



## Instruction to Bidders

**Project:** Strathcona Gardens REC-REATE  
Renovation & Addition to the Strathcona Gardens Recreation Complex

**Owner:** Strathcona Regional District (SRD)

**Construction manager:** Heatherbrae Builders Co. Ltd.  
#140-12371 Horseshoe Way  
Richmond, BC V7A 4X6  
Tel: 604-277-2315  
Fax: 604-277-2311

### 1.0 Proposal Call

1. It is the intent of the proposal call to obtain formal proposals from the proponents receiving Bid documents to construct and complete the scope of work as fully defined in the drawings and specifications, which make up the contract documents for a stipulated price. RFQ documents will be available through Heatherbrae Builders Co. Ltd.

### 2.0 Project Name and Address

1. Strathcona Gardens REC-REATE  
225 S Dogwood Street,  
Campbell River BC, V9W 8C8

### 3.0 Closing Date and Time

1. Proposals will be received by the construction manager no later than **March 21, 2024 at 2:00 p.m. the "closing time"**.
2. Proposals may be submitted in the following ways:  
Deliver Proposals to the address of the construction manager's office, or email to the address below:  
**Attention: Allan Gustafson      Email: [allang@heatherbrae.com](mailto:allang@heatherbrae.com)**
3. Proposals will be opened in private and no formal decision will be made until the construction manager and the Owner have completed a detailed review and evaluation.
4. All Proposals are to be submitted on the Proposal tender form provided.
5. Under no circumstances are the proponents to contact representatives of the owner regarding this Bid.



#### 4.0 Queries

1. If during the preparation of your quotation questions, discrepancies, errors, or omissions are discovered in the contract documents, please refer all such issues in writing to the construction manager. Direct correspondence to the attention of Allan Gustafson at the email address of [allang@heatherbrae.com](mailto:allang@heatherbrae.com).
2. If deemed necessary, an addendum will be issued to all registered parties registered with the Construction Manager.
3. Neither the Owner or construction manager will be responsible for verbal interpretations. Only addenda in writing will be considered in interpretations of the contract documents. Neither the Owner nor Construction Manager shall be responsible for the failure of any bidders to receive and review any such addenda.

#### 5.0 Prequalified Bidders

The following list of bidders have been prequalified for this project related to the scopes identified below:

1. Division 2 Siteworks (Excavation, Backfill, Civil)
  1. Copcan
  2. JR Edgett Excavating
  3. Leighton Contracting
  4. Upland Contracting
2. Division 5 Steel (Structural Steel, Metal Fabrications, Metal Stairs & Railings)
  1. AI Industries
  2. MacDougall Steel Erectors
  3. Whitemud Ironworks
3. Division 21,22,23,25 (Fire Protection, Plumbing, HVAC, Controls) Mechanical
  1. Archie Johnson Plumbing & Heating
  2. Way West Mechanical
  3. CanWest Mechanical
  4. Nelson Roofing & Sheet Metal
4. Division 26,27,28, (Electrical, A/V, Fire Alarm, Security) Electrical
  1. DenMar Electric
  2. Houle Electric
  3. Mazzei Electric
  4. Osprey Electric

#### 6.0 Bid and Contract Documents

1. CCA-1, 2021, stipulated price sub-contract, as amended by supplementary conditions, will be used for this project.

#### 7.0 Examination of Bid Documents

1. Upon receipt of the Bid documents verify the Bid documents are complete; notify the construction manager should the documents be found incomplete or missing.



## 8.0 Site Examination

1. A trade site visit is scheduled for Wednesday March 6th @ 11:00am to give trades the opportunity to view the site and interior spaces that are accessible. Meet at the sidewalk outside the pool entrance. It is recommended that trades familiarize themselves with the surrounding areas, neighbours, and roadways to coordinate any delivery concerns.
2. Claims for additional costs will not be considered with respect to existing conditions which could have been reasonably ascertained by a site examination prior to the closing date.

## 9.0 Unsolicited Alternatives / Substitutions

1. Submit a request for substitutions no later than 7 business days before the closing date.
2. If an unsolicited Alternative is given with a Proposal, it will be assumed the proponent has taken into account all associated costs and included for the changes necessary for the work occurring before and after as part of the unsolicited alternative.

## 10.0 Bonding

All contract values over \$500,000.00 require a Consent of surety, issued by their bonding company specific to this job, to be provided with the quote. In addition, the contractor shall include all costs in their quoted price to supply both Performance Bond and Labour and Material Payment Bond to Heatherbrae Builders.

Obligee is: Heatherbrae Builders Co. Ltd.

1. **Bid Bonds & Consent of Surety**
  1. No bid bond is required with the submission.
  2. A Consent of surety is required with the submission, if the contract value, including GST, is valued at over \$500,000.00. Contractors to include the costs to provide to Heatherbrae in their contract amount.
2. **Performance and Labour and Material Payment Bonds**
  1. Both Performance and Labour & Material Payment Bonds are required for this submission, if the contract value, including GST, is valued at over \$500,000.00. Contractors to include the costs to provide to Heatherbrae in their contract amount.

## 11.0 Insurance

1. A course of construction “all-risk policy” and a wrap-up General Liability policy will be in place for this project. Contractors are required to carry their own company’s insurance as required in the CCA-1, 2021, and as amended by supplementary conditions.
2. If the contractor, or their insurer, deems this policy to be insufficient, the contractor shall make allowances for any additional insurance costs that affect them.

## 12.0 Worksafe B.C. and Site Safety

1. The successful Contractor shall provide evidence of WSBC compliance in good standing within 30 working days of receiving a notice of award.
2. All invoices shall come with a WSBC Clearance letter.
3. Contractors are to include for the following safety provisions:



1. A full copy of the company OHS manual; MSDS sheets for materials to be delivered on site; and copies of all site-specific control plans related to the work of their trade.
2. All Contractors are required to supply all PPE to their workers.
  - 12.3.2.1 All equipment must have manuals, service records, and inspection documentation available upon request.
3. Submit a phone contact list of their supervisor, foreman, and safety officer.
4. All employees working on site require minimum current hearing cards and WHIMS card before orientation.
5. Weekly toolbox safety meeting minutes are to be submitted to site safety officer no later than Tuesday of each and every week.
6. As part of the Heatherbrae orientation, a mask fit test of all Contractor employees will be conducted and documented on site for the required trades.

### **13.0 Duration of Offer**

1. Quotations shall be open for acceptance for 90 calendar days.

### **14.0 Schedule**

1. The project is expected to commence June, 2024. The new Recreation Centre has three phases outlined in the documents:
  1. Phase 1 will be the building of the new Natatorium aquatic space. At completion of phase 1 a temporary entrance will be made for the new aquatic centre.
  2. Phase 2 will be the demolition of the existing aquatic space and building a new recreation space. Existing lap pool natatorium to be renovated into a new recreation space
  3. Phase 3 will be the removal of the temporary aquatic entrance and converting it to a meeting room, as well as renovations to the circulation area.
2. The new aquatic centre (Phase 1) will be turned over for the owner to use in the month of February 2026 (20month duration). Demolition of the original aquatic centre (Phase 2) and building the new recreation space will be completed in the month of August 2026 (6 month duration). Phase 3 will be completed in the month of September 2026 (1month).
3. Contractors are to provide their expected duration of their work on the tender form or quotation.
4. Heatherbrae will put together the detailed project construction schedule after the tender period but before construction start.

### **15.0 Notice of Award**

1. The Owner/ Construction Manager reserves the full right, in its sole discretion and according to its own judgment of its best interest, to:
  1. Reject any or all trade quotations.
  2. Consider any trade quote that is incomplete, conditional, obscure, or contains alterations and/or irregularities to be non-responsive.
  3. Waive any defect or deficiency in a trade quotation which does not materially affect the quote or the quotation price relative to other trade quotes and accept that trade quote.



**HEATHERBRAE BUILDERS CO. LTD.**

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4. Accept any trade quotation it considers advantageous. The lowest priced trade quote will not necessarily be accepted.
  5. Reject any trade quote which does not confirm acceptance of the project schedule as outlined by the construction manager.
  6. The Owner may, prior to and/or after contract award, negotiate changes to the scope of work, the materials, the specifications or any conditions with the low trade quotation or any one or more of the trade quotations without having any duty or obligation to advise any other trade quotations or to allow them to vary their trade quotation prices as a result of changes to the scope of the work, the materials, the specifications or any conditions.
  7. The Owner and Heatherbrae Builders shall have no liability to any other trade quote as a result of such negotiations or modifications.
2. The following is a list of criteria, in no specific order, the construction manager will use to advise the owner which trade contract is acceptable to use:
1. Contract Value.
  2. Schedule to complete their work, and able to meet the overall construction schedule.
  3. Qualifications made by the trade quote.
  4. Workforce capability to complete the contract work.
  5. Local workforce.
  6. Bonding & Insurance capabilities.
  7. Past Project history experiences with similar projects
  8. References if requested by the construction manager.

**16.0 Separate List of Prices**

1. Refer to the quotation documents for details of separate prices.

**17.0 Parking and Identification**

1. Only workers with approved I.D. will be permitted on site.
2. Signs will not be posted on site without written approval by the Owner.
3. Parking costs will be each individual Contractor's responsibility.

**18.0 Taxes**

1. Proponents should exclude GST as a value added tax. All other taxes should be included in the price.

End of Section