



CORPORATION OF THE CITY OF ENDERBY

REQUEST FOR PROPOSAL

Cemetery Land Use Plan

BACKGROUND

The City of Enderby ("the City") owns and operates the Cliffside Cemetery ("the Cemetery"), located at 169 Enderby-Grindrod Road. The Cemetery possesses significant, rustic, heritage values and has served Enderby and the surrounding rural communities for many decades. The City wishes to ensure that investment in Cemetery improvements is done in a manner that fits with contemporary public expectations, builds upon its defining characteristics, and positions the cemetery to accommodate future demand.

The City is seeking a cemetery planning consultant who possesses significant expertise working with small cemeteries. The consultant should be prepared to review and make recommendations on the Cemetery with respect to land use planning.



DETAILS

Specifically, the land use plan should consider:

1. Cremation section improvement and expansion
2. Location, sizing, and pricing for columbaria
3. Location, sizing, and pricing for a scatter garden (optional item to consider)
4. Fencing and buffering improvements
5. Road network, road and curb standards, including the potential for redundant road reclamation
6. Evaluation of other amenities

DELIVERABLES

1. One (1) draft summary and sketch plan for staff review and comment
2. One (1) revised draft summary and sketch plan for presentation at a public open house led by the Proponent
3. One (1) revised draft summary and sketch plan for presentation to elected officials
4. Final report describing recommendations, including a final sketch plan and phased Class C cost estimate to implement the recommendations

SUPPORT FROM THE CITY

The City will provide site access and technical information by department staff. The City will provide space and projection equipment for an open house, as well as social media and website messaging and an advertising budget for public engagement activities.

SUBMISSION REQUIREMENTS

Interested Proponents should submit the following (weighted score listed in brackets):

1. Proposal (30%)
 - a. Methodology
 - b. Work schedule
2. Qualifications and References (30%)
 - a. Please submit three (3) references, including samples or excerpts of prior work, for organizations for which similar work (and specifically, for small cemeteries) has been performed in the past. Links to work posted online are acceptable.
3. Cost (exclude all applicable taxes) (40%)
 - a. Lump sum price for all deliverables
 - b. Rates for disbursements and mileage

All Proposals must demonstrate a sound knowledge of the project and a reasonable, realistic, capability to achieve the deliverables. These are mandatory criteria. Any Proposal that cannot demonstrate compliance with mandatory criteria will not be scored.

As a condition of responding to this RFP, the Proponent understands and agrees that all background materials owned by the City remain solely its property and should not be disclosed without express written permission. The evaluation of Proposals may include consultation with the Proponent and others, references, and industry research as deemed necessary by the City. The City intends to evaluate proposals based on the best overall value to the City, which may include non-financial, qualitative, values.

INQUIRIES

Please direct all inquiries to:

Tate Bengtson, Chief Administrative Officer
250-838-7230
tbengtson@cityofenderby.com

CLOSING DATE AND TIME

March 2, 2018 at 4:00pm.

TERMS AND CONDITIONS

The following terms and conditions shall apply to this RFP:

1. The final report and sketch plan shall be owned by the City and may be reproduced on its website and social media accounts as well as included in other reports or documents that it may generate.
2. The Proponent may invoice the City at the end of the project. All invoices shall be net 30 or greater. The City is amenable to negotiating payment milestones if the Proponent prefers.
3. Verbal discussion, instructions or explanations between the City staff members, agents, employees, or representatives and a Proponent shall not become a part of or otherwise modify the RFP unless confirmed by written addendum.
4. Responses to inquiries may be distributed to all Proponents at the City's option.
5. The City may accept or reject any or all Proposals for any reason, and may negotiate with a potentially successful Proponent.
6. The City may reissue, amend, cancel, or extend this RFP at its sole discretion, and reserves its right to defer, postpone, or phase awarding of the work.
7. As part of its evaluation process, the City may request further information from a Proponent at its sole discretion.
8. Under no circumstances shall this RFP be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by the Proponent in preparing a Proposal.
9. The City does not, by issuing this RFP, incur any duty of care or contractual obligation to any interested party.
10. Proponents are strictly prohibited from engaging in any form of lobbying in relation to the RFP or with a view to influencing the outcome of this process.

11. Proponents agree to advise the City immediately of any conflict of interest or perceived conflict of interest with an employee or officer of the City.
12. The successful Proponent must obtain a valid City of Enderby or applicable Inter-Community Business License prior to commencing work.
13. Proponents must confirm that they are active and in good standing with WorksafeBC.
14. Proponents must carry a minimum of \$2,000,000 in liability insurance with the Corporation of the City of Enderby as an additional named insured.
15. Use of a subcontractor or assignment of the work may only occur with the written permission of the City, unless such use or assignment is explicitly referenced in the Proposal.
16. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act and all information submitted to the City become records in its care and custody for the purposes of the Act.
17. All Proponents and the City acknowledge that all Proposals are supplied in confidence and may reveal technical information of a third party. Only the aggregate of the weighted score and the total cost for each Proposal will be made publicly available as a bid summary.
18. The City will debrief a Proponent on the detailed score for their Proposal upon request.
19. All Proponents and any other persons who, through this process, gain access to confidential or sensitive information of the City are required to keep all such information confidential. This requirement will persist after the RFP process has concluded. Such information must not be disclosed without written authorization from the City.