



REQUEST FOR PROPOSAL (RFP)

Lake Access Design – Prime Consultant RFP#21-07A-TRA

Date of Issue: February 18, 2021

Bid Submission:

Proposal together with all other attachments as identified in the RFP “*Submission of Proposals*”, to be uploaded to the City of Vernon procurement portal (Bonfire)

RFP Timetable:

Event:	Date:
Issue Date of this RFP	Wednesday, February 18, 2021
Stage A–Consultant Registration Submission	Wednesday, February 24, 2021, 2:00pm PT
Stage B–Invitation to Qualified Consultants	Upon confirmation of Consultant Registration
Deadline for Questions	Tuesday, March 16, 2021, 2:00pm PT
Last Day for Issue of Addenda	Thursday, March 18, 2021, 2:00pm PT
RFP Closing Date and Time:	Thursday, March 25, 2021, 2:00pm PT
Notice of Award Date (estimated)	Wednesday, March 31, 2021, 2:00pm PT

The RFP timetable is tentative only, and may be changed by the City at any time. Bids received after the Submission Deadline will not be accepted.

Contact:

Romona Marshall, Buyer, Procurement Services

rmarshall@vernon.ca

Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A. Note that any questions being submitted are only available for viewing by the City of Vernon. Should questions arise that result in answers that have a material value to the project, they will be issued via an addendum for all proponents to view.

Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by The Corporation of the City of Vernon (the “City”) to prospective proponents to submit proposals for the provision of **Lake Access Design – Prime Contract services**, as further described in the Part A: The Services.

The City is looking to engage a qualified Engineering firm to deliver Lake Access Design and Consulting services. Firms should have sufficient capacity and capabilities to perform the work required in a timely manner.

The services will include providing preliminary design, public participation materials, detailed design, procurement services support, construction services, and post construction record drawings and documents as detailed in Section 4 for **four lake access sites targeted for completion in 2021**.

This is a two stage RFP, the first **STAGE A** is for qualified consultants to **REGISTER** interest in becoming the **Prime Consultant** to complete the lake access designs for four sites as well as providing public participation materials, procurement services support, construction services / administration, and post construction record drawings and documents for those four sites with an opportunity for contract extension to work on up to six additional sites.

STAGE B will provide access for registered qualified consultant to the preliminary work already completed from which to build upon and complete the designs.

The RFP documents and registration form have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; register as Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

The City of Vernon reserves the right to accept or reject all or part of any proposal, and to accept the Proposal in total or in part, or to accept the Proposal which it deems most favourable in the interest of the City of Vernon.