



## **REQUEST FOR PROPOSALS No. 25-043**

### **Errington Community Park Multi-purpose Sport Court Design Build**

**ISSUED: October 7, 2025**

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

Submissions must be received on or before:  
**3:00 PM (15:00 hrs) Local Time on October 28, 2025**

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

Keona Wiley, Park Planner at [kwiley@rdn.bc.ca](mailto:kwiley@rdn.bc.ca)

Questions are requested at least five (5) business days before the closing date.

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

No Proponent's meeting will be held.

Proposals will not be opened in public



## **1. 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 October 28, 2025.

Submission Method:

By Email: In PDF format with "25-043 Errington Community Park Multi-purpose Court" as the subject line at this electronic address:

[kwiley@rdn.bc.ca](mailto:kwiley@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 Amendment to Proposals**

Proposals may be amended in writing and sent via email to the 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.

### **1.3 Addenda and Questions & Answers**

If the RDN determines that an amendment or questions & answers are required for this 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.

### **1.4 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 closing.

### **1.5 Unsuccessful Vendors**

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



## **2. INTRODUCTION**

The need for a multi-purpose court within Errington Community Park has been identified by the community. The Regional District of Nanaimo is seeking qualified firms to design and build a multi-purpose sport court at Errington Community Park to accommodate a variety of activities including but not limited to pickleball and basketball.

Work is expected to begin upon contract award, and the project is to be completed by May 1, 2027. The project budget is \$100,000 + GST.

## **3. BACKGROUND**

Errington Community Park is located at 1550 Veterans Road in Errington, BC. The park contains a playground, farmers market stalls, performance stage, concession and washroom building. Appendix 1 includes a map of the park and existing site conditions.

## **4. SCOPE OF SERVICES**

The successful proponent will be responsible for assembling a team of professionals required to design and build a multi-purpose sport court at Errington Community Park.

### **Design Services:**

- Site reconnaissance to review existing conditions and confirm the location of the sport court. The court is to be located in the north-east section of the park, parallel to Veterans Road. The court must be located 50m from nearby residential property lines.
- Design of a sport court to include the following:
  - o Asphalt paved surface with dimensions of 68 ft x 64 ft (see Appendix 3)
  - o Line markings for two standard-sized pickleball courts (20 ft x 44 ft, with 10 ft in between, 7 ft on the sides and 12 ft at the end service area), designed for use with portable nets. Line markings for half a high school basketball court with one basketball hoop (see Appendix 3.)
  - o Optional perimeter fencing - 10 ft high chain-link fence with two doorway gates located on opposite sides of the 68 ft x 64 ft court.

### **Construction Services:**

- Mobilization and project layout. Provide detailed engineering and surveying as required.
- Secure adequate parking, laydown, staging, and storage areas as required to complete the work.
- Installation of the multi-purpose sport court as per approved detailed design. Provide engineering services as required.
- Provide tree protection fencing around trees along Veterans Way
- Provide site fencing as required to protect the public during construction.
- Make good all site damage resulting from construction activities.
- Provide warranty details.

## **5. DELIVERABLES AND OUTCOMES**

The final deliverable for this project will be a functional asphalt multi-purpose court including lines for two pickleball courts and half a high school sized basketball court. The basketball net will be permanent and the pickleball nets will be temporary. The optional fence and two entrance gates will facilitate the movement of players in and out of the court.

- 1) Project Kick-Off Meeting
  - Discussion of available project information, review of project schedule
- 2) Site Meeting
  - On-site meeting with consulting team to review site conditions
- 3) 20%
  - Provides conceptual design and Gantt Chart
- 4) 70%
  - Includes revisions based on RDN feedback,
- 5) Final is completed deliverable of design and build of the Errington Multi-purpose Court.

## **6. REFERENCE/BACKGROUND INFORMATION**

Please see attached for the following:

Appendix 1: Park map and photos of existing site conditions.

Appendix 2: Geotechnical Report

Appendix 3: Court reference images

## **7. 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:

Please include with your proposal:

### **A. Company Profile & Project Team**

- Describe your company's background and areas of expertise.
- Key team members and experience with design build projects.
- Describe two recent comparable projects and provide photos of the completed project, project budget and project timeline information.

### **B. Project Approach and Schedule**

- Provide a timeline showing the anticipated project schedule, including all submissions and key milestones.

**C. Sustainability and Value-Added Services**

- Describe the systems, policies and/or practices you use to reduce waste associated with byproducts of production and other operational activities.
- Describe the systems, policies and/or practices you use to understand, manage, and reduce your energy consumption.
- Identify challenges, constraints and obstacles in the project and advise on strategies to minimize.
- What does your firm suggest, to add value to the project?
- Contractors may suggest cost savings or value-added services as a separate item. This should not be reflected in the proposal price and should be identified and listed separately.

**D. Fee Proposal**

- Provide a lump sum comprehensive proposed fee, in Canadian Dollars, for design and construction services.
- Provide a separate provisional price for fencing not to be included in the base proposal price.

Separate provisional priced items are at the sole discretion of the RDN to accept or not.

The combined value of the base proposal price and separate provisional item will be used for the Financial evaluation.

Proposals will be evaluated on the following basis 20% Technical, 80% Financial.

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. *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. *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, because 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.