

REQUEST FOR PROPOSALS

ISSUE DATE: May 4, 2018

OWNER: ROSSLAND PUBLIC LIBRARY ASSOCIATION

PROJECT: Rossland Public Library Renewal Project Phase II

CLOSING TIME: Thursday, May 17, 2018 12:00 PM PDT

CLOSING PLACE: 2180 Columbia Avenue, Rossland, BC
OR
Email: director@rossland.bclibrary.ca
lauren@koopmans.ca

ISSUE DATE: May 4, 2018

OWNER: ROSSLAND PUBLIC LIBRARY ASSOCIATION

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FP INVITATION

Rosland Public Library invites Proposals for the provision of construction services for the interior renovation of the Rosland Public Library Building located at 2180 Columbia Avenue, Rosland, BC.

Proposals will be received at the Place until the Closing Time following:

CLOSING PLACE: *Rosland Public Library – 2480 Columbia Ave, Rosland, BC V0G1Y0*

or

Email: director@rossland.bclibrary.ca

AND

lauren@koopmans.ca

CLOSING TIME: Thursday, May 17 2018, 12:00 hrs PDT

Late-delivered Proposals will not be considered.

Any enquiries regarding this RFP should be directed to the Owner's contact person:

Name: Lauren Roach
Title: Board Vice Chair

Mailing and Delivery Address:

PO Box 190
2180 Columbia Ave
Rosland, BC
V0G1Y0

Telephone Number: 250-921-5449
E-mail Address: lauren@koopmans.ca

DATE: May 4, 2018

OWNER: ROSSLAND PUBLIC LIBRARY ASSOCIATION

PROJECT: Rosland Public Library Renewal Project Phase II

Background

The Rossland Public Library Association is a non-profit society responsible for administering the operation of the Rossland Public Library. The library is structured as a Library Association according to the BC Library Act, meaning we are run independently from the City of Rossland. However, we do receive annual funding from the City. The library has been at its present location since 1983, located at 2180 Columbia Avenue in Rossland, British Columbia. Although minor structural and cosmetic changes have been made to the library, no major renovations have been completed recently

The vision statement for the library renewal project is as follows:

To revitalize the Rossland Public Library as a dynamic learning environment using modern design and leading-edge technology.

The re-visioning of the library will ensure a comfortable, flexible and information-rich interior, designed to accommodate growing demand and developing community needs.

The intent of this RFP is to have respondents under consideration provide a well-considered price proposal for the renovation as depicted in the attached drawings.

Fund raising is complete for construction. The overall objectives of the library renewal are to provide the Rossland Public Library with:

- warm and inviting interior
- stimulating space that presents a multitude of opportunities for engagement and growth through learning and entertainment
- comfortable furniture for individual and group study
- screen supported study areas for online education and programming
- children's area with colourful, age-appropriate furniture
- public computers with Internet access
- more accessible power sources for personal device use and charging
- two well-equipped community meeting rooms

Details

The Rossland Public Library Association is looking for a contractor to provide the following (not listed in order of preference):

1. A lump sum price for the renovation of the library interior as per the attached drawings
2. A high-level cost breakdown will assist in a favourable bid evaluation (mobilization, electrical, plumbing, mechanical, architectural, demobilization, labour vs. materials)
3. Proposed schedule including manpower loading to ensure project completion within external time constraints, as a portion of the grant funding requires completion by October 31, 2018.

4. Two (2) references to affirm company's reputation for quality, experience (previous library or school projects given specific attention), and reputation for on-time and on-budget delivery.
5. A guided site visit will be organized for May 10, 2018 where all potential bidders may view the existing facility and ask questions.

Response

Interested firms are requested to submit a price proposal by May 16, 2018.

Evaluation Criteria

The evaluation criteria will be applied on a comparative basis, evaluating proposals by comparing each against the others. This may not result in and/or the Rossland Public Library Association will not be obliged to select the proposal that offers the lowest price, or cost or any proposal at all. The following evaluation criteria will be applied to all proposals in a fair and consistent manner:

Project Understanding	5 points
Project Deliverables	15 points
Project Methodology	10 points
Resources and Project Team	10 points
Project Schedule	20 points
Budget Detail	20 points
Relevant Experience and References	15 points
Completeness, Clarity and Quality of Proposal	5 points
TOTAL	100 points

INSTRUCTIONS TO BIDDERS:

1. Description of Work

Construction and related site work for the Renovation of the entire interior of the Rossland Public Library. The work includes demolition, wood framing, fiberglass windows, interior doors and frames, finish hardware, flooring, trim, dry wall board, plumbing, HVAC, and electrical.

2. Documents

Bid documents are attached to this RFP.

A000 - Cover Page

A001 - Interior Perspectives

A200 - Main Floor Demolition Plan

A201 - Main Floor New Construction

A202 - Library Collection Plan

A300 - Reflected Ceiling Plan

A301 - Reflected Ceiling Plan

A302 - Reflected Ceiling Plan

A500 - Building Sections

A700 - Millwork Plan and Details

A701 - Millwork Plan and Details

A900 - Door & Window Schedules

A903 - General Notes

E100 - Electrical Layout Plan

3. Examination

Before submitting bid, Bidders shall carefully examine the construction site and all Construction Documents to obtain first-hand knowledge of existing conditions. Drawings are provided as part of this RFP. A non-mandatory site tour for Contractors will be conducted on May 10, 2018 at 9:00 am local time. This will be the only opportunity to tour the site in the company of the Owner. Contractors will not be given extra payments for conditions which can be determined by examining site or documents.

4. Inquiries

Submit all questions about discrepancies and ambiguities in drawings and specifications to Owner, in writing. Replies will be issued to bidding Contractors in addenda to the drawings and specifications five (5) days prior to closing of request for proposals for all work and will become part of the contract. All questions and answers will be shared with all Contractors throughout the bidding time frame. No verbal or oral inquires and answers will be acceptable.

5. Bid Withdrawal

Bidder may withdraw their bid personally or by written request at any time prior to the time for bid opening. Bids remain effective and irrevocable for sixty (60) days after the bid opening date.

6. Award

The Owner reserves the right to reject any or all proposals received. The contract will be awarded after full consideration of all proposals. Lowest bid will not necessarily be accepted.

Proposals which contain qualifying conditions or otherwise fail to conform to the Instructions to Bidders may be disqualified or rejected. The Owner, however, may at its sole discretion elect to retain for consideration proposal which are non-conforming because they do not contain the content or form required by the Instruction to Bidders or because they have not complied with the process for submission set out herein.

The Owner, reserves the right, at its discretion, to negotiate with any Bidder it believes has the most advantageous proposal or with any other Bidder or Bidders concurrently. In no event will the Owner be required to offer any modified terms to any other Bidder prior to entering into a contract with the successful Bidder and the Owner shall incur no liability to any other Bidder because of such negotiations or modifications.

7. Proposal

Proposal shall be made on unaltered proposal form as supplied. Fill in all blank spaces. If the information provided by the Bidder in the proposal form is corrected, it must be initialed by the person signing the proposal. Proposal shall be signed with the name typed below the signature. Signature of the contractor shall be under seal and in their own handwriting, or if the contractor is a corporation proposal shall be executed under its'

corporate seal. Legal or corporate name of Bidder must be fully stated, and each signature witnessed by an additional signature placed in the appropriate blank space.

Submit completed proposal form and Schedule A & B in an opaque, sealed envelope or digitally and clearly marked:

Subject: Proposal for Rossland Public Library Renewal Project Phase II

Delivered to: Rossland Public Library, 2180 Columbia Avenue, Rossland, BC or electronically to: director@rossland.bclibrary.ca AND lauren@koopmans.ca

No later than: Thursday, May 17, 2018 12:00 PDT

Proposals will be opened publicly. Late proposals are returned to Bidder unopened.

8. Bid Security

Proposal to be accompanied by a Bid Bond, a Certified Cheque or Bank Draft, or an “Irrevocable Letter of Credit” in the amount equal to ten percent (10%) of stipulate sum proposal, made payable to the City of Rossland, issued by a Financial Institution licensed to conduct business in the Province of British Columbia. The successful bidder’s security will be retained until he has signed the contract and furnished the required Performance Security. Bid security of unsuccessful bidders will be returned within sixty (60) days of closing date of proposals. If a bidder, when called upon to do so, declined to enter into a contract within ten (10) days of written notification, his bid security shall be forfeited in whole or in part.

9. Performance Security

Within ten (10) days of the Notice of Award, the Owner required selected Contractor to post a Performance Bond on form CCDC 21 and Labour and Materials Payment Bond on form CCDC 222, each in the amount of 50% of contract sum. Alternatively, when in the form of an “Irrevocable Letter of Credit” or Certified cheque or Bank Draft, Contract Security must be provided in the amount of twenty percent (20%) of the Contract Price. Required bonding costs included in the stipulated price sum.

END OF SECTION

SUMMARY OF WORK

1. General Requirements

- i. Instructions to Bidders, the General Conditions of the Contract, Supplementary General Conditions and Division 1 General Instructions shall be deemed to be part of all sections of the specifications and shall be read in conjunction herewith.
- ii. In addition to general responsibility for complete Work, and unless specified otherwise, the Contractor shall be responsible for general work items Specified in Division 1 General Instructions.

2. Work Covered by Total Scope of Work

- i. The project is known as Rossland Public Library Renewal Project Phase II.
- ii. The project includes but is not limited to: Demolition and Renovation of the interior of the existing Rossland Public Library. The work includes demolition, window replacement, interior doors, door framing, finish hardware, flooring, wood trim, millwork, gypsum board, miscellaneous specialties, plumbing, HVAC and electrical.

3. Work Not Included

- i. The Contractor shall cooperate with the Owner and/or suppliers in the delivery on the Owner supplied items if applicable. Required scheduling for Owner supplied items shall be included in the Construction Schedule to be prepared by the Contractor. There are no Owner supplied items at time of RFP.

END OF SECTION

GENERAL INSTRUCTIONS

1. Documents Required

- a. Maintain at job site, one copy each of the following:
 - i. Contract drawings
 - ii. Specifications
 - iii. Addenda
 - iv. Reviewed Shop Drawings
 - v. Change orders
 - vi. Other modifications to Contract
 - vii. Field Test Reports
 - viii. Copy of approved work schedule
 - ix. Manufacturer's installation and application instructions

2. Schedules

- a. Provide within twenty-one (21) working days after contract award, work schedule accompanied by schedule of anticipated progress payments.
- b. Construction Progress Schedule shall depict the Contractor's plan for accomplishing the Work complete with timelines and dependent activities as well as Owner hold points as required.
- c. Interim reviews of work progress based on work schedule will be conducted as decided by Owner and schedule updated by Contractor in conjunction with and to approval of Owner.

3. Cost Breakdown

- a. Before submitting first progress claim, submit breakdown of contract price in detail as directed by Owner and aggregating contract price. After approval by Owner, cost breakdown will be used as a basis for progress payment.

4. Contractor's Use of Site

- a. Use of site will be scheduled by the Owner to the mutual satisfaction of both parties. The Library will be closed for the duration of the renovation and will be available as required for the Contractor. As the Library is a service to the community, the Contractor shall ensure the renovation period is minimized as much as possible.

5. Codes and Standards

- a. Perform work in accordance with the British Columbia Building Code, latest addition, and complying with all the requirements of the City of Rossland Building Permits.
- b. Meet or exceed requirements of specified standards, codes and referenced documents.

6. Project Meetings

- a. Attend weekly project meetings at times and locations approved by Owner.
- b. Notify all parties concerned of meetings.
- c. Owner will arrange project meetings and assume responsibility for settling times and recording and distributing minutes.

7. Settling Out of Work

- a. Set grades and lay out work in detail from control points and grades established by existing features.
- b. Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- c. Provide devices needed to lay out and construct work.
- d. Supply such devices as straight edges and templates required to facilitate Owners and engineer's inspection of work.
- e. Supply stakes and other survey markers required for laying out work.

8. Location of Equipment and Fixtures

- a. Location of equipment, fixtures and outlets indicated or specified are to be considered as approximate.
- b. Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
- c. Inform Owner of impending installation and obtain his approval for actual location.
- d. Submit field drawings to indicate relative position of assorted services and equipment when required by Owner.

9. Concealment

- a. Conceal pipes, ducts and wiring in floor, wall and ceiling construction or in furring of finished areas except where indicated otherwise.

10. Cutting, Fitting and Patching

- a. Execute cutting (including excavation), fitting and patching required to make work fit properly together.
- b. Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.
- c. Obtain Owner's approval before cutting, boring or sleeving loadbearing members.
- d. Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
- e. Fit work airtight to pipes sleeves, ducts and conduits.
- f. Patch all holes created by the removal of the existing mechanical and electrical systems and temporary access required for the installation of new mechanical and electrical systems.

11. Existing Services

- a. Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities.
- b. Before commencing work, establish location and extent of services lines in area of work and notify Owner of findings.
- c. Submit schedule to and obtain approval from governing authorities for any shut-down or closure of active service or facility. Adhere to approved schedule and provide notice to affected parties.
- d. Where unknown services are encountered, immediately advise Owner and confirm findings in writing.
- e. Remove abandoned service lines within 2 m structures. Cap or otherwise seal lines at cut-off points as directed by Owner.
- f. Record locations of maintained, re-routed and abandoned service lines.

12. Signs

- a. No signs will be permitted on site unless approved by the Owner.
- b. All signs regarding safety and site instructions shall be in English or readily recognizable international symbols.

13. Regulatory Requirements

- a. The Owner will pay for the Municipal Building Permit
- b. The Contractor will abide by the requirements for notices and inspection as required by the building Authorities, including Work Safe BC

- c. The Contractor as defined by Work Safe BC Regulations and Requirements is responsible for the safety of the Construction Site.
- d. Provide Copies of all inspection certificated to the Owner within two (2) days of issue.
- e. Conform to all construction requirements of the Worker's Compensation Board of BC Including Workplace Hazardous Materials Information Systems (WHMIS). Provide Safety Data Sheets (SDS) on site for review for workers, over and authorities having jurisdiction.

14. Alterations to Existing Building

- a. Execute work with least possible interference or disturbance to the public.
- b. Where exterior and interior security has been reduced by work of contract provide temporary means to maintain security.
- c. Provide barriers and warning signs in locations where renovation and alteration work are adjacent to areas used by public.
- d. Repair all damages caused by Contractor's site operations.

15. Protection and Dust Control

- a. Protect finished work against damage until take over.
- b. Protect equipment remaining in the building from dust and dirt resulting from the work.

16. As-Built Drawings

- a. Maintain on site one complete set of white prints to be used exclusively for the purposes for recording changes, deviations and revisions from the original contract. Complete set to constitute "as-built" drawings, turned over to Owner upon completion.

END OF SECTION

ALTERNATIVES

1. The Rossland Public Library has done extensive material selection based on what is available locally but is cost aware and as such is amenable to changes in specified materials provided the integrity of the renovation is not compromised. Approval to proceed with proposed alternates will be given at time of bid award; alternatives not recommended by bidder may be selected by Owner at this time. Subsequent changes are not allowed without the express permission of Owner under extenuating circumstances only.

END OF SECTION

RPL Renewal Project

SCHEDULING WORK

1. Cooperation and Coordination

- a. Cooperate and coordinate scheduling of work with Owner's administration, department personnel and Contractor's sub-Contractors.
 - i. Provide written schedule of weekly activities each Friday afternoon at 3pm.
- b. Moving collection and non-fixed library furniture and supplies will be the responsibility of Owner. The Owner requires 1 week notice to move collection.
- c. Shelving and other repurposed items will be the responsibility of the Contractor. This material is to be protected from the construction work when not in use.
- d. Major equipment may remain throughout the construction period and the Contractor is to work around such equipment.

END OF SECTION

RPL Renewal Project

BID FORM

TO: Rossland Public Library Association

(Name of Contractor)

(Full Address of Contractor)

Hereinafter called the "Contractor", hereby declares that the Contractor is a company duly incorporated under the laws of British Columbia.

1. The Contractor declares that this proposal is made without and connection, knowledge, comparison of figures, or arrangement with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud.
2. Having examined site, access to the site, contract document for the above-named work, the Contractor hereby agrees, if the proposal be accepted, to execute the while of the work specified in the contract in conformity with the conditions and provisions set forth herein, for the contract price of:

_____ (\$ _____) dollars
in lawful money of Canada which includes all prime costs, allowances and government sales or excise taxes in force at this date, EXCLUDING Goods and Services taxes

The Federal Goods and Services Tax is calculated at and additional:

_____ (\$ _____)

3. The Contractor has received the following addenda:

Addendum No. _____ Dated _____

Signature of Contractor