



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Request for Proposal

West Coast Cover Building WCCB01-23

Submission Deadline:

December 20, 2023 at 2:00pm Pacific Time

Designated Contact Person:

Kyle Ilett, Procurement Coordinator

Email procurement@acrd.bc.ca



SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of the Alberni-Clayoquot Regional District **not later than 2:00 PM local time, December 20, 2023** to the attention of:

Kyle Ilett, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th ave, Port Alberni

BC, V9Y 2E3

Note: Office Hours 8:00am to 4:30pm

Paper proposal submissions must be delivered to the address above in a sealed envelope and labelled "Request for Proposal WCCB01-23 - West Coast Cover Building."

Alternatively, proposals may be submitted by email with the subject line "Request for Proposal WCCB01-23 - West Coast Cover Building" to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Kyle Ilett – Procurement Coordinator

Email: procurement@acrd.bc.ca

Telephone: 250-720-2726



Table of Contents

SECTION I – GENERAL	4
1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)	4
1.2 OBJECTIVES OF THE RFP	Error! Bookmark not defined.
1.3 BACKGROUND FOR RFP	5
1.4 RFP DISTRIBUTION AND ENQUIRIES	5
1.5 RFP TERMINOLOGY.....	6
SECTION II – TERMS & CONDITIONS.....	6
2.1 ESTIMATED TIME FRAME	6
2.2 RESPONSIBILITY OF PROPONENT	7
2.3 PROPOSAL SUBMISSION/CONDITIONS.....	7
2.3.1 Proposal Submission.....	7
2.3.2 Enquiries, Errors, Omissions and Addenda	8
2.3.3 Conditions.....	9
2.3.4 Freedom of Information and Privacy Protection Act (FOIPPA)	9
2.3.5 Confidentiality	9
2.3.6 Conflict of Interest and Legal Proceedings.....	10
2.3.7 Changes to Proposal.....	10
2.3.8 Proponent’s Expenses	10
2.4 ADDENDA.....	10
2.5 OFFER ACCEPTANCE	11
2.6 EVALUATION TEAM AND CRITERIA.....	11
2.7 NEGOTIATIONS	12
SECTION III – SUBMISSION REQUIREMENTS	12
3.1 EXPERIENCE & QUALIFICAITONS.....	13
3.2 PROJECT UNDERSTANDING	13
3.3 COMPLETION SCHEDULE	13
3.4 SOCIAL PROCUREMENT.....	13
3.5 REFERENCES.....	14
3.6 PRICE	14



3.7 INTERVIEW..... **Error! Bookmark not defined.**

SECTION IV – SPECIFICATIONS..... 14

 4.1 ACCEPTANCE OF TERMS 14

 4.2 THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVE RIGHTS 15

 4.3 NOTIFICATION OF AWARD 15

 4.4 TERM OF AGREEMENT..... 15

SECTION V – RFP PARTICULARS 15

 5.1 CONTRACT CONDITIONS..... 15

SECTION VI – APPENDICES..... 16

 SCHEDULE A: FORM OF PROPOSAL 17

 SCHEDULE B: STATEMENT OF WORK AND DELIVERABLES..... 18

SECTION I – GENERAL

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Alberni-Clayoquot Regional District (ACRD) is seeking qualified firms to construct, deliver and install two (2) cover-all buildings at the West Coast Landfill for use in organics processing.

Each structure will be:

1. 75’ long x 32’ wide by 15’ high, designed to be anchored to a 5’ high surface mounted concrete block (lock block) foundation, set on engineered gravel pad.
2. Open at both ends.
3. Designed for
 - a. Organics Processing, so must withstand humid, corrosive environments.
 - b. Operation at West Coast Landfill, near Ucluelet (1500 Alaska Pine Road).
 - c. Meet CSA 367 and A660 standards.



- d. Withstand local climate Snow load of 1.0 kPa - Rain 0.4 kPa - Wind 1/50 0.68 kPa

The proposed quote is to include:

1. The cost of the structures,
2. Engineering certification and record drawings for the structures,
3. Delivery and installation of both structures onto their respective lock block walls,
4. Estimated time of delivery and installation.

Proponents must note that the lock-blocks will be purchased and assembled by others.

The administrative requirements, terms and conditions for the provision of West Coast Cover Building in this RFP are as envisioned by the ACRD at the time of writing, but these may change or be refined in the course of the evaluation and negotiation process. The particulars of the work include:

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

1.2 BACKGROUND FOR RFP

The ACRD recently completed the first phase of construction of an organics processing facility at the West Coast Landfill, located at 1500 Alaska Pine Rd, Ucluelet, BC V0R 3A0. The facility is located on an engineered gravel pad at the landfill site. As part of the operation of the new facility, the ACRD receives organic material collected from curbside recycling and self-haul, which is then processed into Class A compost, as defined under the Organic Matter Recycling Regulation.

1.3 RFP DISTRIBUTION AND ENQUIRIES

Proponents must ensure that they have received all addenda and the complete RFP. The complete document consists of eighteen (18) pages including the Cover Page and Appendices.

All enquiries related to this RFP are to be directed in writing, only to Kyle Ilett (or designate) at the contact address below:

Kyle Ilett, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th ave, Port Alberni

BC, V9Y 2E3



Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Kyle Ilett as having received a copy of this RFP.

1.4 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- "must", "mandatory", "required" means a requirement that must be met in order for the proposal to receive consideration;
- "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this "Request for Proposal";
- "Proposal" means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof;
- "Contract" means a written agreement resulting from this Request for Proposal executed by the Alberni-Clayoquot Regional District and the Contractor, it being understood that it may be the case that no contract will result;
- "We", "ACRD" all mean the Alberni-Clayoquot Regional District;
- "Contractor" means the Proponent(s) who is/are awarded and enters into an Agreement with the Alberni-Clayoquot Regional District for the Services as a result of this RFP.
- "Evaluation Team" means the team appointed by the Alberni-Clayoquot Regional District;

SECTION II – TERMS & CONDITIONS

2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the ACRD.



EVENT	ANTICIPATED DATE
Request for Proposal is issued	November 23, 2023
Deadline for receipt of questions	December 11, 2023
Addenda issued (if required)	December 14, 2023
Request for Proposal closes	December 20, 2023 @ 2PM
Award Date	January 10, 2024
Services commencement date	January 12, 2024

2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFP. Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFP and to prepare and submit their proposal. The ACRD will not be responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of the RFP on the part of any proponent.

2.3 EVALUATION

An evaluation committee will be reviewing the proposal submissions. The ACRD reserves the right to accept any or none of the proposals submitted.

2.4 PROPOSAL SUBMISSION/CONDITIONS

2.4.1 Proposal Submission

Proposal submissions must include a completed Proposal Submission Form, with all addenda acknowledged.

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late proposals will not be accepted.

Proposal submissions must be received **no later than 2:00 PM local time on December 20, 2023** in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal WCCB01-23 - West Coast Cover Building", and directed to the person identified under the Submission Details of this RFP.

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by Kyle Ilett. Alternatively, Proposals may be submitted by email with the subject line



"Request for Proposal WCCB01-23 - West Coast Cover Building" to the person identified under the Submission Details of this RFP. If the Proponent chooses to submit by email the following risks are assumed

1. Delays in delivery
2. Rejection of the email
3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

2.4.2 Enquiries, Errors, Omissions and Addenda

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this RFP.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them in order to fulfil their obligations.

Communications to the ACRD may be made only by Proponents and not by prospective subcontractors, material suppliers or others.

While the ACRD has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponent. The information is not guaranteed or warranted accurate by the ACRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the goods and services as described by this RFP. If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify Kyle Ilett immediately in writing.

The ACRD may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. The ACRD shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.

Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting proposals are responsible to ensure that they are aware and have received all addenda, and are advised to check immediately prior to submitting their Proposal Submission Form.



The ACRD will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to the ACRD.

Requirements outlined in the RFPs shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

2.4.3 Conditions

Proponents are advised that after receipt of proposals they may be required to provide to the ACRD additional information concerning themselves or their Proposal including further details or breakdowns, and additional information to clarify whether a proposal meets the mandatory requirements set out in this RFP

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submissions may be disqualified or rejected. Anything to the contrary herein notwithstanding, the ACRD may at its sole discretion elect to retain for consideration proposals which are non-conforming, and may waive irregularities, failure to comply or time stipulations required by these Instructions for Submission, whether material or not. The stipulations herein are for the sole benefit of the ACRD and may be waived by the ACRD unilaterally.

2.4.4 Freedom of Information and Privacy Protection Act (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and *the Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

Proposals will be held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, or unless otherwise required by law. As an exception to the foregoing, Proponents are advised that any contract entered into as a result of this RFP may be subject to Regional Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, aspects of Proposals may be provided to the Board in a publicly available staff report, and discussed at a Board meeting that is open to the public.

2.4.5 Confidentiality



All submissions become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

2.4.6 Conflict of Interest and Legal Proceedings

Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the ACRD, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous contracts, tenders or business transactions.

2.4.7 Changes to Proposal

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. 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 ACRD for clarification.

2.4.8 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals and for any meetings, negotiations or discussions with the ACRD or its representatives and consultants, relating to or arising from this RFP. The ACRD and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, 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 an Agreement, or other activity related to or arising out of this RFP.

2.5 ADDENDA

If the ACRD determines that Addendum or Question & Answer response is necessary, the ACRD will post an Addendum on the ACRD and Bid BC Websites and shall become part in parcel of the RFP Document(s).

- Questions for clarification that alter the method, pricing and or specifications of the submissions will be posted in the form of an Addenda and must be signed and included with the submission.
- Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and will not require to be signed and returned with the submission.

It is the responsibility of the Proponent to ensure that it has retrieved any Addenda as posted. Proponents are required to check the ACRD's Website for all information.



2.6 OFFER ACCEPTANCE

Proponents are requested to keep their proposals open for acceptance for a period of forty five (45) days after the closing date for receipt of proposals. Proposals will be assessed during the evaluation of the proposals and any alteration could adversely impact the evaluation and ranking of the proposals

2.7 EVALUATION TEAM AND CRITERIA

The evaluation of Proposals will be undertaken on behalf of the ACRD by the Evaluation Team. The Evaluation Team may consult with others including ACRD staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give written recommendation for the selection of a Preferred Proponent(s) to the ACRD Board.

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent’s strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the ACRD; using the following criteria:

Evaluation Criteria	Points	Weighting	Max Score	Section
Experience and Qualifications	/10	1.5	15	3.1
Project Understanding	/10	1.5	15	3.2
Completion Schedule	/10	2.5	25	3.3
Social Procurement	/10	0.5	5	3.4
References	/10	0.5	5	3.5
Total (Non Monetary)			65	
Price	35	N/A	35	3.6
Total			100	

Prices will be evaluated on a value per point basis: (Lowest Price / Proponent price)*10.

Points will be assigned for each criteria based on the information provided in the RFP. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

0-3	Incomplete response Doesn't meet expectations Missing/mismatched attributes Poor level of details in response Unsupported claim(s)
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4-7	Mostly complete response Partially meets expectations Partially fits desired attributes Medium level of detail in response Partially supported claim(s)
8-10	Meets or exceeds expectations Strongly fits desired attributes High level of detail in response Well-supported claim(s)

Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD.

Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD. Submission to RFP, which is to be completed by the Proponent, must align with the above criteria.

2.8 NEGOTIATIONS

The top-ranked Proponent will be invited to enter into direct contract negotiations to finalize the agreement with the ACRD.

Negotiations will not constitute a legally binding offer to enter into a contract on the part of the ACRD or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in Schedule E are to form the basis for commencing negotiations between the ACRD and the selected proponent.

The ACRD may terminate contract negotiations with any proponent and enter into contract negotiations with the next highest-ranked proponent if, in the opinion of the ACRD at any time, the contract negotiations with the initially selected proponent will not be satisfactorily completed in its best interests.

The ACRD may, at its sole discretion, reject any or all Proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiation process.

SECTION III – SUBMISSION REQUIREMENTS

It is the sole responsibility of each Proponent to ensure their Proposal contains all required information. Failure to follow the instructions contained in this RFP may result in the Proposal being deemed non-compliant in which case, it will be returned to the Proponent and receive no further consideration.



Schedule “A” contains the Form of Proposal and must be submitted with each proposal.

Please refer to Schedule “B” Statement of Work and Deliverables for requirements and Proponent reference when applicable.

Proposals must be received by the ACRD or submitted to procurement@acrd.bc.ca before 2:00 pm on December 20, 2023 Pacific Time. Late Proposals will not be accepted and will be returned to the Proponent.

Note: Although every attempt will be made to meet all dates, the ACRD reserves the right to modify any or all dates at its sole discretion at any time.

3.1 EXPERIENCE & QUALIFICATION

- Letter of introduction.
- Proponent’s relevant experience, qualifications, resources, and capacity in delivering services similar to those required by the RFP.

3.2 PROJECT UNDERSTANDING

- Proponents should clearly demonstrate their understanding of the project requirements outlined in the RFP in their proposal. Identify the key goals that you expect to address through this project and discuss how your team will deliver on these goals.

3.3 COMPLETION SCHEDULE

- Provide a schedule for completion of tasks and deliverables. Clearly show milestone dates for completion of key deliverables.

3.4 SOCIAL PROCUREMENT

Please complete the table below concerning the application of Social Procurement principles and practices in your operations and/or performance of works. Contractors may be required to provide certificates and / or 3rd party validation where applicable.

	Social Procurement Principles or Practices	Yes	No	Describe where applicable	Maximum Points
1	In the last three years, has the Proponent implemented any programs or initiatives to ensure greater economic opportunity				5



	Social Procurement Principles or Practices	Yes	No	Describe where applicable	Maximum Points
	and community integration for equity-seeking groups?				
2	Does the Proponent work with employment support services or contract within the communities you operate?				5
3	Does the Proponent work with Social Enterprises in any manner?				5

3.5 REFERENCES

Proponents shall include two (2) references of relevant experience for which they have provided similar services. With each reference, proponents shall include the organization's name, address, phone number, as well as the name and position of a person the ACRD may contact at the organization. The ACRD reserves the right to contact references without prior notification to the proponent.

3.6 PRICE

Proponents should state their proposed price as follows:

Work Activities (please list)	Price (Excluding GST)
Total Price (Excluding GST)	

SECTION IV – SPECIFICATIONS

4.1 ACCEPTANCE OF TERMS



All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal, except those revisions that are proposed or requested in the Proposal and accepted by the ACRD.

4.2 THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVE RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Proposal, whether material or not;
2. Accept the Proposal which is deemed most favorable to the interest of the ACRD;
3. Accept any Proposal in whole or in part;
4. Negotiate with the selected Proponent(s);
5. Contact references other than, or in addition to, those furnished by the Proponent.

4.3 NOTIFICATION OF AWARD

If negotiations result in agreement on the terms of a contract, the successful Proponent(s) will be notified in writing and required agreeable obligations will need to be fulfilled before the executing the Contract.

4.4 TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of proposal(s), shall be three and a half (3.5) months commencing on January 12, 2024 and expiring on April 30, 2024

SECTION V – RFP PARTICULARS

It is anticipated that the below section 5.1 will be incorporated into the contract with the successful Proponent(s).

5.1 CONTRACT CONDITIONS

The Proponent will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**

- General Liability Insurance (\$5,000,000.00)
- Letter of Good Standing from WorkSafe BC



SECTION VI – APPENDICES

Schedule A – Form of Proposal

Schedule B – Statement of Work and Deliverables



SCHEDULE A: FORM OF PROPOSAL

RFP NO.: WCCB01-23
PROJECT: West Coast Cover Building
CLOSING: December 20, 2023

1. PROPOSAL SUBMISSION

Company Name:		
Address:		City:
Postal Code:	Phone:	Fax:
Email:		Date:
Signature of Proponent:		Print Name:
Title of Proponent:		

To: The Alberni-Clayoquot Regional District

RFP Project Title: WEST COAST COVER BUILDING

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

I/We confirm that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 20__.

I/We have the authority to sign on behalf of the Proponent.

Authorized Signature

Name and Title

Date



SCHEDULE B: STATEMENT OF WORK AND DELIVERABLES

The scope of work includes all of the following:

Deliver and install two (2) open ended cover-all buildings at the West Coast Landfill for use in organics processing.

The deliverables specifications include all of the following:

Each structure will:

1. Have dimensions of 75' long x 32' wide by 15' high, designed to be anchored to a 5' high surface mounted concrete block (lock block) foundation, set on engineered gravel pad.
2. Be capable of withstanding humid, corrosive environments and designed for Organics Processing.
3. Meet CSA 367 and A660 standards.
4. Withstand local climate Snow load of 1.0 kPa - Rain 0.4 kPa - Wind 1/50 0.68 kPa