Township of ESQUIMALT

REQUEST FOR PROPOSAL

BUILDING RETROFIT STUDY

DATE OF ISSUE: January 17th, 2025

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APPENDICES

1. INTRODUCTION

The Township of Esquimalt (Township) is inviting qualified consultants to submit proposals to conduct a Building Retrofit Feasibility Study to identify a near net-zero greenhouse gas reduction pathway for five municipal buildings owned by the Township.

Esquimalt Council has made climate action a strategic priority, declared a climate emergency, and set ambitious targets to reduce corporate greenhouse gas emissions (GHG) by 45% from 2010 levels by 2030, and to becoming a 100% renewable energy community by 2050. Recently, Council resolved to complete a GHG Reduction Building Feasibility Study that would meet Federation of Canadian Municipalities (FCM) goals to "identify a sequence of GHG reduction measures to reduce GHG emissions for community buildings by at least 50% within 10 years and by at least 80% (i.e. near net-zero GHG emissions) within 20 years" from 2023 (the base year), "while managing capital costs and reducing operating costs". The completion of the Retrofit Feasibility Study (the Study) would ultimately enable the municipality to 'integrate reductions in GHG emissions and energy use into longer-term asset management plans for managing the municipal buildings' and attain future FCM funding to complete innovative capital projects.

The qualified consultant and their team of specialists, [including qualified professional, (P.Eng, CEM or CEA)] will demonstrate previous knowledge and experience in building technology, systems and retrofitting; modelling and scenario planning for decision making; capital costing, accessibility, and equity in public engagement and facility design. Those who can demonstrate successful completion of at least three similar building retrofit studies with community engagement and innovative ideas will be considered preferred candidates. Proposals should demonstrate good asset management practices.

The study will be directed by a municipal project team led by the directors of Parks and Recreation, Engineering and Public Works, and Development Services. This key municipal team will work with the consultant to engage a wider municipal team at appropriate times to add their knowledge and expertise to the study, and to increase their understanding of the goals of the project. The municipal team will gratefully invite local First Nations to engage with the project as local knowledge keepers, facility users, and owners of similar buildings. The wider community of facility users, including staff, will be invited to share their insight, and learn more about the project through a short survey (written by the consultant), to be provided online and in-person at the facilities.

The successful bidder (Consultant) will enter into the Professional Services Agreement (sample in Appendix C) with the Township of Esquimalt.

2. BACKGROUND

The five (5) municipal buildings that are the subject of the Study are fully owned by the municipality, 20+ years old, well maintained, and have been the subject of various energy efficiency retrofits over the last fifteen years. The buildings included are:

- **Esquimalt Recreation Centre** (527 Fraser Street): Built in 1973. Gross floor area = 4828 square metres. Heated with gas. A community recreation facility with an aquatics centre, weight room, gymnasium, and multi-purpose spaces.

- **Archie Browning Sports Centre** (1151 Esquimalt Road): Built in 1960. Gross floor area = 6050 square metres. Heated with gas. This facility includes an ice arena, a six-sheet curling rink, lounge areas, and Esquimalt Parks and Recreation administrative offices.

- **Municipal Hall** (1229 Esquimalt Road): Built in 2002. Gross floor area = 935 square metres. Heated with gas and electric heat pump. The Hall, a three-storey building includes a council chamber, administrative offices, and satellite police offices.

- **Public Works** building (601 Canteen Road) Built in 1996. Gross floor area = 1150 square metres. Heated with gas. Home to Esquimalt's public works staff and the municipal fleet, including administration offices, mechanics shop, and stores.

- **Parks Nursery** building (1100 Craigflower Road) Built in 1979. Gross floor area = 223 square metres. Heated with gas. Home to Esquimalt's parks staff, including administrative offices, meeting /lunchroom and storage.

Further building details found in Appendix A.

3. SCOPE OF WORK

The objective of the project is to develop a strategy for the reduction of operational greenhouse gas emissions, and increased energy and water efficiency for the five identified corporate buildings. The study findings will be integrated into a 'Roadmap' to demonstrate substantial corporate emissions reduction (including fleet), and a long-term building asset management plan. Though there are five buildings included in this study the primary focus will be on the two "community buildings", the Esquimalt Recreation Centre and the Archie Browning Sports Centre.

The study will be based on both available information including site plans, building age, maintenance logs, HVAC systems details, utility data (gas, electricity, and water usage for 2 years); and the information gathered by the project consultant including facility and systems condition, information from maintenance staff, and facility users sharing their values and experience (including Esquimalt staff).

The proposed timeline is to have the Final Report completed and presented to the Esquimalt Committee of the Whole in the third period of 2025.

3.1 Summary of Deliverables

- **Meetings**
  - Weekly check in with key project team (electronic meetings, in person meetings, and emails, as necessary)
  - Meet with key project team and communications manager to determine project plan for the project
  - In person interviews with facility operators
  - In person Design Workshop with project team and key stakeholders
  - In person presentation with Esquimalt Environment, Parks and Recreation Advisory Committee to receive feedback on proposed retrofits
  - In person presentation with Esquimalt Committee of the Whole to include engagement on the final report, preferred GHG reduction pathways and capital costs

- **Site investigation and usage analysis**, including but not limited to:
  - Review of available documentation, including site survey
  - Review of energy (gas and electricity) and water consumption for 2010, 2022 – 2024
  - Operator and maintenance staff interviews

- **Calibrated modelling for each of the existing facilities**, including but not limited to:
  - Energy and GHG emissions estimates and reductions
  - Total envelope performance
  - Electricity demand impact modelling where fuel-switching to electricity
  - Embodied impact analysis
  - Calibration to future weather changes
  - Projected lifecycle cost implications

- **Design workshop** (at least ½ day in person workshop) to:
  - Confirm understanding of project goals:
    - Short-term retrofit – 5 years (45 % reduction from 2010 GHG emissions)
    - Medium-term retrofit - 10 years (50% reduction from 2023 GHG emission levels)
    - Long-term retrofit - 20 years (80% reduction from 2023 GHG emissions)
    - Short-term deep retrofit – 5 years (50 % GHG emissions reduction from 2023 GHG emission levels)
    - Maximum site potential - greatest GHG emission reductions possible, whatever the cost
    - Optimized outcome (aggressive GHG targets with facility asset management objectives)

  - Review of the building maintenance and equipment replacement requirements uncovered during the site investigation
  - Identify and brainstorm measures for further analysis
  - Address site-specific opportunities, constraints, and barriers to implementation
  - Review capital project planning and existing building maintenance capital plan
  - Discuss retrofit scheduling, maintenance, and equipment replacement
  - Provide facility decarbonization education for phasing out fossil fuel sources
  - Identify potential qualitative benefits (user experience and costs savings)
  - Identify water consumption reduction opportunities
  - Identify fossil fuel sources that maybe maintained as back-up energy sources

- Measure-level analysis
  - Identify GHG emission reduction potential and implementation strategies
  - Probable qualitative benefits and capital costs
  - Analysis to include, full facility fuel switching away from fossil fuels, potential onsite renewable energy generation (including but not limited to photovoltaic installations, geothermal, heat exchanger)
  - TEDI, EUI and/or GHGI energy and cost savings over baseline identified [(Greenhouse Gas Intensity (GHGI) (tCO2e/m2), Energy Use Intensity (EUI) (kWh/m2), Thermal Energy Demand Intensity (TEDI) (kWh/m2)]
  - Capital costing with Canadian Institute of Quantity Surveyors (CIQS) level capital cost estimates provided (both absolute and incremental capital cost)
  - Operational savings identified (energy/carbon, maintenance savings)
  - Software and analysis tools fully documented, with assumptions identified
  - Identify alternative funding sources

- Community wide engagement
  - Interview First Nations stakeholders (if available) to gain their insight
  - Survey municipal staff and public facility users by developing an online survey for use on the Township's EngagingEsquimalt.ca website

- GHG reduction pathway scenarios and package analysis
  - Scenario modelling prepared for key project team to outline pathways to identified project goals
  - Packages identified with full list of measures, capital and lifecycle costs
  - Comparisons provided with critical GHG reduction, financial metrics, non-energy or qualitative benefits, and reasons for inclusion in the package
  - Include training time for project team members and designates

- Decision making workshop (1/2 day workshop)
  - Conduct and document a decision-making workshop with the key project team and their invited stakeholders
  - Present GHG and financial analyses for each scenario package
  - Review non-energy and qualitative benefits of each scenario

  - Ensure agreement with the key project team on key assumptions and decision-making metrics
  - Reach consensus on the analysis and preferred GHG reduction pathways
  - Review potential roll-out scenarios for the package(s) associated with the selected GHG reduction pathway scenarios
  - Reach consensus on prioritization of preferred projects

- **Present to the Esquimalt Environment, Parks and Recreation Advisory Committee**
  - Provide a presentation to the Committee on progress and expected outcomes
  - Seek feedback from the Committee for incorporation into the final report

- **Final report (with capital plan), modelling software and COTW presentation**
  - Report includes site assessments summaries, model calibration summary, retrofit measure descriptions in order of priority by expected year, energy GHG and cost analyses, capital cost estimate, other reference materials
  - Report should provide the details needed to enable the key project team to apply for FCM Green Municipal Fund capital project funding
  - Draft final report to be presented to Esquimalt Committee of the Whole
  - Modelling software and model provided to key project team lead with adequate support for further future scenario analysis

3.2 Deliverable Details

3.2.1 Meetings

The bidders should account for regular project meetings with Esquimalt staff in their proposals. Meetings with Esquimalt's key project team at the initiation of the project will be instrumental in ensuring project success. The intent of this project is to build off the work the Township has been doing over recent years and not to start over. Good open communication will be expected.

3.2.2 Site investigation and usage analysis

A site walkthrough surveying key building systems and operator interviews to gain an understanding of the existing facility and its operations, with the minimum being the requirements defined for an ASHRAE Level 2 energy and water audit.

The site investigation is required to have at minimum, the following components:

- Review of available documents, such as drawings, operations and maintenance records and manuals, equipment specifications/cutsheets, previous relevant audits/ reports/ condition assessments.
- Analysis of utility bills or past energy and water usage going back 2 years, plus performance benchmarking using calibrated weather data.
- Analysis will also include 2010 Energy Audit data (provided by staff).
- Additional site investigation work may also be required to finalize measures and (occasionally) to collect metering data that is needed to better understand and calibrate the facility's energy model.

Operator interviews are an important part of the site investigation. Operators (maintenance and facility staff) have the greatest insight into the current state of repair and operating conditions of the energy-using equipment in the facility, and they often have significant insight into how to improve these systems and address deficiencies.

3.2.3 Calibrated modelling for each of the existing facilities

Acceptable software for calibrated energy modelling includes IES VE, eQuest/CanQuest and EnergyPlus, among others.

For systemic facility level GHG emissions the model will need to be calibrated in accordance with the requirements of the current revision of ASHRAE Guideline 14, and calibration report by a qualified professional, (i.e., P.Eng.) shall be provided.

Model to include all facility energy use including process loads, and accounting for significant baseline variation. Variation maybe significant and the model should be adjusted to account for these factors (i.e. peak occupancy, schedule of use, temperature set-points or user-driven equipment usage) before measure-level and facility-level analysis begins.

Building envelope modeling to include holistic analysis of thermal bridging including point and linear heat loss. BC Hydro provides guidance to support this work and help quantify whole facility and systemic-specific heat loss.

Electricity demand impact modelling will be a critical component with building schedules of use and combined part-load and temperature sensitive performance curves for major equipment.

Model should account for future climate conditions including increased need for cooling as reported by Pacific Institute for Climate Solutions (PICS) Climate Projections for the Capital Region (2024).

Esquimalt's buildings have existing building control systems that are not user friendly, and the contractor could explore the option for newer technology, including hourly process loads, quantification of whole facility; and system/area specific heat loss and humidity control.

3.2.4 Design workshop

The purpose of the workshop is to confirm the overall direction of the study. Esquimalt has specific goals they would like to achieve and has tested specific technology in the past that has failed or provided little value in terms of GHG emissions reduction. As this is an FCM Green Municipal Fund sponsored study it will be an opportunity to discuss project milestones, grant requirements.

The workshop will be an opportunity for team members to introduce their expertise and identify and screen measures for further analysis, given the information generated in the site investigation and baseline calibrated modelling steps. The consultant will facilitate and document the work during and at the end of the workshop. This workshop will provide an opportunity for

confirmation of Esquimalt's specific goals for the study including GHG emissions reduction, timelines, operational, financial, efficiency, facility user satisfaction, etcetera. It will be an opportunity to brainstorm, quantitatively screen GHG reduction measures for further analysis. It will be an opportunity to discuss past projects that have not met user expectations and the implications of trying out new technologies in the future. The following are some measures/ retrofits that Esquimalt is not interested in exploring:

- Measures that threaten to negatively impact the user experience (ex. reduction of pool water temperature)

This workshop is an opportunity to further discuss how the study will fit into Esquimalt's Corporate Roadmap to GHG emissions reduction and building asset management plan.

Finally, it will be an opportunity to plan for the upcoming community engagement and the minimum half-day Decision Making Workshop.

3.2.5 Measure-level analysis

All retrofit measures proposed should be supported by:

- GHG emissions reduction potential (Greenhouse Gas Intensity (GHGI) (tCO2e/m2))
- Energy efficiency potential (Energy Use Intensity (EUI) (kWh/m2))
- Thermal Energy Demand Intensity (TEDI) (kWh/m2)
- Capital costs in first year (year zero)
- Other qualitative benefits,

using appropriate energy analysis techniques and quantity surveying procedures.

Further to the above, for each proposed measure an analysis should include:

- Scope and high-level design in sufficient detail to understand its systemic complexity
- TEDI, EUI and/or savings over baseline
- Assumptions used in the analysis
- Identification of interrelations between proposed measures
- An implementation strategy including potential commissioning, measurement and verification, and other relevant implementation considerations
- Where separate software tools are employed to achieve analysis accuracy, these tools should be appropriately documented.

For capital costs the measure-level analysis should generally be in the range of +/- 20–25%, resulting in a Canadian Institute of Quantity Surveyors (CIQS) Class C level capital estimate. The analysis should provide:

- capital cost (both absolute and incremental capital cost)
- operating savings (energy/carbon savings, maintenance savings)
- simple payback and net present value (NPV)
- identify prospective national and regional incentives and funding programs for capital projects, including Community Building Retrofit (CBR) GHG reduction pathway capital projects.

At a minimum the following must be analyzed:

- Opportunities for full facility fuel switching away from fossil fuels
- Renewable electricity generation (e.g., geothermal, photovoltaic panels, etc.)
- Strategies for potable water conservation
- For facility components requiring replacement during the next 5, 10 and 20 years at least one improved alternative must be provided. Capital Plan to be provided to successful proponent.

Appendix B – Table 2 (p 16-17) provides a list of suggested measures (not exhaustive) that could be proposed and analysed. Esquimalt is particularly interested in improving the current HVAC control systems, photovoltaic installation, and is willing to explore a range of alternative measures that maybe innovative where proven technology case studies can be provided.

It is important that the consultant can demonstrate that their broadly experienced team of experts understand design constraints and opportunities, building science concerns, and will offer appropriate assumptions for modelling and costing work to achieve Esquimalt's desired accuracy.

3.2.6 Community wide engagement

It is important to Esquimalt that there is community support for future retrofitting of their sports and recreation facilities. Therefore, the consultant will work with the Esquimalt project team to develop a communications plan for the project, include social media outreach.

Consultant will provide an opportunity for the community to learn about potential retrofit measures and express their values in a short survey to be made available online (EngagingEsquimalt.ca) and at the community facilities.

Where the community suggests that new programing is favourable at a facility, the model will be adjusted to include that new usage at baseline.

3.2.7 GHG reduction pathway scenarios and package analysis

All proposed retrofit measures will need to be assembled into packages for each GHG reduction pathway scenario. An analysis of each package will provide an incremental capital and lifecycle cost comparison against a minimum performance GHG emissions reduction pathway.

The package analysis to include:

- A full list of the measures that make up the packages(s) and the reasoning for including them (include descriptions of measures or systems that are interrelated or dependent on each other for successful operation)
- A comparison and discussion of critical GHG reduction and financial metrics
- A summary of the non-energy or qualitative benefits of the package, building on the measure-level analysis
- The results from an analysis of the sensitivity of the scenarios(s) to the following factors:

  - Price of carbon emissions (up to 2030), with clearly stated justification and assumptions
  - Projected grid emission factors for the studies target years (2028, 2030, 2033, 2043) at the provincial level, with clearly stated assumptions.

In analysing the performance of different packages that achieve the 50% and 80% GHG reduction thresholds (goals) the proponent will document the following metrices using an energy model:

- Total and percentage reduction in operational GHG emissions versus baseline year (2023) (including from on-site energy generation)
- Greenhouse gas intensity (GHGI) (tCO2e/m2)
- Thermal energy demand intensity (TEDI) (kWh/m2)
- Energy use intensity (EUI) (kWh/m2) including peak demand.

For financial analysis the following metrics to be used and documented:

- Absolute and incremental capital cost comparisons of the “minimum performance” package with any other recommended packages over a straight 20-year capital planning horizon (with all dollar amounts adjusted back to the baseline year)
- Operating costs (including maintenance, energy and carbon costs)
- Incremental lifecycle cost (ILCC) versus a “minimum performance” package (in dollars) over at least 20 years
- Cost per tonne of carbon abated over the study period ($ILCC/tCO2e)

For the life cycle cost analysis of each proposed package, the analysis should start at the anticipated year of completion of the first major project and extend at least 20 years beyond that point. Lifecycle costing should consider:

- capital costs—including hard and soft costs (i.e., design, engineering, and construction costs) with inflation and cost of construction assumptions
- operation and maintenance costs (including anticipated repairs and replacement of equipment)
- anticipated cost of energy and carbon
- available external funding (incentives, grants, etc.)
- residual value at the last year of the study period using the most appropriate depreciation methodology. time value-of-money assumptions (e.g., interest, inflation, discount rate), which the project proponent should have reviewed and approved for the purpose of the study.

The sources and calculation rationale for energy conversions, utility rates, LCCA rates and carbon pricing assumptions should be clearly explained to the project team, documented and aligned with industry best practices (see Appendix B – Part 3 for further guidance).

3.2.8 Decision making workshop

The purpose of the decision-making workshop is to review the measure- and facility level analysis results and reach a consensus on the GHG reduction pathways to be included in the final report.
During the workshop the consultant will:

- present GHG and financial analyses for each scenario package along with preliminary options and analyses for bundling measures within each package
- Review the qualitative benefits of each scenario
- Work towards consensus on key assumptions and decision-making metrics.

Upon reaching a consensus on the GHG reduction packages, facilitate a discussion of an implementation schedule in the short, medium and long term to balance capital consideration and reaching GHG emissions reduction goals.

3.2.9 Present to the Esquimalt Environment, Parks and Recreation Advisory Committee

A presentation to the Esquimalt Environment, Parks and Recreation Committee will be required and consultant should be prepared to discuss potential retrofit options with these community volunteer representatives. Feedback provided during this meeting should be accounted for in the final report presented to the COTW.

3.2.10 Final report (with capital plan), modelling software and COTW presentation

The Final Report should outline the GHG reduction pathway scenarios that allow each facility to achieve the necessary reduction targets within the required timeframe. It should discuss how alternative measures and facility-level options were explored and discussed with the broader stakeholders as part of the process that led to the identification of the preferred pathway(s).

The report should include a decarbonized capital plan and comparison matrix made up of a table of cash flows and capital investments aligned with the study period (e.g., 5, 10, and 20 years) and a 1 – 2 year incremental plan for each GHG reduction pathway.

The report should be organized to satisfy at a minimum the outline provided in Appendix B: GHG Reduction Pathway Feasibility Study Guidance Document, (page 30). A summary of each of the study steps, with all assumptions and limitations should be included. The following appendices should be included:

- Site assessment reports (building condition assessment and energy systems investigation)
- Model calibration summary report
- Measure descriptions, including any basis of design information (quantity take-offs, equipment selection information, system diagrams, etc.)
- Energy, GHG, and cost analyses at the measure and/or facility scale not suitable for inclusion in the main report body
- Capital cost estimates (cost consultant report)
- Other reference material

The consultant will provide Esquimalt staff with the complete model that staff will be enabled to test changes to the timelines, capital costs, and GHG reduction pathways.

The study findings will be presented to the Esquimalt Council sitting as the Committee of the Whole and the consultant should be prepared to explain and discuss the study process, recommend retrofit measures, and potential grant and funding opportunities. Any changes needed to accommodate the feedback provided at the COTW will be completed by the consultant before issuance of final report.

4. PROPOSED SCHEDULING

This is the Township's preferred scheduling. Proponents are suggested to align their submissions as closely as possible to the schedule below. Full marks in the Schedule scoring will be provided if the proposed schedule is met. Marks will be reduced if the project schedule is beyond the preferred. The Township encourages proponents that feel the timeline is unattainable to request a new completion date as a written question while the RFP is open for questions. The schedule is based on awarding the project on **March 18, 2025**.

- **RFP issued on January 17, 2025**
- **Mandatory Site Visit on February 6, 2025 at 9:00 A.M. local time;**
- **RFP closes on February 28, 2025 at 2:00 P.M. local time;**
- **Notice of award on March 26, 2025;**
- **Substantial completion on September 30, 2025**
- **Total completion on October 31, 2025**

It is the Township's expectation that work will progress in an organized and timely manner.

5. PROPOSAL ENQUIRIES

All enquiries should be directed via email to:
Steve Knoke
Director of Parks and Recreation
Email: steve.knoke@esquimalt.ca
Telephone: 250-412-8509

Only emailed enquiries will be responded to. All responded to inquiries will be provided via addendums on the Township's website, Civic Info, and BC Bid for all proponents information. It is the proponent's responsibility to account for addendums in their proposals.

Inquiries can be made up to 2:00 p.m. local time on February 14, 2025.

6. PROPOSAL REQUIREMENTS

Proposals are to be submitted by email to the email address indicated above in the Proposal Enquiries Section. Proposals will be clearly laid out to address the items listed below:

- **Title page:**
  - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.

- **Table of Contents**

- **Section 1 - Understanding and Methodology:**
  - The Proponent will outline their understanding of the scope of work and how they will deliver this work, including the following:
    - Clear understanding of the objectives and expected deliverables
    - Proposed methodology for each phase of the deliverables
    - Preference will be given for Proponents that demonstrate an understanding of the Township's specific challenges
    - Innovation and value-added services will be considered an asset

- **Section 2 - Schedule:**
  - Provide a schedule that shows completion of the work based on the work plan and methodology provided.
  - Preference will be given to Proponents that meet the Township's proposed timeline described above.

- **Section 3 – Key Staff Qualifications and Roles:**
  - The Proponent shall provide information on key individuals that will be undertaking this Work and their capacity to complete this Work. This information should highlight how the various individuals will be involved in the Project and their relevant experience. Preference will be given for individuals with directly related experience.
  - Capacity of key staff and level of involvement of specialists and experts will be a consideration during scoring.
  - If a sub-consultant/contract is to be utilized, this information should also be supplied.
  - The Consultant shall also provide a brief corporate profile, covering the company's history, office location(s,) the corporate operating philosophy, etc.

- **Section 4 - References:**
  - Provide a minimum of 3, maximum of 5 selected projects. Preference will be given to Proponents that demonstrate past projects that are similar to this project and demonstrate the Proponent's suitability.
  - Each reference shall contain the following:

- Name of the contact person.
- Position of contact person held in the previous project
- Phone number and email address
- Project name/description/cost of project
- Name and role of relevant key staff listed in Section 3

- **Section 5 – Fee Proposal:**
  - Provide a fee proposal for the required scope of work that is broken down by deliverable, including rates for the personnel identified in Section 3, a breakdown of hours, and information on all additional rates such as office charge, administration, disbursements, travel (etc.).

- **Section 6 - Insurance:**
  - Provide information that details the Proponent's ability to secure insurance that meet the requirements of the request for proposal.

7. EVALUATION CRITERIA

The following criteria outlined below will be utilized in the evaluation of the Proposals.

Criterion	Weighting
Fee Proposal	30%
Key Staff Qualifications and Roles	25%
Understanding and Methodology	20%
Innovation	15%
Project Schedule	5%
References	5%

8. ADDITIONAL INFORMATION

The following information has been attached as Appendix A :

- 2010 Mechanical Energy Audit for each building completed by Coral Engineering Ltd.
- October 2022 – October 2024 Gas, Electricity and Water utility usage spreadsheet

8.1 Site Visit

All Respondents must attend the mandatory site visit to be held on **February 6, 2025, at 9:00 am**, to tour Sports Centre and Recreation Centre , beginning at Archie Browning Sports Centre, 1151Esquimalt Road. The tour is expected to last approximately 2 hours. If the Respondent or representative is ill (or suspected ill), please do not attend the site visit. Tour group will be limited in size, please only one representative per Respondent.

Respondents must register no later than **2:00 pm January 31, 2024,** by email to Steve.knoke@esquimalt.ca to confirm they will be sending a representative to be in attendance. Respondents will be requested to sign an attendance sheet.

9. GENERAL INSTRUCTIONS FOR THE PROPONENTS

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

9.1 The Corporation of The Township of Esquimalt expressly reserves rights to the following:

9.1.1 To accept any Proposal;

9.1.2 To reject any and/or all irregularities in the Proposal submitted;

9.1.3 To reject any and/or all Proposals;

9.1.4 To accept a Proposal that is not the lowest cost;

9.1.5 To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances.

9.1.6 To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of The Township;

9.1.7 To cancel or re-issue the RFP.

9.2 All Proposals must be submitted to the Parks and Recreation Department by email to the following:

Steve Knoke
Director of Parks and Recreation
Email: steve.knoke@esquimalt.ca
Telephone: 250-412-8509

No hard copy proposals will be accepted.

The Proposal is to be saved as an email attachment in PDF file format. Do not include your fee in the body of the email, as the attachments will not be opened until after the Proposal closing time.

9.3 Email submissions could be delayed or rejected by the Township's email security system. The onus is on the Proponents to make sure the Township receives the email submission.

9.4 A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.

9.5 Any Proposal received after the hour and date specified will not be considered and will be returned unopened.

9.6 Telephoned or faxed Proposals will not be accepted.

9.7 Modification of a Proposal after RFP closing date will result in the return of the Proposal.

9.8 Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.

9.9 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.

9.10 While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).

9.11 Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.

9.12 All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.

9.13 Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

9.14 The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.

9.15 If the Proponent is a company, the Proponent warrants that none of its officers, directors, or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.

9.16 In this section "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.

9.17 If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer, or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.

9.18 The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.

9.19 Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.

9.20 Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.

9.21 The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss, or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township's property or facilities.

9.22 The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township's property or facilities.

9.23 The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.

9.24 The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.

9.25 The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

9.26 Insurance

9.26.1.1 The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:

9.26.1.2	Comprehensive General Liability Insurance	$2,000,000.00
9.26.1.3	Professional Liability	$1,000,000.00

9.26.2 The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of $2,000,000 and Professional Liability with a minimum limit of $1,000,000 inclusive per occurrence, for bodily injury, death, and property damage. Such policy shall include:

9.26.2.1 The Township and its officers, employees, officials, agents, representatives, and volunteers as Additional Insured

9.26.2.2 Cross liability and a waiver of subrogation or recourse against The Township

9.26.2.3 Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.

9.26.3 The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

9.26.4 The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the

expiry date of the policy to evidence renewal of the policy and continuous coverage.

9.27 The Township shall be under no obligation to verify that the coverage outlined in Clause 9.26.2 is adequate for the needs of the Proponent

9.28 The successful Proponent will enter into a contract in the format as in the attached in Appendix C, including all conditions included in the RFP.

9.29 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

9.30 BEST OFFER

9.30.1 The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.

A contract is formed only when the owner and the selected Proponent execute the professional service agreement in Appendix C.