

April 23, 2025

A – Addendum #2

RFP – 5330-14-1011

Please disregard the following sections in the original RFP document (file name: RFP-5330-14-1011 Corrosion Control Mile):

- Section 4 – Project Brief
- Section 5 – GIS Data Submission Standards
- Section 6 – Capital Asset Log
- Section 7 – Evaluation

These sections have been updated and are attached to this document.

End of Addendum

4 Project Brief

This is a Request for Proposal (RFP) and is not a contract tender call. No contractual, tort or other legal obligations are created or imposed on the RMOW by this RFP or by submission of any proposal or by consideration of, or failure or refusal to, consider any proposal by the RMOW. Further, the Contract, when executed, is the sole source of any contractual obligation on the RMOW with respect to the project.

Throughout this document reference is made to the “Proponent” as the entity preparing the response to the RFP. The term “Consultant” is used to represent the Proponent after the Contract is signed.

The “Preferred Proponent” is the Proponent judged to have the “best overall proposal” based on the evaluation score outlined in section 7 Evaluation and Selection which will be selected to enter into negotiations leading to a Contract with the RMOW. If negotiations are unsuccessful, the next highest rated Proponent may be deemed to be the Preferred Proponent and negotiations would be commenced with them.

4.1 Submission & Award

The Proposal shall be submitted via email to the RMOW at:

Name: Chelsey Roberts

Email: engineerbids@whistler.ca & croberts@whistler.ca

The proposal shall be submitted with the price quoted in \$CDN for each item defined in the Specific Project Requirements (SPR) defined in section 2 on or before: **May 2, 2025 @ 2:00 pm**.

Following the closing date, the RMOW intends to provide the Notification of Award for the contract to the preferred Proponent on or before: **60 days from day after close date, July 1, 2025**.

4.2 Inquiries

All inquiries related to this RFP shall be directed in writing (by email) to:

Name: Chelsey Roberts

Email: engineerbids@whistler.ca and croberts@whistler.ca

Please clearly identify the RFP number and title when submitting a question.

4.3 Addenda

The **final day for questions is 5 business days (April 25, 2025) before the closing date**. If the RMOW determines that an amendment is required to this RFP, the RMOW will post the amendment on the RMOW and BC Bid web sites no less than 3 calendar days prior to closing.

4.4 Duration of Proposal

The Proposal will be irrevocable and **open for acceptance by the RMOW for a period of 60 calendar days from the day following the closing date**, even if the Proposal of another Proponent is accepted by the owner.

4.5 No Contract

This RFP is an invitation for Proposals (including prices and terms) for the convenience of all parties. It is not a tender and no obligation of any kind will arise from this RFP or the submission of a Proposal. The RMOW may negotiate changes to any terms of a Proposal, including prices; and may negotiate with one or more Proponents, or may at any time invite or permit the submission of a Proposal (including prices and terms) from other parties who have not submitted Proposals before the closing date.

4.6 Acceptance

A Proposal will be an offer to the RMOW which the RMOW may accept within 60 days by sending a Notice of Award to the Proponent. Note that the RMOW will select the proposal that it deems, in its sole and absolute discretion, demonstrates the best combination of corporate qualifications, technical capability, project understanding, proposed approach to achieving the specified goals, and estimated total costs.

4.7 Right to Reject

The RMOW is not bound to accept the lowest price proposal, nor is the RMOW in any way bound to award the project to any of the Proponent proposals. The RMOW reserves the right to reject any or all proposals for any reason whatsoever.

4.8 Liability for Errors

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the RMOW, nor is it necessarily comprehensive.

4.9 Responsibility

The Proponent shall not transfer responsibility to meet the obligations of this contract to a third party without the consent, in writing, of the RMOW project manager.

4.10 No Collusion

Proponents shall not directly or indirectly communicate with any other Proponent regarding the preparation or presentation of their proposals, or in connection with the Proposal engage in any collusion, fraud or unfair competition.

4.11 Conflict of Interest

A Proponent must disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the RMOW, its elected or appointed officials or employees. The RMOW may rely on such disclosure.

4.12 Solicitation of Council Members and RMOW Staff

Proponents and their agents will not contact any member of the RMOW Council or RMOW staff with respect to this RFP, other than the contact person named in Section 4.2 at any time prior to the award of a contract or the cancellation of this RFP.

4.13 Confidentiality

All Proposals become the property of the RMOW and will not be returned to the Proponent. All Proposals will be held in confidence by the RMOW unless otherwise required by law. Proponents shall be aware the RMOW is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

4.14 Proponents Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the RMOW or its representatives and consultants, relating to or arising from the RFP. The RMOW will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

4.15 Proponents Qualifications

By submitting a Proposal, a Proponent represents that it has the expertise, qualifications, resources, and relevant experience to supply the services requested.

4.16 Contract Terms and Conditions

The successful Proponent, prior to Notice to Proceed, will sign the Terms and Conditions as outlined in the RMOW Professional Services agreement attached in Section 11.

4.17 Insurance

At its' own expense and prior to the commencement of the term of the Contract, the Proponent shall obtain and maintain or cause to be obtained and maintained in force during the term of the Contract, insurance acceptable to the RMOW where the RMOW is named as additional insured with limits not less than those shown for each respective item as follows:

Insurance	Consultant
<i>Commercial General Liability (CGL)</i>	\$5 million per occurrence
<i>Automobile Liability</i>	\$5 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL or auto liability to \$5 million
<i>Professional Liability</i>	\$5 million each claim

4.18 Subcontracting

Proposed subcontractors must be listed with attached resumes. A joint proposal submission must indicate which Proponent has overall responsibility of the project.

4.19 Signature

The legal name of the person or firm submitting the Proposal shall be inserted in the Form of Proposal (Section 8). The Proposal shall be signed by a person authorized to sign on behalf of the Proponent and include the following:

- If the Proponent is a corporation, then the full name of the corporation shall be included together with the names of authorized signatories. The Proposal shall be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;
- If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture shall be included, and each partner or joint venture shall sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture shall provide evidence to the satisfaction of the RMOW that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation shall sign as indicated in subsection (a) above; or
- If the Proponent is an individual, including a sole proprietorship, the name of the individual shall be included.

5 GIS Data Submission Standards

For GIS DATA Submission Standards, see the attached document, "**Data Submission Standard**," which outlines the technical standards and procedures for submitting data to the RMOW, representing both existing and newly constructed infrastructure assets

6 Capital Asset Log

6.1 Requirements

To fulfill our asset management program documentation, it is required of the consultant to complete a capital asset worksheet, provided by the RMOW. The worksheet will need to be complete for all tangible assets, new and demolished. Each asset will be broken into the following group; buildings, drainage equipment, Improve land, sewer, transport, water electrical. The assets worksheet will include the information listed below.

Data required for the capital asset worksheet

- Name
- Project No.
- Completion date
- Cost
- Group/sub group
- Material
- Asset location (GIS coordinate, street etc.)
- Serial or ID (if applicable)
- Asset lifetime expectancy
- Metric (lineal assets) Length / width

Note – If required, the capital asset worksheet will be provided to the proponent once the project has been awarded.

7 Evaluation and Selection

7.1 Evaluation Team

The evaluation of Proposals will be undertaken by the Evaluation Team on behalf of the RMOW. The Evaluation Team may consist of one or more persons at the Evaluation Team's discretion. The Evaluation Team may consult with other RMOW staff, or third-party individuals at their discretion.

7.2 Mandatory Criteria

Any Proposal that does not satisfy all mandatory criteria will be rejected.

Required (Mandatory) Criteria	Check
1. The proposal must be received by the specified closing date and time.	
2. One (1) electronic copy of the proposal must be submitted in PDF format.	
3. An unaltered, completed and signed RFP Form of Proposal must be submitted with the proposal.	

Required (Mandatory) Criteria	Check
4. Proposals must be in English.	

7.3 Weighted Criteria Benchmarks

Evaluation Matrix

The Evaluation Team intends to evaluate all proposals according to the evaluation matrix criteria categories outlined below. If minimum required points are not met in one or more of the evaluation criteria, the Proposal will not be considered for award.

Criteria	Available Points	Minimum Required Points
Project Understanding	15	7.5
Technical Capabilities	30	15
Qualifications and Experience	20	10
Timeline	10	5
Cost	25	No Minimum Required
TOTAL	100	50

Scoring Table

The Evaluation Team intends to use the scoring table below as a guideline for determining criterion score. Prompts are provided to give the Proponents an idea as to how each criterion will be examined and scored. The weighting of the prompts in determining the criterion score is up to the discretion of the Evaluation Team unless otherwise stated.

Scoring Table		
Points Awarded (% of available)	Quality	Criteria
100%	Exceptional	Exceptional; far exceeds requirements with no added risk.

80%	Very Good	Exceeds expectations; risk deemed acceptable or no added risk.
60%	Acceptable	Meets expectations and all minimum requirements.
40%	Below	Does not meet expectations or minimum requirements.
20%	Well Below Requirements	Fails to meet minimum requirements; proposes a solution or provides explanations that is not acceptable or relevant.
0%	Unacceptable	Proposed solution deemed unacceptable in every aspect.

7.3.1 Project Understanding

The Proponents will be scored on their understanding of the Proposal as described in the Specific Project Requirements (SPR) Section 2. As a part of the Executive Summary, include a narrative that illustrates an understanding of the Request for Proposal requirements, the needs of the RMOW and any proposed augmentations to the Request for Proposal to ensure that the objective of the project will be fully met. The Evaluation Team will take the entire Proposal submission into consideration when evaluating the Project Understanding section.

Scoring

The following prompts will be used to determine the criterion score:

Prompts
Is the overall approach tailored to the needs of the RMOW as described in the RFP?
Is the Proposal easy to read and concise?
Does the submitted Proposal acknowledge all criteria in the SPR accurately?
Do any proposed augmentations conflict with the needs of the RMOW?

7.3.2 Technical

The Proponent will be scored on their work plan to perform the project, and shall express high level solution to the tasks in the SPR. The Evaluation Team will take the entire Proposal submission into consideration when evaluating the Technical section.

Scoring

The following prompts will be used to determine the criterion score:

Prompts
Is the WBS/work plan plausible and tailored to the needs of the RMOW?
Is the reasoning behind the methodology sound and well explained?
Have the methods described in the work plan previously been used in past projects and were they successful? Is there evidence that this is the optimal solution for this scope of work?

7.3.3 Qualifications and Experience

Qualifications of the Proponent and Proponents team are to be submitted according to section 3.6 and 3.7. Only qualifications that are relevant to the SPR will be considered when evaluating this section. References may or may not be contacted.

Scoring

The following prompts will be used to determine the criterion score:

Prompts
Qualifications of the personnel and how they relate to the tasks they are responsible for as described in the Proponents Proposal.
Proponent's team's experience with similar projects within the last ten (10) years. Submitted experience beyond the previous ten (10) years will not have weight on the scoring.
Technical and management capability, capacity, skills and qualifications of the Proponent and any proposed subcontractor(s).
Work performed for submitted references is by the proposed team members and is within the last ten (10) years and is relevant to the SOW of the project.

7.3.4 Timeline

Timelines that do not match with the milestone dates described in section 2.4 may be scored lower. Alternative timelines to section 2.4 accompanied with explanations that the Evaluation Team deems to not interrupt or inconvenience the RMOW will not be penalized. Timelines that are ahead of the milestone dates may or may not receive more marks than timelines that meet the milestone dates and is up to the discretion of the evaluation team.

Scoring

The following prompts will be used to determine the criterion score:

Prompts
Tasks are based on the work plan with start and end dates for each task.
Includes milestone dates and deliverables.
Timeline items are adequately broken down and easy to follow.
Start and end dates for each tasks are realistic with reasonable lead times.

7.3.5 Cost

Cost evaluation is broken into two parts. The total cost and the fee schedule cost breakdown. The total cost is worth 80% of the points available and the fee schedule is worth 20% of the points available.

Scoring

Prompts	Weighting
<p>The total cost will be evaluated using the following equation</p> $\frac{\text{Lowest Priced Acceptable Proposal}}{\text{This Proposal's Price}} \times \text{Points Available} \times 80\%$	80%
The fee schedule is adequately broken down and easy to follow.	20%

7.4 Interviews

If final tabulated scores are within 5 points, the Evaluation Team may, at its discretion, invite some or all of the Proponents to appear before the Evaluation Team to provide either clarifications of their Proposals or a request to present on specified criteria and scoring. In such event, the Evaluation Team will be

entitled to consider the answers received in evaluating Proposals. Interview questions and scoring may or may not be provided to the Proponent before the interview.

7.5 Litigation

In addition to any other provision of this RFP, the RMOW may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in a legal action against the RMOW, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the RMOW will consider whether the litigation is likely to affect the Proponent's ability to work with the RMOW, its Consultants and representatives, and whether the RMOW's experience with the Proponent indicates that there is a risk the RMOW will incur increased staff or legal costs in the administration of the Contract if it is awarded to the Proponent.

7.6 Consideration of Relevant Factors

The RMOW reserves the right to decline to select any Proponent which the RMOW, acting reasonably and fairly, determines would, if selected, result in greater overall cost or material risk to RMOW as compared to another Proponent, considering any relevant factors, including a Proponent's financial resources, safety record, claims and litigation history, work history and environmental record.

7.7 Additional Information

The RMOW reserves the right to select the Proponent best suited for the project and intends to evaluate the proposal(s) as fairly.

The RMOW has disclaimed any intention to assume contractual or other obligations to Proponents during the RFP process partly to ensure that it retains maximum flexibility in regard to whether it proceeds with one of the Proponents, or how it will evaluate proposals.

If a proposal is determined to be unclear or deficient in some aspects, but these deficiencies are capable of being clarified or rectified, the RMOW may prepare a list of questions for the Proponent, to clarify or remedy the deficiencies. If, in the opinion of the RMOW, these clarifications and rectifications do not overcome the deficiencies, the RMOW, at its sole and absolute discretion, may decide to reject the proposal. The RMOW may contact any or all of the Proponents to seek further clarification and information before awarding the contract.