



REQUEST FOR
PROPOSALS

RFP TITLE: Replacement of Sand Filters at Dan Sharrers Aquatic Centre (DSAC)	
RFP NUMBER: RFP-25006	DATE ISSUED: March 17, 2025
CLOSING TIME/DATE: April 25, 2025	

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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 replacement of sand filters at the Dan Sharrers Aquatic Centre (DSAC). The project involves removing the existing sand filters and installing new ones replacement filtration for each of the pools during the facility's annual shutdown period from mid-August to mid-September to avoid disruptions to operations.

The DSAC consists of multiple aquatic facilities:

- Main Competition Pool: Six-lane, 25-meter pool 600,000 l.
- Leisure Pool: 25-meter pool with a lazy river and bubble pit 120,000 l.
- Hot Tub: Capacity for 10 persons 12,000 l.

The selected proponent will be responsible for supplying and installing new high-efficiency filtration systems to maintain water quality and comply with all regulatory requirements.

Part B- OBJECTIVES

B.1 Scope of Services

The successful proponent will be responsible for:

- Removal and disposal of the existing sand filters in accordance with environmental and safety regulations.
- Supply and installation of new high-efficiency filters suitable for the competition pool, leisure pool, and hot tub.
- Ensuring the new filtration system meets BC Health Act and pool safety regulations.
- Conducting all required plumbing and electrical modifications to integrate the new system with existing infrastructure.
- Completing the installation during the annual shutdown (mid-August to mid-September 2025).
- Conducting start-up testing and commissioning to ensure full operational readiness before reopening.
- Providing training for DSAC staff on filter operation, maintenance, and troubleshooting.

Providing a minimum five (5) year warranty on parts and labor.

(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
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1	RFP Issuance	March 17, 2025
2	Closing Date for Submissions	April 25, 2025 (4:00 PM)
3	Proposal Evaluation and Selection	April 30, 2025
4	Contract Award and Finalization	May 15, 2025
5	Equipment Installation Window	Mid-August - Mid-September 2025
6	Project Completion and Final Inspection	September 15, 2025

Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 4:00 PM on March 25, 2025 ("**Closing**") at the following address:

Fraser Valley Regional District
 Attention: Mike Freimark, Manager, Recreation Services

Email: mfreimark@fvrd.ca
 1005 6th Avenue
 Hope, BC V0X1L4

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**"):

One electronic copy in Adobe PDF format, submitted via email to mfreimark@fvrd.ca

C.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

1. Proponents must include the following information in their proposals:
2. Completed and signed Form of Proposal as set out in Schedule B.
3. Proponent's Experience – List of completed or current projects that require services comparable to those sought in this RFP, including:
 - i. A brief description of the work
 - ii. Approximate contract value

- iii. References with contact information as set out in Schedule C.
4. Consultant's Experience – Name and description of the previous experience of the mechanical or pool filtration specialist the Proponent proposes to use, as set out in Schedule D.
5. Cost Proposal – Detailed costs for the Proponent's provision of the services in Canadian Dollars, inclusive of all costs, expenses, and charges, but exclusive of GST and Provincial Sales Tax.
 - i. Detailed Proposal Submission – Including:
 - ii. Description of the Proponent's team (including key personnel and filtration consultant).
 - iii. Roles, responsibilities, and reporting relationships within the project team.
 - iv. Proponent's understanding of the project and approach to execution.
 - v. Proposed work plan and timeline for carrying out the required services.

C.4 Information Meeting

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

Date: March 28, 2025

Time: 1:00 PM

Location: Dan Sharrers Aquatic Centre, 1005 6th Avenue, Hope, BC

The Information Meeting will include an overview of the project scope, RFP requirements, and background documentation. Proponents are not required to pre-register, but are requested to contact the Contact Person by end of business day, March 27, 2025, to provide details on the number and names of individuals attending.

A written summary of 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: Todd Hadway, Facility Maintenance Coordinator

Address: 1005 6th Avenue
Hope, BC V0X 1L4

Email: thadway@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 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 Contract, as may be amended by mutually agreed supplementary conditions, and will incorporate the FVRD's general conditions and specifications, as set out in Schedule A.

Schedule A - GENERAL CONDITIONS AND SPECIFICATIONS

General Conditions

- The successful proponent must comply with all federal, provincial, and municipal laws and regulations applicable to the project.
- All work must be performed in accordance with WorkSafeBC and occupational health and safety guidelines.
- The proponent must obtain all necessary permits, inspections, and approvals before commencing work.
- The work must be completed within the specified timeline, and any changes must be approved by FVRD.
- The successful proponent must provide proof of insurance, including liability coverage meeting FVRD requirements.
- The proponent will be responsible for the safe disposal of all removed materials in compliance with environmental regulations.

Technical Specifications

- The replacement filtration system must be appropriately sized for:
 - Main Competition Pool (six-lane, 25-meter pool)
 - Leisure Pool (25-meter pool with a lazy river and bubble pit)
 - Hot Tub (10-person capacity)
- The filtration system must meet or exceed BC Health Act standards for aquatic facility operations.
- The system should be energy-efficient, reducing operational costs while maintaining high water quality.
- The filters should be easy to maintain, with backwashing capabilities and long-lasting media.
- The installation must be compatible with existing plumbing and electrical infrastructure, with minimal modifications.
- The new system should include remote monitoring or automation capabilities (preferred but not required).
- A minimum five (5) year warranty must be provided on all major components and system performance.

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 _____, 201__.

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 - EXPERIENCE OF CONSULTANT

A list of previous comparable work, including a brief description of that work, approximate contract value, and references (with phone numbers).

Project name: _____

Contact name: _____ Phone No. _____

Work Description: _____

Value (\$): _____

Project name: _____

Contact name: _____ Phone No. _____

Work Description: _____

Value (\$): _____

Project name: _____

Contact name: _____ Phone No. _____

Work Description: _____

Value (\$): _____