



Sunshine Coast Regional District

Request for Proposal

Number: 2368002

for

Snow Clearing and Road Maintenance Services for Dakota Ridge

**Issue Date:
September 21, 2023**

**Closing Date of
October 20, 2023 at 3:00 PM local time**

CONTACT: All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by October 6, 2023 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BC Bid by October 13, 2023. 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.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

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 (\$150 per year) 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 with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) 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 term 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.

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.

2. INTRODUCTION

2.1 Purpose

The Regional District is seeking proposals from qualified Contractors for winter snow clearing road work and summer road maintenance to and from Dakota Ridge Winter Recreation Area on an as and when required basis.

The annual value of the contract is up to \$80,000 per year, subject to operational requirements, and is weather dependent. There will be absolutely no cost increases allowed without the prior approval of the Regional District. Invoices for any services not pre-approved by the Regional District will not be paid.

3. OVERVIEW

3.1 Background

Dakota Ridge Winter Recreation Area is a 1,532-acre site located 14km up gravel forest service road commencing at the top of Field Road in Wilson Creek, British Columbia (BC). It is frequented by locals and visitors and valued for its extensive cross-country ski, skate ski, and snowshoe trail networks, as well as a sliding area and warming hut facilities catering to a wide spectrum of users and abilities. Dakota Ridge Winter Recreation Area is owned by the Province of BC. The Regional District is responsible for stewardship, maintenance, and access to the recreation area through a Partnership Agreement with Recreation Sites and Trails BC.

The Dakota Ridge access road consists of 14 kms of the Sechelt/Wilson Forest Service Road Branch 05 and Sechelt/Chapman Forest Service Road Branch 04, pull-outs and two parking lots. The main parking lot is approximately 3,000 sq. metres and the smaller parking lot is approximately 400 sq. metres. Snow clearing services are required for the road network, parking lots, and pull outs on an as required basis anytime that there is an accumulation of snow or slush cover that exceeds 10cm during the winter operating season (Maps included as Appendix A – Location Map for Dakota Ridge Snow Clearing Services and Appendix B – Parking Lot Location Detail for Dakota Ridge Snow Clearing Services).

3.2 Scope

The Contractor will provide all equipment, personnel, supervision, and labour to provide snow clearing and monitoring services as specified below. The work includes, removing snow, slush and ice control on road surfaces, and other identified areas during winter months and road maintenance, on an as and when needed bases, during the summer months. Snow clearing services are generally required from mid-December until the end of March (weather dependent) with some service anticipated in early December to support facility startup.

- a) The Contractor shall not interfere with the day-to-day operations of the road while completing the work required.
- b) The minimum equipment requirements are as follows: Grader 770CH JD type with snow wing, D6 Cat, and Excavator 200 series type — or an equivalent combination.

- c) The Contractor will ensure that this work does not impede existing surface water drainage unless otherwise directed by the Regional District. Operations are not to result in the removal of surface material from the road.
- d) The Contractor shall ensure that workers have sufficient knowledge, skill, and experience to perform the work properly and safely.
- e) The Contractor will repair any damage caused by the Contractor in the course of this work at their own cost.
- f) The Contractor shall monitor daily, appropriate media, and/or conduct site visits, to determine how the area weather is affecting road conditions and clear the road access based on the current conditions.
- g) Snow and slush clearing shall be initiated and conducted when there is an accumulation of snow or slush greater than 10 cm. Should the 10 cm of snow or slush threshold be met, any additional snow clearing will be planned and initiated so that the work is completed by 9:00 am. Should conditions be such that accumulation of snow continues throughout the day, additional snow clearing that day will need to be completed to maintain public access.
- h) The Contractor shall provide phone numbers, which the Regional District staff can contact or leave a message for request of snow clearing services.
- i) The Contractor to provide updates of road conditions by 7:00 am on snow and slush removal days to designated Regional District staff or other designate.
- j) The Contractor shall be available to conduct additional non-snow removal road maintenance activities in the summer, such as but not limited to road grading, filling potholes and brushing. This work shall be performed on an hourly basis, as requested by Regional District staff.
- k) The Contractor shall provide a description of transition activities for assuming services from the incumbent contractor and/or transition out to another entity at the end of the contract term, including the direct and additional costs expected to be incurred in the process.
- l) The Contractor shall adhere to all applicable regulations including, but not limited to, those outlined in the Regional District's Forest Service Road Maintenance Agreement with the Ministry of Forests, Lands, and Natural Resource Operations. Exemptions of this agreement can be found in Appendix C.
- m) The Contractor will provide and maintain all required signage.
- n) The Contractor and its employees will exercise good public relations while fulfilling their responsibilities under the Contract.
- o) The Regional District accepts no responsibility for damage, vandalism, or theft of any of the Contractor's equipment.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at www.scrd.ca/bid.

4.2 Term

The term of the agreement will be for a three (3) year period with the option to extend the contract an additional two (2) years at the sole discretion of the Regional District.

4.3 Service Requirements

The Contractor's responsibilities will include the following:

1. Providing and maintaining vehicle winter road access for public use to access Dakota Ridge Winter Recreation Area on an as needed basis (snow or slush accumulations of 10cm+).
2. While providing the service, ensuring the integrity of road surface remains damage free, and the road drainage system and traffic will not be impeded.
3. During summer months provide road maintenance services, such as grading, ditch cleaning and drainage maintenance, as well as supply and delivery of materials services on an as needed basis.
4. The Contractor and any subcontractors will understand and follow [BC Best Management Practices for Working Around Water](#).

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.

5.1 Capabilities

The Proponent needs to provide details about its current location, key personnel's experience and other organizational experience that will be practical and relevant as it relates to delivering the scope of work in this RFP.

5.1.1 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 5 years within the past 10 years providing services of a similar scope and complexity. Similar scope and complexity are defined as

- a) Providing and maintaining winter road services on gravel surface roads.
- b) Safe operation of heavy equipment requirements.
- c) Providing summer road maintenance activities on gravel surface roads.
- d) Being available and capable of meeting performance standards on an as needed basis.
- e) Engaging in good public relations as a Contractor.

5.1.2 References

Proponents need to provide a minimum of 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.

5.2 Equipment

Proponents need to provide a list of their or any of their subcontractors equipment that they will utilize while performing the services.

5.3 Approach

Provide the approach, methodology and objectives to completing work. This is to include any recommendations and value-added components. Please include:

- a) Anticipated media or other resources anticipated to be used to monitor weather;
- b) Anticipated schedule for clearing snow after a snow event; and
- c) Anticipated equipment storage locations on the hill.

5.4 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:
 - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmentally friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

5.5 Price

Proponents are required to submit a pricing proposal that sets out an all-inclusive cost for the services including all extraordinary expenses, disbursements, and any other costs associated with the delivery of the services. Hourly charge out rates are for the equipment and operator assigned to this service. Please utilize the Response form.

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.

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 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 cover page 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

7.2 Weighted Criteria

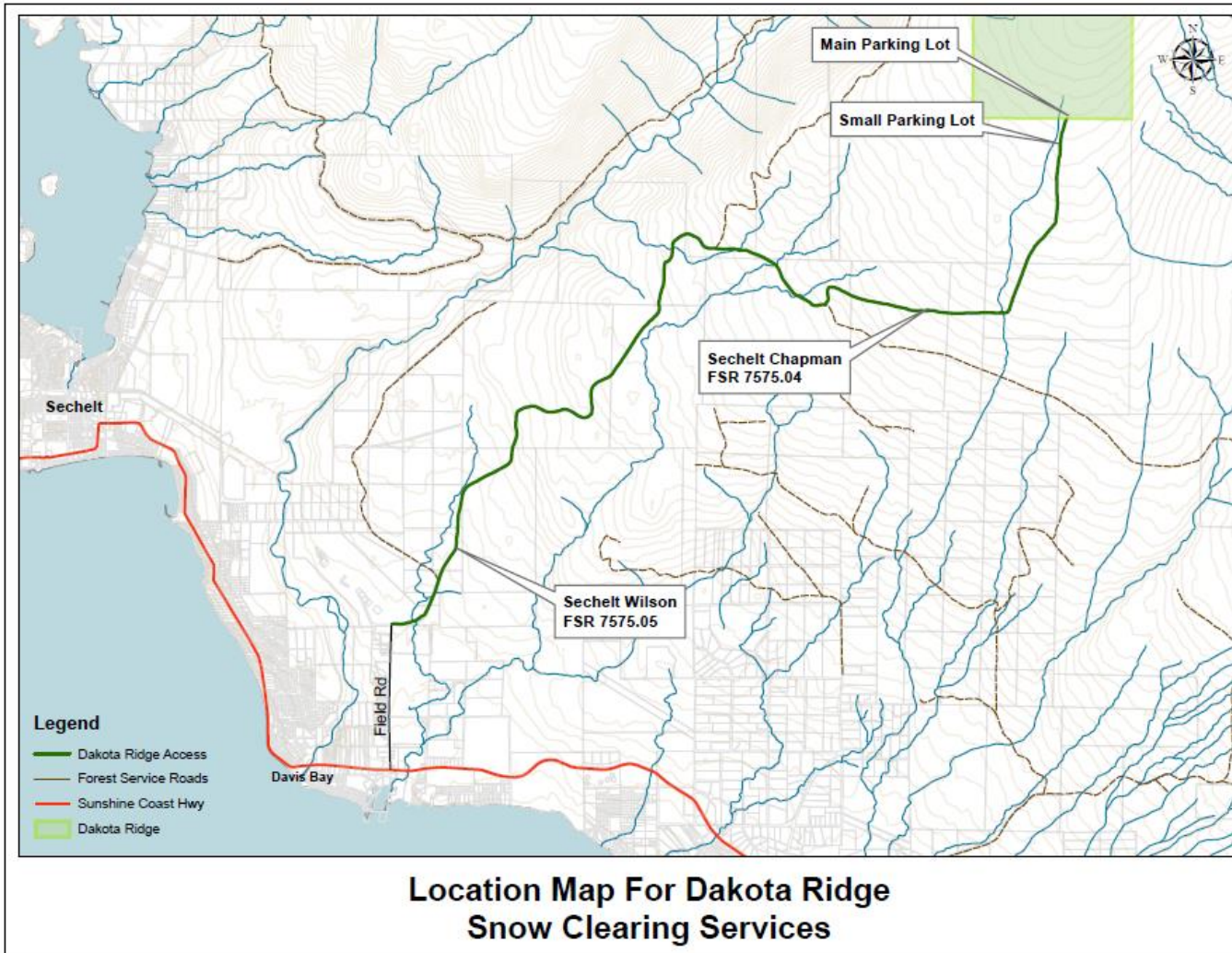
Proposals meeting all the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Capability	35
Approach	15
Equipment	20
Sustainable Social Procurement	5
Added value	5
Price	20
TOTAL	100

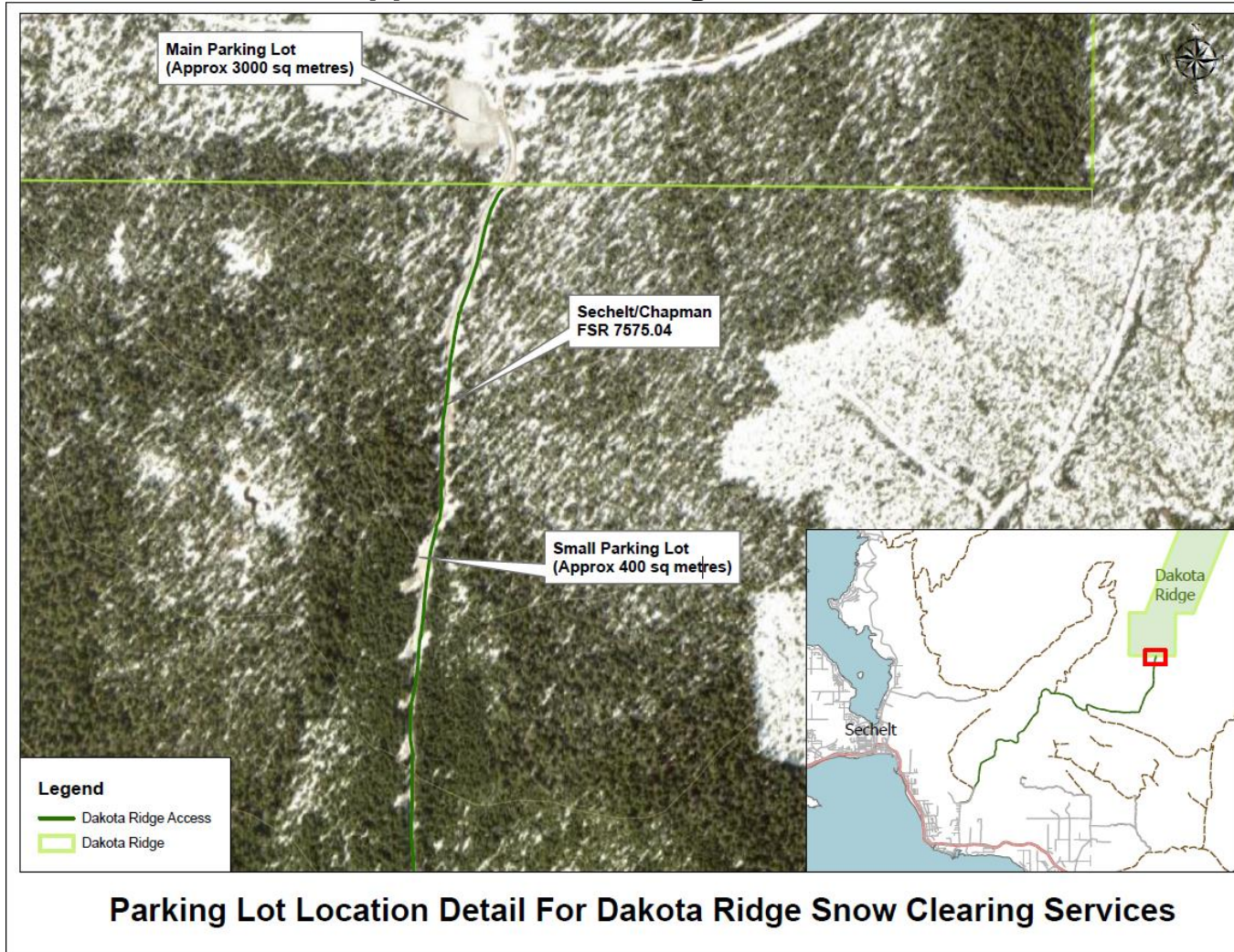
7.3 Price Evaluation

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 Location Map



Appendix B Parking Lot Details



Appendix C Forest Service Road Maintenance Agreement

Exerts from our Maintenance agreement:

MAINTENANCE AGREEMENT 7575.04 MA

SCHEDULE A

1.00 OTHER WORKS AND MAINTENANCE

- 1.01 Brushing of the Forest Service road clearing width, with all brush material cuttings being removed from inlets of drainage structures and ditches.
- 1.02 Grading of the road surface to restore and maintain the road's shape, so water is shed off. Grading activity shall not result in removal of surfacing material from the road, or the creation of berms along the shoulders of the road.
- 1.03 Snow plowing operations are not to result in the removal of surface material from the road. Plowing shall provide sufficient widening to facilitate the passing of expected vehicle traffic.
- 1.04 Cross ditches and water bars to be maintained, or re-established upon completion of operations unless otherwise approved by the District Manager.
- 1.05 Drainage system – maintain drainage system so as to be fully functional.
Note: The replacement of any structures such as culverts or bridges require the prior approval of the District Manager.
- 1.06 Other Works, As Specified:

- (a) Brushing is described as above with a minimum roadside brushing width of 3 metres extending from edge of road surface (on both sides of road) with additional width at all road intersections, junctions, road curvatures to allow adequate sight distance (minimum brushing width of 6 metres or as far as site conditions allow). Brushing is usually conducted with a rubber tired tractor mounted mowing/cutting head. Brushing should be conducted annually;

Brushing is immediately required when one of the following conditions occur:

- (i) sight distance is impeded or reduced to the point that the limited sight distance is not safe for the road alignment.

Where snow removal is an issue, brushing must be sufficient to accommodate snow placement beyond the road shoulder without impeding sight distance.

- (iii) usable road width is reduced to the point that vehicles cannot safely pass each other at road widenings or turnouts.

Any dangerous trees that may reach the road surface must be felled in accordance with WorkSafe BC Requirements.

- (b) Grading is described as above with forest road experienced operators utilized to conduct the works. Existing water bars, kick outs and cross ditches must

be maintained during grading operations. A full grade of the road should be done at least twice per year but it is expected additional grading will be required during the year depending on usage and weather conditions;

Unless otherwise specified, thoroughly loosen surfacing material by cutting scarification or other methods to address the depth of potholes, rutting or washboarding, without causing contamination of the surfacing with the subgrade material or with unsuitable ditch materials.

Grade only when moisture content is suitable, which may require the addition of water.

- (c) Ditches, culverts, cross ditches, water bars, kick outs will require periodic cleaning to ensure full water flow capacity. This can include hand cleaning and machine cleaning (usually rubber tired tractor) for more extensive clean outs and spot road repairs. Keep roadbed drainage ditches, drainage dips, and culverts functional during periods of melt;

- (d) Road signage will require periodic replacement and repair. Dated photo records should be kept of all existing signage and any replacement/repairs.

This work consists of cleaning, replacing, and reconditioning signs, posts and markers that currently exist or are the Permittee's responsibility to install. These include but are not limited to radio frequency call signs, information signs, kilometre markers, traffic control signs and bridge delineators;

- (e) Snow plowing is described as above with only experienced operators utilizing appropriately equipped machinery capable of dealing with site conditions in this work. Adequate kick outs must be established in road side snow banks to ensure melt water can quickly escape the road surface and minimize damage to the road surface. Adequate turnouts are required to be constructed to allow safe vehicle passage.

Add sand to the bladed road surface as needed to provide proper traction for vehicles where chains will not be suitable or sufficient.

With District Manager approval, close roads to wheeled vehicles at times when use would be unsafe or when damage to the road could occur;

- (f) Road is to be maintained to a four wheel drive access level. Users must be clearly informed through use of adequate signage. Maintenance works are to be conducted in a manner to ensure that road integrity is preserved (i.e. clean ditch lines and culverts, brushing, grade, establish waterbars etc.) and the environment is protected from adverse effect, (i.e. minimize siltation);

- (g) This Agreement is valid only for maintenance works as indicated above. Any other works must be approved by the District Manager and may require the issuance of a works permit. Detailed design and other applicable information may be required to be submitted for District review prior to issuance of the works permit. No works can be conducted on a Forest Service road without

the approval of the District Manager. This includes the installation of culverts, installation of concrete barriers, and any other works that are not mentioned in this Agreement;

- (h) **The Sunshine Coast Regional District will provide a contact name and number for the person who will be responsible for administrating this Agreement upon execution of this Agreement. The Sunshine Coast Forest District Engineering Section at 604 485 0700 will be the Ministry contact for this Agreement.**

2.00 OTHER ROAD PERMITTEES

2.01 The Sechelt/Wilson FSR 7575 Br. 05 is currently maintained to industrial standards when industrially used and to wilderness standards when not industrially used. Columbia National Investments (CNI) is designated the Primary User and Western Forest Products Inc. (WFP) is a secondary user. The road is required to be industrially maintained when utilized by these two users. The expectation is that the Sunshine Coast Regional District (SCRD) will supplement maintenance conducted by the industrial users (particularly when road is not used industrially) to a level suitable for safe recreation use. This will require designated road users to cooperate and contribute to road maintenance activities as applicable. Industrial users can and will change from time to time. There can be very long time periods between uses by industrial users.

2.02 The Sechelt/Chapman FSR 7575 Br. 04 is presently not being used by industry. The SCRD will be considered the Prime User responsible for all maintenance work.

Br. 04 requires structural repair works to upgrade road to a suitable condition. It is expected the SCRD will closely monitor road conditions during use to ensure public safety and minimize negative environmental impacts. Upgrade works are expected to take place under suitable site conditions in spring 2008. A works permit, outlining requirements, will be issued under separate cover to approve the work.

Br. 04 parallels the Vancouver Island National Gas Pipeline. Terasen Gas must be informed (ahead of planned works) of planned activities near this pipeline. The SCRD is responsible to obtain any necessary approvals from Terasen Gas.

Snow plowing is approved up to the woods end of the 2.2 km permanent bridge on Br. 04 only at this time (As per SCRD letter dated December 3, 2007).

Effective this day:

SCHEDULE "A", PART 1.00: OTHER WORKS AND MAINTENANCE is amended to include:

Paragraph 1.07 Local pit run surfacing materials are no longer to be used on this road. All surface repairs to this road must use Ministry of Transportation specifications for Crushed Well Graded Base (WGB) 25 mm Base Course (Table 202-C Aggregate Gradations (attached)) containing rock with three fractured sides.

TABLE 202-C AGGREGATE GRADATIONS

SIEVE SIZE (mm)	Percent Passing (%) Sieve Size							Bridge End Fill
	Surfacing Aggregates	25 mm Base Course			Sub-Base Aggregates			
	HFSA	WGB	IGB	OGB	SGSB	IGSB	OGB	BEF
75	---	---	---	---	100	100	100	100
50	---	---	---	---	---	55-100	70-100	30-100
37.5	---	---	---	---	---	40-80	50-85	---
25	100	100	100	100	---	---	---	---
19	85-100	80-100	65-100	75-100	15-100	17-40	15-55	20-100
9.5	60-85	50-85	---	30-65	0-100	---	---	---
6.3	---	---	---	---	---	---	0-20	---
4.75	40-70	35-70	30-70	---	---	---	---	10-60
2.36	---	25-50	15-40	5-30	---	10-25	0-10	---
1.18	20-50	15-35	10-30	0-10	---	---	---	6-32
0.600	---	---	---	---	0-100	---	---	---
0.300	10-30	5-20	5-15	0-8	0-15	4-15	0-8	4-15
0.075	5-15	0-5	0-5	0-5	0-5	0-5	0-5	0-5