

# VILLAGE OF RADIUM HOT SPRINGS

## REQUEST FOR PROPOSAL

# Comprehensive Signage Strategy

ISSUE DATE: OCTOBER 20<sup>TH</sup>, 2017.

Original and two copies of a Proposal in an envelope plainly marked “**Proposal for Comprehensive Signage Strategy**” will be received at the Village of Radium Hot Springs, PO Box 340, 4836 Radium Blvd, Radium Hot Springs, BC V0A 1M0 up to 4:00 p.m. local time on the closing date.

**CLOSING DATE: NOVEMBER 10<sup>TH</sup>, 2017 at 4:00 PM MST.**

**\*PROPOSALS WILL NOT BE OPENED IN PUBLIC\***

**NOTE:**

Addendas will be posted on the Village of Radium Hot Springs website. It is the proponent's responsibility to check for Addendas.

<http://www.radiumhotsprings.ca/content/documents>

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Appendix “A”

Attached.

## **1.0 SCOPE OF THE PROPOSAL**

### **1.1 Introduction**

This document outlines the overall scope of Contractor Services, sets out the basic requirements for the proposal document and provides the evaluation criteria to be used as the basis for awarding the assignment. The objectives of the RFP are to evaluate the Proponent’s experience, technical expertise, project methodology, schedule and fees to provide the goods and or services for this assignment.

The Village of Radium Hot Springs is seeking proposals for a Comprehensive Signage Strategy.

### **1.2 Situation Overview**

The Village of Radium Hot Springs (“the Village”) is a community of approximately 800 residents geographically located in the Upper Columbia Valley in southeastern British Columbia.

The Village of Radium Hot Springs is located in an area renowned for its world class recreational opportunities and outstanding mountain environment. Radium has a vibrant tourism economy with approximately 800 motel units and two campgrounds. Two thirds of the 1200 residential units are owned by secondary home owners that are largely based out of Alberta. Estimates are that, during peak periods of visitation, the population of the Village approaches 5,000 people.

While forestry remains a very important regional industry (there is a CanFor lumber mill located within the boundaries of the municipality), tourism is recognized as our primary growth sector.

As the gateway community to Kootenay National Park and with close proximity to Bugaboo Provincial Park and the Purcell Wilderness Conservancy, as well as the remainder of the spectacular East Kootenay Region of BC, Radium Hot Springs is well-positioned for continued growth.

Some of the key attractions and activities in or near Radium Hot Springs include:

- Trout fishing on backcountry alpine lakes;
- Downhill and Nordic skiing and mountain biking at Panorama Alpine Resort;
- Heli skiing and hiking at Bugaboo Lodge;
- Mountain biking on local trail systems accessible from the Village;
- Big game hunting with local Guide Outfitters;
- Soaking in the local commercial and wilderness natural hot springs;
- Wilderness and action sport photography;
- Camping in Kootenay National Park or in wilderness areas;
- Hiking local recreational and alpine backcountry trails;
- Wildlife viewing for large carnivores (grizzly bears, wolves, cougars and lynx);

- Birdwatching in the Columbia River wetlands;
- Golfing at local world class courses;
- Canoeing, kayaking and rafting on the Kootenay River;
- Snowmobiling on groomed trails and alpine glaciers;
- Paragliding off of Mount Swansea;
- Mountaineering and alpine rock climbing in Bugaboo Provincial Park;
- Enjoying one of the many fine dining establishments in the area;
- Shopping in unique shops providing local crafted goods, and;
- Boating on Lake Windermere and Columbia.

Finding ways to better inform and direct visitors and residents to our amenities, businesses, and services, through the development of a comprehensive overall signage/way-finding strategy is what this project is all about.

We are looking for someone to develop a Village-wide signage strategy that will meet the needs of residents and visitors whether travelling through Radium Hot Springs as a pedestrian or in a vehicle.

A strategy that promotes an attractive, cohesive and coherent brand, that conveys quality, sustainability and authenticity in its design and construction and demonstrates a deep understanding of human wants and needs with respect to way-finding and discovery of place. The strategy needs to be scalable, so as to allow a phased approach to budgeting and implementation. Authenticity, street vitality, legibility, safety, maintenance, replacement costs and sustainability are important considerations.

### **1.2.1 Background**

The need to develop a comprehensive strategy for signage in the Village became apparent when we developed a branding and economic development plan. The current situation, consisting of a disparate array of entrance, way-finding, facility, parks/trails, highway, street, business and directional signage<sup>1</sup>, needs to be improved to enhance the visitor experience, capture missed opportunities, improve the visual aesthetic, create a lasting impression and reduce traveler and resident frustration in finding desired locations.

The brand elements envisioned by this project should draw from appropriate signage, a sense of community, reflect the man-made and natural environment and capture our distinct character.

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<sup>1</sup> See Appendix “A” for examples of signage in the community.

### **1.3 Scope of Work**

In our continuing efforts to meet the needs of visitors and residents, encourage access to community amenities, services and businesses, support economic development, and growth in the tourism economy, the Village of Radium Hot Springs is seeking proposals from planning and design firms with proven expertise in community branding and way-finding to develop a comprehensive signage strategy.

The strategy must consider a variety of signage types, including, but not limited to, the following:

- Way-finding (pedestrian and vehicular) signage and mapping;
- Parks and Trails signage (including kiosk signs);
- Regulatory street signage;
- Information and regulatory highway signage;
- Business directory signage;
- Events and Festivals signage;
- Tourism and amenity destination signage, and;
- Interpretive signage.

The successful proponent to this RFP will undertake a process that would lead to the development of a comprehensive signage program evoking an authentic, unique, community brand for Radium Hot Springs that is easily adapted and scalable. The strategy will result in:

- Attractive, cohesive and coherent signage;
- Signage that evokes quality design and construction and sustainability;
- Signage that meets the needs and wants of visitors and residents so that they can easily navigate the community and find desired locations.

### **1.4 Project Goals**

- To enhance visitors and residents ability to navigate in the community and to find desired destinations;
- To improve the visual aesthetic in the community;
- To develop a unique, authentic community brand represented by signage;
- To develop business signage that enhances visitors and residents ability to navigate in the community and to find desired business locations;
- To identify municipal facilities, cultural, heritage and recreational amenities;
- To develop signage for the promotion of events and festivals;
- o support economic development, and;
- To enhance community pride;

## 1.5 Project Phases (suggested)

1. Inventory and analysis of existing signage, assets and destinations:
  - a. Evaluation of existing signage, asset inventory of historic, cultural, recreational, residential, business/commercial, resident and visitor needs, destinations, regulatory requirements. Review and confirm documentation of locations of existing signage;
  - b. Review relevant resources and materials: Official Community Plan; Sign Bylaw; Community Profile; community websites; Ministry of Transportation signage policies and regulations etc;
  - c. Conduct interviews with relevant stakeholders (Village Council and staff, Radium Chamber of Commerce, Tourism Radium, area businesses, Columbia Valley Greenways Trails Alliance, Windermere Valley Snowmobile Association, adventure tourism operators, etc.), hold focus group meetings, obtain community input.
2. Develop framework for comprehensive signage strategy:
  - a. Prepare detailed site plan showing existing signage and those to be retained, replaced or removed;
  - b. Prepare detailed site plan showing proposed locations and types of signs to meet identified project goals;
  - c. Identify priority projects/needs.
3. Design Development:
  - a. Prepare comprehensive signage strategy manual (including detailed drawings and specifications for all sign types, including any required landscaping and lighting. Provide project ready architectural drawings for signs);
  - b. Manual to include rationale for approach, interpretation guide and information as to how the system can be adapted or expanded over time;
  - c. Manual to include scaled mock-ups of significant signs.
4. Design and Manual approval:
  - a. Consult stakeholders, focus group, and community on draft manual;
  - b. Revise manual as appropriate;
  - c. Develop project implementation/priority plan;
  - d. Present final comprehensive signage strategy manual to Village Council for approval.

The Manual should include design intent drawings with written statements regarding rationale for design choices, materials, methods of fabrication, and how system can be modified or scaled. 2 copies of the manual in hardcopy format, Adobe Acrobat PDF , EPS and Word formats.

The Scope of Work is intended to define the work activities as accurately as possible. The Proponent is encouraged to use innovation when developing its proposal and propose revisions or alternatives that are considered beneficial to the project.

#### **1.4 Project Budget**

The scope of work may have to be adjusted to ensure that the cost of the services remains under budget. The Proponent shall identify possible changes in the scope of work proposed, if necessary, in order to keep this assignment within budget and shall contact the Village if they wish to discuss this prior to drafting their proposal. The proposed budget for this project is \$25,000.00.

#### **1.5 Project Timeline**

Project completion must be within four months of the award of a contract for the services.

### **2.0 CONTENT OF PROPOSAL**

#### **2.1 Copies**

Proposals (one original and two copies) must be submitted in printed form plus a digital copy. The following topics should be addressed in the following order.

#### **2.2 Covering Letter**

A covering letter signed by an authorized representative of the company should be provided outlining the intent of the response and stating that the information contained in the response accurately describes the services to be provided. The response must also guarantee that all quoted prices will be honoured for a specified period from the submission date.

#### **2.3 Proponent Profile and Reference**

A description of the Contractor's organization, size, services, areas of expertise, and length of time in operation must be addressed. References must be provided.

#### **2.4 Scheduling**

The proposal will include the Proponent's itinerary to complete the work proposed (start up, information gathering, site visits, preliminary plans, etc.).

#### **2.5 Costs**

The proposal will define the costs for the Proponent's goods and services. The proposal shall outline the costs of all components and shall detail all applicable taxes and other associated costs. All prices shall be in Canadian dollars.

**3.0 BID SHEET**

REQUEST FOR PROPOSAL: Comprehensive Signage Strategy

CLOSING DATE: \_\_\_\_\_

The undersigned Bidder has carefully examined the Conditions, Specifications, and Drawings (if applicable) for the work requested and will construct or provide the services required.

This proposal is valid for: 60 days.

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

FAX NO. \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF BIDDER \_\_\_\_\_

PRINT NAME \_\_\_\_\_



## **4.0 INTERPRETATION**

### **4.1 Definitions**

“Best Value” means the value placed upon quality, service, past performance and price.

“Village” means the Corporation of the Village of Radium Hot Springs.

“Village of Radium Hot Springs Representative” means the representative or appointee engaged by the Village of Radium Hot Springs to supervise the work.

“must”, “mandatory” or “required” means a requirement that must be met in order for a PROPOSAL to receive consideration.

“Premises” shall mean building(s) or part of a building with its appurtenances.

“Proposal” shall mean the proponent’s submission to the RFP.

“Proponent” means a party submitting a proposal to this RFP.

“RFP” means the Request for Proposal.

“Request for RFP” (RFP) includes the documents listed in the index of the Request for RFP and any modifications thereof or additions thereto incorporated by addenda before the close of RFP’s.

“Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for RFP.

“Special Conditions” means the special conditions, which are included in the RFP.

“Specifications” means the specifications which are included in the RFP.

“Subcontractor” includes, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts, or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.

“Successful Proponent” means the proponent submitting the most advantageous RFP as determined by the Village of Radium Hot Springs.

“Work” means any labour, duty and/or efforts to accomplish the purpose of this project.

## **5.0 FORM OF PROPOSAL**

Project Title: Comprehensive Signage Strategy

Department: Administration

The Proponent confirms it has obtained and carefully examined all of the documents making up the Request for Proposal issued by the Village of Radium Hot Springs and any addenda issued in connection therewith.

The Proponent undertakes and agrees that:

### **5.1 Execution of Contract**

If the offer contained in this proposal is accepted, upon being advised that the Contract Documents are available, the Proponent will obtain the Contract Documents and Drawings, if any, and will execute and identify the Documents and Drawings in a form and manner acceptable to the Village and will deliver the same within (1) days from the time when the same are available or are delivered or mailed to the Proponent.

### **5.2 Commencement, Prosecution and Completion of Work**

If awarded the Contract, the Proponent shall supply the goods and or services on the date set out in the Contract Documents and shall complete the contract within the time specified in the Contract Documents.

### **5.3 No Collusion**

Except as otherwise specified or as arising by reason of the provision of the Contract Documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with proposals submitted for this project and the Proponent has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

### **5.4 Acceptance of Proposal**

The acceptance of the proposal by the Village shall be made only by the notice in writing, and will be addressed to the successful Proponent at the address given in this Form of Proposal; and if the Proposal Documents are so worded, the proposal may be accepted either in whole or in part.

**5.5 Failure or Default of Proponent**

If the Proponent for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the Proponent under the terms of this proposal, the Village at its option may consider the Proponent has abandoned the offer made or the contract if the offer has been accepted, whereupon the acceptance, if any, of the Village shall be null and void and the Village shall be free to select an alternate solution of its choosing.

Executed at \_\_\_\_\_, in the Province of BC this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

(Corporate Name if Proponent is a Corporation)

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Mailing Address of Proponent:

Street: \_\_\_\_\_ PO Box \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

## **6.0 INSTRUCTIONS TO PROPONENTS**

The following terms will apply to this RFP and to any subsequent Contract. Submission of a Proposal in response to this RFP indicates acceptance of all the following terms:

### **6.1 General**

- a. The law applicable to this RFP shall be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this RFP shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.
- b. In carrying out its obligations hereunder, the Proponent shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licences, permits and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the Services, the more restrictive shall apply.
- c. Applicability of law: All references in the RFP to statutes and regulations thereto and Village bylaws shall be deemed to be the most recent amendments thereto or replacements thereof.
- d. Copyright: All designs, drawings, concept drawings, specifications, digital, hard copies, web pages, internet pages, maps and plans commissioned by the Village of Radium Hot Springs, shall remain the property of the Village of Radium Hot Springs.
- e. In the case of any inconsistency or conflict between the provisions of the RFP, the provisions of such documents and addenda thereto will take precedence in governing in the following order: (1) Addenda; (2) RFP; (3) Special Conditions; (4) Specifications; (5) Drawings; (6) Executed Form of RFP; (7) all other documents.
- f. Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.
- g. Method of payment is governed by Village policy as well as applicable Federal and Provincial laws.
- h. The RFP, accepted submission, and Village contract documents represent the entire Agreement between the Village and the Successful Proponent and supersede all prior negotiations, representations or agreements either written or oral. The contract documents may be amended only by written instrument agreed and executed by the Successful Proponent and the Village.

## **7.0 REQUEST FOR RFP PROCESS**

### **7.1 Not a Tender Call**

This RFP is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Village.

### **7.2 No Obligation to Proceed**

Though the Village fully intends at this time to proceed through the RFP, in order to select the services, the Village is under no obligation to proceed to the purchase, or any other stage. The receipt by the Village of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Village. There is no guarantee by the Village, its officers, employers or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Village for the purchase of the equipment, service or project.

### **7.3 Late Proposals**

Proposals received after the final date and time for receipt of Proposals will be considered as “Late Proposals”. Late proposals will not be accepted and will be returned unopened to the sender.

## **8.0 PRE-RFP INFORMATION**

### **8.1 Cost of Preparation**

Any cost incurred by the proponent in the preparation of this Proposal will be borne solely by the Proponent.

### **8.2 Intention of the Village**

The Proponent that submits to the Village the most advantageous proposal and which represents the interests of the Village, best overall, may be awarded the contract. The Village reserves the right to accept or reject all or part of the RFP, however, the Village is not precluded from negotiating with the successful Proponent to modify its Proposal to best suit the needs of the Village.

### **8.3 Rejection of Proposals**

The Village reserves the right to reject, at the Village’s sole discretion, any or all proposals, without limiting the foregoing, any Proposal which either:

- a. is incomplete, obscure, irregular or unrealistic;

- b. has non-authorized (not initialed) erasures or corrections in the Proposal or any schedule thereto;
- c. omits or fails to include any one or more items in the proposal for which a price is required by the RFP;
- d. fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports to be completed or not;

Further, a Proposal may be rejected on the basis of the Proponents past performance, financial capabilities, completion schedule and compliance with Federal, Provincial and Municipal legislation. As it is the purpose of the Village to obtain a Proposal most suitable to the interests of the Village and what it wishes to accomplish, the Village has the right to waive any irregularity or insufficiency in an Proposal submitted and to accept the Proposal which is deemed most favourable to the interest of the Village.

#### **8.4 Evaluation Criteria**

The following criteria, but not restricted thereto, will be used to evaluate responses:

- a. The proponent’s organization and technical capability to provide the goods and service.
- b. The proponent’s performance and experience on similar projects.
- c. Awards will be made based on the Best Value offered, and the Best Value will be determined by the Village. The quality of the service to be supplied, the conformity with the specifications, the suitability to requirements, guarantee clauses, and references shall all be taken into consideration.
- d. Evaluation Criteria (see page 20). Proposals will be evaluated based on predetermined criteria and weighting as detailed on the attached Proposal Evaluation Form.

#### **8.5 Evaluation Committee**

Evaluation of Proposals will be by an Evaluation Committee formed by the Village.

#### **8.6 Confidentiality**

The Village will endeavor to keep all proposals confidential. The material contained in the Successful Proposal will be incorporated in a contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the Village contract shall not be released if the Village deems such releases inappropriate, subject to the Freedom of Information Act.

### **8.7 Clarification**

The Village reserves the right to seek Proposal clarification with the proponents to assist in making evaluations.

### **8.8 Gifts and Donations**

Proponents will not offer entertainment, gifts, gratuities, discounts or special services, regardless of value, to any employee of the Village.

### **8.9 Acceptance of Proposal**

The Village of Radium Hot Springs shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved Proposal.

No act of the Village other than a notice in writing shall constitute an acceptance of a Proposal. Such acceptance shall bind the successful proponent to execute in a manner satisfactory to the Village.

### **8.10 Negotiation Delay**

If a written Contract cannot be negotiated within thirty days of notification of the successful proponent, the Village may, at its sole discretion at any time thereafter, terminate negotiations with that proponent and either negotiate a Contract with the next qualified proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

### **8.11 Enquiries**

All enquiries related to this RFP are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all proponents at the Village’s option. Questions will be answered if time permits.

VILLAGE OF RADIUM HOT SPRINGS  
MARK READ, CHIEF ADMINISTRATIVE OFFICER  
PO BOX 340  
4836 RADIUM BLVD  
RADIUM HOT SPRINGS, BC            V0A 1M0

Proposals must not be sent electronically. Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP program title.

## **9.0 PROPOSAL PREPARATION**

### **9.1 Alternative Solutions**

If alternative solutions are offered, please submit the information in the same format, as a separate Proposal.

### **9.2 Changes to Proposal Wording**

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 purposes of clarification.

### **9.3 Limitation of Damages**

The Proponent, by submitting a “Proposal” agrees that it will not claim damages, for whatever reason, relating to the RFP or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

### **9.4 Firm Pricing**

Proposals must be firm for at least 60 days after the final date. Prices will be firm for the entire contract period.

### **9.5 Currency and Taxes**

- Prices quoted shall:
- Be in Canadian dollars;
- Be inclusive of duty, where applicable;
- Indicate per diem, travel and expense reimbursement rates;
- Be FOB destination, delivery charges included where applicable; and
- Indicate PST and GST amounts separately.

## **10.0 ADDITIONAL TERMS**

### **10.1 Sub-Contracting**

Using a Subcontractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.



Subcontracting to any firm or individual, whose current or past corporate or other interests may, in the Village’s opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this proposal.

### **10.2 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 Contractors. 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 Contractors from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

### **10.3 Agreement with Terms**

By submitting a proposal the Contractor agrees to all the terms and conditions of this RFP. Contractors who have obtained the RFP electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the proposal.

### **10.4 Use of Request for RFP**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

## **11.0 SPECIAL CONDITIONS**

- a. A qualified proposal is one which meets the needs and specifications of the Village, and the terms and conditions contained in the RFP. The preferred proposal is a qualified proposal offering the best value, as determined by the Village.
- b. The Village will decide whether a proposal is qualified by evaluating all of the proposals based on the needs of the Village, specifications, terms and conditions and price. The Village will examine all proposals and recommend which proposal is in the Village’s best interest.
- c. A proposal which is unqualified is one that exceeds the cost expectations of the Village and/or does not meet the terms and conditions contained in the RFP and/or does not meet the needs and specifications of the Village. The Village reserves the right to reject any or all unqualified proposals.
- d. The Village reserves the right to cancel this RFP at any time.
- e. The Village recognizes that “Best Value” is the essential part of purchasing a product and/or service and that the Village may prefer a proposal with a higher price, if it offers greater value and better serves the Village’s interests, as determined by the Village, over a proposal with a low price. The Village’s decision shall be final.

- f. The Village reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their proposals or re-submit altogether, as determined by the Village.
- g. All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia.
- h. The Successful Proponent, herein named the Contractor, shall guarantee that his proposal will meet the needs of the Village and that any or all item(s) supplied and/or service(s) rendered shall be correct. If the item(s) supplied by the Contractor and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Contractor.
- i. All proposed prices shall include delivery F.O.B. to the Village administration office or other destination point, as specified by the Village, and the Contractor shall bear all risks of loss and/or damage.
- j. Where only one proposal is received, the Village reserves the right not to make public the amount of the proposal. The amount of the proposal will be made public if a contract is awarded. The Village reserves the right to accept or reject a proposal, where only one proposal is received.
- k. The Village reserves the right in its sole discretion to accept or reject all or part of any proposal which is non-compliant with the requirements of this Invitation.
- l. The Village shall not be obligated either to accept or reject any non-compliance with the requirements of this Invitation.
- m. Cancellation Clause: The Village reserves the right to cancel the Contract Agreement for goods and/or services as outlined in this RFP, at any time, by providing 30 days written notice to the Vendor.

## **12.0 CONTRACTOR’S INSURANCE**

### **12.1 Errors and Omissions Insurance**

The Contractor shall, at the Contractor’s expense, establish and maintain professional errors and omissions insurance to the following minimum requirements:

#### **Minimum Insurance**

Contracting Services for projects not exceeding \$500,000 in value = \$1,000,000

Contracting Services for projects exceeding \$500,000 in value = \$2,000,000

\*The maximum deductible in all categories shall be \$50,000 / \$100,000

The Contractor accepts responsibility for the acts and omissions of all Subcontractors it may engage in rendering the Service on the Project.

The Contractor’s Professional Errors and Omissions Insurance shall remain in force for the life of the project and for twenty-four (24) months after Substantial Completion, and shall contain the following endorsement to provide the Village of Radium Hot Springs with prior notice of changes and cancellations.

“The Insurer and the Insured Contractor shall provide written notice to be delivered by hand, or sent by registered mail to the Village of Radium Hot Springs at least thirty (30) days in advance of the activation date of any proposed cancellation, change or amendment restricting coverage under this policy.”

### **13.0 SPECIFICATIONS**

N/A

### **14.0 DELIVERABLES**

14.1 See section 1.3 of this RFP.

### **15.0 PRICE BREAKDOWN**

15.1 See sections 9.4 and 9.5 of this RFP

## 16.0 EVALUATION CRITERIA

	Maximum Points:	Score:
Conformity to proposal requirements.	10	
Experience of firm.	10	
Experience of project team.	10	
Work Schedule.	10	
Clarity of proposal.	10	
Completeness of proposal.	10	
Project creativity.	10	
Value added elements.	10	
Totals:	80	

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_