



REQUEST FOR PROPOSALS

**Project: DoS 2025 Al Lawrence Memorial Arena
Electrical Upgrade**

RFP Number: 2025-002

October 7, 2025



REQUEST FOR PROPOSALS

DISTRICT OF STEWART

The Owner (District of Stewart or DoS) invites proposals for the: “DoS 2025 – Al Lawrence Memorial Arena Electrical Upgrade”.

Scope of the project includes supplies and labour to complete the upgrade the existing electrical service to 400A 600 V – 3 phase at the Al Lawrence Memorial Arena in Stewart, BC.

Request for Proposal (RFP) documents, Addenda or further information will be available electronically through the District website at www.districtofstewart.com. It is the sole responsibility of the Proponent to monitor this website regularly to check for updates.

RFP Title: Al Lawrence Memorial Arena Electrical Upgrade

RFP Number: 2025-002

RFP Closing Date: October 21, 2025

RFP Closing Time: 2:00 pm Pacific Standard Time (PST)

RFP Clarifications/Questions: October 16, 2025 at 2:00 pm PST

For inquiries regarding this RFP, contact:

Jessica Hill, Director of Community Development

Email: jhill@districtofstewart.com



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1 INTRODUCTION

1.1 General Information

The Owner (District of Stewart or DoS) invites proposals from qualified contractors to provide construction services and supplies for the: “Al Lawrence Memorial Arena Electrical Upgrade”.

Scope of the project includes supplies and labour to complete the upgrade the existing electrical service to 400A 600 V – 3 phase at the Al Lawrence Memorial Arena within Stewart, BC, as well as itemized upgrades inside the building.

1.2 Definitions

In this RFP, the following definitions apply:

“Closing Date and Time” means the closing date and time specified on the first page of this RFP.

“Contract” means a formal written contract for the Services between a Proponent and the DoS.

“Proponent Contractor” or “Contractor” means the Contractor, if any, who submits a Proposal and executes the Contract.

“Incorporated Material” means any materials in existence prior to the start of this agreement and developed independently from this agreement that are integrated, included, or imbedded into the Intellectual Property.

“Intellectual Property” means all materials produced by the Contractor or Sub-Contractor under this agreement, including but not limited to:

- a. studies,
- b. reports,
- c. drawings,
- d. plans,
- e. designs,
- f. specifications,
- g. models,
- h. photographs,
- i. software,
- j. digital data,
- k. spatial data, and
- l. sketches

“Proposal” means a proposal submitted to the DoS in response to this RFP.

“District” or “DoS” means the District of Stewart.



“RFP” means this Request for Proposal document in its entirety, including any amendments and addenda.

“Services” means the services in respect of which the DoS is seeking proposals, as outlined in this RFP and Appendix A, B, C and D.

“Sub-Contractor” means all sub-Contractors, suppliers, and agents that a Proponent proposes to engage in connection with the performance of the Services.

“Work” means all the labour, materials, equipment, supplies, services, and other things necessary for the execution, completion, and fulfilment of the Services.

“Drawings” means the latest version of the Issued for Construction drawings, signed and sealed by a Registered Professional in BC.

2 INSTRUCTIONS TO PROPONENTS

2.1 Site Visit

A mandatory site visit is required; the DoS values the effort and further project discernment gained from a visit.

2.2 Closing Date and Time

Proposals are to be submitted electronically before the Closing Date and Time as noted on the cover page of this RFP.

2.3 Proposal Format and Location

Proposals are to be prepared as per the format prescribed in Appendix B. The DoS prefers to receive Proposals in PDF form via email to cao@districtofstewart.com. Proponents are advised that the file size limit is 15 MB. Email subject line should clearly state the RFP title and reference number as on the cover page.

The DoS is not responsible for Proposals delivered to wrong email addresses, or Proposals that are not received before the Closing Date and Time. It is the sole responsibility of each Proponent to ensure their Proposal is received as intended (complete) before the Closing Date and Time.

2.4 Examination of RFP Document(s)

Proponents will be deemed to have carefully examined all RFP documents, including all appendices, schedule(s), addenda, etc. prior to preparing and submitting a Proposal.

2.5 Late Proposals

Late Proposals will not be considered.

2.6 Amendments to Proposals

Written amendments to Proposals will be accepted as per Section 2.2 and 2.3.



2.7 Inquiries

For inquiries regarding this RFP, please contact Jessica Hill, Director of Community Development at jhill@districtofstewart.com

Inquiries should clearly state the RFP title and reference number as on the cover page and be made no later than five days before Closing Date and Time. The DoS may choose not to respond to inquiries made within five days of the Closing Time. Inquiries and responses will be recorded and may be distributed as per Section 2.8 at the discretion of the DoS.

The DoS shall have no responsibility for, and the Proponent agrees not to rely upon, communications, representation, or statements from any other person regarding this RFP, its subject matter, or any subsequent Contract.

2.8 Addenda

The DoS may choose to respond to an inquiry or other communication related to this RFP by way of a written addendum. Addenda will be available electronically on the District of Stewart's website – **www.districtofstewart.com** It is the sole responsibility of the Proponent to monitor this website regularly to check for updates.

2.9 Opening of Proposals

There will not be a public opening for Proposals received.

2.10 Pricing

Proponents should provide the information requested under Appendix C (Tables 4 to 10) by reproducing and completing the tables below in their proposals. The proposal must be a fixed price. The fixed price must include all the materials and services required to fulfil all aspects of the Scope of Work. Proposal pricing will be in Canadian currency. Taxes are to be stated separately.

Pricing is worth 45 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has submitted a proposal for, which will be calculated in accordance with the following formula:

$$(lowest\ price \div proponent's\ price) \times weighting = proponent's\ pricing\ points$$

2.11 Insurance

If the DoS selects a Proponent, the Proponent will be requested to provide and maintain a minimum comprehensive general liability insurance in the amount of \$5,000,000 and motor vehicle liability insurance in the amount of \$5,000,000 per incident inclusive of bodily injury and property damage.



3 EVALUATION AND SELECTION

3.1 General

- a. Proponents should refer to APPENDIX B – Proposal Content and Format, for a list of information that should be contained within the Proposal.
- b. The evaluation of Proposals will be conducted at the DoS's sole discretion and may include consultation with others, references, industry research, etc. Any information obtained by the DoS, whether provided by the Proponent or not, may be used in the evaluation process.
- c. The DoS intends to evaluate Proposals based on the best overall value to the DoS in its sole discretion.
- d. The DoS is not obligated to complete a detailed evaluation of all Proposals and may, at its discretion, after completing a preliminary review of all the Proposals, identify and remove from the detailed evaluation any Proposal that the DoS deems is not in contention to be recommended for final selection.
- e. Execution of a Contract, if any, is subject to DoS policies, procedures, and bylaws, including funding approval, and may require approval by senior staff and/or the elected Board of Directors of the DoS.
- f. The DoS may, prior to entering into a Contract, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the DoS shall have no liability to any other Proponent(s) as a result of such negotiations or modifications.
- g. The DoS may elect to shortlist some of the Proponents and require shortlisted Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature. Samples of items, when required, should be submitted within the time specified and at no expense to the DoS. If possible, they will be returned at the Proponent's request and expense.
- h. Proponents will be advised of the outcome of the process after it is concluded whether by the execution of a Contract or by cancelling the RFP process. Once a Contract is executed, the name of the contracted party only will be disclosed to anyone that enquires and may be published on the DoS's website.

3.2 Evaluation Process

The DoS will assign an evaluation committee to evaluate Proposals in detail and to make a recommendation for selection of one or more preferred Proponents. Evaluation will be using the Proposal Evaluation Form included in APPENDIX A which follows a two-step evaluation process with Step 1 and Step 2 detailed as follows:



Step 1: Proposals will undergo a Pass/Fail test the evaluator will look to see if the Proposal contains a list of specific content listed under Step 1 of the Proposal Evaluation Form. Only proposals that contain all the content and detail listed in Step 1 of the Evaluation Form will advance to Step 2.

Step 2: Proposals will be graded against a set of criteria listed under Step 2 of the Proposal Evaluation Form to assign points for specific Proposal Criteria and content. Proposals will then be weighted according to the value of points that is scored.

The evaluation team will not be limited to the criteria included in the Proposal Evaluation Form and may consider additional criteria that the evaluation team identifies during the evaluation process. Any additional criteria considered will be evenly applied to all Proposals.

The DoS may, at its discretion, request clarifications or additional information from one or more Proponents and may consider such clarifications or additional information in evaluating Proposals.

Proponents are advised that no information relating to our process will be given out after the Closing Date or while the evaluation and selection process is underway. Proponents are asked to refrain from contacting the DoS during the evaluation process.

At the conclusion of the RFP process, Proponents may request a debriefing. The DoS will only discuss the merits of the Proponent's Proposal and will not discuss the merits of other Proposals received.

3.3 Litigation

In addition to any other provision of this RFP, the DoS may, at its absolute discretion, choose not to consider a Proposal if the Proponent, or any officer or director of the Proponent, is or has been engaged directly or indirectly in a legal action against the DoS in relation to any matter.

3.4 Negotiations May Occur with Proponents

At any time, the DoS may choose to negotiate with one or more Proponents, including in relation to the scope of the Services, financial terms, and the terms of the Contract.

3.5 Execution of Contract

If the DoS selects a Proponent and negotiations, if any, are successful, the DoS and the Proponent would execute the Contract. The successful Proponent is expected to enter into a contract with the DoS to perform the services set out and agreed upon in the accepted Proposal. Refer to the reference documents for an example copy of the General Services Agreement.

4 GENERAL TERMS AND CONDITIONS OF THIS RFP

4.1 No Contractual Obligations Resulting from this RFP

This RFP is a request for proposals only, and not a call for tenders or request for offers. While the



DoS has issued this RFP with a view to entering a Contract with a Proponent, no contractual obligations shall arise between the DoS and any Proponent as a result of the issuance of this RFP or the submission of a Proposal, until and unless the DoS and a Proponent execute a written Contract.

4.2 No Claim for Compensation

Without limiting the preceding section, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

4.3 Approval of Contract Resulting from this RFP

Before entering into a Contract with a Proponent, the DoS will have to comply with applicable DoS policies, procedures, bylaws, and legal requirements, which may include obtaining the approval of the DoS Board, including funding approval.

4.4 Conflict of Interest

Proponents should disclose in their Proposal any actual or potential conflicts of interest and existing business relationships it may have with the DoS, its elected or appointed officials or employees. The DoS may rely on such disclosure.

4.5 Ownership of Proposals and Freedom of Information

All Proposals submitted under this RFP become the property of the DoS and will not be returned to the Proponent. The DoS advises Proponents that parts or all of their Proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (FOIPP) and the Community Charter. Proponents who wish to ensure particular parts of their Proposals are protected from disclosure under the FOIPP Act should specifically identify any information or records provided with their Proposals that constitute:

- a. Trade secrets,
- b. That are supplied in confidence, and
- c. The release of which could significantly harm their competitive position.

Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.

4.6 Use of RFP Documents

No person may, without the express prior written consent of the Owner, shall use, copy or disclose any information contained in the RFP Documents for any purpose other than for the purpose of preparing a Proposal.



4.7 Ownership of the Project's Findings

The Contractor agrees that all intellectual property developed and prepared in the performance of the Contractor's Services will become the property of the DoS, and grants the DoS non-exclusive, perpetual, irrevocable, royalty-free, worldwide license use to reproduce, modify, publish and distribute Incorporated Materials. The DoS reserves copyright, patent and trademark of all Intellectual Properties developed and prepared in the performance of the Contractor's Services. Upon completion of the Services, copies of all documents and electronic copies of all intellectual property will be delivered to the DoS Project Manager.

4.8 Solicitation

Proponents should not attempt to solicit any members of the elected Board of Directors or employees of the DoS. Any solicitation may result in the Proponent being removed from consideration.

4.9 Dispute Resolution

All claims, disputes, or issues in dispute between the DoS and the Contractor shall be decided by mediation or arbitration, if the parties agree, or failing Agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.

4.10 Liability for Errors

While the DoS has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the DoS, nor is it necessarily comprehensive or exhaustive.

4.11 Completeness of RFP Documents

Proponents are responsible to review the RFP Document, and Appendices to verify they are complete and should immediately notify the Contact Person, in writing, if the RFP Documents appear to be incomplete or contain any discrepancies, inconsistencies, ambiguities, errors or omissions.



APPENDIX A: PROPOSAL EVALUATION FORM

Proponent: _____ Evaluated Proposal Cost: \$ _____
Project Title: Al Lawrence Memorial Arena Electrical Upgrade Lowest Proposal Cost: \$ _____
Evaluation Date: _____
Evaluator: _____

Table 1: Proposal Evaluation Form

Step 1		Description	Yes	No
Mandatory Criteria		Fixed Price Tables with Phases and Tasks provided		
		Hourly Rates for Force Account provided		
		Project Manager identified		
		Proposal Received prior to closing date and time		
		Proposed schedule provided in Gantt chart format		
		Proposal Signatory Form provided		
		Proposed Sub-Contractor list provided		
Step 2		Description	Points Available	Points Awarded
Project Team and Firm (15 Points)		Qualification and experience of Firm	10	
		References	5	
Proposal Content (40 Points)		Project Approach and Methodology	10	
		Work Plan, phases and tasks described including milestones	10	
		Project schedule (Appendix B of the RFP)	15	
		Value added components, or innovation of methodology	5	
Financial (45 Points)		(Lowest cost Proposal/by Proposal being evaluated) x 45	45	
Total Score			100	



APPENDIX B: PROPOSAL CONTENT AND FORMAT

To ensure that similar and relevant information is received from Proponents, the DoS requests that Proponents follow the format and numbering system in the table below. A detailed description of the required Services is provided in Appendix C (Scope of Work & Pricing).

A project schedule indicating the time to complete the various tasks is to be included in the proposal. The Proponents are required to fill out a project spreadsheet schedule, like the DoS Project Workplan Template example provided in **Figure 1**, which details tasks and task schedules.

Figure 1: Example Gantt Chart

Client: District of Stewart
Project: Electrical Upgrade - Al Lawrence Memorial
Arena

Month	October	November	December	January	February
PHASE 1: Insert stage name					
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					
PHASE 2: Insert stage name					
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					
PHASE 3: Insert stage name					
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					
PHASE 3: Insert stage name					
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					



Proponents are requested to provide a complete list of the Sub-Contractors to be used for the section(s) of Work listed hereunder, if applicable. Sub-Contractors listed in the table below are not to be changed without prior written approval from the DoS.

Table 2: Sub-Contractor List

Section of Work	Name of Sub-Contractor



Table 3: Proposal Content Structure

Section	Description
1	Cover Page
2	Table of Contents
3	*Proposal Signatory Form
4	Project Team and Firm
4.1	Describe any skills or specialties of the firm that apply to this project
4.2	Describe the role of the Project Manager and other key personnel, including any sub-Contractors. • Detail the project management experience of the Project Manager and any applicable project management training or credentials. • Acknowledge and confirm that unless otherwise approved by the DoS in writing, the successful Proponent is required to use the team members listed in the proposal to undertake the project.
4.3	Provide a list of at least 3 similar projects that the firm and/or the team members have worked on within the past 2 years
4.4	Include a list of any proposed sub-contractors including opportunities for indigenous representation if any
4.5	*Include at least three references, including contact information
5	Project Approach and Methodology
5.1	Provide a narrative that illustrates an understanding of the project contexts, and the project requirements.
5.2	Describe any proposed augmentation of the work scope, such as additional tasks or processes, that may improve the project outcome and explain why such tasks or processes are recommended
6	Work Plan
6.1	Provide a detailed description of the project phases and tasks, indicating work breakdown and milestones.
6.2	*Provide a project schedule using the Gantt chart method, consistent with the sample template in Figure 1
7	Fixed Price Cost
7.1	*Provide fixed price breakdown following the price sheet format provided in Tables 4 to 9
7.2	*Provide Forced Account schedules for Labour, Equipment and Materials

*Mandatory Requirement



APPENDIX C: SCOPE OF WORK & PRICING

INTRODUCTION

District of Stewart (DoS) is seeking a Contractor to complete the electrical upgrade for the Al Lawrence Memorial Arena.

Electrical Service Upgrade:

- Coordinate with BC Hydro and upgrade existing service to 400A 600V 3 phase.
- 1 x 400A transfer switch with outside connection to the 100 KVA generator.
- 1 x 150 KVA Transformer Step down to 480V to feed ice plant (Existing equipment to and materials to be used)
- 1 x 225KVA Transformer step down to 120/208V to feed building lighting and poser loads.
- 1 x 600A distribution to feed building
 - Upsize feeder to kitchen panel board at 125A and replace panel and breakers.
 - Upsize feeder to upstairs bar panel board at 125A and replace panel
 - Upsize feeder to Zamboni panel board at 125A and replace panel
 - Replace panel board and breakers at lighting control to arena
- Install new lighting and proper electrical heater for Zamboni Room

Building Accessibility:

- Install power to front power sliding door or power opener with control, door and controls provided by District.
- Provide and install fire alarm
- Provide power to new accessibility lift provided by the District.

Downstairs Area:

- Commercial Kitchen – Install electrical feeds for the following equipment: (Equipment will be provided)
 - 1 x 100A commercial stove
 - 1 x 60A rated dishwasher
 - 1 x exhaust fan and controller for fire suppression
 - New 20A rated receptacles for counter plugs dedicated circuits
 - Relocate freezers and fridge receptacles
 - Install new 125A panel board
 - Install power to new hot water tank – assume 30A feed.

Upstairs Area:

- Replace general lighting to new LED panel lights
- Replace panel board by lighting control for arena and relocate to another wall
- Add in 6x new bar lighting and relocate electrical in bar as needed for the renovation.
- Install new general receptables – 8 in total (Stage area, along viewing wall, along stair wall and to the right of the bar.



- Install post plugs on steel posts.
- Install 24 additional LED pot lights with dimming capabilities.
- Install 3x floor outlets for hot tables.
- Install power to 60A mini split unit
- Replace stairwell lighting and general lighting as required.

Zamboni Room:

- Replace panel board
- Install power to new overhead door (supplied by the District)
- Fix general wiring to code
- Install new electrical heater designed for continuous use

The District is scheduled to install the ice surface and open the arena for the winter season starting October 3, 2025. Proponents need to detail how they plan on working within this timeline to not cause disruption to the start of the 2025 winter arena season and the arena being open to the public on October 17, 2025..

Due to building design and cost constraints the District has not yet confirmed if they will be installing a chair lift and a dumb waiter or a lift. For the purpose of this RFP, the District assumes the install of a Lift System. The District reserves the right to adjust the scope based on the RFP for the purchase and install of the lift or chair lift/dumb waiter combination.



BACKGROUND

This project will be funded through a grant received from the Federal and Provincial Governments, as well as a portion of it be paid by the District of Stewart.

PROJECT NEEDS

Proposals should meet project needs by addressing the project criteria listed below. The project criteria will be used to evaluate the proposals using the Proposal Evaluation Form (Appendix A of the RFP).

General Conditions

- The Contractor shall include in their pricing all costs necessary to complete the work as outlined in the contract, without exception. This includes, but is not limited to, the procurement, supply, and installation of all materials required for the project unless otherwise specified, as well as any necessary adjustments to accommodate actual site conditions. The Contractor is responsible for adapting the work to the conditions found on-site, and shall bear all costs associated with such adjustments.
- Within five (5) days of the acceptance of the request for proposal by DoS, the successful contractor will provide DoS with a schedule detailing the execution of the work.
- The Contractor is required to ensure that all material required meet design specifications and the delivery timelines required to complete the project by the proposed dates.
- The Contractor shall, at the time of signing the contract, appoint a representative or project manager responsible for overseeing the Contractor's scope of work.
- An office pre-work meeting is mandatory at the start of the work and will be required for all parties involved with the project unless given permission by DoS to not attend. Pre-work meeting may be held virtually at the discretion of the DoS. A field start-up will be held onsite prior to the start of work.

Project Management Services

- Provide effective coordination and supervision of all construction activities.
- Provide and follow a project specific Quality Management Plan for approval by DoS.
- Ensure strict cost control and schedule adherence throughout the project duration.
- Provide and follow a site-specific safety plan and ensure compliance with all applicable safety regulations.

Construction Requirements

- Submit a detailed construction schedule outlining key milestones, including mobilization, installation, and demobilization.



- The Contractor shall be responsible for any temporary engineering or analysis that is required to support their execution strategy.
- Contractor shall be granted permission to close the arena building to all traffic for up to a maximum of 14 days for each site.

Utilities Relocation

- The Contractor shall be responsible for all utility relocations or isolation necessary to facilitate construction where applicable and shall include in their pricing all costs necessary.
- The Contractor shall be responsible for ensuring utility services are returned to the existing status as prior to the construction.
- The Contractor shall be responsible for ensuring consultation with BC hydro or other utility owners is complete in a time frame that will not impact the construction timeline.

Closeout and Handover

- Assist with final inspections and project closeout procedures.

ASSUMPTIONS

Proposals should take into consideration the following assumptions. Any additional assumptions of the Proponent are to be included in the submitted Proposal.

1. Contractor to issue monthly progress payments to DoS for review and processing.
2. The Contractor will present draft deliverables (up to 2 times) for DoS/POR review prior to submitting the Final package.
3. The Contractor agrees that all intellectual property developed and prepared in the performance of the Services will become the property of the DoS, and grants the DoS nonexclusive, perpetual, irrevocable, royaltyfree, worldwide license use to reproduce, modify, publish and distribute Incorporated Materials. Upon completion of the Services, copies of all documents and electronic copies of all intellectual property will be delivered to the DoS Project Manager.
4. Construction permits provided by DoS.
5. The contractor will be solely responsible for making all necessary arrangements to ensure its personnel have access to appropriate accommodations and meals throughout the construction period.



PRICING

Proponents are to provide standalone pricing for each of the three bridges individually, as well as provisional pricing for the following two scenarios:

Table 3: Electrical Service Upgrade

Item	Description	Unit	Quantity	Cost
3.1	Mobilization	L. Sum	1	\$
3.2	Demobilization	L. Sum	1	\$
3.3	Coordinate with BC Hydro and upgrade existing service.	L. Sum	1	\$
3.4	1 x 400A transfer switch with outside connection to District 100KVA generator.	L. Sum	1	\$
3.5	1x225KVA Transformer step down to 120/208V	L. Sum	1	\$
3.6	1 x 600A distribution board to feed building	L. Sum	1	\$
3.7	Upsize feeder to kitchen panel board – replace panel and breakers	L. Sum	1	\$
3.8	Upsize feeder to upstairs bar panel – 125A – replace panel.	L. Sum	1	\$
3.9	Upsize feeder to Zamboni panel – 125A – replace panel.	L. Sum	1	\$
			Total	\$

Table 4: Accessibility

Item No.	Description	Unit	Quantity	Cost
4.1	Install power to front sliding door or power opener with control. Door and control to be provided.	L. Sum	1	\$
4.2	Provide fire alarm system for arena.	L. Sum	1	\$
			Total	\$



Table 5: Downstairs Area – Commercial Kitchen – Install electrical feeds below – Commercial Kitchen Equipment will be provided

Item	Description	Unit	Quantity	Cost
5.1	1 x 100A commercial stove	L. Sum	1	\$
5.2	1 x 60A rated dishwasher	L. Sum	1	\$
5.3	1 x exhaust fan and controller for fire suppression	L. Sum	1	\$
5.4	New 20A rated receptacles for counter plugs dedicated circuits	L. Sum	1	\$
5.5	Relocate freezer and fridge receptacles	L. Sum	1	\$
5.6	Install new 125A panel board	L. Sum	1	\$
5.7	Install power to new hot water tank – 30A max.	L. Sum	1	\$
			Total	\$

Table 6: Downstairs Area – General

Item	Description	Unit	Quantity	Cost
6.1	Provide power to new lift system	L. Sum	1	\$
6.2	Replace general lighting to new LED panel lights	L. Sum	1	\$
6.3	Replace panel board by lighting control for arena	L. Sum	1	\$
			Total	\$



Table 7: Upper-level Upgrades – Supplies and Labour provided by Contractor.

Item	Description	Unit	Quantity	Cost
7.1	Replace panel board by bar area and relocate	L. Sum	1	\$
7.2	Add 6x new bar lighting and relocate electrical in bar area as needed	L. Sum	1	\$
7.3	Install general receptacles – 8 total (Stage area, along viewing wall, along stairwell, right of the bar)	L. Sum	1	\$
7.4	Install post plugs on steel posts	L. Sum	1	\$
7.5	Install 24x additional pot lights with dimmer	L. Sum	1	\$
7.6	Install 3x floor outlets for hot tables	L. Sum	1	\$
7.7	Install 60A mini split unit	L. Sum	1	\$
7.8	Replace stairwell lighting and general lighting as required.	L. Sum	1	\$
			Total	\$

Table 8: Zamboni Room – Supplies and Labour provided by Contractor

Item	Description	Unit	Quantity	Cost
8.1	Replace panel board	L. Sum	1	\$
8.2	Install power to new overhead door	L. Sum	1	\$
8.3	Fix general wiring to code	L. Sum	1	\$
8.4	Install new electrical heater designed for continuous use	L. Sum	1	\$
			Total	\$



TIMELINE

The District is scheduled to open the arena for the winter season on October 17th. Any impacts to the operation of the ice plant as the work is being completed are to be communicated to the District in advance. The District's preferred substantial completion date is on or before December 23, 2025.

Table 4: Project Timeline

Description	Milestone
Issue date of RFP	October 7, 2025
Site Visit / Pre-Bid Meeting	October 14, 2025 @ 1:30 p.m. PST
Deadline for Questions	October 16, 2025 @ 2:00 p.m. PST
RFP Submission Deadline	October 21, 2025 @ 2:00 p.m. PST
RFP Evaluation and Negotiation Period	10 calendar days
Anticipated Execution of Agreement	October 31, 2025

The RFP timetable is tentative only and may be subject to change by the DoS.

Mandatory Site Visit is scheduled for October 14, 2025, at 1:30 p.m. Proponents are asked to confirm attendance 48 hours in advance. Meeting place will be at the Al Lawrence Memorial Arena – 804 Main Street.



APPENDIX D: PROPOSAL SIGNATORY FORM

RFP Project Title: Al Lawrence Memorial Arena Electrical Upgrade

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Telephone: _____

Email Address: _____

To: Jessica Hill, Director of Community Development
Email: jhill@districtofstewart.com

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all the Proposal documents, including the RFP and any issued addenda, submit this Proposal in response to the RFP. We are including comprehensive information as requested in Appendix B- Proposal Content and Format.

This Proposal is submitted this ____ day of ____, YEAR.

(Name of Proponent)

(Name of Proponent (if more than one))

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Signatory) (Print Name and Position of Signatory)