

REVELSTOKE CYCLING ASSOCIATION

BOX 2374 REVELSTOKE BC V0E2S0

REQUEST FOR PROPOSAL



REVELSTOKE CYCLING ASSOCIATION

Rooster Remediation & Upgrades 2020

Submissions clearly marked: "Request for Proposal – **Rooster Remediation & Upgrades 2020**" by email (PDF only) to trailsplanning@bikerevelstoke.org up to 17:00 PDT, Friday September 4th, 2020

DEFINITIONS

- a. "RCA" means the Revelstoke Cycling Association;
- b. "RFP" means the Request for Proposal;
- c. "Proponent" means any entity submitting a Proposal;
- d. "Proposal" means the Proponent's response to the Request for Proposal, constituting an Offer;
- e. "must", "mandatory", "require", or "shall" means a requirement that must be met in order for the proposal to be considered;
- f. "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposal;
- g. "Contractor" means the successful Proponent as may be selected through this RFP process;
- h. "contract" means the written form of agreement between the RCA and the successful Proponent of the Request for Proposal process;
- i. "Work" means any and all resources involving physical or mental effort in order to achieve the final product.

THIS IS NOT A TENDER CALL

This RFP is solely a request for expressions of interest and statements of qualification. This RFP is not a tender call and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract and it is not an offer to contract made by the RCA. No contractual or other legal obligations or relations between the RCA and the Proponent or any other entity can or will be created except in a written contract executed by an authorized signatory of the RCA under the authority of a majority resolution passed by the RCA Board of Directors.

In considering any submissions delivered in response to this RFP, the RCA reserves the absolute and unfettered discretion to:

- accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
- assess proposals as it sees fit, without in any way being obliged to select any proposal or Proponents;
- assess and select proposals as it sees fit without being obliged in any way to select the proposal that offers the lowest price;
- determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted;
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the project;
- reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

BACKGROUND

The Revelstoke Cycling Association is a registered non-profit society formed in 1994. The RCA mandate is to improve and promote cycling in Revelstoke by developing cycling trails and infrastructure, organizing events and programs, building the cycling community, and advocating and educating in support of cycling. The RCA are stewards for the majority of trails in the Revelstoke region, including the sanctioned trails found at Mt. Macpherson, Boulder, RMR, Frisby and now Sunnyside. In all cases, the RCA works closely with the Regional Recreation Officer at Recreation, Sites & Trails British Columbia (RSTBC) and other stakeholders within and beyond the local community to fund and maintain the trail network. RSTBC is the Provincially legislated regional land manager that administers trail standards, approvals and some capital funding of the trail systems developed and maintained by the RCA.

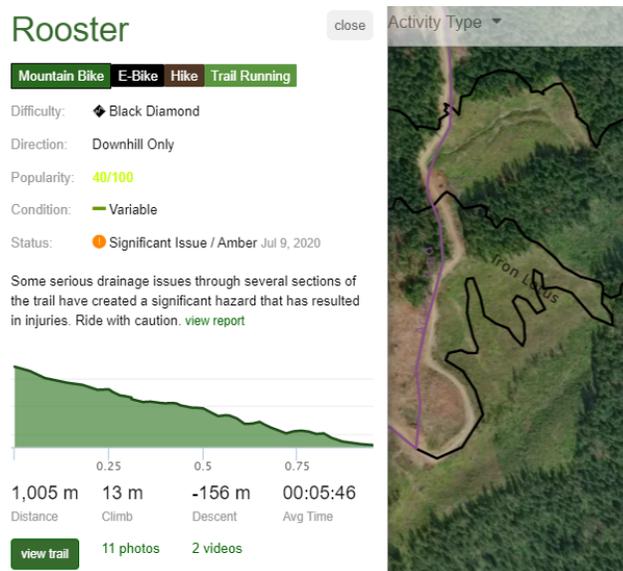
INTRODUCTION

The Rooster was machine built in 2016 in a clear-cut and was supposed to be a Blue jump trail. When the Rooster opened, it's was sanctioned as a Black Jump trail. The jump lines have always been inconsistent, surprising many riders. Over the last few seasons drainage has been the main problem maintenance wise. The proposed remediation on the Rooster trail is to start in September 2020.

The Rooster has a potential that is not currently well exploited. We believe that it is possible to reshape the trail and make what is was supposed to be, a blue jump trail. Drainage will definitely need to be address thoroughly.

INVITATION

Based on observations and information collected by the Proponents at various site visits made with a representative of the RCA and other stakeholders, the RCA invites proposals for the Rooster Remediation & Upgrades 2020



RFP PROCESS



WORK DESCRIPTION

Sections of trail that require work will be identified by both the RCA and the Proponent during the mandatory site visit. Location details of the site visit will be communicated to the Proponents in an addendum to this RFP to be released separately. The work is expected to take place from September 21st – October 15th. The RCA have 15k\$ to invest on the remediation project.

The work will encompass an overall assessment and treatment of a variety of ongoing issues with the existing +/-1km trail tread. The final jump/flow trail must include:

- Ditching
- Culvert Installation (where needed)
- Banked corners
- Blue level Jumps as the primary line, with some black level options where appropriate for rider progression
- Grade reversals to minimize the braking needed
- An overall flow feel to the trails character.

WORK STANDARDS

All Work is to be held against the following inconclusive list of industry established standards, guidelines and policies:

- Recreation Sites & Trails BC MTB Policy
- IMBA Guidelines
- Whistler Trail Standards

PROPOSAL CONTENT

Your Proposal should include the following information:

- 1) Proponent's ability and experience in delivering similar services;
- 2) Professional references (minimum 3);
- 3) Name, title and telephone number of the person authorized to negotiate and ratify a contract;
- 4) Proponent's itinerary/schedule to complete the work;
- 5) Detailed report on the full scope of the work which shall include but not be limited to the following:
 - 5.1. Itemized inventory of all proposed trail work/solutions/remediation including:
 - a) Accurate GPS location of work item (+/-5m) of the existing trail lay out.
 - b) Special equipment or resources required to complete the work;
 - c) Fee for completing the work item*. * In addition to the itemized fee for individual work items above (5.1.c), the Proponent must also provide a summarized outline and total of all of the costs of all components of the work. All applicable Provincial Sales Tax, G.S.T. and other associated costs are to be included in the summary. All prices shall be in CAD.

EVALUATION PROCESS

The criteria (in no particular order) to be used in evaluating the proposals include, but are not limited to:

1. Qualifications and experience
2. Degree to which Proposal meets the RCA's objectives
3. Quality of the Proposal
4. Prices/fees offered and financial benefits to the RCA
5. References

GENERAL CONDITIONS

1. Late Proposals:
 - 1.1. Proposals received after the specified receiving date and time will not be considered.
2. Confidentiality:
 - 2.1. If you have material in your Proposal that you feel would be detrimental to your competitive position were that information to become public, please indicate clearly on all such information that it is being offered in confidence.
3. Fees:
 - 3.1. In the event of a mistake in extension of prices, unit prices will govern.
4. Withdrawal:
 - 4.1. Offers may be withdrawn up to one hour prior to the time set for Proposal closing.
5. Insurance:
 - 5.1. Proponents should take notice that the successful Contractor shall obtain and maintain in full force and effect during the Term of the Contract, and provide proof of, general liability insurance in an amount no less than \$2,000,000 provided by a company duly registered and authorized to conduct insurance business in the Province of British Columbia. The Revelstoke

Cycling Association shall be a named insured on such general liability insurance policy and the Contractor agrees to deliver a copy of the policy to the RCA as a condition to the start of work.

5.2. The successful Contractor shall supply the RCA with a WorkSafeBC clearance letter.

6. Business License

6.1. The successful Contractor shall supply the RCA with a copy of their valid Business License.

7. Negotiation

7.1. If the RCA selects a preferred Proponent, the RCA may request negotiations which could include discussion of the terms and conditions in the contract and minor modifications of scope and price.

7.2. If the RCA considers that it is unlikely to reach an agreement with the preferred Proponent despite having negotiated with them for at least three (3) business days, the RCA is entitled to end negotiations with the preferred Proponent and to begin negotiations with another Proponent.

8. RFP Cancellation

8.1. The RCA is entitled to cancel this RFP at any time by addendum issued to Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

9. Responsibilities and Risks

9.1. Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP. The RCA nor its officials are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

9.2. By submitting its proposal to the RCA, each Proponent represents and warrants to the RCA that the information in its proposal is accurate and complete.

9.3. The RFP does not impose on the RCA any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the RCA is expressly permitted or required by this RFP to "act reasonably" the RCA is entitled to act in its sole, absolute and unfettered discretion.

9.4. While the RCA has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The RCA will assume no responsibility for any oral information or suggestion(s).

10. No Claim for Compensation

10.1. 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.

SUBMISSION OF PROPOSALS:

Sealed submissions clearly marked: "Request for Proposal – Rooster Remediation & Upgrades 2020" will be received by email (PDF only) to trailplanning@bikerevelstoke.org up to 17:00 PDT, Friday September 4th, 2020 The RCA takes no responsibility for the successful receipt of emailed transmissions.

RCA REPRESENTATIVE & INQUIRIES

Vincent Jauvin

Director of Trail Planning– Revelstoke Cycling Association

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E: trailplanning@bikerevelstoke.org