Sunshine Coast Regional District

Request for Proposal

Number: 2661301

for

Electrical Services – Natatorium and Interior Lighting Replacement

Issue Date:

February 11, 2026

Closing Date of

March 13, 2026 at 3:00 PM local time

AN OPTIONAL SITE MEETING: An optional site meeting will be held on February 25, 2026 at 1:00 pm local time at 5500 Shorncliffe Ave, Sechelt BC. Proponents need to RSVP by February 24, 2026 by noon to purchasing@scrd.ca; if no RSVPs are received then the site meeting will be cancelled.

CONTACT: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by March 2, 2026 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BCBid by March 6, 2026. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at https://www.bcbid.gov.bc.ca/). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Hard Copy Submission*:* Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8

Regardless of submission method, proposals must be received before Closing Time to be considered.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

a) The Proponent has carefully read and examined the entire Request for Proposal;
b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print):_____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

"**Addenda**" means all additional information regarding this RFP, including amendments to the RFP;
"**BC Bid**" means the BC Bid website located at https://www.bcbid.gov.bc.ca/ ;
"**Closing Location**" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;
"**Closing Time**" means the closing time and date for this RFP as set out on the cover page of this RFP;
"**Contract**" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;
"**Contractor**" means the successful Proponent to the RFP who enters into a Contract with the Regional District;
"**Must**", or "**mandatory**" means a requirement that must be met in order for a proposal to receive consideration;
"**Proponent**" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;
"**Proposal**" means a written response to the RFP that is submitted by a Proponent;
"**Request for Proposals**" or "**RFP**" means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and
"**Should**", "**may**" or "**weighted**" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.
"SCRD", "Regional District", "Organization", "we", "us", and**"our"** mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
b) For electronic submissions (BC Bid or email), the following applies:
   (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
   (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
   (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3…");
   (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
   (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District

may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.

f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.

g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

(i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or

(ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the

Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

(a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

(b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in www.scrd.ca/bid and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage in accordance with the requirements of CCDC 41 (summarized below) with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

a. General liability insurance shall be with limits of not less than $2,000,000 per occurrence, an aggregate limit of not less than $2,000,000 within any policy year with respect to completed operations, and a deductible not exceeding $10,000.
b. Automobile liability insurance in respect of vehicles that are required by law to be insured under a contract by a Motor Vehicle Liability Policy, shall have limits of not less than $2,000,000 inclusive per occurrence for bodily injury, death and damage to property, covering all vehicles owned or leased by the Contractor.
c. "Broad form" property insurance shall have limits of not less than the sum of 1.1 times Contract Price and the full value, as stated in the Contract, of Products and design services that are specified to be provided by the Owner for incorporation into the Work, with a deductible not exceeding $10,000.

d. Contractors' equipment insurance coverage written on an "all risks" basis covering Construction Equipment used by the Contractor for the performance of the Work, shall be in a form acceptable to the Owner and shall not allow subrogation claims by the insurer against the Owner.
e. A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy.

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the tern of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

a) Canadian Free Trade Agreement; and
b) New West Partnership Trade Agreement.
c) Canada-European Union Comprehensive Economic and Trade Agreement

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally

resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

1.34 SUBCONTRACTING

a) Unless the RFP states otherwise, the Regional District will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Contract. The Regional District will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed sub-contractors, if applicable.

b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.

c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes made to this list in the Contract without the written consent of the Regional District.

1.35 HOLDBACK

Invoices are subject to a holdback, the Regional District shall hold back 10%, or other percentage as required by the Builders Lien Act, of any amounts due to the Contractor as a builder's lien holdback. No interest or other charges shall accrue on any amounts retained.

1.36 SUBSTANTIAL PERFORMANCE

The Contractor shall advise the Regional District when the work has reached substantial performance and shall review all completed work with the Regional District for the purposes of final inspection, deficiencies and commissioning. Any deficiencies identified the successful. The Contractor is required to provide the Regional District with a reasonable time period for the correction. The Regional District will provide acknowledgment of those corrections and time frame. The Regional District will conduct further inspections.

1.37 HOLDBACK RELEASE

The Regional District shall pay any builders lien holdbacks as required by the Builders Lien Act, or on such other dates as required by law but the Regional District may hold back the amounts for any deficiencies of filed builder's liens. The Contractor will provide the Regional District with a written request for its release, with a clearance letter from the Workers' Compensation Board, a certification of Substantial Performance and/or any written report confirming the satisfaction from the Regional District that all monies owing to the Contractor's workers, subcontractors, material and equipment suppliers and government agencies have been satisfactorily paid.

1.38 CLEANUP

The Contractor will maintain the site in a clean and orderly condition.

Upon attaining Substantial Performance, the Contractor shall remove all surplus products, tools, construction machinery and equipment relating to the work that is not required for the performance of the remaining work. The Contractor shall also remove waste, debris and waste products other than that cause by the Regional District or other Contractors, and leave the place of work clean and suitable for occupancy by the Regional District unless otherwise specified in the contract documents or directed.

If the Contractor fails or refused to remove all such products, materials, equipment and waste within a reasonable time after achieving Substantial Performance, the Regional District will issue a written notice to the Contractor to remedy such failure or refusal by providing a reasonable time, the Regional District may do or cause to be done the removal and all reasonable resulting costs incurred by the Regional District may be deducted from any amounts owing to the Contractor.

2. INTRODUCTION

2.1 Purpose

The Regional District is seeking proposals from qualified electrical contractors to replace the interior lighting at the Sechelt Aquatic Centre (SAC) located at 5500 Shorncliffe Ave Sechelt, BC. The lighting replacement includes but is not limited to the natatorium, steam room, sauna, change rooms, community room, offices and mechanical rooms. The Regional District desires a project approach that will minimize the impact on facility users and staff. The pool side and change rooms of the facility close for approximately four (4) weeks in June for annual maintenance. The lighting replacement project needs to be scheduled to coincide with the annual maintenance closure. Proponents are encouraged to look for creative solutions to deliver a cost-effective quality installation while minimizing impacts to the regular operations of the facility. The Regional Districts budget for this project is $195,000.

3. SITUATION/OVERVIEW

3.1 Background

The SAC was constructed in 2007, is approximately 2,100 square meters and features a 25 meter pool, leisure pool, swirl pool, water slide, steam room, sauna, gym, fitness studio, community use room, three (3) change room areas, viewing lobby, three (3) lobby washrooms, reception area, lifeguard room, staff offices, storage rooms and mechanical rooms. The natatorium is approximately 1,054 square meters and is currently illuminated by 28 X 4 Lamp T5HO fluorescent fixtures which were installed in 2013. Lighting in other areas scheduled for replacement includes but is not limited to T8 fluorescent and CFL. Lighting in the Gym, fitness studio, viewing lobby and main corridor are not included in this replacement project.

3.2 Project Objectives

The project objectives that the Contractor needs to achieve for the successful completion of this project

1. Meet completion deadlines to ensure there are no delays to reopen the facility following the pool annual maintenance closure.
2. Coordinate work with the Regional District to ensure there are no unplanned disruptions to staff and patron use of the facility during the project. (Office spaces, lobby washrooms, community room, gym and fitness studio remain in use during the pool annual maintenance closure.)
3. Complete the natatorium lighting replacement a minimum of seven (7) days prior to the scheduled reopening of the pools.

3.3 Scope

The scope of work and standards can be found in Appendix A – Specifications & Drawings

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in CCDC 2 found in Appendix C.

4.2 Performance and Labour and Materials Bonds

The Contractor will provide a Performance and Labour and Material Bond within 15 days of receipt of the written notice of award, and will deliver to the Regional District a performance bond and a labour and material bond, utilizing one of the methods below:

a) The Performance and Labour and Material bonds will be each in the amount of 50% of the contract price, covering the performance of the work including the Contractor's obligations during the maintenance period. The bonds must be issued by a surety company that is licensed to carry on the business of suretyship in the province of British Columbia and in a form acceptable to the Regional District.
   If the Contractor provides an e-bond the e-bond must be verifiable, containing a digital signature, digital corporate seal and a verification tag or a check that the bond document has not been altered.
b) A bank draft, in the amount of 20% of the total contract price. The bank draft less 5% of the total contract price will be returned 60 days after the completion of the contract which will be held until the end of the maintenance period.
c) A letter of credit, in the amount of 20% of the total contract price, without a termination date. The letter of credit will be returned 60 days after the completion of the contract and after the issuance of a letter of credit for the maintenance period, without a termination date in the amount of 5% of the total contract price which will be held until the end of the maintenance period.

4.3 Schedule

The Regional District requires the Sechelt Aquatic Center Lighting Replacement project to be completed during the pool annual maintenance closure. Construction cannot start prior to May 31, 2026, and needs to be completed by June 27, 2026. During the annual maintenance closure, the natatorium and change rooms are closed, facility staff and contractors may be performing work in these areas. (Office spaces, lobby washrooms, community room, gym and fitness studio remain in use during the pool annual maintenance closure.) Lighting replacement in the natatorium (pool overhead lighting) should be completed by June 19, 2026 to allow facility staff time to prepare the pools for reopening, lighting replacement in other areas of the facility may continue through to June 27th.

4.4 Service Requirements

The Contractor's responsibilities will include the following:

a) Working closely with the Regional District staff and representatives throughout the term of the contract.
b) Provision of all the deliverables as required.
c) Compliance with all applicable codes, guidelines regulations and all laws as required by the authorities having jurisdiction.
d) Ensuring all engineering work complies with applicable Permit to Practice requirements as articulated by Engineers and Geoscientists of BC.
e) Employing skilled and qualified people to complete the work.
f) Being aware of and comply with all by-laws or regulations regarding noise for each respective jurisdiction.
g) Obtaining all permits, licenses, approvals, and certificates which are generally required for the performance of the work.
h) Provision of an electronic copy in PDF format or as specified in the specifications of as-built drawings, maintenance manuals, warranty certificates, or other related documents to the project consultant for review.

4.5 Warranty

The Contractor will warrant that the work will be completed in a good and skilful manner and provide a minimum of one (1) year warranty on parts and labour.

If within warranty period any part of the work is found by the Regional District to be defective or faulty due to imperfect or bad construction or material, the Contractor will replace such defective items without expense to the Regional District.

The Contractor will submit any manufacturer warranty documents on behalf of the Regional District.

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes "Response Guidelines" which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District's expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

5.1 Capabilities

5.1.1 Relevant Qualifications

Proponents need to include a Master electrician on the project team with a minimum of five (5) years of experience with commercial lighting installation. Apprentices need to have a minimum of one (1) year of experience with commercial lighting installation.

Proponents need to provide a list of key project team personnel including their qualifications.

5.1.2 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of five (5) years within the past seven (7) years providing services of a similar scope and complexity. Similar scope and complexity is defined as:

a) Commercial lighting installation.
b) Commercial lighting controls installation and configuration.
c) Working with local governments.
d) Aquatic Center lighting installation experience is preferred.

Proponents need to provide complete information on the experience of key personnel to be involved in the work as it relates to the scope and complexity described above.

5.1.3 References

Proponents need to provide a minimum of three (3) references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the

proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.1.4 Environmental Requirements

All removed existing lighting system components and waste installation materials need to be disposed of in a manner that meets all regulatory and environmental requirements. Upcycling or recycling should be considered as the preferred method of disposal whenever possible. Proponents should provide details on how they will meet any environmental requirements.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

a) Contribute to a stronger local economy by:
- promoting a Living Wage
- Using fair employment practices;
- Increase training and apprenticeship opportunities;

b) Local expertise knowledge by:
    a. Being locally owned;
    b. Utilization of local subcontractors;

c) Environmental Cost of Ownership;
d) Energy efficient products;
e) Minimal or environmental friendly use of packing materials; and
f) Reducing hazardous materials.

5.3 Approach

Proponents should describe its methodology, approach and outline the process to complete the services. Proponents project approach should focus on ways to reduce overall project time, facility downtime, impact on patrons and staff. Consideration should also be given to coordination of lighting replacement work with other work occurring during the annual maintenance closure which may require shared access to work areas with Regional

District staff or other contractors. Proponents should include features of their services that give them a competitive advantage.

5.3.1 Work Plan

Proponents should provide a detailed work plan including start date, key project milestones and project completion date. Proponents need to indicate if the project can be completed during the 2026 annual maintenance closure scheduled for May 31– June 27, 2026. Proponents workplan needs to indicate if the lighting in the natatorium (pool overhead lighting) can be completed by June 19th with other areas of the facility completed by June 27th.

5.3.2 Equipment List

Proponents should provide a list of equipment that will be utilized to perform the services. All proposed equipment must meet facility access and pool deck weight load limitations. Proposed equipment will be subject to approval by the Regional District.

Pool deck limitations and requirements for use of man lifts is provided in Appendix B Lifts and Floor Loads Engineers Report.

5.4 Safety Plan

Proponents should include a site safety plan. The plan should include but is not limited to:

1. Lifting, craning, and hoisting.
2. Work site access control.
3. Fall Protection.
4. Lockout and De-energization.
5. Emergency response.

5.5 Bid Bond

The proposal must be accompanied by a bid security in the form of a bid bond issued by a surety licensed to carry on the business of suretyship in British Columbia in a form reasonable satisfactory to the Regional District or a certified cheque or bank draft or letter of credit in a form acceptable to the Owner in the amount equal to 10% of the proposal price.

If the Proponent chooses to use the BC Bid e-submission method the Proponent will need to upload an electronic copy of the Bid Bond, Certified Check, Letter of Credit or Bank Draft with their BC Bid e-submission and the original will need to be received by the Regional District within 5 business days of the closing date. If the Proponent submit an e-bond the bond must be verifiable, containing a digital signature, digital corporate seal and a verification tag to check that the bond document has not been altered.

5.6 Price

Proponents need to submit a fee proposal that provides lump sum all-inclusive price for the project, the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars ;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Bidder's will provide a list of all major suppliers and manufacturers involved in the contract, including their country of origin and whether they are based in the United States.

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

a) Signed cover page (see section 7.1 Mandatory Criteria).
b) Table of contents including page numbers.
c) A short (one or two page) summary of the key features of the proposal.
d) The body of the proposal, including pricing, i.e. the "Proponent Response".
e) Appendices, appropriately tabbed and referenced.
f) Identification of Proponent (legal name)
g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP
Bid Bond

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	**Weight (%)**
Capabilities	45
Approach	30
Sustainable Social Procurement	5
Price	20
TOTAL	**100**

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.

Appendix A Specifications and Drawings

(provided as a separate document)

Appendix B Lifts and Floor Loads Engineers Report

(provided as a separate document)

Appendix C CCDC Contract

(provided as a separate document)

Appendix D Supplemental General Conditions

GC 11.1 INSURANCE

Delete paragraph 11.1.1.3 in its entirety

Delete paragraph 11.1.1.5 in its entirety.

Delete paragraph 11.1.1.8 in its entirety.

GC 11.1 INSURANCE

Add paragraphs 11.1.9 as follows:

"1.1.9 All insurance policies shall contain provisions to the effect that thirty (30) days prior notice of cancellation will be given in writing to each insured, including the *Owner*. In the event that some or all of the insurance policies required under this *Contract* are cancelled, the *Contractor* shall promptly obtain insurance with other insurers so as to comply with the provisions of this *Contract*."

CCDC 41 CCDC Insurance Requirements

GC 11.1 INSURANCE

Delete paragraph 1. and replace it with the following:

"General liability insurance shall be with limits of not less than $2,000,000 per occurrence, an aggregate limit of not less than $2,000,000 within any policy year with respect to completed operations, and a deductible not exceeding $10,000. The insurance coverage shall not be less than the insurance provided by IBC Form 2100 (including an extension for a standard provincial and territorial form of non-owned automobile liability policy) and IBC Form 2320. To achieve the desired limit, umbrella or excess liability insurance may be used. Subject to satisfactory proof of financial capability by the *Contractor*, the *Owner* may agree to increase the deductible amounts.."

Delete paragraph 2. and replace it with the following:

"Automobile liability insurance in respect of vehicles that are required by law to be insured under a contract by a Motor Vehicle Liability Policy, shall have limits of not less than $2,000,000 inclusive per occurrence for bodily injury, death and damage to property, covering all vehicles owned or leased by the *Contractor*. Where the policy has been issued pursuant to a government-operated automobile insurance system, the *Contractor* shall provide the *Owner* with confirmation of automobile insurance coverage for all automobiles registered in the name of the *Contractor."*

Delete paragraph 11.1.1.3

Delete paragraph 11.1.1.4

Delete paragraph 11.1.1.6

Delete paragraph 11.1.1.8

END OF SECTION