



# The Corporation of the Village of Slocan

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## Request for Proposals

### Village of Slocan

## EXPO FIELD REHABILITATION PROJECT

**RFP-2025-01**

#### **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

**Thursday, February 13, 2025**

#### **Submit To:**

Patricia Dehnel

Interim Chief Administrative Officer

Phone: 250-355-2277

Email: [cao@villageofslocan.ca](mailto:cao@villageofslocan.ca)

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# 1.0 OVERVIEW

The Village of Slocan invites Proposals to complete a rehabilitation project of the Expo Ball Park soccer field and baseball diamond. The rehabilitation project will include the decommissioning and removal of the existing irrigation system, pre-project preparation (earthworks), the supply and install of the provided soil and landscape plan (included as *Appendix 'A'*), the supply and install of the irrigation system (included as *Appendix 'B' and 'C'*), the supply and install of the sod, the supply and re-instatement of the baseball diamond (included as *Appendix 'A'*). 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](mailto: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), Thursday, February 13<sup>th</sup>, 2025, to [cao@villageofslocan.ca](mailto:cao@villageofslocan.ca).

# 2.0 PROJECT SPECIFICATIONS

## 2.1 Introduction

Expo Park was developed in 1986, when the Village received a grant through Expo '86 funding, and was spearheaded by former Mayor Bernie Czelynski. No upgrades to this recreational asset have been completed since, aside from routine maintenance (lawn mowing, replacement of sprinkler heads as needed, etc.). A detailed engineered irrigation plan has been provided by SNT Engineering and has been included as *Appendix 'B' and 'C'*, and a Landscape and Soil plan provided by Larch Landscape Architecture and has been included as *Appendix 'A' and 'D'*, attached to and forming 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	Wednesday, January 15, 2025
Mandatory Site Meeting	Wednesday, January 29, 2025 @ 2:00 pm
Questions Deadline	Friday, January 31, 2025 @ 3:00 pm
Village Addenda / Answers Deadline	Wednesday, Feb 5, 2025 @ 3:00 pm
RFP Closing Date and Time	Thursday, Feb 13, 2025 @ 3:00 pm
Project Mobilization Date	After March 1, 2025
Project Completion Date	May 1, 2025

### 2.3 Submission Requirements

- a) Proposals may be submitted electronically in pdf format with the RFP name and number (EXPO FIELD REHABILITATION PROJECT RFP-2025-01) **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 earthworks services, sod services and field rehabilitation 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 Slokan 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*
  - ii. Form 4.0: *Pre-Bid Meeting 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 D: Proponent's Work Schedule, including mobilization and completion dates.
    - a. Schedule E: Proponent's Pricing for Work – A budget summary for each component of work, including but not limited to, estimate for waste disposal, purchasing of irrigation system and installation, earthworks, sod purchasing and installation, material purchasing and re-instatement of baseball diamond, and the total all-inclusive lump sum price for all aspects of the work as described in this RFP, not including GST. Also required is the completion of the Landscape Unit Price Schedule (*Appendix 'D'*).
  - iv. Additional schedules may be added by the Proponent, if desired.

## 2.5 Evaluation

- d) The evaluation of Proposals will be undertaken on behalf of the Village of Slokan 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 Mandatory Pre-Bid Site Meeting

- a) A mandatory pre-bid meeting and site inspection will be held on **Wednesday, January 29, 2025 at 2:00pm** at the site (Expo Park – corner of Griffin Avenue & Slocan Street). The purpose of the meeting is to provide Proponents an opportunity to familiarize themselves with the work and with existing conditions. Attendance at the time and place specified is mandatory for all Proponents and is a condition of contract award. No information provided by the Village at the pre-bid meeting and site inspection shall be binding, unless such information is included in an addendum.

## 2.7 Scope of Work

- a) The purpose of this RFP is to request proposals for the all-inclusive rehabilitation of the field at Expo Park, including site clean-up and re-instatement of the baseball diamond and soccer pitch. Project completion will be indicated by the implementation of a working irrigation system, the installation of new sod, and a restored baseball diamond and soccer pitch, as to the specifications outlined in 'Appendices A, B, C and D'. All work required to complete the rehabilitation must meet all Work Safe BC regulations, and any and all other local, provincial or other governing regulation.
- b) The decommissioning and removal of the existing irrigation system requires that all material disposal must be completed in accordance with any regulations, bylaws or requirements of the disposal facility.
- c) The site is 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 all permits, including a business license valid in the Village of Slocan, and other regulatory requirements. In particular, all Work Safe BC regulations must be followed.
- g) The successful proponent must submit a Notice of Project (NOP) to Work Safe BC in accordance with the regulations.
- h) The work site must be fenced off and kept secure while work is being conducted.
- i) Excess material (fill/topsoil) and existing irrigation system must be disposed of/removed from site. No portion, part or component of the existing system downstream of the main water supply line valve should be reused.
- j) Removal and disposal of any hazardous materials, if present, is the responsibility of the successful Proponent.
- k) All material and other items must be removed from site and disposed of at an appropriate and licensed facility.
- l) The site must be left as a completely rehabilitated recreational field and in safe condition at the end of the work.
- m) Installation of point of connection to the pump house to be coordinated with consultant.
- n) Successful Proponent must verify grading strategy with Landscape Architect.
- o) Successful Proponent to coordinate with West Kootenay Football Club/Slocan FC for chalk lines on pitch.
- p) Successful Proponent, must be either a member in good standing with IIABC (please refer to section 2.9 in document), or if not a member, must coordinate with Irrigation System Construction Administration.

## 2.8 Utilities & Services

- a) Water Service  
Water service shut-off must be coordinated with public works at the village office. Water intake work has already been completed.

b) Electrical Service

Power is available on site located at the pump house in the northeast corner of the field. Power is also available on the east side of the field from the concession stand.

c) Sanitary Systems

Public washroom and concession stand septic system location to be confirmed with public works ahead of work commencing.

## 2.9 Budget

Funding for the Expo Park Rehabilitation Project is being provided by the Columbia Basin Trust Outdoor Active Recreation Grant Program, with a contribution from the Village of Slocan. As a small municipal community on restrictive funds, we are looking for competitive proposals within a budget of approximately \$200,000 to complete all works as defined in this RFP.

A budget summary for each component of work is required, including but not limited to, estimate for decommissioning and removal of existing irrigation system, waste disposal, irrigation system purchasing and installation, all earthworks, sod purchasing and installation, re-instatement of baseball diamond, and the total all-inclusive lump sum price for all aspects of the work as described in this RFP, not including GST. Also required is the completion of the Landscape Unit Price Schedule (Appendix 'D').

Please note the following and include as a budgetary line item if relevant.

- i. If proponent is not a IIABC member, as required in 'Appendix C': "*The successful proponent shall be a member in good standing of the Irrigation Industry Association of British Columbia (IIABC)*", please include a budgetary line item totalling the value of \$5,300.00 for Irrigation System Construction Administration.
- ii. As noted on Sheet L-1.0, if needed due to budgetary constraints the red shale infield may be replaced with grass (red shale is preferred).
- iii. As noted on Sheet L-2.0, if needed due to budgetary constraints sod or seed-mix may specified (sod is preferred).

## 2.10 Trees

There are no trees located on the field to be rehabilitated. However, there are many trees that surround the site that may require removal due root growth onto the field interfering with the work site. The Village policy is to retain trees where possible, but if the trees hinder progress of the rehabilitation, they may need to be removed, at the Proponent's expense. 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

**EXPO PARK REHABILITATION**

RFP-2025-01

**CLOSING: 3:00 PM PACIFIC TIME ON THURSDAY, FEBRUARY 13<sup>th</sup>, 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**

4.0 PRE-BID MEETING FORM

Village of Slocan

**EXPO PARK REHABILITATION**

**CONFIRMATION OF MANDATORY PRE-BID MEETING ATTENDANCE**

RFP-2025-01

**CLOSING: 3:00 PM PACIFIC TIME ON THURSDAY, FEBRUARY 13<sup>th</sup>, 2025**

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

The undersigned hereby confirm that a representative of the Bidder attended the pre-bid meeting and site inspection for the above-named project, held on:

\_\_\_\_\_  
Date

It is understood that attendance at the pre-bid meeting and site inspection is mandatory and that failure to submit this form will cause the bid to be declared invalid and the bid will be rejected.

**REPRESENTATIVE NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

## APPENDICES

### APPENDIX A: Landscape and Soil Plan

Please follow the link below to provided Landscape and Soil Plan:

[https://www.slocancity.com/wp-content/uploads/2025/01/RFP\\_2025-01\\_Appendix-A\\_Landscape-Plan.pdf](https://www.slocancity.com/wp-content/uploads/2025/01/RFP_2025-01_Appendix-A_Landscape-Plan.pdf)

### APPENDIX B: Irrigation System Design

Please follow the link below to provided Irrigation System Design:

[https://www.slocancity.com/wp-content/uploads/2025/01/RFP\\_2025-01\\_Appendix-B\\_Irrigation-Plan.pdf](https://www.slocancity.com/wp-content/uploads/2025/01/RFP_2025-01_Appendix-B_Irrigation-Plan.pdf)

### APPENDIX C: Irrigation System Specifications

Please follow the link below to provided Landscape and Soil Plan:

[https://www.slocancity.com/wp-content/uploads/2025/01/RFP\\_2025-01\\_Appendix-C\\_Irrigation-Specifications.pdf](https://www.slocancity.com/wp-content/uploads/2025/01/RFP_2025-01_Appendix-C_Irrigation-Specifications.pdf)

### APPENDIX D: Landscape Unit Price Schedule

Please follow the link below to provided Unit Price Schedule:

[https://www.slocancity.com/wp-content/uploads/2025/01/RFP\\_2025-01\\_Appendix-D\\_Landscape-UPS.pdf](https://www.slocancity.com/wp-content/uploads/2025/01/RFP_2025-01_Appendix-D_Landscape-UPS.pdf)