



**REGIONAL DISTRICT
of Fraser-Fort George**

**Invitation to Quote CS-19-01
ENGINEERING SERVICES**

Objective

To obtain a set hourly rate for a 2-year fee for services agreement for the provision of professional services for key:

- a. Community Services buildings;
- b. Public Safety infrastructure projects; and
- c. Recreation Facilities.

Background

Regional District of Fraser-Fort George – Community Services, manages numerous infrastructure projects that require general engineering services to assist staff with the design, procurement and project management functions.

Community Services facilities include community centres, fire halls, and other public safety structures. Projects may include but are not limited to, assessment, repair, renovation, and/or construction work. Facilities are located within the Regional District of Fraser-Fort George boundaries.

The Regional District of Fraser-Fort George (Regional District) invites written quotations from qualified engineering firms to provide engineering services as described in this Invitation to Quote.

In general, engineering services will be valued at between \$0 to \$20,000 for each project undertaken. *Projects where engineering services are reasonably expected to exceed a cost of \$20,000, will be required to go to competitive bid process in compliance with the Regional District purchasing policy.*

Scope

The intent is to have an engineering firm provide professional services for Regional District - Community Services at pre-established rates, on an “as and when required” basis. Services required may include some or all, but are not limited to:

- a. Architectural Design:
 - i. Assist Regional District staff with site determination if/as applicable
 - ii. Drafting
 - iii. Provision of construction drawings
 - iv. Provision of equipment/machinery schematics
 - v. Provision of as-built drawings
- b. Project Competitive Bid Document Assistance (*must comply with Regional District Procurement Policy and any other Regional District policy that applies to the project*):
 - i. Assist Regional District staff with determining project Scope of Work and Specifications
 - ii. Assist Regional District staff with bid scoring matrix design appropriate to project
 - iii. Pre-bid site meeting attendance
 - iv. Assist Regional District staff with addendum questions and inquiries as applicable (Regional District staff prepare and release addendums)
 - v. Assist Regional District staff with bid evaluation for project as required
 - vi. Assist Regional District staff with drafting project Contract or Canadian Construction Documents Committee (CCDC) documents as appropriate
- c. Construction Engineering and/or Project Management
 - i. Attend pre-project planning meeting with Regional District staff and successful project proponent
 - ii. Construction supervision
 - iii. Assist Regional District staff with project management schedule
 - iv. Project supervision and/or management (ie: mechanical systems installation)



- d. In all cases engineering firm to provide status reports in hard copy and in agreed upon electronic file format, with frequency to be determined by the Regional District.
- e. Engineering firm shall provide at their own expense, all licenses, permits, approvals, and insurance required under the laws of the Province of British Columbia with regard to its own activity under the contract for services.

Insurance

The Engineering firm (Contractor) shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except Professional Liability and automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and require that the Regional District be provided with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability. The Regional District is to be added as an additional insured.
- ii. Professional Liability in an amount not less than \$5,000,000 inclusive per occurrence
- iii. Where the Contractor requires the use of Automobiles to undertake the work of the Contract, the Contractor will have the following:
 - a. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements.

It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

Indemnity

Notwithstanding the compliance of the Contractor with all the clauses concerning insurance, the Contractor shall indemnify, protect, and save harmless the Regional District, its officials, officers, employees, volunteers, servants, and agents from and against any and all liabilities, damages, losses, claims, costs, expenses of any kind whatsoever (including legal costs, hereafter referred to as "claims"), including any such claims brought by a third party against the Regional District for personal or bodily injury, including death, or for property damage, that arise out of or are connected with or caused by the negligence, breach of contract, or other error or omission in the performance of the work, on the part of the Contractor and its directors, officers, employees, agents and sub-contractors. If the Regional District pays, or is required to pay, any claims, or if the property of the Regional District is charged or encumbered by any liens, judgments or other charges as a result of any claims, then the Regional District shall be entitled to recover from the Contractor all damages, costs, fees or other charges incurred by the Regional District in satisfying such claims together with any costs or expenses incurred in so doing. The Contractor covenants and agrees that this clause shall survive the termination of the Contract herein granted.

General

Proponents must provide the following with their quote:

1. completed Schedule of Prices (Appendix A);
2. letter of introduction to their firm that outlines experience, specialties, and capabilities; and
3. three references for similar project work (Appendix B);

Written quotations will be received until **2:00 p.m. local time, January 30, 2019**, to the attention of the General Manager of Community Services, at 155 George Street, Prince George, BC V2L 1P8. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District. **Quotations will not be accepted in electronic format, by email, or by fax.**

Invitation to Quote CS-19-01 documents may be obtained on, or after January 11, 2019:

- a) in a PDF (public document format) file format from the Regional District's website at www.rdffg.bc.ca;
- b) on the BC Bid® website at www.bcbid.gov.bc.ca;
- c) in hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding statutory holidays.

All subsequent information regarding ITQ CS-19-01, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the proponent to ascertain that they have received a full set of the ITQ documents. Upon submission of their quote, the proponent will be deemed conclusively to have been in possession of a full set of the ITQ CS-19-01 documents.

The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of a quote pertaining to this ITQ. The accuracy and completeness of the quote is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.

The Regional District reserves the right, in its sole discretion, to waive informalities in quotes, reject any and all quotes, or accept the quote deemed most favourable in the interests of the Regional District. The lowest, or any quote, will not necessarily be awarded. The Regional District will employ best value procurement standards.

Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Contractor will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of this Contract except insofar as such publication, release or disclosure is necessary to enable the Contractor to fulfil their obligation under this Contract, or by the laws of British Columbia.

Ownership and Freedom of Information

Quotations will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITQ. Each submission should clearly identify any information that is considered to be confidential or proprietary information. Proponents are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, drawings, schematics, and reports are to be provided in hard copy and electronic file format (format mutually agreed upon by the parties to the contract) and will become the exclusive property of the Regional District.

All documents, including Quotations, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for proponents, upon request by a proponent, subject to the *Freedom of Information and Protection of Privacy Act*.

Inquiries/Clarification

Inquiries relating to this ITQ are to be directed by email to:
Cindy Paton, Community/Public Safety Assistant, cpaton@rdffg.bc.ca



**APPENDIX A
SCHEDULE OF PRICES**

The contract price submitted below reflects the hourly rate for the work as specified in ITQ CS-19-01.

Hourly Rate for Engineering Services (not including taxes)	\$ _____
Taxes Payable	\$ _____
Other (please specify):	\$ _____

Are you a GST Registrant? Yes No

If YES, Tax Registration Number: _____

If NO, please complete the following:
Supplier qualifies as a small supplier under s. 148 of the legislation Yes No

WorkSafeBC Registration Number: _____

_____ Signature of Authorized Signatory	_____ Name of Proponent
_____ Name (Please print)	_____ Address
_____ Title	_____ City, Province, Postal Code
_____ Phone Number	_____ Email
_____ Date	



APPENDIX B
PROPONENT'S EXPERIENCE IN SIMILAR WORK

(A minimum of three references)

Year	Work Performed	Reference Contact (name and phone number)	Value