



Old Firehall Renovation Project



Invitation to submit proposals

The Gabriola Community Bus Foundation invites qualified trades to submit proposals on the design, supply and installation of electrical upgrades to the old Fire Hall at 760 North Road

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1. PURPOSE AND SITE VISIT

1.1. Purpose

This Request for Proposals (RFP) is an invitation to qualified, experienced and licensed Electrical contractors to submit proposals for the Upgrade and Installation of Electrical Equipment and Services at the OLD Fire Hall 760 North Road, Gabriola (project site) on behalf of the Gabriola Community Bus Foundation (GCBF) as described in this document. See Appendix A Description of Work.

1.2. Project Site Visit

Applicants are required to attend a project site visit prior to submitting a proposal for the electrical work. Applicants will be responsible for verifying and accepting the accuracy of the existing site conditions. Please confirm your intent to attend the site visit by e-mail to the project manager: steven.earle@viu.ca

Project Site: Gabriola Old Fire Hall, 760 North Road, Gabriola BC

Location to Meet: Outside at East-side Entrance

Date: June 23rd, 2021, at 3 pm

An addendum to this document will be issued to answer all questions arising during the site visit.

2. QUALIFICATIONS REQUIRED

2.1. Proposers must be: a member in good standing of the BC Electrical Association and/or Electrical Contractors Association of BC; have a WorkSafeBC account number and a WorkSafeBC clearance letter; be licensed and insured to work on Gabriola Island, BC.

2.2. Any installers or subcontractors must be certified and qualified for the installation of the specified materials.

2.3. Preference may be given to qualified suppliers, installers and trades resident on Gabriola Island

3. INSTRUCTIONS TO PROPOSERS

3.1. Proposers are required to consider all Proposal Requirements carefully together with the existing site conditions and any other conditions that may affect worksite performance so as to determine the full extent of the work, and to submit an accurate proposal.

3.2. Proposers are to verify to their own satisfaction the existing project site conditions and obtain or check all measurements and dimensions at the project site as necessary.

3.3. Should any discrepancy appear between documents leaving doubt as to their intent or meaning, the GCBF shall be requested to clarify.

3.4. Under no circumstances will any claims be allowed against GCBF resulting from a failure to ascertain the full extent of the work herein described, specified, or implied.

- 3.5. Proposers must use the products, equipment, and/or suppliers named and identified by GCBF in Appendix A.
- 3.6. No deviation from specifications, drawings, will be allowed without prior written approval by GCBF, and if applicable, by the Manufacturer.
- 3.7. Unless otherwise specifically identified in the Proposal Requirements, the costs of the removal of all materials and any hazardous materials encountered during the work that require specialized handling are to be included in the Proposal Price.
- 3.8. Proposers will notify GCBF in writing any discrepancies, errors, omissions, departures from building By-laws, deviations from good practice, so that GCBF may issue clarifications.
- 3.9. All questions regarding this Request for Proposals must be submitted in writing. Verbal discussions shall be deemed informal and will not be legally binding.
- 3.10. Submit all queries at least 7 calendar days prior to Proposal Closing to the Project Manager: Attention: Steve Earle, Email: steven.earle@viu.ca

4. PROPOSAL SUBMISSION

1. Proposals are to be submitted electronically in pdf to the Project Manager: steven.earle@viu.ca no later than 2:00 PM on July 7th, 2021.
2. Proposals must be signed and affixed with a corporate seal, together with all required submission documents and certificates. Clearly identify in the subject heading: CERIP Electrical Contract Proposal.
3. The project name, location and project manager for GCBF are:

Project Name: CERIP Fire Hall Upgrade

Place of Work: 760 North Road

Attention: Steven Earle

Email Address: steven.earle@viu.ca

Offers submitted after the closing deadline will be returned to Proposer unopened, at the discretion of GCBF.

4.1. Proposal Contents

- 4.1.1. Proposals to complete the work shall include the following documents:
- 4.1.2. A current WorkSafe BC Clearance Letter.
- 4.1.3. A Work Schedule, detailing start and completion dates for each phase of the work to substantial completion.
- 4.1.4. A List of Costs, itemized, for each phase of the work according to the Work Schedule.
- 4.1.5. A list of all subcontractors who are proposed for the work. The contractor is responsible for the work by subcontractors and employees and the compliance to the conditions of the contract.

4.2. The Work Schedule

- 4.2.1. The Work Schedule, as agreed upon, will become part of the Contract.

- 4.2.2. The Work Schedule must include a list of the subcontractors with their qualifications, and rates of pay, and when they will be on site.
- 4.2.3. GCBF may accept or reject any proposed subcontractors on the basis of their suitability for the work. In the event of a rejection, the Proposer may submit an alternate subcontractor at an equivalent price. The GCBF may require the proposed alternate subcontractor to provide evidence of their qualifications.
- 4.2.4. Our funding source requires that we supply information about the number of people employed, whether they fit specified categories (including: women, 1st nations, anyone aged under 35, and new Canadians) and the number that are paid below or above \$30/hour. The contractor will be required to submit that information on completion of the work, which would also have to include information from any subcontractors if they use employees on the worksite.
- 4.2.5. Only those subcontractors named in the Proposal may be employed. Any changes must have the written approval of the GCBF.

4.3. The List of Costs

- 4.3.1. The List of Costs must include an itemized list of all material and labour costs for each phase of the work as well as all other costs such as permits or disposal fees. Suppliers / manufacturers must be shown for all materials as indicated in the Description of Work Appendix A.
- 4.3.2. Applicable PST and GST taxes must be shown separately.
- 4.3.3. Only "Fixed Price" or "Upside Limit Cost" proposals will be accepted.
- 4.3.4. The List of Costs, as agreed upon, will become part of the Contract.
- 4.3.5. See Appendix C for a sample List of Costs.

4.4. Proposal Acceptance

- 4.4.1. GCBF reserves the right to accept or reject any or all offers. The lowest or any proposal will not necessarily be accepted.
- 4.4.2. The GCBF reserves the right to clarify any perceived errors or ambiguities by contacting the Proposer and having them submit written clarifications.
- 4.4.3. The Successful Proposer will receive written notice of Proposal acceptance and Award by GCBF.
- 4.4.4. GCBF will award based on the overall best value considering cost, schedule and quality of Proposal submission.
- 4.4.5. It is the responsibility of the Proposer to include in the submitted Proposal sufficient amounts to cover the cost of the Work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount, and must be listed separately.

4.5. Contract Documents

- 4.5.1. The successful Proposer shall sign a contract of acceptance, signed and dated, and including those items of the proposal such as:
- 4.5.2. A certified true copy of Liability Insurance certificate naming GCBF extra insured.

- 4.5.3. The Work Schedule and List of Costs updated to reflect any changes that have been negotiated and accepted by the contractor and GCBF.
- 4.5.4. A certified true copy of WorkSafe BC Clearance Letter
- 4.5.5. An updated project schedule indicating Start-up and Substantial Completion dates.
- 4.5.6. The list of all Subcontractors that the contractor proposes to use in the Work.
- 4.5.7. A warranty that meets or exceeds section 5, Warranty.

5. WARRANTY

- 5.1. Contractor's Warranty: The work included in this contract shall be fully guaranteed by written certification for a period of two (2) years from the date of Substantial Performance of the Project against any defects in design, materials and workmanship, and that any defect will be made good at no additional cost to the GCBF.
- 5.2. The contractor will be responsible for any Manufacturer Warranty claim within the 2 year Contractor Warranty.
- 5.3. Any Manufacturer Warranty that extends beyond the 2 year Contractor Warranty shall be provided to the GCBF.

6. PAYMENT

- 6.1. The Contractor will submit invoices for goods, services and deliverables that have been provided to the GCBF for the work performed on a monthly basis.
- 6.2. Payment will be made to the Contractor for goods, services and deliverables upon receipt, acceptance and approval by the GCBF. Invoices are to be sent in .pdf format sent to email: steven.earle@viu.ca and Katharine Patterson, KatharinePatterson@UBC.ca.
- 6.3. The Contractor shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the GCBF.
- 6.4. Invoices shall show taxes separately.
- 6.5. GCBF will hold back payment of 20% of the contract value until final approval of all works is received.

APPENDIX A

DESCRIPTION OF THE WORK

1. Scope of Services

1. General Work Conditions

1. Work shall be performed not earlier than 7:00 AM or later than 6:00 PM, Monday through Saturday, unless otherwise approved by GCBF. Access to the project work site at other times must be arranged in advance with the Project Manager.
2. The contractor will perform the work according to the Work Schedule, unless otherwise authorized by GCBF in writing.
3. Safety on Site
 - i. The contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the Work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the contractor is to take immediate action to mitigate risk and damage, and then to notify the GCBF.
 - ii. The locations of all such hazards are to be investigated and verified in the field by the Contractor.
 - iii. Suppliers shall take adequate measures to protect the public, and all others on site from injury, damage, or other loss resulting from equipment drop off or pick up operations and related activities. The Supplier shall promptly report to the GCBF Project Manager and the Contractor any safety incidents as they occur.
4. Permits & Regulations
 - i. The Contractor is to obtain permits, pay all fees and comply with all Provincial, Regional, and other legal regulations and by-laws applicable to the work. In the absence of local regulations, compliance with the National Building Codes of Canada, latest revision is required. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.
5. COVID 19
 - a. COVID - 19 Site Safety Requirements
 - i. The Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:
 - <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industryinformation/construction>
 - <http://www.bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>
6. Environmental Protection
 - a. The Contractor shall be responsible for taking all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Regional Acts and Bylaws in respect to air, earth and water pollution.
7. Dangerous Materials
 - b. Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

2. Site Specific Work Requirements

Schematic drawings are included as Appendix B to this RFP. The drawings illustrate the desired outcomes of the work. Each applicant is required to inspect the site and provide their own estimate of the work and materials required to complete the project to the satisfaction of GCBF.

2.1 General Electrical Work

The Contractor will:

- 2.1.1. Upgrade the electrical service to the project site to 400 amps, working with BC Hydro and other authorities as required.
- 2.1.2. Design and install a separate electrical panel for the GCBF to include the electrical supply for the overhead lighting, heat pumps, 2 vehicle chargers, garage bay doors, and solar modules; and inform GCBF to set up a separate account with BC Hydro for such service and electrical consumption.
- 2.1.3. Design the electrical service to safely operate the following equipment: 3 overhead garage doors, 3 heat pumps, two electric vehicle chargers (level 2); overhead LED lighting; electric ceiling fans. The supply and installation of the solar modules, heat pumps and 3 garage doors will be done by others.
- 2.1.4. Remove existing lighting safely, and, as necessary any other electrical equipment such as redundant wiring, junction boxes etc., and disposing or recycling in accordance with local bylaws. All unused wiring shall be removed back to source and made safe.
- 2.1.5. Rent all rigging means including boom lift, scaffolding, etc. as required to remove and install any of the equipment and fixtures.
- 2.1.6. The Contractor shall review the site in detail to determine the exact quantities and locations of electrical and mechanical equipment.
- 2.1.7. Protect fire alarm and other life safety system devices and ensure they remain operational during and after demolition work.
- 2.1.8. Provide all necessary temporary power and lighting as required.

2.2. Lighting Work

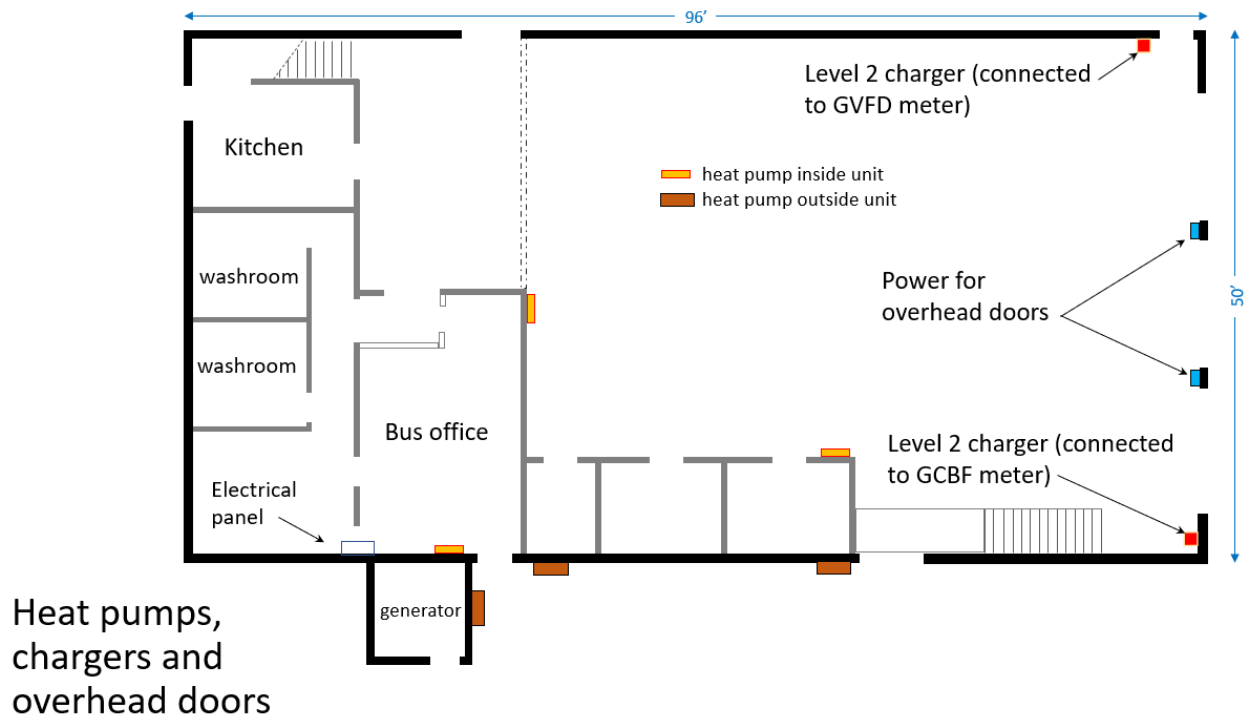
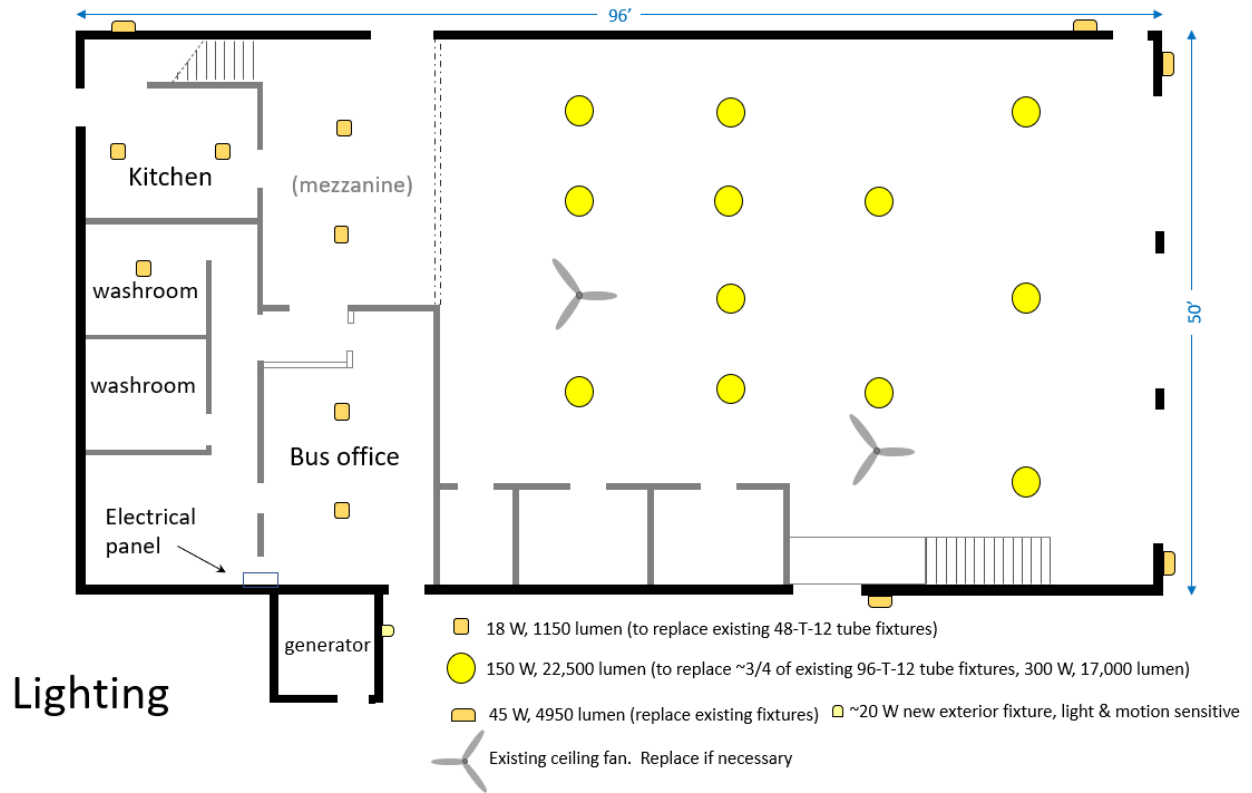
- 2.2.1. Install interior and exterior lighting as indicated in the drawing "Lighting", in Appendix B.
- 2.2.2. The contractor will be responsible for removal of any and all materials deemed necessary to perform the work from the site.
- 2.2.3. Supply and install LED overhead lighting in the vehicle bay, bus office, kitchen, washroom, beneath mezzanine, and selected outdoor lights, as indicated in the drawing "Lighting", in Appendix B.
- 2.2.4. Replacement lamps shall be new from a reputable manufacturer (e.g., Philips, Acuity, Copper, etc.) and offer maximum hour lamp life. The same brand manufacturer shall be used throughout unless otherwise approved by GCBF.
- 2.2.5. No deviation from the specifications without prior consent from the GCBF is allowed.
- 2.2.6. All Services provided shall be subject to inspection and shall meet the requirements of the approving authority. If they are not approved, the GCBF shall have the right to reject them or to require correction. The GCBF will not be deemed to have accepted the Services by virtue of a partial or full payment for it.



2.3. Supply and Install Work

- 2.3.1. The contractor will design electrical services and install conduit etc., as needed for the installation of three heat pumps outside units, two Level 2 vehicle chargers, and three overhead doors as per the drawing in Appendix B titled "Heat pumps, charger and overhead doors" unless otherwise approved by GCBF. (Supply and installation of heat pumps and overhead doors will be done by others.)
- 2.3.2. The contractor will install two Level 2 electric vehicle charger as per the drawing in Appendix B titled "Heat pumps, charger and overhead doors" unless otherwise approved by GCBF.
- 2.3.3. The contractor must list the name of manufacturers of fixtures and appliances, and of subcontractors to be used for all supply and install services. No substitutions without prior approval of GCBF.

APPENDIX B SCHEMATIC DRAWINGS





APPENDIX C EXAMPLE PROPOSAL SHEET

Quantities and Items, or Lump Sum Work

Example (actual table should include prices for individual fixtures, estimated length of wire, conduit, boxes, breakers etc.):

Item	Material / Work	Quantity and type	Labour cost	Materials cost
1.	Demolition & Removal – light fixtures, controls, electrical equipment, etc.			
2.	Mobilization, rigging, scaffolding etc.,			
3.	Permits/fees			
4.	Supply and installation of new lighting in vehicle bay area	# units and model		
5.	Supply and installation of new lighting in office, kitchen etc. etc.	# units and model		
7.	Supply and installation of services and electrical conduit for 3 overhead doors	materials required		
	Supply and install two Level 2 Vehicle Chargers etc.			

List of Subcontractors

Name of Person	Company Name	Type of Service	Contact Phone Number	Contact email