



REQUEST FOR PROPOSAL

RFP 2023 – 07
December 6, 2023

**Supply and Installation of Fire Hall Exhaust
Extraction System**

City of Duncan Fire Department
Attention: Landis Carmichael, Fire Chief
Duncan Fire Hall, 468 Duncan Street
Duncan, BC V9L 3W5

Submission Deadline: December 18, 2023 at 4:00 pm PST.

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INSTALLATION OF FIRE HALL EXHAUST EXTRACTION SYSTEM

DEFINITIONS

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“**CoD**” means the City of Duncan.

“**DEPARTMENT**” means the City of Duncan Fire Department

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**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.

1.0 - INTRODUCTION

This RFP is an invitation by the CoD to qualified and experienced suppliers to submit proposals for the following:

- Supply and installation of an exhaust extraction system at the Duncan Fire Hall that is
 - Pressure sensor controlled;
 - Auto disengaging;
 - Servicing six fire apparatus in three bays with opposite direction departure.
- Remove existing vehicle exhaust extraction system components.
- Identify and include in the proposal solutions for the Proponent to undertake any third-party modifications required to accommodate installation and operation of the new vehicle exhaust extraction system.
- Specify warranty on materials and labour.
- Specify closest maintenance resource.
- Provide at least three references for the proponent’s completion of similar work.

Fire Hall Specifications

- Location: Duncan Fire Hall – 468 Duncan Street, Duncan, BC V9L 3W5
- Proponents should, by appointment, visit the Duncan Fire Hall to verify facility specifications.

2.0 - INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

All Proposals are to be submitted by electronic means only to chief@duncan.ca by the closing date and time set in this RFP. Proposals submitted after the deadline will not be accepted. Hard copies will not be accepted.

The Proponent is solely responsible for ensuring that the complete electronic proposal, including all attachments, is received before closing time. Proponents should ensure to submit their proposal with sufficient time to complete the transmission before closing time, and bears all risk including but not limited to delays in transmission.

The subject line of the email, and any attachments, should include the name of the Proponent and the RFP title. Proponents should endeavor to submit emailed proposal submissions in a single message.

Proposals should be received on or before the **Closing Time** of:

TIME: 4:00 p.m. PST

DATE: December 18, 2023

Proponents wishing to make changes to their Proposal after submission but prior to the Closing Time may do so by submitting the revisions by email. It is the Proponent's sole responsibility to ensure the revisions are received by the CoD prior to the Closing Time.

2.2 INQUIRIES

All enquiries related to this Request for Proposal, including requests for information and clarification, are to be submitted by email to the project contact, Landis Carmichael, Fire Chief, at chief@duncan.ca.

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by CoD. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between CoD Councillors or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

2.3 SITE VISIT

Site visits are not mandatory but are recommended. Proponents can schedule a site visit by sending a request to chief@duncan.ca. Requests should indicate, "Request for Site Visit" in the subject line.

3.0 - GENERAL TERMS OF PROPOSAL PROCESS

3.1 PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted. CoD shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.2 PROPOSAL EVALUATION

CoD recognizes that "Best Value" is the essential part of purchasing a product and/or service and therefore CoD may prefer a Proposal with a higher price, if it offers greater value and better serves CoD's interests, as determined by CoD, over a Proposal with a lower price. Appendix "A" contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposal;
- Issue addenda to the Request for Proposal;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist CoD in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposal.

3.3 PROPOSAL PRESENTATION

CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to CoD, to make oral presentations to CoD.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Proposals submitted as confidential but reserves the right to make

copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

3.5 CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, and any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

3.6 NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.7 LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

3.8 NO CONTRACT

This RFP is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort, or other legal obligation of any

kind is formed under or imposed on CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with CoD to perform the works or services set out and agreed upon in the Proposal.

The agreement attachments will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

3.10 PROPOSAL CONTENT

The following content must be included in the Proposal. Additional content may also be included.

- Contact Information: Full name, address, and telephone number of the submitting office of the Proponent and where applicable, the name, address, and telephone number of any branch office, affiliate, or sub-consultant(s) that will be involved in the project.
- Project Manager: The Proposal should identify the proposed project manager who will be the single point of contact responsible for direct interaction with CoD. State their position. Describe the work to be performed by the project manager, their qualifications, and substantive experience directly related to the proposed Work.
- Proposed Project Team: The Proposal should list key individuals including the project manager who will have major responsibilities for the performance of the Work.

The Proposal should include the following endorsement:

"Identified Key Project Team members shall only be replaced with written approval of the City of Duncan."

- Methodology: The Proposal shall contain an outline of the steps that will be taken to install and operationalize the exhaust extraction system, and specifically how the Proponent will facilitate the uninterrupted and ongoing operation of the Department's emergency response capabilities.
- References: The Proposal should provide no less than three (3) references for similar products and work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.

3.11 SUBCONTRACTORS

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of CoD. If CoD so requires, the Proponent shall be prepared to confirm to CoD the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

3.12 PROPOSAL CONTENT & INNOVATION

The Proponent should address in the Proposal submission all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative, or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/or project acceptance, reduced risk, improved management or administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

3.13 WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a WorkSafe BC (Workers Compensation Board) 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.

4.0 – SCOPE OF WORK AND SCHEDULE

4.1 STATEMENT OF UNDERSTANDING

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding, and capacity to carry out the Work as outlined in this RFP.

4.2 PRICING AND EXTRA WORK

The proposal shall include an overall schedule of fees and disbursements as to adequately perform the Work and satisfy the Work Plan and Final Deliverables. In addition, a schedule of hourly rates shall be included to be used in the event of unforeseen extra work. It is suggested that this schedule should include, but not be limited to, the following:

- a) Hourly rates of all office and professional staff etc.;
- b) Hourly rates of all field staff etc.; and
- c) Hourly or unit rates of all equipment.

All prices shall be in Canadian Funds and are to show taxes (if applicable) separately.

4.3 SCHEDULING

Proponents should provide a proposed project schedule indicating the tasks and deliverables with sufficient review time for the CoD.

4.4 SCOPE OF WORK

The Proposal must include provisions for the following:

- Supply and installation of an exhaust extraction system at the Duncan Fire Hall that is:
 - Pressure sensor controlled;
 - Auto disengaging;
 - Servicing six fire apparatus in three bays with opposite direction departure.
- Remove existing vehicle exhaust extraction system components.
- Identify and include in the proposal solutions for the Proponent to undertake any third party modifications required to accommodate installation and operation of the new vehicle exhaust extraction system.
- Specify warranty on materials and labour.
- Specify closest maintenance resource.
- Provide at least three references for the proponent's completion of similar work.

4.4.1 PROJECT REQUIREMENTS

At all times the Fire Department's emergency response capability must be unencumbered and facility security maintained.

4.4.2 REFERENCES

- Worksafe BC OHS Regulation Part 31.32 Vehicle exhaust in firehalls
<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-31-firefighting#SectionNumber:31.32>
- NFPA 1500: Standard on Fire Department Occupational Safety, Health, and Wellness Program. <https://www.nfpa.org/codes-and-standards/1/5/0/nfpa-1500>

4.5 PROPONENT EXPERIENCE

Outline the Proponent's experience in supplying, installing, and servicing similar or same equipment for local government fire departments.

4.6 DRAWINGS

The Proponent will include, as part of the Proposal, drawings or schematics of the proposed exhaust extraction system.

Document Type	Preferred File Format
Written Documents	Microsoft Word 2010 or pdf
Spreadsheets	Microsoft Excel 2010 or pdf
Technical Drawings	Autodesk AutoCAD 2019 (or newer)
Non-technical Graphics	.jpg, .jpeg, png, Adobe pdf

5.0 - COMMUNICATIONS

Regular engagement with the CoD project manager is required throughout the project.

6.0 - FEES AND DISBURSEMENTS

The proposal shall provide a schedule of fees and disbursements as to adequately perform the Work and satisfy the Work plan and final deliverables.

Fees must include all applicable taxes, but show taxes as separate items.

NOTE TO ALL BIDDERS: The City of Duncan may negotiate with the prospective supplier to adjust or change some of the requested scope and duties prior to signing a contract.

**REQUEST FOR PROPOSAL
RFP 2023-07**

December 6, 2023

**APPENDIX “A”
REQUEST FOR PROPOSAL EVALUATION FORM**

Proponent’s Name: _____			
Project Title: Supply and Installation of Fire Hall Exhaust Extraction System			
Evaluation Date: _____			
Evaluator:			
Step 1:		YES	NO
Basic Attributes	Proposal received prior to closing		
	Sub-contractor list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Design fee schedule (if applicable) included		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent – 30%	Qualifications of firm and project team members	10	
	Past Performance / References	10	
	Resources for installation and servicing	10	
Proposal – 30%			
	Scope & Methodology	20	
	Clarity of Proposal	5	
Price – 40%			
	Price	40	
Total Score	Proponent + Proposal + Price Scores	100	