



**District of Vanderhoof  
Community Aquatic Facility  
Request for Proposal**

**Submission Closing**

**Date: Friday January 22<sup>nd</sup>, 2010**

**Time: 4:00 pm Local time**

**Location: District of Vanderhoof  
160 Connaught Street  
Vanderhoof, BC**

**Attn: Tom Clement (Deputy Administrator)**

***Late Proposals will not be accepted  
and will be returned unopened***

## District of Vanderhoof - Community Aquatic Facility - Request for Proposal

### Introduction and Background

#### About the District of Vanderhoof Community Aquatic Facility

The District of Vanderhoof wants to ensure that the general public and stakeholders are given an opportunity to provide input and suggestions regarding the possibility of an Aquatic Facility in the community. We are seeking the services of a consultant to:

- Gather and review existing information
- Ensure public awareness of construction costs, areas of funding and operating costs
- Identify desirable features to be included in an aquatic facility, and space requirements related to those facilities
- Address the community's demographic profile and growth projections
- Discuss the benefits of an aquatic facility to the community
- Determine whether or not an aquatic facility should be built in Vanderhoof, and the financial impact of such a facility on local taxation
- Prepare and present a written report providing recommendations and future directions

#### Administrative Information

##### Contact Information

Mr. Tom Clement  
Deputy Administrator  
Box 900  
District of Vanderhoof  
160 Connaught Street  
Vanderhoof, BC  
V0J 3A0

Any inquiries concerning the RFP should be directed to Mr. Tom Clement at (250)567-4711 or fax (250)567-9169 and email [depadmin@district.vanderhoof.ca](mailto:depadmin@district.vanderhoof.ca). The District, its agents and employees, shall not be responsible for any information given by way of verbal communication. Any questions that are received by the District of Vanderhoof staff that affect Proposal Process will be issued to each Agency as addenda by the District of Vanderhoof staff.

#### Due Dates

All proposals are due on Friday January 22<sup>nd</sup>, 2010 at 4:00 pm. Any proposal received after the required time and date specific for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated.

#### Schedule of Events

Activity	Date
RFP distributed to Agencies:	2 <sup>nd</sup> December 2009
Liaison with Agencies about scope or approach:	as required
Proposal due date:	22 <sup>nd</sup> January 2010
Review date for Proposals:	5 <sup>th</sup> February 2010
Final Agency selection (Council approval)	10 <sup>th</sup> February 2010
Anticipated commencement date of work:	29 <sup>th</sup> March 2010

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### Guidelines for Proposal Preparation

#### Proposal Submission

Awarding of the contract resulting from this RFP will be based upon the most responsive Agency whose offer will be the most advantageous to the District of Vanderhoof in terms of cost, functionality and other factors as specified elsewhere in the RFP.

#### The District of Vanderhoof reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Agency;
- Waive irregularities at its own discretion;
- Negotiate additions and/or deletions during the term of the contract;
- Accept other than the lowest priced offer;
- Award a contract on the basis of initial offers received without discussion or requests for best and final offers; and,
- Award more than one contract.

#### Submission of Proposals

Submissions will be received at the following location, before 4:00 pm, local time on January 22<sup>nd</sup>, 2010. All proposals must be delivered to:

District of Vanderhoof  
Box 900  
160 Connaught Street  
Vanderhoof, BC  
V0J 3A0  
Attn: Tom Clement, Deputy Administrator

Each proponent shall submit a total of four (4) copies of the written submission. Submit one (1) original signed and three (3) copies. The submissions shall be in a sealed envelope clearly labelled with the contents, project name and proponent clearly indicated on the outside of the envelope.

Proposal submissions will not be opened publicly.

The Agency's proposal should be divided in several parts as set forth below. The Agency should confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for the District of Vanderhoof's evaluation of the Agency's proposal. The Agency's proposal in response to this RFP will be incorporated into the final agreement between the District of Vanderhoof and the selected Agency or Agencies.

## Requirements

### Executive Summary

This section will present a synopsis of the Agency's response to this RFP. The Executive Summary should be a brief two page overview of your proposal and should identify the main features and benefits of your Agency in relation to the proposed project.

### Scope, Approach and Methodology

Outline tools and process used by the Agency to accomplish the work such as:

#### (1) Initial Information Gathering

- Meeting with Pool Committee to determine needs and interests related to an Aquatic Facility/ Community Centre
- Meetings with local organizations, including local government officials, School District, interest groups, residents
- Gather and review existing reports, including information related to Vanderhoof's population / demographics
- identify and collect information from several communities related to aquatic facilities, operating costs, staffing levels, salaries/wages, fees and charges, etc.
- Develop a contact list of aquatic managers who would be willing to respond to questions and offer suggestions regarding preferred facilities (contact this group on two or three occasions)

#### (2) Planning and Operations

- Determine range of facilities required
- Determine different types/categories of pool use
- Economics of pool provision / general costs versus revenue
- Anticipated annual use of an aquatic facility, including Vanderhoof and neighbouring residents
- The experience of other aquatic facilities (financial and attendance)
- Population projections (20 years if possible), including projections from the School District
- Input from organizations such as the Life Saving Society and Red Cross
- Facility preferences

#### (3) Facility

- Meeting with Pool Committee
- Aquatic Facility / Community Centre requirements, and three possible scenarios of different size and amenities – work will include a detailed program description for the spaces required, along with a simple floor plan
- Estimated capital and operating costs
- Financial impact on taxation
- Potential sources of funding
- Possible locations
- Phasing considerations
- Public open house, including survey (survey could also be posted on-line)
- Recommendation(s) to Pool Committee and Municipal Council

#### (4) Referendum Preparation

- Municipal and Provincial requirements and approvals
- Cost of referendum
- Determine date and timeline for various activities
- Information required
- Local committee / leadership

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- Public information – media, written information, web site, meetings with local organizations, public open house
- Materials required: questions and answers; fact versus fiction; power point presentations
- The media – information and relationships
- Examples of successful referendums (what to do / what not to do)
- Importance of accurate information

### References

Include biographies and relevant experience of key staff that will work directly on the project.

### Agency Overview

- Official registered name, address, main telephone and fax numbers and email address;
- Key contact name (Project Leader) title, address (if difference from above address), direct telephone and fax numbers and email address;
- Name and title of person authorized to contractually bind your organization for any proposal against this RFP; and,
- Brief History, including year established and number of years your Agency has been offering consulting services.

### Detailed and Itemized Pricing

The fee schedule for the work is to be submitted indicating the fee for each of the four stages along with the work program. The rates and total fees for each individual must be identified in the fee schedule.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum upset fee by the District, and any expenditures beyond that amount will require approval by the District, and will only be considered for increases in the scope of work proposed by or agreed to in advance by the District.

## Terms and Conditions

This request for proposals does not represent an offer or a commitment by the District to enter into any agreement with the proponent.

The District reserves the right, at its sole discretion, to waive any defect or irregularity in a proposal and to negotiate with any Consultant. Notwithstanding any other provision in the proposal documents or any practice or custom in the industry, the District at its sole discretion shall have the unfettered right to accept any proposal, reject any proposal, reject all proposals, accept a proposal which is not the lowest-price proposal, reject a proposal even if it is the only proposal received by the District and negotiate contract terms with any Consultant. Acceptance of any proposal is subject to funding approval by the District of Vanderhoof Mayor and Council.

Acceptance of a proposal will be based on the proposal that will give the District the greatest value based on quality, service and price. The District shall be the sole judge of a proposal and its decision shall be final. The District also reserves the right to make such investigations, as it deems necessary, to determine the ability of any Consultant to perform the work or services to be provided. The Consultant shall provide all information that the District deems necessary to evaluate the proposal.

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any Federal, Provincial, Regional District or Municipal statute, regulation or bylaw.

The District reserves the right to modify the terms of the request for proposal at any time at its sole discretion. This includes the right to cancel this request for proposal at any time prior to entering into a Contract with a successful proponent.

The District will not be responsible for proposal preparation costs. The accuracy of the proposal is the Consultant's responsibility. Correction shall be at the Consultant's expense.

All documents, including proposals, submitted to the District become the property of the District. They will be received and held in confidence by the District subject to the provisions of the Freedom of Information and Protection of Privacy Act.