



Mahony Trail Plan Feasibility Project Application

RFP Closing Date: June 6th, 2022. 16:00 PST
Work to be completed between June 20th and August
31st, 2022

Summary of Requirement

The Qathet Regional Cycling Association (formerly the Powell River Cycling Association) is currently accepting Request For Proposal (RFP) financial quotes from qualified contractors to complete the Mahony Trail Plan Feasibility Project including field flagging and mapping. This RFP is for design only NOT for the build phase of the project. A separate RFP will be issued for the trail-building contract.

Contracting Authority

Matters pertaining to the administration of the RFP are to be referred to the Contracting Authority named below:

Curtis Vollmin, QRCA President
6303 Oak, Powell River, BC, V8A 4L6
(tel) 604.815.9574
(E-mail) cvollumin@icloud.com

Project Scope and Contractor Deliverables

The successful contractor(s) will be responsible for identifying, field flagging and mapping a mountain bike climbing trail and sub-sequent blue gravity trails in a multi-phase project from Inland Lake Forestry Service Road (starting at Southern Inland Lake Park Boundary 49.91N, 124.49W) and concluding at the Full Civil Disobedience rock bluffs (49.94N, 124.44W) as part of a multi-year project.

The climbing trail shall not exceed Blue Square RSTBC/IMBA standards. If this cannot be achieved, the sections and/or reasons impacting this objective must be identified, documented and presented to the Contracting Authority for consultation.

In addition to these requirements, the successful contractor must submit a report, deliver a presentation and provide a field tour of the proposed trail (with the Contracting Authority, landowner(s) and other identified partners) outlining the following:

1. Confirmation and documentation that the proposed trail has been physically marked and has met all field flagging requirements;
2. Provide geo-referenced and printed maps of proposed route(s); *See specific mapping requirements below.
3. Confirmation and documentation that the proposed trail has been identified as the optimal route using the most appropriate terrain and complementing the existing trail network. If secondary/alternate routes have been identified, they shall be submitted as well indicating that they are secondary/alternate route for consideration;
4. Confirmation and documentation of approximate length of each trail phase;
5. Provide recommendations for kiosk locations, parking improvements, and other facilities (ie: outhouses)

6. Confirmation and documentation of all areas requiring erosion control and/or remediation within three (3) meters from the proposed trail centre;
7. Confirmation and documentation that all wildlife, sensitive wetland and other relevant natural habitats be identified within five (5) meters of the proposed trail tread centre;
8. confirmation and documentation of all natural obstacles requiring removal and/or safety features;
9. Confirmation and documentation of all natural obstacles requiring bridging
10. Confirmation and documentation of when the next forecasted tree harvesting is expected in the proposed trail building area(s);
11. Confirmation and documentation of who the landowner(s) is and where each land owner's property starts and ends;
12. Confirmation and documentation of other identified concern(s) and/or barrier(s) observed which may need mitigation. A documented mitigation plan for each concern/barrier will be required;
13. Documented proposed timeline of completion of the proposed trail design and support trail documents;
14. Documented proof that Work Safe British Columbia (WSBC) insurance is in good standing; and,
15. Documented proof that all necessary insurance(s) needed to complete this work are in good standing.

Enquiries

All enquiries regarding this RFP must be submitted in writing to the Contracting Authority named above as early as possible during the period of the RFP. Enquiries must be received no less than 7 (seven) calendar days prior to the RFP closing date. Enquiries or issues received after that time may not be able to be answered prior to the RFP closing date. To ensure consistency and quality of information provided to bidders, the Contracting Authority will provide, simultaneously to all bidders to which this RFP has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

All enquiries and other communications with QRCA throughout the RFP period are to be directed ONLY to the Contracting Authority named above. Non-compliance with this condition during the RFP period may (for that reason alone) result in disqualification of a proposal. Meetings will not be held with individual bidders prior to closing date/time of RFP.



All submissions for proposals must be received in full by the Contracting Authority on or before June 6th, 2022 at 16:00 PST. The successful applicant(s) selected to deliver these services will be contacted by the Contracting Authority on or before June 20th, 2022 at 16:00 PST.

Validity of Proposal

Any proposal must remain open for acceptance for a period of thirty (30) days after the closing date of the RFP. After the RFP closing date, no amendments to the proposal will be accepted. However, during the evaluation, the Contracting Authority may require clarification from or conduct interviews with Bidders.

Rights of Qathet Regional Cycling Association (QRCA)

QRCA reserves the right to:

1. reject any or all proposals received in response to this RFP;
2. enter into negotiations with bidders on any or all aspects of their proposal;
3. accept any proposal in whole or in part without prior negotiation;
4. cancel and/or re-issue this RFP at any time;
5. **award one or more contracts; and/or**
6. retain all proposals submitted in response to this RFP.

Format and Content

Bidders shall prepare a proposal addressing all the requirements of this RFP. The proposal must be completed and signed. The Bidder's signature indicates acceptance of the terms and conditions set out herein. Ensure that the proposal includes a contact name, address and phone number. The proposal must be structured in the following two (2) parts, and bound separately:

- Part A: Contractor Deliverable proposal, with no reference to price
***original pdf copy to be submitted**
- Part B: Price Proposal
***original pdf copy to be submitted**

Your proposal should be concise and should address, but not necessarily be limited to the points that are subjected to the mandatory requirements and evaluation criteria set out in the "Evaluation and Selection Methodology" section, against which the proposal will be evaluated. It is suggested you address these criteria in sufficient depth in your proposal. You must explain and demonstrate how you meet the mandatory requirements and how you understand and will carry out the work requirements.

Mandatory Requirements

Proposals will be evaluated in accordance with the mandatory requirements as detailed herein. Bidders are instructed to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team.



Curriculum Vitae

A Curriculum Vitae (CVs) is required from the bidder and shall be up-to-date and shall be submitted as an Appendix in alphabetical name sequence. Bidders shall identify the applicant's demonstrated relevant experience and education while including the following:

1. demonstrate required experience and skill sets;
2. detail individual resumes;
3. brief description of relevant projects and complexity including individual's role, responsibilities and length of time spent on the project; and,
4. for each project provide upon request references which may be contacted.

Evaluation Procedures of Proposals

Evaluation Methodology

1. Only those proposals which satisfy all MANDATORY requirements detailed herein will be further evaluated. IT IS MANDATORY FOR EVALUATION PURPOSES THAT PROPOSALS BE PREPARED IN THE FORMAT DESCRIBED HEREIN. FAILURE TO DO SO MAY RENDER A PROPOSAL NON-COMPLIANT
2. Mandatory Criteria: The evaluation process to complete the selection will take place as follows:
 - i. Mandatory Criteria: Bids not meeting ALL mandatory requirements may be eliminated from further consideration; and,
 - ii. Contract: The resultant contract will be issued to the Best Value Bidder and not necessarily the Lowest Responsive Bidder in accordance to the following criteria:
 - Proposal Quality (layout, presentation, professionalism) 10 points
 - Contractor Experience (recent trail construction projects, experience in similar terrain, local presence, CV, references) 40 points
 - Approach and Methodology (schedule, work plan, trail crew configuration and number of project employees if applicable) 20 points
 - Contract rates per trail project (labour) 30 points

Proposals may be accepted in whole or in part, with or without negotiation. It is anticipated that only one Contract will be awarded pursuant to this RFP.

Period of Work

The work is to be performed between June 20th, 2022 and September 1st, 2022

Authorities

Contracting and Project Authority

Curtis Vollmin, QRCA President
6306 Oak, Powell River, BC, V8A 4L6
(tel) 604.815.9574



(E-mail) cvollmin@icloud.com

The Contracting Authority is responsible for the management of this Contract. Any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor is not to perform work in excess of or outside the scope of this Contract based on verbal or written requests or instructions from any PRCA personnel other than the aforementioned officer.

Project Authority

Brendan Behan, QRCA, Director of Trails
6978 Barnet Ave, Powell River, BC, V8A 1Z7
(tel) 604.414.8344
(E-mail) vir.doctus@gmail.com

Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under this contract, the Contractor shall be paid in full within **thirty (30) days** of the last step being completed **or** payment will be made upon completion of previously agreed upon phases.

Travel Expenses

All travel eligible for reimbursement must have prior authorization of the QRCA.

Method of Payment

1. Payment by QRCA for the Work shall be made within:
 1. thirty (30) days following the date on which all of the Work has been delivered at the location(s) specified in the Contract and all other Work required to be performed by the Contractor under the terms of the Contract has been completed; or
 2. thirty (30) days following the date on which an invoice and substantiating documentation are received according to the terms of the Contract; whichever is later.
2. If QRCA has any objection to the form of the invoice or the substantiating documentation, within fifteen (15) days of its receipt, QRCA shall notify the Contractor of the nature of the objection. 'Form of the invoice' means an invoice which contains or is accompanied by such substantiating documentation as QRCA requires. Failure by QRCA to act within fifteen (15) days will only result in the date specified in paragraph 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

Payment will be made for services rendered, provided that:

1. invoices are submitted in accordance with the invoicing instructions contained herein;
2. all direct expenses, travel and living expenses, etc. if eligible are supported by invoices, receipts, vouchers; and,
3. time sheets are provided to support the time being claimed.



Invoicing Instructions

1. Payment will only be made on receipt of a satisfactory invoice duly supported by specified release documents and other documents called for under the Contract
2. Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:
 1. the date;
 2. name and address of the CONSIGNEE;
 3. item/reference number, deliverable and/or description of work;
 4. contract serial number and financial codes;
 5. the amount invoiced (including the Goods and Services Tax [GST] and/or Provincial; Sales Tax [PST] as appropriate) and the amount of GST and/or PST, as appropriate, shown separately;
 6. Client Reference Number (CRN); and,
 7. Procurement Business Number (PBN).

Limitation of Expenditure—Firm Price

No increase in the total liability of QRCA or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority, prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of QRCA to be exceeded, unless an increase is authorized by the Contracting Authority.

Inspection

The QRCA shall be the Inspection Authority. All reports, deliverables, documents, goods and all services rendered under this Contract shall be subject to inspection by the Inspection Authority or its designated representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority shall have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment. Any communication with a Contractor regarding the quality of Work performed pursuant to this Contract shall be undertaken by official correspondence through the Contracting Authority.

*Mapping Requirements:

Paper maps are to be provided on paper at 8.5" X 11" or 8.5" X 14" or 11" X 17"



GPS data for each section of proposed trail must be provided. GPX files or equivalent, depending on GPS device manufacturer, are preferred. KML/KMZ files may be accepted, but must be derived from field collected GPS data. Shape (.shp) files will be accepted, but are not required.

- General location map (1:20,000 to 1:30,000) Including topography, water courses, existing access including primary resource roads, any known private lands and/or forest tenures and any known cultural or historic sites
- Specific location map (1:2,000 to 1:10,000) Including proposed trail, existing trails, points of commencement and termination, proposed culvert and bridge locations, and proposed additional facilities (kiosk, parking lot, outhouse, etc)
- Digital geo-spatial information of proposed trail (.gpx, .kml, or shapefile)