



# REQUEST FOR PROPOSALS

FOR

# ELLISON COMMUNITY HALL STAIRS – FABRICATE & INSTALL

RFP #: R18-445

ISSUED ON: NOVEMBER 19<sup>TH</sup>, 2018

CLOSING DATE AND TIME: DECEMBER 10<sup>TH</sup>, 2018 AT 3:00PM LOCAL TIME

## Summary, Contents & Instructions:

### Summary:

Through this Request for Proposals, the Regional District of Central Okanagan invites Proposals for the fabrication, supply and installation of new external stairs, plus associated works, at the Ellison Community Hall located at 4411 Old Vernon Road, Kelowna, BC.

Summary details of the Work to be provided include:

- Detailed design has been completed by the Regional District, based on a set of pre-cast concrete treads on steel supports and aluminum railings.
- The Regional District requires, one contractor to manage both fabrication, installation and associated works. The Regional District recognizes that the Contractor will likely need to subcontract some elements of the work.
- Substantial Completion is to be achieved before March 31, 2019.

Further details on the requirements, plus detailed designs are contained in herein.

### Contents:


This Request for Proposals (the “RFP”) is organized into the following parts:

- **Part A: The Scope of Work**– full details of the Work required
  - **Exhibit A** – Detailed Design Drawings for Ellison Community Hall Stairs
- **Part B: The RFP Process** – the process for submissions, evaluation and award of the Contract
- **Part C: The Contract** – the Contract the Regional District will enter into with the selected Supplier
- **Part D: Submission Forms** – the forms a Respondent should submit in their Proposal

### Instructions:

Whenever you see the following symbol and box throughout this document, this box is providing instructions to a Respondent on what this section means and/or what a Respondent must do:

*Example:*

	Whenever you see this box throughout the RFP document, the text is providing instructions or information on what this section means and/or what a Respondent must do.
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## Part A: The Scope of Work



This Part A provides details on the Scope of Work required by the Regional District of Central Okanagan. Respondents should ensure they are fully capable of providing all of the requirements outlined, as this section will form the scope of work in the final Contract.

### 1. Background:

#### 1.1. Ellison Community Hall:

Ellison Primary School was built in 1912 and used as an elementary school until 1996. The building was renovated and restored in partnership with the Ellison Parks and Recreation Society, and the Ellison Volunteer Fire Department. It reopened as the Ellison Heritage School Centre in 2001.

The centre now includes the Ellison Volunteer Fire Department Hall and offices as well as the community centre. Located at 4411 Old Vernon Road Kelowna B.C. the Community Hall building includes a hall on the upper floor available for weddings, parties meetings and other community events

#### 1.2. Ellison Community Hall Stairs:

The current front entrance stairs to the Community Hall are in need of replacement and a new design for precast concrete treads on steel supports and aluminum railings has been completed (attached as Exhibit A).

### 2. Scope of Work (the “Work”) Required:

#### 2.1. Scope of Work:

The Contractor’s scope of work will include the supply of the following:

- Fabrication of new stairs to meet all requirements of the attached stamped design drawings (Exhibit A)
- demolition and disposal of existing stairs,
- all site prep work,
- installation of new stairs,
- site clean-up and remediation.

#### 2.2. Other Requirements:

- Shop drawings must be provided to the Regional District for review by the Regional District’s structural engineer prior to beginning of fabrication (allow 10 days for review).

- The community centre will continue to be used by the public during construction, as a result the Contractor will be responsible for having plans in place to secure the work site and ensure the safety of all members of the public during construction. The Contractor will be the ‘Prime Contractor’ during the work, as per the requirements of the Worker’s Compensation Act.

3. **Schedule Required:**

The Contractor must achieve Substantial Completion for all work no later than March 31, 2019. This requirement is based on the Regional District executing a Contract for the work no later than December 21, 2018.

4. **Detailed Design Drawings:**

All Work must be completed in accordance with the specifications and drawings contained in the following drawings:

<b>Drawing #</b>	<b>Drawing Title:</b>	<b>Revision Date:</b>
S1	General Notes	18/10/02
S2	Foundation Plan	18/10/02

## Part B: The RFP Process



This Part B details the terms and conditions of how this RFP process will be run by the Regional District, and how the Supplier will be selected. Respondents to this RFP must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Proposal being rejected.

### 1. Key Details:

#### 1.1. RFP Contact Person:

The sole point of contact at the Regional District of Central Okanagan for any queries or questions related to this RFP is:

- Andy Brennan, Purchasing Consultant
- Email: purchasing@cord.bc.ca

The above-named RFP Contact Person is the only person that any Respondent to this RFP may contact during this RFP process. Information obtained from any source other than the RFP Contact Person is unofficial and must not be relied upon as part of this RFP. Respondents must not contact any other employees, officers, consultants, agents, elected officials or other representatives of the Regional District of Central Okanagan regarding matters related to this RFP. Any Respondent found to have contacted persons other than the RFP Contact Person, may be disqualified from submitting a Proposal, or have their Proposal rejected.

All questions regarding this RFP must be submitted in writing prior to the Deadline for Questions detailed under Section 1.2 of this Part B. Questions received after the Deadline for Questions will be addressed if time permits. The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the Regional District shall not be held responsible for any misunderstanding by the Respondent.

#### 1.2. Timetable:

This RFP process will run to the following timetable. This timetable may be amended at the Regional District's discretion through the issuance of an addendum to this RFP.

<b>Event:</b>	<b>Date:</b>
Issue Date of this RFP	November 19, 2018
Site Meeting Date	November 29, 2018 at 10am Local Time
Deadline for Questions	November 30, 2018
Last Day for Issue of Addenda	December 3, 2018
RFP Closing Date and Time:	December 10, 2018 at 3:00pm Local Time
Contract Execution Date (anticipated)	December 21, 2018

#### 1.3. Site Meeting Details:

A non-mandatory site meeting will be held at the following time and place to answer any questions Respondents may have before submitting a Proposal:

- Entrance to Ellison Community Hall, 4411 Old Vernon Rd, Kelowna, BC at 10:00AM on November 29, 2018.

#### 1.4. Submission of Proposals (Address, Date & Time, Format):

Proposals to this RFP should be submitted in accordance with the following:

- **Email Address:** Proposals must be submitted by email to: purchasing@cord.bc.ca
- **RFP Closing Date and Time:** Proposals must be received no later than the RFP Closing Date and Time detailed in section 1.2.
- **Format:** One copy containing all of the information required in the forms listed under Part D – Submission Forms

The complete Proposal must be received at the email address detailed above no later than the Closing Date and Time. It is the Respondent's sole responsibility to ensure that the electronic Proposal is received before the RFP Closing Date and Time. Electronic Proposals must not exceed 10 megabytes in total email size. The Regional District of Central Okanagan assumes no responsibility for the receipt of email Proposals and will not be liable to any Respondent if for any reason a Proposal is not properly received prior to the Closing Date and Time. Proposals that are not received on or before the Closing Date and Time will not be considered any further in the RFP process.

## 2. Definitions Used in this RFP:



The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out in this section.

- 2.1. "Addenda" or "Addendum" means additional information or amendments to this RFP, issued by the Regional District in accordance with Section 5 of this Part B.
- 2.2. "Regional District" means the Regional District of Central Okanagan
- 2.3. "Contract" means a written agreement for the provision of the Work that may result from this RFP, executed between the Regional District and the successful Respondent.
- 2.4. "Contractor" means the successful Respondent to this RFP who enters into a Contract with the Regional District.
- 2.5. "Closing Date and Time" means the date and time that Proposals to this RFP must be received by in accordance with Section 1.4 of this Part B.
- 2.6. "Proposal" means a Proposal submitted by a Respondent in response to this RFP.
- 2.7. "Respondent" means a person or entity that submits a Proposal to this RFP.
- 2.8. "RFP" means this Request For Proposals # R18-445, including all Parts A to D.
- 2.9. "Section" means the numbered section of the referenced part of this RFP.
- 2.10. "Work", "Works", or "Scope of Work" means the fabrication, construction, installation and associated works which the Regional District seeks to be provided by the Contractor, as outlined in Part A.
- 2.11. "Sub-Contractor" means a person, partnership, firm or corporation that the Respondent proposes to contract with to deliver part of the Work, in a subordinate relationship to the Respondent.

2.12. “Manufacturer” in respect of a particular material or component of the Equipment means the manufacturer of that material or Equipment (or component thereof).

**3. Amendment of a Proposal by Respondent:**

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments must be submitted in the same way as the original Proposal, as detailed in Section 1.4 of this Part B. Amendments to a Proposal must be clearly labelled as such, must contain the RFP reference number and title, and the full legal name and legal address of the Respondent. Amendments must clearly detail which part(s) of the Proposal is being amended or replaced.

**4. Withdrawal of a Proposal by Respondent:**

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time.

**5. Addenda Issued by Regional District:**

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the Regional District may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued at the same location and in the same manner as this RFP document ([www.regionaldistrict.com/purchasing](http://www.regionaldistrict.com/purchasing)). Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the Regional District deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section 1.2 of this Part B, then the Regional District may extend the Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

Proposals should confirm receipt of all Addenda in Appendix A – Certification Form of their Proposal.

**6. Evaluation of Proposals & Award of Contract:**

The Regional District will conduct the evaluation of Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include the Regional District’s Purchasing Manager and stakeholders, as well as key Regional District employees. The Regional District’s intent is to enter into a Contract with the Respondent who has met all mandatory criteria and minimum scores, and who has the highest overall ranking based on this evaluation process.

**6.1. Mandatory Criteria:**

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

<b>Mandatory Criteria:</b>	
1	The Proposal must be received by the Closing Date and Time, in accordance with the requirements of Section 1.4

2	The Proposal must include the following completed form: <ul style="list-style-type: none"> <li>• Appendix A – Certification Form</li> </ul>
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### 6.2. Scored Criteria:

Proposals that meet all of the Mandatory Criteria will be further assessed against the following scored criteria.

Scored Criteria	Weighting	Minimum Score (Out of 100)
Total Fixed Lump Sum Contract Price (based on Appendix B submission)	50%	NA
Suitability of Methodology, Schedule & Team (based on Appendix C submission)	25%	50
Suitability of Experience (based on Appendix C submission)	25%	50

Proposals that do not meet the minimum score within a scored criterion will not be evaluated further.

### 6.3. Scoring Method:

The following method will be used to score the scored criteria:

- Total Fixed Lump Sum Contract Price: Total Fixed Lump Sum Contract Price will be scored relative to other Respondents' Total Fixed Lump Sum Contract Prices using the following formula:
  - $\text{Lowest Total Fixed Lump Sum Contract Price} \div \text{Respondent's Total Fixed Lump Sum Contract Price} \times \text{Weighting} = \text{Score}$
- Other Criteria: All other criterion (except Total Fixed Lump Sum Contract Price) will be scored by the evaluation committee out of 100, which will then be multiplied by the Weighting factor to provide a weighted score.

### 6.4. Clarifications & Remedy Period:

Notwithstanding the requirements for mandatory criteria and scored criteria detailed in this Section 6, the Regional District will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing Mandatory Criteria: If the Regional District finds that a Proposal fails to meet all of the mandatory requirements detailed in Section 6.1, then the Regional District may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 5 calendar days to remedy and supply the requirements. The 5 calendar days shall commence upon notification by the Regional District to the Respondent. This option to remedy missing requirements shall not apply to Proposals not received by the Closing Date and Time.



- **Clarification of Proposals:** During evaluation of the scored criteria, the Regional District may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the Regional District may use this information to reassess and/or re-score the Proposal according to the scored criteria.

#### 6.5. Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the Regional District. In the event that two or more Proposals have an equal total weighted-scored, then the Respondent with the Lowest Total Price will be invited to enter into a Contract with the Regional District.

#### 6.6. Conclusion and Execution of a Contract

Neither the Regional District nor any Respondent will be legally bound to provide or purchase the Work until the execution of a written Contract. Following an invitation to a Respondent, by the Regional District, to conclude a Contract, it is expected that the Regional District and that Respondent would enter into discussions which may include, among other things:

- Clarification or amendment to the specifications, plus any resulting price adjustments, based on items submitted in the Proposal.
- Amendments to the terms and conditions of the Contract (Part C), based on items submitted in the Proposal.

The Regional District would seek to execute a Contract within 30 days of issuing an invitation to the Respondent to conclude a Contract. If the Regional District and Respondent do not, for any reason, execute a Contract within this time-period, the Regional District may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The Regional District may then continue this process until a Contract is executed, or there are no further Respondents, or the Regional District otherwise elects to cancel the RFP process entirely. For clarity, the Regional District may discontinue discussions with a Respondent if at any time the Regional District is of the view that it will not be able to conclude a Contract with that Respondent.

### 7. Other Terms & Conditions of this RFP Process:

The following terms and conditions shall also apply to this RFP:

#### 7.1. Proposals in English:

All Proposals are to be in the English language only.

#### 7.2. Only One Entity as Respondent:

The Regional District will accept Proposals where more than one organization or individual is proposed to deliver the Equipment, so long as the Proposal identifies only one entity that will

be the lead entity and will be the Respondent with the sole responsibility to perform the Contract if executed. The Regional District will only enter into a Contract with that one Respondent. Any other entity involved in delivering the Service should be listed as a Sub-Contractor. The Respondent may include the Sub-Contractor and its resources as part of the Proposal and the Regional District will accept this, as presented in the Proposal, in order to perform the evaluation. All Sub-Contractors to be used in the Service must be clearly identified in the Proposal.

7.3. **Proposals to Contain All Content in Prescribed Forms:**

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The Regional District may not consider any information which is not submitted within the Proposal or within the pre-prescribed forms set-out in this RFP.

7.4. **References and Experience:**

In evaluating a Respondent's experience, as per the scored criteria, the Regional District may consider information provided by the Respondent's clients on the projects submitted in the Proposal, and may also consider the Regional District's own experience with the Respondent.

7.5. **RFP Scope of Work is an Estimate Only:**

While the Regional District has made every effort to ensure the accuracy of the Scope of Work described in this RFP, the Regional District makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Work. Respondents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a Proposal.

7.6. **Respondent's Expenses:**

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the Regional District, if required. The Regional District will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

7.7. **Retention of Proposals and FOIPPA:**

All Proposals submitted to the Regional District will not be returned and will be retained in accordance with the Freedom of Information and Protection of Privacy Act ("FOIPPA"). Respondents should note that in accordance with the provisions of FOIPPA, certain details of this RFP and any executed Contract may be made public, including the Supplier's Name and total Contract price. Respondents should identify with their Proposal any information which is supplied in confidence, however, Respondents should be aware of and review the Regional District's obligations under FOIPPA and the Regional District's limited ability to refuse to disclose third party information pursuant to section 21 of FOIPPA.

7.8. Notification and Feedback to Unsuccessful Respondents:

At any time up until or after the execution of a written Contract with the Supplier, the Regional District may notify unsuccessful Respondents in writing that they have not been selected to conclude a Contract. Unsuccessful Respondents may then request a feedback email or telephone call with the Regional District’s Purchasing Agent in order to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results to the unsuccessful Respondent. Details of feedback provided will be at the Regional District’s sole discretion in order to protect the confidentiality of other Respondents and the Regional District’s commercial interest.

7.9. Conflict of Interest:

All Respondents must disclose an actual or potential conflict of interest, as set-out in Appendix A – Certification Form. The Regional District may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent’s conduct, situation, relationship (including relationships of the Respondent’s employees and Regional District employees) create or could be perceived to create a conflict of interest.

The Regional District may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process, as required under Appendix A – Certification Form.

7.10. Confidentiality:

All information provided to Respondents by the Regional District as part of this RFP process is the sole property of the Regional District and must not be disclosed further without the written permission of the Regional District.

7.11. No Contract A and No Claims:

This RFP process is not intended to create and no contractual obligations whatsoever (including what is commonly referred to as ‘Contract A’) shall arise between the Regional District and any Respondent upon the submission of a Proposal in response to this RFP. For extra clarity, both the Respondent and the Regional District are free to cancel their participation in this RFP process at any time up until the execution of a written Contract for the Equipment.

Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the Regional District for any damage or other loss resulting from a Respondent’s participation in this RFP, including where the Regional District does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should the Regional District not execute a Contract with the Respondent for any reason whatsoever.

7.12. Right to Cancel RFP:

Although the Regional District fully intends to conclude a Contract as a result of this RFP, the Regional District may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

7.13. [Governing Law and Trade Agreements:](#)

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

## Part C: The Contract



This Part C details the Contract terms and conditions that the Regional District will enter into with the Contractor at the conclusion of the process outlined in Section 6.6 of Part B.

### **(i) THE AGREEMENT**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ is

**BETWEEN:**                    **REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
1450 KLO Road  
Kelowna, B.C. V1W 3Z4  
(Hereinafter called the “Owner”)

**AND:**                            \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Hereinafter called the “Contractor”)

THIS AGREEMENT is evidence that in consideration of the promises exchanged below and other good and valuable consideration, the receipt and sufficiency of which the Owner and the Contractor each acknowledge, the Owner and the Contractor agree with each other as follows:

#### **1. Agreement:**

With respect to the project described generally as \_\_\_\_\_, as further described in the Request for Proposal issued on \_\_\_\_\_ and the Contractor’s Proposal dated \_\_\_\_\_, the Owner hereby engages the Contractor to perform the Work, and the Contractor hereby agrees to perform the Work.

#### **2. Contract Terms:**

(a) The Contractor shall perform the Work, including by providing all labour, equipment and material required to perform the Work, in accordance with the requirements of the Contract Documents and shall otherwise comply with all obligations and requirements of the Contractor as specified in the Contract Documents.

(b) The Contractor shall commence the Work on \_\_\_\_\_ and the Contractor shall achieve Substantial Completion no later than \_\_\_\_\_ and shall achieve Total Completion no later than \_\_\_\_\_.

#### **3. Remuneration:**

For the performance of the Work, the Owner shall pay the Contractor in accordance with the Remuneration Terms and the General Conditions.

#### **4. Contract Documents**

The “Contract Documents” consist of the following:

- (i) Agreement
- (ii) General Conditions
- (iii) Scope of Work, Specifications and Construction Schedule
- (iv) Remuneration Terms

For clarity, the Request for Proposal and Contractor’s Proposal referred to above are not Contract Documents.

**5. Definitions:**

In this Agreement, any word or expression with a capitalized first letter that is not defined in this Agreement has the meaning given to it in the General Conditions appended to this Agreement as part (ii) of the Contract.

As evidence of their agreement to be bound by the above terms and conditions, the parties have executed and delivered this Agreement on the dates set out below:

Signatures for the **REGIONAL DISTRICT OF CENTRAL OKANAGAN** were hereto affixed:

\_\_\_\_\_)  
\_\_\_\_\_)  
Authorized Signatory

\_\_\_\_\_)  
Print Name

\_\_\_\_\_)  
Title

\_\_\_\_\_)  
Date

Signatures for [**CONTRACTOR NAME**] were hereto affixed:

\_\_\_\_\_)  
\_\_\_\_\_)  
Authorized Signatory

\_\_\_\_\_)  
Print Name

\_\_\_\_\_)  
Title

\_\_\_\_\_)  
Date

END OF THE AGREEMENT

**(ii) GENERAL CONDITIONS**

**1. DEFINITIONS**

In the Contract, the following terms shall have the meanings set out below:

- 1.2 "Agreement" means the Agreement between the Owner and the Contractor to which these General Conditions are attached, identified as part (i) of the Contract.
- 1.3 "Certificate of Substantial Completion" means the Certificate of Substantial Completion issued under GC8.
- 1.4 "Certificate of Total Completion" means a certificate of Total Completion issued under GC12.
- 1.5 "Completion Date" means the date specified for Total Completion of the Work set out in the Agreement.
- 1.6 "Construction Schedule" means the schedule of performance of the Work as set out in part (iii) of the Contract.
- 1.7 "Contract" means this "Contract for Minor Works", made up of the Contract Documents.
- 1.8 "GC" is, when used in conjunction with a numeral, a reference to the General Condition with the same numeral.
- 1.9 "General Conditions" means these General Conditions, being part (ii) of the Contract.
- 1.10 "Remuneration Terms" means the term of contractor remuneration set out in part (iv) of the Contract.
- 1.11 "Specifications" means the drawings and specifications listed in part (iii) of the Contract.
- 1.12 "Substantial Completion" means substantial performance of the Work as determined in accordance with the *Builders Lien Act* (British Columbia).
- 1.13 "Total Completion" means total and satisfactory completion of the Work in accordance with the Contract Documents, as determined by the Owner under these General Conditions.
- 1.14 "Work" means and includes everything required to be done for fulfilment and completion of this Contract.

**2. CONTRACTOR'S GENERAL OBLIGATIONS**

- 2.1 The Contractor at its risk and expense shall perform the Work to Total Completion, including by doing everything, and supplying all personal property, necessary to do so, in accordance with the Contract and on or before the Completion Date. Without limiting the generality of the foregoing, the Contractor shall perform the Work applying generally accepted best standards and practices in the British Columbia construction industry for the Work.
- 2.2 The Contractor shall:
  - a) **Underground Utilities** - Before commencing any Work at the Work site, the Contractor shall expose and determine the location of all underground utilities and structures at the Work site, including water, sewer, electricity, communication and gas, and consult with

applicable utility service providers as necessary in order to do so and the Contractor shall pay the costs of repairing any damage caused to any underground utility or structure as a result of the performance of the Work.

- b) **Site Superintendent** – The Contractor shall employ a competent site superintendent who shall be in attendance at the Work site at all times while Work is being performed. If the Owner is not satisfied with the competence or performance of the site superintendent, the Contractor will provide a satisfactory replacement promptly following a written request from the Owner to do so.
- c) **Workers** – The Contractor shall maintain good order and discipline among the Contractor’s employees and contractors engaged in the Work and the Contractor shall not employ, or permit any contractors engaged by it to employ, workers who are not skilled in the assigned task. The Contractor shall promptly remove any employee engaged in the Work who, in the reasonable opinion of the Owner, is unfit, incapable or unskilled. The Contractor shall employ, directly or through contractors engaged by it, sufficient workers to perform the Work in accordance with the Construction Schedule.
- d) **Materials** – Products and materials provided for the Work shall be new unless otherwise specified in the Contract Documents. Products and materials that are not specified shall be of a quality best suited to their purpose and use, as approved by the Owner.
- e) **Deficiencies** – The Contractor shall promptly correct any deficiencies in the Work that are from time to time identified by the Owner, to the satisfaction of the Owner.
- f) **Taxes** – The Contractor shall be responsible for the proper payment of all taxes payable in respect of the performance of the Work and its obligations under this Contract, including all taxes payable with respect to the supply of materials, equipment and labour to or by the Contractor.

### **3. ASSIGNMENT AND SUBCONTRACTING**

- 3.1 The Contract may not be assigned to another entity without the prior written consent of the Owner, and none of the Work may be sub-contracted by the Contractor without the prior written consent of the Owner, except to the extent that sub-contractors are named as such in the Contract. The Owner may withhold its consent under this section arbitrarily and without reason.

### **4. CONTROL OF WORK AND SUPERVISION**

- 4.1 The Contractor is solely responsible for proper performance of the Work to Total Completion and shall effectively direct and supervise the Work so as to ensure conformance with the Contract Documents and the Contractor shall be solely responsible for construction means, methods, techniques, sequences and procedures and for coordinating the various parts of the Work.
- 4.2 The Contractor shall provide and pay for all materials, equipment and labour necessary for the complete performance of the Work and all of the Contractor’s other obligations under this Agreement, including all supervision, products, tools, construction machinery,



equipment, water, heat, light, power, transportation and other facilities and services necessary for the performance of the Work in accordance with the Contract Documents.

4.3 The Contractor shall at all times monitor the progress of the Work in relation to the Construction Schedule and shall update the Construction Schedule whenever required by the Owner in order to ensure that Total Completion shall be reached on or before the Completion Date. The Contractor shall at all times keep the Owner informed as to the progress of the Work, including in relation to the Construction Schedule. For clarity, the submission of an updated Construction Schedule does not relieve the Contractor from its obligations to perform the Work in accordance with the time-line under the Construction Schedule or otherwise in accordance with the requirements of this Agreement.

4.4 The Contractor shall at all times keep the Work site neat and clean and, without limiting the generality of the foregoing, shall daily remove all waste material that originates from the Work and dispose of it in accordance with all applicable enactments. Promptly following Total Completion, the Contractor shall remove from and around the Work site any waste materials, personal property and equipment and shall leave the Work site neat, clean and in a safe condition.

## **5. COOPERATION WITH OTHER CONTRACTORS**

5.1 The Contractor shall cooperate fully with other contractors and workers from time to time sent onto the Work site by the Owner.

## **6. INSPECTION AND REPLACEMENT**

6.1 The Owner may inspect or test the Work performed under the Contract at any time. The Contractor shall give the Owner sufficient notice of any approaching stage of the Work that could prevent the Owner from inspecting or testing the Work, in order to enable the Owner to properly inspect or test the Work. If any portion of the Work is designated for special tests, inspections or approvals (either as a requirement under the Contract Documents, by applicable enactments or as specified from time to time by the Owner), the Contractor shall arrange for such test, inspection or approval and give the Owner timely notice of the date and time for such test, inspection or approval. If any Work that is so designated for tests, inspections or approvals is covered before such tests, inspections or approvals are made, given or completed, the Owner may direct the Contractor to uncover such Work in order that the inspections tests or approvals, as the case may be, may be satisfactorily completed, and the Contractor will comply with such direction and then make good such Work.

## **7. CONTRACTOR DEFAULT AND TERMINATION OF CONTRACT**

7.1 The Owner may, upon notice to the Contractor, terminate the Contract if any of the following occurs:

- a) the Contractor breaches any of its obligations under the Contract and does not correct such default within five (5) days following notice from the Owner; or
- b) the Owner has provided notice of default to the Contractor under paragraph a) of this section on more than three (3) occasions irrespective of whether the applicable defaults have been corrected and, on a fourth (4<sup>th</sup>)

- occasion, the Contractor breaches any of its obligations under this Contract;  
or
- c) the Owner determines, in its sole discretion, that Total Completion will not be reached on or before the Completion Date due to the Contractor's non-compliance with one or more of its obligations under the Contract; or
- d) the Contractor is adjudged bankrupt, makes a general assignment for the benefit of creditors because of the Contractor's insolvency or a receiver is appointed because of the Contractor's insolvency.

If the Owner terminates the Contract under this section, the Owner may (a) complete the Work by whatever method the Owner may consider expedient (using one or more other contractor or own forces or a combination thereof), (b) withhold any payments owing to the Contractor; (c) deduct and retain from amounts withheld from the Contractor the total of any additional costs in excess of the total price payable to the Contractor under the Remuneration Terms for Total Completion of the Work incurred to achieve Total Completion because of the Contractor's default and if the withheld amounts are insufficient to cover such excess costs, the Contractor shall pay the amount of such shortfall to the Owner at once on demand.

## **8. SUBSTANTIAL COMPLETION**

- 8.1 The Owner shall, not later than 10 days after a written application from the Contractor for a confirmation of Substantial Completion, inspect and assess the Work to verify the validity of the application and either:
  - a) issue the confirmation of Substantial Completion; or
  - b) if the Owner decides that Substantial Completion has not been achieved, consult with the Contractor and advise the Contractor of the Work required to achieve Substantial Completion.
- 8.2 The Contractor may, after performing the Work required under GC8.2 b) reapply for the confirmation of Substantial Completion and the provisions of GC8.2 shall apply to the reapplication.
- 8.3 Before applying for the confirmation of Substantial Completion, the Contractor, in consultation with the Owner, shall confirm the matters remaining to be completed and timing of them so as to achieve Total Completion.

## **9. WARRANTY AND RECTIFICATION OF DEFECTS**

- 9.1 The Contractor warrants and guarantees to the Owner that the Work is free from all defects arising from faulty construction, manufacturing, installation, materials or workmanship which appear within 12 months after the date on which the Certificate of Total Completion is issued or such longer period, but not shorter, as may be specified in the Contract Documents. The Contractor shall, promptly after notice from the Owner, and within such time as is specified in that notice, rectify at the Contractor's risk and expense any defects or faults which appear in the Work within 12 months after the date on which the Certificate of Total Completion is issued by the Owner, or such longer period, but not shorter, as may be specified in the Contract

Documents. The Contractor warrants and guarantees that any remedial work performed under this section is free from all defects arising from faulty construction, manufacturing, installation, materials or workmanship and the rest of this GC applies, with the necessary changes, to remedial work.

#### **10. PRICE CALCULATION AND ADJUSTMENTS**

- 10.1 The Contractor acknowledges and agrees that quantities of the Work set out in the Contract Documents are estimates only and that the Owner has made no representation, and gives no warranty or covenant, that the actual quantities of Work performed by the Contractor shall be the same as those estimated.
- 10.2 The Contract is a Fixed Lump Sum contract, and the amount payable to the Contractor for the Work is the fixed lump sum contract price set out the Contract.
- 10.3 The Contractor shall perform all of its obligations under the Contract at its own expense. No amount in addition to the Contract price determined under the Contract is payable to the Contractor in respect of performance of the Work and other obligations under the Contract unless these General Conditions expressly provide otherwise. If these General Conditions expressly provide otherwise, the amount payable is to be the total reasonable and proper costs incurred, by the Contractor directly attributable to the matter in question, as certified by the Owner, plus 10% of those costs to cover profit and overhead, including finance and interest charges.

#### **11. PAYMENTS**

- 11.1 Payment shall be made in accordance with the Contract Documents.
- 11.2 If the Work is an “improvement”, as defined by the *Builders Lien Act* (British Columbia), then the Owner shall deduct from each payment to be made to the Contractor a holdback pursuant to and in the amount required by that *Act*.
- 11.3 Without affecting any other right or remedy the Owner may have against the Contractor, the Owner may set off and deduct from amounts payable or accruing due to the Contractor, including any holdback, an amount equivalent to any expense, loss or damage caused to the Owner by any breach of the Contract by the Contractor.

#### **12. TOTAL COMPLETION**

- 12.1 The Contractor shall ensure that all Work is protected until the Certificate of Total Completion is issued by the Owner and shall be responsible for the correction of defects in the Work regardless of whether or not they were apparent when the Certificate of Substantial Completion was issued.
- 12.2 The Owner shall not be required to issue a Certificate of Total Completion until the Contractor has removed all products, materials, equipment and waste other than that caused by the Owner and the Work site is in a neat, clean and safe condition, ready and suitable use for its intended purpose, unless otherwise specified in the Contract.

- 12.3 Upon achieving Total Completion, the Contractor may apply for confirmation of Total Completion and the procedures and requirements for confirmation of Total Completion shall be the same as those set out for Substantial Completion in GC8.

### **13. INDEMNIFICATION**

- 13.1 The Contractor shall indemnify and hold harmless the Owner, and its elected officials, officers, agents and employees from and against any and all liabilities, losses, damages, personal injury, death, property loss or damage, claims, actions, causes of action, costs (including legal fees and costs) or expenses that arise out of, or are attributable to, any act or omission or alleged act or omission of the Contractor, the Contractor's agents, employees or subcontractors or suppliers in performance of the Contract.

### **14. PROPERTY OF THE OWNER**

- 14.1 The Contractor is responsible for, and shall promptly make good any damage to any property of the Owner arising out of or attributable the performance of the Contract.

### **15. BYLAWS AND PERMITS**

- 15.1 The Contractor shall comply with all enactments, statutes, laws, regulations codes and order relating to, and shall obtain, maintain and comply with all permits and licences required for, the Work, whether federal, provincial or municipal.

### **16. WORKPLACE SAFETY AND ENVIRONMENTAL MATTERS**

- 16.1 The Contractor shall:
- a) comply with all applicable enactments respecting workplace health and safety, including the *Workers Compensation Act* (British Columbia) and regulations, policies and orders under it;
  - b) provide evidence satisfactory to the Owner, prior to commencement of the Work, prior to issuance of the Certificate of Substantial Performance and prior to the issuance of the Certificate of Total Completion, of compliance with the requirements of the *Workers Compensation Act*, including payments due thereunder; and
  - c) perform the Work in accordance with all applicable enactments respecting environmental protection, including soils contamination and, without limiting the generality of the foregoing, the Contractor shall do everything reasonably necessary to ensure that the Work is performed in such a way as to avoid and prevent any disturbance or damage to the environment.
- 16.2 If the Contractor is a "head contractor", as defined in the *Builders Lien Act* (British Columbia), the Contractor shall be the "prime contractor" for the Work site under the *Workers Compensation Act* (British Columbia) and shall fulfill all obligations of the "prime contractor" under that Act, including by ensuring that the activities of any employers, workers and other persons at the Work site relating to occupational health and safety are coordinated and by doing everything that is reasonably practicable to establish and maintain the system or process that shall ensure compliance with Part 3 of the *Workers Compensation Act* and the regulations under that Act applicable to the Work site.

**17. INSURANCE**

17.1 The Contractor shall procure and maintain, at its own expense and cost, the insurance policies listed in 17.2, with limits no less than those shown in the respective items, unless in connection with the performance of some particular part of the Work, the Owner advises in writing that it has determined that the exposure to liability justifies less limits. The insurance policy or policies shall be maintained continuously from commencement of the Work until 10 days after issuance of the confirmation of Total Completion, or such longer period as may be specified by the Owner or stated below.

**17.2 Insurance Required:**

As a minimum, the Contractor shall, without limiting its obligations or liabilities under any other contract with the Regional District, shall procure and maintain, at its own expense and cost, the following insurance policies:

- a) Workers' Compensation Insurance covering all employees of Contractor engaged in the Work or Services in accordance with the statutory requirements of the province or territory having jurisdiction over such employees.
- b) Commercial General Liability Insurance:
  - (i) providing for an inclusive limit of not less than \$5,000,000 for each occurrence or accident;
  - (ii) providing for all sums which the Contractor shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to the Work or any operations carried on in connection with this Contract;
  - (iii) including coverage for Products/Completed Operations, Blanket Contractual, Contractor's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, and Non-Owned Automobile Liability;
  - (iv) providing for Completed Operations Liability to continue for a period of 24 months after Total Completion of the Work or any part of the Work;
  - (vi) including a cross liability clause providing that the inclusion of more than one insured shall not in any way affect the rights of any other insured hereunder, in respect to any claim, demand, suit or judgement made against any other Insured.
- c) Automobile Liability Insurance covering all motor vehicles, owned, operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The limit of liability shall not be less than \$2,000,000 inclusive, for loss or damage including personal injuries and death resulting from any one accident or occurrence.

17.3 The Owner Named As Additional Insured:

The policies required by 17.2b above shall provide that the Owner is named as an Additional Insured thereunder, and that the policy is primary without any right of contribution from any insurance otherwise maintained by the Owner.

17.4 Contractor's Sub-contractors:

The Contractor shall require each of its Subcontractors to provide comparable insurance to that set forth under 17.2.

17.5 Insurance Companies

All insurance, which the Contractor is required to obtain with respect to this Contract, shall be with insurance companies registered in and licensed to underwrite such insurance in the province of British Columbia.

17.6 Non-payment of Losses

The failure or refusal to pay losses by any insurance company providing insurance on behalf of the Contractor or any Subcontractor shall not be held to waive or release the Contractor or Subcontractor from any of the provisions of the insurance requirements or this Contract, with respect to the liability of the Contractor or otherwise. Any insurance deductible maintained by the Contractor or any Subcontractor under any of the insurance policies is solely for their account and any such amount incurred by the Owner shall be recovered from the Contractor.

**18. NOTICE**

18.1 Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under the Contract shall be in writing and be delivered by hand, mail or courier, or sent by email transmission.

**19. TIME**

19.1 Time is of the essence of the Contract.

**20. INTERPRETATION**

20.1 In this Contract:

- a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Contract;
- c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Contract;
- d) an "enactment" is a reference to an enactment as that term is defined in the *Interpretation Act* (British Columbia);
- e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;

- f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- g) the provisions of s. 25 of the *Interpretation Act* with respect to the calculation of time apply; and
- h) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”.

**21. WAIVER**

21.1 An alleged waiver of any breach of the Contract is effective only if it is an express waiver in writing of the breach. A waiver of a breach of the Contract does not operate as a waiver of any other breach of the Contract.

**22. SUCCESSORS**

22.1 This Contract binds the parties to it and their respective successors, heirs, executors, administrators and permitted assigns.

**23. APPLICABLE LAW**

23.1 The Owner and the Contractor agree that this Contract is to be interpreted in accordance with, and governed by, the law in force in British Columbia and the Contractor irrevocably submits to the jurisdiction of the courts of British Columbia.

END OF GENERAL CONDITIONS

RFP# R18-445

Ellison Community Hall Stairs – Fabricate & Install RFP

**(iii) SCOPE OF WORK, SPECIFICATIONS, DRAWINGS AND CONSTRUCTION SCHEDULE**

- < to be completed upon execution of Contract>

**(iv) REMUNERATION**

- < to be completed upon execution of Contract>



## Part D: Submission Forms



This Part D contains forms detailing the information that should be included in a Proposal, as detailed under Section 6 of Part B.

### Part D Contents:

This Part D contains the following forms:

- Appendix A – Certification Form
- Appendix B – Pricing Form
- Appendix C – Methodology. Schedule & Team Form
- Appendix D – Experience Form

## APPENDIX A – CERTIFICATION FORM



Respondents must complete all details requested in this Appendix A – Certification Form and include this completed form in the Proposal, as detailed under Section 6.1 (Mandatory Criteria) of Part B. No changes to this form must be made, except for completing the requested information in the spaces provided.

### 1. Respondent Details:

Full Legal Name of Respondent:	
Other “DBA” Names the Respondent Uses:	
Registered Address:	
Respondent Contact Person Name & Title:	
Contact Person Phone No.:	
Contact Person Email:	

### 2. Certification & Acknowledgement of RFP Process:

By signing this Appendix A – Certification Form, we the Respondent, certify and acknowledge the following:

- a. We have carefully read and examined this RFP document, including all Parts and Appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. We are able to perform the Scope of Work detailed in Part A for the pricing submitted in this Proposal.
- b. We certify that the statements made in this Proposal are true and submitted in good faith.
- c. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is commonly referred to as ‘Contract A’) between the Regional District and us, the Respondent, and that no contractual obligations shall arise between the Regional District and us, the Respondent, until and unless we execute a written Contract with the Regional District.
- d. We certify that in relation to this RFP process, we have not engaged in any conduct which would constitute a conflict of interest and we understand that a conflict of interest would include the following situations:
  - i. The Respondent has an unfair advantage or engages in conduct which may give it an unfair advantage;
  - ii. The Respondent has had access to confidential information of the Regional District which is not available to other Respondents to this RFP.

- iii. The Respondent has influence over an employee of the Regional District who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Respondent an unfair advantage or preferential treatment.

3. Confirmation of Addenda Received:

We confirm receipt of the following addenda that were issued by the Regional District up until the Closing Date and Time:

Addendum #	Issued On Date:

4. Certification Signature:

The Respondent hereby certifies that the above statements are true and that the individual signing below has the authority to bind the Respondent:

\_\_\_\_\_  
Signature of Respondent Representative

\_\_\_\_\_  
Name of Respondent Representative

\_\_\_\_\_  
Title of Respondent Representative

\_\_\_\_\_  
Date

## APPENDIX B – PRICING FORM



Respondents must complete the requested pricing in all tables in this Appendix B – Pricing Form and include the completed form in the Proposal, as detailed under Section 6.2 (Scored Criteria) of Part B. No changes to this form must be made, except for completing the requested information in the spaces provided.

### 1. Pricing Basis:

Pricing entered into the tables of section 2 below, shall be on the following basis:

- a. All Lump Sum Prices are in Canadian funds and are inclusive of all applicable duties and taxes, including the PST on any materials or goods included in the work. Lump Sum Prices shall exclude GST which shall be itemized separately where indicated.
- b. The Fixed Lump Sum Contract Price shall be fixed and shall include for any changes in; inflation, material or component costs, currency exchange rates, or other variable costs during the Contract Term.
- c. The Fixed Lump Sum Contract Price shall be all inclusive and include for all labour, materials, supplies, fabrication, transport, site conditions, overheads, insurance, profit and all other costs and fees necessary to deliver the Work outlined in Part A.

### 2. Scope of Work Fixed Lump Sum Price:

ITEM #	SCOPE OF WORK ELEMENT: (Requirements as per Part A)	FIXED LUMP SUM PRICE:
1	Fabricate pre-cast concrete stair as per stamped drawings (includes reinforcement)	\$
2	Fabricate HSS steel column and rail supports as per stamped drawings	\$
3	Fabricate powder coated aluminum picket railings/handrail as per stamped drawings	\$
4	Mobilization and site security	\$
5	Demolition of existing stair structure and disposal off site (include temporary support for entrance canopy)	\$
6	Site excavation and disposal of materials off site (strip aggregate material and stockpile for placement under new stair during site restoration)	\$
7	Form, reinforce and pour footings as per stamped drawings	\$
8	Installation of all fabricated stair components as per stamped drawings (steel supports, precast concrete stair, and aluminum railing)	\$
9	Site clean-up and restoration	\$
10	Any other Costs (please specify if any)	\$
11	<b>TOTAL FIXED LUMP SUM CONTRACT PRICE: (EXCLUDING TAXES):</b>	\$
12	GST:	\$

### 3. Payment Terms:

The Total Fixed Lump Sum Contract Price shall be paid by the Owner to the Contractor in a series of progress payments, which will be invoiced by the Contractor at monthly intervals. Invoices and progress payments must be based on the actual progress of the Work completed or equipment and materials installed at the work site. Determination of actual progress of work completed shall be at the Owner's sole discretion. Invoices will be paid within 30 calendar days receipt by the Owner.

## APPENDIX C – METHODOLOGY, SCHEDULE & TEAM FORM



Proposals should include, in a format of your choice, the details requested in this Appendix C – Methodology, Schedule & Team Form, as detailed under Section 6.2 (Scored Criteria) of Part B. This section of your Proposal must be labelled as “Appendix C – Methodology, Schedule & Team Form”.

Evaluation Factors:

Factors to be considered during the evaluation in assessing suitability of methodology, schedule and team will include:

- Suitability of the approach, steps and work sequence proposed in order to meet the scope of work requirements detailed in Part A.
- Suitability of the schedule / timeline proposed in order to meet the scope of work requirements detailed in Part A.
- Suitability of the proposed team; plus
- Suitability of the proposed elements to be subcontracted.

### 1. Brief Methodology:

Please provide in the space below, or on a separate sheet if required, details of the steps and work sequence your company proposes in order to deliver the Work detailed in Part A.

Please also include details on:

- Warranty -including any warranties provided beyond the minimum requirements contained in the Contract.
- Disposal of existing stairs and materials: details of how you will dispose of existing stairs and materials off-site.
- Site security and safety: how you will ensure site security and safety requirements during the work.

### 2. Schedule:

For the provision of the Work detailed in Part A, please provide a schedule, preferably in a gantt chart format, which details key milestones and deliverables including the following:

- a. Fabrication Start date
- b. Work activity sequence/breakdown, showing predecessors / successors
- c. Date for Substantial Performance of all Work.

### 3. Team

Please provide, in a format similar to the table below, details of the key team members from your company, and from Sub-Consultants (if applicable), that will deliver the Work outlined in Part A.

Team Member Name:	Position:	Employee or Sub-Contractor:
	Project Manager	

4. Subcontractors:

Please provide, in a format similar to the table below, details of any subcontractors that will be used to deliver any parts of the Work outlined in Part A. Note: any subcontractor not named here cannot be used during the Work, unless approved by the Regional District.

Subcontractor Name:	Element of Work to be Performed:

## APPENDIX D – EXPERIENCE FORM



Proposals should include, in a format of your choice, the details requested in this Appendix D – Experience Form, as detailed under Section 6.2 (Scored Criteria) of Part B. Respondents should provide details on 3 projects completed in the last 10 years which are the most relevant and similar to the Work. Respondents should note that the Regional District may contact the client to provide a reference on the experience listed (including amending scoring in the evaluation based on the client’s feedback).

### Evaluation Factors:

Factors to be considered during the evaluation in assessing suitability of experience will include:

- Suitability of experience with similar work and projects;
- Feedback from Client references, if the Regional District chooses to contact references; and
- The Regional District’s own experience.

### Project Experience #1

Client Name:	
Project Name:	
Reference Contact Name & Email:	
Date Respondent Started Work on Project:	
Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	
Value of Respondent Contract on this Project (excluding GST):	

### Project Experience #2

Client Name:	
Project Name:	
Reference Contact Name & Email:	
Date Respondent Started Work on Project:	
Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	
Value of Respondent Contract on this Project (excluding GST):	

### Project Experience #3

Client Name:	
Project Name:	
Reference Contact Name & Email:	
Date Respondent Started Work on Project:	
Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	
Value of Respondent Contract on this Project (excluding GST):	



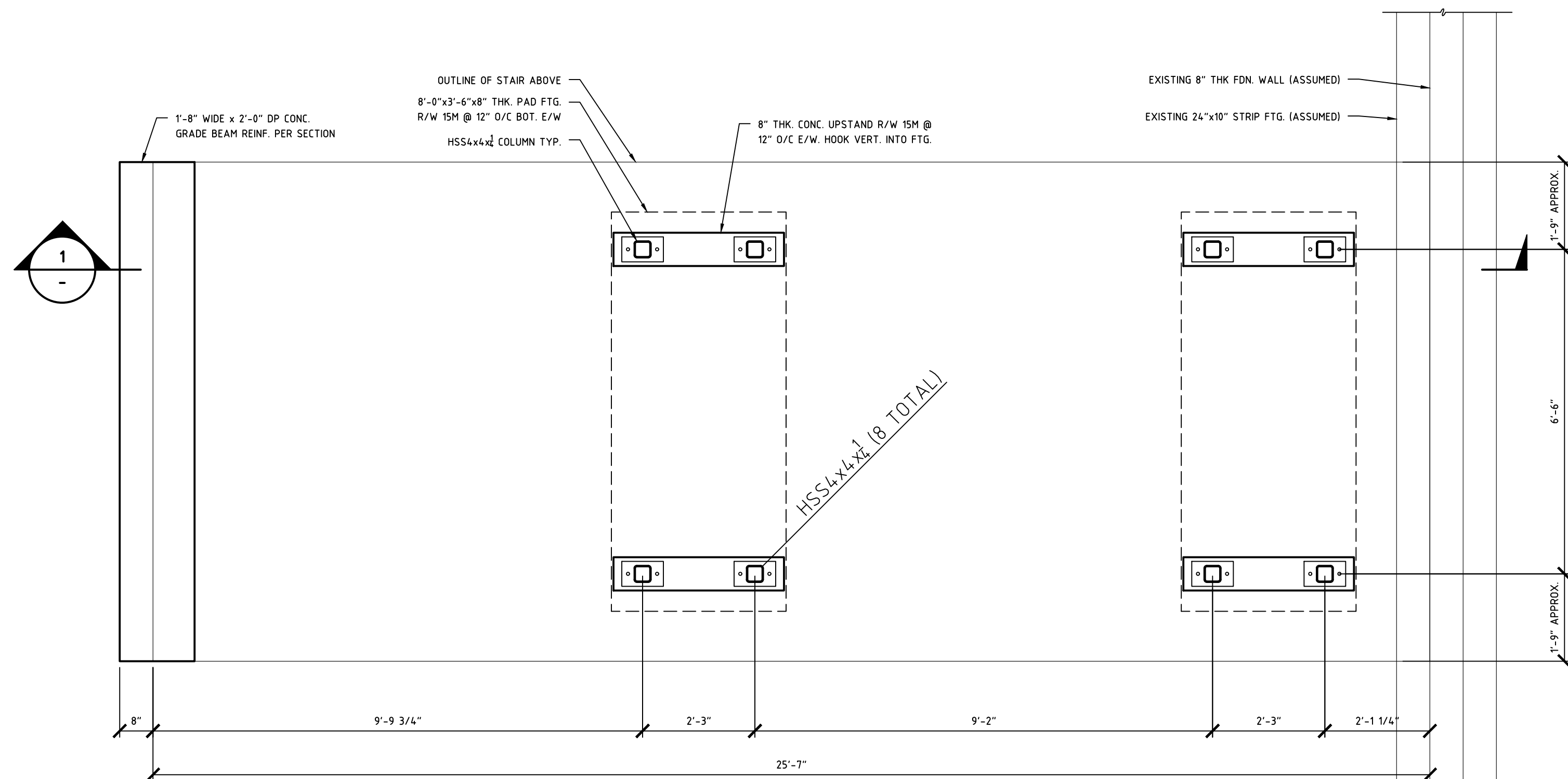
RFP# R18-445

Ellison Community Hall Stairs – Fabricate & Install RFP

**Exhibit A** – Detailed Design Drawings for Ellison Community Hall Stairs

(2 pages to follow)

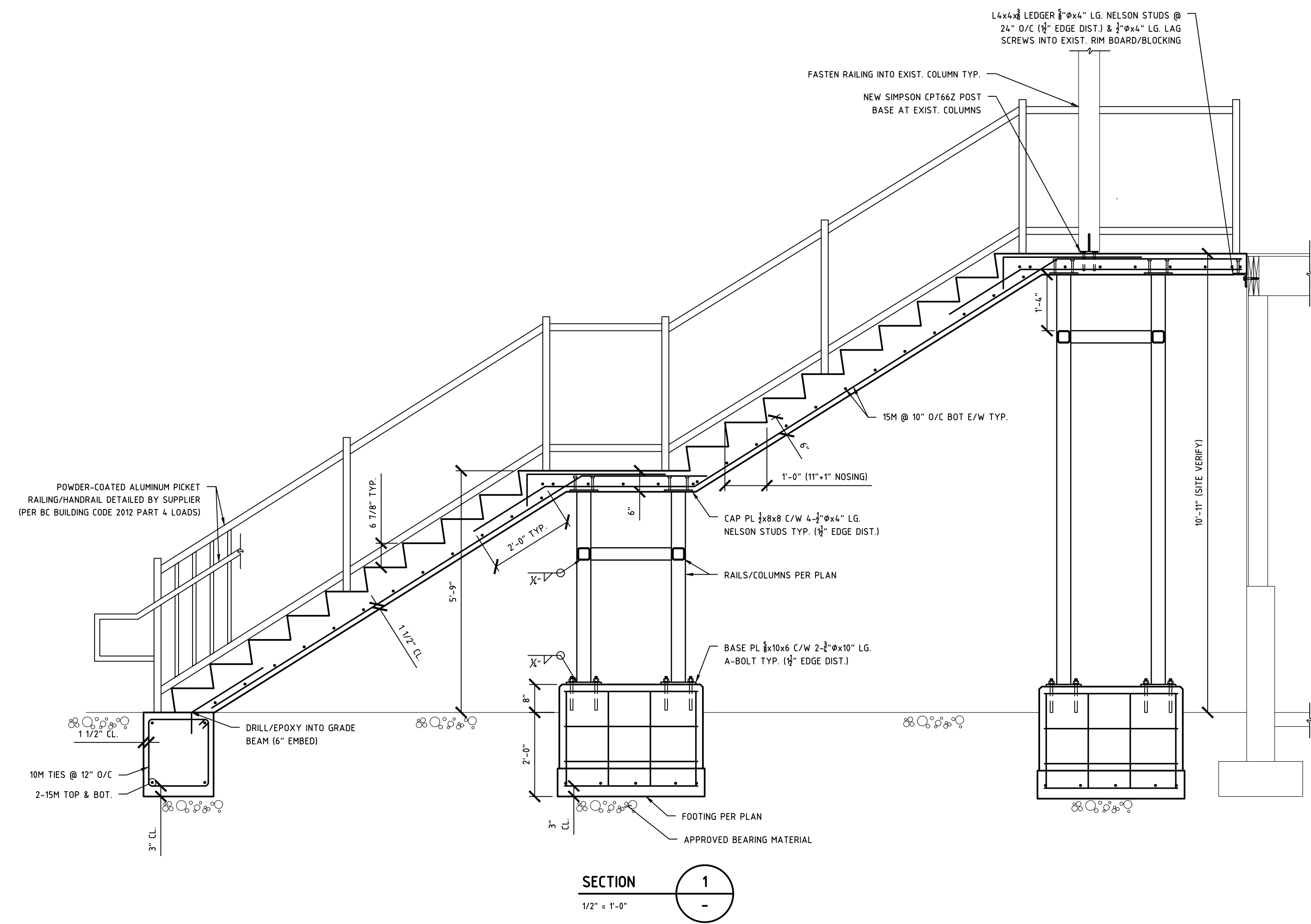




STAIR FOUNDATION PLAN

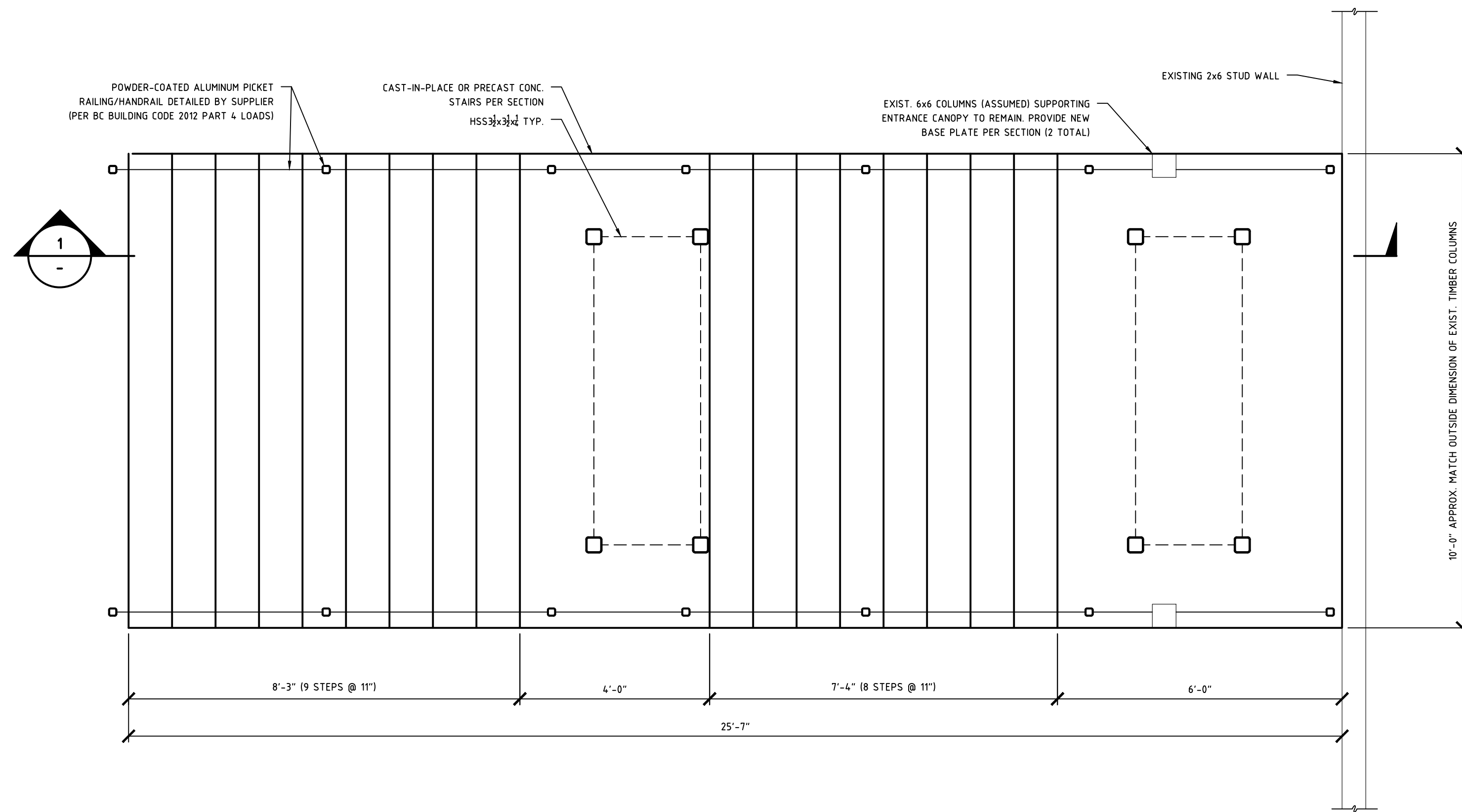
1/2" = 1'-0"

- NOTES:
- EXISTING STAIRS AND FOOTINGS TO BE DEMOLISHED
  - SITE VERIFY EXISTING DIMENSIONS PRIOR TO FORMING STAIR WIDTH DICTATED BY OUTSIDE DIMENSIONS OF EXISTING ROOF CANOPY COLUMN. NOTIFY ELEMENTAL IF WIDTH EXCEEDS 11'-0"
  - ALL STRUCTURAL STEEL TO BE BLACK HOT-DIP-GALVANIZED OR EPOXY PAINTED BLACK PER STRUCTURAL STEEL NOTE 10



SECTION 1

1/2" = 1'-0"



STAIR FRAMING PLAN

1/2" = 1'-0"

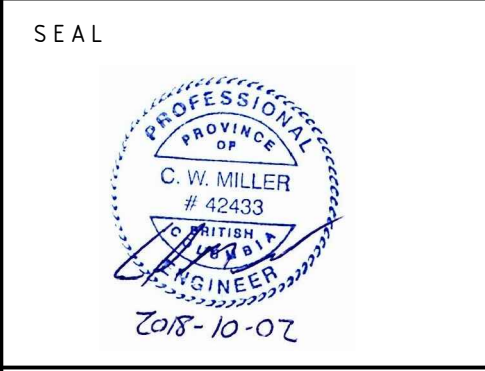
No.	REVISION	DATE	BY
2	TENDER	18/10/20	EWM
1	REVIEW	18/09/24	EWM
	ISSUE		



CLIENT

Project No.	018-139
Drawn	CWM
Checked	MPN
Date	2018/10/02

PROJECT  
**ELLISON COMMUNITY HALL STAIRS**  
 4411 OLD VERNON RD.  
 KELOWNA, BC  
 DRAWING TITLE  
**FOUNDATION PLAN**



SCALE  
 AS SHOWN

Drawing No.  
**S2**