

Request for Proposals

City of Quesnel

**Arts & Recreation Center
Pump Track
Design & Build**

CLOSING DATE AND TIME:

3:00 PM Friday, March 18th, 2022

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.
- Airport, fuel management trail system.
- City of Quesnel Bike Park Master Plan, and phase 1 development.

In 2020 a bike park master plan was developed for the revitalization of the bike park at the Quesnel and District Arts and Recreation Center. The goal was to outline a phased development plan including a trails and skills park layout. In 2021 phase one of the master plan was undertaken, which included the construction of flow trails, progressive jumps, progressive drops, and a rubberized strider bike area. In 2022 the City of Quesnel is planning to continue with phase II of the skills development area.

The bike park and trails are located on property owned by the City, or jointly by the City and the Cariboo Regional District. The primary objective of this RFP is to select a contractor to "Design & Build" a paved pump track that full integrates into the existing Bike Park Master Plan.

The city is seeking a contractor to:

- i. Design and build a community-based paved pump track, functional for all ages and skill levels at the Quesnel and District Arts and Recreation Center Bike Park.

The pump track design and build must fully integrate and complement existing features such as the strider zone, kiosk area, progressive jump lines as well as future bike park components. Detailed designs, development, and construction of these future components is not part of this RFP, but their locations must be considered as part of the pump track design.

2. Submission Details

Submit proposal by email to Lindsay Blair, Community Development Coordinator. lblair@quesnel.ca Email subject line should read: **City of Quesnel Pump Track**

Proposals may be withdrawn by written notice to Lindsay Blair, 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
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:

Design a community-based paved pump track

- Present at least one concept option that integrates into the 780m2 area of the Bike Park Master plan.
- The design must be suitable for a wide range of abilities, ranging from beginner to advanced.
- The design must enable rider progression and provide transition opportunities for advanced/pro riders.
- The design must incorporate a surface drainage plan that negates pooling of water on or adjacent to the pump track.
- The City of Quesnel will work with the successful proponent to select a final pump track layout that best meets community needs and can most effectively be integrated into the overall park design.
- Provide maintenance instructions for pump track upkeep

Build the proposed community-based pump track.

- Supply all material, equipment, and labour to complete the work

7. Cost Estimate

It is the proponent's responsibility to submit a proposal that outlines their design and vision to complete the project, including a detailed cost breakdown. The cost breakdown must include but not limited to.

- a. Site preparation – material, equipment, labour.
- b. Drainage installation – material, equipment, labour.
- c. Pump track shaping – material, equipment, labour.
- d. Pump track paving – material, equipment, labour.
- e. Landscaping – material, equipment, labour.

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. If possible, provide examples of recently pump track construction.
- 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, site prep, equipment, material, and labour to construct the final product.

- f. The design must accurately display the pump track's total area, asphalt surface, green area, pump track length, and drainage solutions.
- g. The proponent may include optional costs for extra services and amenities, including options for cost savings.
- h. Provide a minimum of two references.
- i. 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 of same at 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 (pump track design and build experience, references) 25 points
- Project approach, presenting deliverables, final design, project schedule with a completion timeline. 35 points
- Value for Cost (detailed cost estimate) 30 points

12. Appendices:

- Shapefile of the 780m2 pump track area.
- Bike Skills Park & Trails Master Plan map.
- Bike Skills Park Site Plan
- Google Earth photo
- Bike Park land's location map.

Drop box link:

<https://www.dropbox.com/sh/d52koyuehoglhzi/AAAHHqooF9bxIWAmjTHcltoWa?dl=0>

13. Anticipated Schedule.

Submissions due: March 18th, 2022

Contract Awarded: By April 15th, 2022

Contract Completed: Not later than September 30, 2022