



REQUEST FOR
PROPOSALS

RFP TITLE: Operation and Maintenance of Vedder River Campground	
RFP NUMBER: 21007	DATE ISSUED: October 13, 2021
CLOSING TIME/DATE: November 10, 2021	

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Part A - INTRODUCTION

A.1 RFP Overview

The Fraser Valley Regional District (**FVRD**) is requesting proposals from qualified proponents (**"Proponents"**) in response to this request for proposals (**"RFP"**) for the provision of providing operational and maintenance services for the Vedder River Campground (the **"Campground"**), located in the City of Chilliwack at 5355 Giesbrecht Road. The FVRD is looking for a contractor who possesses the required personnel and experience to provide a family atmosphere, excellent customer service, and professional operations of facilities and services.

The FVRD is a local government that delivers over 100 separate services to over 280,000 residents in the Fraser Valley. Our communities include eight unincorporated Electoral Areas as well as the municipalities of Abbotsford, Chilliwack, Harrison Hot Springs, Hope, Kent (Agassiz) and Mission. The FVRD operates many regional parks and trail systems in the Fraser Valley and expanded to include the Vedder River Campground by acquiring it in 2017.

The Vedder River Campground is located along the beautiful Vedder River, only 10 minutes away from Cultus Lake and many other recreational opportunities. It features over 160 sites, including pull through sites, full hook-ups (30-amp electricity, water, and sewer), tenting, and small and larger group areas. Fishing is available right from the campground including various species of pacific salmon, trout and steelhead. Many amenities are available for campers including a sani-station, WiFi, free showers, horseshoe pits, concession sales and washrooms.

The Campground is open to the public from the last week of March until the end of October and provides both overnight camping and seasonal sites. There is no winter camping available. Year round security is required and can be provided through the use of a camp host. Additional site preparation and clean up are required prior to and after the public camping season.

The FVRD will be responsible for costs associated with building repairs, utilities, security systems, telephone, internet, and related building, and supplies. The FVRD will also provide the IT infrastructure (including computers, payment systems) for the Campground along with a modern database system to allow for on-line reservations, administration, and financial transactions, to allow for efficient and effective record keeping.

The FVRD also has a communications team which will be of assistance to the contractor. The FVRD team will create all required handout materials and signage needs as well as being responsible for marketing and branding the Campground.

The Vedder River Campground is operated in accordance with the *Fraser Valley Regional District Vedder River Campground Regulations, Fees and Other Charges Bylaw No. 1476, 2018*:

<https://www.fvrd.ca/assets/Government/Documents/Bylaws/Parks/CONSOLIDATED%20Vedder%20River%20Campground%20Regulations%20Bylaw%20No.%201476.pdf>

Part B- OBJECTIVES

B.1 Scope of Services

The FVRD requires a contractor to:

- i. Ensure that the Campground is functional, safe, sanitary, inviting, and the facilities are protected from premature deterioration.
- ii. Maintain a daily (7 days per week) level of service during the camping season which runs from the last week of March until the end of October.
- iii. Staff must be available within the campground to respond to public safety and security issues 24 hours of the day. This may include the contractor or a camp host residing within the campground who is available to respond as required to public safety and park security issues.
- iv. Provide specific duties described in **Part E**.

(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	Information Meeting (Optional)	November 1, 2021
2	RFP Closing Date	November 10, 2021

Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 3pm (Pacific Daylight Time) on November 10, 2021 ("**Closing**") at the following address:

Fraser Valley Regional District
Attention: Charlotte Whaley, Departmental Secretary, Regional Services
1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6

Email: 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**"):

- i. one (1) printed copy at the address listed under C.1;
- AND/OR**
- ii. one electronic copy in Adobe PDF format to cwhaley@fvrd.ca

All reports are to be clearly marked with the RFP Number, RFP Title and Proponent's name and address. It is the responsibility of the Proponent to ensure that the proposal has been received by the FVRD. To confirm receipt, please contact Charlotte Whaley as per contact information provided in C.1.

C.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

- i. Completed and signed Form of Proposal set out in Part F;
- 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 Part G;
- 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, including architectural consultant, their roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services.
- v. Availability of proponent-owned equipment that could reasonably be made available to assist in providing the Services.

C.4 Information Meeting

An optional meeting ("**Information Meeting**") for Proponents will be held at the following time and location:

Date: November 1, 2021

Time: 10 am

Location: Vedder River Campground, 5355 Giesbrecht Road, Chilliwack, BC.

The Information Meeting will include a tour of the campground.

Proponents are not required to pre-register but are requested to contact the Contact Person listed in D.5. 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.

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 via email to the contact person ("**Contact Person**") indicated below.

Contact Person: **Trina Douglas, Manager of Protective Services**

Email: tdouglas@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 D 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. financial terms including but not limited to hourly and weekly rates and payment terms;
- ii. financial capabilities of the Proponent;
- iii. corporate and technical capability of the Proponent to provide the Services;
- iv. experience and performance of similar projects;
- v. history of past performance and dealings with the FVRD; and
- vi. references.

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 FVRD standard form document, as may be amended by mutually agreed supplementary conditions, and incorporate the FVRD's general conditions and specifications.

Part E – SPECIFIC DUTIES

Specific Contractor Requirements:

- Administration
 - The provision of site supervision to ensure safe public use and enjoyment.
 - Enforcement of regulations through education and compliance, including taking complaints, attending disorderly incidences, preventative actions for speeding, compliance with campsite alteration allowances, responding to disturbances, dealing with offences, and evicting campers if necessary, as per the regulatory bylaw.
 - Greet, register and take payment from all campers at the gatehouse as they enter the campground and assign them to appropriate sites.
 - Maintain and operate a dedicated phone line, answering service, email and on-line reservation system taking bookings from campers during the camping season.
 - Assist all visitors in person or over the phone, by answering questions, explaining regulations, distributing maps, rules, info etc.
 - Maintain the information kiosk and all notice boards and post up to date information for visitors.
 - The Contractor must have a valid, up-to-date business license with the City of Chilliwack.
 -
- Maintenance
 - Maintain and make minor repairs within the Campground on facilities, site amenities and grounds in a neat and tidy manner and which include the following:
 - Roadways and minor trails
 - Campsites
 - Campground washrooms and showers
 - Campground administration building/gate house
 - Turf areas in the campground
 - Picnic tables and fire rings
 - Picnic Shelters and Signage/Public bulletin Boards, sign posts

- Water access stations
 - Park lights
 - Electrical supply to campers
 - Any other buildings and fencing/delineation
- General Grounds
 - Cutting grassy areas including common areas and as needed for individual campsites throughout growing season – annually, expected between 20-24 times. Maintain a height of 2” minimum and 4” maximum
 - Regular trimming and edging around structures, walkways and trees so as to provide a neat and tidy appearance
 - Raking (blowing, pick-up and gathering up) of pine needles, pine cones, leaves, litter and other debris to maintain a neat and tidy appearance.
 - Watering some of the grassed areas (if allowed under summer water restrictions).
 - Danger tree assessment
- Campsite Cleaning

Clean campsites by performing minor maintenance tasks such as raking the campsite pad, washing tables, cleaning out fire rings, picking up litter, and reporting any damage. Each site must be cleaned after every camper checks out and before another checks in.
- Garbage and Litter Removal
 - Campground will require daily clean-up and disposal of any and all garbage and litter including perimeter of property boundary areas – including sweeping of all hard surface areas (weekly)
 - Containers to be serviced with sufficient frequency to avoid overfilling or spilling
 - Conform with required recycling/composting procedures
 - Remove garbage/debris from Campsite area
- Campground Roadways
 - Provide clean, well-kept camping access roads clear of any obstructions and potholes, lay small amounts of gravel and maintain speed bumps when necessary.
 - Sweep (blow) asphalt access road as required to clear away scattered or accumulated stone and dirt.
- Buildings, Washrooms and Showers
 - Immediately notify the FVRD of vandalism or the requirement for any repairs to the buildings or facilities which are over and above regular maintenance.
 - Responsible for all minor repairs to facilities.

- Keep supplies filled to provide a clean, serviceable washroom for both public and camper needs.
 - Keep toilets operational
 - Washrooms and shower will require daily cleaning and disinfecting and restocking with paper and soap as required
 - Floor areas will require daily sweeping and washing
 - Light fixtures will require inspection and replacement luminaries.
 - Take responsibility for closing and notifying campers if unexpected issues occurs that result in the need for sudden closure of washroom or shower facilities as necessary to maintain hygienic standards.
 - Contractor is responsible for winterizing the campground at the close of the tourist season.
- Reporting
 - Conduct an annual inventory of items/materials.
 - Reporting annually, the condition of all park facilities to determine repair and replacement projects required by the FVRD in the off-season.
 - General ongoing reporting to the FVRD on a consistent basis on items or concerns that need to be addressed or require follow-up, including facilities issues, liability concerns, safety concerns, bylaw contravention reporting, nightly issues, cancellations, site alteration requests, break-ins, theft, refund requests, equipment failures, tree issues, flooding concerns, wildlife encounters, etc.
- Health and Safety and Liability
 - Responsible for fire suppression and notifying campers if there is a fire ban in place.
 - The contractor must assist in an evacuation if required.
 - Be the Prime Contractor on the site and therefore responsible for health and safety of all contracted staff and campers (valid first aid certificate and level applicable to camping service).
 - Must have and maintain Worksafe BC coverage for all staff.
 - Criminal record check for all staff applicable to the environment
 - The Contractor would require commercial general liability insurance in an amount not less than \$5,000,000 which would include the FVRD as additional insured, replacement value of the facility structures and a cross liability clause.
- Current staff profile
 - Contract holder/manager
 - Gatehouse staff supervisor
 - Gatehouse staff
 - Maintenance staff

- A Camp Host available outside of gatehouse hours and camping season to maintain customer service and site security

Part F - 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 per annum	\$ _____
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 _____, 201__.

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Tile/Position:

Name & Title/Position:

Part G - 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)