
- Request for Proposal -

Columbia Valley Chamber of Commerce

May 16, 2016

The Columbia Valley Chamber of Commerce is seeking quotations for upgrade and repair of the parking lot surrounding the Visitor Information Centre and Chamber offices.

The Columbia Valley Chamber of Commerce (the “Chamber”), serves the business community from Spillimacheen to Canal Flats representing approximately 250 businesses. In addition the Chamber operates the Invermere Visitor Information Centre (year round) and provides rental space for community events. For more about the Chamber visit our website www.cvchamber.ca.

The objective of this RFP is to select a qualified Contractor for parking lot upgrade of the primary location at 651 Hwy 93/95. Partial funding for this project is being provided by Western Diversification through the Canada 150 Infrastructure program.

A mandatory site meeting for interested bidders will take place at 4:00 pm (16:00:00 hrs.), Local Time, Tuesday, May 24, 2016 at 651 Hwy 93/95, Invermere, BC. All proponents interested in responding to this RFP must attend this site visit.

For further information please contact Susan Clovechok at 250-342-2844 or susan@cvchamber.ca. No member of the board of directors is to be contacted regarding this RFP and any discussion regarding this RFP with a board member could result in disqualification of the respondent.

Scope of Work

The Chamber wishes to repair the existing paved area, extend the paved area where there is currently gravel, install parking curbs at each parking spot, paint parking lines and designated handicapped parking spots, and run conduit from the building to the grassed area in front of the building to allow for future installation of power and water on the grassed area.





Specifications

DESCRIPTION	QUANTITY	UNIT
East Parking Area		
Remove existing asphalt Supply & place crush for grading Supply & place 50mm hot mix asphalt	120	m ²
Line Painting	24	lm
Parking curbs	5	each
Front of Building – Patching		
Cut & remove existing asphalt Prep & pave with 50mm hot mix asphalt	15	m ²
Parking curbs	5	Each
Southside of Building		
Prep area Supply & place base crush as required Supply & place 50mm hot mix asphalt	35	m ²
Westside of Building		
Supply & place base crush Prep area to grade Supply & place 50mm hot mix asphalt	245	m ²
Line painting	30	lm
Parking curbs	5	Each
Rear of Building		
Remove existing material Supply & place base crush for grading Supply & place 50mm hot mix asphalt	215	m ²
South Parking Lot		
Prep area & pave with 50mm hot mix asphalt	2100	m ²
Electrical & Water		
Supply & install conduit for future electrical & water complete with excavation, conduit & back fill	75	lm
Patch asphalt from trench	14	m ²



Project Plan

The project plan must take into account that business will continue to be conducted while the work is being completed and it is expected that nothing will impede the day to day operation of either the Chamber or the Visitor Information Centre services. **Work must be completed by no later than November 30, 2016.**

Proposal Evaluation

The responses to this request for proposal will be evaluated upon the following criteria:

1. Proposal Received by the deadline: June 15th, 2016 at 4 pm
 - a. Proposals received after this date and time will not be considered.
2. Project Plan and associated timeline.
 - a. This project must be completed by November 15, 2016 or penalties may be applied.
3. Use of Chamber member trades, supplies and equipment will be considered a benefit.
4. Local experience.
5. Local References.
6. Pricing
 - a. As a non-profit organization our budget is limited and our access to funding and revenue streams varies significantly from year to year therefore pricing will be a consideration.

Contract Award

All proposals will be evaluated by the Building Committee who may or may not request meeting(s) with the proponents to review in detail or ask specific questions regarding their proposal. All requests for additional information must be met by noon June 22nd, 2016.

The successful proponent will be notified no later than June 29th, 2016 by the Executive Director.

The lowest price proposal will not necessarily be accepted. The Columbia Valley Chamber of Commerce reserves the right to accept one or more responses, to not accept any response, or to defer its decision. This RFP does not commit the Columbia Valley Chamber of Commerce to any specific course of action.

Timeline

May 16 th , 2016	RFP Published & distributed
May 24 th , 2016 – 4 pm	Mandatory Site Tour
June 15 th , 2016 – 4 pm	Deadline for RFP responses
June 22 nd , 2016 – noon	Deadline for proponent responses to questions
June 29 th , 2016	Notification of successful proponent
July 5 th , 2016	Meeting to finalize scope of work agreement(s)
November 30 th , 2016	Ribbon Cutting ceremony



Submissions

All responses to this RFP must be submitted via mail, courier or electronically to:

The Columbia Valley Chamber of Commerce
Attention: Susan Clovechok
PO Box 1019, 651 Hwy93/95
Invermere, BC V0A 1K0

Electronic submissions may be sent to susan@cvchamber.ca

Any questions must be submitted electronically to susan@cvchamber.ca. All questions and corresponding responses will be shared with all registered bidders.