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CITY OF GRAND FORKS

REQUEST FOR PROPOSAL FOR THE DESIGN, FABRICATION & INSTALLATION OF WELCOME SIGNAGE.

Date of Issue: March 15, 2013

City of Grand Forks Designated Contact Person:

Sasha Bird, Manager of Development and Engineering
City of Grand Forks
Box 220, 7217 4th Street
Grand Forks, BC
V0H 1H0
Phone: 250.442.4146
Fax: 250.442.8263
E-mail: sbird@grandforks.ca

PURPOSE

The City of Grand Forks through this Request for Proposal (RFP) is seeking proposals to provide the design, fabrication and installation of welcome signage for the City. One sign is to be installed 5.5 kilometers west of the City Boundary and one sign is to be installed 5 kilometers east of the City Boundary. (See Schedule C – Signage Site Plan)

It is our intent to have the fabrication and design of the sign be reflective of the style of the community and incorporate the City's branding logo and taglines.

DESIGN CRITERIA

- Innovative design with “green” initiatives;
- In accordance with the **Sustainable Community Plan**, which establishes long-range physical development goals and objectives and sets out municipal objectives on ensuring sustainability.
- Signs should be UV resistant and fire proof;
- Signs should be graffiti treated;
- No plastics to be used.

Interested proponents must submit proposals marked "**Request for Proposal – Design, Fabrication & Installation of Welcome Signage, Confidential – Do Not Open**", will be received by **2:00 PM, local time on or before April 5th, 2013**, at:

City of Grand Forks,
Box 220, 7217 4th St.
Grand Forks, BC V0H 1H0
Attention: Diane Heinrich, Corporate Officer

All inquiries shall be directed to:

Attention: Sasha Bird, Manager of Development and Engineering
City of Grand Forks
Box 220, 7217 4th St.
Grand Forks, BC
V0H 1H0
Phone: 250.442.4146
Fax: 250.442.8263
E-mail: sbird@grandforks.ca

The City of Grand Forks reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The City reserves the right to accept a proposal other than that with the highest evaluated score without stating reasons. By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the City to accept or reject any proposal in its sole and unfettered discretion. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work, in its sole and unfettered discretion.

This Request for Proposal does not commit the City to award a lease or pay any costs incurred in the preparation of a proposal, or attendance at an interview meeting with City staff.

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1.0 REQUEST FOR PROPOSAL (RFP)

1.1 DEFINITIONS

Throughout this Request for Proposal, terminology is used as follows:

- a) "Closing Date and Time" has the meaning set out in section 1.3.1 of this RFP;
- b) "City" means The Corporation of the City of Grand Forks;
- c) "Contract" means the written agreement resulting from this RFP executed by the City and the successful Proponent;
- d) "Must", "Mandatory", "Will" or "Required" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Preferred Proponent" means the proponent selected by the City to enter into negotiations for a lease or sale agreement;
- f) "Proposal" means a submission by a Proponent in response to this RFP;
- g) "RFP" or "Request for Proposals" means this request for proposals and includes all documents, specifications, drawings and addenda incorporated herein;
- h) "Should", "May" or "Desirable" means a requirement having a significant degree of importance to the objectives of the RFP;
- i) "Site" has the meaning as the location for the signage as shown in Schedule C.

1.2 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing, electronically, to the City of Grand Forks Designated Contact Person by **2:00 PM, local time, March 28th, 2013**. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be posted on BC BID and the City's website: www.city.grandforks.bc.ca by 4:00 PM the next business day. Questions received after the inquiry deadline will not be answered.

1.3 CLOSING DATE

1.3.1 FINAL DATE AND TIME FOR RECEIPT OF SUBMISSIONS

Sealed submissions clearly marked on the outside of the envelope with the words "**Request for Proposal – Design, Fabrication & Installation of Welcome Signage, Confidential – Do not Open**", will be received by, **2:00 PM, local time, April 5th, 2013**, to the attention of **Diane Heinrich, Corporate Officer**.

Submissions will be opened publicly but will not be reviewed publicly.

Proposals will be binding for 90 days, unless otherwise specified, all formal proposals submitted shall be irrevocable for 90 calendar days following the proposal opening date.

Submissions must not be submitted electronically by facsimile or email. Submissions and their envelopes should be clearly marked with the name and address of the Proponent and the program title.

1.3.2 CONTACTS DURING THE RFP PROCESS

The Designated Contact Person for the Corporation of the City of Grand Forks is the City's only representative authorized to communicate and otherwise deal with Proponents and all Proponents must communicate and otherwise deal with that person only. Contact with any other City representative, including Members of Council, officers or employees of the City regarding this RFP or a Proponent's submission may result in that proposal being removed from consideration for this and any future competitions.

In the case of a Proponent having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) that they feel that their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

1.4 LATE SUBMISSIONS

Late submissions will not be accepted and will be returned, unopened, to the Proponent. No obligation to proceed.

1.5 NO OBLIGATION TO PROCEED

Although the City fully intends at this time to proceed through the RFP process, the City is under no obligation to complete the RFP process. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City.

1.6 SUBSEQUENT INFORMATION

Proponents are advised that all subsequent information regarding this RFP including any addendum will be posted on BC BID and the City's website: www.city.grandforks.bc.ca. Notification will not automatically be sent to Proponents. It is the Proponent's sole responsibility to ensure all notifications, addenda and additional information is obtained. All addenda must be acknowledged in your submission on the Certification Document.

1.7 EXAMINATION AND INTERPRETATION OF DOCUMENTS

Each Proponent shall review all RFP documents and shall promptly report and request clarification of any discrepancies, deficiencies, or errors. Any such request must be submitted at least 5 working days prior to the Closing Date. Where such requests result in a change in the RFP, the City will prepare and issue an addendum to the RFP.

Request for clarification shall only be by written request, either couriered, hand delivered, email or faxed to the City' designated contact. All requests must be submitted in accordance with clause 1.2 herein.

1.8 EVALUATION COMMITTEE

Evaluation of proposals will be by a committee formed by the City.

1.9 EVALUATION AND SELECTION

The evaluation committee will check Proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that meet all the mandatory criteria will then be evaluated and scored against the desirable criteria. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding.

1.10 CERTIFICATION DOCUMENT

A completed Certification Document must be included with the Proposal. (See Schedule A).

1.11 AUTHORIZED SIGNATOR

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the RFP.

1.12 CHANGES TO PROPOSAL WORDING

The Proponent shall not change the wording of its proposal after closing and no words or comments will be added to the Proposal unless requested by the City for purposes of clarification.

1.13 PROPONENT EXPENSES

Proponents are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

1.14 ACCEPTANCE OF PROPOSALS

The City is not bound to enter into an agreement with any Proponent. Proposals will be evaluated using the mandatory and desirable criteria provided herein. The City will be under no obligation to receive further information, whether written or oral, from any Proponent.

1.15 MODIFICATION OF TERMS

The City reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into an Agreement.

1.16 OWNERSHIP OF PROPOSALS

All documents, including Proposals, submitted to the City become the property of the City. They will be received and held in confidence by the City and will be subject to the provisions of the Freedom of Information and Protection of Privacy Act. For additional information, please go to:

http://www.cio.gov.bc.ca/services/privacy/Public_Sector/Contracting/privacy_proteccion_schedule/default.asp

1.17 CONFIDENTIALITY OF INFORMATION

All Proponents and any other person who through this RFP process gains access to confidential financial information of the City's are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP or subsequent RFP process. This requirement will continue with respect to such information learned by the successful Proponent, in any, over the course of any Contract for service which arises out of this RFP process.

Information pertaining to the City obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the City.

1.18 PROPONENTS' MEETING

A non-mandatory Proponent's gathering will be held outside City Hall, 7217 – 4th Street on March 21st, 2013 at 10:00 a.m.

1.19 INTERVIEWS WITH PROPONENTS

The City reserves the right to interview any or all Proponents, subsequent to submission of all proposals.

2.0 INSTRUCTIONS TO PROPONENT

All proposals must contain, at minimum, the following information:

- All costs associated with the design, fabrication and installation of the new signs.
- Task oriented timeline for fabrication and installation.
- Expiration date, if applicable, on price quotes.
- Size and type of signs to be installed. Indicate the type of construction and size of signage foundation. Also indicate if the poles are to be anchored by a concrete base or alternative method to anchor the signs to the ground.
- A coloured 11 x 17 rendering with dimensions, type of materials and quantity of materials.

2.1 SCOPE OF WORK

Design, fabrication and installation of welcome signage. The signage is to include the use of The City of Grand Forks branding logo and shall be legible to traveling motorists. Exact dimensions will be left up to the Proponent to propose dimensions that would fall within the parameters of the budget. Solar lighting of the signs should be considered an option.

Proponents will be responsible for obtaining all permits required for all components of the project.

All goods, equipment, supplies, labour, workmanship associated with this RFP must conform to all necessary standards for use in Canada and the Province of British Columbia – such as CSA, ULC, ETL, Worksafe BC, Canadian Weights and Measures, Canadian Electrical Codes, etc.

All chemical shipments, if any, must include current MSDS sheets.

The Proponent accepts the responsibilities of the “Prime Contractor” as defined in the Workers’ Compensation Act, (RSBC 1996) Chapter 492, Part 3, Division 3, Section 118 and 199 and OSHR 3 and 20 and enter into a Prime Contractor Acceptance Agreement with the City of Grand Forks.

2.2 INDEMNITY/INSURANCE

The Proponent shall indemnify the City, including their elected and appointed members, officers, employees or other party for whom the City is responsible, from all liabilities, fines, suits, claims, demands, actions and costs of any kind and nature for which the Proponent, its officers, employees and agents shall or may become liable or suffer by reason of any breach, violation or non-performance by the Proponent of any covenant, term or provision hereof or by reason of any death or injury of any person or any damage or destruction of any property resulting from any act, neglect or default on the part of the Proponent or any of its servants, employees, agents, invitees or licenses whatsoever, and whether or not caused by any negligent act, error or omission of the City or their officers or employees

2.3 DUE DILLIGENCE

Specific conditions will be negotiated with the successful Proponent and will be included in any Agreement. Proponents should identify in their RFP submission any specific conditions they will be seeking and all proposals will be evaluated in respect to these items.

3.0 EVALUATION CRITERIA

3.1 EVALUATION PROCESS

Proposals will be checked against the mandatory criteria. Submissions not meeting all mandatory criteria will be rejected without further consideration. Submissions that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria.

3.2 MANDATORY CRITERIA

The following are mandatory criteria. Proposals not clearly demonstrating that they meet all the mandatory criteria will receive no further consideration during the evaluation process.

Item	Mandatory Criteria
a)	Proposal must be received at the closing location by the specified closing date and time.
b)	Certification Document completed.
c)	The correct number of copies of the proposal must be submitted.
d)	City of Grand Forks Business License.

3.3 DESIRABLE CRITERIA

Proposals meeting the mandatory requirements will be further assessed against the proposal evaluation criteria as per the design criteria, instructions to Proponent’s, outlined scope of work, as outlined below and as contained in Schedule B.

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding. It is the Proponent's responsibility to ensure that their submitted proposal addresses all evaluation criteria to receive full consideration.

4.0 PROPOSAL FORMAT

4.1 NUMBER OF COPIES

Five (5) bound copies of the Proposal must be submitted.

4.2 MAXIMUM PAGES

Proposals shall consist of a package of not more than 25 printed pages and using a minimum font size of 10. All pages are to be consecutively numbered.

4.3 FORMAT AND SEQUENCE

The following format and sequence must be followed in order to provide consistency in Proponent proposals and ensure each Proposal receives full consideration.

- Transmittal/Cover Letter (1 page)
- Table of Contents (1 page)
- Proponent's Certification Document: Signed by authorized company representative (1 page)
- Executive Summary (1 page)

The main body of the proposal must be organized under the following headings and not be more than 21 pages.

1. Corporate Profile, Experience and Capability

Provide a brief overview of your agency, including:

- Mission, values and values;
- Total number of employees in your company;
- How long your company has been in existence;
- Relevant experience on projects of similar scope and complexity;
- Please comment on the business philosophies of your company and how these contribute to the overall success of your clients;

2. References

- Provide three professional references.
- Provide a letter of reference from a lending institution that insures that your company is in good financial standing.

SCHEDULE A
CERTIFICATION DOCUMENT
DESIGN, FABRICATION & INSTALLATION OF WELCOME SIGNAGE

Certification:

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Corporation of the City of Grand Forks. We agree to be bound by statements and representations made in this proposal.

Print Company Name and Address: _____

Print Name and Title of Authorized Signing Officers: _____

Signature of Authorized Signing Officer: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

DESIGN	\$
FABRICATION	\$
INSTALLATION	\$
SUBTOTAL	\$
HST	\$
TOTAL PRICE	\$

Note: If you are supplying goods, please include a delivery lead-time schedule with your submission.

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

ADDENDUM #	
ADDENDUM #	
ADDENDUM #	

Signed this _____ day of _____, 2013.

SCHEDULE B

PROPOSAL EVALUATION CRITERIA

DESIGN, FABRICATION & INSTALLATION OF WELCOME SIGNAGE

Criteria	Maximum Score
1. Past Experience	5
2. Clarity of Proposal	15
3. Proponent References	5
4. Design Criteria	50
5. Price (lowest priced proposal divided by the next evaluated proposal price x 50)	25
Total	100