



REQUEST FOR
PROPOSALS

RFP TITLE: Vedder River Campground - WIFI	
RFP NUMBER: RFP-23008	DATE ISSUED: Wednesday October 25, 2023
CLOSING TIME/DATE: Wednesday November 15, 2023	

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Part B - INTRODUCTION

B.1 RFP Overview

The Fraser Valley Regional District ("**FVRD**") is seeking proposals from qualified proponents ("**Proponents**") in response to this request for proposals ("**RFP**") for the provision of a WIFI system at the Vedder River Campground located at 5355 Giesbrecht Road, Chilliwack, BC.

Part C- OBJECTIVES

C.1 Scope of Services

The FVRD is seeking proposals for two options for WIFI at the Vedder River Campground. Located at 5355 Giesbrecht Road, Chilliwack BC, which is in operation April – October annually. At any given time it services up to 1,000 campers through the 210 campsites. In addition to the campsites, there is a gatehouse, service shop, and a utility building that controls the campsite's water supply. A SCADA system is in place in the utility building which utilizes WIFI.

There is a distance of 790m between the two furthest campsites in the campground. The campground is fairly linear in shape, with the widest point between sites being 150m apart. Fibre optic conduit, power, and associated structures are in place. See Schedule A - Map 1 for details.

The FVRD is seeking proposals for two options:

1. Blanket WIFI coverage of the main campground area with options for future expansion into the rest of the campground areas. See Schedule A – Map 2
2. Hotspots at key locations in the campground, but with ability for future expansion into the rest of the campground areas. See Schedule A -Map 3

For each option, the proposal should include:

- Conducting a site evaluation
- Recommendations for installing and configuring WiFi for optimal coverage, reliability, signal strength, and serviceability
- Heat map of expected WiFi coverage and strength
- Details of recommended equipment and software
- Options for providing multiple service tiers (i.e., free and slower, pay and faster)
- Plan for conducting knowledge transfer with FVRD staff
- Options for system support (e.g., repairing access point failures)
- Expected lifespan of equipment
- Project installation timeline
- Implementation and annual maintenance costs
- For hotspot option: phases and costs to expand WiFi coverage in future years

(collectively, the "**Services**") all to be provided with consideration being given to a focus on value to the FVRD.

Part D - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

D.1 Closing Date and Location

Completed submissions must be received by 1:00 pm PST on Wednesday November 15, 2023 ("**Closing**") as follows:

Fraser Valley Regional District
Attention: Charlotte Whaley

Email: cwhaley@fvrd.ca

The time for Closing will be conclusively deemed to be the time shown on the clock used by the FVRD for this purpose.

D.2 Form of Proposal Submissions

Proponents are requested to submit an emailed electronic copy (Adobe PDF) of their proposal ("**Proposal**"):

Electronic copies must be sent in confidence clearly identified with the RFP Number, RFP Title, and contain the proponents name and address.

D.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

- i. Completed and signed Form of Proposal set out in Schedule B;
- ii. Proponent's Experience - list of completed or current work requiring services comparable to the services sought in this RFP, including a brief description of the work, approximate contract value and references (with phone numbers and email) that the FVRD may contact as set out in Schedule C;
- iii. Costs - details costs for the Proponents provision of the Services in Canadian Dollars, inclusive of all costs, expenses and charges, but exclusive of GST and Provincial Sales Tax; and
- iv. Sufficient detail to allow the FVRD to determine the Proponent's position from the documents received, such, as, details of the Proponent's team, including roles and responsibilities, understanding of the Project and proposed work plan for carrying out the Services.

D.4 Information Meeting

A mandatory meeting ("**Information Meeting**") for Proponents will be held at the following time and location:

Date: **Tuesday November 07, 2023 10:00am-11:00 am (PST)**

Location: Vedder River Campground 5355 Giesbrecht Road, Chilliwack, BC

The Information Meeting will include an overview of the project, a review of RFP requirements, and background information.

Proponents are required to pre-register by emailing cwhaley@fvrd.ca by end of day Monday November 06, 2023 to provide details on the number and names of individuals attending.

A written summary of the responses to questions raised during the Information Meeting will be distributed to all Proponents at the discretion of the FVRD through BC Bid.

D.5 Enquiries

All enquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("**Contact Person**") indicated below.

Contact Person: Christina Vugteveen, Manager of Parks

Address: 1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6

Email: cvugteveen@fvrd.ca

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon.

Part E - TERMS AND CONDITIONS OF RFP

E.1 General

The terms and conditions in this Part E will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

E.2 Proposal Validity

Proposals will be open for acceptance by the FVRD for at least 90 days after the date of Closing.

E.3 Addendum

All subsequent information regarding this RFP including changes made to this document will be posted on BC Bid for Proponents to access. It is solely the responsibility of the Proponents to check BC Bid from time to time to ensure that they have all amendments to this RFP in the form of addenda and to ensure that they have obtained, read, and understood the entire RFP including all addenda that may have been issued prior to Closing.

E.4 Evaluation and Selection Method

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the basis of the overall best value to the FVRD based on quality, service, past performance, price and any other criteria set out herein including, but not limited to: [

- i. cost
- ii. best value
- iii. timelines for completion
- iv. corporate and technical capability of the Proponent to provide the Services;
- v. experience and performance of similar projects;
- vi. history of past performance and dealings with the FVRD; and
- vii. references.

E.5 Acceptance and Rejection of Proposals

This RFP shall not be construed as an agreement to purchase goods or services. The FVRD is not obligated to enter into an Agreement (defined herein) with the Proponent who submits the lowest priced Proposal or with any Proponent.

E.6 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.

E.7 Amendment or Withdrawal of Proposals

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable in accordance with section E.2. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

E.8 FVRD's Rights and Reservations

The FVRD reserves the right to:

- i. reject any or all Proposals;
- ii. reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
- iii. in the event that only one proposal is submitted, to return the Proposal unopened;
- iv. modify the terms of this RFP at any time in the FVRD's sole discretion;
- v. to require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
- vi. communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

E.9 Cancellation of RFP

The FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, the FVRD shall have the right to seek to procure the same services or similar services at any time

through any means the FVRD deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the FVRD.

E.10 Waiver of Non-Compliance

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

E.11 Proponent's Costs

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Contact Person prior to Closing and during Proposal evaluation, and for any subsequent processes or negotiations with the FVRD that may occur.

E.12 Limitation of Liability

By submitting a proposal, each Proponent irrevocably agrees that the FVRD shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

E.13 Negotiation

The FVRD reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the FVRD in its sole discretion.

E.14 Errors and Omissions

While the FVRD has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FVRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

E.15 Conflict of Interest

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

E.16 Confidentiality

All Proposals become the property of the FVRD and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the FVRD unless disclosure is otherwise required by law.

E.17 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Council or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

E.18 Contract Award

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should it be identified as the preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding a Contract .

If a written Contract cannot be negotiated and executed by both parties within 90 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the FVRD may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

At its sole discretion, the FVRD may divide any Contract for goods or services between two or more proponents.

E.19 Definition of Contract

Notice in writing to a Proponent that it has been identified as the preferred Proponent and the subsequent full execution of a written contract will constitute a contract for the goods and/or services contemplated by this RFP, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the preferred Proponent and the FVRD have both executed a written Contract.

E.20 Form of Contract

The Contract will comprise a form of written agreement based on the FVRD's standard form document, as may be amended by mutually agreed supplementary conditions, and incorporate the FVRD's general conditions and specifications, if any, set out in Schedule A.

SCHEDULE A - GENERAL CONDITIONS AND SPECIFICATIONS

MAP 1

Current Infrastructure locations - (fibre conduit, power, and structures)

- Conduit, approximately 4 feet in from the road, along the length of A-Row which is dedicated for fibre optic cabling. This will also be installed along the B-Row within 10 feet of the north access road edge by March 2024.
- Electricity is available at several locations
- Cable internet (Rogers/Shaw) comes in at gatehouse
- FortiNet FortiGate firewall at gatehouse



Map 1 Infrastructure Locations

MAP 2

Blanket WIFI coverage of the main campground area with options for future expansion into the rest of the campground areas highlighted in pink.



Map 2 – Main Campground ideal coverage area

MAP 3

Hotspots at key locations in the campground but with ability for future expansion.



Map 3 – Preferred Hotspot Areas

Schedule B - FORM OF PROPOSAL

Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

Sole Proprietorship

Partnership Date of Establishment _____

Corporation Date of Incorporation _____ Business No. _____

We hereby offer to perform the Services required by this RFP for hot spot WIFI for the stipulated price of:

Proposed Price for Goods/Services \$ _____

Plus G.S.T. \$ _____

TOTAL \$ _____

We hereby offer to perform the Services required by this RFP for blanket coverage WIFI for the stipulated price of:

Proposed Price for Goods/Services \$ _____

Plus G.S.T. \$ _____

TOTAL \$ _____

I/We the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including without limitation, the General Conditions and Specifications (if any), submit this Proposal in response the RFP.

Dated this ____ day of _____, 202__.

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position:

Name & Title/Position:

Schedule C - PROPONENT'S EXPERIENCE

Proponent Name: _____

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

References: _____

(incl. telephone and email)

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

References: _____

(incl. telephone and email)

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

References: _____

(incl. telephone and email)

