

Appendix A: Proposal Response Form

Proponent's Proposal for WATER SERVICE LINE AND CURB STOP UPGRADES

Part I: Instructions for Proponents

Areas for Proponents to enter text are identified with **red text fields**. Click on the field and you can start entering text. The fields should expand to accommodate your text.

Note: This Appendix A Proposal Response Form or a form substantially similar to this template must be prepared and completed to the extent applicable; and must be submitted as the Proponent's Proposal.

This Proposal Response Form includes "Response Guidelines" which are intended to assist Proponents in the development of their Proposals.

The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or, if applicable exceeds the District's expectations with respect to a particular response guideline.

Proposals should not contain links to information that is not set down directly in the Proponent's Proposal. Should this occur, the District may disregard any referred to source of information that is not contained in the Proposal being evaluated.

Please expand any response tables in this Appendix as needed to accommodate Proponent's response. Proponents should not cross reference any answer pertaining to one question in relation to an answer that may be made to a different question.

Proponents should include a detailed response to each of the Response Guidelines using this Appendix A.

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Part 2: Proponent Identification	
Proponent's Legal Name, as well as "Doing Business as Name", if applicable	Proponent: Click here to enter text.
Proponent's Primary Office Address (Add all details relating to the street address. Do not use a P.O. Box)	Proponent: Click here to enter text.
Proponent's Toll-free Telephone Number, if applicable	Proponent: Click here to enter text.
Proponent's Website Address, if applicable	Proponent: Click here to enter text.
Authorized Representative's Name	Proponent: Click here to enter text.
Authorized Representative's Title	Proponent: Click here to enter text.
Authorized Representative's Email Address	Proponent: Click here to enter text.
Authorized Representative's Phone Number	Proponent: Click here to enter text.
Authorized Representative's After-Hours Emergency Number	Proponent: Click here to enter text.

Part 3: Proponent Contact Information	
If the Proponent would like someone other than the authorized representative identified in Part 2 to receive any future communications regarding this Proposal, please identify that person below.	
Proponent Contact's Name	Proponent: Click here to enter text.
Proponent Contact's Title	Proponent: Click here to enter text.
Proponent Contact's email Address	Proponent: Click here to enter text.
Proponent Contact's Phone Number	Proponent: Click here to enter text.
Proponent Contact's Address	Proponent: Click here to enter text.

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Part 4: Service Delivery and Work Plan

Instructions for Proponents:

1. Describe how your workplan for both excavations and landscaping requirements aligns with the specifications required in Appendix C.

Proponent: Click here to enter text. The field will expand to accommodate your text.

2. Specify your estimated delivery time and any potential risks effecting timely delivery and how you plan to mitigate those risks.

Proponent: Click here to enter text. The field will expand to accommodate your text.

3. Outline your communications plan with residents.

Proponent: Click here to enter text. The field will expand to accommodate your text.

4. Describe any environmental considerations your operations incorporate, such as emissions standards or fuel efficiency.

Proponent: Click here to enter text. The field will expand to accommodate your text.

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Part 5: Experience and Qualifications	
Instructions for Proponents:	
In reviewing RFP Responses, the District may consider not only price but the Proponent's experience and qualifications considered essential by the District for the satisfactory completion of the works.	
A) Previous Completed Project with Reference	
Describe the Project providing detailed information on the length and quality of the Proponent in doing similar and relevant work:	
Proponent: Click here to enter text. The field will expand to accommodate your text.	
Reference Contact's Name	Proponent: Click here to enter text.
Reference Contact's Title	Proponent: Click here to enter text.
Reference Contact's email Address	Proponent: Click here to enter text.
Reference Contact's Phone Number	Proponent: Click here to enter text.
B) Previous Completed Project with Reference	
Describe the Project providing detailed information on the length and quality of the Proponent in doing similar and relevant work:	
Proponent: Click here to enter text. The field will expand to accommodate your text.	
Reference Contact's Name	Proponent: Click here to enter text.
Reference Contact's Title	Proponent: Click here to enter text.
Reference Contact's email Address	Proponent: Click here to enter text.
Reference Contact's Phone Number	Proponent: Click here to enter text.
C) Previous Completed Project with Reference	
Describe the Project providing detailed information on the length and quality of the Proponent in doing similar and relevant work:	
Proponent: Click here to enter text. The field will expand to accommodate your text.	
Reference Contact's Name	Proponent: Click here to enter text.
Reference Contact's Title	Proponent: Click here to enter text.
Reference Contact's email Address	Proponent: Click here to enter text.
Reference Contact's Phone Number	Proponent: Click here to enter text.

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Part 6: Price

Instructions for Proponents:

Proponents take note of the following pricing rules and requirements:

- a) Proponent pricing quoted will be taken to mean and deemed to be:
 - i) in Canadian dollars;
 - ii) inclusive of all duties and delivery charges or other costs or expenses that may be incurred with respect to the RFP goods and/or services being delivered to the destination(s) specified by the RFP, and until such delivery as specified in the RFP, all risk of loss and title (if any) remains with the Proponent (as Contractor); and
 - iii) exclusive of any applicable taxes.
- b) In addition, the following rules apply to pricing bid by Proponents:
 - i) Rates should not be expressed as a range. If hourly rates are called for by the RFP, then if any hourly rate is expressed as a range of hourly rates, then and in that event the District will take the lowest numerical value in the range for purposes of evaluation and any resulting Contract.
 - ii) Discounts should not be expressed as a range. If a discount on some stated pricing item(s) is called for by the RFP, then if any discount is expressed as a numerical range, then and in that event the District will take the highest numerical value in the range for purposes of evaluation and any resulting Contract.
 - iii) All pricing bid is required to be unconditional and unqualified. If any pricing bid does not meet this requirement, the Proponent's Proposal may be rejected resulting in the Proponent being eliminated from the RFP competition.
 - iv) Failure to provide pricing where required by the RFP will result in the Proponent's Proposal being rejected resulting in the Proponent being eliminated from the RFP competition.
 - v) A fixed fee should not be expressed as a range. If the RFP calls for a fixed fee to bid and the fixed fee is expressed as a range, then and in that event the District will take the lowest numerical value in the range for purposes of evaluation and any resulting Contract.

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Item	Total Cost (CAD)
Water Service Line (per connection)	\$X,XXX
Water Service Line Total (170 connections)	\$X,XXX
Sanitary Sewer Line (per connection)	\$X,XXX
Sanitary Sewer Line Total (86 connections)	\$X,XXX
Fire Hydrant and Valves (per unit)	\$X,XXX
Fire Hydrant and Valves Total (11 units)	\$X,XXX
Redefining Ditches	\$X,XXX
Redefining Shoulders	\$X,XXX
Culvert Alterations	\$X,XXX
Hauling/Moving of Materials at work site	\$X,XXX
Disposal of old parts and lines	\$X,XXX
Pole holds	\$X,XXX
Excavation and Landscape Works	\$X,XXX
Proponent: Click here to enter text.	\$X,XXX
Proponent: Click here to enter text.	\$X,XXX
Proponent: Click here to enter text.	\$X,XXX
Proponent: Click here to enter text.	\$X,XXX
Proponent: Click here to enter text.	\$X,XXX
Proponent: Click here to enter text.	\$X,XXX
Total	\$X,XXX

Part 6: Pricing Evaluation

Lowest Price of all Proposals

X

Points allocated to
Price

This Proponent's Price

FOIPPA COLLECTION NOTICE

Any personal information (as defined in the *British Columbia Freedom of Information and Protection of Privacy Act* ("FOIPPA")) provided on this Proposal to the Request for Proposals (RFP) is being collected pursuant to section 26(c) of FOIPPA and will be used

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to assess the Proponent's Proposal. If you have any questions about the collection or use of this personal information, please contact:

Corporate Officer, corporate@fortstjames.ca

[END OF APPENDIX A]