



Invitation to Tender

Osoyoos Desert Society

Osoyoos Desert Centre Boardwalk Trail Replacement

The intent of this Invitation to Tender is for qualified proponents to provide Osoyoos Desert Society with proposals for the demolition and disposal of an existing boardwalk and construction of a new boardwalk at the Osoyoos Desert Centre as per the specifications outlined herein.

OVERVIEW OF ORGANIZATION

Located on the southern edge of British Columbia's beautiful Okanagan Valley is an extraordinary habitat popularly referred to as Canada's pocket desert. This semi-arid, antelope-brush habitat is one of Canada's most critically endangered ecosystems, and also supports one of the greatest concentrations of species-at-risk in Canada.

In the early 1990s a group of concerned citizens eager to protect this invaluable Canadian natural heritage formed the Osoyoos Desert Society, a non-profit, charitable organization. In 1998 the Society opened the Osoyoos Desert Centre, a 67-acre nature interpretive facility showcasing "Canada's pocket desert" and featuring a 1.5 km elevated boardwalk, an interpretive building with several hands-on displays and a native plant demonstration garden.

Today the Osoyoos Desert Centre is a major tourist attraction welcoming 10,000 visitors from around the world to the South Okanagan each year. Visitors explore our desert ecology and learn about the conservation of endangered species and habitats in the South Okanagan Similkameen. ODC offers guided and self-guided tours along our boardwalk trail and also engages visitors in various programs including hands-on workshops, ecological talks and special events.

PROJECT DESCRIPTION

Constructed in 1998 using pretreated lumber, the existing 1.5 km raised boardwalk trail was the initial principal capital improvement of the Osoyoos Desert Centre and has now become the Centre's signature attraction. It is senior- and family- friendly, wheelchair accessible, and offers visitors the opportunity to explore the habitat first-hand without causing damage or disturbance to it.

Since its construction, the ODC has done annual maintenance of the boardwalk, repairing and replacing broken and compromised floorboards, foundation boards and foot railings as needed. As the boardwalk has aged, the amount of repairs needed and the cost of those repairs have increased every year. After 22 years, the boardwalk had deteriorated beyond mere annual maintenance and needed to be replaced.

In February 2021 Osoyoos Desert Society was awarded a Province of BC grant to replace the ODC's boardwalk trail. Funding is provided under the destination development stream of the Community Economic Recovery Infrastructure Program (CERIP) announced in October 2020 to help bolster the recovery of BC's tourism industry and provide economic stimulus to BC communities impacted by COVID-19.

TERMS OF CONTRACT

INSTRUCTION TO BIDDERS

1.0 BID CALL

- .1 It is the intent of this bid call to obtain formal bids from general contractors to construct and complete the Project as fully described in the Contract Documents.

2.0 PROJECT OWNER AND PROJECT NAME

- .1 Project owner is Osoyoos Desert Society and project name is Osoyoos Desert Centre Boardwalk Trail Replacement

3.0 CLOSING DATE AND TIME

- .1 Bids will be received by the Owner via email only no later than the following closing date and time:
September 9, 2021 at 4:00 PM PDT
- .2 Bids received after the above noted time will be returned unread.
- .3 No information or formal decision will be issued with respect to the bids until the Owner has reviewed in detail all bids received.

4.0 QUERIES

- .1 If during preparation of a bid, the bidder should find discrepancies, ambiguities, errors or omissions in the Contract Documents, bidders shall refer such queries to the Project Manager for clarification. Direct questions to the:

Owner: Jayme Friedt, Managing Director via email at director@desert.org
Project Manager: Larry Stone, CET, GSC via email at lstone@desert.org
- .2 If deemed necessary by the Owner and Project Manager, Addenda will be issued to all persons receiving the bid documents.
- .3 Neither the Owner nor the Project Manager will be responsible for verbal interpretation or corrections. Only Addenda issued in writing will be considered in interpreting the Contract Documents. Neither the Owner nor the Project Manager will be responsible for failure of any bidders to receive any such Addenda. Addenda will be issued by e-mail.

5.0 BID AND CONTRACT DOCUMENTS

- .1 The Bid Documents include the documents listed in Appendix "D" to the Bid Form.
- .2 The Contract Documents are defined in CCDC 2-2020.
- .3 Bid documents are made available only for the purpose of obtaining bids for this project. Its use does not confer a license or grant use for other purposes.

6.0 EXAMINATION OF BIDDING DOCUMENTS

- .1 Upon receipt of the bidding documents, verify that the documents are complete. Notify the Project Manager should documents be found incomplete or in error.

- .2 Should the bidder, while examining the site or Contract Documents find any discrepancy, inaccuracy or deviation between the existing conditions and the Contract Documents or between part of the Contract Documents and any other part, the bidder shall inform the Project Manager so that clarification or revision may be issued. If such an interpretation is not requested, bids will be presumed to be based on the interpretation or directions that may be made subsequently by the Project Manager after the award of the Contract, in accordance with the provisions of the Contract Documents.

7.0 SITE EXAMINATION

- .1 Bidders are responsible for examining the site prior to submitting a bid, to be familiar with all conditions at the site and make allowance for such conditions in the Bid. By submitting a Bid, a bidder represents that it has examined the site.
- .2 Claims for additional costs will not be considered with respect to existing conditions which could have been reasonably ascertained by an inspection of the site prior to the bid closing date.
- .3 **A mandatory site inspection will be arranged by the Owner. The date for the site inspection will be August 26, 2020 at 9:00 AM PDT. Bidders are to meet in the parking lot of the Osoyoos Desert Centre at 14580 - 146 Ave, Osoyoos, BC.**

8.0 ADDENDA

- .1 Requests for interpretation of the bid documents or inquiries of any nature relating thereto shall be made to the Project Manager. Such inquiries shall be made in writing. The Project Manager will consider all such inquiries and any clarification or revision to the bid documents resulting from such inquiries will be given to all bidders through the issue of addenda. The Project Manager will not acknowledge any interpretation or information given to any party verbally.
- .2 Should Addenda to the bid documents be required for any reason, it is the Project Manager's intention not to issue addenda during a period of three (3) days prior to the bid closing date and time. Inquiries should, therefore be made in advance of this period.
- .3 All Addenda become part of the Contract Documents. All associated costs must be included in the Bid Price.
- .4 Upon receipt of the addenda, verify that the documents are complete and notify the Project Manager immediately should the documents be found incomplete or in error.
- .5 All Addenda issued shall be acknowledged in the space provided in the Bid Form.

9.0 APPROVAL OF SUBSTITUTIONS

- .1 Where the words "or approved alternate or approved substitution" are specified for a particular product, the Project Manager will consider substitute products to the named product or products.
- .2 Substitute products are defined as products that are functionally equivalent in material, size, thickness, colour, texture and overall quality to the specified products and are readily exchangeable for the specified product(s). Substitute products shall be submitted to the Project Manager for review.
- .3 Suppliers or manufacturers who consider that their product meets or exceeds the specified standards may make requests to the Project Manager for approval of substitutes. The application shall make reference to the product(s) currently specified by quoting the specification section and clause number to which the application applies.
- .4 Requests shall include manufacturer's printed product data, warranty information, samples, colour range, specifications, a list of all projects, references and whatever other information the Project Manager may

reasonably request to make a proper assessment of the request. Requests will be rejected without consideration for failure to provide sufficient information with request.

- .5 Submit requests for substitutions not later than ten (10) days prior to the closing time for the bids.
- .6 The Project Manager will issue a list of acceptable substitutions by addendum not later than three (3) calendar days prior to the closing of bids. If an item is listed as an acceptable substitution, bidders may use that item in place of the specified item.
- .7 Bidders electing to use acceptable substitutions listed in the addenda in lieu of a specified product shall obtain more accurate details, data, or information from the applicable supplier/ manufacturer as required to ensure their bids will include and reflect all costs associated for any adjustments, modifications or additions necessary to be made to other parts of the Work to accommodate the substitution.

10.0 SUBMISSION INSTRUCTIONS AND BID FORM

- .1 Bidders are solely responsible for delivery of their bids in the manner and time prescribed.
- .2 Provide one copy of the Bid Form in the manner and time prescribed.
- .3 Bid For: Osoyoos Desert Society Osoyoos Desert Centre Boardwalk Trail Replacement

To: Jayme Friedt, Managing Director
Email: director@desert.ca

Subject Line: ODC Boardwalk Invitation to Tender

Note: Mailed and/or Faxed submissions will not be accepted.

- .4 Bids shall be submitted on the Bid Form provided. All blank spaces on the bid form must be filled in, and failure to do so may render the bid invalid.
- .5 Where so required by the Bid form, sums shall be expressed in both words and figures, and in the case of discrepancy between the two, the written amount shall govern.
- .6 If information included by the Bidder on the Bid Form is corrected (i.e a wrong word or figure) the change shall be initialled by the person signing the bid.
- .7 Bid forms shall be properly signed and dated. Where a bidder is a corporation the Bid Form must be signed with the legal name of the corporation followed by the legal signature and capacity of an officer authorized to bind the corporation into contract. Where a bidder is a partnership, the Bid Form shall be signed by the general partner or the partner with the authority to bind all partners. Where the bidder is a sole proprietor, the Bid Form shall be signed by the proprietor and witnessed.
- .8 Revisions to the Bid will be accepted provided they are received on or before the closing date and time. Revisions must be in writing on the Bid Modification Form appended to these Instructions to Bidders. No telephone messages will be accepted.
- .9 A revised price is not to be given. Only the addition or reduction from the Bid Price is to be stated. State whether GST is or is not included in the amount.
- .10 Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind may, at the discretion of the Owner, be declared informal and rejected.

11.0 BID BONDS AND SURETY'S CONSENT

- .1 Bid Bonds not required for this project.

12.0 PERFORMANCE AND LABOUR AND MATERIAL PAYMENT BONDS

- .1 Performance and Labour and Material Payment bonds, not required for this project.

13.0 DURATION OF THE OFFER

- .1 In submitting bids, the bidder agrees that its bid will remain firm and open for acceptance by the Owner for a period of thirty (30) calendar days from the bid closing date and time.

14.0 NOTICE OF AWARD

- .1 The successful bidder will be notified and be accepted by a "Notice of Award" letter issued by the Owner and upon receipt of the following information, the Owner will issue a "Notice to Proceed" letter to the Contractor, together with the Contract Documents for signing. At least 10 days prior to the commencement of construction, the Contractor shall deliver to the Owner the following:
 - (1) certified copies of all insurance policies required by this Contract.
 - (2) construction schedule requirements as set out in GC 3.5 Construction Schedule.
 - (3) A schedule of values of various parts of the Work as required by paragraph 5.2.4 of the Contract.
 - (4) Proof that the Contractor and all Subcontractors have obtained WorkSafe BC registration and clearance.
 - (5) Written assurance of sufficient manpower to satisfactorily fulfil this Contract.
- .2 Contractor's signature on two copies of the CCDC 2-2020 Stipulated Price Contract.
- .3 Proof that the Contractor is in compliance with all requirements, including the following;

The above information shall be submitted to the Owner within 10 days from the date of the "Notice of Award" letter.

The successful bidder will be required to enter into a contract with the Owner. The form of the contract and Agreement is CCDC 2-2020.

15.0 RIGHT TO REJECT

- .1 The Owner reserves the right to reject any or all of the Bids and to accept any bid it considers advantageous. The lowest or any or all bids may not be accepted if the Owner determines, at their sole discretion and after appropriate evaluation, that;
 - (1) The financial or work references are unsatisfactory, or
 - (2) The bidder, or any company with whom the bidder is associated, has performed work for the Owner in the past two years (2) in an unsatisfactory way, or
 - (3) The bidder appears to be unable to fully and properly perform their contractual obligations during the whole life of the Contract, or
 - (4) The bid must be cancelled due to financial problems or changing economic circumstances, or
 - (5) Information becomes available after bid closing which significantly changes the scope or extent of the project, or
 - (6) The lowest bid is not the most economical to the Owner, or

- (7) The bids, or any of the bids, exceed the bid approved construction budget, or
- (8) Less than three (3) bids were received, or
- (9) The bid is qualified, incomplete, or improperly prepared.

16.0 PROJECT SCHEDULE

- .1 The Owner requires the Work of this Contract to be completed during the off season.

Start of construction no earlier than October 15, 2021 with completion no later than March 31, 2022.

17.0 SUBCONTRACTORS

- .1 The bidder shall list, in Appendix B, all subcontractors that it proposes to engage in the Work.
- .2 A bidder may employ only those Subcontractors included in the Bid Form and may not change such Subcontractor without the written approval of the Owner.
- .3 Subcontractors named in Appendix B by the successful bidder shall be included in the Contract under the terms of GC 3.8 of the General Conditions.
- .4 The Owner may object to any Subcontractor listed by a bidder in which event the bidder may, at its election, submit the name of an alternate proposed subcontractor providing that the bid price does not change. The Owner may require a proposed Subcontractor to provide evidence that it is experienced and qualified to perform the work, including provision of references of previous projects.
- .5 The Contractor will be required to satisfy the Owner that it is capable of performing any subtrade work for work listed in Appendix B – List of Proposed Subcontractors and Suppliers as “Own Forces”.

18.0 INSURANCE

- .1 Insurance requirements will be as outlined in Part 11 of the CCDC 2- 2002 and CCDC 41.

19.0 SUPPLEMENTARY BID INFORMATION FORMS

- .1 The attached Appendices are an integral part of the bid documents and shall be submitted with the Bid Form.
- .2 Fill in the blank spaces completely.
- .3 The following Appendices shall be submitted;

Appendix A – Contact Information
Appendix B – Methodology Form
Appendix C – Experience & Reference Form
Appendix D – CERIP Criteria
Appendix E – Unit Prices
Appendix F – List of Subcontractors & Suppliers

20.0 SCOPE OF WORK

The basic scope of work for the project is:

- .1 The removal of approximately 1.5 km of the existing pressure treated wooden boardwalk and all supporting beams and joists.

- .2 The removal of the floor boards for 8 kiosks. Upon removal of the floors the determination will be made by the owner on the reuse of the existing beams and joists.
- .3 The existing precast concrete footings are to be saved and reused. There are approximately 1,386 existing precast concrete footings.
- .4 Removal of the decking on the bridge spanning the dry stream bed. The bridge is to be realigned.
- .5 The installation of a combination of existing precast concrete footings and new precast concrete footings in new locations.
- .6 Realignment and leveling of the new boardwalk as depicted in the documents and as directed by the owner on site.
- .7 Installation of new 2-ply pressure treated 2 x 8 beams and 2 x 8 joists.
- .8 Installation of Trex Select in Pebble Grey or approved alternate composite decking for boardwalk, bridge deck and kiosks.
- .9 Installation of a raised edge as indicated on the drawings utilizing the same material as the decking
- .10 Installation of new handrail to the bridge decking. Handrail material is to be Regal Ideas aluminum picket rail system or approved alternate.
- .11 The existing material removed is to be disposed of offsite.
- .12 The owner is looking at two (2) options for the pricing. The owner would prefer all contractors to price both options but failure to provide pricing on both options will not affect the review or acceptance of the contractor's submission.

Option 1

The contractor provides pricing for supply of all labour, material and equipment necessary to complete the entire project, or

Option 2

The owner supplies only the composite decking materials and fasteners and 2 x 8 material for the beams and joist and the handrail material. The contractor is to provide all labour and equipment and remaining materials to complete the entire project.

21.0 ENVIRONMENTAL CONSIDERATION

- .1 The antelope-brush habitat stewarded by the ODC is endangered and extremely fragile. Removal of the existing boardwalk and construction of the new boardwalk must take place within the existing pathway so as not to disturb or destroy the habitat. Threats to all wildlife living at the Desert Centre will be identified and mitigated accordingly.

22.0 CERIP GRANT CRITERIA

- .1 In compliance with the CERIP grant awarded to the Osoyoos Desert Society, the Owner must provide specific reporting to the government, therefore the contractor on a monthly basis must provide the following reporting criteria:
 - (1) Number of permanent new jobs created as a result of the Project
 - (2) Total number of individuals, both regularly and temporarily employed for the Project duration. Of these totals employed (both regularly and temporarily):

- a. Number of Indigenous persons
 - b. Number of new Canadians
 - c. Number of women
 - d. Number of young adults (18 to 35 years old)
- (3) Average pay scale of individuals employed for the Project duration, including:
- a. Number of individuals who earn < than \$30/hour
 - b. Number of individuals who earn > than \$30/hour

23.0 SUMMARY DETAILS

TIMELINES	
Invitation to Tender Publish Date	August 11, 2021
Mandatory Site Inspection	August 26, 2021 at 9:00 AM PDT
Deadline for submissions	September 9, 2021 at 4:00 PM PDT
Shortlist of Proponents	September 17, 2021
Interviews of Shortlisted Proponents	September 22 and 23, 2021
Contract Awarded	September 27, 2021
Contract implementation date	October 4, 2021
Construction start date	No earlier than October 15, 2021
Construction completion date	No later than March 31, 2022

24.0 SCORED CRITERIA

SCORED CRITERIA	Weighting	
Total Price	50%	
Pricing Both Options	5%	
Experience	20%	
Methodology	10%	
Location of Office	5%	
Meeting Criteria of the CERIP Grant	10%	

APPENDIX A
CONTACT INFORMATION

Contractor Organization Name	
Years in Service	
Brief Description of Services Performed	
Contractor Contact Name, Telephone Number & Email Address	

APPENDIX B METHODOLOGY

Proposal must include, in a format of the contractor's choice, the details requested in this appendix.

This section must be labelled as "APPENDIX B – METHODOLOGY FORM"

Evaluation Factors

Factors to be considered in the evaluation in assessing the suitability of the methodology will include:

1. Suitability of general approach/methodology outline for the construction process
2. Methodology of protecting the environmentally sensitive work area
3. Suitability of equipment that will be used

APPENDIX C
EXPERIENCE & REFERENCE FORM

Proposal must include, in a format of the contractor's choice, the details requested in this appendix.

This section of the proposal must be labelled as "APPENDIX C – EXPERIENCE & REFERENCE FORM"

Respondents should provide details on their experience constructing boardwalks or similar projects. Details must be provided on projects completed that involved working in environmentally sensitive areas.

Respondents should provide a minimum of two (2) references, preferably in the local area.

Reference #1

Client Organization Name	
Year Service Performed	
Brief Description of Services Performed	
Client Contact Name, Telephone Number & Email Address	

Reference #2

Client Organization Name	
Year Service Performed	
Brief Description of Services Performed	
Client Contact Name, Telephone Number & Email Address	

**APPENDIX D
CERIP CRITERIA**

Number of paid employees that meet the guidelines set out in Section 22.0	
Number of individuals who earn < than \$30/hour as per the guidelines set out in Section 22.0	
Number of individuals who earn > than \$30/hour as per the guidelines set out in Section 22.0	

APPENDIX E
LIST OF UNIT PRICES

The following list of unit prices will be used for any changes in work including deletion or addition of work.

Unit prices are to be included for:

Option 1 – All costs labour, material, equipment, overhead and fee

Option 2 – All costs labour, equipment, overhead and fee

DESCRIPTION	ADDITION PRICE PER FOOT	DELETION PRICE PER FOOT
2 Ply 2 x 8 Pressure Treated Beams – Option 1		
2 Ply 2 x 8 Pressure Treated Beams – Option 2		
2 x 8 Joists including hangers		
Composite Decking – Option 1		
Composite Decking – Option 2		
Aluminum Handrail		
Precast Concrete Footing		

APPENDIX F
LIST OF SUBCONTRACTORS & SUPPLIERS

DESCRIPTION	SUBCONTRACTOR	SUPPLIER
2 x 8 Pressure Treated Lumber		
Composite Decking		
Aluminum Handrail		
Precast Concrete Footings		
Demolition		