

CORPORATION OF THE CITY OF ENDERBY

REQUEST FOR PROPOSAL

Supply & Installation of a Columbarium

OPPORTUNITY

The City of Enderby ("the City") is requesting proposals for the services of a qualified vendor to design, construct, supply and install on site a columbarium unit at the Cliffside Cemetery located in Enderby B.C.

BACKGROUND

The City owns and operates the Cliffside Cemetery ("the Cemetery"), located at 169 Enderby-Grindrod Road. The Cemetery possesses significant, rustic, heritage values and serves the residents of the City and the surrounding rural communities.

The City has recently completed a Cemetery Land Use Plan ("the Plan") and is seeking a vendor to design, construct, supply and install, the first of three 48-60 niche columbarium units for the "Upper Cremation Garden" in accordance with the Plan. The City will construct the concrete foundation where the columbarium will be installed. Please refer to the City's Cemetery Land Use Plan located on our website at <https://www.cityofenderby.com/city-hall/cemetery/>.

DESIGN CRITERIA

Criteria that will be considered for the purposes of evaluating the proposal submission include, but are not limited to:

- Offer a design that will enhance or contribute to the Cemetery, align with the Plan's "Rustic / Naturalized" concept and be marketable to the community;
- Offer a design that incorporates between 48 - 60 niches, accommodates up to two standard size urns, is rectangular with niches on both sides and has a length of no greater than three (3) meters;
- Detail drawings and colored photographs or artists' renditions of the proposed finished unit;
- Timelines for construction and installation;
- To ensure the finished product is top quality, all stonework must be fabricated by skilled trade personnel and shall be solid, free of cracks and chips, and uniform in color. All exterior walls shall be made of granite that is not less than six (6) inches in thickness;

- The outside of the niche shall be able to support scribing or bronze monument, interchangeable covers attached with tamper proof screws and hidden locking mechanisms. Three additional covers shall be supplied; and
- Proponent shall describe the method proposed for identifying individual niches.

Specification documents should detail interior and exterior measurements of the completed structure and of each component part. Specifications should detail the materials (including types of metal and types of stone, where applicable) that would be used for each component part. Specifications will describe, where appropriate, how the component pieces are attached, bolted, adhered, or connected to one another in order to form the finished structure. Measurements and foundation specifications to be included with the submission.

WARRANTY & SERVICE

- Five (5) year warranty on material and workmanship under normal use to apply;
- If extended warranty available, detail costs and coverage as an option;
- Provide copies of detailed warranty;
- Parts and services availability;
- Listing of replacement parts and cost.

MAINTENANCE PERIOD

The successful proponent at their own expense, shall promptly correct defects or deficiencies that appear prior to and during the period of one year from issuance of final payment. The City shall promptly give the proponent written notice of observed defects or deficiencies.

PROPOSAL EXPENDITURES

The City will not reimburse any proponent for any costs related to the preparation of a proposal response to this RFP. Without foregoing any generalities, this shall extend to any onsite review, presentations, and any supplemental information provided, and shall also extend to subsequent negotiations, if any, with the City.

RELATED EXPERIENCE / PROFESSIONAL REFERENCES

Proponents must provide examples of their experience on similar works. The proponent shall list their experience, work of a similar nature and any other pertinent information.

SUBMISSION REQUIREMENTS

Interested Proponents must submit the following (weighted score listed in brackets) and must achieve an average score of 75% in each of the categories in order to qualify:

1. Design & Schedule (30%)
2. Qualifications and References (25%)

- a. Please submit three (3) references, including samples or excerpts of prior work, for organizations for which similar work has been performed in the past. Links to work posted online are acceptable.
3. Cost (40%)
 - a. Lump sum price for all deliverables
4. Warranty (5%)

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.

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

Wednesday July 31, 2019 at 4:00pm.

TERMS AND CONDITIONS

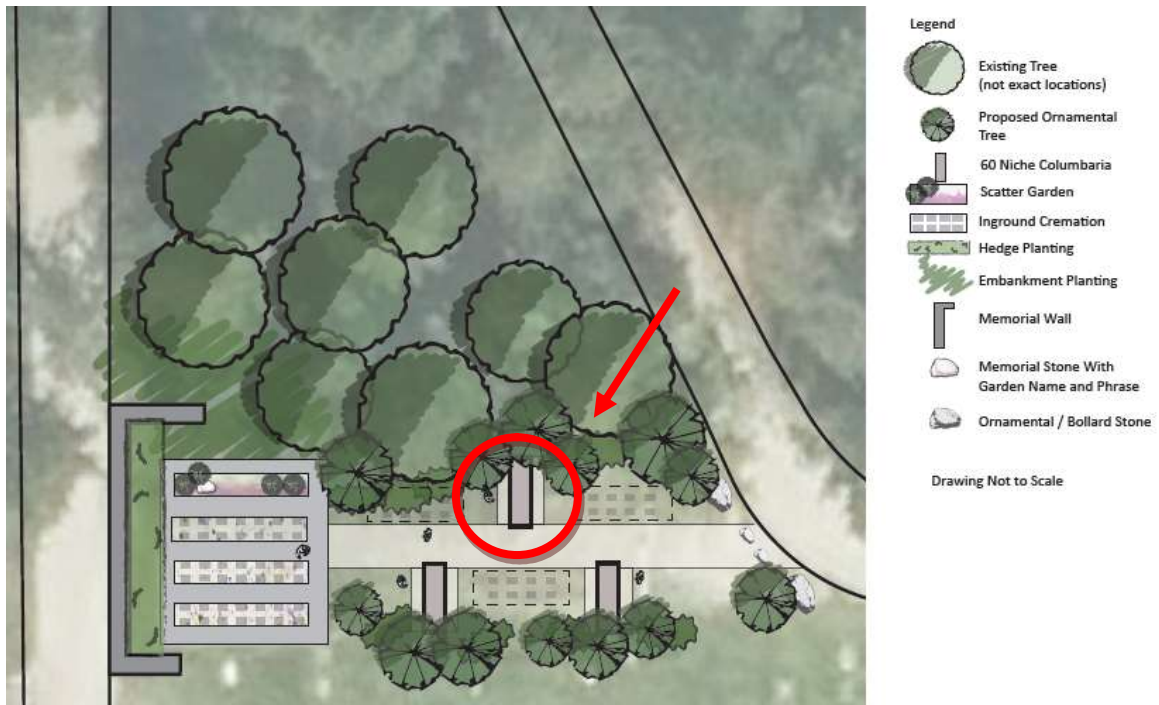
The following terms and conditions shall apply to this RFP:

1. 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.
2. 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.
3. Responses to inquiries may be distributed to all Proponents at the City's option.
4. The City may accept or reject any or all Proposals for any reason, and may negotiate with a potentially successful Proponent.
5. 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.
6. As part of its evaluation process, the City may request further information from a Proponent at its sole discretion.
7. 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.

8. The City does not, by issuing this RFP, incur any duty of care or contractual obligation to any interested party.
9. 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.
10. 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.
11. The successful Proponent must obtain a valid City of Enderby or applicable Inter-Community Business License prior to commencing work.
12. Proponents must confirm that they are active and in good standing with WorksafeBC.
13. 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.
14. 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.
15. 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.
16. 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.
17. The City will debrief a Proponent on the detailed score for their Proposal upon request.
- 18.** 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.

EXCERPT FROM CEMETERY LAND USE PLAN

Columbarium to be constructed:



CLIFFSIDE CEMETERY & LOCATION OF UPPER CREMATION GARDEN

