



CORPORATION OF THE VILLAGE OF POUCE COUPE

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REQUEST FOR PROPOSAL (RFP)

Design, Supply and Installation of Wheelchair Ramp at Pouce Coupe Post Office

Issued by:

Corporation of the Village of Pouce Coupe
5011 – 49th Avenue, Pouce Coupe, BC

Contact: Chad Deveau, Director of Public Works

Email: cdeveau@poucecoupe.ca | Phone: 250-784-6889

1. Purpose

The Village of Pouce Coupe (the “Village”) invites qualified contractors to submit proposals for the design, supply and installation of a wheelchair ramp at the Pouce Coupe Post Office, as described in the Scope of Work.

The Scope of Work sets out the minimum requirements of the Village. A person or company that submits a Proposal (the “Contractor”) shall prepare a Proposal that meets the minimum requirements and may, at its discretion, propose goods, services, materials or terms that exceed the minimum requirements.

2. RFP Details

File Number: RFP 2026-03

Issue Date: August 20, 2026

Closing Date & Time: September 3, 2026 at 10:00 A.M. Pacific Time

Submission Method:

Proposals must be submitted electronically via email to cdeveau@poucecoupe.ca prior to the closing date & time.

RFP Contact:

Chad Deveau, Director of Public Works

Village of Pouce Coupe

Email: cdeveau@poucecoupe.ca

3. Inquiries

All inquiries regarding this RFP shall be directed in writing to the person identified above (the “Director of Public Works”). Information obtained from any person or source other than the Director of Public Works shall not be relied upon.

Contractors finding discrepancies or omissions in the RFP or having doubts as to the meaning or intent of any provision shall immediately notify the Director of Public Works in writing. Where appropriate, the Village may issue a written addendum.

4. Addenda

If the Village determines that an amendment to this RFP is required, the Village will issue a written addendum by posting it on the BC Bid website at www.bcbid.gov.bc.ca and the Village website at www.poucecoupe.ca (collectively, the “Websites”). Upon

posting, each addendum shall form part of this RFP. It is the responsibility of Contractors to check the Websites for addenda. The only way this RFP may be amended is by a formal addendum issued by the Village.

No other communication, whether written or oral, from any person shall affect or modify the terms of this RFP or may be relied upon by any Contractor. By submitting a Proposal, the Contractor is deemed to have received, accepted and understood this RFP, including all addenda.

5. No Contract

This RFP is simply an invitation for Proposals (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFP or the submission of Proposals.

The Village may negotiate changes to any terms of a Proposal, including terms in the “Scope of Work” and pricing, and may negotiate with one or more Contractors, or may at any time invite or permit the submission of Proposals (including prices and terms) from other parties who have not submitted Proposals.

The Village reserves the right to cancel this RFP without awarding a contract or to cancel and reissue the procurement process if it is determined to be in the Village’s best interest.

The Village may, at any time, request clarification or additional information from one or more proponents and may waive minor informalities or irregularities where doing so is in the Village’s best interest.

This work is dependent in part on grant funding, and the Village reserves the right to pursue an alternative direction, or elect not to proceed with the project if the funding application for the scope of work is unsuccessful.

6. Project Requirements

The successful Contractor will be designated as the Prime Contractor and shall be responsible for the safe execution of the Work under its contract.

This includes all required traffic and pedestrian control, maintenance of safe access to the Post Office during construction, safety plans, hazard assessments, site supervision, signage, barricades, and any other measures necessary to protect workers and the public.

The Contractor is responsible for identifying and obtaining any permits or approvals required for its work methods or traffic-control arrangements and for coordinating traffic-control requirements with the applicable road authority where necessary.

7. Contractor Submission Requirements

- Company name and address.
- Contact person and contact information.
- Proof of WorkSafeBC registration.

- Proof of Commercial General Liability Insurance with minimum coverage of \$5,000,000.
- Signed Proposal by authorized representative.
- Minimum of two references for similar projects completed within the last five (5) years.

8. Proposal Requirements

- Proposed ramp and landing material.
- Drawing or sketch showing the proposed layout, dimensions and materials.
- Ramp slope, width, landing dimensions, handrail and guard heights.
- Anchoring method.
- Proposed construction timeline.
- Warranty information.

9. Pricing

Proposal pricing must include, at a minimum, the following components:

- Mobilization and demobilization costs.
- Demolition, removal, and disposal costs of existing wheelchair ramp.
- Supply and installation costs of the proposed wheelchair ramp system.
- Supply and installation costs of concrete landing pad.
- Site restoration and landscaping costs.

Pricing submitted must note the following:

- Total project price, with subtotals for design costs and construction costs noted separately.
- Taxes must be shown separately.
- Pricing must remain valid for a minimum of 30 days.
- Proposals must be submitted in Canadian dollars.

Pricing shall include all labour, materials, equipment, disposal, permits, supervision, and all other costs necessary to complete the Work. All work shall be completed in accordance with applicable building codes, occupational health and safety legislation, and accepted industry standards.

Engineered drawings may be proposed and costed as a separate project component to construction of the improvements specified herein.

10. Payment Terms

Payment will be issued upon receipt of a valid invoice following substantial completion, final inspection and acceptance by the Village, and receipt of all required documentation, including warranty information, WorkSafeBC clearance and any applicable inspection reports.

11. Terms & Conditions

1. The Village reserves the right, in its sole discretion, to accept or reject any or all Proposals, to waive informalities or minor irregularities in proposals, and to accept the Proposal deemed most advantageous to the Village.
2. The lowest priced Proposal will not necessarily be accepted.

3. Proposals must remain valid and irrevocable for a period of thirty (30) days following the closing date.
4. The Contractor is responsible for ensuring that all installed ramp, landing and associated components are properly integrated, functional, and that the installation does not void any applicable manufacturer warranties.
5. All costs incurred by Contractors in the preparation and submission of Proposals shall be borne solely by the Contractor.
6. The Village reserves the right to cancel, amend, or reissue this RFP at any time prior to contract award.
7. The Village will not be responsible for any costs incurred by Contractors due to errors, omissions, or misinterpretations of the RFP requirements.
8. Contractors must disclose any actual or potential conflict of interest that may arise in connection with this procurement.

12. Warranty

The successful Contractor shall provide a minimum one-year warranty on all workmanship, commencing on the date of substantial completion, in addition to all applicable manufacturer warranties.

13. Completion Deadline

All work must be substantially completed by October 30, 2026, unless otherwise approved in writing by the Village.

14. Site Visit

Contractors interested in submitting a proposal are encouraged to attend a site visit prior to submitting their proposal. Site visits can be scheduled by contacting Chad Deveau at cdeveau@poucecoupe.ca to set up a site visit.

15. Scope of Work

The scope of work includes, but is not limited to, the following:

- Complete site measurements, verify existing conditions and design a code-compliant wheelchair ramp and landing system suitable for the site.
- The design shall include:
 - No impacts to existing drainage on the site;
 - Include a solid, slip resistant surface for the ramp (rather than the metal grating surface currently in place);
- The Contractor shall be responsible for verifying all field dimensions and existing site conditions prior to commencing fabrication or construction.
- Obtain any required permits and approvals.
- Provide design drawings to the Village for review and approval prior to fabrication or construction.
- Remove and dispose of the existing wheelchair ramp and concrete landing pad.
- Supply and install ramp, landing, handrails, guards, foundations and anchoring.
- Ensure the existing Post Office water shutoff remains accessible throughout construction and upon project completion.
- Supply, install and compact granular base where new concrete installation is required.
- Disposal of all waste materials generated by the Work.
- Protect existing utilities and infrastructure.

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- Complete landscaping and site clean-up.
- Coordinate final inspection and acceptance with the Village.
- Provide and maintain traffic and pedestrian control to safely complete the work.
- Saw cutting to prevent damage to adjacent sidewalk portions.
- Supply and install reinforcing materials where required.
- Obtain BC 1 Call utility locates prior to commencing excavation work.
- Provide record drawings (if design differs from submitted drawings), warranties and maintenance information at completion.
- Restore all disturbed areas to equal or better conditions than existed prior to construction.

Access to the Post Office must be maintained through the course of construction.

Where professional engineering or other professional design services are not required for compliance with applicable requirements, engineered drawings may be proposed and costed as a separate optional project component. Any professional services required for the Work to comply with applicable requirements shall be included in the Contractor's Proposal.

The Contractor is responsible for determining and complying with all applicable building code, accessibility, permit, and approval requirements and for determining whether professional engineering, architectural, or other professional design services are required for the Work. Any review or approval of drawings or other submissions by the Village is for the Village's purposes only and does not relieve the Contractor of responsibility for the adequacy, compliance, or performance of its design or Work.

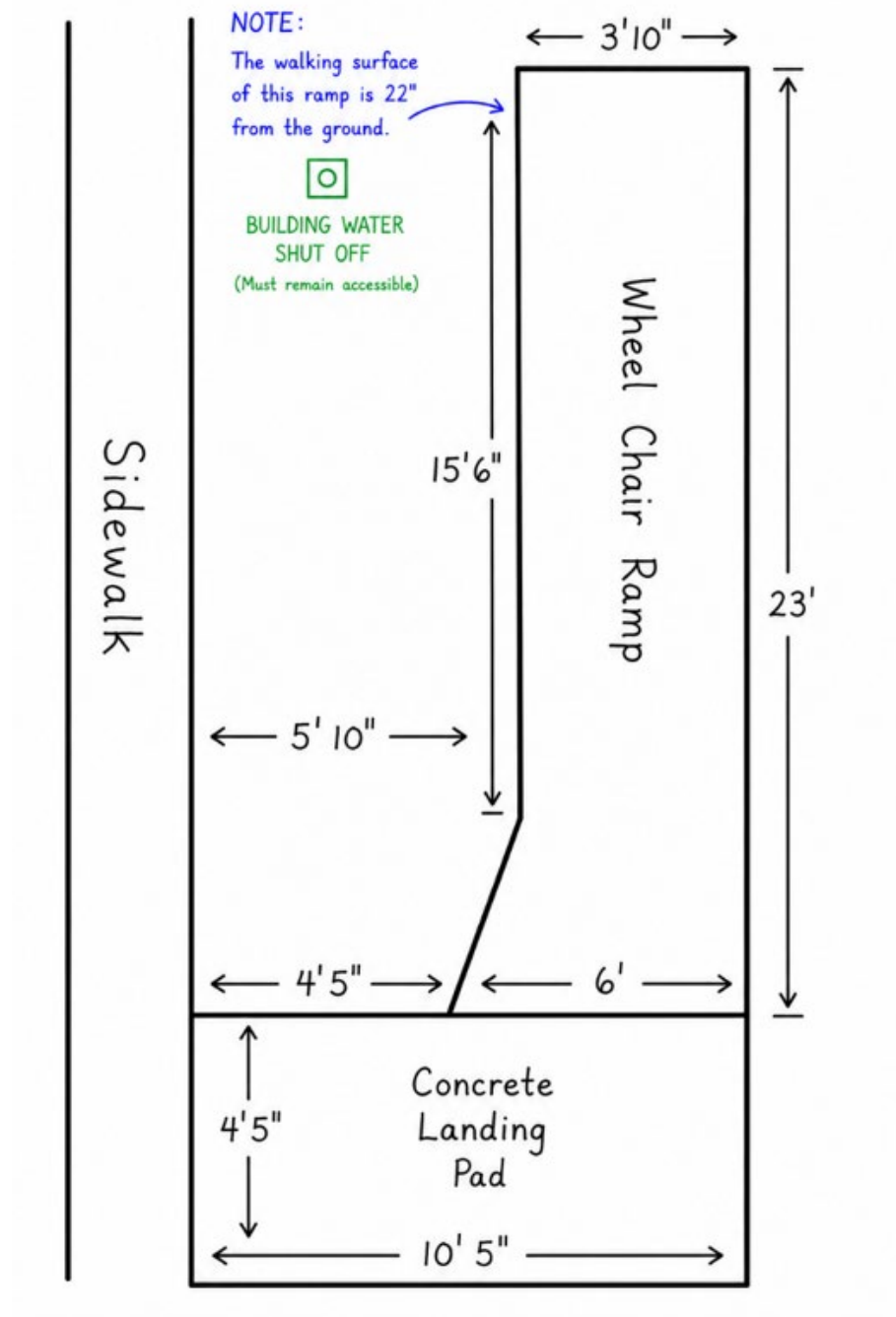
16. Evaluation

The Village reserves the right to award the contract to the Contractor whose proposal is determined to provide the best overall value, considering price, experience, schedule, technical design and compliance, and ability to complete the work within the required timeframe. The lowest Proposal will not necessarily be accepted.

Criteria	Weight
Proposed Price	40%
Technical Design and Compliance	35%
Experience with Similar Projects	15%
Proposed Time Schedule	10%

SCHEDULE "A" - Existing Site Information

Existing Site Sketch:



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Existing Site Photo:



Curb Stop Location:

