

**District of Elkford**  
**REQUEST FOR PROPOSAL**  
**FOR**

**District Office Design-Build**

**Request for Proposal No: 2017.12**  
**Issue Date: November 21, 2017**

**PURPOSE:**

To obtain proposals for a Design-Build agreement to construct a new (Municipal) District Office in Elkford, BC.

Quotations must be received by sealed Tender marked "District of Elkford - RFP 2017.12" by prepaid courier, personal delivery or electronic submitting. Proponent is responsible for verifying delivery by the closing date and time to the following address:

**SUBMISSION INFORMATION:**

Closing Date: January 16, 2018  
Time: 2:00 pm Mountain Standard Time  
Location: District of Elkford, Municipal Office  
PO Box 340, 816 Michel Road  
Elkford BC, V0B 1H0  
Fax: 250.865.4001  
Email: [finance@elkford.ca](mailto:finance@elkford.ca)  
Attention: Tanis Haugo  
Copies: One  
Faxed or emailed submissions accepted

**CONTACT PERSON:**

Name: Scott Beeching  
Email: [sbeeching@elkford.ca](mailto:sbeeching@elkford.ca)  
Phone: 250.865.4002  
Fax: 250.865.4001  
Position: Director, Planning and Development Services  
Address: PO Box 340, Elkford BC, V0B 1H0

**Please complete and return the acknowledgement form.**

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**Attachment 'A'** RFP Acknowledgement Form RFP No. 2017 - 12

**Attachment 'B'** Cover Architecture Elkford Municipal Office Building Preliminary Site Review, Schematic Design and Cost Estimate, May 12, 2017

**Attachment 'C'** Utilities Drawing

**Attachment 'D'** Statement of Requirements

**Attachment 'E'** District of Elkford Official Community Plan Bylaw No. 710, 2010 as amended

## **B. PROJECT BACKGROUND AND REQUIREMENTS**

### **1. Project Overview**

#### **1.1 Background**

The existing District of Elkford (the District) Office is at the end of its useful life. In 2016, the District retained Cover Architecture to undertake a Preliminary Site Review, Schematic Design and Cost Estimate which is attached under Attachment 'B'. The District is seeking proposals from qualified firms to design and construct a new District office building (District Office) under a design-build agreement.

#### **1.2 Current Organizational Status / Situation / Structure**

The District provides municipal services at the direction of Council through the Strategic Plan and operational priorities with the guidance of senior staff. Council may in its sole and absolute discretion, accept or reject any or all recommendations resulting from the evaluation process. The District has a Building Official on staff who will assist with the permitting process as needed.

The existing District Office was constructed in 1971 and has reached the end of its useful life. The front of the building is dominated by garage doors that once housed the fire bay and the Council Chamber is underused and inflexible. There are currently 9 worker in 4 offices and 5 work stations and the office of the Mayor. More space is required for secure file storage and the copying/server areas are disjointed and inefficient.

The location for the District Office has been identified and a utilities location drawing is attached under Attachment 'C'. The location of the District Office was chosen because of the opportunity to enhance a town centre plaza and take advantage of the proximity to the Community Conference Centre and existing community recreational amenities. A community toboggan hill and fire pit can be enhanced as well as the relocation of the Community Veteran's Memorial through landscape design. The location also offers opportunity to take advantage of natural lighting to enhance energy efficiency through solar design, and create a positive working atmosphere.

The design should be inspired by and complement the Community Conference Centre and the District of Elkford Brand Standards and embrace the mountain views and alpine character of Elkford. The preferred construction methods should take advantage of mass timber technology and locally inspired building materials. Innovative and sustainable construction methods including prefabricated building processes, cross laminated timber, glue laminated timber, and structurally insulated panels are preferred.

Energy Efficiency is very important and the successful proponent must articulate a clear and Sustainable Design Strategy. Extent to which solution(s) meets the energy efficiency goals which could include LEED, Passive House or NetZero goals. A solar ready design including the opportunity for roof mount or solar mount solar panels will be required; the District will provide the solar panels.

Not only will the building be an administrative office receiving citizens for day-to-day business but also a meeting place fitting the formal procedure and ceremony of Council. The interior should take advantage of views of the mountains; integrate technology, adaptability and flexibility. Incorporated into the design should be permanent features that can be multi functional and readily updated or reconfigured as technology or service delivery evolves.

### **1.3 Purpose of the Proposal**

The purpose of the project is to develop a new District Office for the District of Elkford. The RFP is for a complete design, construction and commissioning services as outlined in this RFP.

Further information is contained in the Attachments. Attachment 'D' contains the Statement of Requirements. The space requirements are estimated at 5,000-7000 square feet; innovative design and layout may vary the total square footage of the building, but the specifications in Attachment 'D' for required space must be achieved. The area should incorporate the existing uses and future uses taking into account construction and site development costs. The estimated cost to develop a new facility has been based on the preliminary costs estimate as provided by Cover Architecture. The District will provide landscaping, parking, water, sewer and storm water services to the building.

## **2. Project Requirements**

### **2.1 Project Plan**

The successful proponent will collaborate with District staff to provide drawings including: elevations, floor plans, details and finishes and a cost analysis. The second phase would be managing construction of the District Office including contract administration and field services.

### **2.2 Scope of Work and Objectives**

The following components of the assignment for the District Office are identified as a guide to the tasks to be undertaken and must be included in your proposal response:

- Site Planning;
- Site inspection and survey;
- Geotechnical assessment; (The District will provide a 2011 Geotechnical Report prepared for the construction of the Community Conference Centre)
- Building design;
- Energy efficiency and maintenance assessments; and,
- Building construction and commissioning.

These are not intended to be limiting or exhaustive. The proponent shall develop a detailed project methodology and identify additional tasks or issues necessary for the successful completion of all components of the assignment.

### **2.3 Technical Requirements**

One (1) complete paper copy and one electronic copy, in Adobe PDF format, on CD, of the Proposal is to be submitted, consisting of:

- (a) Management Plan and Schedule:
  - i) Describe the Proponent's proposed organizational structure in the form of a chart accompanied by a short narrative description outlining and the relationships between all functions in the organization including reporting requirements and proposed interfaces with the District.
  - ii) Identify the individuals (professionals where applicable) who will be directly responsible for signing-off on each of the above responsibilities; and
  - iii) Provide a description of the Work to be performed by the Proponent's own resources, and Work that will be performed by sub-contractors.

(b) Contractor's Representative:

Identify one person to be responsible for performing the duties and obligations of the Contractor's Representative as defined in the Contract as being the primary contact with the DISTRICT throughout the course of the Work. Describe his/her authority to represent the Proponent and his/her responsibilities in discharging the obligations of the Contract. Provide suitable information in support of the appointment of the person to properly manage the Work.

(c) Project Schedule

The Project Schedule should depict the entire Project, showing the major milestones in the process from design through to end of construction. The Project Schedule should be in a "critical path" method format with anticipated milestone dates within the critical path clearly indicated. The Project Schedule is to be developed according to the Project Management Institute (PMI) guidelines. The milestones should include but not be restricted to the following:

- Contract award date;
- Design commencement and completion dates for each component;
- Obtaining permits and approvals from authorities having jurisdiction;
- Design submission, briefing and review timelines;
- Mobilization and site occupation;
- Anticipated commencement and completion dates for each discipline;
- Lead times for equipment manufacture and delivery;
- Above and below ground utility relocations and hook-ups;
- Final completion date for all work;
- Receipt of occupancy permit;
- Commissioning start and completion for each discipline;
- Warranty start and end dates;
- Approach to Substantial Completion; and,
- PMI work package breakdown.

(d) Concept of Project and Project Vision

The overall concept of the Proponent's submission is the unifying theme of all of the elements on the Site Planning, Exterior Design and Interior Design & Layout. The overall concept is what holds all of the Architectural, Structural, Mechanical and Electrical elements of the project together. The Conceptual Design encompasses the generation of concepts and integration into system-level solutions, leading to a relatively detailed design.

The Proponent should define and describe the central concept through a concise statement of what the characteristics of the design are and how the concept affects all of the user experiences. Then the Proponent must demonstrate how the documented design and all of the components continue to add to and enhance the overall design. The submission of explanatory diagrams is encouraged.

(e) Architectural Report

The Proponent is to provide a high level architectural design report with evidence of the design life, maintenance components and the objectives solved by this design, in compliance with the requirements of this Request for Proposal, including the following:

- i) Compliance with Request for Proposal requirements;
- ii) Integrated design approach;
- iii) Technically rationalized layout;
- iv) Building envelope and roofing considerations including the anticipated lifespan of the structure and cladding;
- v) Constructability, durability and maintainability;
- vi) Key plan;
- vii) Site plans, showing all structures;
- viii) Floor plans;
- ix) Typical sections;
- x) Typical wall sections;
- xi) Elevations of all structures, clearly showing the materials, colours and surface finishes;
- xii) Three dimensional external view of the proposed building;
- xiii) Outline Specifications meeting the requirements of the Technical Standards; and
- xiv) Program spreadsheet indicating how the design meets the Functional Program.

(h) Structural Report

The Proposal is to include a structural report covering:

- i) Brief description of the type of all structure(s), clearly identifying material and proposed structural arrangement;
- ii) structure and cladding life cycle information;
- iii) General arrangement drawing for the structure;
- iv) Maintenance and durability issues;
- v) Identification and management of any utilities in potential conflict with the structures;

(i) Mechanical Report

The Proponent should provide a brief design report that includes:

- i) Description of the ventilation systems;
- ii) Description of any mechanical systems;
- iii) Life Cycle/Energy use discussion from the perspective of the energy efficiency strategy to be incorporated. Energy modeling is NOT required;
- iv) Description of any radon gas mitigation systems;
- v) Site Plan with all building utilities and service connections; and,
- vi) Description of approach to assure energy efficiency is integrated into the design to best provide for an optimized design solution.

(j) Divisions 26 (Electrical), 27 (Communications) and 28 (Electronic Safety and Security) Report.

The Proponent is to provide a design report that includes:

- i) General description of all electrical systems;
- ii) Proposed type of light fixtures and lighting levels and proposed lighting control system;
- iii) Summary of major electrical equipment including security and data

- components;
- iv) Description of voice/data and power outlet locations;
- v) Life cycle/energy use discussion; and,
- vi) Statement indicating compliance with the technical requirements of the RFP documents and any deviations and proposed changes.

(k) **Building Operating and Maintenance Analysis Report**

Proponents are to provide an overview of the anticipated facility operation and maintenance costs of all major building systems and components based on their respective proposals, which are likely to be required over the fifty (50) years of building operation. This analysis may be used in the evaluation of the Proposals and should include any requirements to replace the external cladding. The District reserves the right to change a Proponents assessment of building systems, cladding and the like based on independent expert opinion and experience of similar structures in other jurisdictions.

(l) **Sustainability Report**

Sustainable design seeks to reduce negative impacts on the environment, and the health and comfort of building occupants, thereby improving building performance.

The basic objectives of sustainability are to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments.

Sustainable design principles include the ability to:

- Integrate sustainability with the Proponents project vision;
- Optimize site potential;
- Minimize non-renewable energy consumption;
- Use environmentally preferable products;
- Protect and conserve water;
- Enhance indoor environmental quality; and
- Optimize operational and maintenance practices.

Utilizing a sustainable design philosophy encourages decisions at each phase of the design process that will reduce negative impacts on the environment and the health of the occupants, without compromising the bottom line. It is an integrated, holistic approach that encourages compromise and tradeoffs. Such an integrated approach positively impacts all phases of a building's life-cycle, including design, construction, operation and decommissioning.

Proponents must state clearly what their sustainable design strategy is.

(m) **Site Development Report**

The Proponent is to provide a short written Site development report, in full compliance with this Request for Proposal, including:

- i) Brief description of the design methodology and supporting analysis, giving a description of construction staging requirements for the construction of the Site development components, the parking, drainage, circulation, access and all ancillary works have been incorporated in the Proposal;
- ii) Location of tie-ins to existing facilities and services;
- iii) Description of all utility types, capacities and routing;

- iv) Impact on existing facilities and utilities;
- v) Permitting issues;
- vi) Site services drawing;
- vii) Grading;
- viii) Stormwater Management;
- ix) Materials;
- x) A Landscaping Concept Plan. The Proponent will provide a landscape plan and estimated budget but the landscape construction and commissioning should not be included in the fixed price.

## 2.4 Statement Requirements

The District has prepared a Statement of Requirements (Attachment 'D') which describes the factors which must be addressed in order that the project can successfully meet the needs of the District today and in the future. The Developer will be required to design and construct the Project to provide the facilities, activities, functions and design features described in the Statement of Requirements. The Statement of Requirements should not be relied on solely by Proponents, and does not relieve the Developer of responsibility for design of the Project to meet the needs of the project.

## 2.5 Existing Conditions

The Successful Proponent will be responsible to establish all conditions impacting the development on its chosen site, including subsurface conditions such as allowable soil bearing pressures, ground water issues and underground obstacles requiring removal.

## 2.6 Site Servicing

The Developer will be required to design and construct all of the site servicing to meet District standards including utility and storm drainage connections. Adequate fire flows for firefighting requirements required by code are the responsibility of the Developer. A parking and landscaping design concept is required but will not be required to be constructed. The District will provide services to the building from the direction of the Community Conference Centre.

## 2.7 Price Calculation

Each Proponent should calculate the fixed price of its Proposal using its preferred format. This fixed price will be considered for evaluation purposes as described in Section 3 Evaluation Criteria of this RFP.

## 2.8 Time Frame and Milestones

<b>Event / Activities</b>	<b>Anticipated Date / Timeframes</b>
RFP issued	November 21 2017
Mandatory Teleconference	December 12, 2018 2:00 PM
Last Day to Submit Questions	December 19, 2018 2:00 PM
Submission Closing	January 16, 2018 2:00 PM
Interviews with Short-Listed Proponents	February 1-2, 2018
Contract Award	February 13, 2018

### 3. Evaluation Criteria

#### 3.1 Mandatory Criteria

Proposals **must** include the following information:

- Scope of the project and client expectations / objectives – demonstrate understanding of the project, and the District’s requirements;
- Indicate timelines, milestones, products and services to be delivered, and the methodology for the project;
- Project management, including problem identification and resolution;
- Resource management - inputs / resources to be provided by both client and contractor;
- Risk management strategy;
- Performance measurement, quality assurance and testing criteria;
- Reporting procedures including communication strategy / process;
- Demonstrate knowledge and understanding of Worksafe requirements;
- Itemize the components and methodology required for the project as per the Statement of Requirements;
- Provide information on the company / business, including pertinent experience of key personnel;
- Provide at least three examples of similar projects;
- Provide at least three relevant references;
- Pricing to construct– including labour, materials and expenses, excluding taxes.

#### 3.2 Scored Selection Criteria (Solution, Qualifications, and (optional) - Price)

Scored Evaluation Criteria

<b>a) Suitability of the Proposed Solution</b>	<b>Total 25%, 25 Pts Maximum Score</b>
• Demonstrates understanding of project requirements	10
• Sustainable Design Strategy. Extent to which solution(s) meets the energy efficiency goals which could include LEED, Passive House and NetZero.	10
• Project plan including methodology, operational and support capabilities, implementation plan and delivery schedule	5
• Product design overview including meeting business, functional, maintenance and performance requirements.	10
<b>b) Proponent Qualifications</b>	<b>Total 25%, 25 Pts Maximum Score</b>
• Proponent's experience on similar projects and related business capabilities of the proponent and any proposed subcontractors	10
• Technical capability, capacity, skills and qualifications of the proponent and any proposed subcontractor	10
• References based on past performance - similar projects	5
<b>c) Price and Costing Rationale</b>	<b>Total 50%, 50 Pts Maximum Score</b>
• <b>Price - Score = (lowest priced proposal <b>divided by</b> the price on this proposal) x total marks available for price</b>	40

#### 4. Proposal Format and Response

The following format should be followed when preparing the proposal response.

**Ensure you return the RFP Acknowledgement Form stating your intentions to respond with a proposal.**

- a) Title Page  
Show the RFP name, contract or file number, submission closing date, proponents name, address, telephone number, facsimile number, email address, and the name of the proponent's contact person.
- b) Letter of Introduction  
One page, introducing the firm and the proposal, signed by the person(s) authorized to sign on behalf of, and bind the firm to, statements made in the proposal.
- c) Methodology / Solution / Scope / Project Plan  
Indicate your understanding of the key requirements of the project and the methodology you will use in undertaking the project. Be sure to include all of the mandatory criteria contained in the RFP - **Failure to do so will result in the proposal receiving no further consideration.**
- d) Proponent Profile / Project Team Qualifications / Skills / Experience  
Indicate the proponent's / project team's qualifications and capabilities for the project, including past projects having similar requirements to the one being proposed. Summarize the qualifications of the key staff and how these staff will be organized and supervised on the project. If subcontractors are being used, include the same information for each of them.
- e) Price Proposal (total project cost and specific breakdown)  
Price should be a lump sum including all labour, materials and expenses, but excluding taxes. The price proposal shall be made in accordance with the requirements of the RFP.
- f) Proposal Length / Format  
Proposal clarity, including brevity and format, will be evaluated and awarded points accordingly. Your format should match that of the RFP for ease of reading and finding the relevant and important information.
- g) Attachments  
Attach any additional information such as company brochures, a list of previous projects undertaken by the firm, examples or products proposed to use, personnel resumes, etc.

#### C. RFP INSTRUCTIONS

##### 5. General

##### 5.1 Terminology

- “must”, “mandatory” or “required” means a specific criterion / criteria or requirement is / are essential to be met for the proposal to receive and continue to receive consideration. These criteria will be rated with a “yes”, having met the mandatory requirement or “no”, not having met the mandatory requirement. Any mandatory criterion receiving a “no” response by the evaluation team will result in the proposal being rejected.
- “should” or “desirable means a requirement having a specific or significant degree of importance to meeting the RFP objectives. These criteria will be evaluated using a point scoring system.
- “proponent” means an individual or company that submits or intends to submit a proposal response to a Request for Proposal.

## **6. RFP Process and Evaluation Procedures**

### **6.1 Project Communications**

The District of Elkford **MUST** receive the proposals by the closing date and time. Any proposals received after that date and time will be returned unopened or destroyed. All proposals must be submitted in English, translation is not an option for evaluation. Verification of receipt is the responsibility of the proponent.

### **6.2 RFP Acknowledgement Form**

Proponents are asked to fill out and return this form as soon as possible to the address listed on the "RFP Acknowledgement Form". **Any changes, new information and answers to proponent's questions will be sent only to those proponents who return this form.**

Proponents are requested to forward project and RFP clarifications and requests for technical information in writing (i.e. email or fax) to the District of Elkford at [finance@elkford.ca](mailto:finance@elkford.ca) or 250-865-4001. All proponents will be given a copy of the respective questions and responses if deemed significant when answered (anonymity will be respected).

### **6.3 Mandatory Criteria**

Mandatory selection criteria deemed to be essential to the success of this project are listed in Section 3.1. The proposals must provide this information as part of the proposal.

### **6.4 Short-list and Presentations / Interviews (optional)**

The District of Elkford may require the lead/short-listed proponents to participate in a conference or interview to present or discuss their proposal. Reasonable notice will be given with more details on the presentation or interview process.

### **6.5 Evaluation and Selection**

Each proposal will be evaluated against the mandatory criteria. Proposals meeting all of the mandatory criteria will then be assessed and scored against selection criteria that have been allocated a specific number of maximum points. References of the highest scoring proposal or short-listed proposals will then be assessed. Subject to successful negotiation and signing of a contract, the proponent with the overall "best value" (highest score or best price-per-point for example) proposal may be awarded the contract. Proposals will not be opened in public. RFP Results will not be made public unless a bid is successful; in this case results may be made public after the successful contractor is awarded the contract by the District of Elkford Council. A bid summary may be included in a Council meeting agenda that will be published on the District Website and available to the public. The proponent will not only be evaluated based on price, overall value for the product will be taken into account as well as the bonding capabilities, financial capabilities, previously completed project in value and size, Major projects being undertaken at this time, key personnel assigned to the project, time for completion of work, past experience of the contractor.

## 6.6 Estimated Timetable

The following timetable outlines the anticipated schedule for specific RFP activities:

Event	Anticipated Date*
RFP issued	November 21, 2018
Mandatory Teleconference	December 12, 2018, 2:00 PM
Last Day to Submit Questions	December 19, 2018, 2:00 PM
Submission Closing	January 16, 2018, 2:00 PM
Contract Award	February 13, 2018
Design Commences	March 1, 2018
Construction Start	May 1, 2018
Substantial Completion	December 31, 2018

\*The District will allow for some flexibility in schedule.

## 7. Proposal Conditions

### 7.1 Signed Proposals

The proposal must be signed by the person(s) authorized on behalf of the proponent or Company and binds the proponent to the statements made in the RFP response.

### 7.2 Irrevocability of Proposals

At the appointed closing time, all proposals become irrevocable. By submission of a proposal, the proponent agrees that should its proposal be selected, the proponent will enter into a contract with the District of Elkford.

### 7.3 Changes to the Proposal Wording and Content

The proponent will not change the wording or content of its proposal after closing and no words will be added to the proposal, including changing the intent or content of the presentation of the proposal, unless requested, or agreed to, by the District of Elkford.

### 7.4 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing the proposal, presentations of their proposal, and travel costs incurred presenting and negotiating their proposal.

### 7.5 Proposal Pricing

Proposal prices must be firm for a minimum of 90 days after closing.

### 7.6 Acceptance of Proposals

The District of Elkford is not bound to accept the lowest priced or any of the submitted proposals. The District may extend the scope of the project or add work to a successful relationship by mutual agreement.

### 7.7 Alternative Solutions

If alternative solutions or options are proposed, proponents are (or may be) requested to submit the alternative or option as a separate proposal.

## **7.8 Negotiations**

The District reserves the right to negotiate a contract with the lead proponent. If a written contract cannot be negotiated within thirty (30) days of notification to the lead proponent, the District of Elkford may, at its discretion at any time thereafter, terminate negotiations with that proponent and either negotiate a contract with the next qualified proponent, or cancel the RFP process and not enter into a contract with anyone.

## **7.9 No Claim for Compensation**

Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim against the District.

## **8. Additional Terms and Conditions**

### **8.1 Subcontracting**

Subcontracting may / may not be allowed as a condition of the anticipated contract. When allowed, proposed subcontractors must be listed with attached resumes. Joint proposal submission must indicate which proponent has overall responsibility of the project.

### **8.2 Liability for Errors**

The information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the District of Elkford, nor is it necessarily comprehensive.

### **8.3 Agreement with Terms**

The proponent, through the submission of a proposal, agrees to all terms and conditions of this RFP.

### **8.4 Modification of Terms**

The District of Elkford reserves the right to modify the terms of the RFP at any time at its sole discretion. Proponents will be advised of any changes or modifications in writing from the District of Elkford.

### **8.5 Confidentiality of Information**

Information pertaining to the District of Elkford obtained by the proponent as a result of participation in this project / contract is confidential and must not be disclosed without written permission from the District of Elkford.

## **9. Specific Contract Clauses**

### **9.1 WorkSafe BC**

The successful contractor and any subcontractor must be registered and in good standing with WorkSafe BC. Workers Compensation coverage must be maintained for the duration of the contract.

### **9.2 Laws of the Jurisdiction**

Any contract resulting from this RFP will be governed by and will be interpreted in accordance with the laws of the Province of British Columbia.

### **9.3 Indemnity (and Hold Harmless)**

The Contractor shall use due care in the performance of the obligations under an Agreement with the District to ensure that no person is injured, no property is damaged or lost and no rights are infringed. Without limiting any other rights or remedies of the District of Elkford against the Contractor or any other person, the Contractor shall be solely responsible for:

- a) any injury to persons (including death), damage or loss to property or infringement of rights caused by, or related to, the performance of this Agreement or the breach of any term or condition of this Agreement by the Contractor, or the officers, employees or agents of the Contractor; and
- b) any omission or wrongful or negligent act of the Contractor, or of the officers, employees or agents of the Contractor;

and shall save (or hold) harmless and indemnify the District of Elkford, its officers, employees and agents from and against all claims, liabilities and demands with respect to clauses (a) and (b), together with all costs, expenses and fees associated therewith.

### **9.4 Insurance**

Any contract arising out of this Request for Proposal may require that the Contractor, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the term of the contract specific types of insurance with insurers licensed in the particular province where the contract is to be performed. The Contractor may be required to provide the District of Elkford with a Certificate of Insurance.

- **Comprehensive (Commercial) General Liability** - \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the contract. The District of Elkford is added as an additional insured.
- **Professional Liability (errors and omissions)** - in an amount of \$2,000,000 insuring the Contractor's liability resulting from errors and omissions in the performance of professional services during and after the contract.
- **Automobile Liability** - on all vehicles owned, operated or licensed in the name of the Contractor in an amount of not less than \$5,000,000.

### **9.5 Intellectual Property Rights**

The District of Elkford will be the owner of the intellectual property rights, including patent, assignment of copyright, waiver of moral rights, trademark and industrial design in any product, business process, and software or training program developed specifically through this contract. Licensing and marketing rights of the developed product, if appropriate, will be negotiated separately.

### **9.6 BC One Calls and other utilities**

The contractor is responsible for initiating a BC One Call to locate any services. Any other utility companies that do not participate in BC One Calls must be notified as well.

### **9.7 Emergency Services**

The contractor is responsible for notifying all Emergency Services of any delay made to a road or parking lot. The District of Elkford Representative must also be notified when Emergency Services have been notified.

**D. ATTACHMENTS**

**Attachment 'A' RFP Acknowledgement Form RFP No. 2017.12**



Please complete this form and return IMMEDIATELY (fax preferred) to:

Contracting Agency Contact: The District of Elkford  
Address: PO Box 340, 816 Michel Rd, Elkford BC, V0B 1H0  
Phone: 250.865.4000  
Fax: 250.865.4001  
Email: finance@elkford.ca

In order to receive any additional information regarding this RFP, please complete this form and return by fax / email (as applicable) to the RFP contact person.

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
FAX NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

Check appropriate response below:

I authorize the District of Elkford to send further correspondence relevant to this RFP that is deemed to be of an urgent nature by the following method:

- FAX:** \_\_\_\_\_
- Email:** \_\_\_\_\_
- Courier collect:** courier name and acct no. \_\_\_\_\_
- Mail:** \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE \_\_\_\_\_