REQUEST FOR PROPOSALS No. 25-038

Descanso Bay Emergency Services Wharf Gangway Replacement

ISSUED: July 29, 2025

CLOSING DATE AND TIME:
Submissions must be received on or before:
3:00 PM (15:00 hrs) Local Time on August 19, 2025

Submissions and Questions are to be directed to:
Rob Wood, Project Engineer
Regional District of Nanaimo
250-713-6356
rwood@rdn.bc.ca

Questions are requested at least five (5) business days before the closing date

Optional Onsite Information Session
10:00 AM (10:00 hrs) Local Time on August 6, 2025
Descanso Bay Emergency Services Wharf
BC Ferries Terminal, Descanso Bay, Gabriola, BC

Proposals will not be opened in public

Instructions to Proponents

The Regional District of Nanaimo (RDN) invites qualified firms to submit a proposal package to provide a new aluminum gangway and modifications to an aluminum ambulance cot ramp located on the float as set forth in this Request for Proposal (RFP).

Closing Date / Time / Submission Method

Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on August 19, 2025.

Submission Method:

By Email: In PDF format with "**RFP No. 25-038 Descanso Bay Gangway Replacement**" as the subject line at this electronic address: rwood@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The Regional District of Nanaimo (RDN) will not be liable for any technological delays of submissions.

Submissions received in any other manner will not be accepted.

Onsite Information Session (Non-Mandatory)

A non-mandatory onsite information session will be held to provide Proponents an opportunity to review the site conditions and ask questions. Proponents are required to bring their own PPE; CSA hard-toe boots and safety vest. The meeting will be held at the BC Ferries Terminal at Descanso Bay, Gabriola Island, BC at the date and time indicated on the cover-page. Please RSVP by email to the listed RDN contact for this RFP.

Amendment to Proposals

Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

Addenda

If the RDN determines that an amendment is required to this RFP, the RDN will post the Addendum on the RDN (https://www.rdn.bc.ca/current-bid-opportunities) and BC Bid (www.bcbid.gov.bc.ca) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

Unsuccessful Vendors

The RDN will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

1. INTRODUCTION

The purpose of this Request for Proposal is to solicit submissions from qualified contractors to provide a new aluminum gangway and modifications to an aluminum cot ramp located on the float. The site is located immediately adjacent to the BC Ferries terminal at Descanso Bay, Gabriola Island, BC. Details of the requirements are described in the following sections.

2. BACKGROUND

The Descanso Bay Emergency Services wharf provides marine access to Gabriola Island for first-responders. The float and anchor piles were replaced in 2022 with a wider float for improved access. The existing steel gangway is in poor condition and had emergency repairs performed to the hinges connecting the ramp to the concrete approach which had broken in a winter storm. It is desired to widen the gangway and upgrade to an aluminum ramp to improve access for the rolling ambulance cot and lifespan of the gangway, respectively.

3. SCOPE OF SERVICES

The Proponent is required to provide the following services:

1. All labour, materials, equipment and temporary works (e.g. for access and/or installation) necessary to complete the scope of work and provide a ready-to-use gangway as described more fully below. The Proponent will be the Prime Contractor as defined by the Worker's Compensation Act.
2. Remove and legally dispose of the existing gangway.
3. Design, supply and install a new aluminum gangway as shown in the drawings and markups in **Appendix B**.
4. Design and fabricate modifications to the existing ambulance cot ramp as shown in the marked-up drawings in **Appendix C**. Alternatively, design and fabricate a new ambulance cot ramp. For clarity, this includes removal, transport to and from fab shop to make modifications and reinstallation on float.
5. Add stainless steel extruded metal surface to any incomplete areas of the float. Extruded metal surfacing was added to most areas of the float but requires infill to be complete.
6. Meet insurance requirements noted in Section 7 of the Form of Contract in **Appendix D**.
7. Bonding is not required.

4. DELIVERABLES

Deliverables are to be submitted to the RDN a minimum of six (6) weeks in advance of the planned work commencement. The deliverables shall be reviewed and accepted by the RDN prior to commencing work. The RDN will review submittals within 14 calendar days.

1. Shop drawings of the aluminum gangway, including connections to the existing steel approach and float. Shop drawings to be sealed by a Qualified Professional Engineer licensed to practice in the Province of British Columbia.

2. Shop drawings of the modifications to the existing ambulance cot ramp. Shop drawings to be sealed by a Qualified Professional Engineer licensed to practice in the Province of British Columbia.

5. SCHEDULE

The Proponent shall propose a project schedule to expedite delivery of the completed project. For context, the gangway became detached at the hinges connecting to the approach during winter storms last year, requiring emergency repairs. It is desired to complete the work before winter this year.

1. Achieve Substantial Completion of the project by **November 28, 2025**.

Assume contract award is made by **August 26, 2025**. The Proponent shall advise, in their RFP submission, if there are any issues or concerns meeting the proposed schedule.

6. REFERENCE / BACKGROUND INFORMATION

The following reference documents are included in the appendices for additional facility and project background.

- **Appendix A** – Fee Proposal Form
- **Appendix B** – Gangway Design Notes and Reference Drawings
- **Appendix C** – Ambulance Cot Ramp Modifications Markup
- **Appendix D** – Form of Contract

7. PROPOSAL SUBMISSION AND EVALUATION

Submission

The RDN requests submissions from qualified contractors. To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information.

Please include with your proposal:

a) Description of how the project will be completed. Namely:
    a. Will the work be completed via land or marine access?
    b. Will there be a requirement to use any of the BC Ferries property for staging? E.g. for crane removal / installation of the gangway.
b) Gantt chart schedule identifying the key activities and milestone dates.
    a. Shop drawing submittals.
    b. Fabrication start and completion.
    c. Construction start and completion.
    d. Duration of wharf shutdown for users, if different from the construction start and completion.
c) List of major suppliers if not performed in-house and include information on their qualifications and experience:
    a. Gangway / cot ramp engineer.
    b. Gangway / cot ramp fabricator.
d) List of any support resources / services requested to be provided by the Owner.
e) Completion of the attached Fee Proposal form in **Appendix A**.

Evaluation Criteria

Proposals will be evaluated on a 70% financial, 30% technical basis. The technical evaluation will review:

- 10% – Proposed work methodology and impact on BC Ferries service.
- 10% – Ability to meet or exceed schedule.
- 5% – Supplier qualifications and experience.
- 5% – Impact of Owner-provided support and/or exclusions.

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The RDN may evaluate proposals on a comparative basis by comparing one Proponent's proposal to another Proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete, irregular or if it contains any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated Proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

8. *PROPOSED PURCHASE CONTRACT*

The RDN's preferred form of Contract is attached herein in **Appendix D**. Proponents should carefully review this form of Contract. Proponents may (but are not required to) request that the RDN consider revisions to the form of Contract and include any clauses of concern in their proposal along with suggested language changes. Failure to do so means acceptance of the agreement as presented.

9. GENERAL CONDITIONS

9.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind, including any "Contract A" obligations, is formed until a fully executed contract is in place.

9.2 Privilege Clause

The lowest or any proposal may not necessarily be accepted.

9.3 Acceptance and Rejection of Submissions

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up

until award, for any reason whatsoever. The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

9.4 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

9.5 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

9.6 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

(a) any other contract for works or services; or
(b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

9.7 Exclusion of Liability

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

9.8 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.

9.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.