



## **REQUEST FOR PROPOSALS No. 23-067**

### **Construction Services for the Administration Office Renovation**

**ISSUED: November 2, 2023**

#### **CLOSING DATE AND TIME:**

Submissions must be received on or before:

**3:00 PM (15:00 hrs) Local Time on  
November 30, 2023**

#### **Submissions and Questions are to be directed to:**

Sheldon Racz, Manager of Facilities and Fleet, Regional & Community Utilities,  
250-390-6507, [sracz@rdn.bc.ca](mailto:sracz@rdn.bc.ca)

Questions are requested at least 5 days before the closing date.

#### **Proponent's Information Meeting:**

Mandatory Site Walk-Thru Thursday, November 9, 2023, 6300 Hammond Bay Road, Nanaimo,  
B.C. convening in the Board Chambers at 9:00 AM (09:00 hrs).

Proposals will not be opened in public.



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## **1.0 INSTRUCTIONS TO PROPONENTS**

### **1.1 Closing Date/Time/Submission Method**

Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on November 30, 2023.

Submission Method:

By Email: In PDF format with "23-067 RDN Office Densification Project" as the subject line at this electronic address: [sracz@rdn.bc.ca](mailto:sracz@rdn.bc.ca)

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions. Submissions received in any other manner will not be accepted.

### **1.2 Knowledge of Site**

- a) The site of the work is 6300 Hammond Bay Road, British Columbia.
  - i) Mandatory Site Visit:

Date: November 9, 9:00 AM (09:00 hrs) 2023  
Contact: Sheldon Racz, Manager of Facilities and Fleet, Regional & Community Utilities  
Phone: 250-390-6507  
Email: [sracz@rdn.bc.ca](mailto:sracz@rdn.bc.ca)
- b) Each proponent shall inspect and examine the site and its surroundings and the scope and drawings forming part of these pricing documents. Prior to submitting the pricing, each proponent shall satisfy himself as to the form and nature of the site, and/or other circumstances which may influence or affect the pricing.
- c) By submitting a price each proponent shall be deemed conclusively to have acted and relied upon its own findings, conclusions, interpretations, inferences, and other opinions in evaluating the risks, contingencies and other circumstances which may be encountered in performing the Work, and not to have acted and relied upon any conclusions, interpretations, inferences or opinions of the Owner, or of any of the Owner's Consultants, implied in or otherwise inferred from the construction drawings and written specifications, documents, or otherwise.
- d) The proponent agrees to be designated to be the Prime Contractor within the meaning of Part 3, Division 3, Section 118(1) of the Workers Compensation Act and is qualified and willing to assume this responsibility.

### **1.3 Amendment to Proposals**

Proposals may be amended in writing and sent via email to the Regional District of Nanaimo (RDN) contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

### **1.4 Addenda and Questions & Answers**

If the RDN determines that an amendment or questions & answers are required for this Request for Proposal (RFP), the RDN will post the Addendum on the RDN (<https://www.rdn.bc.ca/current-bid-opportunities>) and BC Bid (<https://bcbid.gov.bc.ca/>) websites. Each addendum will be incorporated into



and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

### **1.5 Withdrawal of Proposals**

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

### **1.6 Unsuccessful Vendors**

The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

## **2.0 INTRODUCTION**

The purpose of this Request for Proposal is to solicit submissions from experienced and qualified firms to provide construction services to renovate portions of the RDN Administration building.

### **2.1 Desired Schedule**

- RFP awarded: December 14<sup>th</sup>, 2023.
- Construction Schedule:
  - Phase 1 Level 1
    - Construction Start late December/ early January.
    - Construction Complete January 22<sup>nd</sup>, 2024.
  - Phase 2a/b Level 2
    - Construction Start January 2<sup>nd</sup>, 2024
    - Construction Complete February 19<sup>th</sup>, 2024
- *Note: Schedule could be amended based on release of Building Permit. RDN is responsible for the Building Permit that is currently in process with the City of Nanaimo.*

## **3.0 BACKGROUND**

The Regional District of Nanaimo has the immediate need to accommodate 17 additional staff within the administration building at 6300 Hammond Bay Road by the end of 2023 to adequately serve the needs of the community. It is anticipated that further renovations of the RDN administrative spaces may be required in the future.

The successful proponent for this RFP may also be used for other planned renovations within 2 years of completing the project, assuming:

- Successful performance of proponent on this project,
- Budget availability for future projects, and
- Board approval of subsequent projects.

#### 4.0 SCOPE OF SERVICES

This is a renovation in place, and staff in affected areas will be relocated temporarily. The total area of the works is approximately 3,400 square feet, which includes 520 square feet on the ground floor and 2,650 square feet on Level 2. A building permit has been applied for by the RDN.

It is anticipated that the work will be staged in 3 phases; 1 phase for Level 1, and 2 phases for Level 2. Proponent to provide hoarding and assist with staging work to minimize staff disruption. The scope of work will consist of demolition, new demountable partitions, suspended ceilings, re & re of wall, floor, and ceiling finishes to suit where demolition has occurred. New sprinklers to be added and/ or relocated to suit the new layout. Mechanical layout to be adjusted to suit the new layout. No additional diffusers are expected.

It is mandatory to subcontract all Security/Access Control requirements with Securco. The use of the RDN's subcontractors for lighting, electrical and data and mechanical is not mandatory and is at the Proponent's discretion.

To the best of the RDN's knowledge, there are no hazardous materials issues in the identified work areas. The RDN will provide the successful contractor with a copy of its latest hazardous materials report for the Administration Building prior to commencement of any work.

The RDN will be responsible for relocating Staff and their furniture currently occupying the spaces to be renovated prior to the commencement of any work.

##### Mechanical Trade (Preferred):

###### TRANE Technologies

Blain Hanson, *Direct Account Manager*

Canada Region

Cell 1-250-418-5201

1-855-414-7520 Toll Free

1-250-475-6894 Fax

E: [Blain.Hanson@Trane.com](mailto:Blain.Hanson@Trane.com)

[www.tranecanadawest.com](http://www.tranecanadawest.com)

Stephanie Cambrey, *Service Project and Warehouse Coordinator*

Trane Technologies

759B Vanalman Ave, Victoria, BC, V8Z 3B8

Direct Line: 250-414-7521

Cell: 778-227-8895



Electrical/ Data Trade (Preferred):

CANEM

Dwain Finner, FSRB, *Regional Service Manager, Vancouver Island*

D: (778) 841-1021

C: (778) 222-2946

TF: 1 (855) 762-2636

E: [dfinner@canem.com](mailto:dfinner@canem.com)

Access Control (Mandatory):

Securco

Jason Kitchen

E: [jkitchen@securco.com](mailto:jkitchen@securco.com)

**4.1 Site Information**

- a) Contractors are to provide any facilities required, and not rely on RDN facilities, such as washrooms / sinks.
- b) Space for site washroom, locked storage container will be available on the RDN grounds. Location to be coordinated with the RDN.
- c) Standard Office Hours for the staff at the RDN Admin Building are 7:00 AM to 5:00 PM Monday through Friday. Any noisy work should be planned outside these hours. On-site parking is not available to trades during this time.
- d) Any work is to comply with the City of Nanaimo's Noise Bylaw. <https://www.nanaimo.ca/your-government/city-bylaws/bylaw-complaints/noise-bylaw>

**5.0 DELIVERABLES AND OUTCOMES**

The successful proponent will complete an in-place renovation of two (2) areas of the Regional District of Nanaimo Administration Building. The renovation will be completed in three (3) stages to minimize disruption to staff and public service delivery with noisy work being performed outside of business hours which are 7:00 AM (07:00 hrs) - 5:00 PM (17:00 hrs) Monday to Friday. The successful proponent will be designated as Prime Contractor and is responsible for delivering:

- Demolition of the spaces outlined in the drawings.
- Supply and install of demountable partitions.
- Suspended ceilings.
- Re and re of wall, floor, and ceiling finishes where demolition has occurred.
- New sprinklers to be added or current sprinklers relocated to suit new layout.
- Mechanical to be adjusted to suit new layout.
- Lighting, electrical and data to support the new layout.

## 6.0 DRAWINGS

The drawings and scope descriptions issued with these documents are to provide a general but incomplete indication of the final building design from which the bidder shall make its own assumptions with respect to total value of total construction work and the Fee that the proponent provides as part of its Proposal. The Owner makes no representation in that regard and will not be liable if the total value and the Fee vary from what is assumed. These drawings are part of the proposal documents.

DRAWINGS NO.	DESCRIPTION
INTERIOR DESIGN DRAWINGS	
ID0.0	Cover Sheet
ID0.1	Key Plan
ID0.21	Code Analysis Level 1
ID0.22	Code Analysis Level 2
ID0.3	General Notes
ID0.4	General Notes
ID1.1	Demolition Plan Level 1
ID1.2	Demolition Plan Level 2
ID2.1	Construction Plan Level 1
ID2.2	Construction Plan Level 2
ID3.1	RCP Level 1
ID3.2	RCP Level 2
ID4.1	Furniture Plan Level 1
ID4.2	Furniture Plan Level 2
ID5.1	Finish Plan Level 1
ID5.2	Finish Plan Level 2
STRUCTURAL ENGINEERING DRAWINGS	
S101	General Notes
S201	Partial Level 2 Framing Plan

**END OF LIST OF DRAWINGS**

## 7.0 PROPOSAL SUBMISSION AND EVALUATION

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information for evaluation purposes.

Have:

- a) Corporate background, history, experience, and track record on similar projects.
- b) Provide recent renovation projects in an occupied building environment with description regarding on how the project was successfully managed.
- c) Provide experience as prime contractor.
- d) Organizational chart: A listing by name and position the proposed project management and supervisory staff organization of the Project to identify full-time on-site positions and part or full-time head office administrative positions to be assigned during each of the pre-construction and post-construction stages of the Project. The chart shall also give a complete list of the designated personnel's responsibilities and tasks.
- e) Curriculum vitae of key project team members, reasons why they were selected for this project and track record on similar projects;
- f) List of the bidder's own resources and equipment that will be available for this Project, should the Owner in its discretion approve use of same.
- g) Identify challenges, constraints and obstacles in the project and advise strategy to minimize;
- h) What suggestions does your firm have to add value to the project?
- i) Provide a tentative construction schedule showing completion dates for major portions of the work based on the desired dates in Section 2.
- j) Describe how your firm will monitor the project progression and provide regular status reports;
- k) Describe your quality management process and any certifications;
- l) Describe your company's approach to waste management of demolition & construction debris. How is this documented and what strategies you have in place to reduce jobsite waste.
- m) Completed Pricing Form. (Refer to Appendix)

Proposals will be evaluated on the following basis 45% Technical, 55% Financial.

The lowest price proposal will receive full marks. Other proposals will receive reduced scores based on the proportion higher than the lowest price. i.e.  $\text{Score} = \text{Min Cost} / \text{Cost} \times \text{Fee Points}$ .

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The RDN may evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and





the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

## **8.0 PROPOSED PURCHASE CONTRACT**

The RDN's preferred form of Contract is attached herein. Proponents should carefully review this form of Contract. Should any vendors request that RDN consider revisions to the form of Contract, Proponents should include any clauses of concern in their proposal submission and suggest replacement language.

## **9.0 GENERAL CONDITIONS**

### ***9.1 No Contract***

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

### ***9.2 Privilege Clause***

The lowest or any proposal may not necessarily be accepted.

### ***9.3 Acceptance and Rejection of Submissions***

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever.

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

### ***9.4 Conflict of Interest***

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials, or employees.

### ***9.5 Solicitation of Board Members and RDN Staff***

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

**9.6 Litigation Clause**

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

- (a) any other contract for works or services; or
- (b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter, or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

**9.7 Exclusion of Liability**

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

**9.8 Ownership of Proposals**

All Proposals, including attachments and any documentation, submitted to, and accepted by the RDN in response to this RFP become the property of the RDN.

**9.9 Freedom of Information**

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.

END OF RFP