

Request for Proposals

City of Quesnel

**Quesnel Bike Park
Lighting**

CLOSING DATE AND TIME:

3:00 PM Friday, May 19th, 2023

Contact Person:

**Lindsay Blair
Community Development Coordinator
lblair@quesnel.ca**

1. Background

The City of Quesnel recognizes the value of trails for both residents and visitors. Trails boost destination tourism, provide growth in the local economy, help in the attraction and retention of residents, as well as promote a healthy active lifestyle. The City of Quesnel is committed to further developing, and marketing trails in the Quesnel area.

Trail development, and the promotion of trails within the City of Quesnel is one aspect of Quesnel's strategic plan. The City of Quesnel has a popular river front trail system that encircles the downtown core, with many parks and recreation opportunities within City limits. Quesnel, is moving forward with a phased approach, focusing on future development, and upgrading the existing trail networks, to become an outdoor enthusiast's destination.

Recognizing the importance of trails, the City of Quesnel, CRD and local stakeholder groups have taken multiple steps to advance this commitment:

- In 2017 the City of Quesnel completed a North Cariboo Trails Inventory and Master plan. This Master Plan recognized multiple trail networks that will boost Quesnel as a trail's tourism destination. <https://www.quesnel.ca/city-hall/major-initiatives/north-cariboo-trails-inventory-and-master-plan>
- In 2018 the City of Quesnel, CRD, Gold Rush Cycling Club (GRCC), Cariboo Mountain Bike Consortium, and Lhtako Dene First Nation signed a partnership agreement to promote and develop trail-based recreation.
- Ongoing development of trail networks at Dragon Mountain Provincial Park, and Wonderland Recreation Site.
- Pump track, and trail development at the City of Quesnel, South Hills Park.
- Fuel management trail system development
- City of Quesnel Bike Park Master Plan, and phase 1 and 2 development.

In 2020 the Quesnel Bike Skills Park and Trails Master Plan was developed for the revitalization of the bike park located at Quesnel and District Arts and Recreation Center. The goal was to outline a phased development plan including a trails and skills park component. Since 2020 we have taken multiple steps in developing the Quesnel Bike Park and are now looking to add additional aspects such as lighting to extend the hours of operation.

The goal of the project will be to illuminate the Quesnel Bike Park skills area, allowing users to extend their riding time in spring and fall months when it gets darker earlier, or in summer months when weather extremes may cause it to be too hot to use the pump track during mid day. The lighting design must provide enough light that users can utilize all parts of the skills park safely and effectively.

To conserve energy, and be environmentally friendly, the lights must operate on a timing system or push-button switch so the lights can be activated for a set amount of time, as well as have an automatic timer switch to turn off at a predetermined hour or within a certain time limit (ex. after 30 minutes).

The skills area is located on property jointly owned by the City and the Cariboo Regional District. The primary objective of this RFP is to select a contractor to design, supply and install LED lighting for the Quesnel Bike Park skills area.

The city is seeking a contractor to:

Provide an LED lighting design that illuminates the Quesnel Bike Park skills area for riders to safely use the following areas:

- Pump track.
- Kiosk area.
- Rubberized strider zone.
- Balance park.
- Progressive dirt jumps.

The lighting design should primarily focus on illuminating the pump track, with options in the proposal for lighting the remaining bike park features. Once the design is approved by the City of Quesnel, the contractor must supply, install, and coordinate all aspects of the project to completion.

Due to the previously constructed kiosk area, rubberized strider zone, pump track, balance park and progressive jump lines, the contractor's placement of light poles maybe restricted. The contractor must work around all existing features during installation, ensuring no damage to the Quesnel Bike Park amenities. If existing amenities are damaged, the contractor will be responsible for repair costs.

The skills park drainage map attached as appendix A will accurately display the Quesnel Bike Park Skills Area.

2. Submission Details

Submit proposal by email to Lindsay Blair, Senior Community Development Coordinator. lblair@quesnel.ca Email subject line should read: **Quesnel Bike Park Phase III**

Proposals may be withdrawn by written notice to Lindsay Blair, Senior Community Development Coordinator. lblair@quesnel.ca at any time, up to the closing date and time of this RFP.

- Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Quesnel. It is the sole responsibility of the potential proponents to check with the City of Quesnel website, and/or BC Bid to ensure all information has been received prior to submitting a proposal.
- The successful proponent by its acceptance of a negotiated agreement and purchase order, agrees to indemnify and hold harmless the City, its elected officials, agents and employees, from and against all loss or expense that may be incurred by the City, its officials, officers, employees, and agents as a result of bodily injury, including death

sustained by any person or persons, or on account of damage to property including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP and any negotiated agreement.

3. Rights Reserved by the City:

- The City is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews if held. Furthermore, the City shall not be responsible for any liabilities, cost, loss, or damage incurred, sustained, or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.
- The City reserves the right to reject any or all proposals and to accept the proposal deemed most favorable in the interests of the City.
- The City may, in its absolute discretion, reject a proposal submitted by the proponent, if the proponent, or any officer or director of the proponent is or has been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to any other Contract for works or services or any matter arising from the City's exercise of its powers, duties or functions.
- The RFP process does not commit the City in any way to select a proponent, or award or negotiate any contract. The City reserves the right to cancel this project for any reason whatsoever without any future obligations.
- The city may accept or waive a minor and inconsequential irregularity where practicable to do so. The City may, as a condition of acceptance of the Proposal, request a Proponent to correct a minor and inconsequential irregularity with no change in the Proposal.
- The determination of what is or is not a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity, will be at the sole discretion of the City.

4. Inquiries

All inquiries should be made in writing, directed to: Lindsay Blair
Senior Community Development Coordinator. lblair@quesnel.ca

5. Negotiations

The award contract is subject to negotiations with the proponent that offers, in the City's opinion, the best value proposal. Such negotiations include, but are not limited to, the following:

- a) Changes or refinements in the service requirements or scope of work proposed by the Lead Proponent.

- b) Price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent; and
- c) Specific contract details as deemed reasonable for negotiation by the City of Quesnel.

6. Contract Scope and Deliverables:

The Scope of the project includes, but may not be limited to:

- Supply and installation of electrical feed underground from Quesnel and District Recreation Center to metal poles.
- The designed allocated number of metal poles must be powder coated grey with concrete foundation with the designed allocated number of LED lights to illuminate Bike Park skills area.
- Push button timer, on design approved location.
- Install warning device to alert riders that lights will turn off. I.e. horn, or visible clock.
- Contractor will be responsible for electrical and/or building permit.
- Contractor will be responsible to supplying engineered drawings if necessary.
- Contractor will be responsible for excavating, installing concrete light foundations, and backfilling, leaving the site graded to and existing or improved standard.
- Contractor will be required to purchase and install any additional subgrade or capping material such as crusher fines that may be required to refurbish site to existing or improved standard.

7. Cost Estimate

The project budget is \$60,000. It is the proponent's responsibility to submit a proposal that outlines their vision to complete the project within the established budget of 60,000.

8. Proposal Format and Submission Requirements

All proponents, are required to submit the following in their proposal:

- a. Identify company name, lead contact, and key personnel that will work on this project.
- b. Identify roles assigned to personnel related to this project, and their background experience/qualifications.
- c. Describe related experience of the company and provide examples of recently completed projects.
- d. Provide a detailed project plan, including timelines, how information will be collected, compiled, and presented. Resources allocated to the outlined tasks, and any additional products or services that will result from this approach.
- e. Provide a detailed project cost, with a breakdown of each task in the project. The project fee shall include all costs including travel, research, design, layout, equipment, material, and labour to construct the final product.
- f. The proponent may choose to include optional costs for extra services and amenities, additional technical terrain features or provide options for cost savings.
- g. Provide a minimum of two references.

- h. Proposals should not exceed 12 pages in length. Examples of work may be attached as additional pages.

9. Site Conditions

While the City will provide maps, diagrams, photographs, reports, or other documents that may be available and may assist the proponents, the proponent shall be responsible to fully inform themselves as to the existing prior to submitting a proposal. Site visits may be arranged directly through the contact person for the City of Quesnel.

10. Other Requirements

- a. Insurance
 - i. The proponent shall, at his own expense, provide and maintain to the Municipality until the completion of the contract the following insurance in a form acceptable to the Municipality with an insurer licensed in British Columbia:
 - 1. Commercial General Liability \$2,000,000.00
 - 2. Automobile Liability Insurance \$2,000,000.00
 - ii. The proponent shall be responsible for any deductibles or reimbursement clauses within the policy.
- b. Business License
 - i. The successful proponent must possess a City of Quesnel business license and will be required to provide evidence of same at contract start.
- c. WorkSafeBC
 - i. The proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence at the contract start.

11. Proposal Evaluation

The following criteria will be considered in the evaluation of proposals. Proposals will be scored out of 100 points with the following weighted portions.

- Proposal Quality (layout, presentation, professionalism,) 10 Points
- Contactor experience (Similar project experience, references.) 30 points
- Project approach, presenting deliverables, lighting design, project approach, project schedule, with a completion timeline. 25 points
- Value for Cost (detailed cost estimate) 35 points

12. Appendices:

- Appendix A – Quesnel Bike Park Drainage plan