



REGIONAL DISTRICT of Fraser-Fort George

REQUEST FOR PROPOSALS ES-24-13

HVAC Assessment and Sustainable Replacement Options for 155 George St Office Building, Prince George

Date Issued:	August 21, 2024
Closing Location:	Regional District Main Office Building 3 rd Floor, 155 George Street, Prince George, BC V2L 1P8 purchasing@rdffg.bc.ca
Onsite System and Building Tour:	August 28, 2024 at 11:00am (Local) 155 George Street
Closing Time:	September 13, 2024 2:00 pm (Local) No Public Opening
Inquiries:	Project Manager- Gina Layte Liston Senior Manager, Environmental Services gina.layteliston@rdffg.bc.ca

Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959
www.rdffg.ca



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1.0 EXECUTIVE SUMMARY

The Regional District of Fraser-Fort George (Regional District) is seeking proposals from qualified and experienced Proponents to:

1. Conduct an HVAC condition assessment for the Regional District's 155 George St. office building;
2. Deliver a variety of replacement options that are environmentally sustainable and fiscally responsible, including but not limited to solar, district energy, geothermal, and electrical;
3. Provide capital replacement comparisons with life cycle costing; and,
4. Summarize available grant funding recommendations and applicable deadlines.

Based on the options and information provided, staff will be able to recommend an HVAC replacement option to the Regional District of Fraser-Fort George Board that outlines a tangible strategy consisting of energy conservation measures with expected capital and operating/maintenance costs, related energy savings, and greenhouse gas and air emission reductions. This report will inform future capital projects and grant applications.

Further details as to the scope of work for this opportunity and the requirements can be found in Annex "A" of this RFP.

2.0 LIST OF MANDATORY REQUIREMENTS

#	BRIEF DESCRIPTION	SEE
M1.	Proposal must be received by the Regional District by email or direct delivery to the Closing Location before the Closing Time.	3.0 Proposed Timeline
M2.	The Proposal must include a title page that identifies the number and title of the RFP; the name and address of the Proponent; and a contact person's name, address, telephone number, and email address.	5.4 Proposal Format
M3.	The Proposal must include a letter of introduction with the signature of an authorized representative of the Proponent.	5.4 Proposal Format
M4.	The Proponent must complete, sign and include with their Proposal a "Goods and Services Tax Information" form.	Appendix "B"
M5.	The Proponent must complete, sign and include with their Proposal a "Conflict of Interest Disclosure Statement".	Appendix "C"
M6.	Proposal must be in English.	9.5 Communications
M7.	Proposal must follow the Proposal format including page number limits.	5.4 Proposal Format
M8.	Proposal must be in a PDF format with defined bookmarks or tabs.	5.4 Proposal Format

3.0 PROPOSED TIMELINES

The following activities and dates are anticipated by the Regional District:

Activity	Proposed Completion Dates
Released on RFFFG Website and BC Bid	August 21, 2024
Proponent Meeting	August 28, 2024
Deadline for Inquiries/Questions	September 4, 2024
Proposal Closing Date	September 13, 2024
Selection and Award Notice	September 20, 2024
Contract Start Date	September 27, 2024
Draft Document Submission for Review	November 8, 2024
Final Document Submission	November 22, 2024
Contract Completion Date	December 31, 2024

4.0 ADMINISTRATIVE GUIDELINES

4.1 Proposal Terminology

“Acknowledgement Letter” at Appendix “A”

“Addendum(a)” means all additional information regarding this RFP including any amendments or clarifications to the RFP.

“BC Bid” means the BC Bid website located at <https://bcbid.gov.bc.ca/>.

“Board” means the Board of the Regional District of Fraser- Fort George.

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable.

“Closing Time” means the closing time and date for this RFP as set out on the cover page.

“Contract” means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.

“Exceptions and Clarifications” means exceptions, variations, alterations, substitutions, alternatives, qualifications, or clarifications put forward by the Proponent in relation to the terms of the Contract, including the scope of Work (as opposed to RFP process provisions). If a Proponent decides to include Exceptions and Clarifications as part of its Proposal, and if the Proponent’s intention is to make its Proposal conditional on specific Exceptions and Clarifications, the Proponent should explicitly state that intention in its Proposal.

“Mandatory Requirements” means the requirements that are so essential to the success of this procurement that they must be satisfied by a Proponent and/or its Proposal at the time Proposals are opened for the Proponent’s Proposal to avoid automatic disqualification during evaluations, as listed under the “List of Mandatory Requirements” heading of this RFP.

“Project Manager” means the Regional District of Fraser-Fort George’s representative as defined in this RFP.

“Proponent” means an individual (including any consultant), partnership, company, joint venture or consortium, or other entity or entities that submits, or intends to submit, a proposal in response to this RFP with a view to entering a Contract.

“Proposal(s)” means a completed submission in response to this Request for Proposal.

“Regional District” or “RDFFG” means the Regional District of Fraser-Fort George.

“Request for Proposal” or “RFP” which means a request for Proposals described in this document, including any attached or referenced appendices, schedules or exhibits and may be modified in writing from time to time by the Regional District by Addendum(a).

“Restricted Party” refers to such relationships as one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District or a consultant involved in the procurement process or is a member of the immediate family of an officer, employee or director of the Regional District or a Proponent involved in the procurement process.

“Must” or “will” means a requirement that must be met for the Proposal to receive consideration.

“Should”, “desirable”, or “may” means a requirement having a significant degree of importance to the objective of the Request for Proposal.

“Total Contract Price” means the fully inclusive, all-in total contract price, constituting the aggregate sum of all compensation whatsoever quoted by and receivable by a Proponent in its Proposal with respect to the Services contemplated by this RFP and, unless expressly and specifically agreed in writing by the Regional District. otherwise, shall be the maximum compensation and consideration receivable by the Proponent under the Contract or otherwise for providing all Services, including incidentals, contemplated under the Contract. The Total Contract Price shall include, without limitation, all professional fees, consulting fees, staff time, subconsultants, and other service fees, all disbursements, costs, expenses, allowances and charges whatsoever, all items and incidentals to be provided pursuant to the RFP and anything properly included as a best practice. The Total Contract Price includes any applicable federal or provincial taxes on separate lines.

“Work” has the meaning described in detail in Annex 1 and the total related professional services required by the Contract Documents.

4.2 Request for Proposal Process

This Request for Proposal is a solicitation to Proponents to come forward with competing offers regarding a Contract, and/or to compete for an opportunity to negotiate a Contract. This RFP itself does not constitute an offer in relation to the formation of any Contract, including any bid Contract, preliminary contract, or collateral contract. No agreement of any kind (expressed or implied), including any implied terms (including any implied duty of fairness) shall result upon submission of a Proposal. Submitting a Proposal indicates an acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addendum(a).

Nevertheless, proposals submitted in relation to the formation of a Contract are offers capable of acceptance by the Regional District (whether the proposal is non-compliant but where the Mandatory Requirements have been met), with or without negotiations, in order to form one or more Contracts, as described in this RFP.

The Regional District is under no legal or actionable obligation to enter into any Contract or other agreement with anyone in connection with this RFP and Proposals received. Despite any obligatory language that may be used, all evaluation criteria and other evaluation-related provisions in this document are not legally-binding, are consistent with trade agreement provisions (to the extent that trade agreement provisions apply), and/or represent guidelines only. Any

Proponent who finds the nature of this RFP unacceptable should refrain from submitting a Proposal.

The Regional District reserves the right to waive informalities in or reject any or all proposals; or to accept the Proposal deemed most favourable in the interest of the Regional District.

This RFP is not a tender call.

4.3 Limitation of Liability

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not award or execute a Contract; or, if the Regional District is subsequently determined to have accepted a non-compliant Proposal or otherwise not complied with the terms of this Request for Proposal, with the exception of fraud on the Regional District's part.

4.4 Request for Proposal Documents

Request for Proposal documents may be obtained on, or after, the issue date as follows:

- a. Regional District of Fraser-Fort George's website at <https://www.rdffg.ca/corporate/bids-and-tenders>; and,
- b. BC Bid website at <https://bcbid.gov.bc.ca/>.

All subsequent information regarding this RFP, including Addendum(a), will be available as above or by email to those who have submitted an acknowledgement letter.

4.5 Letter of Acknowledgement

On receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter at Appendix "A" and email the signed letter to Janet Todoruk, Environmental Services Administrative Coordinator, jtodoruk@rdffg.bc.ca. A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal. Proponents who do not submit the Acknowledgement Letter will not be sent any addenda by email.

4.6 Onsite System and Building Tour

An onsite system and building tour will be held on August 28, 2024, at 11:00 a.m. (Pacific Time), at 155 George Street. Attendance is optional. It is suggested that Proponents review the RFP carefully before attending the meeting. Staff responsible for building operations and maintenance will be present to conduct the tour of the existing HVAC system and building.

4.7 Inquiry Period and Addenda

All requests for clarification or inquiries must be made by September 4, 2024, at 5:00pm (Local PST) in order that an Addendum(a), if necessary, is issued in time for all Proponents to complete their Proposal prior to the Closing Time.

The RFP is not to be discussed with any other Regional District employee, representative, or agent. A Proponent initiating communication outside of the procurement process may have their proposal disqualified. All communications prior to the Closing Time indicated on the cover page are to be through email to the Regional District's Project Manager or Environmental Services Administrative Coordinator.

If the Proponent finds during its examination of the RFP (including components of the Contract), any errors, discrepancies, omissions, ambiguities or conflicts in or among the RFP components, or is in doubt as to their meaning, the Proponent is instructed to submit a question to the Regional District's Project Manager by email.

Proponents are urged to submit questions to the Regional District during the inquiry period, rather than submitting Exceptions and Clarifications to the Regional District with their proposals, for example. That way, the Regional District may consider making changes to the RFP before the Closing Time for the benefit of all Proponents and made available simultaneously to all Proponents on the Regional District website and BC Bid and those who have submitted a letter of acknowledgement, in a timely manner. Once posted, all addenda will form part of the RFP.

It is the Proponent's sole responsibility to ensure the Proponent has received and reviewed all addenda prior to submitting their Proposal. It is the sole responsibility of the Proponent to check prior to submitting their proposal and up until the Closing Time just in case additional addenda are posted.

5.0 PROPOSAL PREPARATION

5.1 Confidentiality, Privacy, and Ownership

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Proponents 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 Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

Proposals 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 RFP. Each Proposal should clearly identify any information that is confidential or proprietary information.

All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

As an exception to Proposals being received and held in confidence, Proponents are advised and acknowledge that any contract entered into as a result of this Proposal may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Proposals, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Board meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

5.2 Conflict of Interest

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a "Conflict of Interest Disclosure Statement" (Appendix "C").

The Regional District may reject a Proposal where a Restricted Party is involved in the procurement

process and/or based on an actual, potential, or perceived conflict of interest.

A Proponent who has any concerns regarding whether a current or prospective employee, advisor, subconsultant, or member of that Proponent is, or may be, a Restricted Party, is encouraged to request an advance decision by submitting to the Project Manager, by September 4, 2024, by email with the following information:

- a. Names and contact information of the Proponent and the person for which the advance opinion is requested;
- b. A description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and,
- c. Copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided.

5.3 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are Exceptions and Clarifications, or that vary from the specific criteria, should be clearly identified in the Proposal, and should include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance. At the sole discretion of the Regional District, Exceptions and Clarifications will not necessarily result in rejection of a Proposal and will be, without any obligation of the Regional District, to either request clarifications or enter into detailed discussions or negotiations with the Proponent(s).

5.4 Proposal Format

Evaluation of proposals is made easier when Proponents respond in a similar manner. The following sequence must be followed to provide consistency in Proposals and ensure each Proposal receives full consideration.

All documents submitted must be in English.

Proponents are to submit the Proposal as a PDF file with the following [bookmarks](#) if electronic or tabbed if hard copy.

No.	Bookmark	Associated Criteria	Description
1.	Title Page		RFP number and title, Proponent's name and address, and a contact person's name, address, telephone number, and email address.
2.	Letter of Introduction		One page letter of introduction signed by an authorized signatory of the Proponent.
3.	Executive Summary		An overview with the key features of the proposal.



4.	Table of Contents with Bookmarks		With consecutive page numbers.
5.	Relevant Experience		Provide the requested details as per the associated criteria.
6.	Team Manager		
7.	Team Quality (including Subconsultants)		
8.	Organizational Chart (including Subconsultants)		
9.	Methodology- Work Plan		
10.	Project Schedule		
11.	Budget (Total Contract Price)		
12.	Value-added Considerations		
13.	References		Three including organization, contact name, phone, and email. Four if subconsultant is utilized.
14.	Completed and signed Appendix "B"		Good and Services Tax Information
15.	Completed and signed Appendix "C"		Conflict of Interest Disclosure Statement
16.	Appendices		Any additional information taking into consideration page length restrictions.

5.5 Submission of Proposals and Closing Time

Proposals must be submitted to the Regional District in the following ways:

- Email Format
 - Proposal attached to the email as a PDF and emailed to purchasing@rdffg.bc.ca. The subject line should read "ES-24-13 HVAC Assessment and Sustainable Replacement Options for 155 George St Office Building, Prince George." (The maximum file size able to be received by the Regional District is 35 MB).
- Direct Delivery
 - Electronic format submitted on a USB readable device with the Proposal as a PDF; or,
 - Hard copy format, including three complete Proposal copies.
 - If submitting by mail (USB or hard copy), proponents must submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):
 1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8



2. Request for Proposals,
“ES-24-13 HVAC Assessment and Sustainable Replacement Options For 155 George St Office Building, Prince George.”
3. Responding Proponent’s name and address.

To be considered, Proposals must be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this RFP. Any proposal received by the Regional District that is unsigned will not be considered or evaluated.

The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received that meet the Mandatory Requirements and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP.

5.6 Changes to Proposals

By submitting written notice by email to the Environmental Services Administrative Coordinator (jtodoruk@rdffg.bc.ca), the Proponent may amend or withdraw its Proposal before Closing Time.

5.7 Closing Time

All Proposals must be submitted by Friday September 13, 2024 at 2:00 pm (Local time).

6.0 PROPOSAL EVALUATION

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the criteria specified in this RFP, and to determine which is most favourable to the interests of the Regional District.

6.1 Subcontracting and Teaming

Using a subconsultant (who must be clearly identified in the proposal) is acceptable. Similarly, two or more entities may make a joint submission using a joint venture, consortium or other teaming arrangement; however, in this case, all team members are expected to be parties to the Contract. Further, one of these Proponents must be named as the primary contact with the Regional District, thereby taking overall responsibility for communications with the Regional District and successful coordination of their work and must be designated as “prime contractor” under the Workers Compensation Act of British Columbia, if applicable, and these allocations of responsibility must be made clear in the proposal.

A Proponent may not subcontract to a Restricted Party, consultant, or individual whose current or past corporate or other interests, may, in the Regional District’s opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor, or representative of the Regional District involved in

preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subconsultant might be in a conflict of interest, the Proponent should consult with the Project Manager prior to submitting a Proposal. By submitting a Proposal and signing the “Conflict of Interest Disclosure Statement”, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the RFP.

6.2 Evaluation Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

Evaluation of proposals is generally conducted by a committee formed by the Regional District administration. The Regional District will use a 0-10 rating scale. The score shall then be multiplied by the assigned points value and averaged for the final score for each criterion.

The Regional District plans to apply the following criteria to evaluate the proposals received:

ES-24-13 – HVAC Assessment and Sustainable Replacement Options for 155 George St Office Building, Prince George	
EVALUATION CRITERIA	WEIGHT
Relevant Experience, Project Team Qualifications, and References	35
Methodology- Work Plan, and Project Schedule	35
Budget (Total Contract Price)	30
Total	100

6.2.1 Relevant Experience, Project Team Qualifications, and References (35 points)

- a. Relevant Experience (15 points) - Proponents should provide detailed information including a list of sample projects with a similar scope of work and outcomes to this project in their proposals. If subconsultant will be part of the team, include how the proponent has worked with this entity or person and provide details and examples of relevant work completed by the subconsultant. Proponents are to provide three references (including organization, contact name, phone, and email) and a brief description of relevant information for the purpose of confirming the Proponent’s experience related to this RFP. If subconsultant is utilized, then an additional reference should be provided specific to the subconsultant. Four in total.
- b. Team Manager (10 points) – Proponents should provide detailed information in their submission on the knowledge and experience of the Team Manager in doing similar and related work. The Regional District prefers to have a dedicated Team Manager for the entire project and will require advance notification of any changes to the Team Manager’s role or involvement in this project.
- c. Team Qualifications (10 points) - Proponents should provide detailed information in their proposals on the knowledge and experience of the



dedicated team members including subconsultants, who have been selected by the Proponent to work on this particular project. Resumes of team members (including subconsultants) should be provided (each a maximum of three pages) outlining the team's relevant experience.

- i. Proponents should also provide an organizational chart demonstrating the level of responsibility of the team members, including subconsultants.

6.2.2 Methodology- Work Plan, and Project Schedule (35 points)

- a. Work Plan (25 points) - Proponents should provide a detailed work plan that outlines the Proponent's approach to the Work.
- b. Schedule (10 points) - Proponents should provide detailed information that outlines the Proponent's schedule to complete the Work, on a milestone-by-milestone basis including any onsite inspection and virtual or in person meetings.
- c. Value-added Considerations
 - i. Proponents should provide any value-added offerings/services offered to the Regional District, such as any special resources, value-added expertise, and innovation to be provided to the Regional District, and any costs associated with the service.
- d. The evaluation will include, but not limited to:
 - i. Quality of the Proposal;
 - ii. Thoroughness of the project approach reflected in the work plan and project schedule,
 - iii. Level of effort reflected in the total work hours of the team assigned to complete the project, and
 - iv. Timing of project tasks outlined in the project schedule.

6.2.3 Budget (30 points)

- a. The Proponent must provide a Total Contract Price with detailed information on the pricing for the Work. This includes, but not limited to the:
 - i. Cost summary/fees required to satisfy the scope of work for the project;
 - ii. Amount of detail given to cost summary and the overall proposed project cost; and,
 - iii. Level of effort reflected in the total work hours of the dedicated Team Manager and team members assigned to complete the project.
- b. Prices are to be expressed in Canadian dollars.
- c. Pricing will be evaluated as indicated below:
 - i. $(\text{Lowest Submitted Price}/\text{Proponent's Price}) \times \text{Available Points}$

Proponents are urged to carefully review all relevant information in this RFP (including Annexes and other attachments to this RFP) to fully understand the Work along with inclusions and exclusions from prices to be quoted in proposals.

7.0 PROPONENT SELECTION AND AWARD

The Regional District may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the Regional District.

Proposals which contain Exceptions and Clarifications, qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District's intent is to enter into a Contract with the Proponent who has submitted the best offer. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:

- a. Accept any Proposal which the Regional District deems most advantageous to itself;
- b. Reject any and/or all irregularities in a Proposal submitted;
- c. Waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d. Reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e. accept a Proposal which is not the lowest Proposal; and,
- f. cancel or reissue the RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

7.1 Selected Proponent Negotiations

The Regional District, at its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

7.2 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent, and to enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, at its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

7.3 Notification

The Regional District, in its sole judgment, may delay the award of Contract date as deemed appropriate by the Regional District.

7.4 Additional Notice and Debriefing

The Regional District will promptly inform Proponents after a Contract has been created, and on request shall do so in writing. Subject to certain limitations on the disclosure of information (e.g. withholding information that might prejudice fair competition between Proponents in the future), the Regional District will, on request, provide an unsuccessful Proponent with an explanation of the reasons why the Regional District did not select its proposal. Such debriefings, if requested, are provided to a Proponent by telephone at a mutually convenient time (or may be provided in writing, in the Regional District's sole discretion). A request for a debriefing should be submitted to the Project Manager within 14 days of the Regional District announcing Contract formation. Regional District staff will attempt to conduct a debriefing within 14 days of a Proponent's request.

8.0 CONTRACT

8.1 Form of Contract

The proponent will be required to enter into a service agreement prior to commencing work and subject to negotiation between the Regional District and the Proponent. The contract will include this RFP, Good and Services Tax Information, Conflict of Interest Disclosure Statement, all annexes and Addendum(a), as well as the successful Proponent's submission.

The successful Proponent will also have to meet the following requirements:

- a. Be compliant with BC Occupational Health and Safety statutes and supply a WorkSafeBC Clearance Letter.
- b. Meet a number of insurance provisions including Commercial General Liability in an amount of at least \$5,000,000 and appropriate owned and non-owned automobile insurance coverage if automobile use is required.
- c. All materials produced will become the exclusive property of the Regional District.

9.0 ANNEX 1 – PROJECT RELATED REQUIREMENTS

9.1 Existing Building Systems and Energy Usage

The Regional District's 155 George St office building in Prince George, BC has a total building area of 2,595 m² and consists of three floors. The building does not have a basement, and the boiler room is on the west side with easy access to the outside. The existing heating system employs four boilers with a total output of 1,575 Mbu/h (460kW).

9.2 Detailed Description of Proponent's Scope of Work

- 9.2.1 Conduct an HVAC condition assessment for the Regional District's 155 George St. office building;
- 9.2.2 Deliver a variety of sustainable replacement options, including but not limited to solar, district energy, geothermal, and electrical that realize reductions in greenhouse gas and air pollutants emissions and realize optimal energy savings.
- 9.2.3 Detail the following:
 - a. Advantages and barriers to the installation, maintenance, and operation of each of the replacement options;
 - b. Outline any assumptions and limitations;
 - c. Incremental capital and life cycle cost comparison for the replacement options;
 - d. Total and percentage reduction in operational GHG emissions vs. baseline year;
 - e. Operating costs (including maintenance, energy and carbon costs)
 - f. Provide capital replacement with incremental life cycle costs vs. "minimum performance" options (\$) over at least 10 years.
- 9.2.4 Summarize available grant funding recommendations and deadlines.

9.3 Regional District of Fraser-Fort George Responsibilities

Provide as-built drawings of the buildings, if available, and any other historical information that would benefit the project.

Provide access to the buildings and access to building staff that may have insight into any building history and/or deficiencies etc.

Review draft report in a timely fashion.

9.4 Successful Proponent Responsibilities

Implement the work plan and meet the milestones of the project schedule.

Provide a draft of the report for review by Regional District staff then a final report with the agreed to revisions within the project schedule.

The successful Proponent will be required to maintain the team members consistent with the proposal. If there are to be any changes to a team member, the successful Proponent will be required to provide the Regional District with the new team members detailed resume for review.

The successful Proponent will be required to replace any team member the Regional District finds to be unsuitable for the Work upon reasonable request. The Regional District will provide reasoning for the successful Proponent's response.

9.5 Communications

All written and verbal communications with the Regional District must be in English.

The successful Proponent will be required to provide responses, in writing, for all requests and/or communications received from the Regional District within five business days.

9.6 Project Inspections and Meetings

All inspections of the building and meetings will be agreed to by the Regional District and the successful Proponent.

The consultant will be responsible for the agenda and meeting minutes of all project meetings.

- Agenda: The successful Proponent will be responsible for providing the agenda to all meeting participants at least 48 hours in advance of the meeting.
 1. Meeting Minutes: The successful Proponent will be responsible for the taking and approval of the meeting minutes in the following manner:
 - a. The draft and final meeting minutes are to be provided to the meeting attendees for review within a timeline agreed to by both parties.

9.7 Payment Schedule

Monthly invoices will be paid by the Regional District on a net 30-day basis from the date of receipt of a proper invoice. Invoices should reference RFP ES-24-13.



APPENDIX "A"
ACKNOWLEDGEMENT LETTER

The undersigned has received a full set of RFP "*ES-24-13 HVAC Assessment and Sustainable Replacement Options– 155 George St Office Building, Prince George*" Documents as of date signed.

Authorized Signature

Company

Name (please print)

Address

Title

City

Phone Number

Email

Date

I/We presently intend to provide not to provide a Proposal.

Please return immediately by email to:

Janet Todoruk, Environmental Services Administrative Coordinator
jtodoruk@rdffg.bc.ca
155 George Street
Prince Geoge, BC V2L 1P8

APPENDIX "B"
GOODS AND SERVICES TAX INFORMATION

Supplier: _____
Name _____

Address _____

City _____ Province _____

Postal Code _____ Phone Number _____

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, Please fill in the following (check appropriate box):

Supplier qualifies as a small supplier under s.148 of the legislation

Other: Specify _____

Signature of Authorized Person

Print Name

Title

Date

APPENDIX "C"
CONFLICT OF INTEREST DISCLOSURE STATEMENT

ES-24-13
HVAC Assessment and Sustainable Replacement Options
155 George St Office Building, Prince George

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity, subconsultant, or Restricted Party, working on behalf of or in conjunction with, the Proponent on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare this Proposal.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for conflict of interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Date Signed