



The Corporation of the Village of Slocan

PO Box 50, 503 Slocan Street, Slocan BC, V0G 2C0

P: 250-355-2277 | F: 250-355-2666 | cao@villageofslocan.ca

REQUEST FOR PROPOSALS

VILLAGE OF SLOCAN

Slocan Waterfront Asset Improvement Project (Breakwater, Boat Launch Dock and Swim Dock)

RFP-2025-02

Closing Location:

Village Office: 503 Slocan Street

Mailing Address: PO Box 50 Slocan BC V0G 2C0

Closing Date and Time:

3:00 p.m. Pacific Time

Monday, April 14, 2025

Submit To:

Patricia Dehnel

Interim Chief Administrative Officer

Phone: 250-355-2277

Email: cao@villageofslocan.ca

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1.0 OVERVIEW

The Village of Slocan is seeking proposals for the enhancement of its waterfront infrastructure through the repair or replacement of the existing breakwater, boat launch dock, and swim dock. The project scope includes the removal of existing infrastructure as necessary, the supply and installation of a repaired or new breakwater, the supply and installation of a repaired or new boat launch dock, and the supply and installation of new decking for the swim dock. All information required by the proponent is the proponent’s responsibility to obtain.

The Request for Proposal documents are available at the Village Office, and on the Village website. Proponents are solely responsible for ensuring any addenda are downloaded, reviewed, and considered in their Proposal. Questions regarding specifications can be directed to Patricia Dehnel, interim CAO, by email at cao@villageofslocan.ca.

Proponents must refer to the RFP documents for the terms governing the proposal process. Proposals shall be prepared and submitted at the sole expense of the Proponent and without cost to the Village of Slocan. All proposals received by the Village of Slocan become the property of the Corporation of the Village of Slocan, and as such, are subject to the Freedom of Information and Protection of Privacy Act.

Proposals may be submitted until 3:00 p.m. (local time), Monday, April 14th, 2025, to cao@villageofslocan.ca.

2.0 PROJECT SPECIFICATIONS

2.1 Introduction

The objective of this improvement project is to restore and enhance the Village of Slocan’s waterfront assets by addressing aging infrastructure and ensuring a safe, cohesive waterfront for residents and visitors. The existing breakwater, originally fabricated in Nakusp in 2006, has been a defining feature of the waterfront for nearly two decades. In 2018, concerns arose when it was observed to be listing. The Village Council commissioned an inspection, which was completed by Diving Dynamics in August 2022. The findings of this report are included as Appendix ‘A’, which is attached to and forms part of this Request for Proposals.

Since then, no upgrades have been made to this critical recreational asset.

The boat launch dock and the wooden swim dock appear to be in generally good condition, with exception to the decking that requires replacement. As part of this project, bidders are responsible for identifying the most cost-effective solution that maximizes long-term value for the community. Detailed specifications for these elements are provided in Appendix ‘B,’ which is attached to and forms part of this Request for Proposals.

2.2 Project Timeline

- a) Key dates for this RFP are presented in Table 1.

Table 1: RFP Timeline

RFP Released	Tuesday, March 18, 2025
Questions Deadline	Tuesday, March 25, 2025 @ 3:00 pm
Village Addenda / Answers Deadline	Tuesday, April 1, 2025 @ 3:00 pm

RFP Closing Date and Time	Monday, April 14, 2025 @ 3:00 pm
Project Mobilization Date	After May 1, 2025
Project Completion Date	December 31, 2025

2.3 Submission Requirements

- a) Proposals may be submitted electronically in pdf format with the RFP name and number (BREAKWATER AND BOAT LAUNCH DOCK RFP-2025-02) **noted in the email subject** line to: cao@villageofslocan.ca no later than the closing time. Late submissions will not be accepted.
- b) Proponents may amend their Proposal by submission of a clear and detailed written notice via email to cao@villageofslocan.ca. Email changes must be received prior to the closing time. Any Proposal change should disclose only price change and not the previous or updated amount.
- c) If a Proponent emails a change to the Proposal, the Proponent accepts all risk associated therewith, including lost or misdirected email and any malfunction of the Village's equipment.
- d) If submissions exceed the permitted email size of the Proponent or the Village, Proponents should submit the Proposal in multiple emails indicating on each email the total number of emails being sent.
- e) The Village accepts no responsibility for submissions that fail for any reason to enter into the Village of Slocan's email system by the closing time. As email transmission can be delayed due to various reasons, and it is the Proponent's responsibility to submit their Proposal sufficiently in advance of the closing time to allow for receipt by the Village. Proponents submitting email Proposals near the deadline do so at their own risk.
- f) By submission of a clear and detailed written notice, the Proponent may withdraw its Proposal prior to the closing date and time. At closing time, all Proposals become irrevocable.
- g) By submission of a Proposal, the Proponent agrees that, should its Proposal be successful, the Proponent will enter into a contract for the repair or replacement of the breakwater, boat launch dock and swim platform with the Village of Slocan - the content and format of such contract to be determined by the Village of Slocan.
- h) If a Proponent finds discrepancies in, or omissions from the RFP documents, or if they are in doubt as to their meaning, they should advise the Village CAO immediately.
- i) Responses to questions, discrepancies or omissions, if not already addressed in the RFP, will be addressed in the form of addendum, posted in the same location as the original RFP documents.
- j) No oral interpretations will be effective to modify any provisions of the Proposal, unless a written addendum has been issued by the Village prior to the advertised closing date and time.

- k) It is the sole responsibility of the Proponent to determine any conditions affecting their Proposal prior to contract award. Any costs incurred by the Proponent before or after execution of the contract are the sole responsibility of the Proponent.
- l) Proponents may inquire into and clarify any requirements of this RFP. Questions must be communicated to the Village CAO by the Question Deadline. It is the Proponent's responsibility to clarify any details prior to submitting a Proposal. The Corporation of the Village of Slocan will assume no responsibility for any oral instruction or suggestion.
- m) Except as expressly and specifically permitted in the contract, no Proponent shall have any claim for any compensation of any kind whatsoever, in contract or in tort. As a result of participating in the RFP, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

2.4 Submission Format

- a) Proposals submitted in response to this RFP must include:
 - i. Form 3.0: *Proposal Form*
- b) Proposals submitted in response to this RFP must also include the following schedules:
 - i. Schedule A: Proponent's Experience, Reputation, and Qualifications
 - ii. Schedule B: Proponent's Work Plan and Methodology, including a plan for waste and recycling.
 - iii. Schedule C: Proponent's Work Schedule, including mobilization and completion dates.
 - iv. Schedule D: Proponent's Pricing for Work – A budget summary for each component of work, including but not limited to, estimate for waste disposal, breakwater repair or replacement, boat launch dock repair or replacement, and swim platform repair or replacement and the total all-inclusive lump sum price for all aspects of the work as described in this RFP, not including GST.
 - v. Additional schedules may be added by the Proponent, if desired.

2.5 Evaluation

- a) The evaluation of Proposals will be undertaken on behalf of the Village of Slocan by an evaluation team. The evaluation team may consult with others, including Village staff and Council members, third-party contractors, and references, as the evaluation team may, at its discretion, decide is required. The evaluation team will compare and evaluate all Proposals to determine each Proponent's strengths and ability to provide the services, in order to determine the Proposal which is most advantageous to the Village, using the following criteria:
 - i. Proponent's Experience, Reputation, and Qualifications

- ii. Proponent's Work Plan and Methodology
 - iii. Proponent's Work Schedule
 - iv. Proponent's Pricing for Work
- b) The evaluation team will not be limited to the criteria referred to above, and may consider other criteria that the team identifies as relevant during the evaluation process. All criteria considered by the evaluation team will be applied evenly and fairly to all Proposals.
- c) With respect to financial criteria, Proposals will be evaluated on the basis of which Proposal will provide the best overall value to the Village. The Village holds no obligation to procure the Proponent with the lowest pricing for work.
- d) The Village will be under no obligation to receive further information, whether written or oral, from any proponent.
- e) The Village reserves the right to accept or reject any or all of the Proposals submitted.

2.6 Scope of Work

- a) The purpose of this RFP is to request proposals for the all-inclusive improvement of the Village of Slocan's waterfront assets through the repair or replacement of the existing breakwater, boat launch dock, and swim dock. Including site clean-up and a plan for removal of existing infrastructure as necessary. Project completion will be indicated by the install and/or repair of the breakwater, the installation and/or repair of the boat launch, and the installation and repair of the swim dock. All work required to complete the waterfront enhancement must meet all Work Safe BC regulations, and any and all other local, provincial or other governing regulation.
- b) The decommissioning and removal of any existing assets requires that all material disposal must be completed in accordance with any regulations, bylaws or requirements of the disposal facility.
- c) The site and assets are presented in as-is condition, and the Village provides no representations or warranties regarding its current contents or condition.
- d) Upon contract execution, the successful proponent shall become prime contractor for the site and will assume full responsibility for the facility including security, and safety measures in accordance to Work Safe BC standards, until all work is complete.
- e) The attached appendices have been provided for information to proponents. The successful proponent must meet all specifications and requirements as defined in all attached appendices.
- f) The successful proponent will be responsible for a business license valid in the Village of Slocan, and other regulatory requirements. In particular, all Work Safe BC regulations must be followed. Where applicable, the winning proponent must ensure that all appropriate provincial and/or federal permitting related to construction in or around a body of water is in place prior to commencement of work and that all appropriate guidelines are followed.

- g) The successful proponent must submit a Notice of Project (NOP) to Work Safe BC in accordance with the regulations.
- h) Removal and disposal of any hazardous materials, if present, is the responsibility of the successful Proponent.
- i) All material and other items must be removed from site and disposed of at an appropriate and licensed facility.
- j) The site must be left with all village assets in an improved and completed state, and in safe condition at the end of the work.

2.7 Utilities & Services

- a) Water Service
On-site water is available at the frost-free tap located at the Gazebo. Water service shut off must be coordinated with public works at the village office.
- b) Electrical Service
There is no power on-site.
- c) Sanitary Systems
Public washrooms are available on-site.

2.8 Budget

As a small municipal community on restrictive funds, we are looking for competitive proposals within a budget of approximately \$130,000 to complete all works as defined in this RFP.

2.9 Trees

Approval from the Village is required for any tree removal. The Village arborist's contact information can be provided upon request, if needed.

3.0 PROPOSAL FORM

Village of Slocan

Slocan Waterfront Asset Improvement Project
(Breakwater, Boat Launch Dock and Swim Dock)

RFP-2025-02

CLOSING: 3:00 PM PACIFIC TIME ON MONDAY, APRIL 14th, 2025

This form must be completed, signed and included with the submission.

The undersigned confirms that their submission is in response to the Request for Proposals for the Expo Park Rehabilitation Project, and the Proponent acknowledges receipt of Addenda # _____ through Addenda # _____.

NAME OF COMPANY: _____

Address: _____

Phone: _____

Email: _____

CONTACT NAME: _____

Position: _____

Phone: _____

Email: _____

Authorized Signature

Name and Title

Date

APPENDICES

APPENDIX 'A': 2022 Diving Dynamics Inspection Report August 2022

Please follow the link below to provided inspection report:

https://www.slocancity.com/wp-content/uploads/2025/03/RFP_2025-02_Appendix-A_2022-Diving-Dynamics-Inspection-Report-August-2022.pdf

APPENDIX 'B': Asset Details

Please follow the link below to provided Asset Details:

https://www.slocancity.com/wp-content/uploads/2025/03/RFP_2025-02_Appendix-B_Asset-Details.pdf