



REQUEST FOR QUOTATION NO. 2018-CS31

**Construction Services:
BX Falls Park Parking Lot Upgrade**

**Date of Issue: June 6, 2018
Date of Close: June 22, 2018**

REGIONAL DISTRICT OF NORTH OKANAGAN

REQUEST FOR QUOTATION NO. 2018-CS31

Construction Services: **BX Falls Park Parking Lot Upgrade**

1. INTRODUCTION

The Regional District of North Okanagan (RDNO) oversees the operation and maintenance of regional parks. The 770 square metre BX Falls Park parking lot at 7100 Tillicum Road in Electoral Area C has had problems with an unsafe entrance, insufficient parking area, potholes and drainage. The parking lot requires expansion, regrading, a better located and gated entrance and new signage. All of the expansion area is treed, so tree removal and regrading are primary components of this project.

2. TERM

The RDNO will issue a Purchase Order by July 6, 2018 to the selected Contractor for the work to be completed by July 27, 2018 once the attached Works & Services Contract has been signed by all parties.

3. PAYMENT

The price paid by the RDNO to the Contractor shall include all costs to perform the Scope of Work as outlined herein and as submitted on the Quotation Form.

4. SCOPE OF WORK

The Contractor shall supply all labour, equipment, materials, fuels, licences, permits, insurance, safety precautions and equipment, security and all other things necessary to perform the specified Work including, but not limited to:

- a. Mobilization to and demobilization to and from the work site
- b. All labour, material and machinery involved in the specified services
- c. All worker safety equipment and procedures including working alone precautions
- d. All parking area closure barricades and procedures to ensure public safety during construction, including necessary traffic control.

The Work includes construction of an expanded parking lot as shown on the attached Site Plan (Attachment 'A'), in accordance with the attached Works and Services Contract (Attachment 'B'), and as described below.

A. Preparation of Parking Surface:

1. Remove existing structures including all signs, wooden fencing and gate posts, and stockpile adjacent to work site for disposal by RDNO.
2. Grade the entire parking lot surface (existing and expanded) to ensure all water drains to the north and west perimeter of the parking lot and into the swale (to be constructed) shown in turquoise on the Site Plan (do not remove existing concrete barriers on east side of parking lot)
 - a. Survey the parking lot to confirm grades and cut and fills
 - b. Cut and fills will be done on a time and materials basis as the volume is unknown at this time – an volume estimate is provided in the Quotation Form for quotation purposes
 - c. Ensure all boulders are removed that may impact gravel compaction and add boulders to top of slope along creek, or as directed by the RDNO Project Manager
 - d. Ensure soft soils are removed to at least 100 mm below new surface elevation
 - e. As the soils in the existing treed area are unknown, the quantity of soft soil removal is unknown and therefore will be priced as per item 3.b. above.
3. Dispose of extra excavated materials as directed by the RDNO Project Manager (adjacent to work area in the shape of a berm)
 - a. Berm volumes are unknown and therefor are priced separately based on an estimated amount.
4. Place and compact granular materials to 100 mm using the Ministry of Transportation and Infrastructure specification as described below in item B over the entire project area
5. Supply and install 300 mm diameter galvanized corrugated steel pipe for ditch culvert under trail entrance with rock headwalls (field fit in location at RDNO Project Manager's direction)
6. RDNO will provide layout showing extents of work and mark all infrastructure and underground services to be avoided (locates).
7. RDNO will conduct compaction testing of gravel surfaces.

B. Granular Surfacing and Subbase Specifications:

Use Ministry of Transportation and Infrastructure 2016 Standard Specifications for Highway Construction, Volume 1 of 2, July 1, 2016, Section 202 for High Fines Granular Surfacing Aggregate (HFSA) and Granular Sub-base (SGSB)).

https://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/engineering-standards-and-guidelines/highway-specifications/volume_1_ss2016.pdf

C. Barriers and Gate

1. Supply and install 10 yellow plastic coated concrete wheel stops 1 m and parallel from edge of parking areas shown marked in red on the Site Plan (5 per side)
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- a. Leko: G1300Y/G1300B Parking Curb Tuf-Tite c/w Pins (Safety Yellow) or similar.
2. Supply and install 27 m of roadside barriers along Tillicum Road, from the existing barriers in the parking lot to the entrance gate post, on a flat surface – 10 barriers in total
 - a. Precast concrete roadside barrier 690 mm – CRB-H, BC MoT specification SP941-01.02.01
3. Supply and install two lock blocks to act as gate posts in locations as marked by red dots on the attached Site Plan, to hold two steel pipe swing gate (gate to be supplied by RDNO)
 - a. Precast concrete standard lock-block: 1500 mm x 75 mm x 750 mm.
4. New information signage and fencing, if required, will be provided and installed by the RDNO.

D. Site Conditions:

- a) The work site is a well-used park and as such the work area must be barricaded to prevent entry of the public into the work area. The RDNO will advertise the parking lot closure and expect the closure to be for 15 days.
- b) The work site is adjacent to homes. Prior communication with the owners must occur before work begins. RDNO staff will assist with this communication once the start date for the work is known.
- c) Tree and stump removal will occur by others prior to construction of the parking lot.
- d) RDNO will secure Ministry of Transportation & Infrastructure permits as required before work begins.
- e) No utilities except overhead lines are expected to be present at the site, however RDNO will make a BC One Call to confirm any underground utilities.
- f) A project kickoff meeting will be held before work begins so that the Contractor is aware of all safety and operational issues related to the work and frequent and regular construction inspection will be conducted by RDNO staff.

5. QUOTATION REQUIREMENTS

- a. Contractors interested in submitting a quotation **should register** in order to receive addenda by emailing Nicole Kohnert at nicole.kohnert@rdno.ca or calling 250-550-3741. Addenda are normally posted on BC Bid, but to ensure all relevant information is received prior to the RFQ deadline registration is recommended.
 - b. Contractors should make themselves familiar with the project site. A site meeting will be organized for the registered bidders during the week of June 11, 2018.
 - c. As part of the quotation, the Contractor must provide the complete company name and the name and telephone number of the primary contact person for the work.
 - d. The Contractor must also provide the company name and telephone number of each sub-contractor with a description of the work they will provide (space provide on Quote Form).
 - e. The Contractor must provide a current Work Safe BC clearance letter and a copy of their corporate Health and Safety Plan with their quotations. The Contractor must be aware of
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all WorkSafeBC regulations related to the work covered in this Request for Quotations and must comply with all relevant Work Safe BC regulations while carrying out the work on behalf of the RDNO. The Contractor will be the Prime Contractor and responsible for all sub-contractors with respect to Work Safe BC requirements.

- f. The RDNO is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while Section 21 of the *Act* does offer some protection for third party business interests, the RDNO cannot guarantee that any information provided to the RDNO can be held in confidence. All quotations, after closing time and date, become the property of the RDNO.
- g. Unless specifically outlined in the quotation, the services or any part thereof may not be sub-contracted, transferred or assigned to another firm, person or company without the prior written authorization of the RDNO.
- h. The RDNO reserves the right to not proceed with the assignment or to reduce or expand the scope of the work as necessary.

6. LIABILITY INSURANCE

- a. The Contractor must maintain public liability and property damage insurance with an insurer satisfactory to the RDNO in accordance with the following terms:
 - i. Comprehensive General Liability Insurance in the amount of not less than **\$5Million** inclusive per occurrence for bodily injury or property damage.
 - ii. Automobile, public liability and property damage in the amount of not less than **\$2Million** per occurrence per owned, non-owned or hired vehicle.
- b. The Contractor shall insure and keep insured as required in 7.a above, while this contract is in force, Commercial General Liability and ICBC insurance, with such companies as are acceptable to the RDNO, at the Contractor's expense and provide copies of all insurance certificates to the RDNO at the time of award and all subsequent renewals.

7. FREEDOM OF INFORMATION

The RDNO is subject to the provisions of the Freedom of Information and Protection of Privacy Act, "the Act". As a result, while Section 21 of the Act does offer some protection for third party business interests, the RDNO cannot guarantee that any information provided to the RDNO can be held in confidence. All Tenders, after the closing date and time, become the property of the RDNO.

The parties agree and consent to the disclosure of the Agreement as a matter of public record and acknowledge that applicable laws may require disclosure of information provided by one party to the other party pursuant to, or in connection with, the Agreement.

8. QUOTATION SUBMISSION

If you wish to be considered for this work, please complete the Quotation Form and return it in a sealed envelope labelled as follows:

REQUEST FOR QUOTATION NO. 2018-CS31

Construction Services: **BX Falls Park Parking Lot Upgrade**

Attention: Nicole Kohnert, P.Eng., Manager Regional Engineering Services

Regional District of North Okanagan,
9848 Aberdeen Road, Coldstream, B.C., V1B 2K9

- a. The deadline for submission of quotations is June 22, 2018, and quotations will not be opened in public.
 - b. Quotations by fax or email **WILL BE ACCEPTED**. Fax to 250-550-3701 and email in PDF format to nicole.kohnert@rdno.ca.
 - c. Quotations must include the name, email and address of the Contractor submitting the quotation on the outside of the sealed envelope and in the body of an email or fax.
 - d. Quotations not received by the submission deadline (midnight June 22, 2018) will not be considered.
 - e. Quotations which do not meet the quotation requirements listed herein will not be considered.
 - f. If you have any questions regarding the scope of work, please contact Nicole Kohnert at 250-550-3741, or by email at nicole.kohnert@rdno.ca prior to June 20, 2018.
 - g. The RDNO reserves the right to accept some, all or none of the submitted Quotations and to change the scope of work before a purchase order is issued and a contract finalized.
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REQUEST FOR QUOTATION NO. 2018-CS31

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QUOTATION FORM

I/we have reviewed the specifications and submit the following quotation to perform the work described.

Item	Unit	Estimated Quantity	Unit Price	Extended Total
Signage and fence removal	LS	1	\$	\$
Grade and sub-excavate to prepare for base	m ³	150	\$	\$
Construct berm with extra soil	m ³	25	\$	\$
Supply, place and compact base	m ²	770	\$	\$
Supply and place wheel stops	Each	10	\$	\$
Supply and place roadside barriers	Each	10	\$	\$
Supply and install culvert	Each	1	\$	\$
Supply and place lock blocks	Each	2	\$	\$
Site security and traffic control	LS	1	\$	\$
Mob/Demob, site clean-up and	LS	1	\$	\$

Sub Total	\$
GST	\$
Total	\$

Please provide your list of sub-contractors and their role:

Please provide information on the process, equipment, number of employees and schedule contemplated for the project:

COMPANY INFORMATION

Company Name: _____

Address: _____

Primary Contact Person: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

SUBMITTED BY:

Name: _____

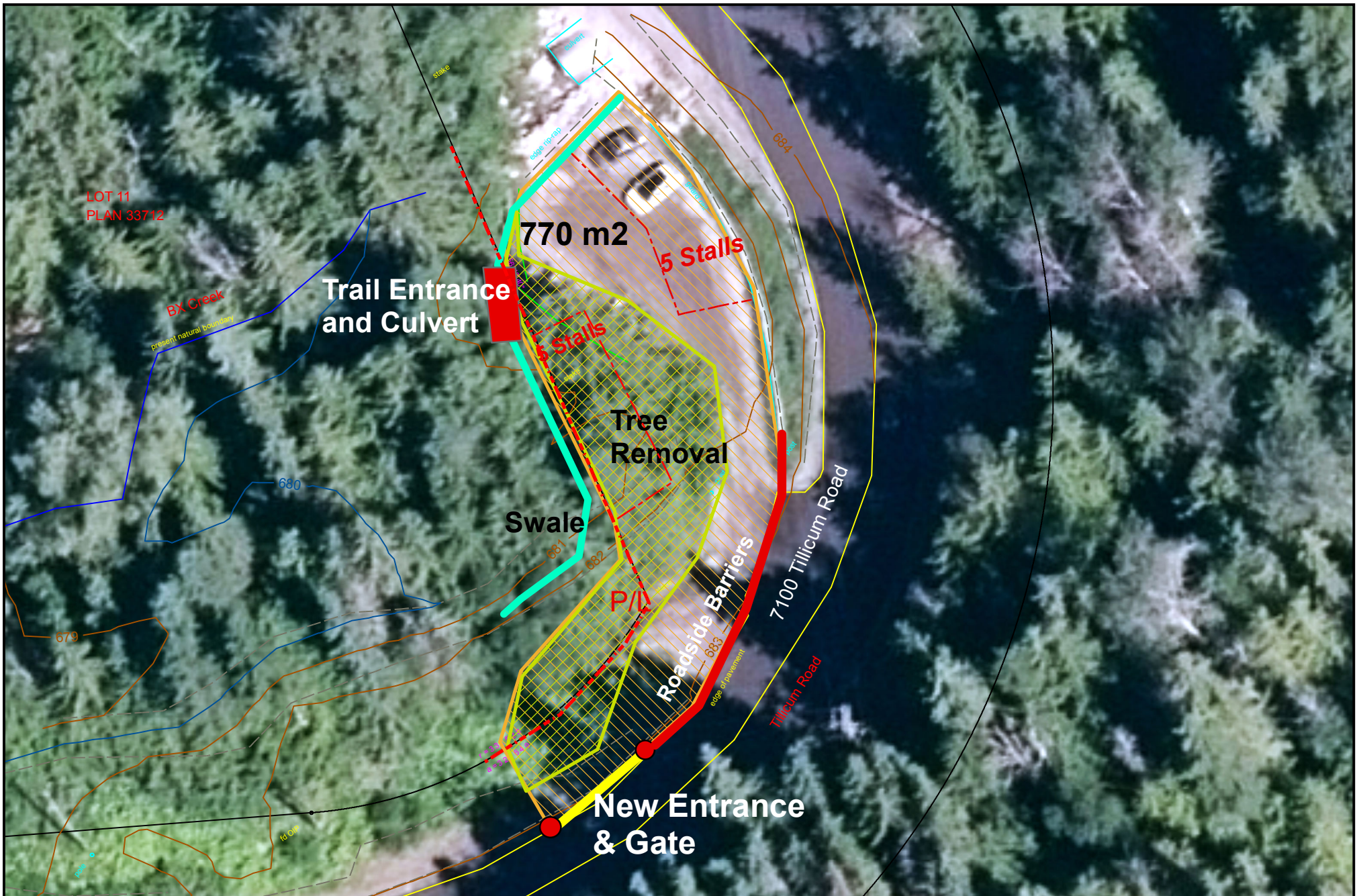
Signature: _____

Date: _____

- END -

ATTACHMENT 'A'

SITE PLAN



This map was compiled by RDNO, using data believed to be accurate; however, a margin of error is inherent in all maps. This product is distributed without warranties of any kind, either express or implied, including but not limited to warranties of sustainability or particular purpose or use.

BX Falls Park Parking Lot Upgrade - SITE PLAN



Plot Date: Jun 06, 2018

Scale: 1:400
Plot Size: 11" x 8.5"



ATTACHMENT 'B'

WORKS AND SERVICES CONTRACT



REGIONAL DISTRICT NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG

CITY OF ENDERBY

DISTRICT OF COLDSTREAM

VILLAGE OF LUMBY

CITY OF VERNON

TOWNSHIP OF SPALLUMCHEEN

ELECTORAL AREAS:

"B" – SWAN LAKE

"C" – BX DISTRICT

"D" – LUMBY (RURAL)

"E" – CHERRYVILLE

"F" – ENDERBY (RURAL)

Construction Services: BX Falls Park Parking Lot Upgrade – RFQ No. 2018-CS31

Hourly Works and Services Contract - General Terms and Conditions

1. TERM OF WORK

The Contractor agrees to furnish all labour, tools, equipment, material and services and to secure all permits necessary for the complete performance of the BX Falls Park Parking Lot Upgrade (the "Work") provided for on Purchase Order (PO) No. Click & Insert and in accordance with the RDNO Request for Quotation No. 2018-CS31 (Attachment "A") and Click & Insert Company Name Request for Quotation (Attachment "B") of this contract.

2. PAYMENT

As full consideration for performance of the Work, the RDNO will pay the Contractor as provided for on Attachment "B" under **PO No. Click & Insert #.**

3. INVOICING & PAYMENT

Upon monthly completion of the Work, the Contractor shall submit an invoice to the RDNO office located at 9848 Aberdeen Road, Coldstream BC, V1B 2K9 or via email to financeap@rdno.ca. All invoices must be to the attention of Nicole Kohnert, Manager Regional Engineering Services and include the following: PO No. Click & Insert #, Contractor's GST registration number, date & time of work completed, facility location and description of work performed and the applicable GL code below. Billing rates must be as per the Lump Sums quoted in Attachment "B".

- a. Area B & C Capital – GL Click & Insert GL & CC #.

4. INDEPENDENT CONTRACTOR

The Contractor is an independent Contractor and all persons employed by the Contractor to perform its obligations shall be the employees or servants of the Contractor and not of the RDNO.

5. TERMINATION

The RDNO may, in its absolute discretion, stop the Work and terminate this Contract at any time, but where the Contractor is not in default, the RDNO shall pay the Contractor for the portion of the Work done in conformity with the Contract to the date of such termination.

6. ASSIGNMENT

The Contractor agrees not to sub-contract, assign or transfer this Contract, in whole or in part without the prior written consent of the RDNO.

7. SAFETY

The Contractor agrees, while on the RDNO's property, to observe such safety rules or training requirements as the RDNO shall prescribe as necessary for the protection of the RDNO and the Contractor's personnel and property and as are necessary to comply with all laws,

ordinances and regulations applicable in the jurisdiction of the place of the Work, and to limit smoking to locations as are designated by a representative of the RDNO.

8. APPLICABLE LAW

The Contractor shall in all respects be governed by and construed in accordance with the laws of the Province of British Columbia.

9. INDEMNIFICATION

The Contractor shall indemnify and hold the RDNO and their employees harmless from and against any and all experiences, actions, causes of action, damages, claims and demands arising out of, or in any way connected with the performance of this Contract to the extent that the loss was a result of the Consultant's negligent act or omission.

10. LIENS

The Contractor shall take all necessary and proper steps to ensure that no claims or lien will be filed against the Work or property of the RDNO. The Contractor agrees that it will at its own expense cause any such lien or claim to be released and discharged.

11. INSURANCE & BUSINESS LICENCE

The Contractor shall maintain Work Safe BC coverage (WSBC) in compliance with the laws of the Province of British Columbia, valid insurance in types and amounts as defined on Attachment "C" entitled Insurance Requirements. Prior to commencing any Work, the Contractor shall forward proof of such requirements to the attention of Nicole Kohnert, Manager Regional Engineering Services - Email: nicole.kohnert@rdno.ca .

12. WORKMANSHIP

All workmanship and materials shall be acceptable to the RDNO in every respect and shall comply strictly with all terms and conditions of the RDNO RFQ and submitted quote that makes up this contract and shall be subject to inspection by the RDNO. Neither acceptance of the Work by the RDNO nor payment shall relieve the Contractor from liability under the indemnification clause or any of the guarantees or warranties contained or implied herein.

13. LOCAL CONDITIONS

The Contractor shall by personal inspection, examination, calculations or tests, or by any other means, satisfy himself with respect to the local conditions to be encountered and practicability of the work and of the methods of procedure.

No verbal agreements or conversation with any officer, agent or employee of the RDNO, either before or after the issuance of a PO, shall effect or modify any of the terms or obligations herein contained.

14. FREEDOM OF INFORMATION

The RDNO is subject to the provisions of the Freedom of Information and Protection of Privacy Act, "the Act". As a result, while Section 21 of the Act does offer some protection for third party business interests, the RDNO cannot guarantee that any information provided to the RDNO can be held in confidence. All Tenders, after the closing date and time, become the property of the RDNO.

The parties agree and consent to the disclosure of the Agreement as a matter of public record and acknowledge that applicable laws may require disclosure of information provided by one party to the other party pursuant to, or in connection with, the Agreement.

INSERT NAME OF COMPANY IN UPPER CASE

Authorized Signatory:

Signature

Date

Print Name

Title

REGIONAL DISTRICT OF NORTH OKANAGAN

Authorized Signatory:

Signature

Date

Print Name

Title