



**CITY OF PORT ALBERNI**

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**RFEOI #007-24**

**Bus Shelter Media & Amenities - Design, Supply and Install**

**Issued: Friday March 8, 2024**  
**Closes: 2:00 PM local time, Friday April 5, 2024**

## **INFORMATION AND INSTRUCTIONS**

### **Purpose**

The City of Port Alberni (the “City”) invites Request for Expression of Interest (RFEOI) from interested parties looking for an exciting opportunity revamp the provision of Bus Benches program for Port Alberni. The City is seeking best value for taxpayers’ dollars. The City’s goal is to provide the bus stop amenities, that are aesthetically pleasing bus stop benches without detracting from the safety and beauty of the community.

Appendix A to this RFEOI, provides relevant background information and general description of the current scope of services. Creative solutions to the City’s needs are encouraged, will be encouraged once the requests for proposal (RFPs) are issued to pre-qualified respondents.

### **Definitions**

“*closing time*” means the time specified on the cover page of this RFEOI, except as amended by issue of addendum.

“*prime submitter*” means a firm submitting an EOI or proposal on behalf of a team of two or more firms, and/or a firm under contract to CPA that sub-contracts a portion of the contracted work to one or more other firms.

“*Respondent*” and “*proponent*” mean a firm that submits an Expression of Interest to the City, in response to this RFEOI, in accordance with the instructions and conditions outlined herein.

“*RFEOI*” and “*Request for Expressions of Interest*” mean this Request for Expressions of Interest document, including any attached appendices, schedules, and all addenda.

### **Conditions**

- 1) Where a successful EOI submission is submitted by a team of two or more firms, only the *prime submitter* will receive invitations to submit proposals, and only the *prime submitter* is eligible to submit a proposal on behalf of the team.
- 2) Respondents are solely responsible for any costs or expenses incurred related to the preparation of the submission.
- 3) If the project team in a proposal submitted by a prequalified proponent is substantially different than the team presented in the EOI submission, the City reserves the right to re-evaluate, and potentially disqualify, the proponent.
- 4) CPA retains the rights to:
  - a) withdraw or cancel the RFEOI,
  - b) revise the RFEOI and/or extend the closing date by issue of addendum,
  - c) make public the names of *respondents*,
  - d) clarify or verify, with the respondent or with third parties, information included in *respondent’s* submission,

- e) reject a submission by a respondent which has a claim or has instituted legal proceedings against CPA, or against whom CPA has a claim or instituted a legal proceeding,
  - f) Combine services from two or more *pre-qualification categories* into the scope of a single RFP, and invite only *proponents* prequalified in all relevant *pre-qualification categories* to submit a proposal.
- 5) CPA has no obligation to prequalify any *respondents*, or to invite any pre-qualified *respondents* to submit proposals, or to enter into an agreement with any *respondents*.
  - 6) Pre-qualified *respondents* have no obligation to respond to CPA requests for proposal.
  - 7) As a public body, the CPA is subject to the *BC Freedom of Information and Protection of Privacy Act*. Applicable laws may require disclosure of information submitted to CPA. The information collected will be used by CPA solely for the purpose stated herein.
  - 8) Questions regarding this RFEOI must be directed in writing, ***referencing the competition number*** to:

Clinton Wright  
**Manager of Operations**  
Fax: 250-723-1003  
[purchasing@portalberni.ca](mailto:purchasing@portalberni.ca)

- 9) Questions must be submitted by seven days prior to the close date/time. Questions submitted after this date will not be answered.
- 10) No oral explanation or interpretation by City staff shall modify any requirements of the RFEOI.

Details on the opportunity are provided in Appendix A.

### **Submission Instructions**

- 1) The proposal must be in English.
- 2) Responses to this RFEOI must be submitted by email, in PDF format, to [purchasing@portalberni.ca](mailto:purchasing@portalberni.ca). File size must be less than 20 MB.
- 3) Addenda, if any, will be posted to the City of Port Alberni website. *Proponents* are responsible for checking if addenda have been posted.
- 4) Submissions received after the RFEOI *Closing Time* (see cover page) will not be accepted or considered.
- 5) If a submission is deemed not to contain sufficient information to allow City staff to evaluate the qualifications of the respondent, the submission will be disqualified.

### **Submission Contents**

- 1) The main body (i.e. excluding appendices) of the EOI submission ***must*** contain the following, and ***only*** the following (except where noted as ***optional***):

- a) Cover page including the CPA Reference # for this RFEOI,
- b) An introduction or cover letter (maximum 2 pages), that includes:
  - i) Corporate names, addresses and phone numbers of all firms comprising the EOI submission team,
  - ii) Where the *respondent* is a team consisting of more than one corporation / business, identification of the *prime submitter*,
- c) For each *pre-qualification category* for which pre-qualification is being requested, a separate qualifications summary, each a maximum of five pages in length, that includes:
  - i) A summary of the relevant qualifications of the team proposed for consideration in that *pre-qualification category*.
  - ii) Client references with contact information, from two previous or current projects relevant to the *pre-qualification category*.
  - iii) **Optional:** Photos / images are optional, and will not be considered to count towards maximum page limits.

### **Evaluation of Submissions**

City staff will review and evaluate the submitted EOIs according to the criteria and scoring system outlined below, for each *pre-qualification category* that the firm/team has expressed interest in.

#	Evaluation Element	Criteria	Points Available
1	Past experience	Extent of demonstrated by evidence of past experience with bus stop media and amenities installation. A brief description of the business, its nature, history (including number of years in operation and number of current employees), client base, projects, staff growth, etc. Attach any relevant literature (brochures, etc.);	50
2	Proposed value for the City	Extent of demonstrated evidence of relevant expertise possessed by the firm(s) staff, other than proposed key staff. Net cost or benefit to the City.	50
<b>Maximum Points</b>			<b>100</b>

**APPENDIX A**  
 CITY OF PORT ALBERNI  
 STREET BENCH LOCATIONS  
 As of July 31, 2023

STREET BENCH LOCATIONS (with adverts)		
	LOCATION	COMMENTS
	<u>Maple Way</u>	
1	Maple Way	50 m N of Tebo on E side of Maple Way
	<u>Johnston Road @:</u>	
2	John St NW Corner	At intersection of John Street and Johnston at edge of Walmart lot.
3	Broughton Street SW Corner	At intersection of Broughton Street and Johnston at edge of Canadian Tire lot.
4	Broughton Street NE Corner	At intersection of Broughton Street and Johnston at edge of Walmart lot.
5	Broughton Street NW	At intersection of Broughton Street and Johnston at edge of Extra Foods lot.
6	Cherry Creek Road NE Corner	At intersection of Cherry Creek Rd and Johnston at edge of Pacific Centre lot.
7	Bus Lay-by	On North side of Johnston opposite Hansen Hall.
8	Hansen Hall	On Johnston between Hanson Hall and McDonald's Restaurant.
9	Tebo Avenue SE Corner	At intersection of Johnston/Tebo near McDonald's

10	Southgate St & Johnston Road SW Corner	At intersection of upper Southgate and Johnston.	
11	Princess Road NW Corner	At intersection of Princess and Johnston	
12	Arrowsmith Street NW Corner	At intersection of Arrowsmith and Johnston	
13	Leslie Avenue NW Corner	At intersection of Leslie St and Johnston on railroad side.	
14	Helen Street at Tim Horton's	On Johnston fronting Tim Horton's Restaurant.	
15	Helen Street NW Corner	On Johnston in front of Buy-Low, near Helen St.	
16	Adelaide Street at Cadet Hall South Side	On Johnston out front of Cadet Hall.	
17	Elizabeth Street NE Corner	On Johnston in front of Town Pantry, near Elizabeth St.	
18	Elizabeth Street SE Corner	On Elizabeth St, adjacent to Adelaide Center, and close to Johnston	
19	McLean Mill at Margaret Street NW Corner	At intersection of Johnston St. and Margaret St.	
20	Victoria Quay SE Corner	At intersection of Johnston St and Victoria Quay	
	<b><u>Victoria Quay @:</u></b>		
21	Kitsuksis Bridge	On Victoria Quay At intersection of the bridge crosses Kitsuksis Creek.	
	<b><u>River Road @:</u></b>		
22	Beaver Creek Road NE Corner	On River Road, 40m south of junction with Beaver Creek Rd on east side.	
23	PetroCan North Side	On River Road 10m north Petro Canada.	

24	Falls St NW Corner	On Falls Street at the orange Bridge.	
	<b><u>Gertrude Street @:</u></b>		
25	Johnston Rd 711 & Gertrude Street SW Corner	On Johnson Street in front of 711.	
26	Johnston Rd 711 & Gertrude Street SE Corner	On Gertrude in front of 711	
27	Pemberton Road at Gertrude SW Corner	On west side of Gertrude St 20m south of Pemberton St	
28	Pemberton Road at Rogers Creek Park SE corner	Adjacent to Rogers Creek Park.	
29	Stamp Avenue NW Corner	At intersection of Roger St and Stamp Avenue, on west side	
	<b><u>Roger Street @:</u></b>		
30	9th Ave and Roger	At edge of church property	
31	10th Ave and Roger St.	On south side of Roger Street, 10m East of 10th Avenue on the approach to ADSS.	
32	Anderson Avenue opposite ADSS	30m west of Anderson.	
	<b><u>10th Avenue @:</u></b>		
33	Redford Street 711 East Side of 10th Avenue	On 10th Ave, at Redford St, 20m north of 711.	
34	10 <sup>th</sup> Avenue near Dunbar St.	South of "dip" west of 10 <sup>th</sup> on grass near Rec. sign.	
35	Between Bruce St. and Neill St., on E side of 10th Ave.	On E side of 10th Ave adjacent to park.	

36	East Side of 10th	10 <sup>th</sup> /China Creek Rd, 20m East of 10 <sup>th</sup> at Quality Foods south wall.	
37	East Side of 10 <sup>th</sup> just North of Argyle	At 10 <sup>th</sup> Ave and Argyle St, 10m north of Argyle.	
	<b><u>Argyle Street @:</u></b>		
38	Kingsway Avenue NW Corner	At Argyle St and Kingsway intersection	
39	1st Ave. SW Corner	Identifies curb bulb.	
	<b><u>3rd Avenue @:</u></b>		
40	Argyle Street NE Corner	At intersection of 3rd Ave and Argyle St, on east side of 3 <sup>rd</sup> Ave.	
41	South side of 3 <sup>rd</sup> Ave. and Burde	South side of 3 <sup>rd</sup> Ave, 20m south of Burde St. (Ty Watson House @ Speedy Auto Glass)	
42	Redford Street NE Corner (1)	At intersection of 3rd Ave and Redford St	
43	Redford Street NE Corner (2)	At intersection of 3rd Ave and Redford St	
	<b><u>Redford @:</u></b>		
44	8th Avenue (Abbeyfield) North Side	On north side of Redford between 8th Ave and 9th Ave in front of Abbeyfield Center.	
45	San Mateo SW Corner	On south side of Redford St at San Mateo Dr.	
46	10th Avenue SE corner (currently removed)	Intersection of 10th Ave and Redford St at corner of shopping complex	



	<b>BENCH BACKS</b>		
1	Johnston Rd 711 & Gertrude Street SW Corner	On Johnston in front of 711 on rear of bench	see bench location 25
2	Stamp Avenue NW Corner	On Gertrude in front of 711 on rear of bench	see bench location 29