

Request for Proposals

West Fraser Timber Park Entrance Sign and Arbour

Issued: June 9, 2025

Closing Date and Time: 4:00 pm June 17, 2025

Proposals must be received before Closing Time to be considered.

Submission Location: Proposals/Bids must be submitted as a single pdf document by email only to: lblair@quesnel.ca (The maximum file size the City can receive is 35Mb)

1. Invitation and Intent

The City of Quesnel invites all qualified contractors or firms to submit bids for the removal, fabrication, and installation of a new West Fraser Timber Park Entrance Sign and Arbour, and associated site works.

2. Project Information

West Fraser Timber Park is a prominent community space in Quesnel, BC, that celebrates the region's forestry heritage. The park's Entrance Sign and Arbor, installed in the 1990's, have deteriorated over time and need replacement. The City of Quesnel is seeking a qualified contractor to fabricate and install a new Entrance Sign (both left sections and right section) and Arbor that replicates the existing structure's design and aesthetic (see images in section 8).

The new Entrance Sign and Arbor will be constructed using wood donated and milled by West Fraser Timber, aligning with the park's thematic focus. The successful contractor will be responsible for all associated work, including site preparation, construction, and installation of the new sign and arbor. The City is looking for a contractor with experience in carpentry and custom woodworking to ensure the project's success. Depending on project budget, the contractor may be required to remove the old Entrance Sign and Arbour – please provide an additional quote for removal work.

3. Project Information

3.1 Location:

600 Johnson Avenue, Quesnel, BC V2J 3M5

GPS location: 52.971314, -122.489777

3.2 Timeline:

June 10, 2025 – RFP issued

June 17, 2025 – RFP closes

June 18-19, 2025 – Proposal scoring and interviews

June 19, 2025 – Proponent selected; contract signed

September 15, 2025 – Project complete

3.3 Deliverables:

- Entrance Sign:
 - Removal of old Entrance Sign (please provide additional quote for all removal work).
 - Fabrication (process timber and milled wood, notching, bolting, lagging, engraving, beveling, staining, etc), site prep and installation of Entrance Sign (left and right sections), as per current design and aesthetic.
- Arbour:
 - Removal of old Arbour (please provide additional quote for all removal work).
 - Shop drawings, fabrication (process timber and milled wood, notching, bolting, lagging, engraving, beveling, staining, etc), site prep and installation of Arbour, as per current design and aesthetic.

4. Submission Details

Submit proposal by email to Lindsay Blair, Senior Community Development Coordinator, lblair@quesnel.ca

Email subject line should read: **West Fraser Timber Park Entrance Sign and Arbour**

The following must be included in the proposal:

- Contact information: Name, address, email address, telephone number
- Company name and address.
- Timeline for project and work completion.
- Detailed project budget for fabrication (processing of timber and milled wood, notching, bolting, lagging, engraving, beveling, hardware, staining, etc.), site prep and installation of Entrance Sign (left and right sections) and Arbour. The project fee shall include all design, layout, site prep, material, labour, installation, GST and PST if required.
- Please provide an additional quote for the removal of the Entrance Sign and Arbour. Depending on quoted project budget, the removal of the old Entrance Sign and Arbour will either be the responsibility of the City or the contractor.
- The proposal must include all aspects in the Deliverables section of this document.
- Examples of previous work and completed projects.

The City reserves the right to cancel this Request for Proposals for any reason without any further liability to any proponent or to waive irregularities at their own discretion.

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.

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.

5. Evaluation Criteria

Submission will be reviewed for:

Organizational capacity and previous experience	35%
Budget and resource allocation	25%
Project timeline	25%
Proposal submission meets all criteria	15%

6. Rights Reserved by the City

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 City is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews with proponents. 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.

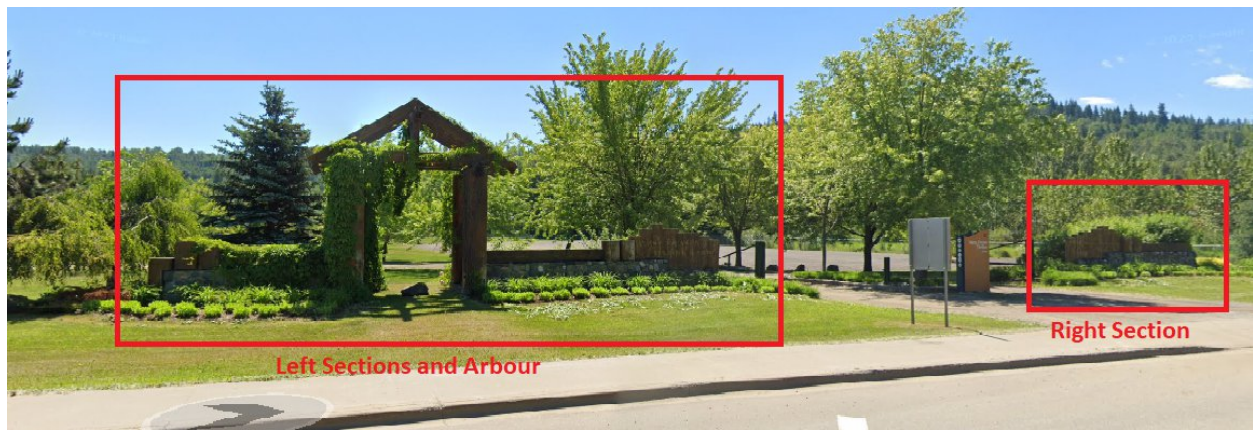
7. Negotiations

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:

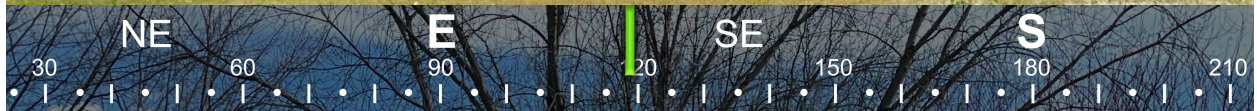
- Changes or refinements in the service requirements or scope of work proposed by the Lead Proponent.
- Price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent.
- Specific contract details as deemed reasonable for negotiation by the City of Quesnel.

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.

8. Images



City of Quesnel – West Fraser Timber Park Entrance Sign and Arbour



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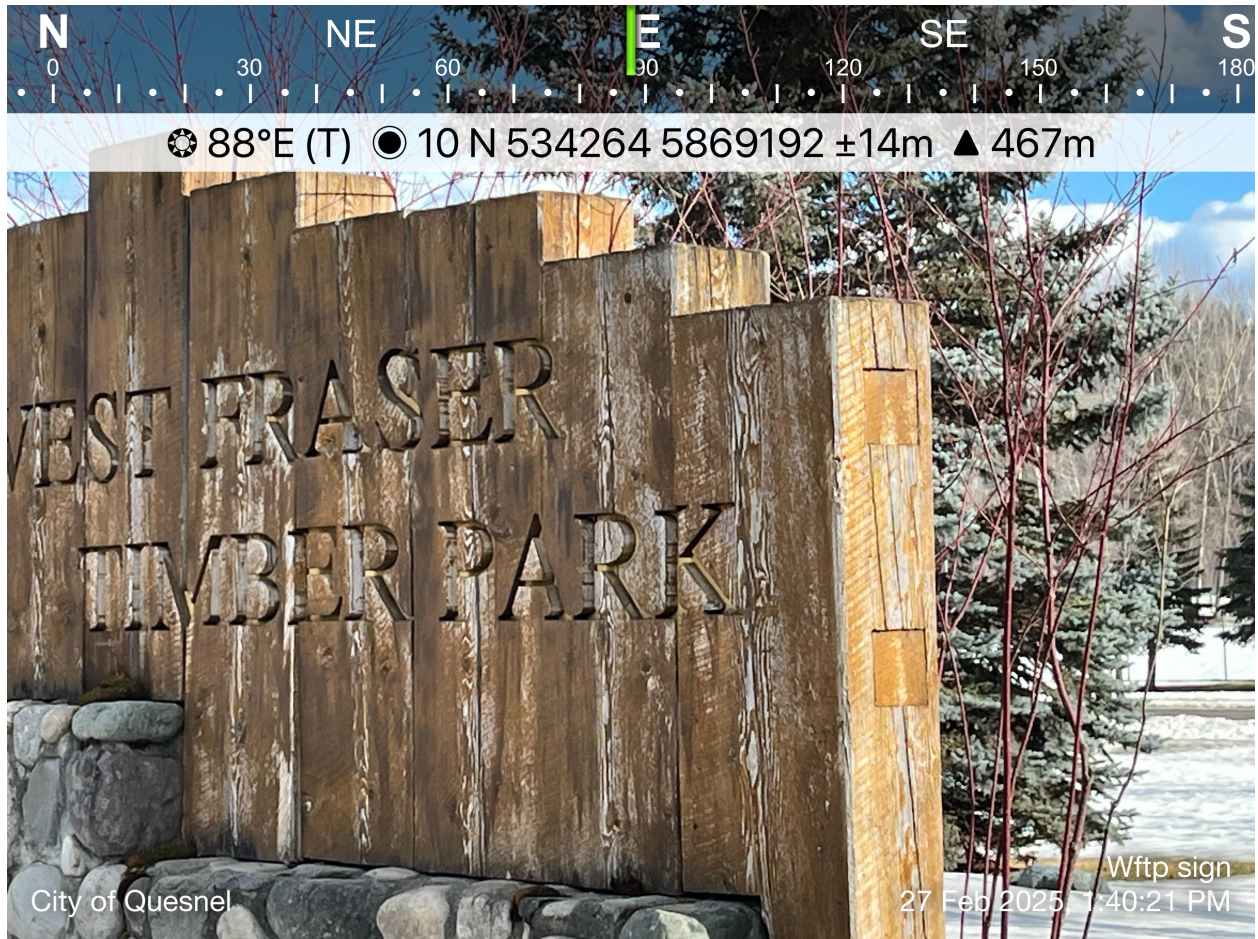


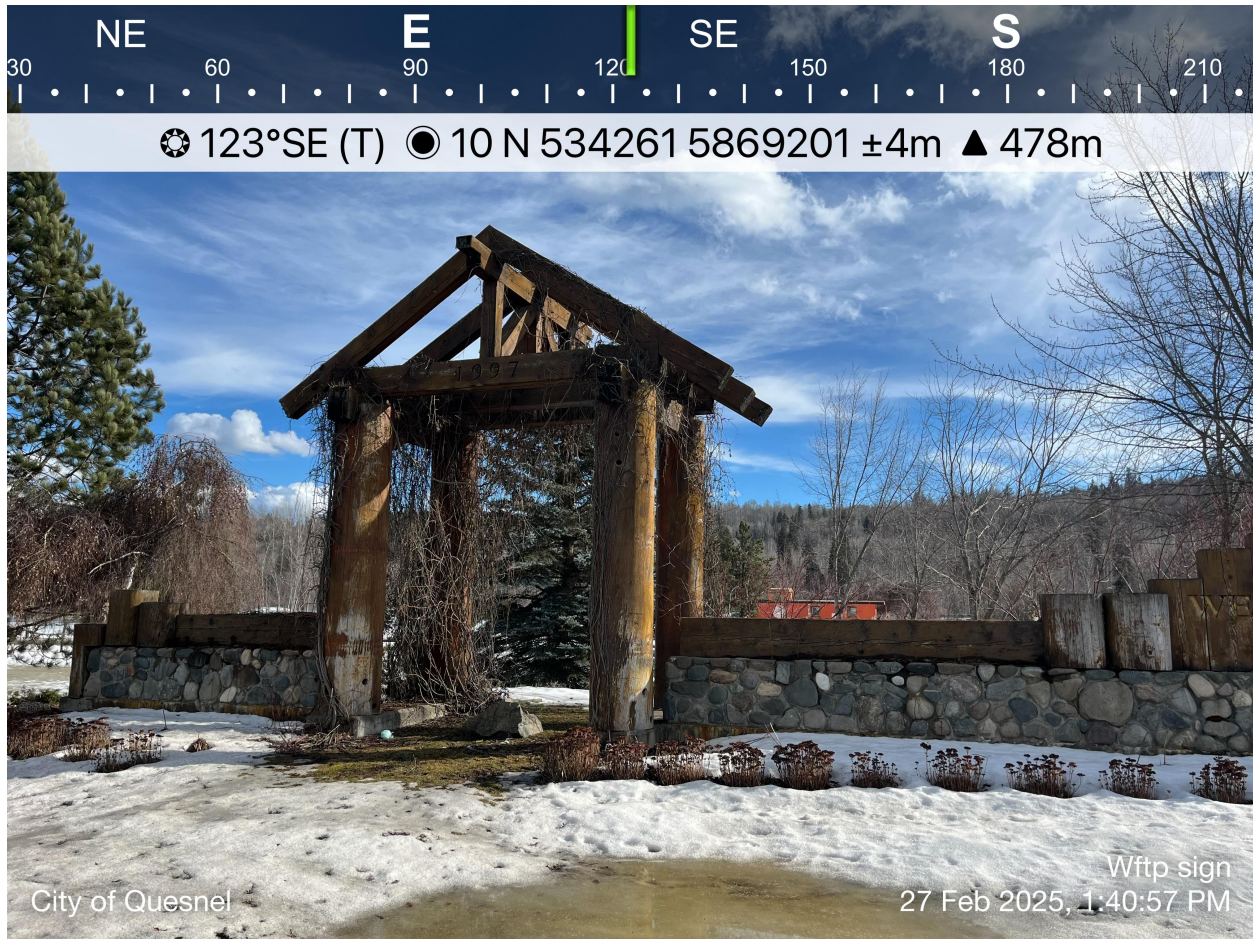
City of Quesnel

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