

Village of Pemberton

REQUEST FOR PROPOSALS
RFP No. 10-07-02

Design and Build
12 Bus Shelters

Proposals will be received at:

Village of Pemberton
c/o Richard Nicolas, Manager of Community Services,
Box 100, 7400 Prospect Street, Pemberton, BC V0N 2L0

On or before 2:00 p.m. local time on **September 3, 2010**
(Closing date and time)

Electronically submitted proposals will be accepted on or before the closing date and time if sent to email:
rnicolas@pemberton.ca or fax no.: 604-894-6135

RFP documents may be obtained from the Village website or by email request: **rnicolas@pemberton.ca**

ADDENDA

Proponents are required to check the Village's website for any updated information and addenda before the closing date at the following website address:
<http://www.pemberton.ca>

The Village reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the proponents in preparing a response.

Should there be any discrepancy in the information provided; the Village's original file copy shall prevail.

Proposals will not be opened in public.

Richard Nicolas
Manager Community Services

Date of Issue: August 17, 2010

TABLE OF CONTENTS

Section 1.0 General Requirement

- 1.1 Request
- 1.2 Prices & FOB Point
- 1.3 No Claim
- 1.4 Interpretation of Documents (Questions & Clarifications)
- 1.5 Addenda
- 1.6 Cost of Preparation of Proposal
- 1.7 Non-solicitation
- 1.8 Law

Section 2.0 Technical Specifications of the Decommissioning

- 2.1 General
- 2.2 Environmental Considerations
- 2.3 Design Build Specification
- 2.4 Site Visit
- 2.5 Bus Shelter Locations

Section 3.0 Submission Requirements

- 3.1 Signatures
- 3.2 Closing Date and Time for Submission of Proposals

Section 4.0 Evaluation & Award

- 4.1 Evaluation of Proposals
- 4.2 Award
- 4.3 Contract

Proposal Submission Form

- 1.0 Price(s)
- 2.0 Period for Acceptance of Proposal
- 3.0 Delivery Schedule
- 4.0 Performance Bond
- 5.0 Warranties
- 6.0 Locations
- 7.0 Value Added
- 8.0 Addenda
- 9.0 Authorization

Schedules

- 1. Industrial Site location
- 2. Plateau, Farm Road
- 3. Main Road across from AC Petrol
- 4. Medical Clinic

Section 1

General Requirements

1.1 Request

The Village of Pemberton (“Village”) Requests Proposals for **the Design and Build of twelve Bus Shelters in locations to be determined**. The Village intends to award to a Proponent who submits a proposal which, in the sole opinion of the Village, represents best overall value to the Village.

1.2 Prices & FOB Point

All prices submitted shall be in Canadian funds for the entire scope of work in the Specifications with options shown separately, where permitted.

Net unit price shall be shown on the Proposal Form with HST and Environmental Taxes and Levies shown separately. All other taxes, duties, insurance in freight, shall be included in the net price.

The Proponent shall state the length of time that submitted price(s) will be held firm effective from the closing date and time for receipt of proposals. This will be a factor in evaluating the response to this RFP.

The lowest or any proposal will not necessarily be accepted.

1.3 No Claim

Except as expressly and specifically permitted in this Request for Proposals (“RFP”) no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

This is a Request for Proposals and not a tender call or call for quotations. No contractual, tort or other legal obligations are created or imposed on the Village or any other individual, officer or employee of the Village by the Request for Proposal documentation or by submission or consideration of any proposal by the Village.

1.4 Interpretation of Documents + (Questions/Clarifications)

Proponents shall review the RFP documents, and shall promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request must be submitted in writing, electronically or otherwise, 3 business days before the closing date.

Where such request results in a change or a clarification to the requirements of the RFP, the Village will prepare and issue an Addendum to this RFP. All inquiries are to be directed in writing by email quoting the RFP name and number to: email rnicholas@pemberton.ca or fax: **604-894-6136**.

The Village will determine at their sole discretion, which enquiries require response.

1.5 Addenda

Written Addenda are the only means of varying, clarifying or otherwise changing any of the information contained in this RFP. The Village of Pemberton reserves the right to issue Addenda up to the closing date. The date set for submitting Proposals may be changed if in the Village's opinion more time is necessary to enable Proponents to revise their Proposals. Addenda will state any changes to the Proposal closing date and time. Proponents should acknowledge receipt of all Addenda in their proposals.

Proponents are required to check the Village's website for any updated information and addenda before the closing date at the following website address:

<http://www.pemberton.ca>

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the Village's website and deemed to have considered the information of inclusion in the Proposal submitted.

1.6 Costs of Preparation of Proposal

All Proposals shall be prepared by and submitted at the expense of the Proponent.

1.7 Non-solicitation

Proponents and their agents will not contact any staff member or members of the Village Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the Village may reject the Proposal of any Proponent that makes any such contact.

1.8 Law

This Proposal and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, Canada, which shall be deemed the proper law hereof.

Section 2

Technical Specifications of the Design Build of Twelve Bus Shelters

2.1 General

Except where stated otherwise, the Specifications describe what is considered necessary to meet the performance requirements of the Village and Proponents should consider this in its Proposal or, if the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Proponents shall clearly indicate any variances from the Village's Specifications or conditions and attach descriptive literature.

The Village is not obligated to accept any alternatives. The Village will determine what constitutes allowable variations and overall best value.

2.2 Environmental Considerations

The Village is committed to preserving the environment. Proponents shall provide environmentally sensitive services wherever possible. Where there is a requirement within the specifications that require the successful Proponent to supply materials, oils, lubricants, paints or other fluid materials and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its Proposal.

The Proponent agrees to advise the Village of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse conditions on the environment.

2.3 Design Build Specification

The scope of work includes complete design and construction of the project as described in this Section.

Proponent shall undertake all necessary site investigations for design preparation provide complete design and construction, commisionary and project management services. The Request for Proposal (RFP) design submission does not have to be complete, but accurately represent the Proponent's proposed intentions including preliminary design sketches. Upon awarding of the contract, the successful proponent will be expected to develop complete working drawings and specifications for the project within the budgeted amount. The project will be designed and constructed in accordance with the scope of work outlined in this Section. Deviations from the specifications or material quality standards must be clearly identified as an alternative and submitted in addition to its compliant proposal with justification. No such deviation shall be considered, permitted or accepted unless specifically identified to the Village and expressively approved by the Village in writing.

The following works shall be undertaken initially by the Consultant within the scope of the project fixed fee submitted:

2.4 Site Visit

A site visit is scheduled for:

Thursday, August 26, 2010 @ 11:00 A.M.

Interested Proponents are to meet at:

**Village of Pemberton
Town Hall – White Building
7400 Prospect Street,
Pemberton BC, V0N 2L0**

An overview of the project including the proposed locations of the Bus Shelters will be provided to the Proponents, and questions will be taken.

A tour of the proposed locations will be coordinated following the site meeting for interested Proponents.

2.5 *Bus Shelter locations*

Schedule #1	Industrial Park South Bound Hwy. 99
Schedule #2	Plateau, Farm Road on the Hwy 99 South Bound
Schedule #3	Creek Side on Hwy 99 South Bound
Schedule #4	Cottonwood and Portage North towards downtown
Schedule #5	Signal Hill School South Bound on Portage
Schedule #6	Petro Canada South Bound on Portage

Eight other sites to be determined and locations provided.

Bus Shelter Design Build Project #10-07-02

1. The Proponent to design and construct 12 Bus Shelters in the Village of Pemberton, SLRD Area C, and Mount Curry Band lands with the following Specifications:

The design factors for shelters should include:

- Strength and durability of structure and materials
- Resistance of materials and paint treatments to weather conditions, graffiti, cutting, fire, and other forms of vandalism
- Potential greenhouse effect of roof design during hot weather
- Existence of, or provision of external lighting in the area, and provision of internal lighting for the shelter
- Appropriateness of the design to the neighbourhood
- Required dimensions of the concrete pad to ensure wheelchair accessibility
- Accommodation of trash can and newspaper boxes within the location design.
- Easy maintenance of the shelter and other amenities
- Semi-transparent enclosure that allows a Coach Operator to see inside the shelter
- Wheelchair marking/placard that indicates the space underneath the shelter dedicated for wheelchairs.
- Shelters should not be placed such that they block sight distance at intersections or driveways.
- Minimum overhead canopy of 72 square feet with a minimum width of 6 feet is desired.
- Minimum 7.5 feet clearance between underside of roof and sidewalk surface is desired.
- Minimum two feet clearance between overhead canopy and curb face is required.
- Shelter canopy should be waterproof with provisions for drainage away from waiting passengers and boarding area.
- Seating for at least four people located under the shelter canopy is desired.
- A minimum space of 30 inches by 48 inches of clear floor space for people in wheelchairs is required within the shelter

The design factors for benches should include:

- Benches should be placed facing the street
 - Strength and durability of structure and materials
 - Resistance of materials and paint treatments to weather conditions, graffiti, cutting, fire, and other forms of vandalism
 - Appropriateness of the design to the neighbourhood
 - Ensure that there are no conflicts with wheelchair accessibility and loading at the bus stop
 - Benches should be anchored to prevent unauthorized movement.
 - Trash Receptacles should be installed at all shelters that do not create a barrier to accessible bus boarding or sidewalk usage.
2. The Proponent to complete the project by November 15, 2010.
 3. The Proponent is responsible for the clean-up and removal of all litter and debris resulting from construction, and any modifications to Village lands as a result of construction must be re-installed to original condition or better.
 4. The Proponent to supply traffic control, if required, pursuant to the Province's *Traffic Control Manual* for any and all work on provincial and municipal road infrastructure during construction.

Section 3
Submission Requirements

3.1 Signatures

Proposals should be signed by an authorized representative of the Proponent.

3.2 Closing Date and Time for Submission of Proposals

Proposals must be received by the Village on or before **2:00 pm** (local Pacific Standard Time) on **Wednesday, September 3, 2010** the "Closing Date and Time"). Proposals are to be submitted to the Village Office in sealed envelopes clearly marked "**RFP No. 10-07-02 – Design Build Bus Shelters**" at the following location:

Village Office
c/o Richard Nicolas, Manager of Community Services
PO Box 100, 7400 Prospect Street,
Pemberton, BC V0N 2L0

Or, electronically transmitted Proposals will be accepted if it is received before the closing date and time at: Fax: 604-894-6135 or email: **rnicolas@pemberton.ca**

Electronically submitted proposals shall be deemed to be successfully received when displayed as new email or when fax transmittal has been received by the recipient at the Village. The Village will not be liable for any delay for any reason including technological delays, spam filters, firewalls, job queue, file size limitations, etc. and late receipt of Proposals will be cause for rejection of a proposal.

Section 4 ***Evaluation & Award***

4.1 Evaluation of Proposals

Proposals will be evaluated on the basis of the overall best value to Village based on quality, design, service, price and any other criteria set out including, but not limited to:

- a) the Proponent's ability to comply with the specifications and meet the requirements, qualifications and competencies set out herein;
- b) the Proponent's ability to deliver the requirements when and where required;
- c) financial offer including, but not limited to prices;
- d) the Proponent's business and technical reputation and capabilities; experience and, the experience of its personnel; financial stability; track record; and references of current and former customers;
- e) uniqueness and functionality of design and compatibility with neighbourhood character;
- f) environmental value of design and responsibility demonstrated by the Proponent;
- g) completeness of submission; and
- h) any other criteria set out in the RFP or otherwise reasonably considered relevant.

No totals, weights, prices or scores will be provided to any Proponent.

The Village may elect to short list some of the Proponents and require short listed Proponents to provide additional information or details, including making a presentation and/or additional technical information.

The Village may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Village be required to offer any modified terms to any Proponent prior to entering into a contract, and the Village will not be liable to any Proponent as a result of such negotiations. Preference may be given to Proposals offering environmentally beneficial products or services.

4.2 Award

Acceptance of a Proposal and award of contract is contingent upon sufficient funds being available in the Village's budget in the year of acquisition.

The Village will notify the successful Proponent(s) in writing that it has been awarded the Contract.

4.3 Contract

Any resultant award will be made by means an official agreement and a Letter of Award, a copy of which is mailed to the successful bidder. An acceptance of your offer constitutes a contract. Any changes to the contract will be confirmed by an amended agreement.

The RFP and completed Proposal Form will be incorporated by reference in the Letter of Award and included in the formal agreement which will form part of the contract/agreement between the Village and the successful Proponent.

Termination of Contract

The Village may terminate a contract following an instance of unacceptable performance with regard to contractual standards, quality, quantity, or delivery.

The Community Services Department will supervise the project and any serious or chronic problems including product quality or service will be brought to the Contractor's attention. In such cases, the Contractor will be given every reasonable opportunity to correct the problem(s) or shortcomings. Failure to do so may result in termination of the Contract.

The Village is not under any obligation to award a "contract" and may elect to terminate this RFP at anytime.

Village of Pemberton
REQUEST FOR PROPOSALS
RFP No. 10-07-02

Design Build Bus Shelter

Proposals will be received at:

Village of Pemberton
c/o Richard Nicolas, Manager of Community Services,
Box 100, 7400 Prospect Street, Pemberton, BC V0N 2L0

On or before 2:00 p.m. local time on **September 3, 2010**
(Closing date and time)

Electronically submitted proposals will be accepted on or before the closing date and time if sent to email: rnicolas@pemberton.ca or fax no.: 604-894-6135

Proposal Submission Form
and
Appendix A – Specification Worksheet
(complete and return this section and worksheet)

Submitted by: _____
(company name)

1.0 Price – Design Build Bus Shelter:

Design and Build price:	\$
Levies (state type, if any):	\$
Environmental Tax:	\$
TOTAL Proposal Price (exclude PST, GST, HST)	\$

(Options are to be priced in the Specification Worksheet.)

2.0 Period for Acceptance of Proposal

The Village of Pemberton requests Proposals to remain open for acceptance for a minimum of 30 days.

Our Proposal will remain open for acceptance by the Village for a period of _____ days from the Closing Date and Time.

3.0 Delivery Schedule

We guarantee to complete the work within ____ days of being awarded the contract.

4.0 Performance Bond

Should the Village, at any time during the Period for Acceptance of Proposal determine that a Performance Bond is required to guarantee that we will meet all obligations described in the in the RFP, then the Performance Bond will be issued by the Surety named below, who is duly registered as a surety ship in the Province of British Columbia:

--

5.0 Warranties

Warranty information is to be included in your proposal.

6.0 Locations

Bus Shelter locations

1. Industrial Park South Bound Hwy. 99
2. Plateau, Farm Road on the Hwy 99 South Bound
3. Creek Side on Hwy 99 South Bound
4. Cottonwood and Portage North towards downtown
5. Signal Hill School South Bound on Portage
6. Petro Canada South Bound on Portage
7. Six other sites to be determined and locations provided by addendum to this Request for proposal

7.0 Valued Added

Proponents are to provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or would be of benefit to the Village:

8.0 Sustainable Initiatives and Leadership

Proponents are to provide information on what makes your firm 's proposal stand out with respect to environmental, economic, or social practices.

9.0 Addenda

We acknowledge the receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

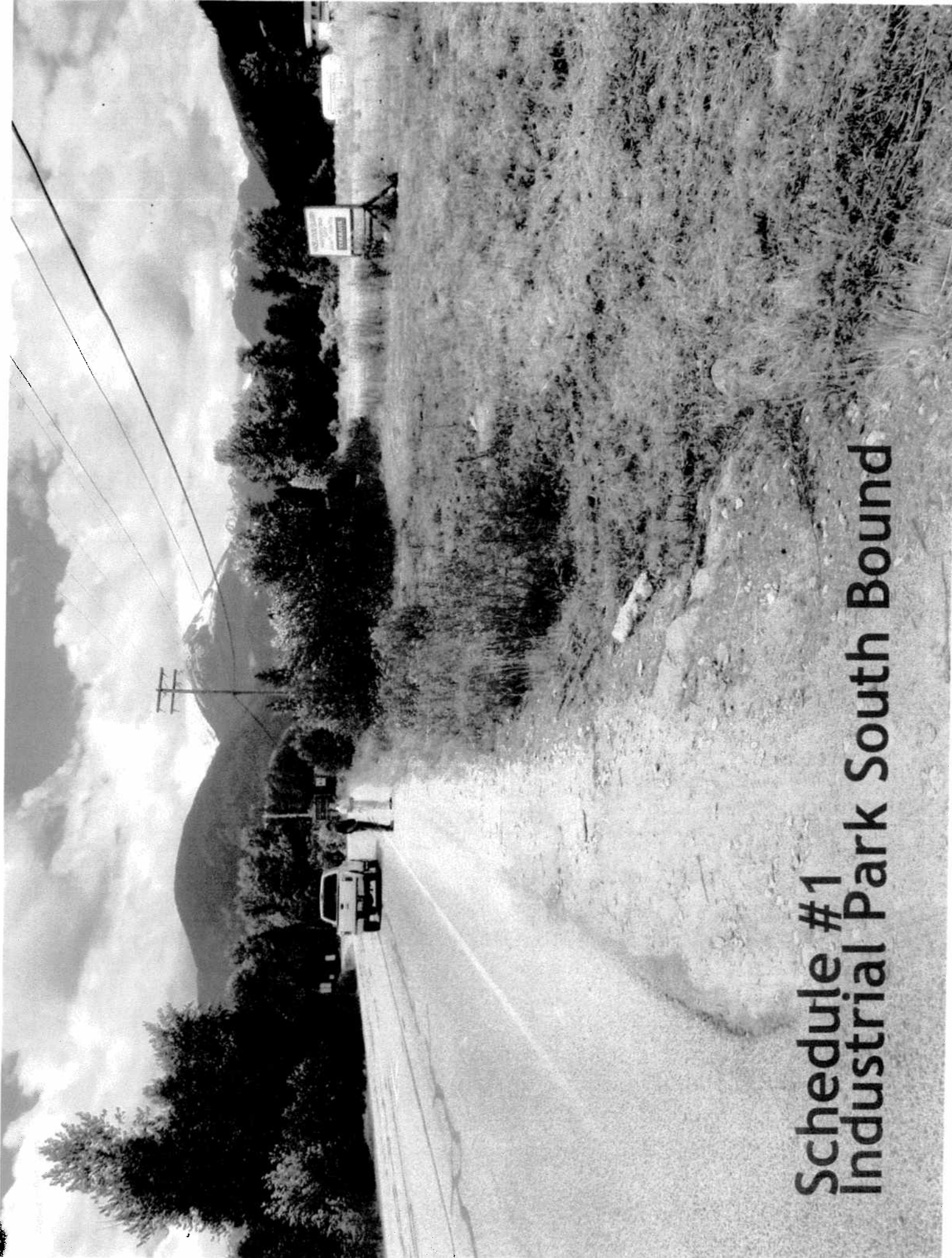
Addendum No.	Date Issued	Date Received

10.0 Authorization

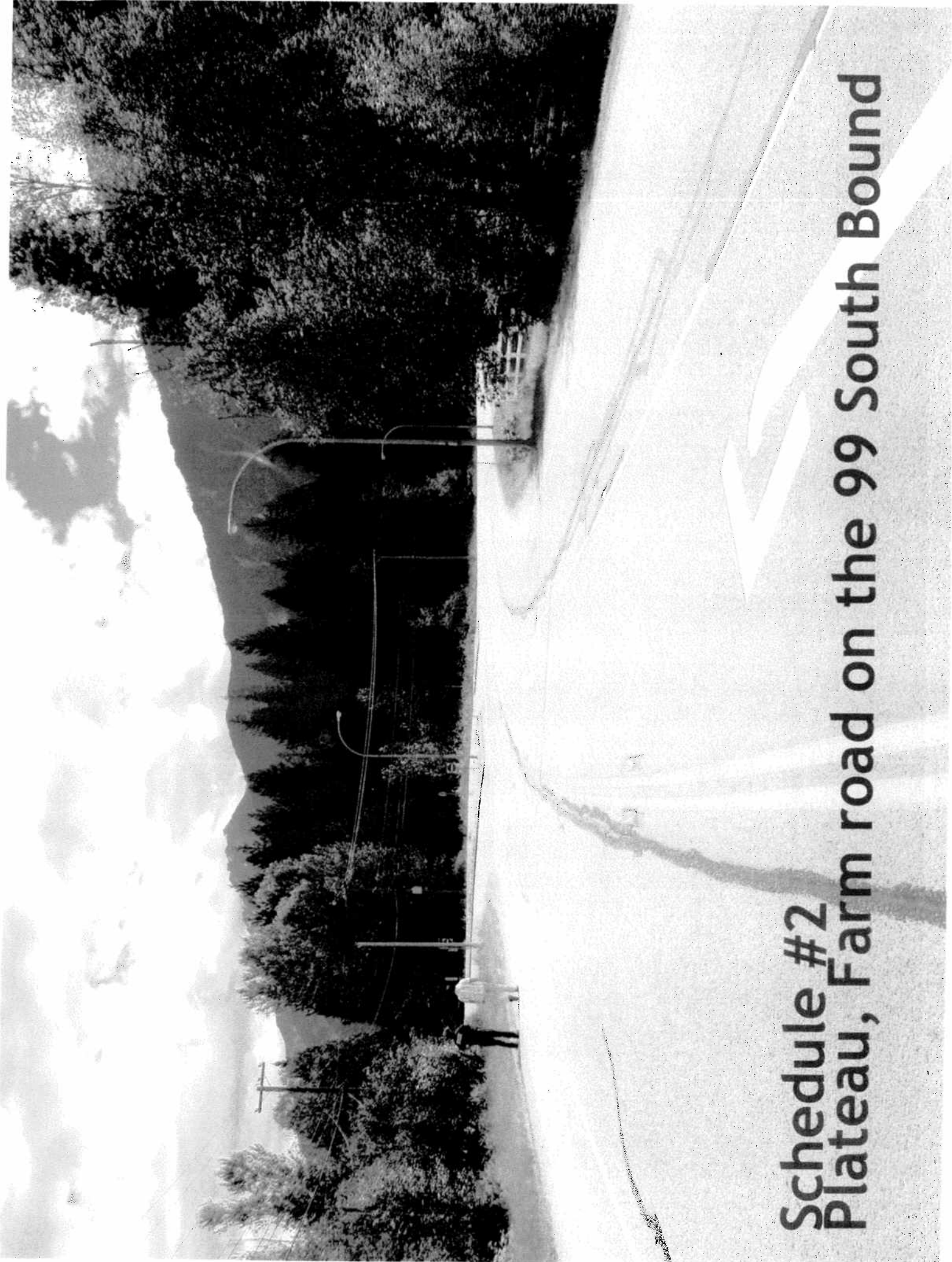
We hereby submit our Proposal for the Design Build of Twelve Bus Shelters as described in this RFP and confirm that price, and other information contained in this Proposal are correct, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to make this Proposal.

Company Name	
Street Address	
City, Province & Postal Code	
Tel No.	
Fax No.	
E-mail	
GST/HST Registration No.	
Name and Title (please print)	
Signature:	
Date:	

- End of Proposal Submission Form -



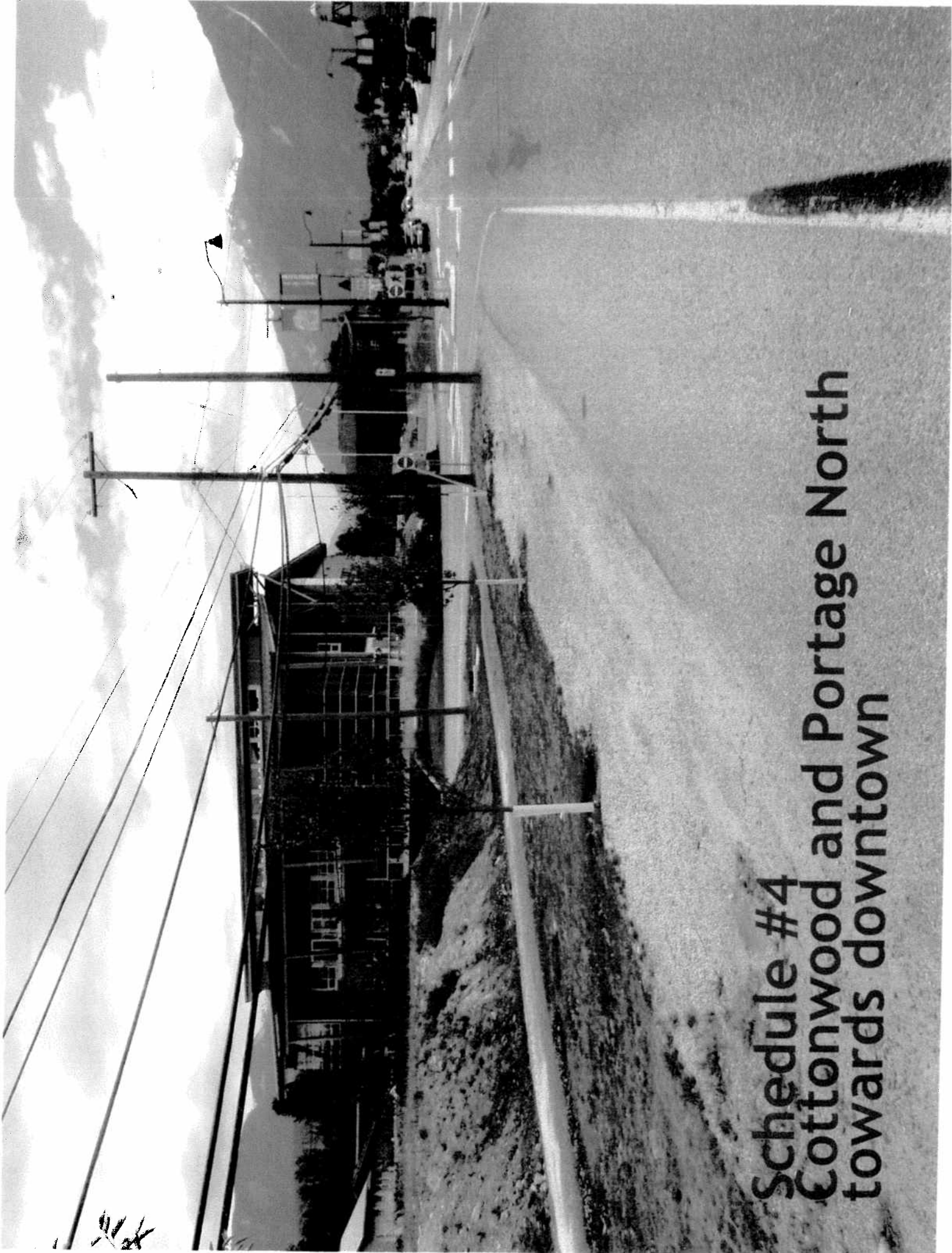
**Schedule #1
Industrial Park South Bound**



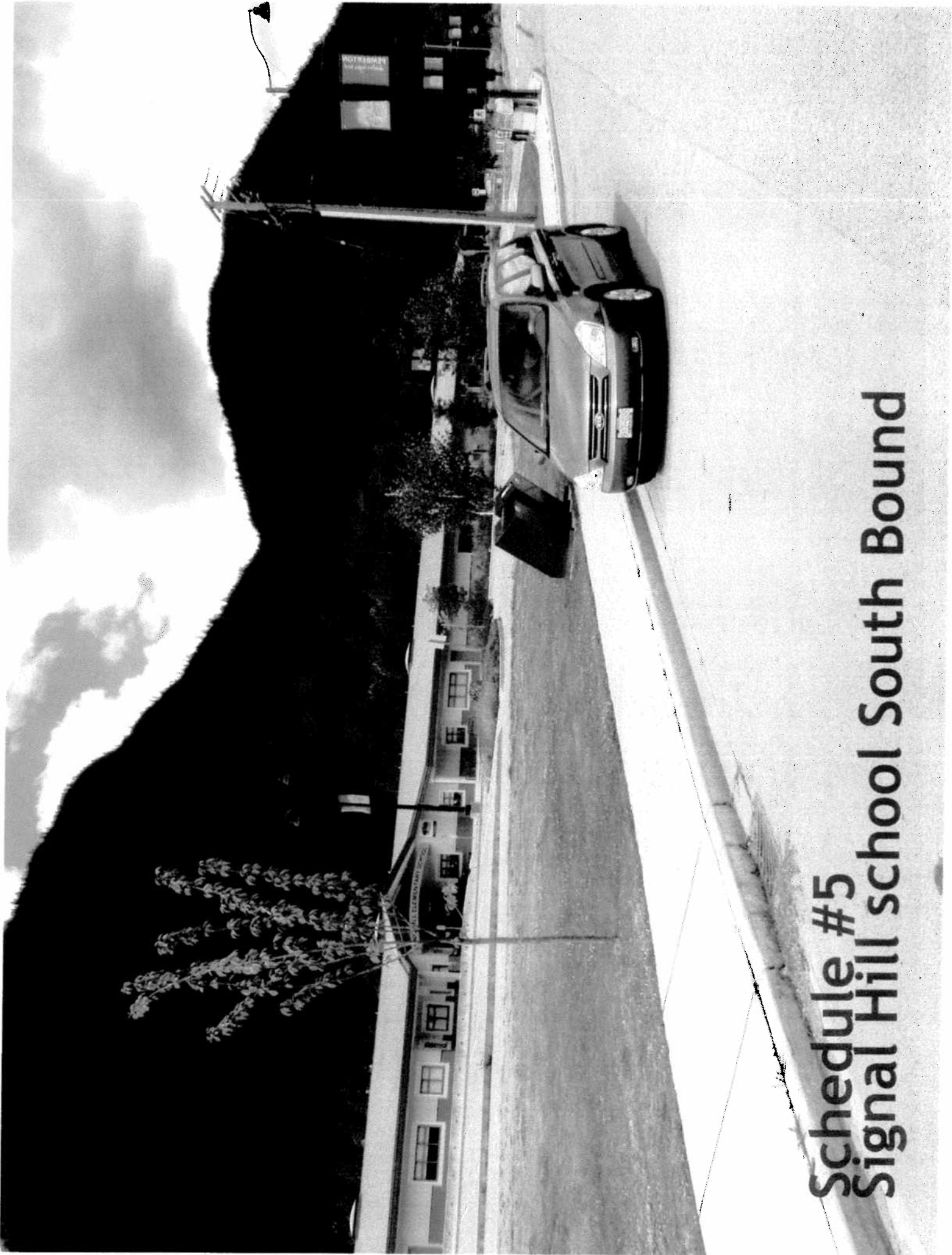
**Schedule #2
Plateau, Farm road on the 99 South Bound**



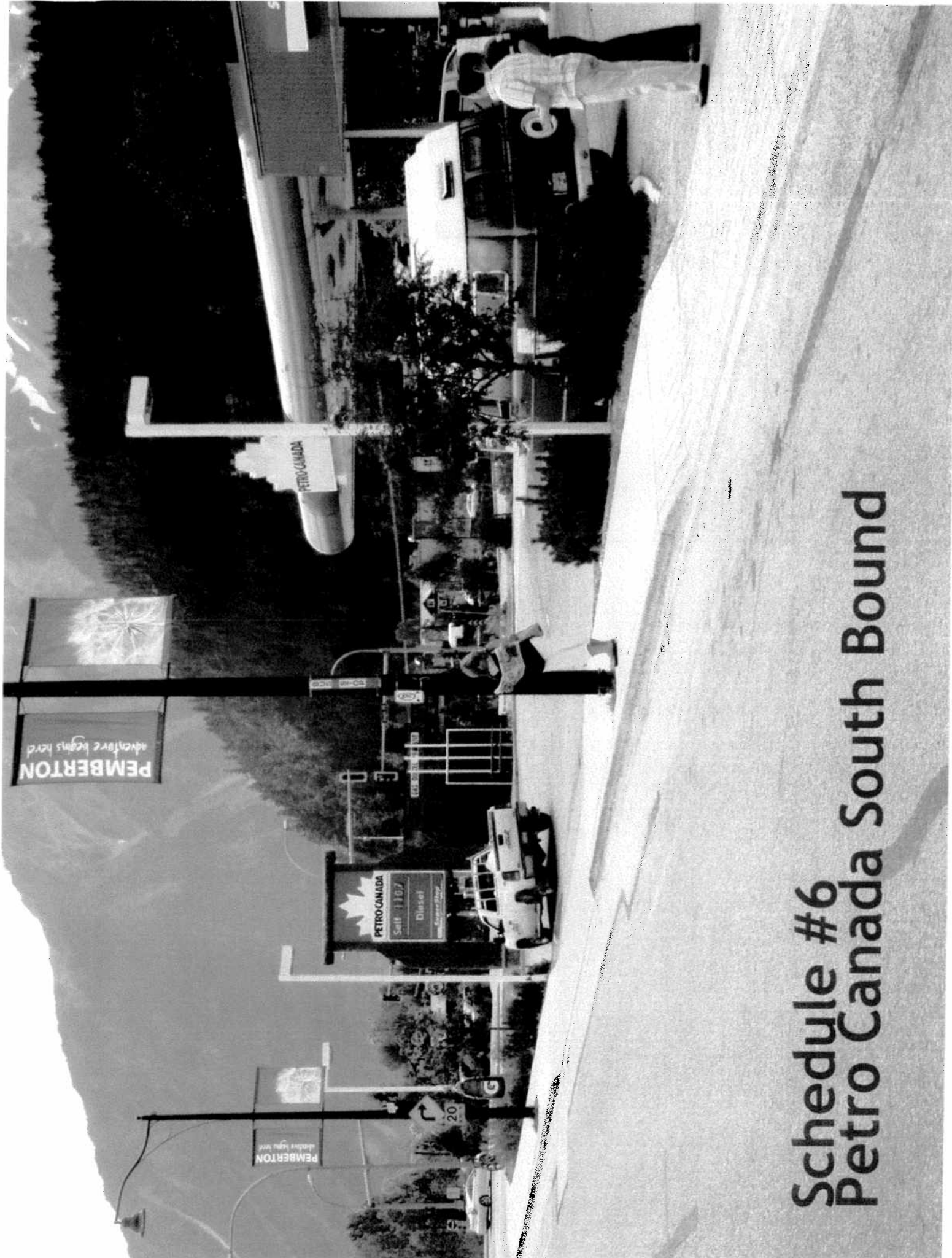
Schedule #3
Creekside on 99 South Bound



**Schedule #4
Cottonwood and Portage North
towards downtown**



Schedule #5 Signal Hill school South Bound



Schedule #6 Petro Canada South Bound