



Regional District of
Kitimat-Stikine

Request for Proposal
Number RFP 2020-ED-04

FOR THE PROVISION OF:

Murals in Kitwanga and Stewart, BC

For the
Regional District of Kitimat-Stikine

Date of Issue: October 22, 2020

Closing Date: January 18, 2021

Closing Time: 2:00 pm Local Time

Deliver To: Regional District of Kitimat Stikine
300-4545 Lazelle Avenue
Terrace, BC V8G 4E1
Attention: Yvonne Koerner

Documents included:

Appendix A: Intent to Respond Form
Schedule A: Proposal Forms

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1 INTRODUCTION

The Regional District of Kitimat-Stikine (the Regional District) is soliciting proposals to create two murals; one in Kitwanga, BC and the other in Stewart, BC. Murals provide a number of benefits to small communities. Within communities, they promote a sense of identity and pride. They encourage localized ownership over space, and they distinguish the area as unique from other communities. This project is done in collaboration with local organizations in both communities.

The Regional District is considering entering into a contract for services intended to commence by February 2021 to be completed no later than the end of May 2021. The detailed requirements are defined in the RFP.

Request for Proposals (RFP) documents may be viewed at or obtained from the BC Bid website (www.bcbid.gov.bc.ca) (the “BC Bid website”) and the Regional District’s website (www.rdks.bc.ca).

This RFP is not intended to, and shall not, create any legal obligations or duties of the Regional District towards any person for any reason whatsoever, whether in contract, tort, or otherwise. The Regional District, at its sole discretion, and at any time, may or may not enter into negotiations with one or more persons submitting proposals in response to this RFP, or with any other person.

1.1 General Scope of Services

The general scope of services is design and create murals in Kitwanga and Stewart, BC. The mural in Kitwanga will be placed on the Kitwanga Community Center and is intended to showcase the Seven Sisters mountain range. The mural in Stewart will be placed on a commercial building on the community’s main street and is expected to focus on recycling. Proponents are encouraged to include both murals in their proposal, but may submit proposals for just one of the murals if necessary. Details of the project are outlined in Section 5.

2 PROPOSAL INSTRUCTIONS

2.1 Closing Time and Address for Proposal Delivery

Proposals should be received **no later than 2:00 pm local time on the 18th day of January, 2021** (the “**Closing Time**”). Memory sticks (USB drives) and hard copies of Proposals should be submitted together **in a sealed package, marked “Confidential - RFP 2020-ED-04”** to the following specific physical location:

Regional District of Kitimat Stikine
300-4545 Lazelle Avenue
Terrace, BC
V8G 4E1
Attention: Yvonne Koerner, Chief Financial Officer

2.2 Number and Format of Copies

Proponents shall submit one (1) signed original hard copy and one (1) electronic copy by memory stick, both together in a sealed package. If there are any discrepancies between the hard copy and the electronic copy, the hard copy shall prevail. Emailed electronic copies will not be accepted.

2.3 Revisions to Proposals

Proposals may be revised; however, the revisions should be submitted in a new Proposal, delivered in hard copy with an accompanying amended single consolidated pdf file to the location set out in Section 2.1, at any time before the Closing Time, but not after. Faxed and emailed revisions will not be accepted. Only the most recent Proposal submitted will be considered.

2.4 Inquiries

All inquiries related to this RFP must be directed in writing (email preferred) to the person named below or such other person who may be named from time to time by the Regional District (the “**RFP Coordinator**”). Information obtained from any person or source other than the RFP Coordinator should not be relied upon.

Name: Maggie Hall - Economic Development Officer
Address: 300 – 4545 Lazelle Avenue, Terrace, BC V8G 4E1
Email: mhall@rdks.bc.ca

All inquiries should be received in writing no later than 2:00 p.m. 5 business days (January 11, 2021) before the Closing Time. Hours of business are 8:30 a.m. to 4:30 p.m., Monday through Friday, except statutory holidays.

Inquiries and responses will be recorded and distributed to all Proponents who have returned an “Intent to Respond” form (Appendix A) at the discretion of the Regional District.

Proponents finding discrepancies or omissions in the RFP (including all schedules) or having doubts as to the meaning or intent of any provision, should immediately notify the RFP Coordinator in writing. If the Regional District determines that an amendment or clarification is required, the RFP Coordinator will issue an addendum.

2.5 Intention to Respond and Addenda

If the Regional District issues an addendum it will be posted on the BC Bid Website and the Regional District website and be provided to parties registered as per Section 2.4. Any addenda will form part of the RFP. It is the responsibility of Proponents to check the BC Bid Website and the Regional District Website for addenda. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent. By delivery of a Proposal, the Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addenda. All status inquiries must be directed to the RFP Coordinator.

In order to be included in direct communication related to inquiries or addenda, Proponents are required to communicate their intention to respond to this Request for Proposals by returning a copy of the Intent to Respond form (Appendix A) via fax or email to the RFP Coordinator named in Section 2.5. Addenda will be published on BC Bid and Regional District Website.

2.6 Examination of Contract Documents

Proponents are responsible for reading and familiarizing themselves with the RFP document in its entirety (including all schedules, attachments and appendices) before preparing and submitting a Proposal, and highly encouraged to do so before asking the RFP Coordinator questions that may be answered within the RFP document.

2.7 Process after Closing

Notwithstanding any other provision of this RFP, the execution of a Contract is subject to any negotiation of terms and conditions between the Regional District and any Preferred Proponent. As stated elsewhere in the RFP, the Regional District shall not be contractually bound to any person or organization as a result of this RFP.

The Regional District is by no means required to notify Proponents who were not selected as the Preferred Proponent, nor debrief with them.

The Contract and selection of the Preferred Proponent are subject to approval by the Regional District Board and all conditions are subject to their approval.

2.8 Conflict of Interest

A Proponent must disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, their elected or appointed officials or employees. The Regional District may rely on such disclosure.

2.9 Solicitation of Board Members, Regional District Staff and Regional District Consultants

Proponents and their agents will not contact any member of the Regional District Board, Regional District staff or Regional District consultants or project partners with respect to this RFP, other than the RFP Coordinator named in Section 2.5 at any time prior to the award of a contract or the cancellation of this RFP.

3 GENERAL CONDITIONS

3.1 Negotiation

The Regional District may negotiate changes to any terms of a Proposal, including terms that form part of this RFP and including prices, and may negotiate with one or more Preferred Proponents.

3.2 Limitation of Liability

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the Regional District or its representatives and consultants relating to or arising from the RFP. The Regional District will not be liable to any Proponents for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP. No Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Proposals, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

3.3 Proponent's Qualifications

By submitting a Proposal, a Proponent represents and warrants to the Regional District that it has the expertise, qualifications, financial resources, and relevant experience to supply the Services described in this RFP.

3.4 Confidentiality

All Proposals become the property of the Regional District upon submission and will not be returned to the Proponents. All Proposals will be held in confidence by the Regional District unless otherwise required by law. Contractors should be aware the Regional District is a "public body" as defined by and is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

3.5 Definitions

In this RFP the following definitions shall apply:

"Approval" or **"Approved"** means approval in writing by the Regional District Representative.

"BC Bid Website" means www.bcbid.gov.bc.ca.

"Closing Time" or **"Closing Date and Time"** has the meaning set out in section 2.1.

"Website" means a location connected to the Internet that maintains one or more pages on the World Wide Web that is proposed by the Proponent.

"Contract" means a formal written contract between the Preferred Proponent and the Regional District for the performance of the Work, the preferred form of which is attached to this RFP as Schedule "B".

"Contractor" means the Proponent whose Proposal has been accepted by the Regional District and includes the Contractor's personal representatives, successors or permitted assigns.

"Evaluation Team" means the Regional District administration and project partners.

"Information Meeting" has the meaning set out in section 2.4.

“Preferred Proponent(s)” means the Proponent(s) recommended by the Evaluation Team and approved by the Regional District to enter into negotiations for a Contract.

“Proponent” means an entity that submits a Proposal in response to this RFP.

“Proposal” means the submission from the Proponent. Required elements of the proposal are identified in Section 5.1.

“Regional District” means the Regional District of Kitimat-Stikine.

“Regional District Representative” means the individual appointed by the Regional District to make decisions related to the Contract.

“Regional District Website” means www.rdks.bc.ca.

“Request for Proposals” or **“RFP”** means Request for Proposals No. [RFP #] including Schedules and Appendices attached hereto and any addenda issued by the Regional District.

“RFP Coordinator” means the person referred to in section 2.5.

“Services” has the meaning set out in Section 1.1 – “General Scope of Services”.

“Statutory Holiday” means any day that may be deemed a statutory holiday by the *Employment Standards Act* (British Columbia).

“Term” means the term of the Contract, as specified in the Contract (Schedule B).

4 EVALUATION OF PROPOSALS

This section details some of the criteria against which Proposals may be evaluated. The Regional District may utilize further or other criteria in its sole discretion.

The lowest price or any proposal will not necessarily be accepted. The Regional District expressly reserves the right to accept or reject any or all proposals at any time, modify the project schedule, or cancel the RFP for any reason whatsoever without compensation to any person. The Regional District expressly reserves the right to accept the Proposal deemed most favorable to the interests of the Regional District. The Regional District may, at any time and for any reason, negotiate with one or more Preferred Proponent with respect to this RFP or the work contemplated by it.

4.1 Criteria

Proposals not clearly demonstrating that they meet the following criteria may be excluded from further consideration:

- The Proposal should be received at the location specified in Section 2.1 on or before the Closing Date and Time;
- The Proposal must be in English;
- One (1) electronic copy in PDF format must be submitted as per Section 2.2;
- One (1) signed and sealed hard copy must be submitted as per Section 2.2;

- The Proposal should include a completed Proposal Form.

5 ADDITIONAL INFORMATION

This section identifies what will be expected as elements of the Proposal and the project. They will be regarded as the minimum requirements, and Proponents may include more elements as they see fit or offer rationale towards any exclusion of minimum requirements.

5.1 Elements of the Proposal to be Included

In addition to the criteria outlined in Sections 1.1 and 4.1, the rest of the proposal submission is required to include the following:

- Cover letter
- Table of contents
- Description of the team or individual involved in creating the mural, including relevant qualifications
- Overview of relevant experience
 - The Proponent should describe their experience creating visual arts with a portfolio of completed works. Include dates and other contextual information (client, artistic vision, etc.) with the submission. Website links and photographs are useful in assessing relevant experience.
 - Provide examples of large-scale art installation works carried out by the Proponent, including date, location, client, images, artist statement and any other pertinent details.
- References
 - Provide at least two references (names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience mentioned. References from the Proponent's own organization will not be accepted.
- Workplan and timetable
 - Describe the steps you will take to execute the design, painting, and installation, including dates, times, and accountability measures. The project will begin when the contract is awarded (anticipated for February 15, 2021), and must be completed by the end of May 2021.
- Drawing sufficient to convey mural concept
 - The drawings do not need to be fully resolved, but should be a reflection of the general direction of the Proponent. Drawings should relate to the scale and dimensions of the sites and should be limited to 11"x17".
- Considerations for Mural Longevity
 - Describe the steps that will be taken to maximize the lifespan of the mural, including selection of appropriate products. Provide justification for the proposed techniques and products, including examples of the lifespan of similar installations if available.
- Fees associated with the tasks outlined in Section 5.2 and budget in Section 5.3
 - A detailed budget should break down artist fees and all expenses related to painting the mural (including paint and supplies), installation costs (including necessary installation equipment), travel, and accommodations.

- Insurance coverage and licensing information, including business and/or professional liability and WorkSafe BC clearance.

5.2 Elements of the Project

The intention of this RFP is to solicit interest on the creation of two murals in two different communities. While Proponents are encouraged to include both murals in their proposal, proposals that focus on only one mural will also be accepted. Please clearly indicate in your proposal if this is the case.

Stewart, BC

The idea to bring a mural to Stewart came from Border Town Recycling (BTR). BTR was formed in 2009 by citizens concerned about waste in the community. The group grew quickly, and now operates a bottle depot, thrift store, and organizes events and classroom activities focused on recycling and waste reduction in Stewart.

BTR's vision for the mural is an image that demonstrates recycling in the community; potentially one where waste items are repurposed through composting, recycling, and reusing. They envision the mural to be representative of the community, and see the background including key features of Stewart including, but not limited to, the firehall and/or museum.

The Site

The site of the mural will be one side of a commercial property on the main street (5th Avenue) in Stewart (Cut Rate Foods/Bob's Mercantile Ltd.). The mural will be 70 feet wide by 15 feet high (1050 square feet), though the wall is slightly larger than that. There is currently a sign on the side of the building, which the property owner will remove. The surface of the wall is painted stucco.



Proponents have the option to paint directly on the wall, or to paint on paneling, and then adhere the paneling to the wall. If Proponents decide to paint on paneling and transport the art to the site, they will be responsible for installing the mural, involving properly and safely affixing the paneling onto the wall. If painting on the wall, it is important for Proponents to be aware of

environmental conditions that may impact their painting, including the possibility of rain and cold weather. Should Proponents decide to paint directly on the wall, they will be responsible for cleaning it and providing any necessary equipment, including tents, lights, and lifts, as well as the permits required to operate them.

Kitwanga, BC

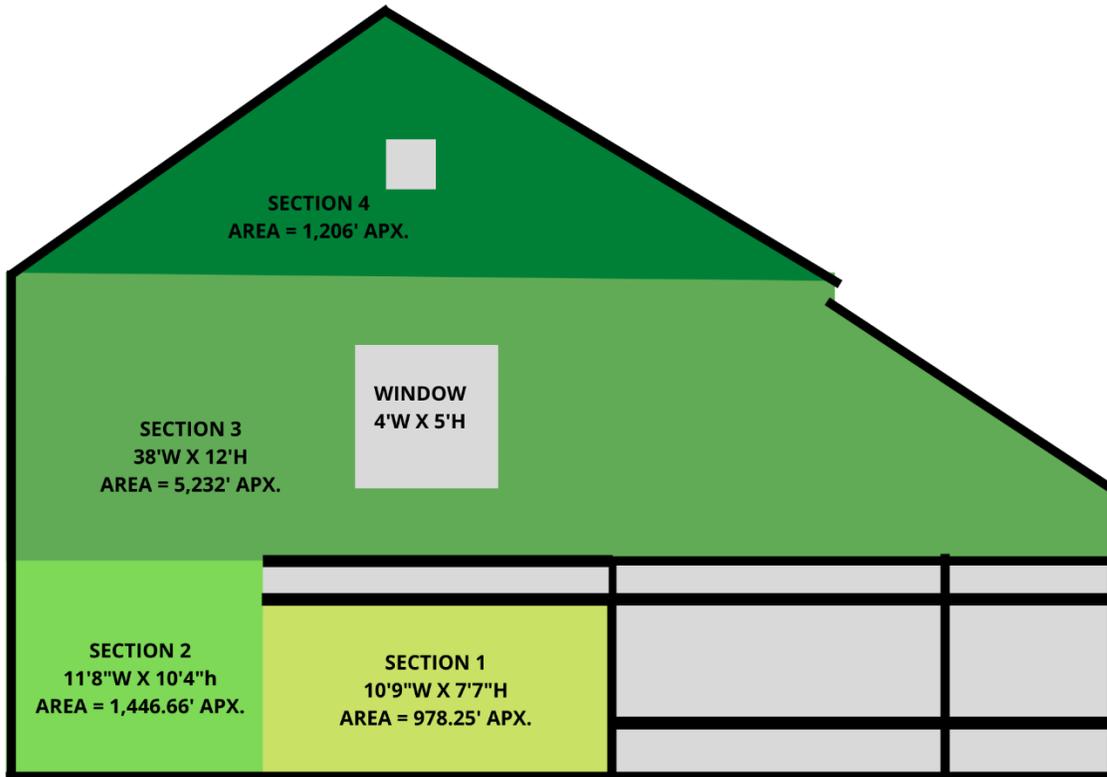
The idea to create a mural in Kitwanga came from the Kitwanga Community Association (KCA). KCA is an organization made up of dedicated community members in Kitwanga. Some of their projects include fundraising for and building new infrastructure such as playgrounds and an ambulance station, hosting Canada Day celebrations, and providing scholarships to the community.

KCA’s vision for the mural is a representation of the Seven Sisters mountain range. Visible from along the Highway 16 corridor, some peaks of the range reach an elevation of over 2500 meters. The mountain range is home to wildlife including mountain goats, wolves, bears, and moose. The recreation site nearby is used for hiking, snowmobiling, cycling, four wheeling, and fishing, kayaking and canoeing. The peaks are an integral piece of the landscape in Kitwanga.

The Site

The mural will be on the entrance-side of the Kitwanga Recreation Center. The total dimensions are approximately 8,863 square feet, broken up into four distinguishable sections.





The siding of the building is corrugated metal. Because of the irregularity in the material, proponents are encouraged to paint on paneling, and then adhere the paneling to the building. Proponents will be responsible for the installation of the piece, including bringing the paneling to the site and properly and safely affixing the paneling onto the wall with all necessary equipment, including tents, lights, and lifts, as well as the permits required to operate them.

5.3 Intended Price for Proposal

This project budget is not intended to exceed \$22,000 for both murals. Proposals that are submitted for only one of the murals (and not both) should not exceed \$11,000. The budget is for artist fees and all expenses related to designing and painting the mural (including paint and supplies). Proponents are responsible for including costs related to installation, installation equipment, as well as travel and accommodations in their total budget. The proposal should include a fee breakdown for the work.

5.4 Evaluation Criteria

Proponents will be evaluated and selected on the following criteria:

Mandatory Criteria (Pass/Fail)	
One (1) signed original hard copy and one (1) electronic copy in a sealed package delivered to location outlined in Section 2.1.	
Submission received on or before specified Closing Date and Time.	
Finished product to be complete and received by the Regional District by the end of May 2021.	
Point Rated Criteria	Point Weight
Experience	40%
Schedule	5%
Consideration for Mural Longevity	10%
Drawing and Design	40%
Value for Money	5%

Appendix A: Intent to Respond Form

Company Name: _____

Contact Name: _____

Contact Title: _____

Telephone
Number: _____

Contact e-mail: _____

Signature: _____

Date: _____

We intend to respond to RFP 2020-ED-04 – Murals in Kitwanga and Stewart, BC

Reason(s):

PLEASE NOTE: Submission of this form indicates the Proponent's intent to respond, however, it does not obligate the Proponent to respond.

Schedule A: Proposal Form

Proposal Form

Project: Murals in Kitwanga and Stewart, BC

Project No.: RFP 2020-ED-04

From:

Company/Individual name

Address:

Street address or postal box number, city/town, province, and postal code

To: Regional District of Kitimat-Stikine

Address: 300-4545 Lazelle Avenue, Terrace, BC V8G 4E1

Attention: Yvonne Koerner, Chief Financial Officer

We, the undersigned, having read, understood and accepted the Request for Proposal Documents for the above-named Project, including Addendum Number(s) _____ to _____, hereby submit a non-binding Proposal for the Work, in accordance with the Request for Proposals.

Instructions

Provide the fee for service as described in section 1.1 and 5.2 of the RFP in 2020 Canadian dollars. The prices must include all costs to perform the Work including all costs of supervision, labour, material, equipment, overhead, travel, financing, insurance, head office, and all other costs and expenses whatsoever incurred in performing the Work, and include all profit, and all applicable taxes.

Proposal Form

We, the undersigned, declare that:

1. We have arrived at this Proposal without collusion with any competitor;
2. No member of the Regional District Board and no other officer or employee of the Regional District is, will be, or has become interested, directly or indirectly, as a contracting party, partner, surety or otherwise in, or in the performance of the Contract, or in the supply, services, or business to which it relates, or in any portion of the profits thereof, or any of the money to be derived there from.

Signed and submitted by:

Company/Individual Name

Signing Officer's Signature

Title of Authorized Signing Officer

Printed Name

Signature of Witness

Printed Name of Witness

Dated this _____ day of _____, 2020.