:** The front page of this RFP with the required Proponent information filled out and signed.
- b) **Cover Letter:** (1 page max) Provide a summary of the services to be provided, a general overview of the company, its structure, size, and capability to perform the



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Work required and Include the name, telephone, fax, and email address of the contact person for the Proposal.

- c) **Proposal Overview:** To assist in receiving similar and relevant information and to ensure your Proposal receives fair evaluation, the District asks that Proponents provide detailed information for the elements listed in Section 13.2 Purpose and Scope of Work to be provided by the Proponent of this RFP. Proponents are asked to reply to each point throughout the RFP, and the Proponent must identify any specific provisions with which it is unwilling or unable to comply. A proposal response must be submitted in enough detail to allow the District to determine the Proponent's position based on the documents received. Every effort should be made to include complete details of services you or your company would provide.
- d) **Project Understanding, Concept and Methodology:** This section should address the Proponent's local knowledge & understanding of the District's needs and provide details of the Proponent's approach to the Work of the RFP, including all tasks listed in Section 2 Purpose & Scope of Work. The Proponent should outline the project vision, processes, and systems used for planning, scheduling, and cost estimating and how they intend to provide quality project and information management. This section should address how the Proponent Plans to deliver the services in Port Hardy.
- e) **Overview of Experience:** (4 pages max) This section must highlight the firm's past performance, experience, and recent relevant projects (within the last three years) that demonstrate the company's ability to meet the requirements outlined in this RFP. This section should include the firm's name and address, the year it was established, the primary office that will be performing the Work of the RFP and the number of employees in the firm. For any sub-consultants or subcontractors, the same information listed above must be provided as well as the length of the working relationship between the Proponent and their Subconsultant/ Subcontractor. At least two recent client references must be provided, including name and contact information and a brief description of the services offered.

The District reserves the right to contact the references to confirm the nature and performance of the Work provided by the Proponent. The District reserves the right to seek a reference from sources other than those provided by the Proponent.

- f) **Value Add:** Describe your organization's unique expertise and successes, as well as what sets your firm and proposed team apart from other organizations with respect to this Project, if applicable.
- g) **Social Procurement:** The District of Port Hardy has signed onto the BC Social Procurement Initiative, please indicate your company's values in providing for the Social Procurement principles when working in communities around the Province/Country.