



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

REQUEST FOR PROPOSALS

For a

RECREATION MASTER PLAN FOR

GRAND FORKS / AREA 'D'

Issued: September 17, 2024

Closing Time: November 7, 2024

Closing Location: Regional District of Kootenay Boundary
2020 Central Avenue, Box 1486
Grand Forks, BC V0H 1H0

Contact Person: Paul Keys
Manager of Facilities and Recreation
250-442-2202
pkeys@rdkb.com

1 INTRODUCTION

1.1 THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

The RDKB serves more than 31,000 residents in eight incorporated municipalities and five unincorporated electoral areas. The RDKB stretches across 8,200 square kilometres from Champion Lakes in the east all the way to Big White in the west.

The RDKB provides a range of services to both the municipalities and the electoral areas. These services include recreation and culture, planning, building inspection, environmental programs, economic development and public safety services for fire and other emergencies.

1.2 RDKB'S PLAN FOR RECREATION

The RDKB is committed to providing recreation needs to the Grand Forks / Area D residents.

Located at where the Granby and Kettle River's meet, Grand Forks has a variety of recreation facilities including parks and campgrounds, an ice arena, swimming pool, curling facility, trail network, a bowling alley, cross country and downhill ski areas, an art gallery and Doukhobor Heritage Museum. With this request for proposal, we seek a qualified consultant to work with RDKB staff to establish community-based priorities for these, and future recreational facilities and services.

The Recreation Master Plan is expected to provide a framework for decision making based on facility status, community needs, regional context and financial considerations.

2 SCOPE OF WORK

The following details the work, requirements and deliverables that the RDKB wishes the consultant to complete for the Recreation Master Plan.

2.1 OBJECTIVE

The purpose of this RFP is to contract with a consultant to complete a Recreation Master Plan for Grand Forks and Area D, with consideration for both current and future recreational infrastructure and services.

2.2 SCOPE OF WORK AND DELIVERABLES

- To establish a consultative process with all stakeholders including the City of Grand Forks, general public, user groups, elected officials, commissions, boards, regional service providers and recreation staff.
- Produce, manage and random sample survey(s) in sufficient size to ensure accepted statistical standards of reliability and validity for our population of approximately 7338 (2021 Census) residents. The scope of work includes the development of general demographic data which will assist in determining needs and priorities for current services and determining support for identified gaps in programming and indoor and outdoor facilities. The survey shall evaluate need and gaps in unstructured/spontaneous activity versus structured activity in the community and region. In consultation with the RDKB, the proponent shall be responsible for the production of the survey instrument, including layout, structure and wording of the questionnaire in order to elicit public response to current and future community leisure and cultural needs. The proponent shall consolidate the data and formulate reports.
- The RDKB is open to alternative ways to gather public input. The proponent could include optional methodology. However, no additional funding will be provided for this undertaking. Additionally, a final report on the construction of the proposed Grand Forks Community Centre, conducted in 2020, is available upon request.
- Conduct a written survey and interview of the City of Grand Forks, Grand Forks & District Public Library, Grand Forks Chamber of Commerce, and School District No. 51, and Grand Forks Community Futures staff through a similar survey instrument with separate results from the public survey. Provide summary data of the survey.
- Conduct a written survey and interview of the Grand Forks Recreation staff, and Area 'D' Elected Official, and the Grand Forks Recreation Commission through a similar survey instrument with separate results from the public survey. Provide summary data of the survey.
- Conduct a written survey/interview of approximately 20-25 community groups/special interest groups through a similar survey instrument with separate results from the public survey. Provide summary data of the survey.
- Produce a consolidated report and executive summary on the results of the public survey. This report will be used as an appendix to the final Recreation Master Plan document.
- To identify current and future demographics, trends and projections for the identified areas.
- To determine opportunities for partnerships. This will include, but not be limited to private or non-profit recreation service providers (Grand Forks Curling Club, SD51, Phoenix Ski Hill, Grand Forks Trails Society etc.).
- To determine past, present and future usage trends of public leisure and culture facilities, parks and trails and other outdoor recreation assets.

- Conduct a gap analysis in the provision of public leisure and culture facilities, parks and trails based on the existing inventory (community and regional), community aspirations and projected population.
- To determine if the community is willing to fund and to what level the identified gaps in the provision of public leisure and culture facilities, parks and trails.
- To detail the supply/situation analysis of current facilities and programs in relation to demand and the extent to which current facilities are being used. This includes but is not limited to Grand Forks community facilities, school district facilities, regional facilities, private facilities, and natural assets/facilities.
- To review the current local and regional delivery system to evaluate the system's effectiveness and efficiency.
- To prepare a mission/vision and implementation strategy that prioritizes community needs and financial resources on a phased basis over a five-year, ten-year, and twenty-year period. This will include, but not be limited to a strategy for addressing municipal recreation and culture infrastructure assets, including recommendations on the renewal, renovation, and/or replacement of infrastructure to support the delivery of recreation and cultural programming, activities and events. The mission/vision will support facility planning to include conceptual options for major (arena) and minor (parks, washrooms, outdoor covered areas) facilities. Included will be a prioritized implementation plan which is clear, concise, user friendly, flexible and can be used as a planning tool.
- To examine the economic feasibility, including projected capital and operating costs for recommended facilities, parks, trails and services.
- To prepare long range cost estimates for the provision of current and/or programs and facilities.
- To identify and evaluate opportunities for public/private and third sector partnership for service delivery and operating arrangements.

2.3 TIMELINE

The Proponent will provide a detailed project schedule, including the milestones presented below:

- RDKB provide initial data and information on award (December 2024)
- Kickoff Meeting – within 2 weeks of award (December 2024 / January 2025)
- Public and stakeholder outreach and consultation (February - May 2025)
- Plan Development (May - September 2025)
- Presentation to final report to staff (October 2025)

2.4 REQUIRED EXPERTISE

The Proponent selected is expected to be an expert at undertaking recreation master plans, and will bring to the project a thorough knowledge of all of the project's requirements

gained from extensive experience with similar assignments. All proposals must include a list of other similar projects that the proponent has undertaken.

3 INSTRUCTIONS AND INFORMATION FOR PROPONENTS

3.1 CLOSING DATE AND LOCATION

Proposals must be received by 12:00 PM (local time), November 7, 2024 ("Closing") at the following address:

Paul Keys
Manager of Facilities and Recreation
Regional District of Kootenay Boundary
2020 Central Avenue
Box 1486
Grand Forks, B.C. V0H 1H0
GrandForksRec@rdkb.com

The time for Closing will be conclusively deemed to be the time shown on the clock used by the RDKB for this purpose.

3.2 FORM OF PROPOSAL SUBMISSIONS

Proponents are required to submit their proposal ("Proposal") in digital form only (no hard copies) in one of the following manners:

- (i) Email in PDF format to Paul Keys to the following address: GrandForksRec@rdkb.com. The RFP Number must be clearly shown in the email's subject line.

Or

- (ii) Saved in PDF format on a flash drive, placed in a sealed envelope clearly marked with the RFP Number and Proponent's name and contact information, delivered to the location provided above.

Faxed or printed Proposals will not be considered. It is the responsibility of the Proponent to ensure that the Proposal has been received by the RDKB. To confirm receipt, please contact Paul Keys at pkeys@rdkb.com or by phoning 250-442-2202.

3.3 MANDATORY/OPTIONAL REQUIREMENTS

Proponents must include in their Proposals the following:

- (i) A complete and concise Proposal including all information as specified within Schedule B: Format of Proposal. It must contain sufficient detail to allow the RDKB to determine the Proponent's understanding of Project requirements, their experience and knowledge, details of the Proponent's team, their roles and responsibilities, understanding of the

Project and proposed work plan, and detailed costs for the Proponents provision of the Services in Canadian Dollars, inclusive of all costs, expenses and charges, but exclusive of GST and PST.

- (ii) Completed and signed Schedule B: Summary of Proposal;
- (iii) Optional: Proponents considering submitting a proposal are encouraged to fill out and submit Schedule A: Receipt Confirmation Form to ensure that your company receives updates related to this RFP.

3.4 SITE OR PRE-PROPOSAL MEETING

No site meeting or pre-proposal meeting is scheduled in relation to this RFP. Proponent wishing to submit a proposal for this work are encouraged to familiarize themselves with the facilities prior to submitting their proposal; however this will not be considered mandatory.

3.5 ENQUIRIES

All enquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("Contact Person") indicated below.

Contact Person: Paul Keys, Manager of Facilities and Recreation

Email: pkeys@rdkb.com

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the RDKB. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon.

4 TERMS AND CONDITIONS OF RFP

4.1 DEFINITIONS

"Addenda" means all additional information regarding the RFP, including amendments to the RFP;

"Contract" means the written agreement or Purchase Order, resulting from this RFP

"Contractor" means a successful Proponent to this RFP who enters into a written contract with the Regional District

"Force Majeure" means causes that are beyond a party's control, and which are unavoidable by the exercise of reasonable foresight;

"Must", "Mandatory", or "Required" means a requirement that must be met in order for the Proposal to receive consideration

“Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this RFP

“Proposal” means a Proponent’s response to this RFP

“Regional District” or “RDKB” means the Regional District of Kootenay Boundary

“RFP” means this Request for Proposals

“Shall” means a mandatory requirement to be met in order for a Proposal to receive consideration;

“Should” means a requirement having a significant degree of importance to the objectives of the RFP

“Work” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

4.2 GENERAL

The terms and conditions in this Section 4 will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the RDKB for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

4.3 PROPOSAL VALIDITY

Proposals will be open for acceptance by the RDKB for at least 60 days after the date of Closing.

4.4 EVALUATION AND SELECTION METHOD

The RDKB will select the Proposal that it deems, in its sole and absolute discretion, demonstrates the best combination of corporate experience, skilled and experienced personnel, project understanding, vision, proposed approach to achieving the project goals, as well as project budget.

The following table details the proposed evaluation scoring approach:

Evaluation Criteria	
1. Fee Schedule and Cost	40%
2. Project Understanding and Proposed Methodology	30%
3. Proponent's Experience including references	20%
4. Suitability of Team and Schedule	10%
Total	100%

Proponent should be aware that various matters may be considered by the RDKB when evaluating proposals, including, for example:

- Whether, or to what extent, a proponent has complied with the Proposal requirements set out in this document;
- The RDKB's assessment of the ability of the proponent to successfully perform the work;
- Proposed budget;
- Appropriate technical innovation;
- The nature of any previous dealings the RDKB has had with a proponent.

4.5 ACCEPTANCE AND REJECTION OF PROPOSALS

This RFP shall not be construed as an agreement to purchase goods or services. The RDKB is not obligated to enter into an Agreement (defined herein) with the Proponent who submits the lowest priced Proposal or with any Proponent.

4.6 LATE PROPOSALS

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.

4.7 AMENDMENT OR WITHDRAWAL OF PROPOSALS

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable in accordance with Section 4.2. The RDKB will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

4.8 RDKB'S RIGHTS AND RESERVATIONS

The RDKB reserves the right to:

- (i) reject any or all Proposals;
- (ii) reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
- (iii) in the event that only one proposal is submitted, to return the Proposal unopened;
- (iv) modify the terms of this RFP at any time in the RDKB's sole discretion;
- (v) require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
- (vi) communicate with, meet with, or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

4.9 CANCELLATION OF RFP

The RDKB may cancel this RFP at any time prior to or after Closing. In the event the RDKB cancels this RFP, the RDKB shall have the right to seek to procure the same services or similar services at any time through any means the RDKB deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the RDKB.

4.10 WAIVER OF NON-COMPLIANCE

The RDKB may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

4.11 PROPONENT'S COSTS

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Contact Person prior to Closing and during Proposal evaluation, and for any subsequent processes or negotiations with the RDKB that may occur.

4.12 LIMITATION OF LIABILITY

By submitting a proposal, each Proponent irrevocably agrees that the RDKB shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue,

opportunity or anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

4.13 NEGOTIATION

The RDKB reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the RDKB in its sole discretion.

4.14 ERRORS AND OMISSIONS

While the RDKB has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the RDKB, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

4.15 CONFLICT OF INTEREST

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the RDKB, its elected or appointed officials or employees.

4.16 CONFIDENTIALITY

All Proposals become the property of the RDKB and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the RDKB unless disclosure is otherwise required by law.

4.17 NO LOBBYING

Proponents and their agents are not permitted to contact any member of the RDKB Board or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the RDKB. The RDKB reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

4.18 INSURANCE

Insurance Requirements

All required policies of insurance must be issued by insurers duly authorized by law to do business in the Province of British Columbia and must include a provision that coverage may not be cancelled or amended in any way unless thirty (30) days written notice has been given to the RDKB.

The Proponent must maintain throughout the term of the Contract, Worksafe BC, commercial general liability insurance and professional liability insurance.

The minimum limits to be provided by the successful Proponent shall in each case be not less than an inclusive limit of \$5,000,000 for any one accident or occurrence with a deductible not to exceed \$10,000, insuring against bodily injury, personal injury and property damage including loss of use thereof.

No separate payment shall be made to the Proponent in respect of insurance premiums which the Proponent is required to provide in accordance with the Contract.

Certificates of insurance

Prior to the commencement of the Contract Term, the Contractor will forward to the RDKB a certificate of insurance including insuring agreements acceptable to the RDKB. Should the insurance policies under which the insurance certificate is drawn expire during the term of the contract or any extension or renewal thereof, the Contractor will forward a renewal insurance certificate to the RDKB thirty (30) days prior to the expiry of said insurance policies, in a form satisfactory to the RDKB.

4.19 SAFETY REQUIREMENTS

The Proponent shall provide a WorkSafe BC Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with WorkSafe BC.

Prior to any onsite work, the successful Proponent will provide applicable Health and Safety manuals or documents to the RDKB.

4.20 CONTRACT AWARD

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should it be identified as the preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding a Contract. If a written Contract cannot be negotiated and executed by both parties within 60 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the RDKB may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

SCHEDULE A: FORMAT OF PROPOSAL

Each Proposal shall be arranged as follows to provide consistency in Proponent response and to ensure that each Proposal receives full consideration. All pages should be consecutively numbered. The Proposal should be no more than 10 pages.

1. **Title Page:** Showing RFP title, RFP Number, Proposal Closing date and time, Proponent's name and address, telephone number, e-mail address, and a contact name.
2. **Letter of Introduction:** One page, identifying the Proponent and signed by the person(s) authorized to sign on behalf of and to bind the Proponent to statements made in the Proposal.
3. **Methodology:** All proposals must include a clear description of the proposed project methodology including:
 - Provide a discussion of the Scope of Services and your approach to the work to demonstrate a clear and thorough understanding;
 - Provide a clear and full description of approaches and techniques that will be employed to accomplish the Scope of Services;
 - Description of key deliverables of the project; and
 - Outline requirements on RDKB and expected staff time.
4. **Proposed Project Timeline:** All proposals must include a detailed description of the proposed project timeline.
5. **Completed and Signed Schedule B:** Summary of Proposal
6. **Cost for the Project:** The total project cost is to be considered a maximum limit, not to be exceeded, and shall be inclusive of all Consultant salary costs, general and overhead expenses and disbursements. Direct project costs should be broken down by personnel and estimated hours per task. Disbursements shall include the costs of printing and reproducing, drawings, reports, travel, accommodation costs, out of pocket expenses, and all other expenses.
7. **Hourly Project Team Member Rates:** As a supplement, a schedule of rates for all key personnel, technical staff, and support personnel must be included. These rates will be used for any additional work that may be authorized by the RDKB.
8. **Fees and Expenses:** A project budget including a detailed list of tasks and associated estimated costs by facility. The proposal should outline cost saving by grouping site visits to neighbouring facilities.

All costing shall be in Canadian dollars and include expenses and disbursements. GST is to be indicated as a separate item.

9. **Proponent Profile:** Short overview of the Proponent's history including experience in operating mosquito control programs of comparable geographic scale and highlighting skills and experience relevant to Scope of Services.
10. **Project Team Qualifications:** Proposals should also include brief summary of key project team members, outlining individual skills, experience, qualifications as well as their proposed roles and responsibilities within the delivery of this specific project proposal. For key staff, please provide relevant experience and identify their proposed level of commitment to the project.

Please identify any subcontractor or others that will be utilized, how they will contribute to the Proposal and a brief background of the firm.

11. **Summary of Related Project Experience:** The proposal shall contain specific project examples completed in the past five years that demonstrate the proponent's ability to undertake the proposed project. Descriptions of previous projects should include:
- Name of the project.
 - Scheduled and actual completion date.
 - Key individuals involved.
 - Client references.
 - A description of the project that demonstrates the relevant skills, outcomes and sustainability attributes.
 - Original budget, final costs, and claims settled and outstanding.
12. **Insurance:** Provide details on insurance to be obtained and maintained in full during the Term of the Contract.
13. **References:** Provide a list of at least three relevant references with direct experience with key personnel, including names, job titles, dates, project name, brief project description, approximate project value, and contact information (email addresses).

SCHEDULE B: SUMMARY OF PROPOSAL

Company/Business Name:

Address:

Name and Title of Representative:

Telephone: Email:

Form of Business Organization

- ☐ Sole Proprietorship
- ☐ Partnership Date of Establishment _____
- ☐ Corporation Date of Incorporation _____

WorkSafe BC Number: _____

I/We hereby offer to perform the Services required by this RFP for the stipulated price of:

	Facility	Expenses & Hours	Total Cost
1	Grand Forks Recreation Master Plan <ul style="list-style-type: none"> Expenses Hours 		
	Total Fixed Lump Sum Contract Price		\$

Costs include expenses

I/We the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including without limitation, the General Conditions and Specifications (if any), submit this Proposal in response the RFP.

Dated this day of , 2024.

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position:

Name & Title/Position: