



REQUEST FOR PROPOSALS

FOR CONSTRUCTION OF PHASE 1 OF
THE NAKUSP NATURAL ADVENTURE PARK

ISSUED: Wednesday May 26th, 2021

RESPONSE DEADLINE: Wednesday June 30th, 2021

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1 Statement of Purpose

The purpose of this request for proposals is to select a suitable firm or firms for the construction of Phase 1 of the Nakusp Natural Adventure Park, which is a community driven project utilizing significant volunteer and in-kind contributions. Respondents to the RFP should have experience in and be willing to working with this multifaceted project structure. The successful firm or firms will be responsible for carrying out the scope of work as outlined in Section 5.

2 Submission Date, Time and Place

One (1) signed copy of the proposal and one (1) copy in PDF format marked “Attn: Andrew Gabb Re: Rotary Club of Nakusp Adventure Park construction RFP” must be delivered, mailed or emailed to:

The Rotary Club of Nakusp,
PO Box 62,
Nakusp, BC, V0G 1R0
Phone 250-509-0203
E-mail: andrewgabb@gmail.com.

Proposals must be received before 2:00 PM PST May 26, 2021. The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission.

For electronic submissions, the following applies:

- The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
- The maximum size of each attachment must be 10 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent’s internet service provider);

Proponents wishing to make changes to their Proposals after submission but prior to the closing time may do so by submitting the revisions by email or hard copy to the address above. It also is the Proponent’s sole responsibility to ensure their revisions were received at the e-mail or address set out above prior to the closing time. Proposals received after the closing time will not be considered or evaluated.

3 Enquiries

All enquiries should be directed to:

Andrew Gabb
Telephone: 250-509-0203
E-mail: andrewjgabb@gmail.com.

Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and may be distributed to Proponents at the sole discretion of the Rotary Club's option. Any questions regarding this Request for Proposals must be submitted at least five (5) working days prior to the closing date. Any questions submitted after this date may not be answered.

Proponents shall carefully examine the Request for Proposals documents and shall fully inform themselves as to the intent, existing conditions and limitations, which may affect their proposal submission. No consideration will be given after submission of a proposal to any claim that there was any misunderstanding with respect to the conditions imposed. Proponents finding discrepancies or omissions in this Request for Proposals or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact.

If there are any changes, additions, or deletions to the proposal scope, conditions, or closing date, Proponents will be contacted through email from the Rotary Club. All such notifications shall become part of the proposal documents and receipt of the notification(s) should be acknowledged by the Proponent in the submission. Verbal discussion between the Rotary Club members and a Proponent shall not become a part of the Request for Proposals or modify the Request for Proposals unless confirmed in writing. The Rotary Club shall not be responsible for Proponents adjusting their proposals based only on oral instructions by any representative of the Rotary Club.

4 Background Information

In 2019 the Rotary Club of Nakusp proposed to the Village of Nakusp to build a natural playground in the community park area, in light of the need to remove an old play structure that is non-compliant with current standards. This was accepted and the Rotary Club engaged the firm of Bienenstock Design and Consulting to design the Nakusp Natural Adventure Park. The conceptual design was completed in early 2020 and the technical drawings completed in July 2020. For the purposes of construction, the design was divided into two phases. This request for proposals is for Phase 1 only, the scope of which is described in the technical drawings entitled NAKUSP COMMUNITY PARK – PHASE 1. A link to these drawings is provided in Appendix A.

5 Project Scope

The table below outlines the work required in the construction of Phase 1 of the Park and the allocation of responsibilities. The proponent's proposal should address all the activities which are marked "Participate as required" or "Responsible" in the Proponent column in the following table.

The Rotary Club will appoint a project manager who will lead the project and will be responsible for coordinating between the Proponent and other parties involved in the construction activities.

Activity	Rotary Club	Proponent
General contractor duties including coordination with any suppliers and subcontractors	Responsible	Participate as required
Project Administration/Oversight	Responsible	NA
Site Mobilization	Responsible	NA
Site Layout & Access	Responsible	Participate as required
Site Excavation of Project Design Footprint	Responsible	NA
Excavation of Foundation Piles	Oversight	Responsible
Foundation Concrete Pours	Oversight	Responsible
Installation of approved Play Elements	Participate as required	Responsible
Border Installation (Logs & Boulders)	Responsible	NA
Protective Surfacing Installation (Wood Chip Mulch)	Responsible	N/A
Final Inspection - CSA Standard CAN/CSA Z614-20	Responsible	Participate as required
Project Sign Off & Commissioning	Responsible	Participate as required

The Proponent should specify whether the play elements will be built as designed in the technical drawings or if alternative play elements are proposed. *Where the Proponent recommends significant deviations from the drawing specifications, these should be clearly identified and described, with the reasons for the deviation given. Alternative play elements should provide at minimum, the equivalent play value to those shown in the design and should fit into the area specified in the technical drawings.*

Scope of Work Definition

- Proponents shall supply all materials and labour for the installation of the Wacky Log Structure and all play elements as detailed in the attached Technical Drawings in Appendix A, in full compliance with CSA Standard CAN/CSA Z614-20.
- Rotary and/or its Agents shall be responsible for the following:
 - Layout of the site footprint - 385 m² (4,141 ft²).

- Excavation and rough grading of the site footprint.
- Installation of the perimeter log border and boulders (donated locally).
- Installation of the protective surfacing (donated wood chip mulch supplied locally).
- Supply and installation of benches and final project signage.
- If the Proponent chooses to submit an alternate equipment design (or designs) for the Wacky Log Structure, proper design schematics, technical drawings and installation details shall be provided in the submission.
- For alternate designs, elements that fit within the existing site footprint of 385 m² are acceptable. In the event that the required site footprint is larger than 385 m² the required area shall be clearly specified.

6 Schedule

The Proponent shall indicate in their proposal a work schedule that will provide project completion by November 15, 2021. Proponents shall provide a start date and assurance that they are able to perform the scope of work according to the dates given, and, if not, they should provide a schedule to which they can commit.

7 Project Budget

The total cost for the scope of work, including shipping, travel costs, taxes and any other disbursements must not exceed CAN\$155,000 (one hundred and fifty-five thousand).

8 Project Submissions

The Proponents are required to provide the following information:

- Description of the Proponent's expertise and qualifications.
 - Ability to meet CSA Z614:20 Children's playground equipment & surfacing
 - Qualifications of site supervisor and site personnel.
- If sub-contractors or partners are utilized in the Proposal, they must be identified and a description of their expertise and qualifications, responsibilities and tasks must be provided.
- Proposed work program and timeline of key tasks and deliverables.
- Total price must include all relevant taxes, travel expenses, shipping costs and other disbursements and must be in Canadian dollars. The price must be honoured for sixty (60) days from the closing date of this Request for Proposals.
- Reference to three (3) projects of similar size and scope completed by individual/firm.
- Two (2) named references who may be contacted concerning the performance of the Proponent on recent, similar projects.
- The Proponents submission shall form part of a signed contract for the work as specified.

- Authorization: The proposal must be signed by an authorized representative of the Proponent.

9 Evaluation of Proposals

Evaluation of proposals will be by a committee formed by the Rotary Club and may include other appropriate participants. The proposals will be evaluated based on the following criteria:

Proponents demonstrated ability to meet compliance with CSA Standard Z614:20 Children’s playground equipment and surfacing	Mandatory
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Weighted Criteria	Weight
Experience with similar projects	40%
The extent to which the proposed play structure(s) captures the intent of the play experience including different age-appropriate play experiences, opportunities for creative and collaborative play	40%
Price of the proposed work	20%
TOTAL WEIGHTED CRITERIA	100%

10 Additional Information

All project scope notices will be posted on <http://rotaryclubofnakusp.org/>. It is the sole responsibility of the Proponent to check for such notices on <http://rotaryclubofnakusp.org/>.

11 Late Proposals

Proposals will be marked with their receipt time. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the Rotary Club will prevail whether accurate or not.

12 Completeness of Proposals

By submitting a proposal, the Proponent warrants that all components required to perform the work have been identified in the proposal or will be provided by the Contractor at no additional charge.

13 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the Rotary Club for purposes of clarification.

14 RFP TimeLine

The timeline for the RFP process is as follows:

- Issuance of the RFP – Wednesday May 26th, 2021
- Responses Due – Wednesday June 30th, 2021
- Selection of successful proponent – Wednesday July 14th, 2021

15 APPENDIX A - SUPPORTING DOCUMENTS

The following related documents are accessible as follows:

Downloadable from <https://rotaryclubofnakusp.org/>

- Request for Proposals (this document)
- Technical Drawings for Phase 1
- Images of the design

Fly thru of the conceptual design - <https://www.youtube.com/watch?v=MxAjt8zVDPE>