



# REQUEST FOR PROPOSALS

FOR THE PROVISION OF:

## **Fire Hall Ventilation Installation**

RFP TITLE: FVRD Fire Hall Ventilation Installation

RFP NUMBER: RFP-24016

DATE ISSUED: January 29, 2025

CLOSING DATE: February 24, 2025 1:00 pm PST

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## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
Part A – INTRODUCTION .....	4
A.1 Project Overview.....	4
Part B – PROJECT OBJECTIVES.....	5
B.1 Scope of Work.....	5
Part C – INSTRUCTIONS AND INFORMATION FOR PROPONENTS.....	8
C.1 Closing Date and Location.....	8
C.2 Form of Proposal.....	8
C.3 Mandatory Requirements.....	8
C.4 Information Meeting.....	9
C.5 Inquiries.....	9
Part D – TERMS AND CONDITIONS OF RFP .....	9
D.1 General.....	9
D.2 Proposal Validity .....	10
D.3 Addendum.....	10
D.4 Requests for Clarification .....	10
D.5 Evaluation and Selection Method .....	10
D.6 Acceptance and Rejection of Proposals .....	10
D.7 Late Proposals .....	10
D.8 Amendment or Withdrawal of Proposals .....	11
D.9 FVRD's Rights and Reservations .....	11
D.10 Cancellation of RFP .....	11
D.11 Waiver of Non Compliance .....	11
D.12 Proponent's Costs .....	11
D.13 Limitation of Liability.....	11
D.14 Negotiation .....	12
D.15 Errors and Omissions .....	12
D.16 Conflict of Interest .....	12
D.17 Confidentiality.....	12
D.18 No Lobbying .....	12
D.19 Contract Award .....	13
D.20 Definition of Contract .....	13
D.21 Form of Contract.....	13

Schedule A – Form of Proposal ..... 14

Schedule B – Proposed Equipment..... 15

Schedule C – Rates ..... 16

Schedule D – Proponent’s Experience ..... 17

## Part A – INTRODUCTION

### A.1 Project Overview

The Fraser Valley Regional District (“FVRD”) provides fire protection service throughout eight electoral areas and operates 11 fire halls ranging from rural, single bay buildings to more established halls with expanded apparatus. These paid-on-call halls are staged for service 24 hours a day, year round, and a number of the buildings require upgraded ventilation to improve air quality.

The FVRD is seeking Proposals from qualified proponents (“Proponents”) to provide and install automated exhaust fan systems at six FVRD fire halls including Boston Bar fire hall I, Chilliwack River Valley fire hall, Columbia Valley fire hall, North Fraser fire halls II and III and Yale fire hall I.

#### **RFP Framework**

The purpose of this Request for Proposals (“RFP”) is to solicit submissions from Proponents with qualifications, expertise, and experience in installation and maintenance of heating, venting and cooling (HVAC) systems as well as the related electrical, mechanical and civil work.

Proponents are encouraged to submit Proposals that demonstrate technical expertise in mechanical systems, air exchange, system design and the relevant portions of BC Building Code. The successful Proponent, if any, will be responsible for ventilation system design, the necessary permitting, provision and installation of appropriate size/capacity exhaust fans, automating overhead doors, gas detection and ventilation and the related wiring and finishing work along with system commissioning.

The FVRD is not obligated in any manner whatsoever to any Proponent under the terms of this RFP until a written agreement has been executed related to an approved Proposal. Furthermore, the FVRD reserves the right to cancel this RFP at any time for any reason whatsoever without any liability to any party for any claims of any kind whatsoever. All submissions received under this RFP will remain confidential, subject to any statutory requirements for disclosure in accordance with the *Freedom of Information and Protection of Privacy Act* of British Columbia.

The FVRD is not calling for a mandatory onsite meeting. Interested parties should exercise their own due diligence in this regard and make arrangements with the FVRD Contact Person for purposes of accessing the Project sites during the preparation of their proposals.

#### **RFP inquiries should be directed to the FVRD Contact:**

Dave Driediger, Manager of Regional Facilities

Email: [ddriediger@fvrd.ca](mailto:ddriediger@fvrd.ca)

Phone: 604-702-5095

All inquiries which may affect this RFP will be addressed by way of addenda to this RFP. It is the sole responsibility of any interested party to monitor BC Bid to ensure they have up-to-date information relating to this RFP. Any information regarding this RFP that is obtained through any person or source other than the FVRD Contact Person named above, or by way of addenda, cannot and must not be relied upon.

**Best Overall Value to the FVRD**

This RFP is intended to invite Proposals offering the best value for money and the best overall approach to the Scope of Work. The FVRD expressly reserves the right to accept the Proposal deemed most favorable to the interests of the FVRD. Furthermore, the FVRD reserves the right to accept or reject any or all submissions at any time; to modify the Project schedule; or to cancel the RFP for any reason whatsoever without compensation to any Proponent. The FVRD will consider alternate Proposals and pricing in order to achieve Project objectives, other efficiencies, and cost savings consistent with the best value for money principles in the public sector procurement context.

**Part B – PROJECT OBJECTIVES****B.1 Scope of Work**

The “**Services**” include fire hall ventilation system assessment and design, preparation of plans, allowance for permitting, the provision and installation of exhaust fans and related components as well as testing and commissioning of the ventilation systems. The Scope of Work includes provision for the following:

**Boston Bar fire hall I - 47715 Alder Road, Boston Bar, BC****Main Bay:**

- Supply and installation of a replacement exhaust fan at the main bay’s south wall;
- supply and installation, if necessary, of additional exhaust fan(s);
- supply and installation of a toxic gas sensor/transmitter system;
- provision for all work necessary to integrate overhead door controls with ventilation, ceiling fans and gas monitoring to allow for complete circuit automation;
- allowance for the related electrical, mechanical, civil, construction and other work necessary to supply and install the ventilation system;
- allowance for all related interior and exterior finishing work;
- allowance for all necessary permitting;
- other improvements necessary to maintain appropriate indoor air quality as described in Antiquity Environmental Consulting’s June 2024, Boston Bar Fire Hall I Indoor Air Quality Assessment Report; and
- commissioning the ventilation system.

**Chilliwack River Valley fire hall - 48685 Chilliwack Lake Road, Chilliwack, BC****Engine Bay:**

- Supply and installation of exhaust fan(s);
- test and if necessary, repair/replace toxic gas sensor/transmitter system;
- provision for all work necessary to integrate overhead door controls with ventilation and gas monitoring to allow for complete circuit automation;
- allowance for the related electrical, mechanical, civil, construction and other work necessary to supply and install the ventilation system;

- allowance for all related interior and exterior finishing work;
- allowance for all necessary permitting;
- other improvements necessary to maintain appropriate indoor air quality as described in Antiquity Environmental Consulting's May 2024, Chilliwack River Valley Fire Hall Indoor Air Quality Assessment Report; and
- commissioning the ventilation system.

Rescue Truck Bay:

- Supply and installation of exhaust fan(s);
- supply and installation of a toxic gas sensor/transmitter system;
- provision for all work necessary to integrate overhead door controls with ventilation, ceiling fans and gas monitoring to allow for complete circuit automation;
- allowance for the related electrical, mechanical, civil, construction and other work necessary to supply and install the ventilation system;
- allowance for all related interior and exterior finishing work;
- allowance for all necessary permitting;
- other improvements necessary to maintain appropriate indoor air quality as described in Antiquity Environmental Consulting's May 2024, Chilliwack River Valley Fire Hall Indoor Air Quality Assessment Report; and
- commissioning the ventilation system.

Columbia Valley fire hall - 1202 Kosikar Road, Lindell Beach, BC

Main Bay:

- Supply and installation of exhaust fan(s);
- supply and installation of a toxic gas sensor/transmitter system;
- provision for all work necessary to integrate overhead door controls with ventilation, ceiling fans and gas monitoring to allow for complete circuit automation;
- allowance for the related electrical, mechanical, civil, construction and other work necessary to supply and install the ventilation system;
- allowance for all related interior and exterior finishing work;
- allowance for all necessary permitting;
- other improvements necessary to maintain appropriate indoor air quality as described in Antiquity Environmental Consulting's May 2024, Columbia Valley Fire Hall Indoor Air Quality Assessment Report; and
- commissioning the ventilation system.

Rescue Truck Bay:

- Supply and installation of exhaust fan(s);
- supply and installation of a toxic gas sensor/transmitter system;
- provision for all work necessary to integrate overhead door controls with ventilation and gas monitoring to allow for complete circuit automation;
- allowance for the related electrical, mechanical, civil, construction and other work necessary to supply and install the ventilation system;
- allowance for all related interior and exterior finishing work;
- allowance for all necessary permitting;

- other improvements necessary to maintain appropriate indoor air quality as described in Antiquity Environmental Consulting's May 2024, Columbia Valley Fire Hall Indoor Air Quality Assessment Report; and
- commissioning the ventilation system.

North Fraser fire hall II - 43824 Watkins Road, Lake Errock, BC

Engine Bay:

- Supply and installation of exhaust fan(s);
- supply and installation of replacement ceiling fans in engine bay and training room;
- supply and installation of a toxic gas sensor/transmitter system;
- provision for all work necessary to integrate overhead door controls with ventilation, ceiling fans and gas monitoring to allow for complete circuit automation;
- allowance for the related electrical, mechanical, civil, construction and other work necessary to supply and install the ventilation system;
- allowance for all related interior and exterior finishing work;
- allowance for all necessary permitting;
- other improvements necessary to maintain appropriate indoor air quality as described in Antiquity Environmental Consulting's May 2024, North Fraser Fire Hall II Indoor Air Quality Assessment Report; and
- commissioning the ventilation system.

North Fraser fire hall III - 11980 Sylvester Road, McConnell Creek, BC

Engine Bay:

- Supply and installation of exhaust fan(s);
- supply and installation of replacement ceiling fans in engine bay and training room;
- supply and installation of a toxic gas sensor/transmitter system;
- provision for all work necessary to integrate overhead door controls with ventilation, ceiling fans and gas monitoring to allow for complete circuit automation;
- allowance for the related electrical, mechanical, civil, construction and other work necessary to supply and install the ventilation system;
- allowance for all related interior and exterior finishing work;
- allowance for all necessary permitting;
- other improvements necessary to maintain appropriate indoor air quality as described in Antiquity Environmental Consulting's May 2024, North Fraser Fire Hall III Indoor Air Quality Assessment Report; and
- commissioning the ventilation system.

Yale fire hall I - 31246 Douglas Street, Yale, BC

Main Bay:

- Supply and installation of a replacement exhaust fan at the main bay's east wall;
- supply and installation, if necessary, of additional main bay exhaust fan ventilation;

- test and if necessary, repair/replace toxic gas sensor/transmitter system;
- provision for all work necessary to integrate overhead door controls with ventilation, ceiling fans and gas monitoring to allow for complete circuit automation;
- allowance for the related electrical, mechanical, civil, construction and other work necessary to supply and install the ventilation system;
- allowance for all related interior and exterior finishing work;
- allowance for all necessary permitting;
- other improvements necessary to maintain appropriate indoor air quality as described in Antiquity Environmental Consulting’s May 2024, Yale Fire Hall I Indoor Air Quality Assessment Report; and
- commissioning the ventilation system.

## **Part C – INSTRUCTIONS AND INFORMATION FOR PROPONENTS**

### **C.1 Closing Date and Location**

Proposals must be received by 1:00 pm (Pacific time) on February 24, 2025 (“Closing”) at the following address:

Fraser Valley Regional District  
Attn: Ashley Whitcroft, Executive Assistant, Protective Services  
1 - 45950 Cheam Avenue  
Chilliwack, BC V2P 1N6  
Email: [awhitcroft@fvrd.ca](mailto:awhitcroft@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.

### **C.2 Form of Proposal**

Proponents are requested to submit the following copy/ies of their Proposal:

1. One electronic copy in Adobe PDF format. The size of the PDF document shall not exceed 9.8 MB to ensure successful transmittal by email; or
2. one printed copy

Proponents are requested to deliver Proposals by email to [awhitcroft@fvrd.ca](mailto:awhitcroft@fvrd.ca). Please include the RFP number and RFP title in the subject line. If delivered by hand, please ensure the proposal is enclosed in a sealed envelope with the RFP number and title and Propent’s name and address. In order to be considered, Proponents must submit Proposals in response to this RFP by email or in person as outlined above.

### **C.3 Mandatory Requirements**

Proponents must include in their Proposal, the following information:



1. Completed and signed Form of Proposal set out in Schedule A;
2. completed Proposed Equipment list set out in Schedule B;
3. a list of rates, for both labour and material, that may be applied as included in Schedule C;
4. Proponent's Experience – a 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 for each service provided as set out in Schedule D;
5. costs – detailed costs for the Proponent's provision of the Services in Canadian dollars, inclusive of all costs, expenses and charges, but exclusive of GST and PST; and
6. 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 their roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services.

#### C.4 Information Meeting

A Proponent's meeting will not be held. However, the fire halls will be accessible for viewing on February 10 and 11, 2025. Individuals who wish to view the halls may request site visit schedule details from the contact person named below.

#### C.5 Inquiries

All inquiries 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:	Dave Driediger, Manager of Regional Facilities
Address:	1 - 45950 Cheam Avenue Chilliwack, BC V2P 1N6
Email:	<a href="mailto:ddriediger@fvrd.ca">ddriediger@fvrd.ca</a>

Inquiries 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 D – TERMS AND CONDITIONS OF RFP

#### D.1 General

The terms and conditions in this Part D 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.

## D.2 Proposal Validity

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

## D.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.

## D.4 Requests for Clarification

Proponents may seek clarification in writing from the FVRD Contact Person regarding Project requirements, deliverables and the RFP process. A written addenda will be issued as to issues of materiality which may arise from a request for clarification. The deadline for making a written request for clarification is 11:00 am on February 20, 2025.

## D.5 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:

1. Financial terms including but not limited to hourly and weekly rates and payment terms;
2. financial capabilities of the Proponent;
3. corporate and technical capability of the Proponent to provide the Services;
4. experience and performance of similar projects;
5. history of past performance and dealings with the FVRD; and
6. references.

## D.6 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 with the Proponent who submits the lowest priced Proposal or with any Proponent.

## D.7 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.

## **D.8 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 D.2. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

## **D.9 FVRD's Rights and Reservations**

The FVRD reserves the right to:

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

## **D.10 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.

## **D.11 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.

## **D.12 Proponent's Costs**

Each Proponent is solely responsible for their own costs and expenses associated with their participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering their 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.

## **D.13 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 their Proposal, this RFP, any subsequent processes or opportunity, any contract or any matter whatsoever.

#### **D.14 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.

#### **D.15 Errors and Omissions**

While the FVRD has made 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.

#### **D.16 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.

#### **D.17 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.

#### **D.18 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.

#### **D.19 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 they be identified as the preferred Proponent, they 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.

#### **D.20 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.

#### **D.21 Form of Contract**

If a Contract is awarded in accordance with this RFP, the contract will be in the form of a written agreement based on a standard form document, Eg. Canadian Construction Documents Committee (CCDC) as may be amended by mutually agreed supplementary conditions and incorporate the FVRD's general conditions and specifications; or other standard form agreement; or a contract crafted by the FVRD for purposes of this RFP.

### Schedule A – 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 the stipulated price of:

Proposed Price for Goods/Services	\$ _____
GST	\$ _____
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 to the RFP.

Dated this \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

Signature of Authorized Signatory

\_\_\_\_\_

Name & Title/Position:

\_\_\_\_\_

Signature of Authorized Signatory

\_\_\_\_\_

Name & Title/Position:

## Schedule B – Proposed Equipment

A list of proposed equipment and specifications installed at each fire hall (Eg: Make, model and size of exhaust fan as well as site specific install location, make and model of ceiling fan, fresh air intake size and location, etc.). Information below should also include individual fire hall cost.

### Boston Bar fire hall I

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### Chilliwack River Valley fire hall

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### Columbia Valley fire hall

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### North Fraser fire hall II

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### North Fraser fire hall III

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### Yale fire hall I

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## Schedule C – Rates

### Cost Plus Rates

1. Construction Labourer	\$/hr _____
2. Supervisor	\$/hr _____
3. Trades	\$/hr _____
- Electrician	\$/hr _____
- Sheet Metal	\$/hr _____
- Carpenter	\$/hr _____
- Framer	\$/hr _____
- Painter	\$/hr _____
- Other	\$/hr _____
4. Other	\$/hr _____
5. Materials	Additional % _____



### Schedule D – Proponent’s Experience

A list of previous comparable work, including a brief description of that work, approximate contract value and references (with phone numbers).

Project name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Work Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Value (\$): \_\_\_\_\_

Project name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Work Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Value (\$): \_\_\_\_\_

Project name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Work Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Value (\$): \_\_\_\_\_