



## **REQUEST FOR PROPOSALS (the “RFP”) Laskeek Bay Conservation Society Interpretive Centre Conceptual Plan**

Proposals are to be emailed to [laskeek@laskeekbay.org](mailto:laskeek@laskeekbay.org) or dropped off at the Laskeek Bay office, and should be received prior to 5:00 p.m., PST on Friday **June 1st, 2018** (the “Closing Time”).

### **NOTES:**

1. Quotations are to be sent to the email address specified above, or they may be delivered by courier or otherwise in person at the Laskeek Bay Conservation Society office at 3201 Oceanview Drive Unit 2, Queen Charlotte BC, V0T 1S0, in each case prior to 5PM PST.
2. Quotations must be marked with the vendor’s name and the RFP title.
3. “Pacific Time” will be conclusively deemed to be the time shown on the computer clock at the Main Office Desk at the Laskeek Bay Conservation Society office.
4. All queries related to this RFP should be submitted in writing to the attention of:

Executive Director, Laskeek Bay Conservation Society  
Email: [laskeek@laskeekbay.org](mailto:laskeek@laskeekbay.org) (the “Contact Person”)



## **REQUEST FOR PROPOSALS**

### **INSTRUCTIONS TO BID CANDIDATES**

#### **INTRODUCTION AND SUBMISSION INSTRUCTIONS**

Laskeek Bay Conservation Society (LBCS) is seeking quotations for a concept plan for a new interpretive centre based in the Village of Queen Charlotte, on Haida Gwaii. The request for proposal includes the key goals and themes and connects them to specific exhibits with attached costs and work plans.

*It is the responsibility of each vendor to satisfy itself as to the requirements set out in this RFQ. Inquiries are to be addressed only to the contact person named on the cover page of this RFQ no later than five (5) business days prior to Closing Time. If required, an addendum will be issued to all vendors.*

#### **PRICING**

The quotation from each consultant should indicate any time limitations on its pricing. LBCS expects that, if it purchases services as a result of responses to this RFQ, it will do so between approximately June 15th, 2018 and October 31st, 2018; therefore, each consultant should indicate whether or not its pricing will remain in effect throughout that period.

Prices are to be quoted in Canadian currency and is to include all taxes, fees, charges, overhead, profit and other expenses or costs of any kind whatsoever necessary for or incidental to the supply, delivery, and installation of the project.

#### **SITE VISIT**

Consultants are invited to view potential project locations prior to the submittal of the RFP. It will be the responsibility of the consultant to arrange transportation to and from. To arrange viewings please email the contact person by email on or prior to June 1st, 2018.

#### **CONTRACT**

LBCS currently expects that the result of this RFQ will be that it will contact a successful consultant to propose the entry into a contract. LBCS may elect not to enter into any contract as a result of this RFQ, if it deems fit. The contract will be based on a Lump Sum for all projects format.



### **DELIVERY TIMES OR WORK SCHEDULES**

On the quotation form, consultants are asked to state the time(s) required from the placement of an order to completion of work. LBCS may give precedence to consultants who can achieve total completion of the work by October 31, 2018.

### **TERMS OF PAYMENT**

It is requested that part of the Quotation indicates the payment terms of the consultant. Consultants should also indicate if there are any discounts for deposits or early payment (ex. NET 15).

### **EVALUATION CRITERIA**

Quotations will be evaluated to determine which are likely to offer the overall best value to LBCS. LBCS expects to take into account factors affecting value, including those concerning quality, service or sustainability, or consultants past work in the area, reputations or experience including qualifications and certifications of staff.

LBCS may also elect to not accept any quotation, and may terminate or amend this RFQ at any time. LBCS may also discuss or negotiate variations from the scope of the RFQ or changes to the scope of supply to be offered by a consultant or the pricing therefor, with any one or more of the consultants responding to the RFQ without having any duty or obligation to advise other consultants or to allow other consultants to vary their quotations as a result of such discussions or negotiations.

#### **Evaluation Criteria**

A selection committee will review all proposals received by the closing date and time. Consultants will be evaluated according to the following criteria:

Clarity of Proposal	25%
Scheduling	10%
Warranty	10%
Consultant Experience in Haida Gwaii	20%
References	10%
Cost	25%



#### **LIST OF SUBCONSULTANTS AND SUPPLIERS**

Consultants should submit with their quotation a list of proposed subconsultants and suppliers, specifying the name and address of, and the portion of the work to be completed by, or the equipment or materials to be supplied by, each proposed subconsultant or supplier. LBCS reserves the right to object to any of the proposed subconsultants or suppliers listed in a quotation. If LBCS objects to a listed subconsultant or supplier, then LBCS will permit the consultant to propose a substitute subconsultant or supplier acceptable to the LBCS.



## QUOTATION FORM

Please email, send via mail/courier or deliver your quotation in person to:

Laskeek Bay Conservation Society  
3201 Oceanview Drive, Unit 2, PO Box 867  
Queen Charlotte, BC  
V0T 1S0

OR

Email: [laskeek@laskeekbay.org](mailto:laskeek@laskeekbay.org)

**If sending by courier or otherwise delivering in person, address your quotation to the above address and deliver to the above address.**

**Quotations must be marked with the vendor's name and the RFP title and required appendices or supporting documents must be attached.**

**ATTENTION: Interpretation Centre Committee**

**FROM: \_\_\_\_\_ (Company Name)**

\_\_\_\_\_ (Contact Name)

**Subject: LBCS Interpretive Centre Project**

### QUOTATION FORM

The undersigned design/build consultant, having carefully read and examined the RFP and having full knowledge of the requirements described therein, does hereby offer to provide the goods and/or services in accordance with the specifications and terms and conditions set out in the RFQ (except as expressly noted below in this completed Quotation Form) and upon the pricing and other terms and conditions referred to below in this completed Quotation Form.



**TABLE OF PRICES**

**A. TABLE OF PRICES**

Item	Description	Total Price
1	Identify and achieve consensus on the scope of the plan, and on overall goals, and issues; include visitor experience, themes, resource, and management goals and issues	\$
2	Collect information and assess current conditions; include information on visitors, cultural and natural environment, media, programs and other visitor activities, issues, goals, other plans, etc	\$
3	Global design plan for Interpretation Centre, in accordance with the specifications set out in the RFQ. Price to include all labour, materials, equipment, management, delivery, and travel	\$
4	Specific conceptual plan for exhibits with attached costs and work plans	
	<b>G.S.T</b>	\$
	<b>TOTAL</b>	\$

**B. TIME LIMITATIONS ON PRICING**

(Indicate any such limitations in the spaces provided or state that there are none)

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**C. TERMS OF PAYMENT**

(Provide the information requested. Consultants should also indicate if there are any discounts for deposits or early payment.)



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**D. DELIVERY TIMES AND SCHEDULING**

(Provide the information requested. Consultants should indicate an approximate overall project schedule for all work completed for this RFQ.)

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**E. OTHER INFORMATION**

(Please set forth in this section any additional details which may help in the selection process.)

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**F. SUBMITTALS**

(Please attach information requested in part 1.4 located in the Interpretation Centre Performance Specifications – check boxes below)

# Laskeek Bay

CONSERVATION SOCIETY

Item:

Check Box:

1. Consultant Experience and References
2. Consultant and Professional Resume
3. Project Design and Job Specific Schedule

  
  

## G. TERMS AND CONDITIONS

By signing this form, the consultant acknowledges that: (a) it has read, understands and agrees to the terms and conditions set out in the RFQ's Instructions to Bid Candidates; (b) it has read and understands the information in the LBCS Interpretation Centre Performance Specifications of the RFQ; (c), as well as having attached a letter from WorkSafeBC confirming the consultant's current registration and a letter showing a Certificate of Current Insurance.

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

Signature of Authorized Signing  
Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Authorized Signing Officer: \_\_\_\_\_

Title of Authorized Signing Officer: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_