



NORTH PEACE RURAL ROADS CONSULTING SERVICE

REQUEST FOR QUOTATIONS
NO. 1-2021

CLOSING DATE: MAY 14, 2021

Quotations are to be submitted electronically to:

Jennifer Craig, Interim Corporate Services Clerk
jcraig@districtoftaylor.com

Request for Quotations

1. INTRODUCTION

The North Peace Rural Roads Task Force (RRTF) is a local government/industry group organized to lobby government for improvements to rural roads. The initiative is funded and directed by a coalition of local government including Peace River Regional District Area-B, the District of Hudson's Hope and the District of Taylor. Guided by the Memorandum of Understanding between the above mentioned parties, the Task Force will be referenced through this document as the North Peace Rural Roads Coalition (the "Coalition").

The District of Taylor (the "District") invites contractors to provide a quotation for the supply of the services described in Section 15: Scope of Work. The description of the Services sets out the minimum requirements of the District as a contract and procurement administration representative for the North Peace Rural Roads Coalition. A person that submits a Quotation (the "Contractor") should prepare a Quotation that meets the minimum requirements, and may choose to also include services or terms that exceed the minimum requirements.

2. ADDRESS FOR DELIVERY

A Quotation should be labelled with the Contractor's name and RFQ title.

Electronic Submissions Only. Proposals must be submitted by email to the following email address:

jcraig@districtoftaylor.com

Quotations sent by other methods including paper copy or fax shall not be accepted. All materials are to clearly identify the Proponent and the quotation.

It is the Proponent's sole responsibility to ensure that its Quotation is received by the RFQ Closing. The time stamp used to determine whether a quotation is received on time will be the date and time on which the proposal is received in the *jcraig@districtoftaylor.com* inbox. The District is not responsible for any technical systems delays in the electronic delivery of the email submission. Proponents are encouraged to submit their quotation in a timely manner to ensure receipt by the District by the RFQ Closing date and time. Submissions received after the RFQ Closing will be considered disqualified and will not be opened. Submitted proposals will be opened after the RFQ Closing. Proposals will not be opened in public setting.

3. CLOSING DATE

The District will receive Quotations on or before **May 14, 2021 at 2:00pm local time**. The District office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays. This is not a public opening.

4. INQUIRIES

All inquiries related to this Request for Quotations ("RFQ") should be submitted by email to Jennifer Craig, jcraig@districtoftaylor.com. Response answers will be published as an addendum to this RFQ. Please ensure all inquiries reference the North Peace Rural Roads RFQ.

5. ADDENDA

If the District determines that an amendment is required to this RFQ, the District will issue a written addendum that will form part of this RFQ. Upon submitting a Quotation, Contractors will be deemed to have received notice of all addenda.

6. NO CONTRACT

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of a Quotation. The District may negotiate changes to any terms of a Quotation, including terms or prices, and may negotiate with one or more Contractors, or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

7. ACCEPTANCE

A Quotation will be an offer to the District which the District may accept at any time, within specified time constraints outlined on the Quotation, by providing written notification and delivering it to the Contractor. A Quotation is not accepted by the District unless and until both the Authorized Signatory and the Purchasing Representative have signed on behalf of the District. Delivery of the written notification by the District may be by fax or email.

8. CONTRACTOR'S EXPENSES

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the District or its representatives and consultants, relating to or arising from the RFQ. The District will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

9. CONTRACTOR'S QUALIFICATIONS

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Services.

10. CONFLICT OF INTEREST

A Contractor must disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the District, the Peace River Regional District Area B and/or

the District of Hudson's Hope, its elected or appointed officials or employees. The District may rely on such disclosure.

11. CONFIDENTIALITY

All Quotations become the property of the District and will not be returned to the Contractor. All Quotations will be held in confidence by the District unless otherwise required by law. Contractors should be aware the District is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

12. SIGNATURE

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor.

13. PRICES

All prices submitted shall be for the entire Service described in Section 15: Scope of Work with options shown separately, where permitted. The Proponent shall clearly describe in detail all elements of the quotation, taking into account all requirements of this RFQ. This section should address the work effort and team member participation and role in delivering the work. The Contractor shall state the length of time that submitted price(s) will be held firm effective from the closing date. Prices to be quoted in Canadian currency, the lowest or any Quotation may not necessarily be accepted.

The value of this contract is estimated to be up to \$150,000 per year including all expenses which the successful proponent will pay and charge back to the project. Expenses typically include: document production, meeting rooms, air fare, mileage, hotel, meals, helicopter charter, vehicle rental and other expenses that may arise from time to time.

14. ANTICIPATED QUANTITIES

The District reserves the right and discretion to place orders on quoted items during the duration of the term of the Quotation on an as per need basis. All quantities are anticipated quantities only and may or may not increase or decrease according to requirements.

15. SCOPE OF WORK

The successful proponent will provide the following services as and when required:

- update and keep current the project Terms of Reference;
- develop an annual budget for approval by the coalition;
- ensure that expenditures are regularly reported to the coalition and variances approved in advance of any spend;
- cultivate and maintain a strong working relationship with the Ministry of Transportation and Infrastructure (MOTI) at the local, regional and provincial level;
- develop and keep current statistics, maps, presentations, videos, backgrounders, reports;

- develop letters and other communications;
- host and maintain a social media presence for the initiative;
- establish and maintain reporting requirements as a lobbyist with the provincial and federal governments;
- facilitate meetings and ensure that minutes are taken that capture the key conversations and decisions;
- conduct annual assessment of priority road issues (condition and requirements for gravel, brushing, ditching, pullouts and slides) and make recommendations for RRTF ranking and present to MOTI;
- organize meetings and arrange travel; and
- other activities to achieve the project purpose, objective and scope.

The successful proponent will demonstrate how they meet the following knowledge, skills and abilities:

Knowledge:

The successful proponent will have a good understanding of:

- the economic drivers in the North Peace;
- the Provincial Government and the key Ministries with strong dependencies on the rural road network;
- the geography and geology of the North Peace and their impact on the rural road network;
- annual load restriction process and their impact on industry;

Skills and Abilities:

The successful proponent will have the following skills and abilities:

- mandatory good computer skills for MS Word, MS Excel, MS Publisher, AdobePro, Visio, Photoshop, IMovie, Google Earth/ArcGIS or equivalent software to meet the same objectives. MS PowerPoint with a preference for MS Access knowledge would be considered an asset;
- good photography skills with appropriate equipment to take high quality photos and videos
- ability to facilitate meetings and efficiently lead a diverse group to make priority decisions
- ability to communicate effectively with rural residents, road users, industry, government, Indigenous groups and to cultivate good working relationships with the RRTF and coalition;
- ability to work independently and initiate the process and activities to reach the RRTF and coalition objectives;

16. TERM

The term of the contract is for 1 year with an annual renewal of up to five years' dependent upon funding and as determined by the coalition. The contract with the successful proponent will be with the District of Taylor on behalf of the coalition.