



## **REQUEST FOR PROPOSALS**

### ***ROSSLAND SENIORS CENTRE FAÇADE RESTORATION PROJECT***

#### **Introduction**

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The purpose of this Request for Proposal is to invite interested parties that currently perform and/or have experience in heritage building construction/restoration services to submit an application to the City of Rossland to restore the original façade of the Rossland Seniors' Centre.

The project entails the restoration of the original brick on the façade of the Glazan Block, one of Rossland's many heritage buildings in its Downtown Core, which date back over 100 years. This building was constructed in 1902 after a devastating fire destroyed two street fronts of wooden commercial buildings. Sam Glazan, rebuilt that same year, on his own lot but this time in brick, following the newly adopted City bylaw requiring this construction material for all new commercial enterprises. The Glazan Block is the only brick building in the Downtown Core that is representative of smaller, one-story, commercial buildings built during Rossland's gold mining era (1895 - 1929). The design and detail of the original facade speaks to an earlier time and is unique in Rossland's Downtown.

#### **Terms and Conditions**

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##### ***General Conditions:***

1. The areas to be restored by the Contractor shall comprise the façade of the Seniors' Centre, which includes, but is not limited to, repairing brickwork where possible and replacing brickwork using photographic evidence, with materials that closely match that of what was used for the original façade when necessary.
2. ***Additional activities related to the replacement of all exterior front windows and the main door should also be considered in relation to facade replacement activities.***
3. The contractor shall provide reasonable flexibility around performing contractual duties to accommodate users of the Seniors' Centre and other nearby projects.
4. The Contractor shall observe, perform and comply with all applicable bylaws, policies and regulations of the City of Rossland.
5. The Contractor, its agents, servants, members and employees shall not be deemed to be agents, servants or employees of the City.

6. The Contractor shall not assign any right hereby granted without prior written consent of the City.
7. The Contractor may be required to be bonded and will have suitable insurance coverage as deemed appropriate by the City.
8. The Contract may be terminated by the City at any time, without prior notice to the Contractor, for non-performance or breach of any of its terms and conditions.

### **Qualification and Performance Standards (Minimal Requirements)**

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In order to be considered, the contractor must provide the following:

- Relevant experience in construction/restoration, that demonstrates the ability to accomplish the scope of services described in this RFP;
- Examples of up to three major projects completed within the last five years that are similar in scope and size that demonstrates the required skills and experience to accomplish the scope and services described in this RFP;
- Suitable liability insurance indemnifying the City / local government, and
- A valid and current Business Licence (or the ability to get one prior to contract commencement).

### **Methodology**

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Identify the specific approach to be used in completing the project including the proposed time schedule; specific methods to be used for completing the project; and planned resource allocation. ***A detailed schedule of work to be completed in respect to the methodology approach considered above is required.***

### **Fee**

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Proposals will contain the following costs exclusive of any applicable taxes (PST or GST):

- Total hours and fee for completion of the project;
- The hourly rate of each principle and staff member whose resume is provided or whose job category may be required, and the rate used in the proposal. Hourly rates must be applicable throughout the contract period; and,
- Any other fees or charges that may be required to complete the project.

### **Evaluation Criteria**

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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 City will not be obliged to select the proposal that offers the lowest price, or cost or any proposal at all.

Project Understanding and Deliverables	15 points
Project Methodology	20 points
Resources and Project Team Experience	10 points
Project Schedule	20 points
Budget Detail	25 points
Completeness, Clarity and Quality of Proposal	10 points
<b>TOTAL</b>	<b>100 points</b>

The above-noted evaluation criteria will be applied to all proposals in a fair manner.

### **Requirements for Proposal Submission**

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Proponents interested in responding to this Request for Proposal are required to submit sealed bids containing the above-noted items and marked “**Rosland Seniors’ Centre Façade Restoration Project**” on or before **12:00 p.m. (PST) on September 22, 2017** to:

City of Rosland  
Attention: Cynthia Anonuevo, Deputy Corporate Officer  
1899 Columbia Avenue  
PO Box 1179  
Rosland, BC V0G 1Y0  
Email: [cynthia@rossland.ca](mailto:cynthia@rossland.ca)  
Phone: (250) 362-7396 Fax: (250) 362-5451

Proposals will be accepted by post, email or facsimile and should be clearly marked as “**Rosland Seniors’ Centre Façade Restoration Project**”. Prices quoted should include all applicable taxes. Proposals must be firm for at least 60 days after the final closing date. Prices are required to be firm for the entire proposed contract period. Proposals received after the closing time will not be accepted.

The City cannot guarantee that its internet connection will be available at all times prior to the submission deadline. A Proponent submitting by email does so at their own risk. A Proponent must sign the documents or the proposal cannot be accepted. The legal name and address of the Proponent is to be used on the proposal documents. All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

### **Evaluation and Award Process**

The City reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. The City reserves the right to waive minor informalities of each or any proposal submitted. The evaluation of proposals will be performed by City representatives and will take into account the best value for the City which includes, but

is not limited to, service, quality, equipment, past performance, experience, availability, references, price, and general quality of the proposal.

The City is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded. The City 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 Contract is formed as a consequence of this invitation to submit proposals. The City is not responsible for any costs incurred by any party that responds to, or intended to respond to this Request for Proposal.

**GENERAL NOTE: This RFP was amended from its original version. All changes to this document are bolded, italicized and shaded. It is the responsibility of the Contractor/Bidder/Etc. to ensure substantial compliance with this amended version of the RFP document. The City is not responsible for any costs incurred by any party that responds, responded or will respond to this opportunity and/or used the previous version of this RFP for the basis of their submission.**

**Appendix A – Context Pictures**

**Current State**



**Restoration Expectations**

