



## **REQUEST FOR QUOTATION**

**RFQ – 2018-16**

### **ARTS & CULTURAL CENTRE - DETAIL DESIGN DRAWINGS**

Issue Date: **FRIDAY, DECEMBER 21, 2018**

Three (3) complete printed copies and one (1) complete digital copy on a USB drive of the Quotation in a sealed envelope clearly and plainly marked "**RFQ-2018-16 Arts & Cultural Centre – Detail Design Drawings**" may be hand delivered, couriered or mailed and must be received prior to the Closing Date and Time. Faxed copies will not be accepted.

Quotes received after the Closing Time and Date will not be considered and Quotes will not be opened in public.

RFQ Closing Time: **2:00 pm PST**

RFQ Closing Date: **FRIDAY, JANUARY 11, 2019**

Delivered to: **Mark Greenhalgh**  
Project Manager – Arts & Cultural Centre  
District of Summerland  
Municipal Hall  
13211 Henry Avenue, Box 159  
Summerland, BC V0H 1Z0

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## 1.0 INTRODUCTION

### 1.1 General

This Request for Quote (“RFQ”) is being issued by the District of Summerland (the “District”) for Quotes from qualified Contractors with a demonstrated expertise in this type of work. The RFQ is located on the District’s website at <https://www.summerland.ca/business-economy/bid-opportunities>.

The general scope of work to be considered under the terms of this RFQ is outlined in Schedule ‘A’ – Scope of Work.

The Contractor must demonstrate compliance with all applicable bylaws and regulations of the District and all applicable laws of the Province of British Columbia and the Government of Canada.

## 2. INSTRUCTIONS TO CONTRACTORS

### 2.1 Responsibility of Contractors

Any interested party may download the RFQ documents directly from the aforementioned District website. No registration, tracking or other recording of RFQ document holders will be performed by the District.

All Addenda, Amendments or further information will be published on the District of Summerland website. It is the sole responsibility of the Contractor to monitor the website regularly for updates. Contractors must acknowledge receipt of all addenda in the quotation package.

### 2.2 RFQ Terminology

“**Addendum**” or “**Addenda**” or “**Amendments**” means the document(s) issued after release of the RFQ to clarify or change one or more aspects of the RFQ.

“**Contractor**” means a company or individual that intends to submit a response to this RFQ.

“**District**” means the District of Summerland

### 2.3 Not a Tender

This RFQ is not a competitive bidding process, nor is it an invitation to bid. It is not a tender call and the submission of any response to this RFQ does not create a tender process. This RFQ is not an invitation for an offer to Contract and it is not an offer to Contract made by the District.

The District, by issuing this RFQ, has no legal duty or obligation to any Contractor until the District requires such future services. The District reserves the absolute and unfettered discretion and right to invite submissions, consider and analyze submissions, select and shortlist Contractors, or attempt to negotiate a Contract with the Contractor that the District considers the most preferable.

### 2.4 Local Conditions

The Contractor is fully responsible for obtaining all information necessary for the preparation of their Quote. No additional payment will be claimable or due because of difficulties experienced by the Contractor relating to any condition which was reasonably foreseeable by a Contractor qualified to undertake the Work.

### 2.5 Contract Documents

Contractors shall carefully examine the Contract Documents and shall fully inform themselves as to all existing conditions and any limitations that may affect the execution of the Work. No consideration will be given, after the submission of a Quote, to any claim that there was any misunderstanding with respect to the terms and conditions imposed by the Contract Documents.

## 2.6 Site Visit

2.61 The Contractor may request an appointment to view the site with the Project Manager. He can be contacted directly by email:

**Mark Greenhalgh**  
Project Manager – Arts & Cultural Centre  
District of Summerland  
[mgreenhalgh@summerland.ca](mailto:mgreenhalgh@summerland.ca)

## 2.7 Submission of Quotes

2.7.1 The Quote shall be submitted in a sealed envelope and directed to the attention of:

**Mark Greenhalgh**  
Project Manager – Arts & Cultural Centre  
District of Summerland  
Municipal Hall  
13211 Henry Avenue, Box 159  
Summerland, BC V0H 1Z0

2.7.2 Quotes are to be submitted on or before **2:00 PST, Friday, January 11, 2019** (the 'Closing Time and Date'). Quotes received after the Closing Time and Date will not be considered and will be returned to the Contractor unopened.

2.7.3 The Quote shall be submitted on the attached Quote Form as outlined in Schedule 'B' and include:

1. the Contractor's legal status and business address;
2. a description of similar work previously performed by the Contractor;
3. a list of any proposed sub-Contractors;
4. signatures of a duly authorized official and, in the case of a Corporation, be sealed with the Corporate Seal.
5. All addenda will become a part of the Contract Documents. Contractors must acknowledge receipt of all addenda in their Quote.

2.7.4 The cover of the Quote envelope shall include the name and address of the Contractor and be clearly marked "**RFQ-2018-16 Art & Cultural Centre – Detailed Design Drawings**".

2.7.5 Written amendments to a Quote will be permitted if they are received no later than two hours prior to the Closing Date and Time and are endorsed by the same parties who signed and sealed the original Quote. All amendments shall include the name and address of the Contractor, the **Project Number 2018-16**, and be clearly marked "**Arts & Cultural Centre – Detail Design Drawings**".

2.7.6 Quotes submitted by facsimile or other electronic media will not be accepted.

## 2.8 Addenda

2.8.1 A Contractor must immediately notify the District if they find discrepancies or omissions in the Contract Documents or if they have any doubt as to the meaning or intent of any part of the Contract Documents.

2.8.2 Every request for an interpretation shall be made in writing and addressed and forwarded to:

**Mark Greenhalgh**  
Project Manager – Arts & Cultural Centre  
District of Summerland

13211 Henry Avenue, Box 159  
Summerland, BC V0H 1Z0  
[mgreenhalgh@summerland.ca](mailto:mgreenhalgh@summerland.ca)

- 2.8.3 All responses to queries regarding this RFQ will be made in a Question & Answer written form addenda or addendum and posted to the District website.
- 2.8.4 The District will not be responsible for or be bound by any verbal instructions, interpretations, or explanations issued by its officials, employees, agents, successors, or assigns.
- 2.8.5 All addenda will become a part of the Contract Documents. Contractors must acknowledge receipt of all addenda in their Quote.
- 2.8.6 Addenda may be issued up to 48 hours prior to the Closing Date and Time. After this time the RFQ will be considered complete and no further Addenda will be issued.
- 2.8.7 For emailed or faxed inquiries, the Contractor takes full responsibility for the risk that the inquiry may not reach the intended recipient.

## **2.9 Acceptance or Rejection of Quotes**

- 2.9.1 The District reserves the right to:
  - consider and analyze Quote submissions;
  - meet with the Contractors, either individually or collectively, to discuss the RFQ and their submissions;
  - negotiate any changes, amendments, or modifications with the preferred Contractor, without offering the other Contractors the right to amend their Quotes;
  - cancel this RFQ at any time without incurring liability to any Contractor;
  - reject any or all Quotes;
  - accept any Quote whether complete or not;
  - not accept the Quote with the lowest Contract Fee; and
  - alter any aspects of this RFQ.
- 2.9.2 A Quote may be rejected for reasons that include, but are not limited to, the following:
  - the District considers a Quote is not in the District's best interest;
  - the District deems that the Contractor has not allotted sufficient staff or hours of work to perform the Work in accordance with the Contract Documents;
  - partial quotes or those quotes containing escalator clauses will not be considered;
  - incomplete, conditional, or non-compliant submissions;
  - obscure or irregular erasures or alterations;
  - omitted or unbalanced prices;
  - insufficient or irregular guarantees;
  - insufficient evidence of qualifications, experience, financial stability, or capacity to perform the Work; or
  - sub-standard performance of similar Work.
- 2.9.3 The District of Summerland will notify the successful Contractor through the issuance of a formal written 'Notice of Award'.

## **3.0 Validity Period**

Quotes shall remain valid and irrevocable for **30 days** after the Closing Date and Time.



### 3. CONTRACT

#### Arts & Cultural Centre – Detail Design Drawings

Reference Number: XXXX-XXX

**THIS CONTRACT** made in duplicate and entered into effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**BETWEEN:**

**The District of Summerland  
Municipal Hall**  
13211 Henry Avenue, Box 159  
Summerland, BC V0H 1Z0

(hereinafter referred to as the "District")

**AND:**

**Contractor Name**  
Contractor address  
Telephone  
Fax

(hereinafter referred to as the "Contractor")

**WHEREAS:**

The District wishes to commission the Contractor for the provision of professional services described herein, and desires to engage the Contractor to perform said services. The Contractor has agreed to perform the said services in accordance with the terms and conditions of this Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT** in consideration of the terms, covenants, conditions, their mutual rights and obligations to one another as hereinafter set forth the parties hereto agree as follows:

**1.0 Contract Description**

The Work for which this Contract pertains to is titled **Arts & Cultural Centre – Detail Design Drawings** and hereinafter shall be referred to as the "Work".

## **2.0 Contract Documents**

The Contract Documents, in order of precedence, for which this Contract pertains, are:

- Instructions to Contractors
- General Conditions
- Schedule 'A' – Scope of Work
- Schedule 'B' – Quote Form

Where there is a conflict between the wording and interpretation of the Contract Documents the wording or interpretation contained in the Contract Document with the highest precedence shall apply.

## **3.0 Successors or Assigns**

3.1 This Contract and the terms and conditions herein contained shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

3.2 Neither party shall assign this Contract, or any portion thereof, without the prior written consent of the other.

## **4.0 Compliance with Applicable Laws and Resolution of Disputes**

4.1 The Contractor shall comply with all applicable federal, provincial, municipal and regulatory laws, statutes, regulations, or bylaws. This Agreement and all disputes arising out of or in connection with this Agreement or in respect of any defined legal relationship associated with it or derived from it shall be governed by the laws of the Province of BC.

## **5.0 Waiver**

5.1 The waiver by the District of any breach of this Contract by the Contractor, shall not require, nor be construed to require, the District to waive any subsequent breach of the same condition, covenant, or obligation.

## **6.0 Indemnification**

6.1 The Contractor shall indemnify and save harmless the District, its elected officials, officers, agents, servants and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against them and the District, by reason of any act or omission of the Contractor, its officers, agents, employees, or sub-Contractors in the execution of the Work and shall pay any and all legal or other costs incurred by the District as a result of such act or omission.

6.2 The Contractor hereby waives all rights of recourse against the District, its elected officials, officers, agents, servants and employees with regard to any damage to the Contractor's property.

## **7.0 Entire Contract**

7.1 This Contract constitutes the sole and entire Contract between the District and the Contractor relating to the Work and completely supersedes and abrogates any prior Contracts existing between the District and the Contractor whether written or oral.

## **8.0 Notification**

8.1 All Notices shall be in writing.

8.2 Notices between the parties shall be considered to have been received by the addressee:

- on the date of delivery if delivered by hand to the individual or to a member of the company

for whom they are intended;

- within one working day if sent by email;
- within five working days if sent by mail or fax.

8.3 Notices must be sent to the following addresses:

**Mark Greenhalgh, Project Manager**

District of Summerland  
Municipal Hall  
13211 Henry Avenue, Box 159  
Summerland, BC V0H 1Z0  
Telephone: (250) 494-1413

And

**Contractor Name**  
Contractor address  
Telephone:

**IN WITNESS WHEREOF** the parties have executed this Contract on the day and year written above by their officers or persons duly authorized to execute on their behalf.

**THE DISTRICT OF SUMMERLAND** by its authorized signatories:

**CONTRACTOR** by its authorized signatory:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THE DISTRICT OF SUMMERLAND** by its authorized signatories:

**CONTRACTOR** by its authorized signatory:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## 4. GENERAL CONDITIONS

### 4.1 Definitions

In the Contract Documents, unless the context requires otherwise,

- a. **Contract Documents** means the documents outlined in Section 3 - Contract.
- b. **Contract Fee** means the lump sum rates as outlined in Schedule 'B' – Quote Form.
- c. **Contractor** means the individual, firm, co-partnership, or corporation retained by the District to perform the Work in accordance with the Contract Documents.
- d. **Director** means the Director of Works and Utilities, as appointed by the Council of the District, and his duly appointed representative.
- e. **District** means the Corporation of the District of Summerland.
- f. **District's Representative** means that person or persons appointed by the Director to manage and administer the Contract.
- g. **Equipment** means anything and everything, except persons and material, used by the Contractor in the performance of the Work.
- h. **Person** means an individual, a body corporate, a firm, partnership, association, or any other legal entity or an employee or agent thereof.
- i. **Work** means all materials, labour, equipment, transportation, traffic control or other ancillary items required by the Contractor to complete the Work, in accordance with the Contract Documents.

### 4.2 Notice to Proceed

The Director will issue a formal Notice to Proceed.

The Contractor must commence the Work on the date specified in the Notice to Proceed.

### 4.3 Changes to the Scope of Work

- 4.3.1 Where the District requests the Contractor to provide Work that the Contractor considers is not included in the original Scope of Work, the Contractor must notify the District that a change order will be required.
- 4.3.2 The District shall not be required to pay for any Work not included in the Scope of Work unless the Director approves a Change Order prior to the Contractor performing the Work.
- 4.3.3 Should the Contractor consider that any request or instruction from the District constitutes a change in the scope of the work, the Contractor shall so advise the District within ten day in writing. Without said written advice within the time period specified, the District shall not be obligated to make any payments of additional fees to the Contractor.

### 4.4 Payment

- 4.4.1 The Contract Fee shall be firm, expressed in Canadian currency, and shall be all inclusive for the Work. Taxes shall be in addition to the Contract Fee.
- 4.4.2 The District will pay the Contractor within 30 days from the date the Contractor submits an invoice for payment.
- 4.4.3 The Director may request the Contractor to submit, at no cost to the District, with the final invoice, a Statutory Declaration or other proof, that there are no outstanding costs, assessments, liens, or claims against the Contractor or against the District's property arising out of or in connection with the Work.
- 4.4.4 The Contractor shall submit detailed invoices. Each invoice will show the contract number, the Services provided, the percentage of the Services that are complete, where applicable, and the amount of GST applicable.

Invoices are to be submitted to:  
District of Summerland  
13211 Henry Avenue, Box 159  
Summerland, BC V0H 1Z0  
Attention: Mark Greenhalgh

### 4.5 Taxes, Tariffs, and Duties

- 4.5.1 The Contractor is responsible for all taxes, tariffs, and duties applicable to labour, Work and equipment and these taxes, tariffs, and duties shall be included in the Contract Fee. Notwithstanding, GST and applicable PST shall be billed as a separate item.

### 4.6 Payment Withheld

- 4.6.1 The District may withhold or nullify the whole or part of any payment to the extent necessary to protect themselves from loss due to one or more of the following:
  - a. the Contractor is not performing the Work to the satisfaction of the Director;
  - b. defective Work is not being remedied;

- c. there is an affidavit, claim of lien, or lien filed against the equipment on which the Work is done or is being done, or reasonable evidence of the probable filing of an affidavit, claim of lien, or lien;
- d. the Contractor is failing to make prompt payments to anyone employed by the Contractor in connection with the Work; or
- e. an unsatisfied claim exists for damages caused by the Contractor in connection with the Work.

4.6.2 Where sub-Contractors or suppliers of material are not receiving prompt payment, the District may deduct the amount of such payments from amounts otherwise due to the Contractor and will, if deducted, hold these funds in trust until such time as the Contractor has resolved the issue to the satisfaction of the Director.

#### **4.7 Inspection of Work**

4.7.1 The District's Representative may, at any time, enter into any place or premises where the Contractor is undertaking Work to inspect the Work and to ensure the Work is being performed in accordance with the Contract Documents.

4.7.2 The District's Representative, upon written notice to the Contractor, has the authority to stop the Work or to order the Contractor to take remedial action where,

- the Contractor is not performing the Work in accordance with the Contract Documents; or
- he is of the opinion that there exists a danger to life or to property.

The Contractor shall immediately obey the provisions of the notice and will not be entitled to any extra payment unless approved by a Change Order.

4.7.3 The District is not required to make inspections. Inspections made by the District do not relieve or release the Contractor from being responsible for the supervision of its operations under this Contract, from making its own inspections, and for ensuring the Work is being performed in accordance with the Contract Documents.

#### **4.8 Sub-Contractors**

4.8.1 The Director has the right, without any liability to the District, to reject any proposed sub-Contractor and to require the Contractor to substitute another sub-Contractor that is acceptable to the Director.

4.8.2 Sub-Contractors approved by the Director shall not be changed without the written consent of the Director.

#### **4.9 Wages and WorkSafe BC**

4.9.1 The Contractor shall comply with the requirements of the British Columbia Employment Standards Act, the Workers Compensation Act, and all other applicable federal and provincial legislation regarding wages and labour regulations during performance of this Contract, and ensure compliance by its sub-contractors, workers, and suppliers.

4.9.2 The Contractor shall, upon request by the District, provide proof of payment in good standing with WorkSafe BC.

#### **4.10 Certificates of Insurance**

4.10.1 The District is not responsible for any risks of loss or damage to equipment supplied until the equipment is finally accepted by the District and is registered in the name of the District of Summerland within the Province of BC.

4.10.2 The Contractor shall provide, maintain, and pay for the following insurance policies with insurers licensed in British Columbia, providing coverage to the Contractor and any sub-Contractor performing Work provided by this Contract:

- a. Comprehensive General Liability Insurance;
- b. Automobile Liability Insurance.

4.10.3 Comprehensive General Liability Insurance

- a. The Contractor shall provide Comprehensive General Liability Insurance with limits of not less than \$5,000,000 inclusive per occurrence against liability for personal bodily injury or death, liability assumed under this contract, and damage to property on an all-risk basis. The District of Summerland shall be listed as an "Additional Insured" under this policy,

4.10.4 Automobile Liability Insurance

- a. The Contractor shall provide and maintain a minimum of \$5,000,000 liability insurance covering use or operation of all motor vehicles and trailers owned, non-owned, leased, rented, licensed, and unlicensed vehicles or equipment controlled or used in performance of this Contract.

#### **4.11 Removal of Liens**

4.11.1 The Contractor shall immediately remove, at their own expense, all liens filed or registered against the District's equipment or the District's property.

#### **4.12 Permits**

4.12.1 The Contractor shall, at their own expense, procure all permits, certificates, and licenses required by law for the execution of the Work.

#### **4.13 Bankruptcy or Default by Contractor**

4.13.1 If the Contractor:

- is adjudged bankrupt; or
- makes a general assignment for the benefit of creditors due to insolvency; or
- has a receiver appointed because of his insolvency,

the District may, without prejudice to any other of the District's rights or remedies, give the Contractor, the receiver, or the trustee written notice and terminate the Contract.

4.13.2 If the Contractor fails to perform the Work in accordance with the Contract Documents, the District may provide written notice informing the Contractor that he is in default of his contractual obligations and instruct the Contractor to correct the default within five days, or such other longer specified time as outlined in the notice.

4.13.3 If the Contractor fails to correct the default within the time specified, the District may, without prejudice to any other of the District's rights or remedies,

- correct the default and deduct the District's direct costs from any payment owing to the Contractor or any security held by the District; and/or
- deduct any portion of the remaining Work from the Contract; or
- terminate the Contract.

#### **4.14 Dispute Resolution**

4.14.1 The Director shall be the interpreter of the requirements of the Contract.

4.14.2 In the event of any Dispute, which shall be any disagreement or misunderstanding between the District and the Contractor after initial attempts at resolution, either party may provide the other with a written summary of the Contract question at issue and the redress sought.

Within fourteen calendar days of receipt of such communication the recipient shall acknowledge and respond in writing addressing all the issues raised in the initial communication or request a time extension.

4.14.3 If a party does not provide any written response to the written communication issued as per the foregoing, the communication will be deemed to have been accepted by the receiving party.

4.14.4 If there is an exchange of communication and issues remain unresolved, both parties shall:

- a. make immediate bona fide efforts to resolve the outstanding issues by amicable negotiations involving the assistance of senior persons in both parties' organizations and;
- b. provide frank, conditional, and timely disclosure of all relevant facts, information, and documents to facilitate those negotiations.

4.14.5 If the dispute cannot be settled within fourteen calendar days of the end of the above negotiations, or such other time period as agreed to by both parties, the dispute may be referred to and finally resolved by arbitration conducted by a single arbitrator, agreed to by both parties, and under the rules of the British Columbia International Commercial Arbitration Centre. The place of arbitration shall be in Summerland, BC unless otherwise agreed to by both parties. The findings of the arbitrator shall be final and binding upon both parties.

4.14.6 The Contractor shall not delay any of the Work on account of or during any dispute, negotiation, or arbitration proceedings. The parties shall each bear their own costs throughout the process and the costs of a mediator or arbitrator shall be divided equally between the parties.

#### **4.15 Early Termination and Termination Notice**

Without prejudice to any right or remedy to which the District may be entitled, the District may at any time and in its sole judgement, terminate this Agreement with or without cause.

A termination notice shall be in writing, delivered by registered mail, and specify the date the Contract will be terminated. Termination notice must be a minimum of thirty (30) days unless the termination is due to fraud, dishonesty, bankruptcy, default, or other significant issue that irrevocably damages the relationship between the District and the Contractor.

#### **4.16 Remedies**

4.16.1 On any early termination of the Contract by the District:

- a. The District shall pay to the Contractor the money owing to them under this Contract to the date of termination and upon such payment being made the District shall have no further obligation to the Contractor under this Contract; and
- b. If the Contractor's right to perform the Work is terminated in accordance with the provisions of the Contract, the District shall not be liable to the Contractor for any damage or loss, including economic loss, sustained, or suffered by the Contractor as a result of any action taken by the District.

#### **4.17 Freedom of Information and Protection of Privacy Act**

The District is subject to the Province of British Columbia's *Freedom of Information and Protection of Privacy Act*. All documents shall be received and held, to the extent reasonable, in confidence by the District and the information shall not be disclosed except to the degree necessary for carrying out the District's purposes or required by law.

## SCHEDULE 'A' – SCOPE OF WORK

The District of Summerland (The District), Arts & Cultural Centre, is seeking an Architect to draft and deliver detailed Engineered Drawings for the following cost and code compliance elements of the Project:

The Arts & Cultural Centre Renovation project has grown out of the 2016 Cultural Plan which identified that Summerland needs a “home” for the arts and cultural community. A number of public engagement events have already occurred, and a list of priorities have been identified by stakeholders.

The former public library building at 9525 Wharton Street in Summerland has been identified as the future home to as many arts and cultural users as possible. It is situated next door to the Summerland Museum and across the street from Okanagan Regional Library. The building was erected in 1981; as such, it will require updates and retrofits to best accommodate its new users.

1. Main Entrance concrete access ramp and stairs – design and build (Engineered)
2. Existing access ramp (Engineered):
  - a. Provide best options for cost and code compliance of:
    - i. Redirect ramp and construct concrete pad; or,
    - ii. A satisfactory lift option – build, installation and location.
3. Accessible Washroom design to work within the existing footprint:
  - a. To build occupancy to 200+; and,
  - b. Add stalls or more water closets.
4. Partition walls for offices and storage:
  - a. Main and Second Floor
5. Entry Vestibule – Interconnecting space:
  - a. Fire Code Compliance requirements.
6. Removal of Front Stairs:
  - a. Egress Code Compliance requirements.

## SCHEDULE 'B' – QUOTE FORM

The Contractor may provide information on a separate sheet if there is insufficient room on this page.

### Contractor Information

Contact: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone/Fax/Email: \_\_\_\_\_

### Lump Sum Rates

The Contractor must provide a Lump Sum Rate for the items specified. Pricing to be evaluated and will be awarded based on pricing, term, and lead time the District deems most beneficial to its interests. The lump sum rates shall be all inclusive and include, but not be limited to, all materials, labour, equipment and all applicable taxes and levies, required to complete the Work, as follows:

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Main Entrance concrete access ramp and stairs – design and build (Engineered)	ls	1		
2	Existing access ramp (Engineered): a. Provide best options for cost and code compliance of: i. Redirect ramp and construct concrete pad; or, ii. A satisfactory lift option – build, installation and location.	ls	1		
3	Accessible Washroom design to work within the existing footprint: a. To build occupancy to 200+; and, b. Add stalls or more water closets.	ls	1		
4	Partition walls for offices and storage: a. Main and Second Floor	ls	1		
5	Entry Vestibule – Interconnecting space: a. Fire Code Compliance requirements.	ls	1		
6	Removal of Front Stairs: a. Egress Code Compliance requirements.	ls	1		

I, \_\_\_\_\_ acknowledge that I have read any and all the addenda's or addendum's for this RFQ-2018-16 as posted on the District of Summerland's website \_\_\_\_\_.

Contractor Signature

**CONTRACTOR** by its authorized signatories:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## CONTRACTOR REFERENCES

References in the format noted below must be provided. If there are special concerns or restrictions on our use of the reference, these concerns must be addressed in the submission.

- Description of the Work;
- Status of the Work, completed, in progress, on hold;
- Company name;
- Contact name;
- Contact phone number; and
- Contact email address.

Description of the Work:	
Status of the Work: i.e. completed, in progress, on hold or other:	
Company Name:	Contact Name:
Contact Phone Number:	Contact e-mail address:

Description of the Work:	
Status of the Work: i.e. completed, in progress, on hold or other:	
Company Name:	Contact Name:
Contact Phone Number:	Contact e-mail address:

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