



**Village of Tahsis
Request for Proposal**

Construct and Install Outdoor Benches and Shelters

Issue Date:

March 22, 2021

Closing Location:

Village of Tahsis
Attention: Mark Tatchell
977 South Maquinna Drive
PO Box 219
Tahsis, BC V0P 1X0

Closing Date and Time:

Two (2) complete hard copies of each proposal must be received by 4:00pm PDT on
April 14, 2021

Contact Person:

Mark Tatchell
Office (250) 934-6344
Fax (250) 934-6622
mtatchell@villageoftahsis.com

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SECTION 1 – INSTRUCTIONS TO PROPONENTS

**Village of Tahsis
Request for Proposal
RFP 2021-001
Construct and Install Outdoor Benches and Shelters**

Instructions to Proponents

The Village of Tahsis (“the Village”) invites proposal submissions from interested and experienced parties for the construction and installation of outdoor benches and shelters in the Village of Tahsis.

There is a **non-mandatory site meeting** which will be held via Zoom at **10:00 AM April 6th, 2021**. Parties wishing to attend the site meeting must contact the Village Office at (250)934-6344 or reception@villageoftahsis.com for the Zoom meeting information.

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1. Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the Village.

2. Changes to Proposals

By submission of a written notice, a Proponent may amend or withdraw its Proposal prior to the closing date and time. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the Village for clarification.

3. Alternate Proposal

Each Proponent is permitted one alternate Proposal. The alternate Proposal must be submitted separately in the same format as the original Proposal. All alternative Proposals will be considered during the evaluation process.

4. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal. The Village will not be liable for any claims for costs or damages incurred by a Proponent in preparing a proposal, loss of anticipated profit in connection with a final agreement or any other matter whatsoever.

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5. Proposal Validity

Proposals should remain open for acceptance for at least 30 days after the closing to provide the Village with sufficient time to evaluate the Proposals and award a contract.

6. Currency and Taxes

Prices quoted are to be in Canadian dollars with disbursements and applicable taxes shown as separate items in the Proposal.

7. Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods for services. The Village is not bound to accept the lowest priced or any Proposal of those submitted. Proposals will be assessed in light of the evaluation criteria and the Village is under no obligation to receive further information, whether written or oral, from any Proponent.

Proposals, rather than tenders, have been requested in order to afford Proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the Village's needs in a more cost-effective manner. The Village reserves the right to reject any and all Proposals for any reason or to accept any Proposal in whole or in part on the basis of the Proposals received which the Village, in its sole unrestricted discretion, deems to be the best value for the Village.

Proponents acknowledge the Village's rights under the clause and absolutely waive any right to action against the Village for the Village failure to accept their Proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action.

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The Village reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the goods and services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.

The acceptance of any Proposal is subject to funding and approval by the Village Council.

After acceptance by the Village, the successful Proponent will be issued a written notice of award.

If/when a contract is awarded, the name(s) of the successful Proponent(s) will be publicly available upon request.

8. Definition of Contract

Notice in writing to a Proponent of the acceptance of its Proposal by the Village and the subsequent full execution of a written agreement will constitute a contract for the goods and services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

9. Liability for Errors

While the Village has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

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10. Modifications of Terms

The Village reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be posted electronically to the Village’s website and/or on BC Bid.

11. Interpretation of Proposal

If a prospective Proponent is unsure of the meaning of any part of the specifications, other documents or information contained in this Proposal or finds errors, omissions or discrepancies, they may submit a request for interpretation or correction to the Village. In response to a request, the Village may issue an addendum. Any addenda issued during the RFP period will be considered part of this document and become part of the final Contract documents.

Except as noted in the above paragraph no additions or deletions from the contents of these documents will be permitted.

12. Ownership of Proposals and Freedom of Information

All documents, including Proposals, submitted to the Village become the property of the Village. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

However, the Village is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while section 21 of the *Freedom of Information and Protection of Privacy Act* does offer some protection for confidential third-party business, financial and proprietary information, the Village cannot guarantee that any such information provided to the Village will remain confidential if a result for access is made under the *Freedom of Information and Protection of Privacy Act*.

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13. Confidentiality of Information

Information pertaining to the Village obtained by the Proponent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the Village.

14. Conflict of Interest

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests are, in the reasonable opinion of the Village, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the Village.

The Village reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the Village with respect to any previous contracts, tenders or business transactions and where this is seen in the reasonable opinion of the Village as creating a conflict of interest between the Proponent and the Village.

14. Communication during Procurement Process

Proponents and their agents will not contact any member of the Village Council or staff with respect to this RFP, other than the representative named in this RFP, at any time prior to the award of a contract or the termination of this RFP.

In the event of any lobbying or contact in contravention of this section, the Village in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

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SECTION 2 – FORM OF PROPOSAL

1. Proposal Submission

Proposal submissions must be submitted no later than the closing time. The Proposal should be in a sealed envelope clearly marked on the outside: **RFP 2021-001 Outdoor Benches and Shelters.**

One complete set of Proposal documents must be initialed and returned with the Proposal Form and Summary of Proposed Fees. Proponents should not remove any pages from this document. The Proponent must sign the Proposal Form for the Proposal to be accepted. The Proponent’s legal name and address must be used on the Proposal documents.

Please use the forms provided on pages 16 and 17 below. Attach additional pages if necessary.

Sealed proposals must be received by the undersigned **no later than 4:00 PM Local Time, April 14th, 2021:**

Mark Tatchell
Village of Tahsis
977 S. Maquinna Drive
PO Box 219
Tahsis, BC
V0P 1X0

Facsimile and electronic submissions will not be considered.

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Late proposals will not be considered and will be returned to Proponents unopened at the Proponent’s expense.

Proposals that are unsealed, conditional, illegible, obscure, contain mathematical errors, erasures, alterations, or irregularities of any kind may, at the discretion of the Village, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form. Unsigned Proposals will not be accepted.

Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein, and the Village will accept no responsibility for documents delivered to other Village facilities and, at the discretion of the Village, may be declared disqualified.

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2. Enquiries

Questions regarding this RFP must be submitted in writing to Mark Tatchell at mtatchell@villageoftahsis.com or FAX (250)934-6622. Questions will be accepted until 5 PM, April 7th, 2021. Responses to questions will be sent by 5 PM on April 9th. Questions received after 5 PM on April 7th, 2021 will not receive a response.

Information obtained from any other source is not official and should not be relied upon.

3. Addenda

Addenda may be issued prior to closing in response to the queries received or at the initiative of the Village. Addenda will be in written form and posted on the Village website and/or BC bid. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by Proponents when responding to this RFP.

4. Term

Construction must begin by June 14, 2021 and the project must be completed by October 30, 2021.

5. Disclaimer

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of work being requested. The Village makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit its Proposal. The Village will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any

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misunderstanding or misinterpretation of the terms of this RFP on the part of any Proponent.

6. Qualifications and Experience

Proponents should state their firm’s qualifications and experience in design, construction and installation, particularly in relation in designing and constructing outdoor furniture. The training, qualifications and experience of the personnel who will work on the project must be listed.

7. Guarantees

The Proponent must state all guarantees offered.

8. References

Proponents should include a minimum of three (3) references including:

- Date of contract
- Business Name
- Contact Name
- Email
- Phone #

9. Evaluation Criteria

Proposals will be evaluated in accordance with the following criteria:

- 20% - Functionality
- 30% - Aesthetics (design, colour and materials)
- 10% - Locally sourced and milled timber
- 10%- Employment of local residents
- 20% - Durability (warranty)
- 10% - references

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The Evaluation Team are not limited to the criteria referred to above and may consider other criteria during the evaluation process. Any and all criteria will be applied evenly and fairly to all Proposal submissions.

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SECTION 3 – PROJECT SCOPE

1. Description

The project is to construct outdoor seating (benches and shelters) along popular pedestrian routes, local trails and municipal parks. The benches are intended to encourage older aged adults to walk more and to improve Village beautification. The shelters are intended to provide rain protection for pedestrians and trail hikers.

The successful Proponent will design and build 8 solid fir timber benches and 4 solid fir timber frame shelters with metal roofs which can seat 6 people. The benches and shelters will be placed along popular pedestrian routes, local trails and municipal parks after consulting with the community and scouting locations. Local residents will be employed, especially those who have been impacted by the down turn in the tourism sector.

The benches and shelters will be installed on concrete slabs. As much as possible, drainage will be taken into consideration around the shelters.

2. Specifications

The Village reserves the right to assess all Proposals submitted and to select the one that, in its sole opinion, provides the best system for the allotted budget.

Proposals must specify materials and itemize all structure components. Include information for both material and installation.

- Include concrete slab to support benches and shelters
- Shelter roof must be metal and all other components should be metal
- Roof line of shelter must not extend past the slab line
- Shelter must have seating for 6 people
- Shelter must provide cover from the elements
- Benches and shelters should be vandal and fire resistant

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- Shelters must be fully wheelchair accessible
- Tree protection as required within the construction area
- Hoarding and fencing off the construction area is required
- Locations for each bench and shelter identified

Proponents to submit with their proposal submission drawings of the proposed design showing dimensions and slab details.

Information and maps of the Village can be found on the Village website:
www.villageoftahsis.com

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Proposal Form

(this form must be completed, signed and included with each Proposal)

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Closing Date and Time – 4:00pm PDT, Friday, April 14, 2021**

The undersigned confirms that their Proposal is in response to the request for proposal for Outdoor Benches and Shelters.

Name of Proponent

Address

Contact Name

Telephone

Email

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Summary of Proposed Fees including Disbursements

The Proponent ensures that all requirements of the RFP have been addressed in their attached proposal and that all materials and products proposed comply with the specifications therein.

Having fully examined the site and all conditions affecting the work, and having carefully read and examined the Proposal documents and any addenda issued as supplements to the Proposal documents, the undersigned hereby offers to construct and install outdoor benches and shelters.

PRICE (net of taxes)	\$ _____
PST:	\$ _____
GST:	\$ _____
TOTAL PRICE	\$ _____

The maximum budget for this project is \$82,800 including PST.

Authorized Signature

Name and Title

Date

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