



DISTRICT OF PORT HARDY

Request For Proposal RFP 1220-20-619-2026 Quatse Bridge Replacement Design Build

Closing Time:

Thursday, April 16, 2026
2:00 PM, Local Time, Port Hardy, BC

Closing Location:

District of Port Hardy
7360 Columbia Street
Port Hardy, BC V0N 2P0
Attention: Jason Jacinto

By email to: tenders@porthardy.ca

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

By my signature above, it shall be understood that 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 (the "District") invites Proposals from qualified Design-Build teams (the "Proponent") to design, permit, construct, commission, deliver, and manage a replacement pedestrian bridge and integrated municipal water and sanitary sewer infrastructure over an estuary within the District.
- 1.2 This Project will be delivered under a Design-Build delivery model, with the successful Proponent assuming full responsibility for design, project management, regulatory coordination, construction, delivery, performance, and completion of the Works.
- 1.3 This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the District and a Proponent upon the Proponent's submission of a Proposal to the District.
- 1.4 The District, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
 - b) modify this RFP at any time.
- 1.5 Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the District.
- 1.6 This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7 The District reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the District.

2.0 SITE INSPECTION

- 2.1 District staff will be made available, by appointment, for a site visit/inspection before bidding. A site visit/ inspection is not mandatory for your submitted Proposal to be considered. It is the Proponent's responsibility to view the site to determine the existing conditions, dimensions, and limitations. The Proponent will rely upon his/her own judgment in submitting a Proposal and will include in the Proposal a solution to cover all items required for the types of work specified. The Proponent will be responsible for investigating the project requirements and completing the work to the District of Port Hardy's satisfaction. In submitting a Proposal, the Proponent confirms they have viewed the work site.
- 2.2 No additional payments or time extensions shall be claimable or due because of difficulties relating to conditions at the site which were reasonably foreseeable by the contractor qualified to undertake the work.

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3.0 COMMUNICATIONS AND ENQUIRIES

All enquiries regarding this RFP are to be directed in writing or by email to the following persons prior to the specified closing date/time. Information obtained 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.

Jason Jacinto, Director of Operations
District of Port Hardy
Subject- **RFP 1220-20-619-2026 Question**
tenders@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
PO Box 68
Port Hardy, BC V0N 2P0
Attention: Jason Jacinto

or submitted electronically in one (1) PDF file with Subject "**Quatse Bridge Replacement Design Build 1220-20-619-2026**" 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 It is the Proponent's responsibility to ensure that the District receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The District does not accept facsimile or other unsealed Proposals.

6.0 CONTRACT REQUIREMENTS

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

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 as such 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 in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the 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 in order to gain a better understanding of the District's disclosure responsibilities under the Act.

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8.0 INSURANCE, PERMITS AND LICENSES

- 8.1 The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the District:
- a) Commercial General Liability Insurance protecting the District, for an amount of five million dollars (\$5,000,000) naming the District as additional insured;
 - b) Furthermore, the successful Proponent shall provide WorkSafeBC clearance letter. Both requirements shall be provided to the District prior to the signing of a formal written Contract.
- 8.2 The successful Proponent will be required to obtain a District of Port Hardy Municipal Business license prior to commencement of work.

9.0 EVALUATION AND SELECTION PROCESS

- 9.1 The District will evaluate all submitted valid Proposals. The District will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the District's opinion, offers the best value for the services requested.
- 9.2 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.
- 9.3 Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Overview of Experience	35
Methodology	20
Price	45
Total	100

- 9.4 The District, at its discretion, 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 Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.
- 9.5 The District advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 4 – 6 weeks.

10.0 NEGOTIATIONS

- 10.1 The award of a contract may be subject to negotiations with the lead Proponent that 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 for negotiations by the District

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- 10.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, 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.

PART 2 - SCOPE OF WORK

11.0 BACKGROUND

- 11.1** The District of Port Hardy is seeking to replace the Quatse Loop Walking Bridge and the associated utility services crossing the Quatse River. The existing bridge currently supports a water main and a sewer forcemain. This project will require full replacement of the bridge, modifications to its foundations, and replacement of the attached utility infrastructure. All work must be completed while maintaining uninterrupted potable water service and continuous collection of sewer flows through a temporary bypass system.

12.0 SCOPE OF WORK

- 12.1** The District will enter into a single Design-Build Agreement with the successful Proponent.

The Design-Builder shall provide:

- All professional design services;
- All environmental permitting and regulatory coordination;
- All labour, materials, equipment, supervision, and subcontracted services;
- All temporary works;
- Construction management and execution;
- Project management;
- Testing, commissioning, and close-out documentation.

- 12.1** The Design-Builder shall be the single point of accountability for the performance of the Works.

13.0 PROJECT OVERVIEW

- 13.1** The Project consists of:

- Removal and disposal of the existing pedestrian bridge structure;
- Design and construction of a new pedestrian bridge structure and foundation if applicable;
- Integration, upgrade, relocation, and secure attachment of existing municipal water and sanitary sewer mains to the new bridge structure, including the provision and operation of temporary water lines and bypass sewer pumping systems to ensure uninterrupted water supply and sanitary sewer service for the full duration of the project.
- Completion of all in-water and near-water works in compliance with approved

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fish window restrictions;

- Environmental protection, monitoring, and regulatory compliance;
- Commissioning and final delivery of the completed Works.

13.2 The estuary location is environmentally sensitive and subject to federal and provincial regulatory oversight.

14.0 PERFORMANCE REQUIREMENTS

The Design-Builder shall design and construct the Works to meet or exceed the following performance requirements:

14.1 Bridge Structure

- A safe, durable pedestrian bridge designed in accordance with CSA standards and applicable building codes;
- Structural capacity sufficient to support pedestrian loading and the attached municipal water and sanitary sewer infrastructure;
- Durability appropriate for a marine/estuarine environment;
- Service life consistent with municipal infrastructure standards.

14.2 Water and Sanitary Sewer Infrastructure

- Secure structural integration of water and sanitary sewer mains onto the bridge structure;
- Upgrade or replacement of existing utility components as required to meet current municipal standards;
- Protection against freezing, corrosion, vibration, and movement;
- Safe and uninterrupted service continuity during construction, tie-in and commissioning;
- Pressure testing, leakage testing, and commissioning in accordance with applicable standards.

14.3 Occupational Health and Safety Compliance

- Development and implementation of a Project Specific Safety Plan (PSSP) to address site safety, public mitigation, dangerous lifts, hazardous materials etc.
- Full compliance with OH&S Regulations, Act, and Standards

14.3 Environmental Compliance

- Full compliance with Fisheries Act requirements and all applicable federal and provincial legislation;
- Completion of in-water works strictly within approved fish windows;
- Implementation of erosion and sediment control measures;
- development and implementation of an Environmental Management Plan;
- Environmental monitoring and reporting during construction.

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14.4 Schedule Performance

- Development of a detailed project schedule outlining design completion, permitting milestones, deliverables, RFIs, fish window compliance, construction sequencing, and commissioning activities;
- Completion of in-water works within regulatory timing windows;
- Substantial completion by the date proposed in the Proponent's submission.

15.0 REGULATORY APPROVALS

15.1 The Design-Builder shall:

- Identify all required permits and approvals;
- Prepare and submit complete regulatory applications;
- Coordinate with Fisheries and Oceans Canada (DFO), provincial agencies, and other authorities having jurisdiction;
- Obtain all necessary approvals required to construct the Works.

Time required for regulatory approvals shall be incorporated into the Proponent's schedule.

16.0 SUBMISSION REQUIREMENTS

The Proposal should include:

- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
- b) **Executive Summary:** (2 pages max) including a brief history of the firm as it relates to the services outlined in this RFP. Include but not limited to the following:
 - 1) Size of your company
 - 2) Describe your operations team that the District would be working with
- c) **Overview of Experience:** (4 pages max) Pick one (1) client (prefer a client that has municipal experience) in the past 5 years where you provided similar service as requested in this RFP and provide an overview of the relationship. The District prefers the client to be similar to the District in size or a local government with multiple facilities. Include but do not limit your response to the following:
 - 1) Outline of the services you provided
 - 2) High level annual spend with the customer
 - 3) Lessons learned, what would you do differently
 - 4) What KPI were included in the contract
 - 5) Project Management Experience
 - 6) Product replacement life cycle
 - 7) Experience working safely in sensitive environments and projects of this scope
 - 8) Other

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- d) **Methodology:** (2 pages max) Provide an outline of your approach to managing these types of projects.
- e) **Value Add:** Provide a description of your organization's unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project.
- f) **References:** Complete the attached table of references below

14.0 REFERENCES

14.1 Please provide three (3) references for companies with which your organization has completed work of a similar magnitude and nature in the past five (5) years. The District of Port Hardy may be used as a reference if work of a similar nature has been provided to the District. Please use the following format.

Reference 1	
Company Name & Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

14.2 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.