



17151 Parkinson Rd B Building, Port Renfrew, BC V0S 1K0  
February 2023

## WorkLink Employment Society

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# Request For Proposals

# Construction Project Services

## Reference: CPSWLES2023-PR

*We acknowledge, with respect, the Pacheedaht peoples on who's traditional territories the Visitor Centre is located. We recognize the Territory and Nation. We thank them for sharing this beautiful land.*

*The Task Force values the diversity of the people it hires and serves... we foster a workplace where individual differences are recognized and respected, while utilizing each person's talents and strengths. The more inclusive we are, the better our work will be.*

## 1.0 GENERAL INFORMATION

### Introduction

The purpose of this Request for Proposal (RFP) is to provide interested and qualified vendors with information to enable them to prepare and submit competitive Proposals to the WorkLink Employment Society (WorkLink), on behalf of the Port Renfrew Economic Development task Force (Task Force), for site preparation and relocation services, which includes, but are not limited to the Site Preparation and Relocation Phases of this Project.

This RFP is related to moving the existing Port Renfrew Visitor Information Centre (relocation) to the Pachedaht Gas Station (site preparation) within Port Renfrew. WorkLink anticipates the project to commence in mid February for a period covering approximately 4 (four) weeks. WorkLink intends to use the results of this solicitation to award one (1) or more Contracts. This RFP document, its attachments, the awarded Proposal(s) and negotiated statements of work will be incorporated into the final Contract(s). Interested parties are welcome to respond with details on how their site preparation and relocation experience and capacity will benefit WorkLink.

### Society Overview

WorkLink has been providing government sponsored employment services to the residents of the Western Vancouver Island Communities since 1978. In 2008, our services expanded to include the communities of Sooke and surrounding areas including Jordan River and Port Renfrew. We are also pleased to provide Indigenous outreach services to the First Nations Communities of Beecher Bay, T'Souke and Pachedaht. Our non-profit organization is funded through both federal and provincial government initiatives. Since April of 2012, WorkLink has been operating one of the 73 WorkBC Employment Service Centres in BC. We currently offer employment services from either our Westshore or our Sooke centre as well as we extended services to the community of Port Renfrew. In addition, we currently run the Federally funded START Youth Employment Program for our catchment area. WorkLink is a registered charity in the Province of BC. We are governed by a volunteer Board of Directors chosen from leaders in the community. The Board oversees our non-profit division focusing on the delivery of community-based employment and training services.

### Port Renfrew Economic Development Task Force Overview

The Port Renfrew Economic Development Task Force (Task Force), was created in 2020 to lead the development of initiatives targeted through various ongoing third-party funding sources to implement the "Port Renfrew Visitor Centre" and its associated tourism initiatives/projects (hereafter referred to as the "project"). This includes re-assessing the business support needs of the community post COVID-19 and needed economic/tourism development strategies as a priority. The Task Force is led by representatives of the working partners as identified below. The Task Force extends its operation from April 1, 2022 to March 31, 2024 and have agreed that they will develop a supportive and collaborative relationship to promote business (economic development and tourism) awareness topics of mutual concern. The Partners understand it is in the best interest to work cooperatively together and to minimize organizational stress and/or overlap. The Partners recognize that joint-cooperation and working together on common goals should not be interpreted as jeopardizing the jurisdictional integrity of each organization, nor the need to maintain independence in decision-making on broader aspects of the Partners' overall mandate/responsibilities.

### Port Renfrew Economic Development Task Force Membership

The five (5) Partners are the region's key business, community, employment and tourism stakeholders. Roles and responsibilities with respect to the Task Force include;

- o Pachedaht First Nations represents the Indigenous people and their businesses with the territory "the lands and waters along the southwest coast between Bonilla Point and Sheringham Point";
- o Port Renfrew Chamber of Commerce represents the voice of business in the community, promotes/enhances businesses regionally;
- o Port Renfrew Economic Development Group promotes and enhances the economic development footprint with Port Renfrew;
- o The WorkLink Employment Society supports/improves employment and training opportunities to residents and employers within the region;
- o One representative from the Province of BC representing the Regional and Rural Development Unit with the Ministry of Jobs, Economic Development & Innovation; and
- o The addition of one local community member and/or residents association member representing the interests of local residents between Shirley and Port Renfrew.

### Important Dates

RFP Opens: February 5, 2023

RFP Closes: February 17, 2023

RFP Work Completed: On or before March 30, 2023

### Note

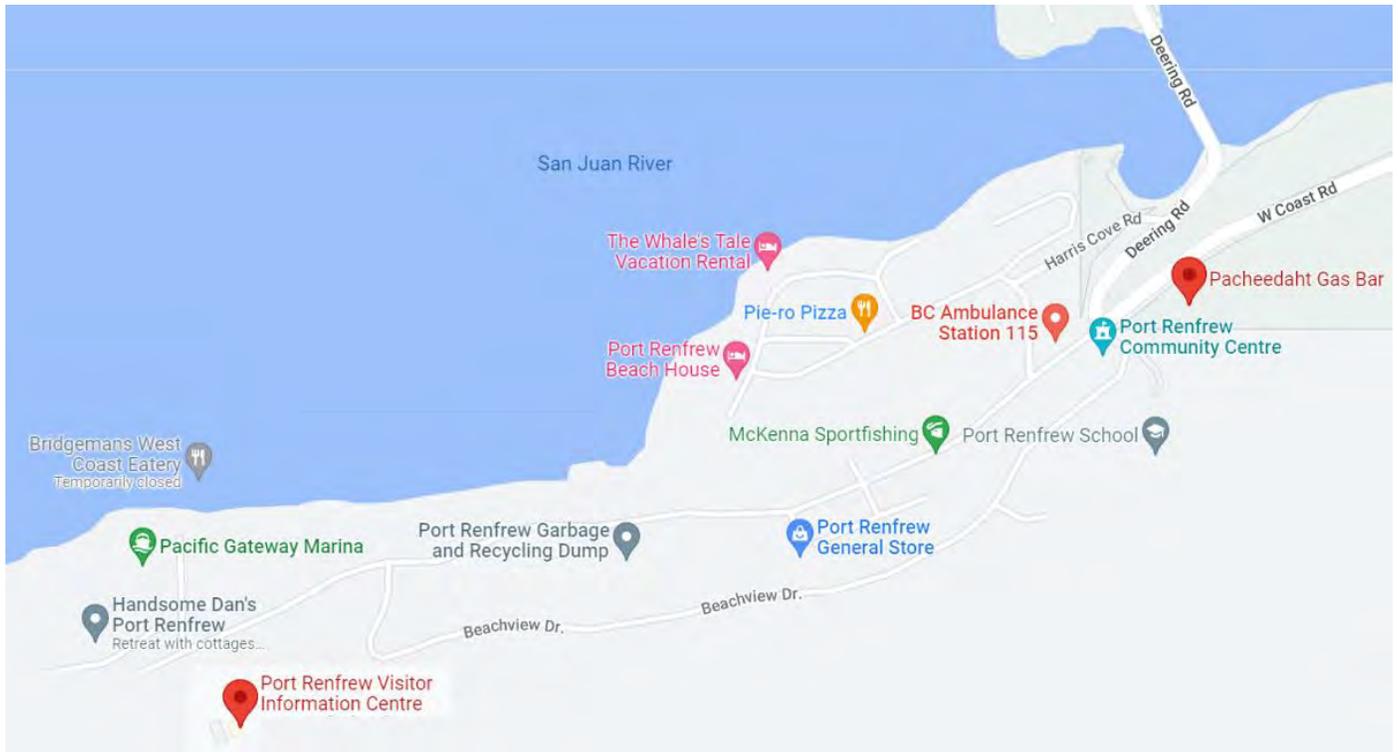
All proponents must setup a pre-site visit with the Port Renfrew Economic Development Manager or WorkLink Employment Society Executive Director, prior to Feb 15, 2023 and prior submitting the RFP response, to ensure a full understanding of the project scope and tour both facility sites. They may be contacted:

Economic Development Manger: Piyush Pushkarma  
Email: [ppushkarna@worklink.bc.ca](mailto:ppushkarna@worklink.bc.ca)  
Phone: 250-478-9525 ext 400

WLSE Executive Director: Peter Doukakis  
Email: [pdoukakis@worklink.bc.ca](mailto:pdoukakis@worklink.bc.ca)  
Phone: 250-478-9525 ext 246

## Existing Visitor Information Centre, Port Renfrew, BC

Overall Site Map Locations:



### Mobile Visitor Information Centre

View details and setup video here: <https://www.capitalautoequipment.com/product/foldable-mobile-container-houseoffice-with-comfort-of-home/>



## 2.0 SCOPE OF WORK

The Port Renfrew Economic Development Task Force has setup the mobile Visitor Information Centre (VIC) at 17151 Parkinson Rd B Building, Port Renfrew, BC V0S 1K0. All current VIC operations are intended to move to a new location on West Coast Road (BC Highway 14), directly behind the Port Renfrew Fire Hall, prior to the end of March 2023 .

We are seeking a qualified main/general contractor (construction services: relocation and site preparation), working in consultation with the Port Renfrew Economic Development Manager, for the remainder of the relocation process. The construction project proposed services include, but are not limited to:

Phase One: Site Visit	Deliverables
<input type="checkbox"/> Pacheedaht Gas Station & VIC Sites Visits	All proponents must setup a pre-site visit with the Port Renfrew Economic Development Manager, prior to submitting the RFP response, to ensure a full understanding of the project scope and tour both facility sites.
Phase Two: Site Preparation	Deliverables
<input type="checkbox"/> Pacheedaht Gas Station Site Preparation	Finalize the Pacheedaht Gas Station Site Preparation phase, while working as the Port Renfrew Economic Development Manager as the identified general contractor to create/finalize a site preparation plan (risk assessment; local/regional government compliance; occupancy requirements; close out documentation; etc.) in order to support the new VIC location at the Pacheedaht Gas Station, and produce a preliminary site-preparation budget: <ul style="list-style-type: none"> <li>▪ Communicate timelines with Pacheedaht Gas Station Manager to ensure minimal disruption to service delivery hours;</li> <li>▪ Level the new VIC site location, while ensuring and minimal impact to the existing landscape;</li> <li>▪ Assess and determine the electrical needs to support the VIC and Fifth Wheel onsite; and</li> <li>▪ Seek pre-approval for all site preparation including site levelling, tree clearing and drainage;               <ul style="list-style-type: none"> <li>○ Confirm cost estimates; develop timeline; develop site preparation schedules and finalize budgets; etc.</li> </ul> </li> </ul>
Phase Three: Relocation	Deliverables
<input type="checkbox"/> Visitor Information Centre	Prepare the VIC for relocation: <ul style="list-style-type: none"> <li>▪ Dismantle the existing internal electrical heating and lighting system in preparation for VIC building fold-in</li> <li>▪ Fold-in the VIC as per instructional video found at <a href="https://www.capitalautoequipment.com/product/foldable-mobile-container-houseoffice-with-comfort-of-home/">https://www.capitalautoequipment.com/product/foldable-mobile-container-houseoffice-with-comfort-of-home/</a></li> <li>▪ Load and secure the folded VIC onto a vehicle for transportation</li> <li>▪ Transport the VIC, along Parkinson Road, to the new location at the Pacheedaht First Nations gas station (see map next page)</li> </ul>
<input type="checkbox"/> Gazebos	Prepare the three (3) external Gazebos for relocation: <ul style="list-style-type: none"> <li>▪ Load and secure the existing external Gazebos onto a vehicle for transportation</li> <li>▪ Transport the Gazebos to the new location at the Pacheedaht First Nations gas station (see map insert below)</li> </ul>
<input type="checkbox"/> Shipping Container (Storage Unit)	Prepare the one (1) external shipping container for relocation: <ul style="list-style-type: none"> <li>▪ Load and secure the existing external shipping container onto a vehicle for transportation</li> <li>▪ Transport the shipping container to the new location at the Pacheedaht First Nations gas station (see map next page)</li> </ul>
<input type="checkbox"/> Fifth Wheel Travel Trailer	Prepare the one (1) fifth wheel travel trailer for relocation: <ul style="list-style-type: none"> <li>▪ Load and secure the existing fifth wheel travel trailer for transportation</li> <li>▪ Transport the fifth wheel travel trailer to the new location at the Pacheedaht First Nations gas station (see map next page)</li> </ul>
<input type="checkbox"/> VIC Entrance Sign	Prepare the one (1) VIC entrance sign for relocation: <ul style="list-style-type: none"> <li>▪ Load and secure the existing entrance for transportation</li> <li>▪ Transport the VIC entrance sign to the new location at the Pacheedaht First Nations gas station (see map next page)</li> </ul>

Existing map of Pacheedaht Gas Station:



Proposed map of Pacheedaht Gas Station after relocation:



**Additional photos of Pacheedaht Gas Station:**



**Note: Proposed Location for new VIC site**



**Note: Proposed Location for Fifth Wheel Trailer**



**NOTE:** All proponents must setup a pre-site visit with the Port Renfrew Economic Development Manager, prior to submitting the RFP response, to ensure a full understanding of the project scope, final location of facilities, and to tour both facility sites.



### 3.0 GENERAL SCORING

Proposals will be evaluated based upon the proven ability of the Contractor to satisfy the requirements specified herein in an efficient, cost-effective manner, while considering the quality of services proposed. Proposals will be scored using the following criteria:

RFP Section	Description	Max Points	%
1	General Questionnaire to assess the proponent's capacity	300	30%
2	Technical Questionnaire to assess the proponent's approach	250	25%
3	Cost Proposal to assess the proponent's contract value for services	250	25%
4	Proponent's References	200	20%
<b>Totals</b>		<b>1,000</b>	<b>100%</b>

### 4.0 GENERAL QUESTIONNAIRE

**This section is scored. (300 total points)**

The purpose of this section is to provide WorkLink with a basis for determining the Contractor's capability to undertake the general requirements contained in this RFP. All Contractors must respond to the questions/requirements in – General Questionnaire according to the instructions listed on the questionnaire. Associated costs should be listed in the Cost Proposal section only.

### 5.0 TECHNICAL QUESTIONNAIRES

**This section is scored. (250 total points)**

The purpose of this section is to provide WorkLink with a basis for determining the Contractor's capability to meet the technical requirements contained in this RFP. The Contractor must be able to perform Services according to the requirements contained in this RFP. All Contractors must respond to the questions/requirements in "Technical Questionnaire" according to the instructions according to the instructions listed on the questionnaire. The Contractor must provide sufficient detail for the evaluation committee to understand how the Contractor will comply with each requirement. If the Contractor believes their qualifications go beyond the minimum requirements or add value, the Contractor should indicate those capabilities in each section. Associated costs should be listed in the Cost Proposal section only.

### 6.0 COST PROPOSAL

**This section is scored. (250 total points)**

All Contractors must complete the Cost Proposal Worksheet according to the instructions listed on the questionnaire. Only dollar and number values will be accepted on the Cost Proposal. Any description other than number value such as, but not limited to: "no cost," "included," "see below," "-", "n/a," etc. will not be accepted. A cost value of \$0.00 shall indicate the deliverable is no cost to WorkLink. If a cost is not provided in a cell, it will indicate the Contractor does not provide the specific service. All funds will be quoted in Canadian Funds (CDN), unless otherwise noted in this section. WorkLink reserves the right to clarify any pricing discrepancies on the part of the Contractors. Such clarifications will be solely to provide consistent assumptions from which an accurate cost comparison can be achieved.

**Note:** The contractor may choose to submit the "Cost Proposal" in a different format, than that identified in the three (3) tables of the Cost Proposal on page 24 of this RFP, provided that all sections/work listed are clearly identified in the new format. The new format must also include an average and maximum cost range.



**Preliminary Cost Estimates:**

The Contractor will provide a preliminary construction cost estimate, as part of their initial submission, based on the preliminary design and other design criteria as provided in the attachments to this RFP. At the time of contract negotiations (anticipated the week of February 7, 2022) WorkLink and the Contractor's General Construction Manager/Lead will agree on a "Guaranteed Maximum Price" for all work to be completed during the pre-construction and construction phases of this project. The preliminary construction cost estimate and subsequent Guaranteed Maximum Price in this proposal and final respective contract, shall be the sum of the Contractor's estimate of the Cost of the Work and the Construction Management Fees for the both the construction phases as quoted in the Contractor's response to this RFP.

**Cost Proposal Tables:**

For the purpose of negotiating and finalizing a budget for this project, the total cost of all tables will determine the Contractor's "Cost Proposal" for all work related to this RFP. The "Average Cost Range" identified in the appropriate table may serve as the final cost for all work related to this RFP. The "Maximum Cost Range" identified in the appropriate table may serve as the guaranteed maximum price may serve as the final cost for all work related to this RFP, provide that all parties agree to the following terms:

Once a Guaranteed Maximum Price has been agreed upon by all parties, WorkLink and the Contractor shall execute the Guaranteed Maximum Price Amendment to the Contract. The Guaranteed Maximum Price Amendment shall set forth the agreed upon Guaranteed Maximum Price with the information and assumptions upon which it is based and shall include a Schedule of Values. The Construction Manager/Lead shall guarantee that the Contract Sum shall not exceed the Guaranteed Maximum Price set forth in the Guaranteed Maximum Price Amendment, as it is amended from time to time. To the extent the Cost of the Work exceeds the Guaranteed Maximum Price, the Contractor shall bear such costs in excess of the Guaranteed Maximum Price without reimbursement or additional compensation from WorkLink. The Contractor will acknowledge that the Construction Manager/Lead is an experienced contractor and that (subject to Acts of God) the Project can be completed for Guaranteed Maximum Price.

**7.0 PROPONENT REFERENCES**

**This section is scored. (150 total points)**

Proponents must provide a minimum of three (3) references in Appendix 3. References must be engagements the Contractor has performed during the last five (5) years that demonstrate the Contractor's ability to successfully complete engagements similar to those described in this RFP. Include the name of the reference's organization, the contact's name, title, telephone number, and engagement title/type of services provided for all references listed.

**8.0 PROJECT REQUIREMENTS**

Assessment and review work will be conducted at either the WorkLink Employment Society main office (3179 Jacklin Road, Victoria, BC) or Port Renfrew VIC, at mutually agreeable times. Follow up may be conducted remotely. WorkLink will setup a central file sharing system and any network/systems access for Contractor's designated staffing.

**Project Deliverables**

<b>Project Plan:</b>	A project plan for each specific service of this RFP, including objective, scope of work, project staffing, approach for the engagement, estimated timeline of key milestones, such as planning, fieldwork, and reporting, as well as estimated hours by staff level, must be prepared and approved by the WorkLink Executive Director before work is initiated.
<b>Report:</b>	Contractor's review reports shall be provided to WorkLink on the dates specified in the project plan. Any changes to the specified dates must have prior written approval by the WorkLink Executive Director. Reports must be submitted in a format approved by the WorkLink Executive Director.
<b>Contractor's Warranty:</b>	Contractor warrants that the services/equipment will be delivered, installed, accepted, and will operate in accordance with this RFP, and further warrants against defective services for a minimum period of (1) year. Equipment shall be new and covered minimally by the manufacturer's standard warranty. Contractor warrants that it has the right and authority to grant to WorkLink the equipment/services set forth herein. The contractor's warranty is in addition to the manufacturer's warranty as/where specified.
<b>Insurance:</b>	Contractor confirms that they have the appropriate liability insurance and workers compensation coverage to perform the tasks as outlined on the is RFP, and that proof f insurance coverage will be provided prior to the start of all project deliverables.

**GENERAL QUESTIONNAIRE – Staffing & Expertise**

**This General Questionnaire section is scored. (300 total points)**

The purpose of this questionnaire is to provide WorkLink with a basis for determining the Contractor's capability to undertake the Contract. The Proposal, at a minimum, must address the items listed below, and be organized and labeled in the order indicated below. All Contractors must respond to the following question or statement and providing a brief written response.

<b>STAFFING and EXPERIENCE</b>	
<b>1.1</b>	<b>CONTACT INFORMATION</b> Provide Contractor's company name, business number, main office address, website, telephone number and name of the authorized official responsible for all activities relating to the Proposal.
<b>1.2</b>	<b>FIRM EXPERIENCE</b> Contractor must have at least five (5) years of experience conducting construction services. Confirm this, listing any industry credentials / standings.
<b>1.3</b>	<b>FIRM PROFILE</b> Describe: a) The location of Contractor's office, number of employees from the office working on RFP. b) Are there pending agreements to merge or sell the firm?
<b>1.4</b>	<b>CONFLICT OF INTEREST</b> Identify whether each member who will be involved in this RFP is/has been in a conflict with the Task Force (either currently or in the past five (5) years. Disclose general information about the interests that could become a source of conflict.
<b>1.5</b>	<b>GOVERNMENT CONTRACTS</b> Has the Contractor worked with either the District of Sooke and/or Capitol Regional District on previous/current contracts?
<b>1.6</b>	<b>INSURANCE</b> Has been secured and is in place with respect to third party liability and employees?

The following Sub-Contractors may be utilized in provision of the services and will comply with all the terms and conditions of this RFP and resulting Contract:

<b>SUB-CONTRACTORS</b>		
#	Type of Service	Company Name and Representative
1		
2		
3		
4		
5		

The Contractor has completed the following five (5) construction and/or relocation projects over the last (10) years:

<b>PROJECT EXAMPLES</b>			
#	Building Size (sq. ft.)	Date completed	Building Address
1			
2			
3			
4			
5			

Note: The Contractor may add additional documentation (plans, websites, etc.) to provide examples of previous/current projects.

**TECHNICAL QUESTIONNAIRE: Site Preparation & Relocation Phases**

**This Technical Questionnaire section is scored. (250 total points)**

The purpose of this questionnaire is to provide the WorkLink with a basis for determining the Contractor's previous experience to undertake the Contract. The Proposal, at a minimum, must address the items listed below, be organized, and labeled in the order indicated below.

**Site Preparation Phase:** The Contractor will be responsible for completing all of the components of a formal documentation review and engagement process during the pre-construction phase, etc. Refer to the Scope of Work, for a more detailed list of deliverables/outcomes. At a minimum, provide you response to the project plan as listed below.

Project Plan	Proposed Contractor Deliverables/Approach
<p><b>General approach to this phase</b> State the overall approach to meeting the objectives and satisfying the scope of work to be performed, sequence of activities, and a description of methodology or techniques to be used.</p> <p>Include the approach to be taken to gain and document an understanding of this phase.</p>	<p>Overall Approach:</p> <p>Sequence of Activities:</p> <p>Methodology/Techniques:</p> <p>Approach to communicating with WorkLink:</p>

**Relocation Phase:** Working as the WorkLink identified General Contractor to create and finalize a relocation plan. Refer to the Scope of Work, for a more detailed list of deliverables/outcomes. At a minimum, provide you response to the project plan as listed below.

Project Plan	Proposed Contractor Deliverables/Approach
<p><b>Cost estimating</b> Describe the procedures/tools which will be used to track cost estimating.</p>	<p>Approach:</p> <p>Sequence of Activities:</p> <p>Methodology/Techniques:</p>
<p><b>Risk management</b> Describe the procedures/tools which will be used to proactively identify and minimize potential threats or risks.</p>	<p>Approach:</p> <p>Sequence of Activities:</p> <p>Methodology/Techniques:</p>
<p><b>Close-out documentation</b> Describe the procedures/tools which will be used to ensure all final relocation requirements have been met all documentation is provided to WorkLink.</p>	<p>Approach:</p> <p>Sequence of Activities:</p> <p>Methodology/Techniques:</p>

**COST PROPOSAL**

This Cost Questionnaire section is scored. (250 total points)

**Table A – Site Preparation Phase:** The Contractor will be responsible for identifying the staffing costs associated with the Pacheedaht Gas Station Site Preparation Phase of this project as listed in the Scope of work for this RFP for costing details/examples of work to be completed. This will include all project costs related to staffing, equipment, insurance, etc., required to complete this phase.

Component	Notes (as per plans/permits and drawings provided)	Total Cost Range		
		Low	Average	Max
All landscaping				
All site prep				
All electrical				
All Labour				
Other costs				
Other costs				
Other costs				
<b>Total Preliminary Site Preparation Cost Estimates:</b>				

**Table B – Relocation Phase:** The Contractor will be responsible for identifying the staffing costs associated related to creating/finalizing a relocation plan of this project as listed in the Scope of work for this RFP for costing details/examples of work to be completed. This will include all project costs related to staffing, equipment, insurance, etc., required to complete this phase.

Component	Notes (as per plans/permits and drawings provided)	Total Cost Range		
		Low	Average	Max
All equipment				
All labour				
Other costs				
Other costs				
Other costs				
<b>Total Preliminary Relocation Cost Estimates:</b>				

**REFERENCES**

This Proponent Reference section is scored. (200 total points)

**References:** Provide a **minimum of three (3) references** for engagements the Contractor has performed during the last five (5) years that demonstrate the Contractor's ability to successfully complete engagements similar to those described in this RFP. Include the name of the reference's organization, the contact's name, title, telephone number, and engagement title/type of services provided for all references listed.

Project Plan	Details / Examples
<b>Reference #1</b>  <b>Name &amp; Location of Project</b>  <b>Date Project Started &amp; Completed</b>	
<b>Reference #2</b>  <b>Name &amp; Location of Project</b>  <b>Date Project Started &amp; Completed</b>	
<b>Reference #3</b>  <b>Name &amp; Location of Project</b>  <b>Date Project Started &amp; Completed</b>	