AGENDA

1. CALL MEETING TO ORDER

2. ADOPTION OF AGENDA

3. REPORTS

3.1 Indoor Recreation Facility Class C Drawings Award (Report from Community Sustainability)

**Recommendation:** THAT the Tofino Indoor Recreation Facility: Part 1 - Class C Detailed Design and Cost Estimate contract be awarded to Studio 531 Architects Inc. based on the proposal price of $56,174.50 ($49,690.00 plus GST and $4,000 in disbursements);

AND THAT the Tofino Indoor Recreation Facility: Part 1 - Class C Detailed Design and Cost Estimate project be funded by the New Municipal Buildings Unrestricted Reserve in the amount of $54,524.50 and the Amenity Reserve Fund in the amount of $1,650.00;

AND THAT staff be authorized to undertake a Geotechnical Review, Survey, Civil Engineering, Functional Program, Cost Benefit Analysis, Risk Assessment, Pro-Forma Financial Projection, and engage a grant application writer in support of the Investing in Canada Infrastructure Program (ICIP) Community, Culture, and Recreation (CCR) grant; and that these activities be funded from the Amenity Reserve Fund in the amount of $49,750.00.

AND FURTHER THAT the Project Contingency for the grant application be funded from the Amenity Reserve Fund in the amount of $10,600.00.

4. ADJOURNMENT
RECOMMENDATION

THAT the Tofino Indoor Recreation Facility: Part 1 - Class C Detailed Design and Cost Estimate contract be awarded to Studio 531 Architects Inc. based on the proposal price of $56,174.50 ($49,690.00 plus GST and $4,000 in disbursements);

AND THAT the Tofino Indoor Recreation Facility: Part 1 - Class C Detailed Design and Cost Estimate project be funded by the New Municipal Buildings Unrestricted Reserve in the amount of $54,524.50 and the Amenity Reserve Fund in the amount of $1,650.00;

AND THAT staff be authorized to undertake a Geotechnical Review, Survey, Civil Engineering, Functional Program, Cost Benefit Analysis, Risk Assessment, Pro-Forma Financial Projection, and engage a grant application writer in support of the Investing in Canada Infrastructure Program (ICIP) Community, Culture, and Recreation (CCR) grant; and that these activities be funded from the Amenity Reserve Fund in the amount of $49,750.00.

AND FURTHER THAT the Project Contingency for the grant application be funded from the Amenity Reserve Fund in the amount of $10,600.00.

CAO'S COMMENTS

I concur with the recommendation of the Manager of Community Sustainability.

PURPOSE

This report seeks Council authorization to proceed with the development of a Class C\(^1\) Detailed Design and Cost Estimate, a geotechnical review, survey, Functional Program, Cost Benefit Analysis, Risk Assessment, Pro-Forma Financial Projection, and Civil Engineering in support of a grant application for an Indoor Recreation Facility.

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\(^1\) A Class C Estimate is an elemental cost analysis based on a comprehensive list of requirements and assumptions including a schematic design, construction experience and market conditions.
TOP 6 COUNCIL GOALS

Top 6 - #3 Community Life

1. Strategic Priority: Enhance/augment community programs and services, informed by the recommendations in existing plans

FINANCIAL IMPACTS

General
The District’s 2018-2022 Financial Plan includes the development of an Indoor Recreation Facility in 2020 at an estimated cost of five million dollars. Currently, the five-year financial plan projects that $2,500,000 would be funded by a potential grant and $2,500,000 would be funded by the District through taxation (borrowing). The ICIP-CCR grant would provide 73.33% of the capital costs for the development of a community recreation facility. If the District is successful with the grant application and the cost of the facility is $5,000,000, the District’s share of the project will be $1,333,500.

It is estimated that the repayment of the District’s $1,333,500 would result in annual payments of approximately $90,000, assuming an interest rate of 3.5% over a 20 year term. If the District were to borrow $2.5 million as per the financial plan the yearly payments would be approximately significantly higher at $144,000 at 3.5% over a 25 year term.

The grant application requires confirmation of District funds. If borrowing were to be the source of funds, a borrowing bylaw at third reading is required as part of the grant application. The Director of Financial Services will be reviewing the long-term borrowing process during Council orientation. A recommendation regarding a borrowing bylaw will come forward at a later date.

Grant Budget
One of the requirements of the grant application is to provide detailed cost estimates which were originally scheduled to be developed in 2019 as per the 2018-2022 Financial Plan. The cost of the detailed design drawings and other grant documents required by the Federal Government exceeds the $22,500 budgeted by staff. If Council authorizes staff to move forward with the grant application additional funds will be required. Staff is recommending that the additional funds be drawn from the Amenity Reserve Fund and the New Municipal Buildings Unrestricted Reserve. Staff will pursue diligently any opportunities to reduce the cost of the project to taxpayers including pursuing private sector support.

Request for Proposals (RFP)
The District received 13 proposals which were evaluated against the criteria set out in the RFP. The criteria were developed to balance design, experience and Part 1 costs. The RRP also required proponents to include a cost for Part 2 including detailed design, tendering, project management and contract administration. Proposals were evaluated on the Part 1 costs. If the District is successful in the grant application and the District decides to move forward with the project, the submitted Part 2 cost and work plan included by the proponent will form the basis of a future contract. The majority of the proposals were based on a total project cost of $5,000,000. One outlier in the proposals was for a 2.8 million dollar facility based on a $220/square-foot cost of construction. One design-build application was submitted but did not provide enough information to be evaluated under the RFP criteria. The
The estimated cost of that facility was 4.1 million.

The recommended proponent is Studio 531 Architects Ltd. from Victoria who balanced design and cost. Studio 531 proposal for a $4,000,000 facility (construction cost) was very competitive for Part 1 of the project (which is the subject of this recommendation). Studio 531’s overall design costs were third highest but skewed towards Part 2 which is the grant available portion. Part 2 costs were not evaluated due to the potential variability in price between now (2018) and construction (2020-21); and because Part 2 may be partially funded through the ICIP-CCR grant. The total estimated costs for Part 1 and Part 2 ranged from $180,000 to $500,000; Studio 531’s proposal was $420,000.

BACKGROUND

At the 2018 Union of British Columbia Municipalities (UBCM) convention the Province announced the Investing in Canada Infrastructure Program (ICIP), Community, Culture, and Recreation (CCR) Stream funding program. The $134.84 million CCR Stream will focus on projects that improve citizens’ access to and quality of cultural, recreational and community spaces. Projects under this stream will be evaluated with regard to the degree to which they meet the following:

- represent good value for money;
- contribute to community objectives and are based on community need for services;
- enhance and protect public health;
- enhance and protect environmental health;
- support sustainability principles;
- are consistent with integrated long-term planning and management;
- demonstrate efficient use of resources throughout the life of the assets created;
- are situated within, and advance, the organization’s capital works and financial plans;
- exhibit long-term sustainability, including operational viability and asset management for sustainable service delivery, and environmental sensitivity;
- the ability to be financially supported by the organization over the life of assets created, including lifecycle and renewal costs;
- are supported by a high level of planning, including identifying appropriate levels of service and demand;
- contribute towards reduction in demand for natural resources;
- benefit Indigenous peoples not living on reserve;
- consider adaptation to and mitigation of climate change; and
- use the best available economically feasible technology, if applicable.

The development of an Indoor Recreation Facility is identified as a primary goal in the 2015 Tofino Recreation Management Plan. In 2015, a feasibility report and preliminary building program was developed for the facility; followed in 2018 by the development of a preliminary site plan for a community hub of services. The Indoor Recreation Facility was included in the 2016 Council Strategic Plan update and the District’s five-year financial plan (2020 build).

The 2015 Feasibility Report identified the Community Hall area as the preferred location to build an Indoor Recreation Facility. The report also provided preliminary costing for a number of building options.
The 2018 Tofino Community Hub Site Plan identifies two options for the proposed Indoor Recreation Facility: Concept A and Concept B. The site plan further refines the building program at a conceptual level considering:

- Parking;
- (Future) Road Alignment;
- (Future) Wastewater Treatment Infrastructure Alignment;
- Trail Heads;
- Provision for a future addition (pool);
- Site clearing (blasting and fill);
- Bike Park relocation;
- Outdoor public space connecting the Tofino Community Hall to the Indoor Recreation Facility; and
- Transit and Pedestrian connections (infrastructure).

At this time, due to potential constraints of rock-blasting and clearing a large portion of the site, staff favours Concept A.

The maximum budget for construction of the Tofino Indoor Recreation Facility is $5 million Including planning, design, Fitting, Furnishing & Equipment (FF&E) bid and tender services, project management, site preparation, construction, permits, and fees and charges.

At the October 9, 2018 Regular Council meeting Council unanimously passed Resolution No. 455/18 that staff develop a grant application for an Indoor Recreation Facility through the Investing in Canada Infrastructure Program (ICIP) Community, Culture, and Recreation (CCR) stream including developing detailed design drawings, development of a business case, engaging a grant application writer and the preparation of a borrowing bylaw.

On October 19, 2018 the District of Tofino issued a request for proposals from qualified proponents to undertake a Class C detailed design and cost estimate for a 1,190 m² (footprint) Indoor Recreation Facility consisting of a gymnasium and bleachers, washrooms/change rooms, storage, fitness room, small office, multi-purpose room and entrance (lobby). The detailed design also includes the gymnasium fit-out details (flooring, equipment).

The Class C Design and Cost Estimate will be submitted as part of a grant application for the development of the Tofino Indoor Recreation Facility. A second part of the project, which the District in its sole and unfettered discretion may require the successful proponent to perform, shall require the successful proponent to produce additional detailed designs and provide Tender Period and Contract Administration services for the construction of the facility.

**DISCUSSION**

**Timeline**

The application deadline for the Investing in Canada Infrastructure Program (ICIP) Community, Culture, and Recreation (CCR) grant is January 23, 2019. If Council opts to move forward with the project, the successful proponent of the RFP process will have about two months to complete the Class C Detailed Design Drawing and Cost Estimate. Unfortunately the Christmas holiday period falls within this...
timeframe which effectively removes several days from the timeline. Developing the required designs and cost estimates within a six week timeframe will be challenging. Creating and coordinating the other requirements of the grant application will also stretch the time available for developing the grant application. These include consultation with the Tla-o-qui-aht First Nation, public and stakeholder engagement, a borrowing bylaw and grant preparation.

Public Consultation
District staff is planning on consulting with stakeholders and residents to refine and finalize details of the Indoor Recreation Facility in early December should Council elect to move forward with the project. Further discussions with the community may be scheduled should the District be successful in its grant application.

Request for Proposals
The District issued a Request for Proposals (RFP) on October 19, 2018 (attached as Appendix A). The RFP was structured in such a way as to provide the District with the required grant documents (Part 1) while at the same time leaving it possible for the successful proponent to continue on with the design work should the District be awarded the grant (Part 2). This flexibility allows for the District at its sole discretion to develop the Indoor Recreation Facility through a Design-Bid-Build or Design-Build process and is intended to minimize the overall project costs.

Design-bid-build is a process whereby a design (usually by an architect) is created and then brought to market where it is bid on by construction companies. The benefit of this approach is primarily the ability the owners (the District) have to control the design, however, it can also be more costly. In design-build, a proponent designs and builds the project. Generally, this is a more cost effective approach but usually at the expense of design control. One relatively local example of design-build is the Port Alberni Athletic Hall. The Class C Detailed Design Drawings developed for the RFP will be suitable for either approach. If the District opts to go with design-bid-build then we will likely continue with the successful proponent who developed the Class C drawings. If the District opts to go with a design-build then staff would develop an additional RFP using the Class C estimates as the basis for the general design.

Developing the Class C Detailed Design Drawings will provide the District with realistic and valued “shelf-ready” plans.

The tender closed at 2pm on November 9th, 2018 and generated thirteen submissions.

The successful bidder based on the criteria set out in the Request for Proposal is Studio 531 Architects Inc. with a price of $52,174.50 plus $4,000 in disbursements.

Grant Application Costs
In addition to the Class C Detailed Design and Cost estimate the Investing in Canada Infrastructure Program (ICIP) Community, Culture, and Recreation (CCR) grant application must include the following supporting documents:

- Functional Program
- Cost Benefit Analysis;
- Risk Assessment;
- Proforma Financial Projections
A functional program is a document outlining the functions intended to occur in a future environment and the associated spatial requirements. Functions will be described by the types of services provided, workloads, intended space utilization, operational concepts, staffing requirements, and flows of visitors, staff, supplies and materials. Spatial requirements will be outlined in terms of types, sizes and quantities of spaces, and design considerations characterizing the future environment. The development of the functional program requires engagement with the future users (stakeholders) of the facility which has been tentatively scheduled for early December.

A cost benefit analysis (CBA) is typically used to evaluate the total estimated cost of the project compared to the total expected benefits in order to determine whether the proposed project is worthwhile for the stakeholders that it is intended to serve. If the results of the CBA for the Indoor Recreation Facility suggest that the overall benefits associated with the project outweigh the estimated costs, then the project will hopefully receive greater support from potential funders and investors. Generally speaking, a cost-benefit analysis has three parts:

- First, all potential costs that will be incurred must be identified.
- Second, one must record and attempt to quantify all anticipated benefits associated with the project.
- The final step is to subtract all identified costs from the expected benefits to determine whether the positive benefits outweigh the estimated costs.

Risk assessments take into account the overall risks to the project moving forward. The sample grant application has a prescribed approach for the risk assessment using the most common risk exposures. It also requires that the District identify other potential risks that are not included in the federal risk checklist. For risks that are applicable to the project the District will need to provide a brief description of the risk and mitigation strategies undertaken or planned. i.e. Describe risk and its probability (low/medium/high), impact, and mitigation response (will risk be avoided, mitigated, transferred, or accepted). Describe the planned actions and what the residual risk will be.

A Proforma Financial Projection is a financial forecast based on certain assumptions and projections. It is a financial planning tool used to develop options and decide whether a project should/can move forward.

The cost of these reports also includes public consultation activities to refine the programming and design of the facility.

Other grant application requirements include consultation with First Nations, letters of support, third reading of a borrowing bylaw, and consideration of environmental and energy impacts. These items will be addressed by staff, the successful design consultant and the grant application writer.

A Geotechnical Review and Survey are required to develop the Class C Detailed Design.

A contingency of 10% has been included to offset any unforeseen expenses. The work required for Class C Detailed Design drawings is fairly prescriptive and staff would not expect significant additional expenses.
Estimated Total Project Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1 - Consultant Bid (including GST and disbursements)</td>
<td>$56,174.50</td>
</tr>
<tr>
<td>Functional Program, Cost Benefit Analysis, Risk Assessment and Proforma Financial Projections.</td>
<td>$23,000.00</td>
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<tr>
<td>Geotechnical Review</td>
<td>$2,750.00</td>
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<tr>
<td>Survey</td>
<td>$7,000.00</td>
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<tr>
<td>Grant Writing</td>
<td>$7,000.00</td>
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<tr>
<td>Civil Engineering</td>
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<tr>
<td>Sub Total</td>
<td>$105,924.50</td>
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<tr>
<td>Project Contingency 10%</td>
<td>$10,600.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$116,524.50</strong></td>
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</tbody>
</table>

Proposed Project Funding

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amenity Reserve Fund (Recreation Facility)</td>
<td>$62,000.00</td>
</tr>
<tr>
<td>New Municipal Buildings Reserve Fund</td>
<td>$54,524.50</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$116,524.50</strong></td>
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</tbody>
</table>

The estimated total budget for the project is $116,524.50. Staff are recommending that the Design Drawings and Cost Estimate and other grant requirements be funded from the Amenity Reserve in the amount of $62,000.00 and the New Municipal Buildings Unrestricted Reserve in the amount of $54,524.50. There are sufficient funds in both Reserves to pay for these costs.

CONCLUSION

The District has been systematically working towards the development of an Indoor Recreation Facility for the past five years. District support for the project is evidenced in the 2015 Feasibility Study, 2018 Site Plan, Council’s strategic priorities, and in the five year financial plan.

The recent addition to the community hall is animating the community hall and is becoming the heart of the community that it was envisioned to be. Together with our neighbours, friends, and co-workers from the adjacent First Nations communities of Tla-o-qui-aht, Ahousaht, and Hesquait, the Indoor Recreation Facility is a place where communities come together for celebration, sport and cultural exchange.

In our early conversations with Tla-o-qui-aht members District staff has explored the idea of holding potlaches and other cultural celebrations in the Indoor Recreation Facility and food services in the existing community hall. District staff is exploring funding models whereby only a nominal fee is charged (cleaning, utilities) for potlaches and other important community events. From a sporting perspective there are real prospects for community building through tournaments, and evening and weekend pick-up sports like basketball, floor hockey, and other activities. The instant success of the District’s Thursday night youth night highlights the need within the region for safe and healthy options for our young people.
The ICIP-CCR grant opportunity has a hard January 23, 2019 deadline meaning that the timing of the design portion of the project has been advanced. The decision in front of Council comes down to deciding whether developing an Indoor Recreation Facility is in the community’s interest at this point in time) or if it is not. If Council deems that it is in the best interest of the community to move forward with the project then paying for the design work now rather than at a later juncture makes sense. Developing costed shelf-ready plans sets the District up to apply for future granting opportunities.

Staff is recommending that the District proceed with award of the Indoor Recreation Facility Class C Drawings and Cost Estimate to Studio 531 Architects Inc.; and that the District move forward with the ICIP-CCR grant application.

Respectfully submitted,

Aaron Rodgers, Manager of Community Sustainability

Appendices:
Appendix 1 - RFP
PROJECT:

Tofino Indoor Recreation Facility: Part 1 - Class C Detailed Design and Cost Estimate and Part 2 (at the District’s option) - Class A Detailed Design, and Tender Period Services and Contract Administration Services for the construction of the Tofino Indoor Recreation Facility

LOCATION:

Tofino, BC

OVERVIEW:

The District of Tofino is seeking proposals from qualified proponents to undertake a Class C detailed design and cost estimate for a 1,190 m² (footprint) indoor recreation facility consisting of a gymnasium and bleachers, washrooms/change rooms, storage, fitness room, small office, multi-purpose room and entrance (lobby). The detailed design will also include the installation of the gymnasium (flooring, equipment). The Class C estimate will be submitted as part of a grant application for the development of the Tofino Indoor Recreation Facility. A second phase of the project, which the District in its sole and unfettered discretion may require the successful proponent to perform, shall require the successful proponent to produce additional detailed designs and provide Tender Period and Contract Administration services for the construction of the facility.

BACKGROUND:

At the 2018 Union of British Columbia Municipalities (UBCM) convention a funding program was announced, the Investing in Canada Infrastructure Program (ICIP), Community, Culture, and Recreation (CCR) Stream. The $134.84 million CCR Stream will focus on projects that improve citizens’ access to and quality of cultural, recreational and community spaces. Projects under this stream will be evaluated with regard to the degree to which they meet the following:

- represent good value for money;
- contribute to community objectives and are based on community need for services;
- enhance and protect public health;
- enhance and protect environmental health;
- support sustainability principles;
are consistent with integrated long-term planning and management;
• demonstrate efficient use of resources throughout the life of the assets created;
• are situated within, and advance, the organization’s capital works and financial plans;
• exhibit long-term sustainability, including operational viability and asset management for sustainable service delivery, and environmental sensitivity;
• the ability to be financially supported by the organization over the life of assets created, including lifecycle and renewal costs;
• are supported by a high level of planning, including identifying appropriate levels of service and demand;
• contribute towards reduction in demand for natural resources;
• benefit Indigenous peoples not living on reserve;
• consider adaptation to and mitigation of climate change; and
• use the best available economically feasible technology, if applicable.

The development of an Indoor Recreation Facility is identified as a primary goal in the 2015 Tofino Recreation Management Plan. In 2015, a feasibility report and preliminary building program was developed for the facility followed in 2018 by the development of a preliminary site plan for a community hub of services. The Indoor Recreation Facility was included in the 2016 Council Strategic Plan and included in the District’s five-year financial plan (2021 build).

The 2015 Feasibility Report attached as Appendix A identified the Community Hall as the preferred site to build an Indoor Recreation Facility. The report also provided preliminary costing for a number of building options.

The 2018 Tofino Community Hub Site Plan identified two options for siting the proposed Indoor Recreation Facility, Concept A and Concept B. The site plan further refined the building program at a conceptual level considering:

• Parking;
• (Future) Road Alignment;
• (Future) Wastewater Treatment Infrastructure Alignment;
• Trail Heads;
• Provision for a future addition (pool);
• Site clearing (blasting and fill);
• Bike Park relocation;
• Outdoor public space connecting the Tofino Community Hall to the Indoor Recreation Facility; and
• Transit and Pedestrian connections (infrastructure).

At this time, due to potential constraints of clearing a large portion of the site, the District is leaning towards Concept A as the preferred option.

The maximum budget for the Tofino Indoor Recreation Facility is $5 million including planning, design, bid and tender services, project management, site preparation, construction, permits, and fees and charges.

PROJECT OBJECTIVES AND DELIVERABLES

Part 1
The District of Tofino is seeking a qualified consultant team to develop a full service Class C detailed design for an approximately 1,190 m² (footprint) indoor recreation facility consisting of a gymnasium and bleachers, washrooms/change rooms, storage, fitness room(s), small office, multi-purpose room (cultural), entrance (lobby) and potentially an indoor walking track.

The gymnasium will be able to accommodate 176 spectators on the bleachers. If bleachers are permanently extended, storage can be located underneath the structure. The gymnasium would also be used for large non-sport related community events such as potlatches or weddings.

The second level would have multi-functional rooms for yoga, fitness, dance classes, or a fitness facility. These rooms will have views into the gymnasium. The area identified as “Foyer” is being considered for an active cross-cultural activity area that might accommodate seniors and youth programming, or serve as temporary “artist-in-residence space”. For special events, the second level, as well as unused areas, can be closed to prevent access during special events. Service facilities like the washrooms will remain accessible and usable.

The third/outdoor space between the new and existing building can be grouped and used as one large space along with the multi-functional foyer and the gymnasium. This area can be used for diverse community events. Glass facades with large door openings or sliding panels will combine or divide areas A + B + C (Refer to page 11 in the site plan for diagram), making this space adaptable to different events and group sizes. There will be views from the outdoor plaza, through the foyer into the gymnasium.

The Tofino Indoor Recreation Facility is scheduled to begin construction in 2021. The Class C design drawings and cost estimates therefore must be up-to-date, detailed, complete, and identify and account for inflation, increasing construction costs and possible delays in start and completion dates (ie based on forecast construction costs in 2021). The total budget including design, project management (Tender Period Services and Contract Administration), surveys, testing and construction must not exceed $5 million.

The Class C design drawings and cost estimates must include:
- Survey;
- Site Clearing;
- Site planning (parking, access, transit, public space);
- Geotechnical review;
- Architectural;
- Mechanical;
- Electrical;
- Lifecycle cost analysis;
- Development of the final program; and
- Gymnasium elements and equipment (flooring, basketball hoops etc.).

Coordination between the District’s grant writer and Facility Planning consultant is also required.

The District may require that intellectual property in the Class C design drawings, including all copyright and moral rights, be assigned to the District once completed.
The proposed Indoor Recreation Facility must be designed to meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change, and the energy efficiency requirements of the National Energy Code of Canada for Buildings 2015 by at least 25% and meet or exceed the requirement of the highest published accessibility standard in this jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12).

The successful proponent must also complete the Detailed Cost Estimate Template attached as Appendix C for the Indoor Recreation Facility in support of the grant application to the ICIP – CCR.

**Part 2**

In the event that the District is successful in the ICIP – CCR grant application process and the District, in its sole and unfettered discretion, determines the successful proponent will proceed with the project, the successful proponent shall produce detailed design drawings (Class A), and provide Tender Period and Contract Administration services for the construction of the facility. This work would be contingent on the following conditions:

1. The District is successful in obtaining a grant through the ICIP – CCR process; and
2. The District opts, in its sole and unfettered discretion, to develop the Indoor Recreation Facility through a Design-Bid-Build process.

If the District does not obtain the grant, decides to develop the Indoor Recreation Facility through a Design-Build process, or for any other reason in its sole and unfettered discretion decides not to proceed further with the successful proponent, no further work would occur.

For Part 2, The District would be receiving substantial grant funding for this project from higher levels of government. Regular financial reporting will be required and the consulting team will assist District staff with reporting by ensuring information is provided to the District in the necessary formats as scheduled.

**PROPOSED SCHEDULE AND WORKPLAN:**

The work to be undertaken by the successful proponent will commence upon the finalization of the work plan and the successful proponent and the District entering into a contract for the work.

The ICIP-CCR grant application deadline is January 23rd, 2019.

The targeted date of completion for the Class C drawings and cost estimate (Part 1) is January 17th, 2019.

A high level project schedule and preliminary work plan will be required as part of the proposal. A detailed work plan is to be developed once a preferred proponent has been chosen.

**PROPOSAL SUBMISSION**

Please submit proposals digitally to the District on or before **2:00 pm, Friday, November 9, 2018 local time**, to Aaron Rodgers, Manager of Community Sustainability at arodgers@tofino.ca.

Late submissions will not be considered.

Responses to this RFP should include the following information:
A. Cover Letter

Submitted proposals are to contain a cover letter acknowledging the proponents understanding of, and the requirements set forth by this Request for Proposals (RFP). The letter must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

B. Team Profile, Qualifications and Experience

a. Information on the proponent, including the legal name, year firm was established and a brief description of the company.

b. The names of specific staff members who are anticipated to be assigned to the project, including the project manager, support team and sub-consultants.

c. Overview of the proponent’s client history and description of similar work conducted.

d. Description of the experience of the proponent, and in particular the project manager, lead engineer and other designated staff and sub-consultants, in successfully executing projects of similar type and scale.

C. Project Approach, Scope of Work and Deliverables

For each of the services the respondent is seeking to provide, the proposal shall address the project objectives and deliverables, including a complete description of the proponent’s proposed general approach, methodology, strategy, and anticipated schedule. The proponent should include a work plan, including all general project requirements, proposed tasks, services and activities necessary to accomplish the scope of work.

D. Cost Effectiveness

The proponent’s submission should include proposed costs for the project broken down with a separate cost for each phase of work. A list of billing rates should also be included. State any exclusions, assumptions or qualifications to the proposal.

E. References

The proponent is to provide a minimum of three professional references for which they have provided work similar to the work proposed for this project within the last five years.

Acceptable Submission Formats
Proposals may be submitted via email in either a Microsoft Word or Adobe PDF format to Aaron Rodgers at arodgers@tofino.ca. Emailed proposals must be received on or before the identified closing date and time.

Enquiries
Direct all enquiries related to this RFP to:

Aaron Rodgers
Manager of Community Sustainability
Telephone: (250) 725-3229 ext. 701
Enquiries and responses may be recorded and distributed to any or all proponents at the District of Tofino’s discretion.

It is the sole responsibility of the proponents to confirm with Aaron Rodgers that the proposal has been received. The District of Tofino does not accept any liability of any claim, demand, or other action should an email submission not be received or for any other reason. Proposals will not be accepted by fax.

Proponents should note that the District is subject to the provisions of the Freedom of Information and Protection of Privacy Act and proposals will not be treated as confidential regardless of whether a proposal is submitted as confidential, either implicitly or explicitly.

PROPOSAL EVALUATION CRITERIA AND EVALUATION PROCEDURES:

Evaluation Criteria and Process

Proposals will be evaluated by a team of (minimum 2) staff and must be approved by District of Tofino Council.

An evaluation breakdown is provided below. Please be advised that the District has the right to accept or reject any proposal, for any reason, without negotiations.

Proposals will be evaluated on the following basis:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications and experience of the proponent with similar projects.</td>
<td>15</td>
</tr>
<tr>
<td>Qualifications and experience of the specific staff assigned to the project</td>
<td>15</td>
</tr>
<tr>
<td>Demonstrated understanding of the project scope and deliverables</td>
<td>25</td>
</tr>
<tr>
<td>General quality of proposal (completeness, readability, accuracy, creative and technical merit)</td>
<td>15</td>
</tr>
<tr>
<td>Quality of references</td>
<td>10</td>
</tr>
<tr>
<td>Cost effectiveness of the proposal, including fees to be charged by the proponent</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Evaluation Score</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Subsequent to the submission of proposals, interviews may be conducted with some or all of the proponents, but the District will not be obligated to receive further information, whether written or oral, from any proponent. A proponent’s proposal may be used to negotiate a final contract, and may become an integral part of that contract.

The final contract negotiated between the District and the successful proponent for the work will, among other things:
- require the successful proponent to produce Class C drawings and a detailed cost estimate for the grant application, in accordance with Part 1, above; and
- require the successful proponent, if requested by the District in its sole and unfettered discretion, to provide Design-Bid-Build services, including producing final (Class A) drawings for the facility
and providing Tender Period and Contract Administration services for the construction of the facility, in accordance with Part 2, above.

The District of Tofino may require additional terms and conditions in the final contract negotiated with the successful proponent, including that the successful proponent grant all intellectual property rights, including copyright and moral rights, in the Class C Drawings to the District.

The lowest cost proposal or any proposal may not necessarily be accepted.

**District Rights**
The District of Tofino may:
- conduct post-submission meetings in order to correct, change or adapt proposals to the needs of the District of Tofino;
- reject any or all proposals, or any parts thereof;
- negotiate with the proponent that submits the proposal that is in the best interest of the District of Tofino, as determined by the District of Tofino in its sole and unfettered discretion, the terms of the final contract for the work; and
- terminate negotiations with the preferred proponent and commence negotiations with another proponent for a final contract for the work.

Despite any other terms of this RFP, if a proposal does not comply or conform in any way with any requirements of this RFP, or if it contains any qualifying conditions, the District may, in its sole discretion, consider and accept such a proposal, including where such non-compliance, non-conformance or qualification is material, and negotiate a final contract for the work with that proponent.

This is a request for proposals only. By requesting proposals, the District does not intend to enter into, and shall not be considered to have entered into, contractual relations upon the submission of a proposal by any person and no “Contract A” shall be formed between the District and any proponent upon the submission of a proposal. Without limiting the foregoing, the District shall not be obligated in any manner whatsoever to any proponent until a written agreement for the performance of the work herein contemplated has been duly executed.

**Conflict of Interest**
A proposal maybe rejected if a proponent’s current or past corporate or other interests may, in the District of Tofino’s opinion, give rise to a conflict of interest in connection with this or other projects.

Proponents must make a declaration if any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the District of Tofino or their immediate families. The District of Tofino reserves the sole and unfettered discretion to determine if the proponent’s proposal might in any way be seen or perceived to create a conflict of interest.

Appendix A – Tofino Indoor Recreation Facility Feasibility Study
Appendix B – Tofino Community Hub Site Plan 2018
Appendix C – Detailed Cost Estimate Template
Appendix D – Riparian Report
Appendix E – Environmental Assessment Report