



REQUEST FOR QUOTATIONS

FOR THE PROVISION OF:

Popkum fire hall addition design and project administration service.

RFQ TITLE: Popkum Fire Hall Addition Design RFQ - 25004

RFQ NUMBER: RFQ-25004

DATE ISSUED: January 29, 2025

CLOSING DATE: February 7, 2025

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1.0 INTRODUCTION

As the community of Popkum grows, so too do the needs of the fire hall located at 10570 Popkum Road, Rosedale, BC. The current, three-bay hall was renovated in the early 90's to provide office and training space and the 40 year old building now requires significant expansion to allow for both operations and administration.

The Fraser Valley Regional District (FVRD) plans to build a 5,000 square foot, two-storey, fire hall addition that will accommodate a twin bay, main floor and upper training room finished with the necessary office space, facilities and furnishing. In addition to new construction, the project will also provide for renovation of the current building's adjoining space.

The FVRD is requesting professionals with proven capacity, capabilities and experience in architectural design and project administration to provide a quotation on the form attached in Schedule A (the Quotation) in response to the following specifications.

2.0 SCOPE OF WORK

Fire hall addition architectural design and administration work will be comprised of establishing conceptual design, design development, provision of drawings for permitting and project coordination through completion and will include:

Conceptual Design:

- Reviewing existing information including any drawings (construction plans for the current building are not available) and property plans, etc;
- meeting with FVRD staff and the Fire Protection Team as required to gather information; and
- completing floor plans and conceptual plans for review and discussion.

Design Development:

- Finalizing floor plans and exterior elevations and reviewing with FVRD staff and the Fire Protection Team;
- finalizing site plan and zoning requirements with FVRD staff and the Fire Protection Team;
- completing a full review of architectural systems; and
- assisting in the selection and coordination of professionals as required including but not limited to structural, civil, mechanical and geotechnical engineers as well as building code, building envelope and landscape consultants.

Plans for Construction PI:

- Providing construction sheet details not limited to parking plans, floor plans, zoning and site planning, exterior elevations, roof and soffit, stairs and cross sections and doors and windows;
- acting as Coordinating Professional through project completion; and
- submitting for permitting, all necessary applications, drawings and BCBC schedules.

Construction:

- Scheduling and completing all necessary site inspections not limited to damp proofing, framing, roofing, windows, fire separations, exterior finishing, insulating and substantial completion;
- reviewing as necessary, relative to BCBC schedules;
- providing instruction and clarification as required;
- providing up to 12, site visit written reports; and
- providing final inspection for occupancy and BCBC schedules as necessary.

3.0 ONSITE MEETING

An onsite meeting will not be held, however, the building's exterior is readily available for viewing. Individuals who choose to visit the site are requested to park to the side of the fire hall and not in front of the main doors.

4.0 SUBMISSION

One completed copy of the Quotation marked Popkum Fire Hall Addition Design RFQ-25004 should be delivered by hand, regular mail, courier or email before 1:00 pm on February 7, 2024 to:

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

An electronic version is preferred (such as a PDF file) either by email or delivered on a USB flash drive. Hard copies will also be accepted in person, through regular mail or by courier. Quotations received after the time specified above will not be considered. The FVRD reserves the right to cancel this RFQ for any reason whatsoever without any liability to any party for any claims of any kind whatsoever. All Quotations will remain confidential, subject to the statutory requirements for disclosure set out under the *Freedom of Information and Protection of Privacy Act*.

5.0 INQUIRIES AND ADDENDA

All inquiries regarding this RFQ should be directed to:

Dave Driediger, Manager of Regional Facilities
Telephone: 604-702-5095
Email: ddriediger@fvrd.ca

Any inquiries that are received by the FVRD and that affect this RFQ will be issued as addendum to all contractors that received the original RFQ. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ including any addenda. Any information regarding this RFQ obtained by a party from any source other than from the FVRD by way of addenda is not authorized and should not be relied upon.

6.0 NO CONTRACT

This RFQ is simply an invitation for quotations for the convenience of all parties and should not be construed as an intention by the FVRD to enter into contractual relations with any party submitting a Quotation. The FVRD will provide written notice of acceptance of a Quotation in the event that the FVRD seeks to acquire the Services and formalize a contract for that purpose. The FVRD may negotiate changes to any term of a Quotation for the purposes of finalizing a contract.

7.0 LIMITATION OF LIABILITY

By submitting a Quotation, each contractor irrevocably agrees that the FVRD shall not be liable to any contractor, proponent or any person whatsoever, for any claim 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 Contractor's preparation and submission of their Quotation, their participation in this RFQ, for loss of revenue, opportunity or anticipated profit, arising in connection with their Quotation, this RFQ, any subsequent processes or opportunity, any contract, or any matter whatsoever.

8.0 CONFLICT OF INTEREST

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

9.0 NO LOBBYING

Contractors and their agents are not permitted to contact any member of the FVRD Board of Directors or staff with respect to this RFQ, except as expressly provided for herein. Contractors 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 contractor from participation in this RFQ that acts in contravention of this requirement.

10.0 EVALUATION

The evaluation of Quotations received in response to this RFQ will be completed in accordance with the FVRD Purchasing and Procurement Policy.

Schedule A
Quotation

 Fraser Valley Regional District	RFQ NUMBER: _____ RFQ TITLE: _____
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Legal 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. _____

I/We hereby offer to provide to the Fraser Valley Regional District the Services for the prices plus applicable taxes:

Item #	Item Name	Estimated Quantity	Unit of Measure	Unit Price	Total Amount
1.	Architectural fee proposal				
2.	Other				
3.	Other				
				Subtotal:	\$
				GST (5%)	\$
				PST (7%)	\$
				TOTAL:	\$

CURRENCY: Canadian

Additional Fees:

Please provide a list of fees and disbursements below that are not included in the total cost above (Eg: Printing, courier, additional site meetings, etc).

If this offer is accepted by the FVRD, then such offer and acceptance will create a contract as described in the RFQ, this Quotation and other terms, if any, that are agreed to in writing by the parties.

I/We the undersigned authorized representatives of the Contractor, having received and carefully reviewed the RFQ, including without limitation the Specifications and General Terms and Conditions, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this ____ day of _____, 2025.

CONTRACTOR

I/We have authority to bind the Contractor

Legal Name of Contractor

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position

Name & Title/Position