



Settle down.

## City of Grand Forks Request for Proposals

Flood Mitigation Housing Reinvestment Program

RFP# FM2021-09-RFP2

Date of issue – Nov 25, 2021

Initial Closing – December 9, 2021 @ 2pm

Final Closing – January 31, 2022 @ 2pm

### Overview

The City of Grand Forks invites Proposals to purchase and relocate over 30 houses and improvements that were acquired by the City for its Flood Mitigation Program. Houses must be removed by April 1<sup>st</sup>, 2022. All information required by the proponent is their responsibility to obtain.

The Request for Proposal documents are available through BC Bid and on the City website. Proponents are solely responsible for ensuring any addenda are downloaded, reviewed, and included in their Proposal. Questions regarding specifications can be directed to Graham Watt, Manager of Strategic Initiatives/Flood Recovery or Justin Dinsdale, Manager of Capital Projects and Utilities by email at [fmp@grandforks.ca](mailto:fmp@grandforks.ca) or by telephone at 250-422-8266. Do not send Proposals to this email address.

Proponents must refer to the RFP Documents for the terms governing the Proposal process. Proposals shall be prepared and submitted at the sole expense of the Proponent and without cost to the Corporation of the City of Grand Forks. All Proposals received by the City of Grand Forks Corporate Officer become the property of the Corporation of the City of Grand Forks and as such are subject to the Freedom of Information and Protection of Privacy Act.

There will be an initial bid period ending December 9, 2021 where Proposals will be evaluated on the competitive criteria outlined in this RFP. Thereafter, Proposals will be accepted in order of receipt so long as they meet the terms and conditions in this RFP and the purchase and sale contract.

Proposals in the initial bidding period may be submitted until 2:00:00 p.m. (local time), Thursday, December 9<sup>th</sup>, to [corporate@grandforks.ca](mailto:corporate@grandforks.ca). Only electronic submissions will be accepted.

### Project Specifications

#### 1. Introduction

The City of Grand Forks has purchased more than 60 homes in North Ruckle, Downtown, and surrounding neighbourhoods where land is required for flood mitigation works or floodplain restoration. The City requests Proponents to make a Proposal to purchase and relocate houses and improvements following the Project Timeline. The City will primarily evaluate Proposals based on cost and waste reduction opportunity, with priority given to housing non-profits or government partnerships. After the initial closing period, Proposals will be accepted in a sequential (first-come-first-served) basis.

## 2. Project Timeline

Table 1. Project Timeline

Intake 2 RFP released	November 25, 2021
Questions deadline	December 2, 2021 @ 4:00 p.m.
City Addenda / Answers	December 7, 2021 @ 9:00 a.m.
Pre-registration deadline for optional house viewing	December 6 at 12:00 p.m.
Optional house viewing (by registration only)	December 2, 9:00 a.m.
Initial Closing Date	December 9, 2021 @ 2:00:00 p.m.
Final Closing Date	January 31, 2021 @ 2:00:00 p.m.
Home Removal Date	No later than April 1, 2022

## 3. Submission Requirements

- Proposals may be submitted electronically in pdf format with the RFP name and number noted in the email subject line to: [corporate@grandforks.ca](mailto:corporate@grandforks.ca) no later than the closing time. Late submissions will not be accepted.
- Proponents may amend their Proposal via email to [corporate@grandforks.ca](mailto:corporate@grandforks.ca). Email changes must be received prior to the closing time. Any Proposal change should disclose only price change and not the previous or updated amount.
- If a Proponent emails a change to the Proposal, the Proponent accepts all risk associated therewith, including lost or misdirected email and any malfunction of the City's equipment.
- If submissions exceed the permitted email size of the Proponent or the City, Proponents should submit the Proposal in multiple emails indicating on each email the total number of emails being sent.
- The City accepts no responsibility for submissions that fail for any reason to enter into the City of Grand Forks' email system by the closing time. As email transmission can be delayed due to various reasons, it is the Proponent's responsibility to submit their Proposal sufficiently in advance of the closing time to allow for receipt by the City. Proponents submitting email Proposals near the deadline do so at their own risk.
- Proposals must include both Proposal **Forms 1 and 2** and **Appendix 1**, completed in full. Proposals must be in English.
- **Appendix 1** and **Form 1** must be signed by a person or agent authorized to sign on behalf of the Proponent.
- For each home or improvement identified in the House Info Package, save the **Form 2** as an individual PDF named according to the address of the structure.
- By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. At closing time, all Proposals become irrevocable.

- Proposals shall be firm from the RFP submission until the Home Removal Date, and shall be used as the basis for and be included as part of the contract that will be entered into with the selected Purchasers.
- By submission of a Proposal, the Proponent agrees that, should its Proposal be successful, the Proponent will enter into a contract for the purchase of the home or improvement with the City of Grand Forks, the content and format of such contract to be determined by the City of Grand Forks. A draft agreement will be posted as an addendum prior to the initial close of this RFP.
- If a Proponent finds discrepancies in, or omissions from the RFP documents, or if they are in doubt as to their meaning, they should advise the City immediately.
- Responses to questions, discrepancies or omissions, if not already addressed in the RFP, will be addressed in the form of addendum, posted in the same location as the original RFP documents.
- No oral interpretations will be effective to modify any provisions of the Proposal, unless a written addendum has been issued by the Corporate Officer prior to the advertised closing date and time. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their Proposal. Proponents must also acknowledge receipt of each addendum (if any) in the space provided on the Proposal form.

#### 4. Evaluation

- Proposals will be evaluated on the best value to the City using the following criteria table. All data will be tabulated to determine the number of Proposals on each home. Structures only receiving one Proposal will be awarded to that Proposal, so long as it meets the mandatory criteria outlined in this RFP.
- The City will be under no obligation to receive further information, whether written or oral, from any proponent.
- The City reserves the right to accept or reject any or all of the Proposals submitted.
- There is potential for a government or non-profit led project to include a portion of the houses, which is currently being evaluated by the City. Any homes held for that purpose will have priority over proponents in this RFP (Criteria: Entity Type).

Table 2. Evaluation Criteria

Criteria	Notes	Maximum Score
<b>Entity type</b>	Government partnership, housing non-profit, business, or individual. First refusal to City partnership.	10 – Established City partnership or Housing Non Profit 0 - Other
<b>Bid price</b>	Relative scoring – top points awarded to highest price then lower prices set points as a proportion of the highest price.	30
<b>Location</b>	Within City of Grand Forks Within RDKB Other	10 5 0
<b>Total score</b>		<b>50</b>

## 5. General Requirements

- The City has set a minimum bid of \$200 for outbuildings and \$1,000 for houses. This amount is also the mandatory deposit for execution of a contract.
- An information package must be requested by email from [fmp@grandforks.ca](mailto:fmp@grandforks.ca). It includes the building date (if known), square footage, range of potential relocation costs, recommended due diligence, and information on potential options for energy efficiency retrofits.
- Proponents will be required to review the information package, and provide a sealed Proposal for any number of homes according to the terms and provisions of this RFP.
- It is the sole responsibility of the Proponent to determine any conditions affecting their Proposal prior to contract award. Any costs incurred by the Proponent before or after execution of the contract are the sole responsibility of the Purchaser.
- Proponents choosing to view the inside of a house must pre-register, indicating the house(s) they wish to view, according to the Project Timeline
- Proponents may inquire into and clarify any requirements of this RFP. Questions must be communicated to the City's contact person by the Question Deadline. It is the Proponent's responsibility to clarify any details prior to submitting a Proposal. The Corporation of the City of Grand Forks will assume no responsibility for any oral instruction or suggestion.
- A Building Permit from Building Inspection and Bylaw Enforcement Services will be required before the house is removed or relocated within the City.
- Upon contract execution, the Purchaser become prime contractor for the building site and will assume full responsibility for the structure (including security, if desired) and the site until the building is removed, as per the conditions of the Building Permit. The purchaser assumes all responsibility for costs and logistics of house moving as well as assuming all damages before, during or after removal.
- Except as expressly and specifically permitted in the contract, no Proponent shall have any claim for any compensation of any kind whatsoever, in contract or in tort. 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.

## Appendix 1: Mandatory Submission Materials

Please fill out the attached **Form 1**: Applicant Information and either sign digitally, or print, sign and scan to attach to your complete application. Proposals missing Form 1 will not be compliant.

Please fill out a copy of **Form 2**: Bid Form for each applicable house or improvement.

### Conflict of Interest Statement

- List all projects, contracts, or commissions, etc. the Proponent has undertaken with the City of Grand Forks within the last 3 years. If no business interactions have taken place, please state that.
  
- If there have been business interactions as defined above, please declare if there are any outstanding claims, litigation, liens, costs, or other disputes, ancillary or otherwise relating to these interactions.

By signing this, you acknowledge that you have read and understand the requirements of the RFP, and have attached Form 1 and Form 2

Authorized Signatory:	
Date:	

### Addenda

The Proponent acknowledges receipt of the following Addenda (additional requirements regarding this RFP - such as a sample sale contract - posted to BC Bid or the City of Grand Forks web page) and agrees that this Proposal has been completed in accordance with them:

Addenda:	



## RFP Intake Form 1

The purpose of this form is to collect information on the Proponent

Date Submitted (mm/dd/yyyy)

Name of Applicant

Address

Name of Company  
(If Applicable)

GST Number  
(If Applicable)

Nature of Business

Individual Person

Private Company

Not-For Profit

Government

Many many bids are included  
in your package?

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If an Agent is being used to represent you, please fill out the following information:

Agent's Name

Agent's Company

Agent's Mailing Address

Agent E-mail

Agent Telephone

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Owner Signature

Agent Signature  
(If Applicable)



## RFP Intake Form 2

### Form for Individual Bids

Name	<input type="text"/>
Address	<input type="text"/>
E-mail	<input type="text"/>
Company (if applicable)	<input type="text"/>
Phone Number	<input type="text"/>

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Address of Subject Property	<input type="text"/>
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Destination of Purchased Structures	City of Grand Forks Regional District of Kootenay Boundary Other
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Offer Value \$ CAD	<input type="text"/>
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Amount of Building Purchased	Entire Building Portion of Primary
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Purchasing accessory building?	Yes No
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Purpose of Purchased Structure	Rental Your Primary Residence To Sell Other <input type="text"/>
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Do you have a property secured for placement or staging?	Yes No
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When can you remove the structure(s)?	<input type="text"/>
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Do you require a staging area?	Yes No
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Additional Questions from  
Proponent:

A large, empty rectangular box with a thin black border, intended for the user to enter additional questions from the proponent.