



NEGOTIATED REQUEST FOR PROPOSAL

**Museum Improvements**  
(herein after referred to as NRFP)

for

THE DISTRICT OF STEWART

**Date of Issue:** November 3, 2022

**Closing Time:** 14:00 Hours Pacific Standard Time

**Closing Date:** December 24, 2022

**Deliver To:** District of Stewart  
705 Brightwell Street  
P.O. Box 460  
Stewart BC V0T 1W0  
Attention: Todd Francis, CAO

**Contact for Inquiries:** District Representative  
Todd Francis  
cao@districtofstewart.com

**NEGOTIATED REQUEST FOR PROPOSAL**  
**District of Stewart**

General Contractor Services  
Museum Improvements

**1. GENERAL INFORMATION**

**1.1 Invitation**

The District of Stewart (District) invites proposals, through this negotiated request for proposal (NRFP), for qualified General Contractors to complete the Museum Improvements.

The proponent is to include the work that is outlined in Schedule A or any portion thereof. Note that the District's budget for this work is \$70,000. It is the District's request that Proponents outline the scope of work that they can accomplish within that budget amount, even if it means not completing all aspects of the work outlined in Schedule A.

In addition to responding to the base proposal, the proponent is invited to propose any innovations that the proponent believes will reduce the cost of the project or improve the constructability of project. The intent is for the proponent to use their knowledge of construction practices to improve the project by shortening the construction time frame and reducing the overall project cost.

**1.2 Limitation of Request for Proposal**

This is an NRFP and is not a tender call. Please refer to Section 3.5 for further details.

**1.3 Contract**

Upon successful negotiations between the successful proponent and the District, the successful proponent will be required to execute the CCDC 2 Agreement Between Owner and Contractor.

**1.4 Request for Proposal Schedule**

<b>Action</b>	<b>Date</b>
NRFP release	November 3, 2022
Last date the District may consider written inquiries	November 29, 2022
NRFP Closes	December 1, 2022
Preferred proponent selection and commencement of any negotiations leading to a completed agreement	December 5, 2022
Preferred date of operation commencement	February 1, 2023

<b>Pre-Proposal Site Visit</b>
The District will make the Museum building available for contractors to visit during the NRFP process. This is <u>not</u> a mandatory site visit.
Proponents must request a site visit by contacting the District Representative by November 20, 2022. Site visits will be coordinated for between November 15 and 25, 2022.
Site visits will be scheduled for 4 hours per proponent, however additional time will be considered by the District. The proponent will not be authorized to remove anything from the building, or to complete any destructive testing without formal approval from the District Representative.

### 1.6 Definitions

Words and phrases used in this NRFP, schedules, and/or any addenda are outlined below.

<b>Term</b>	<b>Definition</b>
Addendum or Addenda	Change(s) to this NRFP communicated pursuant to this NRFP
Agreement	An agreement(s) between the District and the Contractor(s) for the work required by the Contractor(s) identified in this NRFP and all attached Schedules. Any agreement entered into by the District and the referred Proponent will be as negotiated between the two parties.
District	The District of Stewart
District Representative	The District's contact person described on the cover page of this NRFP
Closing Location	Via email to <a href="mailto:cao@districtofstewart.com">cao@districtofstewart.com</a>  The District takes no responsibility for submissions that are not properly received.
Closing Time	2:00 pm Pacific Standard Time
Contractor	The proponent who enters into an agreement pursuant to this NRFP
Contracting Services	Services required to be provided by the Contractor as described in Section 2
Evaluation Committee	A committee of District personnel and, at the District's discretion, one or more third parties who will evaluate the proposals
Evaluation Criteria	Criteria for the evaluation of the proposals as set out in Section 4
NRFP	Negotiated Request for Proposal
Preferred Proponent	The proponent, if any, selected by the District to negotiate an agreement

<b>Term</b>	<b>Definition</b>
Project	See Schedule A for particulars
Proponent	Any legal entity, including a person, company firm, or consortium, which submits a proposal
Proposal	A proponent's submission pursuant to this NRFP, which must include the Proposal Submission Form that is provided in Schedule B

**2. SCOPE OF SERVICES (To be provided by the Contractor)**

- 2.1** The Proponent will be required to provide the Contracting Services that are necessary to administer and complete the projects. Such Contracting Services may include but not limited to those indicated in Scheudle A; however, the Proponent is encouraged to ensure that all the Contracting Services that will be provided for the Project are itemized within the Proposal.
- 2.2** Anticipated deliverables may include those indicated in Schedule A; however, the Proponent should include within its Proposal details regarding the deliverables it will be able to provide for the Project.

**3. INSTRUCTIONS TO PROPONENTS**

- 3.1** The District Representative is the only authorized contact person for the District on behalf of this NRFP.
- 3.2** Proposals must be submitted in PDF format to [cao@districtofstewart.com](mailto:cao@districtofstewart.com).
- 3.3** Proposals should be submitted in a format that cross-references the information provided by the Proponent with the specific section of this NRFP and the Submission Requirements that contemplates it.
- 3.4** Proposals should clearly identify the Proponent and whether it is an individual, a corporation, a partnership, or a consortium, including the legal entity that will execute an Agreement. If the Proposal is from a consortium or partnership, information should be provided for all Proponent members, including their legal and financial relationship with each other. The contact entity and representative for dealings with the District should also be specified.
- 3.5** This is an NRFP and is not a tender call. This NRFP is an invitation to treat. It is not an offer. The District does not intend for this NRFP to create any obligations between the District and any Proponent and no contractual, tort, or other legal obligation of any kind is created or imposed on the District by this NRFP or by the submission of any Proposal or by consideration of, or failure or refusal to consider, any Proposal by the District. No contractual or other legal obligations will be created between the District and any Proponent until and unless a written Agreement is executed between the District and a Proponent for the provision of the Contracting Services. Without limiting the foregoing, the use of mandatory or prescriptive language in this NRFP in relation to future acts of the District is intended only to describe the District's present intention, is not intended to express contractual intention, and if relied upon by a

Proponent is relied upon at that Proponent's own risk. If there is anything in this NRFP that is inconsistent with this paragraph, this paragraph prevails.

- 3.6** By submitting a Proposal, a Proponent acknowledges that it has read and understood the requirements of this NRFP. A Proponent is solely responsible for investigating and satisfying itself on every aspect of the Contracting Services, including without limitation, the application of the Contracting Services to the Project. By submitting a Proposal, a Proponent will be deemed to have satisfied itself on all such matters.
- 3.7** All questions and requests for clarification relating to the NRFP process and/or identification of any errors or omissions in the NRFP documents should be directed to the District Representative. Information about this NRFP from any other source is not official and should not be relied on. Inquiries and responses may be recorded and may, at the District's discretion, be retained in confidence or distributed to all other Proponents.
- 3.8** The District Representative may explain, interpret, clarify, change, amend, or correct this NRFP by issuing an Addendum or Addenda to Proponents. Addenda will be in writing and may be sent by the same medium used to distribute the NRFP. All Addenda issued by the District shall be incorporated into and become part of the NRFP documents. A Proponent is solely responsible to ensure that it has received a complete NRFP as listed in the Table of Contents and a copy of any Addenda. Submission of a Proposal constitutes a representation by a Proponent that it has verified receipt of a complete NRFP, including any Addenda. Each Proposal will be deemed to be made on the basis of the entire NRFP and any Addenda.
- 3.9** Any Proponent, or other party, by responding to this NRFP will be solely responsible for its own expenses and bears the sole risk and liability for any expense, damage, loss, or liability incurred by it, including loss of opportunity and loss of profits or potential profits, in connection with its consideration of and response to this NRFP. By submitting a Proposal, the Proponent absolutely waives any right, or cause of action against the District, its officers, directors, employees, or agents by reason of the District's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in contract, negligence, bad faith, or otherwise.
- 3.10** All Proponents and any other person(s) who through this NRFP process gains access to confidential financial information of the District are required to keep strictly confidential all information that in any way reveals confidential business, financial or investment details, programs, strategies, or plans learned through this NRFP process. This requirement will continue with respect to such information learned by the successful proponent, if any, over the course of any Agreement that may arise out of this NRFP process. Information pertaining to the District obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without prior, written authorization from the District.
- 3.11** The Proponent acknowledges and agrees that the submission of the proposal documents by the Proponent is subject to the *Freedom of Information and Protection of Privacy Act* and, as such, the District may be required to disclose any or all of the contents of the proposal package under such Act.

**4. EVALUATION PROCESS AND CRITERIA**

- 4.1** The District, in its absolute and sole discretion, and according to its own judgment of its best interest, having regard for the greatest value that can be obtained on overall quality, service, and price, reserves the full right to reject any or all Proposals or alternative Proposals for any reason whatsoever and continue its evaluation of one or more of the other Proposals.
- 4.2** The District retains a separate right to waive irregularities of a minor or technical nature. This right does not, in any way, waive the requirement of the proponents to submit a Proposal in proper form as required by the NRFP.
- 4.3** The Proposals will be evaluated by an Evaluation Team comprised of representatives from the District.
- 4.4** The District may utilize the input and opinions of any third parties as it is deemed appropriate in its absolute discretion to assist the District in its evaluation of the Proposal.
- 4.5** Throughout the evaluation of the Proposals, the District, in its sole discretion, may request additional written clarifications and or supplemental information from selected Proponents, as it deems appropriate, to more thoroughly evaluate the Proposals.
- 4.6** The District, in its absolute and sole discretion, may evaluate Proposals based on the District's determination of what provides the best value and overall benefit to the District.

All Proposals will be evaluated against the following pre-defined criteria:

<b>Item</b>	<b>Weighting</b>
Contractor Qualifications and Experience	40%
Schedule	10%
Cost Evaluation	50%

- 4.7** The decision of the District in all matters relating to the evaluation of a Proposal will be final.
- 4.8** The CCDC 2 Agreement Between Owner and Contractor will form the basis of the Agreement to be negotiated between the District and the Preferred Proponent.
- 4.9** In the event that a single Proposal is received, the District reserves the unfettered right to determine the next step, which may include but not be limited to collapsing or re-issuing this NRFP, negotiate with the sole proponent, or pursue a different selection process altogether.

**5. DISTRICT DISCRETION**

In addition to any other discretion set forth in this NRFP, the District reserves the right, without limitation, in its sole and unfettered discretion, to:

- a)** Not consider any Proposal from a Proponent who appears not to have the requisite experience or financial capability;
- b)** Contact for reference purposes any party to verify the Proponent's financial capability or relevant expertise or other information contained in its Proposal;
- c)** Not consider any Proposal that lacks required information or is otherwise incomplete;
- d)** Accept items in a Proposal that are non-compliant or in variance with the specific NRFP requirements;
- e)** Require clarification or additional information where a Proposal is unclear, or allow rectification of defects;
- f)** Reject any Proposal prior to discussion with the Proponent;
- g)** Reject any proposals from a Proponent that is, or whose principals or partners are, at the NRFP Closing Time, engaged in litigation against the District;
- h)** Not consider any Proposal that in the District's opinion does not warrant detailed evaluation or is not in the best interests of the District;
- i)** Communicate with any Proponent;
- j)** Negotiate with any Proponents at any time on any matter including price;
- k)** Raise new issues in negotiation that were not mentioned in the NRFP or in a Proposal;
- l)** Not consider the lowest total cost Proposal, even though financial cost is an important criteria, if, for example, a combination of other factors makes another Proposal more attractive;
- m)** Discontinue negotiations with the Preferred Proponent or any Proponent at any time if the District concludes that it is unlikely that an Agreement for the Project will be entered into within 14 days of the selection of the Preferred Proponent or such other period acceptable to the District, or that such Proponent is not working diligently to achieve an Agreement or otherwise;
- n)** Not consider any or all Proposals without any obligation or any compensation or reimbursement to the Proponents;
- o)** Extend, abridge, modify, or discontinue the process contemplated by this NRFP;
- p)** Determine, at any time, to withdraw some or all of the Submission Requirements from the process described in this NRFP; and/or
- q)** Discontinue this NRFP for any reason whatsoever.

**SCHEDULE A – PROJECT INFORMATION**



Schedule A  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS - PROJECT INFORMATION

---

Scope of Work

The District's budget for this work is \$70,000 Canadian Dollars. The proponent is to include all of or any portion of the following work that represents a base proposal, as long as the proposed cost is \$70,000 or less:

- Secure the project area to ensure safety to traffic and pedestrians that will travel near the site;
- Protection of all above and below ground utilities;
- Renovation of the building, that includes:
  - Update lighting to LED fixtures
    - Update all lighting to LED fixtures
    - Supply and install 23 - 2x4 T-Bar LED Lighting
    - Supply and install 12 - 1x4 T-Bar LED Lighting
    - Install dimming control in movie room and replace existing light switch
    - Replace light in current archive room/vault
    - Replace electrical service and building wiring as required to complete the work
  - Update "Ladies" washroom
    - LED lighting
    - High Rise toilet
    - Safety Bar/handrail
    - New toilet paper dispenser
    - New hand paper dispenser
    - Sink and mirror not to be replaced
    - All work must adhere to the Province of British Columbia's Building Accessibility Handbook 2022
    - Replace electrical service and building wiring as required to complete the work
  - Archive room expansion
    - Expand office (artifacts room) to include what used to be a bathroom beside it. (Bathroom is being used for storage now.)
    - Install internal walkway/archway between the two rooms that is at least 36 inches wide
    - Replace electrical service and building wiring as required to complete the work
  - Install new flooring
    - Install carpet tiles in the Media Room and the new Archives Room upstairs, including any necessary floor surface preparation. Assume commercial grade carpet tiles for the purpose of pricing at this stage.
    - Install new flooring in the first floor Gift Shop and the Mining Room. Product must be commercial grade, must be more contemporary and must be capable of handling high foot traffic volumes.
    - Assume lay flat luxury vinyl tile flooring for the purpose of pricing at this stage.

Schedule A  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS - PROJECT INFORMATION

---

- Only materials and products classified as commercial grade shall be used
- All work must meet the most recent version of the BC Building Code
- Site clean-up including transportation and disposal or recycling of all building material and debris on-site to appropriately licenced disposal locations;
- Removal, encapsulation, enclosure, transportation, and disposal to a suitable disposal location of all hazardous materials located on-site;
- Preparation of renovation staging planning documents as required;
- Obtaining of all required licenses and permits;
- Compliance with WorkSafeBC requirements and all other regulatory and safety provisions required by law.

Proof of Liability insurance and additional named insured

Contractor will maintain insurance coverage for all risk arising from the Project in such amounts and with such insurers as are appropriate having regard to the nature of the Project and the risks associated therewith. The Contractor agrees to name the Heritage BC (Dogwood Heritage Society of BC) as an additional insured on such insurance.

Options to Reduce Costs

Proponents are invited to suggest options to reduce costs which may include:

- Eliminating certain portions of the work
- Proposing construction methods or ideas that could be accommodated while still maintaining the historical importance and look of the building

Provide a detailed breakdown of suggested options and proposed cost savings measures on the form included in Schedule B.

Schedule

The desired *Substantial Performance* date for the project is May 15, 2023, however, the actual *Substantial Performance* date will be confirmed as part of the negotiation process.

Criminal Record Check

Contractor, their employees and sub-trades may be required to provide a Criminal Records Check prior to entering the premises to start the work.

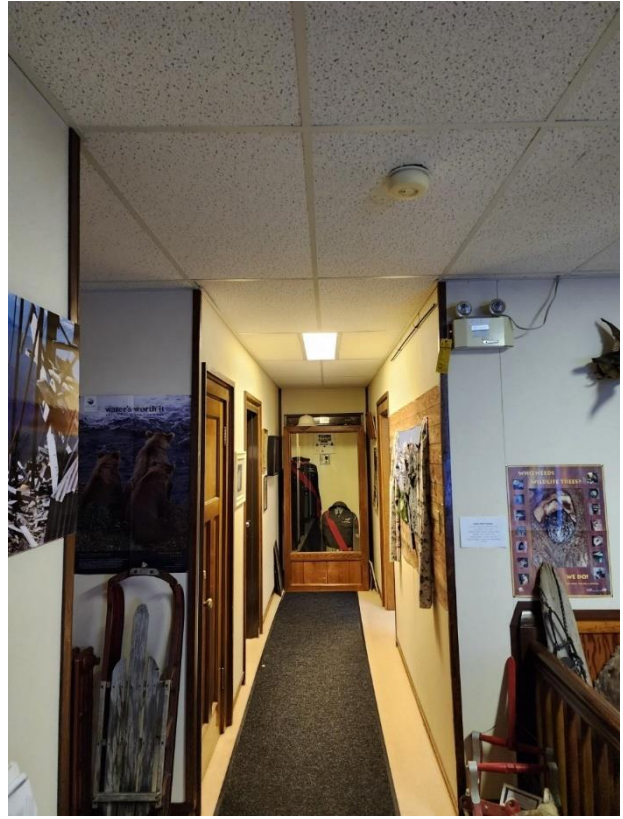
Figures

The following are images of the Museum.

Schedule A  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS - PROJECT INFORMATION



Media Room



Upstairs Hall Lighting



Ladies Washroom



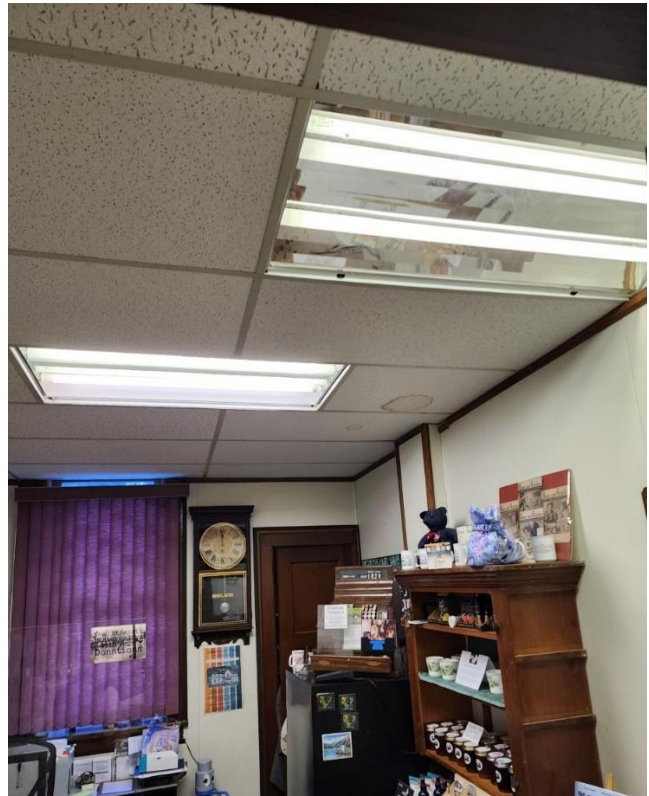
Ladies Washroom

Schedule A  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS - PROJECT INFORMATION

---



Entrance to Ladies Washroom



Gift Room Lighting

**SCHEDULE B – PROPOSAL SUBMISSION FORM**

All of the following pages must be included in the Proposal to be considered complete. Proponents may also add additional information if they deem it appropriate to help communicate qualifications or experience.

Schedule B  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS – PROPOSAL SUBMISSION FORM

---

**1. WE, THE UNDERSIGNED:**

1.1 have received and carefully reviewed all of the Negotiated Request for Proposal (NRFP) Documents including the applicable "CCDC 2" documents and the following Addenda:

---

---

---

1.2 By submitting a Proposal, a Proponent acknowledges that it has read and understood the requirements of this NRFP. A Proponent is solely responsible for investigating and satisfying itself on every aspect of the Contracting Services, including without limitation, the application of the Contracting Services to the Project. By submitting a Proposal, a Proponent will be deemed to have satisfied itself on all such matters. Any information or ideas provided during the course of this NRFP and project, by any Proponent, will not be held in confidence and may be shared amongst any District staff member, the public, or District vendor.

**2. OUR ADDRESS is as follows:**

---

---

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Attention: \_\_\_\_\_

Date \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

*Contractor:*

---

(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP, OR INDIVIDUAL)

---

(AUTHORIZED SIGNATORY)

---

(AUTHORIZED SIGNATORY)

Schedule B  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS – PROPOSAL SUBMISSION FORM

---

**CONTRACTOR QUALIFICATIONS AND EXPERIENCE**

Is your company eligible for WorkSafeBC coverage? Yes  No

Note only companies that are eligible for WorkSafeBC coverage will be considered.

Specify your company's personnel and equipment resources that are available for services outlined in this NRFP.

List sub-contractors and their trade:

Schedule B  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS – PROPOSAL SUBMISSION FORM

---

Example 1 of building renovation projects your company has completed in the last 5 years.

Scope of work:

Approximate cost of work: \$ \_\_\_\_\_

Client: \_\_\_\_\_

Client phone number: \_\_\_\_\_

*References may be contacted during proposal evaluation.*

Example 2 of building renovation projects your company has completed in the last 5 years.

Scope of work:

Approximate cost of work: \$ \_\_\_\_\_

Client: \_\_\_\_\_

Client phone number: \_\_\_\_\_

Example 3 of building renovation projects your company has completed in the last 5 years.

Scope of work:

Approximate cost of work: \$ \_\_\_\_\_

Client: \_\_\_\_\_

Client phone number: \_\_\_\_\_





Schedule B  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS – PROPOSAL SUBMISSION FORM

**SCHEDULE OF VALUES**

Proponent can choose to provide cost for some or all of the below items.

<b>Item</b>	<b>Cost</b>
Update lighting to LED fixtures	
Update "Ladies" washroom	
Archive room expansion	
Install carpet tiles in the Media Room and the new Archives Room	
Install new flooring in the first floor Gift Shop and the Mining Room (Assume commercial grade, lay flat luxury vinyl tile flooring)	
<i>Proponent to list other project aspects in the lines below as appropriate to communicate their proposed statement of values</i>	
<b>Total (Not more than \$70,000 Canadian Dollars)</b>	

Note:

Schedule of Values is not meant to be a comprehensive list of all work items. All other work items to be considered incidental to the items listed in the Schedule of Values breakdown above.

Schedule B  
NRFP No. 2022-01  
MUSEUM IMPROVEMENTS – PROPOSAL SUBMISSION FORM

---

**PROPOSED COST SAVINGS**

<b>Description of Item</b>	<b>Change to Schedule of Values</b>