



DISTRICT OF PORT HARDY

Request For Quotations

Pool Building Roof

RFQ 1220-20-624-2026

The District of Port Hardy invites qualified contractors and roofing professionals to submit quotations for the removal and installation of a new roof for the pool at the Port Hardy Civic Centre.

Quotes will be received by the District until:
Thursday, June 4, 2026, at 2:00 p.m.

Please submit your quote in a sealed envelope marked:

By electronic mail with the subject line RFQ 1220-20-624-2026 Pool Roof to
tenders@porthardy.ca

OR

District of Port Hardy
RFQ 1220-20-624-2026
PO Box 68
7360 Columbia Street,
Port Hardy, BC, V0N 2P0

For further information, please contact Tony at (250) 949-7779 or by email at
tdefreitas@porthardy.ca

PROJECT BACKGROUND

The District of Port Hardy completed a roof condition assessment for all of the District's building assets in 2025. This assessment identified the metal roof over the pool as being a high priority to replace, with a high consequence of failure. Dimensionally the roof is approximately 58x21 Metres.

OBJECTIVES

- Replace existing roofing with durable, commercial-grade metal roofing system.
- Ensure installations meet safety, accessibility, and building code requirements.
- Minimize disruption to facility operations.
- Deliver a high-quality, long-lasting finished product.

SCOPE OF WORK

Scope of Services

The Contractor shall provide all necessary services including, but not limited to:

1 Site Verification

- Attend site (if required) to verify measurements, existing conditions, and access constraints.
- Identify any issues that may impact installation (moisture, frame conditions, hazardous materials, etc.)

2 Removal and Disposal

- Remove existing roofing materials.
- Dispose of all materials in accordance with local regulations.
- Protect adjacent finishes and structures during removal.

3 Installation

- Install roofing materials as specified in Attachment 1
 - Installation requirements:
 - Follow manufacturer specifications and industry best practices.

5 Finishing and Cleanup

- Remove all debris, materials, and equipment from site.
- Clean installed flooring and surrounding areas
- Ensure the site is left in a safe and usable condition.

SCHEDULE

- Contractor shall provide a detailed project schedule, including:
 - Mobilization
 - Removal
 - Installation phases
 - Completion
- Work may be required outside normal business hours to minimize disruption.
- Work with Project team to coordinate a detailed and specific timeline.

QUALITY ASSURANCE

- All work must comply with:
 - Manufacturer's installation guidelines
 - Applicable building codes and standards
- Contractor shall provide a minimum five (5) year workmanship warranty.

DELIVERABLES

- Completed roofing installation.
- Product data and maintenance instructions
- Warranty documentation

PROPOSAL EVALUATION

The District will first check proposals against the mandatory requirements. Proposals not meeting all mandatory requirements will be rejected without further consideration. Proposals that meet all the mandatory requirements will then be assessed against the criteria for assessment.

Only the information contained in the proposal will be used to evaluate the proposal. There will not be an opportunity to make a presentation to the evaluation committee beyond the information contained in the proposal.

The possibility of actual or perceived conflict of interest or lack in independence will be considered. If, in the opinion of the District a reasonable person would perceive there to be a conflict of interest or lack of independence on the part of the Proponent, the proposal will be rejected.

The District, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the document submitted;
- Not be liable for misunderstandings or errors
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in the evaluations
- Request points of clarification to assist the District in evaluating
- Negotiate changes with the successful Proponent; and

- Withdraw the Request for Quotations

MANDATORY REQUIREMENTS

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

- The proposal must be received by the closing date and time.
- The proposal must be signed by a person authorized to sign on behalf of the Proponent.
- The proposal must be in English.
- The Proponent must provide written confirmation of the Proponent's independence and that the Proponent has no conflict of interest with respect to the public body.

CRITERIA FOR ASSESSMENT

Proposals meeting the mandatory requirements will be assessed against the criteria and weighting noted below:

Methodology and Approach – 30 %

Consideration is given to whether the proponent has effectively addressed each aspect of the Request for Proposals, thoroughly understood the requirements of the Request for Proposal, chosen a suitable approach, and identified problem areas.

Capability and Experience of Consultant/Firm and Team – 30%

An organizational overview of the consultant firm, including the experience and current capabilities of its partners, managers and staff, relating to an outline of the responsibilities that will be assigned to each team member proposed, and information regarding any additional staff or sub-contractors required by the firm to complete the project, including resumes, experience, and tasks to be assigned to any sub-consultant; and

The proposed team's experience with previous projects of a similar or relevant nature, particularly with projects in cooperation with local government; and

Policies on notification to clients of changes in key personnel.

Pricing – 20%

The total project cost, **excluding taxes**, for the requested work shall be provided, including cost breakdowns as follows:

- Principal consultant fees – hourly rate and estimated hours required to complete project.
- Sub-consultant fees, if any – total amount allocated for sub- contracted work.
- Travel costs – total amount allocated for travel.
- Other out of pocket costs, if any.

Timeline – 20%

The proponent's availability of resources and workplan must clearly demonstrate project completion.