

**Town of Lake Cowichan  
Request for Proposal  
"COLUMBARIUM – PHASE 1"**

The Town of Lake Cowichan is seeking proposals from qualified proponents for the construction and installation of columbarium units in accordance with the Request for Proposal (RFP). This Request for Proposal (RFP) describes the services involved and the process for selecting the firm to be awarded a contract.

Sealed tenders clearly marked "Columbarium – Phase 1" will be received by the Town of Lake Cowichan up to 4:00 pm, Friday, April 27, 2018 at:

39 South Shore Road  
PO Box 860,  
Lake Cowichan, B.C.  
V0R 2G0

No responses will be accepted via facsimile or email.

The Town reserves the right to reject any or all bids.

**REQUEST FOR PROPOSALS  
SUPPLY AND DELIVERY OF COLUMBARIUM FOR  
THE TOWN OF LAKE COWICHAN**

**Opportunity**

The Town of Lake Cowichan is requesting proposals for the services of a qualified vendor to design, construct and supply, and install on site Phase 1 of the Columbarium project at the River's Edge Memorial Garden located in Lake Cowichan, B.C.

**Background**

The River's Edge Memorial Garden will serve the residents of the Town of Lake Cowichan with an existing population of 3,000 people and an outlying area serving an additional 3,000 residents.

The columbarium cemetery was registered under the Town of Lake Cowichan in 2017 and continues to be under the direction of the Town of Lake Cowichan today.

The nature of this project shall be to provide and install, including a pile foundation, a minimum of 36 niche pre-constructed columbarium units. Proposals that show the capability to integrate or expand with other proposed units thereafter will be helpful.

**Design Criteria**

Criteria that will be considered for the purposes of evaluating proposal submission include:

- Offer a lay-out design that will enhance or contribute to the cemetery and be marketable to the community we serve (see Attachment "A" for the map of proposed columbarium location);
- The Vendor will supply photographs or artists' renditions of the finished columbarium;
- To provide one or more columbarium units each with a minimum of 36 niches;
- The unit must have an independent base measuring at least 4" high;
- Detailed drawings that include the recommended layout and coloured photographs of proposed units for first and subsequent units (similar niche allotments);
- Timelines for the construction and installation;
- Supply all necessary drawings for the foundation work of future phases;
- The minimum interior niche dimensions shall be 12" wide x 12" high x 12" deep. To ensure the finished product is top quality, all stonework must be fabricated by skilled trade personnel and shall be solid, free of cracks or chips, and uniform in color. All exterior walls shall be made of marble or granite that is not less than six (6) inches in thickness;
- The niches shall have an inside dimension of at least 12" x 12" x 12" and be constructed of granite;
- The outside of the niche shall be able to support scribing or bronze monument, interchangeable covers attached with tamper proof screws and hidden locking mechanisms. Three additional covers shall be supplied; and
- Proponent shall describe the method proposed for identifying individual niches.

Specification documents should detail interior and exterior measurements of the completed structure and of each component part. Specifications should detail the materials (including

types of metal and types of stone, where applicable) that would be used for each component part. Specifications will describe, where appropriate, how the component pieces are attached, bolted, adhered, or connected to one another in order to form the finished structure. Specifications will include the number of columbarium spaces that would be available in the finished product.

### **Warranty and Service**

- Five (5) year warranty on material and workmanship under normal use to apply;
- If extended warranty is available, please detail costs and coverage as an option;
- Other warranty details;
- Parts and services availability;
- Manuals – 2 hard copies with electronic copy to follow; and
- Listing of replacement parts and costs.

### **Proposal Expenditures**

The Town will not reimburse any proponent for any costs related to the preparation of a proposal response to this RFP. Without foregoing any generalities, this shall extend to any onsite review, presentations, and any supplemental information provided, and shall also extend to subsequent negotiations, if any, with the Town.

### **Acceptance of Bid**

If the proponent's bid is accepted, the proponent agrees to execute a contractual agreement with the Town to undertake the scope of work (as defined in this RFP) within 30 (thirty) days of Notice of Award to the successful proponent.

### **Binding Agreement**

All proposals shall be final and binding on the proponent for a period of 60 (sixty) days from the closing date and time and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Town.

### **Related Experience/Professional References**

Proponents must provide examples that substantiate their respective experience on similar municipal works. The proponent shall list their experience, work of a similar nature, and any other pertinent information; they may also submit additional project-related information as an appendix to the RFP. The proponent is advised that the Town may, at its discretion, contact any and all individuals listed as professional references for the purposes of evaluating the proponent's capabilities to undertake the scope of work proposed in this RFP.

### **Proposal Details**

All bidders must provide the following:

- Name of business;
- Name of Primary Contact; and
- Detailed unit costing.

### **WorkSafe and Insurance Requirements**

The successful proponent will be required to provide a certificate of general public liability insurance in the amount of \$2,000,000.00 with the Town named as additional insured upon acceptance of the proposal. The successful proponent will also be required to provide proof of WorkSafe B. C. Coverage upon acceptance of the proposal.

### **No-Sub Contracting**

The successful proponent shall not sub-contract any part of the contractual agreement or any interest in the project except as approved by the Town.

### **Payment**

The successful proponent may invoice the Town for work in progress of completed items i.e. approval of design c/w drawings for Phases 1 to 3 inclusive, completion of factory construction and shipping to site and final approved installation. Invoices shall identify all applicable taxes as separate costs.

### **Maintenance Period**

The successful proponent at their own expense, shall promptly correct defects or deficiencies in the work that appear prior to and during the period of one year from the issuance of final payment. The Town shall promptly give the Proponent written notice of observed defects or deficiencies.

The foundation, site work and landscaping are not included on this RFP.

Vendor will guarantee the construction for at least three (3) years.

### **CONTRACT**

The Vendor will be required to sign a contract with the Town relating to the work to be performed. Such contract shall include, but is not limited to, the following articles: method of compensation, time of performance, specifications of the equipment, duties of the vendor, termination of the contract, ownership of material, changes, submission of material, and obligations of the Town.

### **SELECTION**

The selection of the Vendor will be based upon total cost of the project, ability to meet required and preferred specifications, project team qualifications, demonstrated knowledge and experience, customer service, and willingness to meet time requirements. The Town reserves the right to request an interview/demonstration if necessary to make a selection.

In making a proposal, the Vendor hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

Town staff will review all proposals. Final selection of the consultant will be made by Town Staff and authorized, via contract award, by Town Council.

By the act of submitting its proposal, the Bidder waives any right to contest in any legal proceeding or action the right of the Town of Lake Cowichan to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Town of Lake Cowichan deems appropriate. Without limiting the generality of the foregoing, the Town of Lake Cowichan may consider any factor besides price and capability of the Vendor to perform the work that it deems appropriate.

The Town of Lake Cowichan reserves the right to select, in its own best judgment, which firm it deems most qualified to complete this project. The Town of Lake Cowichan may select or reject any or all proposals and are not bound to accept the proposal with the lowest price.

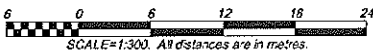
**PROPOSALS**

Written (not electronic) proposals must be submitted to Town of Lake Cowichan, Attn: Joseph A. Fernandez, Chief Administrative Officer, Town of Lake Cowichan, PO Box 860, 39 South Shore Road until 4:00 p.m., Local time, April 27<sup>th</sup>, 2018. Three (3) printed (non-electronic) copies of each proposal should be placed in a sealed package or envelope and marked "Columbarium – Phase 1".

# ATTACHMENT "A"

## Map of Proposed Columbarium Location

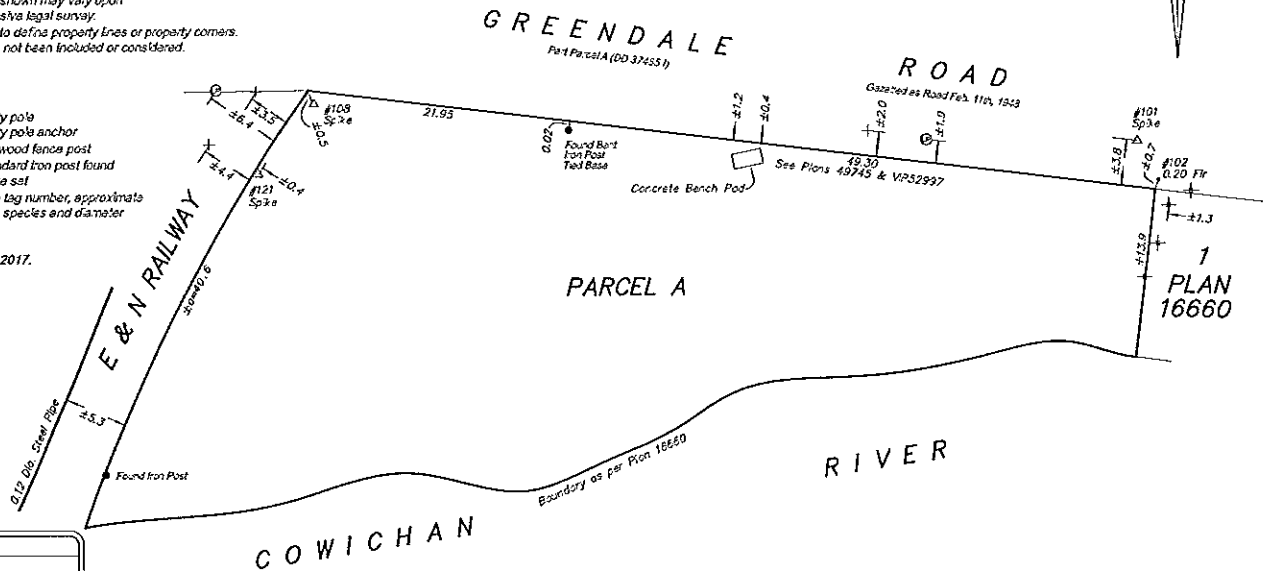
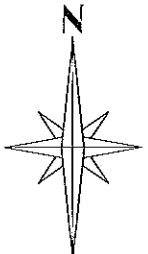
### SITE PLAN OF PARCEL A (CA5982050), SECTION 6, RENFREW DISTRICT, PLAN 16660.



**NOTE:**  
 Lot dimensions shown are based upon Land Title & Survey Authority records and are subject to vary upon legal survey.  
 Lot dimensions and offsets shown may vary upon completion of a comprehensive legal survey.  
 This plan shall not be used to define property lines or property corners.  
 Unregistered interests have not been included or considered.

- LEGEND**
- ⊙ Denotes utility pole
  - + Denotes utility pole anchor
  - ⊕ Denotes old wood fence post
  - Denotes standard iron post found
  - △ Denotes spike sat
  - #102 Denotes tree tag number, approximate tree location, species and diameter
  - 0.35 Trees

Field survey dated July 27, 2017.



File: LC-TOLC-PL1  
 Date: July 31, 2017  
**Island Land Surveying Ltd.**  
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 Victoria B.C. V9B 4X1  
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 www.islandsurveying.ca