



Request for Expressions of Interest
01-2022

FOR LABOUR/CONSTRUCTION SERVICES IN
SANDSPIT, B.C.

Issue date:

June 27, 2022

Closing location:

North Coast Regional District

14 – 342 3rd Avenue West

Prince Rupert, B.C. V8J 1L5

Attention: Daniel Fish, Chief Administrative Officer

Closing date and time (submission deadline):

One (1) complete copy of each expression of interest must be received by 4:00 PM Pacific
Time on July 18, 2022

Contact person:

Name: Daniel Fish

Title: Chief Administrative Officer

Email: cao@ncrdbc.com

Fax: (250) 627-8493

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1. PROJECT OVERVIEW

1.1 Purpose

The North Coast Regional District (NCRD) and the Sandspit Community Hall Committee (SCHC) have been successful in obtaining conditional grant funding to be used toward capital, maintenance and equipment upgrades at the Sandspit Community Hall prior to December 31, 2022.

The purpose of this Request for Expression of Interest (REOI) is to solicit vendors who wish to provide labour/construction services for the completion of capital and maintenance upgrades at the Sandspit Community Hall. More specifically:

1. The installation of:
 - i. T-Bar ceiling,
 - ii. Acoustic ceiling tiles and wall panels,
 - iii. Protective paneling, and
 - iv. New lighting,
2. Repairs and upgrades to:
 - i. HVAC ducts,
 - ii. The roof,
 - iii. The kitchen, and
 - iv. Damaged walls.

1.2 Goals and Objectives

The goal is to identify vendors who are interested in assisting with the works identified above. Based on the responses from the REOI, vendors may be asked to complete a more detailed project proposal and budget.

1.3 Identified Challenges

The major challenge to complete this project by December 31, 2022, is the availability of labour and materials on Haida Gwaii.

1.4 Responsibilities

The vendor shall agree to provide labour/construction services to complete the project work outlined above. The vendor agrees to do so by December 31, 2022

and in compliance with applicable laws and regulations, including adherence to the BC Building Code.

2. EXPRESSION OF INTEREST PROCESS AND VENDOR SUBMISSION REQUIREMENTS

2.1 Contact and Submission Information

Summary of key dates	
Final Date to Submit Questions	July 11, 2022
Expression of Interest Deadline	July 18, 2022

2.2 Questions about the Expression of Interest or Project

Vendors with questions about the EOI should forward them via email to the Chief Administrative Officer indicated in section 2.3. The NCRD will remove all identifying marks from the email and forward the original question, with an answer, to all vendors who registered during the Intent to Submit process. The NCRD will not respond by telephone or in person.

2.3 NCRD Project Contact

Refer all questions, and send all proposal materials to:

Attention: Daniel Fish, CAO
North Coast Regional District
14-342 3rd Avenue West
Prince Rupert, B.C. V8J 1L5
Email: cao@ncrdbc.com

2.4 Submission Requirements

Vendors must submit one (1) electronic copy of their EOI.

One (1) electronic copy is defined as an emailed version of the document in MS Word/Excel/PDF file formats. Other file formats will not be accepted.

3. PROPOSAL CONTENT

All proposals must contain the following content, organized according to the headings in this section.

1. Cover Page
 - Containing legal name, address and contact information.

2. Executive Summary

- Maximum of one (1) page.
- A short summary containing relevant experience, interest in and understanding of the project, project cost and any other value-added information.

3. Project Management

- Name(s) of project management contact(s).

4. **OFFICIAL SIGNATURES**

Include a signed letter from the vendor approving the submission of the EOI and content therein.

4.1 **Next Steps**

The NCRD will follow-up contact with vendors that have submitted a favourable EOI.

5. **CLAIMS**

5.1 **Ownership**

All materials submitted in response to the REOI become the property of the NCRD. Proposals and supporting materials will not be returned to vendors, nor will the NCRD consider any expenses that the vendors may incur in preparing these proposals. All materials submitted will be kept confidential and only reviewed by the NCRD. This information will not be shared with other vendors.

5.2 **Rights to Reject**

The NCRD reserves the right to reject any or all proposals.