

District of Tumbler Ridge



Request for Proposals Parks and Recreation Master Plan RFP No. 2018-06

- Issue Date:** July 11, 2018
- Response Date:** August 1, 2018 at 2:00pm
- Information Meeting:** There will be no meeting for this Request for Proposals (RFP).
- Contact for Inquiries
And Clarifications:** Joy McKay, Acting, Director of Community Services
Phone: 250-242-4246
Email: jmckay@dtr.ca
Inquiries will be accepted until July 25, 2018.
- Proposal Delivery:** The Proponent must submit a written Proposal to the District of Tumbler Ridge by hand or mail/courier to the Town Hall in a sealed envelope clearly marked: RFP 2018-06
District of Tumbler Ridge
ATTN: Director of Corporate Services
PO Box 100, Municipal Office, 305 Iles Way
Tumbler Ridge, BC V0C 2W0
- Addenda Process:** If the District determines that an amendment is required to this RFP or if questions are received that require answers not provided in the RFP, the District will issue an addendum that will form part of this RFP and post the addendum on the BC Bid Website at www.bcbid.gov.bc.ca (the "BC Bid Website"), District of Tumbler Ridge Website and Civic Info BC and upon posting on the Websites, the addendum will be deemed to form part of this RFP. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the Websites.

District of Tumbler Ridge

Request for Proposals Parks and Recreation Master Plan

RFP No. 2018-06

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PART A: TERMS AND CONDITIONS

- 1.1 This is a request for proposal, and not a call for tenders or request for binding offers. The District of Tumbler Ridge ('the District') does not intend to enter into contractual relations as part of this RFP process and no contractual obligations whatsoever will arise between the District and any Proponent who submits a proposal in response to this RFP until and unless the District and a Proponent enter into a formal, written contract for the Proponent to undertake the project described in this RFP.
- 1.2 It is the intention of the District that this RFP document and completed proposal form will be part of any contract entered into between the successful Proponent and the District.
- 1.3 The preparation of a response to this RFP is on a voluntary basis and all costs incurred in the preparation of a proposal are completely that of the Proponent.
- 1.4 All proposals become the property of the District of Tumbler Ridge and as such, are subject to the Freedom of Information and Protection of Privacy Legislation. To request documentation confidentiality, Proponents must submit a covering letter with their Proposal, detailing the specifics of their request.
- 1.5 This RFP is intended to invite Proponents to submit detailed proposals by which the District's objectives, as stated herein, can be met, following which the District will enter into further negotiations with a selected Proponent for the provision of the required services.
- 1.6 The Proponent is entitled to amend its proposal at any time before the deadline for submission of proposals. Amendments must be received according to the same parameters as the original proposal.
- 1.7 A contract may or may not result from this RFP process. The District may cancel this RFP process for any reason, at any time, before or after proposals have been received, or at any time during subsequent negotiations.
- 1.8 The Proponent agrees that it will not initiate a claim against the District for not awarding a contract to the Proponent for any reason, or for any error, or alleged error, made by the District during the RFP process or the awarding of a contract.
- 1.9 By submitting a proposal, the Proponent declares that there is no collusion or arrangement, formal or informal, between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this RFP; the Proponent has no knowledge of the contents of any other proposal; and the Proponent has made no comparison of figures, agreements, or arrangement, express or implied, with any other party in connection with the making of its proposal.

- 1.10 If any director, officer, employee, agent or other representative of a proponent makes any representation or solicitation to any director, officer or employee of the District with respect to the RFP, whether before or after submission of the proposal, the District shall be entitled to reject or not accept the proposal.
- 1.11 Use of any subcontractor must be clearly identified. Any party who may be participating in the RFP must be clearly identified. However, in the case of joint submissions, one party must be prepared to take overall responsibility for successful completion of the work defined in the proposal.
- 1.12 All the terms and conditions of this RFP are deemed to be accepted by the Proponent and incorporated in its proposal, except those conditions and provisions which are expressly excluded by the proposal.
- 1.13 The District may waive any non-compliance with the RFP, specifications, or any conditions including the timing of delivery of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.
- 1.14 It is the District's intent that, if and when a contract is entered into with a Proponent, that the following terms and conditions will apply to the contract:
 - 1.14.1 Confidentiality and Ownership - All information received or prepared as a result of the work performed under this contract shall be considered to be the property of the District of Tumbler Ridge and shall be treated as confidential and shall not be released or published without the written consent of the District of Tumbler Ridge.
 - 1.14.2 Worksafe BC - The successful Proponent will observe Work Safe BC safety rules and regulations and all assessments are to be fully paid. The Proponent is to ensure their company is current and in good standing with Work Safe BC for the duration of this contract.
 - 1.14.3 Insurance - The successful Proponent will obtain at its own expense, before commencing work on services under this contract, a Professional Liability Insurance policy covering errors and omissions with coverage of not less than Five Million dollars. The successful Proponent will procure and maintain in force at its own cost, during the entire term of this contract, a Commercial General Liability Insurance policy with a limit of not less than Five Million dollars inclusive per occurrence. The insurance certificate would name the District of Tumbler Ridge as additional insured and be in a format acceptable to the District.
 - 1.14.4 Assignment - The successful Proponent will not assign this contract, or the right to payment due hereunder, without the District's prior written consent, which may be withheld. Any assignment or purported assignment will be deemed to terminate this contract.

- 1.14.5 The Laws of British Columbia - The laws of British Columbia will apply to all aspects of this contract, and the Courts of British Columbia will have exclusive jurisdiction in respect of the foregoing.
- 1.14.6 Permits & Licenses - All permits, licenses and fees are the responsibility of the successful Proponent.
- 1.14.7 Termination - The District reserves the right to cancel the contract, immediately upon written notice, if in the opinion of the District, the successful Proponent is not fulfilling the terms, conditions and specifications of the contract. In all other instances, the District reserves the right to terminate the contract, with 30 days' written notice.
- 1.14.8 Remuneration - Remuneration will be based on established rates, up to an upset limit. The successful Proponent will be required to provide the required services within approved upset limit.
- 1.14.9 Changes - All changes to the scope, tasks, fees and schedule must be authorized by the District. No additional payment will be permitted without the written consent of the District. The successful Proponent is required to notify the District in advance if any additional costs will be incurred as a result of changes to the project scope.
- 1.14.10 Solicitation and Conflict of Interest - The successful proponent has declared that it has no financial interest, directly or indirectly, in the business of any third party that would be or be seen to be a conflict of interest in carrying out the provision of the contracted services. Should such an interest be acquired during the term of the contract, the successful proponent shall declare it immediately in writing to the District. The District may direct the successful proponent to resolve the conflict of interest to the District's satisfaction or shall be disentitled to any compensation under the contract.
- 1.14.11 Invoices - Invoices may be submitted by mail or by email. Payment will be made in Canadian Funds and shall be paid net 30 days from receipt of invoice and acceptance of goods and services, whichever is the latter.
- 1.15 The District and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to the Proponent pursuant to this RFP.

PART B: SCOPE OF SERVICES

1.1 BACKGROUND

The District of Tumbler Ridge is located in the foothills of the Canadian Rockies. It was founded in the 1980s as a mining community and is one of BC's few planned communities. Residents and tourists value Tumbler Ridge for its natural beauty, quality of life, and rich history. Recreation is a way of life for residents and a draw for tourists and visitors. The District is the second largest municipality in BC at 1,559 km² of land.

The scenic location of Tumbler Ridge, as well as the discovery of numerous dinosaur fossils, prints, and bones, have made it an environmental and cultural destination. Highlights for visitors include the UNESCO Global Geopark, Dinosaur Discovery Gallery at the Tumbler Ridge Museum, and outdoor recreation activities including hiking, biking, boating, camping, hunting and fishing. In winter, popular outdoor activities include cross-country skiing, snowshoeing, and snowmobiling.

The Tumbler Ridge Community Centre is the focal point for indoor recreation. With almost 90,000 square feet, it consists of an Aquatic Centre with a 25m - 4 lane pool, tots pool, sauna, hot tub and steam room; an 85' x 200' arena; indoor playground; youth centre; seniors' centre; day care; gym/weight room; museum; art gallery; curling rink; squash and racquetball courts; library, and licensed lounge that overlooks the arena.

The District has completed a number of plans that are relevant to parks and recreation. These include the Tourism Plan (2014), Official Community Plan, and Tumbler Ridge UNESCO Global Geopark Plan. The overall goal of these plans is to enhance services provided to local users and to assist the community in reaching its larger vision of economic diversification.

1.2 PURPOSE

The District of Tumbler Ridge has not had a Parks and Recreation Master Plan in the past, and staff have talked about completing one since 2015. A Parks and Recreation Master Plan is needed to guide the long-term development of Tumbler Ridge's many facilities and natural assets, and to plan for programs and services that are of interest to the community. The focus of this plan is parks, trails and services in the core area of Tumbler Ridge. There will also need to be some attention to trails in the surrounding rural areas.

This project will knit together other District, community, tourism, and recreation plans through a common vision and long-term recommendations. The Parks and Recreation Master Plan will provide general policy and direction for the management of indoor and outdoor facilities, parks, and trails and as such will provide a base for more detailed plans regarding specific facilities, parks, or trails. It will also support future budgeting.

A recent grant will enable this long-desired plan to be completed.

1.3 PRODUCT

The final Parks and Recreation Master Plan will include the following elements:

- an executive summary
- a community profile with demographics and trends
- a summary of community input received throughout the planning process
- a vision
- a description and analysis of existing parks, outdoor recreation facilities, trails, and indoor recreation facilities and services
- a description and analysis of park management and operations
- recommendations
- an implementation plan
- maps of existing and proposed parks and trails
- two schematic floor plan options for the Community Centre

1.4 SCOPE OF WORK

The proposed scope of work follows a four-phase process:

Phase 1 – Review and Project Familiarization

This phase will include initial meetings, site visits, a parks, trails and recreation inventory, and review of important background documents. It will also involve benchmarking with comparable communities in BC and Alberta.

Phase 2 – Engaging the Community

This phase will consist of the preparation of a communications and engagement strategy that will capture the full range of residents and seasonal variations, and any necessary communications materials. A community survey will be prepared and distributed both electronically and in paper form, and open houses and workshops will be held with stakeholder groups and the broader community. Interviews will also be conducted with important stakeholders, and a summary will be prepared at the conclusion of the engagement process.

Phase 3 – Defining the Direction

This phase will involve a thorough analysis of demographics, parks and recreation facilities and supply, as well as information regarding trends and best practices, and the benefits of parks and recreation. A review of current infrastructure, services offered, capacity, deficiencies, opportunities to expand or add facilities, and any other opportunities and challenges, including financial considerations and potential partnerships, will also be conducted. Challenges and opportunities in parks, recreation, and leisure will be identified and analyzed in order to provide the best possible recommendations for moving forward.

Phase 4 – Completing the Plan

This final phase will involve the drafting of the Parks and Recreation Master Plan, a public review, plan revisions, the development of an implementation plan, and a final presentation to the District Council. The implementation plan will identify actions for the periods of 1-5 years, 5-10 years, and 10-20 years.

Community Centre Planning

There is a concern within the District that the Community Centre is not being used efficiently. There are interests in expanding the weight room and the day care, and in modernizing the foyer. The District would therefore like to see two schematic floor plan options for the central portion of the Community Centre. There is no need to reconsider the pool or arena layouts.

1.5 ESTIMATED TIMELINE

Activity	Estimated Completion
RFP Submissions to District	July 11 to August 01, 2018
RFP Award	August 10, 2018
Phase 1	September, 2018
Phase 2	November, 2018
Phase 3	December, 2018
Phase 4	March, 2019
Community Centre Planning	December, 2018

1.6 BUDGET

The estimated value of the project is \$80,000.

1.7 SUBMISSION REQUIREMENTS

Proposals are to include the following information:

- The Proponent's understanding of and approach to the project
- The qualifications and experience of the proponent, key personnel, and proposed sub-consultants and their personnel
- Past experiences in the District or region and in communities of a similar size
- Examples and samples of related projects
- References for clients with whom the proponent has completed similar work
- Proposed timelines, work plan tasks, and deliverables
- Proposed pricing for each task