



**"Airport Hangar Remediation and Demolition"**  
**Located at 6315 Mattern Street**  
**Smithers Regional Airport**

**REQUEST FOR PROPOSALS (RFP)**

**DOCUMENTS**

**TABLE OF CONTENTS**

**1.0 REQUEST FOR PROPOSALS..... 4**

1.1 General ..... 4

1.2 Project Description ..... 4

1.3 RFP Documents ..... 4

    1.3.1 Request for Proposals ..... 5

    1.3.2 Pre Demolition Hazardous materials assessment report ..... 5

    1.3.3 Disclaimer As to information ..... 5

1.4 Relationship between RFP Documents ..... 5

1.5 Proposal Process and Time Schedule ..... 6

    1.5.1 Examination of Documents ..... 6

    1.5.2 Interpretation of Documents ..... 6

    1.5.3 Addenda ..... 7

    1.5.4 Pre-Submission Meeting(s) with Proponents ..... 7

    1.5.5 Preparation of Proposal ..... 7

    1.5.6 Submission of Proposals ..... 7

    1.5.7 Incomplete Proposals ..... 8

    1.5.8 Acceptance of Proposals ..... 8

    1.5.9 Award Process ..... 8

    1.5.10 Execution of Agreement ..... 9

1.6 Responsibility of the Town of Smithers..... 9

1.7 Responsibility of the Successful Proponent..... 9

1.8 Town’s Project Coordinator..... 10

1.9 Evaluation Process ..... 10

    1.9.1 Mandatory Elements ..... 11

    1.9.2 Management, Risk and Functionality Elements(45 points) . 11

    1.9.3 Price/Cost Elements (55 points) ..... 12

    1.9.4 Final Rating and Ranking ..... 12

    1.9.5 Alternative Proposals ..... 13

---

<b>2.0</b>	<b>SCOPE OF WORKS.....</b>	<b>14</b>
2.1	General.....	14
2.2	Location and Scope of Works .....	14
2.3.	Project Record Submission .....	14
<b>3.0</b>	<b>PERFORMANCE Responsibility .....</b>	<b>15</b>
3.0.1	Methodology .....	15
3.0.2	Schedule.....	15
3.0.3	Utility and Approving Authorities.....	15
3.0.4	Quality Control/Quality Assurance .....	15
<b>4.0</b>	<b>PROPOSAL DOCUMENTS TO BE SUBMITTED .....</b>	<b>16</b>
4.1	General.....	16
4.2	Financial Proposal.....	16
4.2.1	Signed Proposal.....	16
4.2.2	Schedule of Prices.....	16
4.2.3	Proposed Expenditure Plan.....	16
4.3	Technical Proposal.....	17
4.3.1	Compliance with Mandatory Elements.....	17
4.3.2	Management, Risk and Functionality.....	17
4.3.3	Project Schedule.....	18
4.3.4	Quality Control/Quality Assurance.....	19
4.3.5	Proposed Operations Plan.....	20
<b>APPENDICES</b>	<b>.....</b>	<b>25</b>
Appendix 1	PROPOSAL FORM	
Appendix 2	SCHEDULE OF PRICES	
Appendix 3	Materials supplied by the Town of Smithers: Terra West Hazardous materials Assessment report Contractor Coordination Program	

**1.0 REQUEST FOR PROPOSALS**

**1.1 General**

The Town of Smithers ("Town") invites proposals ("Proposals") for the of the "Airport Hangar Remediation and Demolition at 6315 Mattern Street Smithers Regional Airport" ("Project"). The Town will evaluate all Proposals and negotiate with the Proponent who submits the best of all Proposals acceptable to the Town towards entering into a Remediation and Demolition agreement.

All interested parties ("Proponents") should comply with the terms and conditions set out in this Request for Proposals ("RFP") and are responsible for all costs associated with the preparation and submission of any Proposals to the Town. Although the Town believes that the information contained in this material is accurate, it makes no representation or warranty to that effect and Proponents must verify all information on which they may rely in preparing and submitting their Proposals.

This RFP is a request for proposals only and is not a call for tenders. No contractual relationship between the Town and any Proponent shall arise from the submission of any Proposal.

The Town expressly reserves the right to:

- (a) negotiate or otherwise deal with, at any time, or in any sequence, any Proponent;
- (b) amend the RFP at any time; and
- (c) not accept any of the Proposals or negotiate with any Proponent.

**1.2 Project Description**

The Project involves the Remediation (Removal and disposal of contaminants and or hazardous materials) and demolition (tearing down, hauling away, and site clean-up) of approximately 60ft by 120ft Hangar and Office, with a 20ft ceiling height, on Town-owned land at 6315 Mattern St. At the Smithers Airport

A full description of the Project is set out in section 2.0 of this document.

The Town's target completion date for the Project is "December 15th 2023".

**1.3 RFP Documents**

This RFP package consists of the following documents which, together with any Addenda issued, collectively constitute the RFP documents (collectively, "RFP Documents").

- 1.3.1 Request for Proposals consisting of the following Sections and related Appendices as follows:

- *Section 1: General:* describes certain conditions pertaining to the proposal submission, the proposal process to be followed, and the general proposal submission and evaluation requirements.
- *Section 2: Scope of Work:* defines the requirements for the Remediation and demolition Project;
- *Section 3: Performance Specifications:* defines the technical specifications and standards to be followed in the delivery of the Project.
- *Section 4: Proposal Documents to be Submitted:* sets out the submission expectations.
- *Appendix 1 - Proposal Form:* form of Proposal to complete the project.
- *Appendix 2 - Schedule of Prices:* sets out project cost.

#### 1.3.2. Pre Demolition Report

A Pre-Demolition Hazardous Materials Assessment Report has been prepared by TerraWest for this project and is attached for reference purposes.

Proponents assume all risk related to any environmental conditions, whether or not they are revealed by the provided information or by investigations undertaken by Proponents as part of their proposal preparations. Proposals should account for meeting or exceeding all provincial, Federal, and municipal regulations.

Proponents, if successful, are required assume the role of prime contractor and to adhere to all Provincial, Federal, and Municipal regulations for the duration of the project.

#### 1.3.3 Disclaimer as to Information

The Town expressly disclaims any responsibility or liability to anyone, including any Proponent, in connection with, and does not represent or warrant as to, the accuracy or completeness of any information of any kind included in, any of the RFP Documents or other documents prepared by or for the Town, supplied to anyone, including any Proponent, or for any errors, omissions, misstatements, or negligence in any such information. This Section 1.3.5. does not limit or affect Section 1.3.2.

### **1.4 Relationship between RFP Documents**

Proposal requirements are set out and fully detailed in Section 4. As described therein, the technical and financial proposals for the Project shall be made by submission of the mandatory documents required by Section 4. Upon execution by the successful Proponent of the Agreement, the Proposal documents submitted by the successful Proponent in accordance with the RFP will become part of the Contract Documents.

**1.5 Proposal Process and Time Schedule**

Proposals shall be submitted in accordance with the requirements of the RFP and the Proponents’ further investigations and only after careful consideration of the site and the reports and/or drawings by the Proponent. The Owner accepts no responsibility or liability connected with investigations or other work carried out, or omitted to be carried out, by or on behalf of any Proponent in connection with preparation and submission of its Proposal. Proponents accept all risks and liability, as well as cost, with respect to any of those matters and with respect to expenses incurred in preparing their Proposals.

The planned schedule for the RFP and Project is as follows:

RFP Issuance	August 16, 2023
Information Meeting (non-mandatory) (Location: 6315 Mattern Street parking lot at 2:00pm – please RSVP)	August 23, 2023
RFP Closing/Proposal Submission Deadline	Sept 13, 2023
Council Award (subject to change)	Sept 26 <sup>nd</sup> , 2023
Substantial completion of project	December 15, 2023

**1.5.1. Examination of Documents**

Each Proponent is solely responsible for examining all the RFP Documents, including any Addenda, and for independently informing itself with respect to the accuracy and completeness of any and all information contained therein, and any and all conditions which may in any way affect their Proposal.

**1.5.2 Interpretation of Documents**

Each Proponent must review all RFP Documents and promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted to the Town in writing, **prior to 2:00pm on Sept 6th, 2023** addressed to:

**Rob Blackburn, Airport Manager**  
**Smithers Regional Airport**  
**Suite 1 Airport Rd**  
**Smithers, BC V0J 2N2**  
**P: 250-847-3664 | 250-877-3020 (cell)**  
**(e-mail: rblackburn@smithers.ca)**

Where a request results in a change or a clarification to the RFP, the Town will prepare and issue an Addendum to this RFP as set out in Section 1.5.3.

Other than at the pre-submission site meeting, Proponents shall not make verbal inquiries of Town staff. Information given orally to or by Town staff is

not binding on the Town and shall not be considered in any form or manner in the evaluation of the Proposals.

1.5.3 Addenda

Written addenda (“Addenda”) are the only means by which the Town will vary, clarify or otherwise change any of the information contained in this RFP. The Town reserves the right to issue Addenda up to the Proposal Due Date. The Proposal Due Date may be changed by the Town, by an Addendum, for any reason. All Proponents must acknowledge receipt of all Addenda and minutes upon receipt.

1.5.4 Pre-Submission Meeting(s) with Proponents

Proponents are strongly encouraged to attend the Pre-Submission Site Meeting held by the Town for the purpose of being informed about the performance requirements of the Project, the general intent of the RFP or its procedures and for receiving additional information and instructions. At such meetings the Proponents will be afforded an opportunity to seek clarification regarding the Project requirements and the RFP process.

**Refer to Section 1.5 for the meeting information.**

1.5.5 Preparation of Proposal

The Proposal must be under seal and must be signed by an authorized signatory of the Proponent.

If the Proponent is a partnership or joint venture, a letter must be furnished by each partner or joint venturer and signed by an officer of the company stating that the company agrees to be held jointly and severally liable for any and all duties and obligations of the Proponent under the Design-Build Agreement arising therefrom.

1.5.6 Submission of Proposals

Proposal documentation requirements are specified in Section 4. They consist of two components:

- Part A - Financial Proposal
  - Proposal Form
  - Project Permits

Part B - Technical Proposal

1 copy of the Financial Proposal and the Technical Proposal must be submitted. a bound copy of each part of the Proposal shall clearly indicate the name of the Proponent and must be in a sealed envelope.

Proposals will be received by the Town at the Smithers Regional Airport administration office or at Town of Smithers – main reception desk no later than **2:00 p.m. September 13th, 2023** (“Proposal Due Date”) The clock at the MAIN RECEPTION DESK is the official clock. Each Proposal package must be clearly marked on the outside:

**“Airport Hangar Remediation and Demolition”**

**Located at 6315 Mattern Street Smithers Regional Airport – RFP**

**CONFIDENTIAL - DO NOT OPEN**

along with the Proponent's name and address. Each Proposal must be submitted to the Town in a sealed package clearly addressed to:

Rob Blackburn, Airport Manager  
Smithers Regional Airport  
Suite 1 Airport Rd  
Smithers, BC V0J 2N2

It is the Proponent's sole responsibility to ensure that its Proposal is received on time. Late submissions will be returned unopened.

1.5.7 Incomplete Proposals

The Town may request clarification where, in the opinion of the Town, the Proposal is incomplete or unclear.

1.5.8 Acceptance of Proposals

The Town reserves the right to reject any or all Proposals for any reason, without any obligations, including with respect to compensation, to the rejected Proponents. Without limiting the Town's absolute discretion to reject any or all Proposals for any reason, the Town may reject a Proposal if, in the opinion of the Town:

- (a) the proposed Project price provided by a Proponent is unreasonably low (i.e. the Work could not possibly be completed for the quoted price);
- (b) the figures displayed in the proposed Schedule of Prices are inherently unbalanced and do not properly reflect the cost to perform the Work identified
- (c) the proposed Project schedule does not accurately reflect the time required to perform the Work; or
- (d) the Proposal fails to comply with the mandatory elements as described in the RFP.

1.5.9 Award Process

Town Staff plan to recommend Council award this project no later than September 26, 2023, and will make every effort to expedite this award process. The Town will select a preferred Proponent, if any, and negotiate with that Proponent towards entering into An Airport Hangar Remediation and Demolition Agreement. If the Airport Hangar Remediation and Demolition Agreement is not successfully executed with the preferred Proponent, the Town may reject that Proponent and commence negotiations with another proponent.

1.5.10 Execution of Agreement

If negotiations are successfully concluded with the Town's preferred Proponent, the Town will provide the preferred Proponent with 2 copies of the Airport Hangar Remediation and Demolition Agreement to be executed.

Within 5 business days of the Proponent's receipt of the Airport Hangar Remediation and Demolition Agreement, the Proponent must return it to the Town fully executed, contract including and Insurance and all required permits, all as required by the Airport Hangar Remediation and Demolition Agreement.

**1.6 Responsibilities of the Town**

Subject to the provisions of the Airport Hangar Remediation and Demolition Agreement:

- (a) The Town's designated representative will monitor the Remediation and demolition and will monitor the implementation of quality control plans regarding the delivery of quality, environmentally acceptable requirements
- (b) During the Project, the Town or its designated representative will monitor the progress of work with respect to the successful Proponent's conformance to its Proposal and other requirements of the Airport Hangar Remediation and Demolition Agreement, including adequate provisions for the safety of the public
- (c) The Town or its designated representative will issue change orders, stop orders and work orders and process payment requests, issue payments, certify substantial completion and completion all according to the Airport Hangar Remediation and Demolition Agreement.

For clarity, nothing in this section creates any contractual or other legal obligation on the Town and the Airport Hangar Remediation and Demolition Agreement is the sole source of any contractual obligation on the Town with respect to the Project.

**1.7 Responsibilities of the Successful Proponent**

The scope of the Project incorporates portions of work and services traditionally conducted by various firms under separate contracts. In the Airport Hangar Remediation and Demolition Agreement format defined by the RFP, all these functions are combined under one Agreement between the Town and the successful Proponent. The scope of work includes, but is not limited to, all responsibilities for engineering, environmental protection, quality control, and quality assurance required to deliver the Project in accordance with the requirements of the RFP Documents. The scope of the successful Proponent's responsibilities is defined (but in no way limited by) the requirements of Sections 2 and 3 of the RFP, the content of the Proposal submitted under Appendix 1, and the Airport Hangar Remediation and Demolition Agreement

The successful Proponent is responsible for dealing with all government agencies and the general public to resolve issues that develop throughout the Project and is responsible for securing all government approvals, permits and licenses.

Proponents should identify the permits and approvals that will be required in order to implement their Proposal and should describe the procedure that will be undertaken to obtain permits and approvals, which will be the sole responsibility of the successful Proponent. **Without limitation the successful Proponent must obtain all required Worksafe notifications, demolition permits, disposal permits and related inspections.**

The successful Proponent will request compliance reviews from the Town, submit change requests, submit progress billings, submit payment requests, and submit other documentation as required in the RFP and the Airport Hangar Remediation and Demolition Agreement.

**1.8 Town’s Project Coordinator**

The Town will designate an Owner's representative to act on behalf of the Town with respect to all powers, duties and authorities vested in the Town under the Airport Hangar Remediation and Demolition Agreement.

**1.9 Evaluation Process**

This section describes the process by which the Town will evaluate the Proposals. It is advisable that the Proposal follow the format outlined in Section 4. The Part A Financial Proposal will remain confidential during the technical evaluation.

An overview of the key areas for evaluation are summarized in Table 'A'. As indicated, the Town will examine Proposals in three principal areas:

- Compliance with mandatory elements;
- Performance on management, risk and functionality elements;
- Price and cost elements.

The maximum possible score in the analysis will be 100 points and each area of analysis is discussed in more detail below:

**Table 'A'**

SUBJECT	TOTAL SCORE
Mandatory Elements	Pass/Fail
Management, Risk and Functionality Meeting Timelines	45
Price/Cost Financial Proposal	55
<b>TOTAL POINTS</b>	<b>100</b>

**1.9.1 Mandatory Elements**

This review will examine the Proposals with respect to compliance with stated Provincial, Federal and Town requirements, policies and procedures. If, in undertaking this review, the Town determines that the Technical or Financial Proposal has deficiencies which are not remediable, the Town may in its sole discretion advise the Proponent accordingly and decline to consider the Technical Proposal further.

If the Town determines that the Technical Proposal is unclear or deficient in some aspects but that these deficiencies may be remediable, the Town may prepare a list of questions, to provide the Proponent with an opportunity to clarify its Technical Proposal. If these clarifications and amendments do not overcome the deficiencies, the Town may in its sole discretion decide to decline the Technical Proposal.

Proposals will not be considered in the next stage if they do not meet all mandatory elements including, but not limited to:

- completeness.
- meeting regulatory minimum criteria.
- minimum risk criteria.
- minimum management criteria.
- Insurance and permits.
- objective of the Scope of Work

**1.9.2 Management, Risk and Functionality (45 points)**

Proposals which satisfy the mandatory requirements will then be evaluated on the merits of their solutions to the management, risk and functionality challenges of the Project. *Points in this regard must be earned.* Only performance superior to the stated minimum mandatory requirements will be awarded points. A Proposal that meets but does not exceed mandatory requirements will receive no additional points in this area of analysis. Each *superior* solution must describe the mandatory element difference, the benefit and cost value. The two areas of evaluation will be the:

- Removal and disposal of all hazardous materials (30 points)
- Demolition, removal and disposal of building and clean up(15 points)

Each is addressed below:

Removal and disposal of all hazardous materials (30 points)

In order to give appropriate credit to innovative solutions of Proponent ingenuity in disposal and removal of hazardous materials, the Town will award points to submissions that offer superior physical solutions to the challenges posed by the Project. Key areas for analysis will be determined by the Proposals presented. Issues to be addressed include, but are not limited to:

- Materials to be removed
- Proposed disposal methods
- Possible recycling
- Disposal locations

Project Delivery (15 points)

Based on the technical submissions received, the Town will evaluate the various Delivery Programs. Key issues to be addressed include, but are not limited to:

- Project Management
- Project Schedule
- Quality Management
- Construction Staging/Operations
- Project Reporting

The primary focus of the analysis in this area will be the minimization of risk to the Town.

1.9.3 Price/Cost Elements (55 points)

Financial Proposals will be evaluated on net present cost basis. The Proposal or alternative with the lowest net cost (Guaranteed Maximum Price) will be awarded 100% of the available 55 points.

Higher cost proposals will be awarded fewer points on the following basis:

**SCORE HIGHER = 55 - 2 X 55 [(PRICE HIGHER - PRICE LOW)/PRICE Low]**

Note: Price as measured by net present cost

By way of example, a Financial Proposal whose net present cost is ten percent higher than the lowest net present cost Proposal will receive twenty percent fewer points.

1.9.4 Final Rating and Ranking

Based on the preceding evaluation, the Town will perform a final evaluation and ranking of Proposals, weighting each of the components as illustrated in Section 1.9.

The Town will select the Proponent ("Preferred Proponent") with the highest scoring Proposal to negotiate towards execution of the remediation and demolition, provided that if any Proposals earn scores that are within three points of the highest scoring Proposal, those Proposals will be deemed to be tied with highest scoring Proposal. In the event of a tie, the Proponent who's Proposal has the lowest net present cost will be selected as the Preferred Proponent.

Once the Preferred Proponent has been identified, the Town will enter discussions to clarify any outstanding issues and attempt to finalize the

terms of the Agreement. It is not the Town 's intent to revise the Financial Proposal at these discussions, unless cost related adjustments to the Technical Proposal are identified by the Town or the Proponent.

If discussions are successful, the Town and the Preferred Proponent will develop a formal Remediation and Demolition Contract for consideration of Council award. If Council awards the Project to the Preferred Proponent, the Town and the Preferred Proponent will execute the Remediation and Demolition Agreement and commence the Project. If discussions are unsuccessful, the Town reserves the right to enter discussions with other Proponents, or to decide not to award the Project at all as set out in Section 1.1

#### 1.9.5 Alternative Proposals

The Town is prepared to consider Proposals that include alternatives to the specifications and requirements set out in the RFP Documents. The Town will consider these alternatives provided that the Proposal complies with the requirements of this RFP, and each alternative is described, along with the benefit and value. Proponents must specifically identify those parts of the Proposals that include such alternatives.

The Town is under no obligation to consider any alternative proposal, and the Town 's discretion under this RFP is not affected by this Section. The other provisions of this RFP apply to the preparation, submission and consideration of any alternative proposal included with respect to the risk and cost of preparing the alternative proposals.

**2.0 SCOPE OF WORK****2.1 General**

The scope of work includes the provision of the full and complete hazardous materials remediation and disposal of hazardous materials. The type and suggested locations of hazardous materials and are identified on the attached Terra West report. The project also includes the complete demolition, removal and disposal of the demolished building and site cleanup in conformance with the standards and criteria in Section 3.0 and requirements as outlined herein.

Due to the airside location of the hangar, proponents must include provisions to control, contain and remove all material during remediation and demolition that could be hazardous to aircraft and airport operations.

Proponents shall undertake all necessary site investigations for site conditions and shall provide complete remediation and demolition management services.

**2.2 Location and Scope of Works**

The location and scope of works of the "Airport Hangar at 6315 Mattern Street Smithers Regional Airport" is outlined in the Owner's Statements of Requirements included within the RFP documents.

**2.3 Project Record Submission**

The following records will be supplied by the successful Proponent:

- Liability insurance
- Letters of clearance from Worksafe BC
- Notice of project to Worksafe BC
- Remediation and Demolition permits
- Inspectors Daily Reports and Photographs
- Documentation of approved disposal site
- All approvals and/or notices to or from other agencies
- Quality control test data and all inspection reports
- Signed Quality Control Assurance

**3.0 Performance Responsibility**

3.0.1 Methodology

The methods of work proposed by Proponents shall be provided and set out in a manner that can effectively completed. The methodology should address the composite works and specific details to meet schedules.

3.0.2 Schedule

Proponents shall provide a detailed activity schedule.

3.0.3 Utility and Approving Authorities

The successful Proponent shall notify all relevant approving authorities and confirm contact name, address, and phone number.

3.0.4 Quality Control/Quality Assurance

The successful Proponent shall perform or cause to be performed any tests, studies and investigations in connection with the Project including, materials, and engineering in order to ensure the Remediation and demolition of the Project is in conformance with legislation, regulations, laws, and permits.

The Town may undertake intermittent inspections, investigations, and tests at the Town's discretion in order to satisfy themselves of general standard of quality of installation by the successful Proponent.

Inspection by the Town or their representative will not relieve the successful Proponent of the responsibility to complete the remediation and demolition agreement. The site must be completely free of debris and only the cement floor is to be remaining.

The successful Proponent shall ensure:

- A certified company documents and completes all remediation.
- At the completion of remediation documentation is supplied to certify that all contaminants have been removed and that the building can safely be demolished
- All material removed from the demolition site is taken to an appropriate location for recycle/reuse or disposal.

**4.0 PROPOSAL DOCUMENTS TO BE SUBMITTED**

**4.1 General**

The Proposal to be submitted in response to this RFP must be submitted in two parts in accordance with the instructions in Section 1.5.6 of the RFP.

- PART A: Financial Proposal (One copy to be submitted)
- PART B: Technical Proposal (One copy to be submitted)

The contents and documentation requirements of the Proposal parts are outlined below and must be strictly adhered to:

*To be compliant, the Proposal documents submitted in response to this RFP must address all of the documentation requirements set out in this RFP. The proposal document sections must be numbered to correspond exactly to the order of the sections defined below.*

For the Financial Proposal, all of the proposal submission materials must be made to fit inside the sealed envelope.

**4.2 Part A – Financial Proposal**

**4.2.1 Signed Proposal**

An executed Proposal exactly in the form provided in Appendix 1 (Proposal Form) must be included in this section of the Financial Proposal and must be executed in accordance with the instructions set out in the RFP and on the Proposal Form. The Proposal Form is to be accompanied by a letter signed by an officer of the Proponent or, in the case of a Team, each of the Prime Members stating that the Proponent or each Prime Member, as the case may be:

- has read the Proposal
- understands and is fully aware of the proposal made on its behalf in the Proposal.
- has authorized the Proponent or each Prime Member to submit the Proposal.
- confirms that the Proponent or each Prime Member has no interest whatsoever in the Proposal of any other Proponent, either directly or indirectly, has not entered into any agreement before the Proposal Due Date that could create such an interest.

**4.2.2 Schedule of Prices**

A completed Schedule of Prices in the form provided in Appendix 2 must be included in this section of the Financial Proposal. The guaranteed maximum price which appears in the Proposal Form will be the sum of the Proponent's

lump sum prices shown on the Schedule of Prices. A separate and complete Schedule of Prices must be submitted with the Proposal and with each alternative proposal.

4.2.3

The Proposed Expenditure plan will be tied to completion of major project deliverables. The payments to be made by the Town will be limited to the value of the Proponent 's Project deliverables.

**4.3 Part B – Technical Proposal**

Technical Proposals must address the following:

4.3.1 Compliance with Mandatory Elements

Proposals will not be considered if they do not meet all mandatory elements as set out in Sections 2 and 3. Proposals must be complete and ensure minimum Remediation and demolition delivery plans. Superior solutions must be identified separately with a thorough description of the mandatory element difference, the benefit and cost value.

4.3.2 Management, Risk and Functionality

- Organizational Structure

Describe the Proponent's organizational structure for the complete Project and the relationships between all functions in the organization including reporting requirements and proposed interfaces with the Town. The organizational structure must address the following basic functions and responsibilities:

- project management
- Remediation and demolition (including all major functions)
- quality control/quality assurance
- environmental/other

Identify the professionals who will be directly responsible for signing off on each of the above functions.

In all cases, the subcontracted organizations, including subcontractors, must be shown and their relationships with the Proponent's organization described. The Proponent must indicate how the individual organizations listed above will interface with each other to coordinate the delivery of Project requirements.

Provide a description of the work to be performed by the Proponent's own resources, and work which will be performed by subcontracted organizations.

If deviations are proposed from the organization presented in the expression of interest submitted in response to the Town's Request for Expressions of Interest, in terms of changes in team composition and replacement of nominated individuals, the Proponent must clearly identify these and provide a reasonable explanation for all such changes.

If the Proponent is a Team, the Proposal must outline the structure of the Team and identify each Team Member's responsibilities for the Remediation and demolition of the Project and must identify which Team Member will execute the Remediation and Demolition Agreement and be responsible for the obligations of the Contractor as defined under that Agreement.

- Project Manager

Identify the person to be responsible for performing the duties and obligations of the Contractor's Representative as defined in the Agreement. Describe his/her authority to represent the Proponent and his/her responsibilities in discharging the obligations of the Agreement. Provide suitable information in support of the appointment of the person to properly manage this Project.

If a different person is identified in the Proposal from the individual nominated in the Expression of Interest, the Proponent must provide full justification for such a change and must prove that the newly appointed person is as qualified or better qualified to perform the function of Contractor's Representative.

- Schedule and Cost Control

Provide a description of the Proponent's scheduling and cost control mechanisms.

- Coordination

Provide a description of the Proponent's plan to integrate subcontracted activities into its Project scheduling and reporting systems. Included will be a description of how the Proponent will approach rescheduling of its own and subcontractor's activities to achieve recovery of the schedule if required, and how the Proponent enforces this approach with its subcontractors.

#### 4.3.3 Project Schedule

The Proposed Project Schedule will include a description of the key components of the Project and major activities to be undertaken in connection with the Project.

The Proposed Project Schedule will depict the entire Project showing the major milestones in the process from Project award to end of phase. The Proposed Project Schedule must be in a critical path method format with anticipated milestone dates within the critical path clearly indicated. The milestones will include but not be restricted to the following:

- award date
- permit milestones
- Remediation milestones
- Town compliance review dates
- start of demolition
- Project phasing milestones (if applicable) setting out the anticipated commencement and completion dates of each portion of the Project
- final completion date for all Work
- all milestones related to the Proposed Quality Control and Quality Assurance Plans

#### 4.3.4 Quality Control/Quality Assurance

Proposed Quality Control and Quality Assurance Plan will conform to the requirements of Section 3 and will contain the following information as a minimum:

- A description of the "Quality Process" that the Proponent will put in place to ensure the delivery of quality infrastructure. This includes any practices, resources or particular sequence of activities it will use in its engineering, Remediation and demolition activities to ensure a quality product.
- A description of the Proposed Quality Control plan the Proponent will implement in the remediation process to ensure that the remediation is a complete and quality product, including any processes and practices to be followed or adhered to.
  - A description of the Proposed Quality Assurance Plan which will address all testing, inspection and monitoring required to ensure that the end product meets the requirements defined in Section 3. Use of independent testing firms must be clearly indicated and related to the Proposed Management plan. For each Project deliverable, the Quality Assurance Plan will include but not be limited to the following information
  - A detailed description of personnel qualifications, testing facilities and equipment, and monitoring system including minimum sampling and testing frequencies;
  - A detailed description of how and within what time frame all test results will be reported to the Proponent and to the Town, and how corrective action will be implemented in the case of unacceptable results, and how border line materials are dealt with.

- A detailed description of how the Proponent proposes to inspect and document the workmanship and methods of construction to ensure compliance with Town and industry standards.
- A proposed approach to resolution of differences in assessment of quality or workmanship between the Proponent and the Town as a knowledgeable owner;
- A description of access proposed to be provided to the Town for taking independent samples for performance of quality assurance audit tests in order to monitor conformance with the Proposed Quality Assurance Plan.

4.3.5 Proposed Operations Plan

The Proposed Operations Plan will conform to the requirements set out in Sections 2 and 3, and will include but not be limited to a detailed description of the following matters:

- A site maintenance strategy for the duration of the Project.
- Environmental Plan
- Emergency Response Call out Plan

**TABLE OF CONTENTS - APPENDICES**

APPENDIX 1 - PROPOSAL FORM

APPENDIX 2 - SCHEDULE OF PRICES

AVAILABLE BACKGROUND INFORMATION FROM THE TOWN:

- **Smithers Contractor Coordination Program**
- **Terra West Report**

**APPENDIX 1**

**PROPOSAL FORM**

Proponent's Name \_\_\_\_\_

The Proponent hereby declares that it has carefully examined the site of the Project, has read and examined the RFP package and the Town supplied reference documents and have conducted such other field investigations which are prudent and reasonable in preparing such a Proposal, and hereby proposes to furnish all equipment, labour, technical and professional services, supervision, materials, tools, supplies and equipment, and to discharge all duties and obligations necessary to complete the Project in accordance with the provisions stated in the RFP Documents, for the prices shown in the Schedule of Prices attached hereto and incorporated by reference herein, which aggregate to the

TOTAL REMEDIATION PRICE OF \_\_\_\_\_

TOTAL DEMOLITION PRICE OF \_\_\_\_\_

TOTAL COMBINE PROJECT PRICE OF \_\_\_\_\_ DOLLARS (\$) (excl. GST)

Enclosed herewith is evidence of good standing of the Proponent's corporation, joint venture or partnership and evidence that the person(s) signing this form is/are authorized to (and each member of any joint venture or partnership forming the Proponent) execute Proposal and to execute the Design-Build Agreement.

The Proponent acknowledges receipt, understanding and full consideration of the following addenda to the Request for Proposals:

- Addendum No. \_\_\_ Date Received \_\_\_\_\_ Addendum No. \_\_\_ Date Received \_\_\_\_\_
- Addendum No. \_\_\_ Date Received \_\_\_\_\_ Addendum No. \_\_\_ Date Received \_\_\_\_\_
- Addendum No. \_\_\_ Date Received \_\_\_\_\_ Addendum No. \_\_\_ Date Received \_\_\_\_\_
- Addendum No. \_\_\_ Date Received \_\_\_\_\_ Addendum No. \_\_\_ Date Received \_\_\_\_\_
- Addendum No. \_\_\_ Date Received \_\_\_\_\_ Addendum No. \_\_\_ Date Received \_\_\_\_\_

The Proponent certifies that it has examined and is fully familiar with all of the provisions of the Remediation and Demolition Agreement and is satisfied that such provisions are accurate; that it has carefully checked all the works and figures and all statements made in this Proposal; that it has satisfied itself with respect to the actual site conditions and the nature and location of the Project, the general and local conditions to be encountered in the performance of the Project, and other matters which in any way affect the Project or the cost thereof; and that it has notified the Town of any deficiencies in or omissions from any RFP Documents or other Documents provided by the Town and of any unusual Site conditions observed prior to the date hereof. The Proponent hereby agrees that the Town will not be responsible for any errors or omissions in this Proposal.

If the Proponent is an individual or partnership, the Proposal Form must be executed by the individual or all partners, as the case may be, and must be witnessed in the case of an individual's signature. Any individual signing must indicate the capacity in which he or she signs on the Proposal Form. If a Proponent or, where the Proponent is a partnership, a partner is a company, the Proposal Form must be executed by the authorized signatories of the Company. Where a Proposal is submitted by more than one individual, partnership or Company ("Team") then any member of that Team who proposes to be responsible for more than 20% of either the design or the construction of the Project, must execute the Proposal Form in accordance with the rest of this section.

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Type or print)

Title: \_\_\_\_\_

Company \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Type or print)

Title: \_\_\_\_\_

Company \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Type or print)

Title: \_\_\_\_\_

Company \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 2**

**SCHEDULE OF PRICES – p.1/2**

Site clean up  
Demolition materials Disposal and Recycle

**Airport Hangar Remediation and Demolition  
RFP # 2023 - 01**

The following values are an approximate allocation of costs for the Work specified within this Contract and shall be included in The Total Lump Sum Price. The Lump Sum Prices includes applicable supplies, equipment, and labour, but do not include GST. The Contractor is cautioned not to use this list as a complete list of tasks or supplies required for completing the Work.

<b>Item#</b>	<b>DESCRIPTION</b>	<b><u>Lump Sum Price</u></b>
1	Project Administration and Site Safety Including required documentation.	
2	Mobilization and Demobilization for Remediation	
3	Insurance and Permitting for Remediation	
4	Site prep for hazardous materials removal	
5	Hazardous materials Removal	
6	Hazardous Materials Disposal	
7	Documentation to confirm Remediation is Complete	
8	Mobilization and Demobilization for Demolition	
9	Insurance and Permitting for Demolition	
10	Building Demolition Including airport quality debris containment	
11	Demolition materials Hauling, Disposal and or Recycle	
12	Site Safety and Quality Management	
13	Site clean up	
14	Documentation and completion sign off	
15		
16		
17		
18		
19	(other Must specify)	
20		
21-		
	<b><i>Lump Sum Total without GST:</i></b>	
	(to match the Total Design-Build Price on the Proposal Form - APPENDIX 1)	