



# Request for Quotation Demolition and Grading Project 2240-20-02

**Closing:**

Response must be received before 3:00 PM Pacific Time,  
on Wednesday, June 14, 2023

**Closing Location:**

City of Parksville - Fire Department  
PO Box 1390, 160 Jensen Ave. West  
Parksville, BC V9P 2H3

**Contact Person:**

Mike Tisdelle  
Assistant Fire Chief  
mtisdelle@parksville.ca  
250-248-3242

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## 1. BACKGROUND

The City of Parksville invites Quotations on the demolition and disposal of building materials from qualified professionals.

The City of Parksville has two properties that require demolition, disposal of materials (wood and concrete), shrubs/trees, and grading. One structure is in place and the other structure has been moved; however, the property has a foundation, and some building material that requires demolition and disposal.

In March 2023, the City of Parksville had a hazardous material abatement report completed by a certified remediation company.

This project is subject to available funding.

## 2. SCOPE OF WORK

The Owner is seeking quotations from qualified professionals for the demolition, disposal of building materials and grading of properties. Prices quoted must include all labour, equipment, materials, and anything associated with this project that may be required.

### ADDITIONAL INFORMATION

#### LOCATION

198 Jensen Avenue West, Parksville

206 Jensen Avenue West, Parksville

#### NON-MANDATORY SITE VISIT

Contractors wanting to view the site further can do so on Wednesday, June 1, 2023, at 11:00am. Please check in at the Parksville Fire Department, 160 Jensen Avenue West, Parksville, BC.

#### WORK PLAN

The City will utilize reasonable timeframes for this work as provided by the successful proponent.

The Scope of Work detailed is intended to provide the Proponent with information pertaining to the general extent of the work. The Proponent will use innovation when developing its proposal and will propose revisions or alternatives which may be considered beneficial to the City. All proposed revisions or alternates must be clearly identified.

### 3. SCHEDULE

The following dates, other than the RFQ closing and award date, are guidelines only and may be adjusted based on the schedule proposed by the successful proponent.

Non-Mandatory Site Visit:	June 1, 2023
RFQ Closing Date:	June 14, 2023
Award Date:	June 30, 2023

### 4. PROPOSAL FORMAT

This section describes the expectations for proposal formatting. Any proposal submitted should be in general alignment with these expectations to facilitate comparative evaluation.

#### COVER LETTER

Provide a single-page cover letter that succinctly demonstrates the proponent's understanding of key project issues and associated risk(s), experience, and strategies to make the project successful. The letter must include the name, address, telephone number, title, and signature of the proponent's contact person for this proposal.

#### PROJECT TEAM AND CORPORATE COMMITMENT

Establish that the proponent's organizational structure and proposed team, including sub-consultants and specialists, has the necessary technical and managerial knowledge to successfully carry out the requirements of this project. As well, confirm the proponent's corporate commitment to the adhering to the terms and conditions of this RFQ.

- Provide a brief introduction of the proponent’s company any required sub-consultants.
- Identify the primary contact for the project. Should this primary contact not have the signing authority required to execute an agreement with the City, identify the individual who will fulfill this role in addition to the primary contact.
- Summarize the past relevant experience and performance of the proposed team’s key personnel.
- State the corporate acceptance of the terms and conditions of this RFQ and attached Professional Services Agreement. Confirm that the proponent carries adequate insurance meeting or exceeding the levels specified within the Professional Services Agreement, and that proof of the required insurances will be submitted upon request.
- Prior to the beginning of the project, the successful proponent will provide proof of the following:
  - A current City of Parksville or Inter-Community business license
  - A current WorkSafeBC clearance letter
  - A minimum \$2 million liability insurance, with the City of Parksville named as an additional insured.

### PROJECT UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES

Communicate in detail your understanding of the project, its requirements, and important issues. Describe both the project management and technical methodologies proposed to be used. Clearly indicate all services which are to be included, excluded, optional, or to be provided by others.

- Describe the proposed methodology and approach to manage the project, as well as identification and management of risks to the project and how those risks will be managed.
- Provide a time frame from award date to installation, commissioning, and completion of project.

### PRICING

Location	Subtotal	PST	GST	Total
198 Jensen Ave West				
206 Jensen Ave West				

## 5. PROPOSAL EVALUATION CRITERIA

The City will evaluate each proposal submitted on the basis of how well the proponents respond to the requirements of the RFQ. Each submission will be assessed using a matrix scoring system as set out below.

### PROJECT TEAM AND CORPORATE COMMITMENT - 15%

- Relevant experience
- Years of experience
- Professional accreditation

### PAST PERFORMANCE AND REFERENCES - 15%

- Recent similar projects successfully completed by the project team
- Established history of utilizing creative design solutions in constrained, older developed areas to preserve and enhance historical elements
- Demonstrated ability to plan and lead engaging and inclusive public engagement initiatives utilizing a variety of modern presentation mediums and methods
- Proven ability to collect, organize, and summarize feedback from the public to provide actionable directions
- Established history of construction contract administration and inspection for projects located in historic/older developed areas

### PROJECT UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES - 20%

- Ideas for innovation and methods to deliver maximum value to the City
- Demonstrated understanding of project risks, opportunities, and requirements
- Clearly articulated, well detailed plans for each project phase. Breaking down each phase of work into the tasks to be undertaken and deliverables to be issued

### PRICE - 50%

## 6. EXTRA WORK

The proponent/contractor must receive written approval prior to commencing any additional works which will affect the project cost or schedule. The proponent/contractor is to submit a Change Order indicating the impact these extra or additional works will have on the project for written approval from the City. An invoice

encompassing additional works that has not been approved in writing will not be accepted by the City.

## 7. PROPOSAL SUBMISSION

### 7.1. General

Before submitting Quotations, proponents must satisfy themselves about the nature and location of the work, local conditions, the professional services, equipment, technology, and facilities needed for the execution of the work, and all other factors that might have a bearing on their quote. Proponents are fully responsible for obtaining all information required for the preparation of Quotations and the execution of the work.

Proponents are solely responsible for their own expenses in preparing and submitting proposals, and for any meetings, negotiations, or discussions with the City or its representatives and consultants, relating to or arising from this RFQ. Proponents agree that by participating in the RFQ process, and/or submitting a proposal, they have no claim for compensation.

### 7.2. Inquiries

All inquiries regarding this request for quotation must be directed to:

Mike Tisdelle, Assistant Fire Chief (or his designate)  
Parksville Fire Department  
Telephone: 250 248-3242  
Email: [mtisdelle@parksville.ca](mailto:mtisdelle@parksville.ca)

All Requests for Information (RFI) related to this RFQ are to be submitted in writing by email at least five (5) calendar days prior to the Closing Date.

RFIs and answers will be recorded and distributed via email to each proponent, and it is the responsibility of the proponent to acknowledge any addenda. Information obtained from any other source is not official and should not be relied upon.

### 7.3. Instructions, Terms, and Conditions

The following terms and conditions will apply to this Request for Quotations. Submission of a proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the City.

- Quotations clearly marked “RFQ 2240-20-02- City of Parksville, Hazardous Material Abatement” must be received by the **Closing Date: before 3:00 PM Pacific Time on Wednesday, June 14, 2023.**
- Proposals should be delivered or emailed to the attention of Mike Tisdelle, Assistant Fire Chief, at the Parksville Volunteer Fire Department as follows:

By hand delivery, courier or email:

Parksville Fire Department  
PO Box 1390  
160 Jensen Ave. West  
Parksville, BC V9P 2H3

- Proponents are cautioned to carefully read and follow the instructions, terms and conditions required by this Request for Quotations as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. However, the City reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal and proceed with that respondent.
- In the event only one Quotations is received, the City reserves the right to return that proposal unopened. Quotations received after the closing time will be returned unopened.
- Quotations must be executed by an authorized signatory of the proponent utilizing the Proponent Commitment section of this Request for Quotations.
- All Quotations and subsequent information or material received shall become the property of the City and will not be returned. The Quotations will be held in confidence by the City subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- Quotations may be withdrawn by written request only to Mike Tisdelle, Assistant Fire Chief, or his designate, at any time prior to the scheduled closing time. Proposals remain valid and may not be withdrawn, for a period of sixty (60) days following the deadline date for submission of Quotations.
- Prior to the deadline date for submission of Quotations, proponents must not contact any other representative of the City regarding this Request for Quotations, other than Mike Tisdelle, Assistant Fire chief or designate. Unauthorized contact with any City representatives, including members of City Council, may be cause for the rejection of the proponent’s Quotations.



- The City is under no obligation to award a contract as a result of this Request for Quotations and reserves the right to terminate this Request for Quotations process for any reason, at any time. The City may then do nothing, re-tender, sole-source or complete the work with the City's own forces.
- No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Quotations process, and by submitting a quote each proponent shall be deemed to have agreed that it has no claim.
- This Request for Quotation and the successful proponent's response may form part of any contract or professional services agreement entered into with the City of Parksville.
- Any information acquired about the City by a proponent during this process must not be disclosed unless authorized by the City, and this obligation will survive the termination of the Request for Quotation process.
- The proponent, including all consultants, sub-consultants, corporation, or individual members of a proponent, will promptly disclose to the City any potential conflict of interest and existing business relationships they may have with the City or evaluation committee. The City reserves the right to disqualify any proponent who in its opinion has a conflict of interest, whether such conflict exists now or is likely to arise in the future.
- Pricing will be firm for the contract period unless this Request for Quotation states otherwise. All prices quoted are to be in Canadian funds including fees, charges, contingencies, and applicable taxes.
- Any dispute arising from this Request for Quotations, or subsequent agreement, will be resolved according to the laws of the Province of British Columbia.
- Using a subcontractor (who must be clearly identified in the quotations) is acceptable. This includes a joint submission by two proponents having no formal corporate links.

## 8. PROPOSAL COMMITMENT

The Request for Quotation response must be received at the Parksville Volunteer Fire Department:

To the attention of Mike Tisdelle, Assistant Fire Chief, no later than the **closing date of June 14 , 2023 at 3:00 pm (local time).**

**This section must be completed by proponent:**

Provided that this quotation is accepted within sixty (60) calendar days from the closing date, the undersigned agrees on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFQ document, the proponent's quotation, any and all addendum, which shall together form the agreement. This quotation is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions, and specifications the undersigned agrees to supply products and services at the prices quoted.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Signature of Signing Officer: \_\_\_\_\_

Printed Name of Signing Officer: \_\_\_\_\_

Title of Signing Officer: \_\_\_\_\_

Date: \_\_\_\_\_