



VILLAGE OF ANMORE

REPORT TO COUNCIL

Date: October 31, 2025

File No: 1220-20

Submitted by: Chris Boit, Manager of Development Services

Subject: **Operations Yard – IPD General Contractor Selection**

Purpose / Introduction

The purpose of this report is to inform Council that staff have completed the procurement and evaluation process for selecting a General Contractor partner to deliver the Operations Yard Upgrade project using an Integrated Project Delivery (IPD) model.

Recommended Option

THAT Council receive the report titled “Operations Yard – IPD General Contractor Selection” dated October 31st for information;

AND THAT Council direct staff to initiate negotiations with Jacob Bros. Construction Inc. as the top-ranked proponent, in accordance with the Integrated Project Delivery (IPD) framework based on the CCDC 30 contract form;

AND THAT staff prepare a Validation Report in collaboration with the selected IPD partners, outlining the confirmed project scope, schedule, and cost plan and report back to Council.

Background

The Village of Anmore issued a Request for Proposals for the Operations Yard – IPD General Contractor Construction Partner on August 25, 2025, through BC Bid. The RFP invited qualified proponents to partner with the Village in developing and constructing the new Operations Yard facility using an Integrated Project Delivery approach based on the CCDC 30 contractual framework.

The Operations Yard project will address operational limitations at the existing facility and provide upgraded infrastructure to support Village maintenance, fleet storage, and public works operations. The selected contractor will work collaboratively with the Village and the design team to develop the Validation Report, advance detailed design, and carry out construction under a shared IPD framework.

Discussion

November 4, 2025

Operations Yard – IPD General Contractor Selection

The evaluation process was conducted in accordance with the procedures and criteria outlined in the Request for Proposals (RFP). Proposals were reviewed against both mandatory requirements and rated criteria, which included:

- IPD Project Team Structure and Commitment;
- Experience and Capabilities in Collaborative Delivery;
- Value Added and Innovative Practices; and
- Pricing.

A total of five (5) proposals were received in response to the RFP, submitted by Jacob Bros. Construction, Drake Excavating, CGI Constructors, HOLACO, and Hilson Construction. Each submission was independently reviewed and scored by the evaluation panel using the weighting framework established in the RFP.

Based on the combined evaluation results, Jacob Bros. Construction achieved the highest overall score and was unanimously ranked first by all evaluators. The firm demonstrated strong alignment with the Integrated Project Delivery (IPD) principles, a well-structured and experienced project team, and a clear understanding of the Village's operational and facility needs.

Prior to proceeding with contract negotiations, staff are seeking Council's direction to initiate discussions with JB in accordance with the CCDC 30 IPD framework. Following Council endorsement, staff will commence negotiations to confirm contractual terms, scope, and budget alignment, and will report back to Council prior to execution of the multiparty agreement.

Staff recommend that Council endorse the outcome of the evaluation process for the Operations Yard and authorize staff to enter into negotiations with Jacob Bros. Construction as the top ranked proponent. Staff will report back to Council with the finalized Validation Report, project

scope, and budget in the first quarter of 2026, prior to executing the multiparty agreement which would initiate the construction phase of the project.

Other Options

1. THAT Council receive the report titled "Operations Yard – IPD General Contractor Selection" dated October 31st for information;

AND THAT Council direct staff to initiate negotiations with Jacob Bros. Construction as the top-ranked proponent, in accordance with the Integrated Project Delivery (IPD) framework based on the CCDC 30 contract form;

AND THAT staff prepare a Validation Report in collaboration with the selected IPD partners, outlining the confirmed project scope, schedule, and cost plan and report back to Council;

OR

November 4, 2025

Operations Yard – IPD General Contractor Selection

2. THAT Council receive the report titled “Operations Yard Upgrade – Contractor Selection Update” dated October 31st for information;

AND THAT Council direct staff not to proceed with Operations Yard Upgrade project.

Financial Implications

The Operations Yard Upgrade project has a total allocation of \$1,100,000 within the Village’s financial plan. This amount represents the current anticipated cost of the project, inclusive of design and construction of the operation facility.

At this stage, no contractual commitments have been made, other than the initial conceptual designs and RFP development. Proceeding with negotiations under the Integrated Project Delivery (IPD) model will enable staff and the selected Contractor partner to prepare a Validation Report, which will establish a detailed scope, schedule, and cost plan for the project. This report will provide greater cost certainty and form the basis for Council’s future funding decisions.

The IPD framework promotes transparency in cost development and includes mechanisms for shared risk and reward among the project partners. Once the Validation Report is complete and project funding requirements are confirmed, staff will return to Council for approval prior to entering into the multiparty agreement.

Communications / Civic Engagement

None.

Corporate Strategic Plan Objectives

Maintain and enhance service levels.

Attachments:

1. RFP Document for Operations Yard – IPD Construction Partner – General Contractor

Report Approval Details

Document Title:	Operations Yard - IPD General Contractor Selection.docx
Attachments:	Attachment 1 -RFP document for Operations Yard - IPD Construction Partner – General Contractor.pdf
Final Approval Date:	October 30, 2025

This document and all of its attachments were approved and signed as outlined below:
Esin Gozukara

Report/Recommendation to Council

November 4, 2025

Operations Yard – IPD General Contractor Selection

Karen Elrick



Request for Proposals
For
Operations Yard - IPD Construction Partner – General Contractor

Request for Proposals No.: P25-02

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS.....	3
1.1 Invitation to Proponents.....	3
1.2 RFP Contact and Proponent Questions.....	3
1.3 Contract for Deliverables	4
1.4 RFP Timetable	4
1.5 Submission Instructions.....	5
PART 2 – EVALUATION, NEGOTIATION AND AWARD.....	7
2.1 Stages of Evaluation and Negotiation.....	7
2.2 Stage I – Mandatory Submission Requirements	7
2.3 Stage II – Evaluation	7
2.4 Stage III – Pricing	7
2.5 Stage IV – Ranking and Contract Negotiations.....	8
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS.....	9
3.1 General Information and Instructions.....	9
3.2 Communication after Issuance of RFP	10
3.3 Notification and Debriefing.....	10
3.4 Conflict of Interest and Prohibited Conduct.....	11
3.5 Confidential Information.....	13
3.6 Procurement Process Non-Binding.....	13
3.7 Governing Law and Interpretation.....	14
APPENDIX A – FORM OF AGREEMENT	15
APPENDIX B – RFP PARTICULARS.....	16
A. THE DELIVERABLES	16
B. MATERIAL DISCLOSURES.....	17
C. MANDATORY SUBMISSION REQUIREMENTS	18
D. MANDATORY TECHNICAL REQUIREMENTS.....	18
E. PRE-CONDITIONS OF AWARD	18
F. EVALUATION CRITERIA	19
G. PRICE EVALUATION METHOD.....	22
APPENDIX C – SUBMISSION FORM	23
 APPENDIX D – CONCEPT SITE CONFIGURATION (For Information Only)	
 APPENDIX E – CURRENT OPERATIONS YARD SITE PHOTOS	

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

1.1.1 Invitation

This Request for Proposals (the “RFP”) is an invitation by the Village of Anmore (the “Village”) to prospective proponents to submit proposals for **Operations Yard Upgrade Project – General Contractor**, as further described in Section A of the RFP Particulars (Appendix B) (the “Deliverables”).

The Village plans on building a new Operations Yard located at the Village’s north end to address the continued growth of the community. This Project will be delivered using an Integrated Project Delivery (IPD) methodology and contractual arrangement.

This RFP is the first of many RFPs to acquire the design and construction team that will work with the Village as part of the IPD Team for the successful completion of Operations Yard. Further procurement opportunities may be issued by the Village to engage other sub-consultants and key sub-trades to build out the full IPD Team.

It is the Village’s intent that once a full IPD Team is selected through multiple procurement processes, that the Village and each of the selected entities in the IPD will enter into a negotiation to finalize a multiparty agreement. The form of agreement that will be used as the basis for negotiations is the Canadian Construction Documents Committee (CCDC) 30 attached as Appendix A to this RFP. The agreement will require joint, active management by the IPD Team and use of Lean principles and processes to increase value and reduce waste.

1.1.2 Proponent must be Single Entity

The proponent must be a single legal entity that, if selected, intends to negotiate and enter into the contract with the Village. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the “proponent”. The proponent will be responsible for the performance of the Deliverables.

1.1.3 Bidding System Registration

All proponents must have a vendor account with the Village’s electronic bidding system at:

https://bcbid.gov.bc.ca/page.aspx/en/rfp/request_browse_public

and must be registered as a plan taker for this opportunity. This will enable the proponent to download the solicitation document, to ask questions, to receive addenda email notifications, download addenda, and submit their proposal electronically through the bidding system.

1.2 RFP Contact and Proponent Questions

1.2.1 RFP Contact

To contact the Village in relation to this RFP, proponents must initiate the communication electronically through the bidding system

https://bcbid.gov.bc.ca/page.aspx/en/rfp/request_browse_public

The Village will not accept any proponent's communications by any other means, except as specifically stated in this RFP.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Village, other than as outlined above, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.2.2 Proponent's Questions

Prior to the Deadline for Questions, proponents may ask questions to seek additional information in relation to this RFP through the bidding system. The Village will not accept any proponent's questions or requests for information by any other means, except as specifically stated in this RFP. Any questions about the Agreement, as defined below, including whether changes to any clauses will be permitted, must be asked prior to the Deadline for Questions.

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Village for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Village and the selected proponent.

1.3.2 Term of Contract

The term of the agreement will be in effect until the completion of the Deliverables.

1.4 RFP Timetable

1.4.1 Key Dates

Issue Date of RFP	August 25, 2025
Pre-Bid / Site Meeting	September 10, 2025, 10:00:00 AM local time
Deadline for Questions	September 12, 2025, 2:00:00 PM local time
Submission Deadline	September 19, 2025, 2:00:00 PM local time
Interview Date (tentative)	October 1 and October 2, 2025

The RFP timetable is tentative only and may be changed by the Village at any time. For greater clarity, business days means all days that the Village is open for business.

1.4.2 Site Visit / Pre-Bid Meeting

A pre-bid meeting will be held at the Operations Yard site. Attendance at the meeting is mandatory. Please email Tanveer at tbhandal@islengineering.com to be forwarded an invite to the mandatory site meeting.

1.5 Submission Instructions

1.5.1 Submission of Proposals

Proposals must be submitted electronically through the bidding system at:

https://bcbid.gov.bc.ca/page.aspx/en/rfp/request_browse_public

Submissions by other methods will not be accepted.

In the event of any technical issues, proponents should contact the bidding system's technical support at: bcbid@gov.bc.ca

1.5.2 Proposals to be Submitted on Time

Proposals must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of proposals shall be determined by the bidding system web clock. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is received by the bidding system, not when a proposal is submitted by a proponent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Proponents submitting near the Submission Deadline do so at their own risk.

The bidding system will send a confirmation email to the proponent advising when the proposal was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately at: bcbid@gov.bc.ca

1.5.3 Addenda and Acknowledgement of Addenda

It is the responsibility of the proponent to have received all addenda to this RFP issued by the Village through the bidding system. Addenda will typically be issued through the bidding system at least forty-eight (48) hours prior to the Submission Deadline. However, in some cases it may be necessary for the Village to issue an addendum within the forty-eight (48) hours prior to the Submission Deadline. In such cases the addendum will include an extension of the Submission Deadline.

The onus is on the proponents to check the bidding system for addenda up until the Submission Deadline.

1.5.4 Addenda Process in Electronic Submissions

Proponents shall acknowledge receipt of any addenda through the bidding system by checking a box for each addendum and any applicable attachment.

It is the responsibility of the proponent to have received all Addenda that are issued. Proponents should check the bidding system prior to submitting their proposal and up until Submission Deadline in the event additional addenda are issued.

If a proponent submits their proposal prior to the Submission Deadline and any addenda have been issued after the proposal has been submitted, the bidding system shall automatically WITHDRAW the proposal submission, and the proposal status will change to an INCOMPLETE STATUS. The proponent can view this status change in the 'MY BIDS' Section of the bidding system. INCOMPLETE STATUS means that the proposal has not been submitted and will not be evaluated by the Village.

The proponent is solely responsible to:

- Make any required adjustments to their proposal; and
- acknowledge the addenda; and
- Ensure the re-submitted proposal is RECEIVED by the bidding system no later than the stated Submission Deadline.

The proponent accepts complete liability for ensuring the completeness of their proposal until the Submission Deadline. The Village will not be responsible for the withdrawal of a proposal due to the proponent's failure to acknowledge any addenda issued prior to the Submission Deadline.

1.5.5 Proposals to be Submitted in Prescribed Format

Proposal materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

1.5.6 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the amended proposal is received by the bidding system by the Submission Deadline.

1.5.7 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, proponents may withdraw a submitted proposal through the bidding system. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the Village through the bidding system and must be signed by an authorized representative of the proponent.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The Village of Anmore will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements the proposal will be rejected. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix B).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The Village will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix B) have been met. If a proposal fails to satisfy all of the mandatory technical requirements the proposal will be rejected.

2.3.2 Non-Price Rated Criteria

The Village will evaluate each qualified proposal on the basis of the non-price rated criteria as set out under Evaluation Criteria in Section F of the RFP Particulars (Appendix B).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Section G of the RFP Particulars (Appendix B). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

In the event that a proponent's pricing appears to be abnormally low in relation to the Deliverables, the Village may require the proponent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the proponent is unable to satisfactorily account for the abnormally low pricing, the Village may reject the proposal. The Village may also reject any proposal that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, "front-loaded" pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the Village. In the event of a tie, the selected proponent will be the proponent with the highest score in the Interview.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Village or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Village and the selected proponent. Negotiations may include requests by the Village for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Village for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The Village intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Village invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Village may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations, or until the Village elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A proponent who submits conditions, options, variations, or contingent statements either as part of its proposal or after receiving notice of selection, may be disqualified.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the Village may consider the proponent's past performance or conduct on previous contracts with the Village or other institutions.

3.1.5 Information in RFP Only an Estimate

The Village and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the Village

The Village will not return the proposal, or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The Village makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Village may contract with others for

goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing through the bidding system on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Village is under no obligation to provide additional information, and the Village is not responsible for any information provided by or obtained from any source other than the bidding system. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. The Village is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Village, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Village.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Village determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Village may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, the Village may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The Village may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the Village and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

3.3.2 Debriefing

The Village will not be hosting any debriefs for this RFP.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of the Village in the preparation of its proposal that is not available to other proponents;
 - (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent’s other commitments, relationships, or financial interests:
 - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
 - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The Village may disqualify a proponent for any conduct, situation, or circumstances, determined by the Village, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the Village may be precluded from participating in the RFP process in instances where the Village has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

The Village may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into if the Village determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the **Conflict-of-Interest declaration** set out in the Submission Form (Appendix C).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission by submitting a question per 1.2 RFP Contact and Proponent Questions.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Village; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Supplier Suspension

The Village may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the Village, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the Village will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by the Village in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of the Village and *Freedom of Information and Protection Act* (“FOIP Act”)

All information provided by or obtained from the Village in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Village and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Village; and
- (d) must be returned by the proponent to the Village immediately upon the request of the Village.

All proposals submitted to the Village become the property of the Village in their entirety. Submissions and the information contained within will be held in confidence as much as is reasonably possible and subject to the disclosure provisions contained in the *Freedom of Information and Protection of Privacy Act* (“FOIP Act”). The selected proponent acknowledges that the *FOIP Act* applies to all information or records, as defined in the *FOIP Act*, which are collected or created for the purposes of the Agreement and within the selected proponent’s custody or control.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Village. The confidentiality of such information will be maintained by the Village, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Village to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted per 1.2 RFP Contact and Proponent Questions.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Village will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Village by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Village to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The Village may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – FORM OF AGREEMENT

Attached in the document section of this opportunity located in the bidding system

- Pricing Excel Sheet
- Draft CCDC 30 – 2025 (referenced by name)
- CCDC 30 Schedules A to G – 2025 (referenced by name)

[End of Appendix A]

APPENDIX B – RFP PARTICULARS

A. THE DELIVERABLES

General Contractor Services

1.0 Project Background and Description

1.0.1 The Village has a need for an operations yard that includes rearranging their storage and laydown locations, along with regrading, new servicing (electrical, natural gas, watermain) and constructing the new public works building. The building will be for parking equipment and hosting office space on a mezzanine floor with general storage below.

1.1 Project Scope and Phasing of the Services

The general contractor's services are required to complete the initial Validation Report which will include using studies and reports prepared by consultants and the trade partners to prepare a detailed design and construction execution plan complete with cost for the new operations yard. This Validation Report will be used by the Village to procure sufficient funds and contingency to begin the construction phase. The general contractor, and selected trade partners/subtrades, will then execute on the design and construction plan of the work to build the final agreed upon configuration of the facility.

1.1.1 A Statement of Conditions of Satisfaction will be developed collectively

As an IPD project, a statement of conditions of satisfaction will be developed jointly with all IPD partners to the project along with the team values and charter.

1.1.2. This Project will be divided into the following stages of Design Services and Work. Refer to Section 2, Summary of IPD Team Services, Project Phases, of the CCDC 30 2025 IPD Contract Form for further details:

Pre-Validation Phase:

Participation in acquiring additional IPD team members; including evaluation of submissions and attending interviews.

Phase 1 – Validation Phase, includes but not limited to:

- .1 Onboarding of other IPD Team members as agreed by all parties;
- .2 IPD Team Big Room fit-up;
- .3 Detailed requirements analysis;
- .4 Options analysis;
- .5 Geotechnical investigations
- .6 Any additional investigations required to finalize base cost
- .7 Develop the BIM Execution Plan;
- .8 Set Base Design or Preferred option selection and development;
- .9 Validation Report;
- .10 Develop the Task Matrix.
- .11 Sustainability – adherence to the Village's Sustainability Policy;
- .12 FF&E if any
- .13 Moving Services if any;

- .14 IT Infrastructure Design; and
- .15 Building Execution/Commissioning Plan

Phase 2 – Design/Procurement Phase; includes but not limited to:

- .1 Design Services; and
- .2 Procurement of long lead delivery items or sub-trade packages or any other procurement that advances the project.
- .3 Providing documentation to address requirements of Development Permit and Building Permit; and all the regulatory requirements.

Phase 3 – Construction Phase; includes but not limited to:

- .1 Complete the remainder of the Design Services;
- .2 Procure the remainder of the sub-consultants, subcontractors and suppliers;
- .3 Construction;
- .4 Commissioning;
- .5 Completion of final construction documents including as-builts and operation and maintenance manuals

Phase 4 – Warranty Phase; includes but not limited to:

- .1 Address deficiencies;
- .2 Respond to warranty issues in a timely manner; and
- .3 Project financial close-out.

2.0 Contractor Duties

2.0.1 In performing the Services, the general contractor shall:

- a) supply all labour, equipment, materials and other services and things necessary to perform the Services in accordance with this Contract.
- b) perform promptly all its obligations under this Contract.
- c) act honestly and in good faith in the performance of its obligations under this Contract and in its dealings with the Village.
- d) exercise that degree of professional care, skill, and diligence required according to generally accepted professional consulting standards; and
- e) pay all costs and expenses whatsoever associated with performing the Services and its other obligations under this Contract.
- f) target value delivery.

2.0.2 The Village will provide, upon request from the IPD General Contractor, any information or data that is pertinent to and identified in the performance of the Services of this Contract.

3.0 Project Schedule

3.0.1 The project is expected to commence as soon as possible, with a targeted completion date in early 2027.

B. MATERIAL DISCLOSURES

1. The Village has committed \$900,000 CAD for this project in its entirety. This amount is to cover all project costs including but not limited to Validation, Design, Procurement, Construction, Contingency and any other related cash allowances to facilitate the design,

construction and commissioning of this Operations Yard including possible offsite improvements related to this project.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix C)

Proponents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information in accordance with the instructions provided in the bidding system.

2. Pricing

Each proposal must include pricing information that complies with the instructions set out below in Section G of this Appendix B.

3. Other Mandatory Submission Requirements

Proponents shall provide response to each for the following sections in their proposal. Refer to Section F Evaluation Criteria for additional information

- IPD Partner Team
- Experience and Capabilities
- Proposed Project Delivery and Collaboration
- Value Added and Innovative Practices
- Business License; The Contractor will at all times during the Term be in possession of a valid business license issued to it by Village of Anmore.
- Provide Evidence of General Liability Insurance

A proponent shall provide evidence of insurance General Liability Insurance coverage of at least \$2,000,000 and shall be in the form of a complete certificate. Please list in detail what is covered by the General Liability policy.

Proof of WCB

Provide a clearance letter from WCB confirming that they are in good standing for British Columbia.

D. MANDATORY TECHNICAL REQUIREMENTS

To be completed in the bidding system

E. PRE-CONDITIONS OF AWARD

- Village of Anmore Business License
- Certificate of Insurance of General Liability naming the Village of Anmore and its Contractors as insured.
- WCB in Good Standing

Provide a clearance letter form WCB confirming that they are in good standing for British Columbia.

F. EVALUATION CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP.

In the selection of the successful Proponent for this Project, the Village will use a two-phase evaluation approach.

The Village intends to invite up to three highest evaluated proponents from Phase 1 to Phase 2. The Village of Anmore reserves the right to interview fewer or additional proponents if the scoring value is deemed to be in the best interest of the project.

#	Phase 1 Evaluated Criteria	Weighting (%)
1	Pricing	10
2	IPD Project Team Structure and Commitment	20
3	Experience and Capabilities Project Delivery and Collaboration	35
4	Value Added and Innovative Practices	10
Total Points for Phase 1		75

Phase 2 will consist of short-listed proponent interviews.

At the discretion of the Village, up to two proponent interviews to evaluate the Proponent's ability to successfully contribute to a collaborative environment will be conducted (if required).

#	Phase 2 Evaluated Criteria	Weighting (%)
5	Interview	25
Total points for Phase 2		25
Total Overall Score (Phase 1 + Phase 2)		100

The Total of Phase 1 will be added to Phase 2 to result in the Overall Score.

Response to a proponent's submission to each of the Non-Price Rated Criteria will be evaluated by a committee on a scale of 0-5 as outlined in the following table.

Score	Achievement	Criteria
0	No response	Did not respond
1	Poor response	Response is lacking in critical areas and may have a poor chance of success

2	Meets minimum acceptable	Meets some but not all the critical areas and may have a poor chance of success
3	Average	Meets the requirements but does not show more than needed to comply with requirements and may succeed with help
4	Above Average	Above the standard, showed a history of completing projects well above the baseline, has a good chance of being successful
5	Excellent	Exceeds requirements and will add value to the project and is likely to be successful

Proponents should provide the following with

1. Pricing

See Appendix C – Non-Binding Pricing and refer to Section G for required pricing.

2. IPD Project Team Structure and Commitment (no more than 6 pages)

This section should provide a detailed overview of the team structure, organization, and availability of the key team members. Submitters will be evaluated on the quality and fit of their resource plan, with higher scores awarded to those best positioned to support project success. Scoring will also take into account how the resource plan corresponds with the proposed pricing.

- 2.1 Provide a detailed breakdown of the organizational structure, clearly defining the roles and responsibilities of all proposed team members. This includes members of the Senior Management Team (SMT), Project Management Team (PMT), subject matter experts, and field leadership. Demonstrate the qualifications, relevant expertise, and past experience of each team member to substantiate their ability to fulfill their respective roles within the IPD framework.
- 2.2 Provide clarity on in-house capabilities that the Proponent has and outline the scopes of work that would be subcontracted. Indicate what construction solutions are available to assist with execution of this project.
- 2.3 Include professional resumes for all key team members, limited to one page each person.
- 2.4 List each key team member's current commitments and confirm their availability to be dedicated to this project for its full duration. The IPD model requires consistent engagement from all named personnel throughout the lifecycle of the project. Note that any proposed personnel changes must be approved by the Owner in advance "bait and switch" practices will not be accepted.

- 2.5 Include an organizational chart tailored to this project, showing only those team members who will be directly involved and named in the project's fee structure. This chart should reflect clear lines of responsibility and communication

3. Experience, Capabilities, Project Delivery and Collaboration (no more that 10 pages)

- 3.1 Responses will be evaluated based on their completeness and alignment with the criteria outlined below

- 3.2 In this section, the Village aims to assess the corporate experience and qualifications of the proposed General Contractor for the IPD Team. A Proponent should provide

1. brief corporate overview of the General Contractor, including:
2. Year established
3. Legal structure (corporation, partnership, etc.)
4. Gross revenue for the past three years

Note: Joint ventures are not encouraged for this opportunity.

- 3.3 Within approximately five (5) pages, provide a concise description of three (3) projects completed by the General Contractor using a collaborative delivery model. Each project should have been completed within the past 10 years and should align closely with the scope, value, and complexity of this project, Include the following details:

- i) **Delivery Method:** Identify the collaborative delivery model used.
- ii) **Project Description:** Highlight the facilities delivered and their relevance to the current project, especially those related to operational and civic facilities.
- iii) **Budget Performance:** Detail the projected budget, actual construction cost, and your team's contribution to budget optimization. Explain any notable variances.
- iv) **Schedule Management:** Describe two major scheduling challenges encountered and how they were addressed collaboratively.
- v) **References:** Include client contact information (name, title, organization, phone, email, address).

- 3.4 **Collaborative Design Integration:** Describe your process for collaborative design review and how your team added value to the schedule through stakeholder engagement.

- 3.5 **Quality Assurance and Control:** Provide an overview of your QA/QC systems and how they minimize construction errors and rework.

- 3.6 **Technology for Collaboration:** List software tools and technologies used to support real-time collaboration, visualization, and decision-making.

- 3.7 **Cost Control and Change Management:** Explain your approach to maintaining cost certainty while allowing design flexibility, including how you manage scope changes.

4. Value Added and Innovative Practices

Proponents are encouraged to build on the contents of this RFP to describe any value added and innovation practices that they can offer the project that have not been covered by the requirements of this RFP. This includes, but is not limited to:

- highlighting the unique value your firm and team brings to this project, including any innovative approaches or solutions that could enhance the overall outcomes.
- Share any creative ideas, advanced techniques, or innovative methods your team can offer to deliver added value and project efficiencies.

5. Interview

Interviews will be conducted in mid September. They will be up to 1.5 hours in length with some questions and answers to be included. You will be required to give a brief presentation to answer the following questions:

- What added value would you bring to the project compared to other project teams?
- Explain your capacity and availability to meet the Schedule in this RFP
- How do you manage early contractor involvement to accelerate project delivery?
- Identify any unique challenges that might be foreseen for this project
- Why would your firm suit IPD and how will it benefit the project?
- Is the team ready to start immediately?
- Q&A from the interview panel with questions determined subsequent to RFP submissions.

G. PRICE EVALUATION METHOD

Pricing is worth 10 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

Completeness of hourly submission rates and burden rates.

List all items included in the overhead rates. The evaluation will review the completeness of inclusions / exclusions in the overhead list .

Instructions on How to Provide Pricing

- (a) Proponents should submit their pricing information on the fillable form available for download and submission through the bidding system.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST, which should be itemized separately.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

Required Pricing Information

1. Cost and Compensation along with Percentage of Profit (Margin) are to be completed on the fillable form available for download and submission through the bidding system.
2. List all items included/excluded in the overhead rate submitted.

[End of Appendix B]

APPENDIX C – SUBMISSION FORM

(To be completed in the bidding system)

1. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Village and the proponent unless and until the Village and the proponent execute a written agreement for the Deliverables.

2. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

3. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

4. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed in the Disclosure of Communications with Competitors Form, the proponent declares that:

- (a) it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a proposal; or
 - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and

- (b) it has not disclosed details of its proposal to any competitor, and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors Form

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses by completing the Disclosure of Communications with Competitors Form in the bidding system the names of those competitors and the nature of, and reasons for, such communications.

5. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

6. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Village within twelve (12) months prior to the Submission Deadline.

If the **box in the bidding system is left blank**, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, the proponent shall check the box in the bidding system and must set out the details of the actual or potential Conflict of Interest in the bidding system where indicated.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Village to the advisers retained by the Village to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

[End of Appendix C]