



REQUEST FOR
PROPOSALS

RFP TITLE: Lifecycle Replacement of Arena Dehumidification System	
RFP NUMBER: RFP-25008	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 lifecycle replacement of the arena dehumidification system at our single-sheet ice arena in Hope, BC. The arena operates seasonally from August through April and requires a high-efficiency, reliable dehumidification system to maintain optimal ice conditions and indoor air quality.

The current dehumidification system is a Munters desiccant wheel system, which has reached the end of its service life. The FVRD is seeking a system replacement that provides superior dehumidification while maximizing energy efficiency. The removal and installation must occur during the dry floor season to prevent disruption to ice operations.

The area to be dehumidified measures 220' x 125' x 22', with an approximate volume of 600,000 cubic feet (17,000 cubic meters).

Part B- OBJECTIVES

B.1 Scope of Services

The successful proponent will be responsible for:

- i. Supply and installation of a new dehumidification system (rooftop or external unit preferred).
- ii. Removal and disposal of the existing Munters desiccant wheel system in accordance with applicable regulations.
- iii. Ensuring the new system meets industry standards for arena humidity control, maintaining optimal relative humidity for ice quality and minimizing condensation.
- iv. Designing the system to work efficiently with the arena's recently upgraded electrical infrastructure (FVRD will provide electrical requirements as needed).
- v. Completing all work during the dry floor season (May–July) to avoid disruptions to ice operations.
- vi. Providing all required permits, inspections, and compliance documentation.
- vii. Training facility staff on system operation, basic maintenance, and troubleshooting.

TECHNICAL REQUIREMENTS

The new dehumidification system must:

- i. Provide sufficient moisture removal capacity for a single-sheet 200x85 ft ice surface.
- ii. Operate efficiently within the August to April ice season while maintaining consistent conditions.
- iii. Integrate with existing electrical systems with minimal modifications.
- iv. Have a minimum warranty of five (5) years on major components and system performance.
- v. Include remote monitoring capabilities for operational efficiency and troubleshooting (preferred but not required).]

(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	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	May - July 2025 (Dry Floor Season)
6	Project Completion and Final Inspection	July 31, 2025

Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 4:00 PM on April 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 V0X 1L4

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 electronic copy in Adobe PDF format.
Proponents are requested to deliver proposals in a sealed envelope clearly marked with the RFP Number, RFP Title and Proponent's name and address.

C.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

1. Completed and signed Form of Proposal as set out in Schedule B.
2. Proponent's Experience – List of completed or current projects that require services comparable to those sought in this RFP, including:
 - A brief description of the work
 - Approximate contract value
 - References with contact information (phone numbers) as set out in Schedule C, Part J.
3. Consultant's Experience – Name and description of the previous experience of the mechanical engineering consultant or specialist the Proponent proposes to use, as set out in Schedule D.
4. 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.
5. Detailed Proposal Submission – Including:
 - Description of the Proponent's team (including key personnel and mechanical consultant).
 - Roles, responsibilities, and reporting relationships within the project team.
 - Proponent's understanding of the project and approach to execution.
 - 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: April 2, 2025

Time: 1:00 PM

Location: 1005 6th Avenue, Hope, BC

The Information Meeting will include information regarding an overview of the project and RFP requirements and an overview of the background documents. There are no as-built drawings available for the arena; therefore, a site visit is required to assess the location and electrical provisions for the new dehumidification system.

Proponents are not required to pre-register but are requested to 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.

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: Todd Hadway, Facility Maintenance Coordinator

Address: 1005 6th Avenue
Hope, BC V0X1L4

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. Technical Suitability & Performance;
- ii. project Cost (Including Installation & Removal of Old Unit);
- iii. Energy Efficiency & Long-Term Operating Costs;
- iv. experience and performance of similar projects;
- v. history of past performance and dealings with the FVRD; and
- vi. Warranty & Support Services.

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 incorporate the FVRD's general conditions and specifications set out in Schedule A.

Schedule A - GENERAL CONDITIONS AND SPECIFICATIONS

General Conditions

- The successful proponent shall comply with all applicable federal, provincial, and municipal laws and regulations.
- Work must be conducted in a safe and professional manner, following all WorkSafeBC and occupational health and safety guidelines.
- The proponent is responsible for obtaining all permits and approvals required for installation.
- All work must be completed within the specified timeline, with penalties for delays unless prior approval is granted by FVRD.
- The successful proponent shall provide proof of insurance meeting FVRD requirements.

Specifications

- The system must be sized appropriately for the 200x85 ft single-sheet ice surface.
- The dehumidifier must effectively control humidity levels throughout the August to April ice season.
- It must be compatible with the arena's existing HVAC and electrical infrastructure.
- The unit should have a minimum five (5) year warranty on parts and performance.
- Proponents must specify installation requirements, including electrical load, physical footprint, and maintenance access.
- All installation work shall be conducted during the dry floor season (May–July) to minimize disruption to ice operations.
- A training session for facility staff must be provided upon commissioning of the new system.

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 (\$): _____