



# **REQUEST FOR PROPOSALS**

FOR THE PROVISION OF

**Removal & Installation of a New Energy Efficient HVAC  
Hope & Area Recreation Centre**

RFP TITLE: Hope Arena Mezzanine HVAC Replacement

RFP NUMBER: 21005

DATE ISSUED: November 5, 2021

CLOSING DATE: December 3, 2021 1 pm pm PST



REQUEST FOR  
PROPOSALS

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RFP NUMBER: RFP-21005	DATE ISSUED: November 5, 2021
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## Part A - INTRODUCTION

### A.1 RFP Overview

The Fraser Valley Regional District ("FVRD") is seeking proposals from qualified proponents ("Proponents") in response to this request for proposals ("RFP") for the upgrade of the Hope Arena Mezzanine HVAC unit at the Hope Recreation Centre located at 1005 – 6th Ave. Hope, BC.

## Part B- OBJECTIVES

### B.1 Scope of Services

The FVRD anticipates the services will focus on using low carbon emission technology where possible to reduce greenhouse gas emissions. The following scope of works is recommended as a minimum and is not limited to:

Remove, dispose and replace the existing York rooftop model BP120C00A2AAA3C heat pump from the arena mezzanine with a unit capable of heating and cooling the entire mezzanine including washrooms, storage and kitchen as electric heaters in these spaces have been removed including, without limiting:

1. All labour, equipment and resources for the installation and commissioning of the new high-efficiency hybrid rooftop unit. This hybrid unit shall incorporate a heat pump for cooling and first stage heating and a natural gas section for backup and peak load heating purposes.
2. Ensure that the new roof top unit adheres to the Structural Memorandum
  - a. That the new roof top unit operational weight does not exceed 1200lbs
  - b. That the new roof top unit is not to exceed 4'6" for snow load capacities
  - c. The new roof top unit matches the current footprint not to exceed the +/- 6" in any direction
3. All labour, equipment and resources for the supply, delivery installation of the new ductwork modifications required to install the new rooftop unit and for the required ductwork modifications with the building.

The following tasks form part of the scope of work for this project.

- a. Demolition, removal and disposal of the existing air handling unit
- b. All permits and certification as required by code and the local jurisdiction (gas, refrigeration, electrical etc.)
- c. New Hybrid rooftop unit and ancillaries
- d. Natural gas piping
- e. Sheet metal ductwork
- f. Thermal insulation where required
- g. Electrical installation
- h. Controls installation
- i. Structural modification and anti-vibration mounts
- j. Air system balancing
- k. Evacuation and disposal of the existing refrigerant contained within the existing rooftop unit. The contractor shall provide a certificate of disposal for tracking

4. The contractor is reminded that the building may be occupied during the renovations. The shutdown of the existing services must be closely coordinated with the facility coordinator.
5. All new equipment shall be seismically restrained as required by code.
6. The contractor shall make allowance to the existing (or new) penetrations through the structure to the owner's satisfaction. This shall include fire-stopping and or drywall patching or ceiling tile repair or replacement.
7. Verify that all existing local power supplies, piping and condensate drains are installed correctly and are operational. The contractor shall allow installing new weatherproof electrical connections as required by code.
8. Manufacturer's start-up service on new equipment
9. Final inspection and sign off by a structural engineer (reference Engineer Structural Memorandum)

(collectively, the "**Services**") all to be provided with consideration being given to a focus on value to the FVRD and Project budget.

## B.2 Timeline

The proposed deadlines for key aspects of this RFP are as follows (as may be amended by the FVRD at its discretion):

ITEM	DESCRIPTION	EXPECTED COMPLETION DATE
1	Required Site Visit	Nov 24, 2021 2:00p
2	Closing Date	Dec 3, 2021 1:00 PST
3	Review and Award	Dec 10, 2021

## Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

### C.1 Closing Date and Location

Proposals must be received by 1:00 PM (PST) on December 3, 2021 ("**Closing**") at the following address:

Fraser Valley Regional District  
 Attention: Charlotte Whaley,  
 45950 Cheam Avenue  
 Chilliwack, BC V2P 1N6  
 cwhaley@fvrd.ca

The time for Closing will be conclusively deemed to be the time shown on the clock used by the FVRD for this purpose.

## **C.2 Form of Proposal Submissions**

Proponents are requested to submit the following copy/ies of their proposal ("**Proposal**"):

1. Electronic Submissions are preferred. Proponents are requested to email proposals clearly marked with the RFP Number, RFP Title and Proponent's name and address to [cwhaley@fvr.ca](mailto:cwhaley@fvr.ca)
2. Should the proponent wish to submit a hard copy of the proposal, they can be submitted the FVRD Main office located at 45950 Cheam Avenue, Chilliwack, V2P 1N6

## **C.3 Mandatory Requirements**

Proponents must include in their proposals, the following information:

- i. Completed and signed Form of Proposal set out in Schedule B;
- ii. Proponent's Experience - list of completed or current work requiring services comparable to the services sought in this RFP, including a brief description of the work, approximate contract value and references (with phone numbers) for each work that the FVRD may contact as set out in Schedule C;
- iii. Costs - details costs for the Proponents provision of the Services in Canadian Dollars, inclusive of all costs, expenses and charges, but exclusive of GST and Provincial Sales Tax; and
- iv. sufficient detail to allow the FVRD to determine the Proponent's position from the documents received, such, as, details of the Proponent's team, their roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services.

## **C.4 Information Meeting**

A Proponent's meeting will be held at the following time and location:

Date: November 24, 2021

Time: 2:00 pm

Location: Hope & Area Recreation Centre 1005-6<sup>th</sup> Ave Hope, BC

The Information Meeting will include information regarding an overview of the project and RFP requirements and an overview of the background documents.

Proponents are required to pre-register contact the Contact Person by the end of business day 24 hours before the scheduled date for the Information Meeting to provide details on the number and names of individuals attending. C-19 protocols are in place and must be followed.

A written summary of the responses to questions raised during the Information Meeting will be distributed to all Proponents at the discretion of the FVRD through BC Bid.

## **C.5 Enquiries**

All enquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("**Contact Person**") indicated below.

Contact Person: Mike Freimark, Assistant Manager, Recreation, Culture and Airpark Services

Address: 1005-6th Avenue Hope, BC V0X1L4

Email: [mfreimark@fvrd.ca](mailto:mfreimark@fvrd.ca)

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon.

## **Part D - TERMS AND CONDITIONS OF RFP**

### **D.1 General**

The terms and conditions in this Part DD will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

### **D.2 Proposal Validity**

Proposals will be open for acceptance by the FVRD for at least 90 days after the date of Closing.

### **D.3 Addendum**

All subsequent information regarding this RFP including changes made to this document will be posted on BC Bid for Proponents to access. It is solely the responsibility of the Proponents to check BC Bid from time to time to ensure that they have all amendments to this RFP in the form of addenda and to ensure that they have obtained, read, and understood the entire RFP including all addenda that may have been issued prior to Closing.

### **D.4 Evaluation and Selection Method**

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the basis of the overall best value to the FVRD based on quality, service, past performance, price and any other criteria set out herein including, but not limited to:

- i. clarity of proposal;
  - a. total cost;

- b. warranty;
- c. experience and performance of similar projects; and
- d. history of past performance and dealings with the FVRD

#### **D.5 Acceptance and Rejection of Proposals**

This RFP shall not be construed as an agreement to purchase goods or services. The FVRD is not obligated to enter into an Agreement (defined herein) with the Proponent who submits the lowest priced Proposal or with any Proponent.

#### **D.6 Late Proposals**

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.

#### **D.7 Amendment or Withdrawal of Proposals**

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable in accordance with section D.2. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

#### **D.8 FVRD's Rights and Reservations**

The FVRD reserves the right to:

- i. reject any or all Proposals;
- ii. reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
- iii. in the event that only one proposal is submitted, to return the Proposal unopened;
- iv. modify the terms of this RFP at any time in the FVRD's sole discretion;
- v. to require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
- vi. communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

#### **D.9 Cancellation of RFP**

The FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, the FVRD shall have the right to seek to procure the same services or similar services at any time through any means the FVRD deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the FVRD.



#### **D.10 Waiver of Non-Compliance**

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

#### **D.11 Proponent's Costs**

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Contact Person prior to Closing and during Proposal evaluation, and for any subsequent processes or negotiations with the FVRD that may occur.

#### **D.12 Limitation of Liability**

By submitting a proposal, each Proponent irrevocably agrees that the FVRD shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

#### **D.13 Negotiation**

The FVRD reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the FVRD in its sole discretion.

#### **D.14 Errors and Omissions**

While the FVRD has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FVRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

#### **D.15 Conflict of Interest**

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

## **D.16 Confidentiality**

All Proposals become the property of the FVRD and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the FVRD unless disclosure is otherwise required by law.

## **D.17 No Lobbying**

Proponents and their agents are not permitted to contact any member of the FVRD Council or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

## **D.18 Contract Award**

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should it be identified as the preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding a Contract .

If a written Contract cannot be negotiated and executed by both parties within 90 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the FVRD may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

At its sole discretion, the FVRD may divide any Contract for goods or services between two or more proponents.

## **D.19 Definition of Contract**

Notice in writing to a Proponent that it has been identified as the preferred Proponent and the subsequent full execution of a written contract will constitute a contract for the goods and/or services contemplated by this RFP, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the preferred Proponent and the FVRD have both executed a written Contract.

## **D.20 Form of Contract**

The Contract will comprise a form of written agreement based on the standard form document, as may be amended by mutually agreed supplementary conditions, and incorporate the FVRD's general conditions and specifications, if any, set out in Schedule A.

## **Schedule A**

### **GENERAL CONDITIONS AND SPECIFICATIONS**

The following conditions and specifications should be considered by the Proponent:

Roof access is through a ladder via the top floor. It is anticipated that large or heavy equipment and materials would need to be transported via crane, to be included in the total project costs.

Proponents should be aware that our facility includes critical functions such as 9-1-1 Emergency Dispatch. The installation of the new HVAC must not interfere with critical functions. If power is required to be shut down, it must be coordinated with the facility coordinator before power shutdowns.

The successful proponent is expected to carry all costs and coordinate all inspections associated with the removal and installation of the new HVAC unit.

Details on building envelope penetrations are the responsibility of the Proponent and need to be documented and submit to the building owner.

The FVRD will require the selected Proponent to provide copies of Operations and Maintenance Manuals upon completion which shall include, but are not limited to:

- List of all equipment supplied
- Shutdown and isolation procedures for maintenance;
- Maintenance procedures and timetables;
- Snow removal requirements (if necessary);
- Warranties for HVAC and workmanship;
- Equipment manufacturer's documentation and handbooks for all equipment;
- Contact information for inquiries or repair needs

Schedule B  
**FORM OF PROPOSAL**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name and title of Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Form of Business Organization

Sole Proprietorship

Partnership Date of Establishment \_\_\_\_\_

Corporation Date of Incorporation \_\_\_\_\_ Business No. \_\_\_\_\_

We hereby offer to perform the Services required by this RFP for the stipulated price of:

Proposed Price for Goods/Services	\$ _____
Plus G.S.T.	\$ _____
TOTAL	\$ _____

I/We the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including without limitation, the General Conditions and Specifications (if any), submit this Proposal in response the RFP.

Dated this \_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Name & Title/Position:

\_\_\_\_\_  
Name & Title/Position:

## Schedule C

### PROPONENT'S EXPERIENCE

Proponent Name: \_\_\_\_\_

Experience:

Dates: \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

References: \_\_\_\_\_

(incl. telephone)

Experience:

Dates: \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

References: \_\_\_\_\_

(incl. telephone)

Experience:

Dates: \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

References: \_\_\_\_\_

(incl. telephone)

Schedule D

Engineering Memorandum



207 - 46167 Yale Road, Chilliwack, BC V2P 2P2  
tel 604 703 1603 www.quantumeng.ca

Structural Memorandum

Project Name:	Hope Rec Center RTU Replacement	For Information	<input checked="" type="checkbox"/>
Client:	Hope & Area Recreation Center	Follow-up required	<input type="checkbox"/>
Project address:	1005 6 Ave, Hope, BC		
QE File Number:	21.232		
Date:	August 23, 2021		
Purpose:	Review of structural implications of replacement roof top unit (RTU)		

A new roof top unit (heat pump) will be installed on the arena roof. The new unit will replace an existing 10 ton York Predator heat pump that weighs approximately 1200 pounds and has a footprint of about 4'-11" x 7'-5". It has a height of about 4'-3", not including the curb. Quantum Engineering visited the site on Aug 5, 2021, to review the location of the heat pump and the existing structure.

Observations:

- The unit is located above the second story multi-purpose room at the west end of the ice arena.
- The existing roof construction is rigid wide flange steel frames spaced at 20'-0" o/c with 12" deep steel Z purlins at 3'-6" o/c
- The RTU is located near a steel beam, about 20 feet away from the west end wall.

Requirements:

- There are no structural concerns with replacing the RTU, provided the following conditions are met:
  1. The new RTU operational weight is not to exceed 1200 lb.
  2. The new RTU height is not to exceed 4'-6" (in order to limit the potential snow drifting around it.)
  3. The new RTU footprint matches closely to the existing, that is, no more than +/- 6" in each direction.

Per:

Quantum Engineering Ltd.

Jonathan Klop, P.Eng.