



TOWN OF OLIVER
REQUEST FOR PROPOSALS
for the
PUBLIC WORKS SOLAR SYSTEM
OLIVER-24-PW-02

October 21, 2024

TOWN OF OLIVER
REQUEST FOR PROPOSALS
PUBLIC WORKS SOLAR SYSTEM

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**TOWN OF OLIVER
REQUEST FOR PROPOSALS
PUBLIC WORKS SOLAR SYSTEM**

1. INTRODUCTION

1.1. PURPOSE

The Town of Oliver is requesting submission of Proposals from qualified Proponents to supply and install a solar system at the Town's public works building.

The finished project will give the Town of Oliver a solar system to help reduce the electrical costs of the public works building.

1.2. BACKGROUND

In order to meet the Town's climate change initiatives, we are installing a new solar system on the public works building.

2. INSTRUCTIONS TO PROPONENTS

2.1. SUBMISSION OF PROPOSALS

Proposals may be submitted by email and/or hardcopy until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address or email set out above by the Closing Time. If submitting by hardcopy, please enclose three (3) hard copies and an electronic copy on a memory stick.

The Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the RFP program title, and be addressed to the following:

**Kelly Mercer, ASCT
Director of Operations
Town of Oliver
5971 Sawmill Road
Oliver, B.C. V0H 1T0**

AND/OR

Electronic copies sent to Kelly Mercer, ASCT kmercerc@oliver.ca

Proposals must be received on or before the **Closing Time** of:

TIME: **2:00pm local time**
DATE: **Friday, November 8th, 2024**

Proposals will not be opened publicly. The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Town of Oliver's email system.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy as above.

It is also the Proponent's sole responsibility to ensure their revisions were received, at the e-mail or address set out above, prior to the Closing Time.

Proposals received after the Closing Time will not be considered or evaluated

2.2. INQUIRIES

All inquiries related to this RFP are to be directed, in writing, to Kelly Mercer, Director of Operations. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and may be distributed through an addendum at the Town of Oliver's option.

Any questions regarding this RFP must be submitted at least five (5) working days prior to the Closing Date. Any questions submitted after this date may not be answered.

Kelly Mercer, ASCT
250-689-0580
kmercerc@oliver.ca

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations, which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by the Town of Oliver. All Addenda is to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between the Town of Oliver directors, trustees or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum. The Town of

Oliver shall not be responsible for Proponents adjusting their Proposals based only on oral instructions by any representative of the Town of Oliver.

2.3. PRE-PROPOSAL MEETING

All proponents are required to attend mandatory site visit October 31st at 10am.

Location: 5971 Sawmill Road, Oliver, BC

Contact:

Kelly Mercer, ASCT
250-689-0580
kmercerc@oliver.ca

3. GENERAL TERMS OF PROPOSAL PROCESS

3.1. DEFINITIONS

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“Agreement” or **“Contract”** means a contract that is issued to formalize the Work with the successful Proponent based on the proposal submitted and incorporate by reference the Request for Proposal, any addenda issued, the Proponent’s response and acceptance by the Town of Oliver.;

“Contractor” means the person(s), firm(s) or corporation(s) appointed by the Town of Oliver to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal.;

“must” or **“mandatory”** or **“shall”** means a requirement that must be met in order for the proposal to receive consideration;

“Proponent” means the responder to this RFP with the legal capacity to contract;

“Proposal” means a written response to the RFP that is submitted by a Proponent;

“Town of Oliver” means the Town of Oliver;

“Request for Proposals” or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Town of Oliver;

“Services” means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

“should” or **“may”** means a requirement having a significant degree of importance to the objectives of the RFP but is not a mandatory requirement

“Work” means and includes anything and everything required to accomplish the project in accordance with this RFP and Proposal.

3.2. ACCEPTANCE OF TERMS AND CONDITIONS

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A person authorized to sign on behalf of the Proponent must sign the Proposal.

3.3. PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne

by the Proponent, with the express understanding that no claims for reimbursements against the Town of Oliver, or any of its member municipalities, will be accepted. The Town of Oliver shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.4. PROPOSAL EVALUATION

The Town of Oliver recognizes that “Best Value” is the essential part of purchasing a product and/ or service and therefore the Town of Oliver may prefer a Proposal with a higher price, if it offers greater value and better serves the Town of Oliver’s interests, as determined by the Town of Oliver, over a Proposal with a lower price.

Appendix A contains the information regarding how Proposals will be evaluated.

The Town of Oliver, 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 Proposal submitted,
- not be liable for misunderstandings or errors in the Request for Proposals,
- issue addenda to the Request for Proposals,
- contact references provided by the Proponents,
- retain independent persons or contractors for assistance in evaluating Proposals,
- request points of clarification to assist the Town of Oliver in evaluating Proposals,
- negotiate changes with the successful Proponent,
- award separate contracts for separate work components, and
- withdraw the Request for Proposals.

3.5. NO CONTRACT

This RFP is not a tender and does not commit the Town of Oliver in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Town of Oliver by this RFP or submissions prior to the completed execution of a formal written Contract.

3.6. NO OBLIGATION TO PROCEED

The Town of Oliver fully intends at this time to proceed with the proposed project; however the Town of Oliver is under no obligation to proceed to award of the Contract. The receipt by the Town of Oliver of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Town of Oliver.

There is no guarantee by the Town of Oliver that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a Contract with the Town of Oliver for the purchase of the equipment, service, or project.

3.7. NEGOTIATION WITH PREFERRED PROPONENT

The Proponent that submits the most advantageous Proposal may be awarded the Contract. The Town of Oliver reserves the right to accept or reject all or parts of the Proposal, however, the Town of Oliver is not precluded from negotiating with the preferred Proponent to modify its Proposal to best suit the needs of the Town of Oliver.

The Town of Oliver will enter into negotiations with a preferred Proponent to finalize any scope changes necessary to implement the project, as generally described in this RFP. If the Town of Oliver considers that it is unlikely to settle such agreements with the preferred Proponent despite having negotiated with the preferred Proponent, the Town of Oliver is entitled to cease negotiations with the preferred Proponent and to begin negotiations with another Proponent.

3.8. ACCEPTANCE OF PROPOSAL

Following acceptance of the Proposal, the agreement that the successful Proponent will be expected to execute with the Town of Oliver will contain terms similar to those provided in Appendix B.

The expected attachments to the agreement will include the Request for Qualifications and the Proponent's submission, the Request for Proposal, the Proponent's Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

3.9. LIABILITY FOR ERRORS

While the Town of Oliver has expended considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is

supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town of Oliver, nor is it comprehensive or exhaustive.

Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Scope of Work

3.10. PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of the Town of Oliver and will not be returned to the Proponent. The Town of Oliver will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Town of Oliver is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

3.11. CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Town of Oliver, its elected or appointed officials or employees, any property ownership direct or indirect in the project area. The Town of Oliver may rely on such disclosure.

3.12. NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof.

There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.13. NOT AN EMPLOYEE

The successful Proponent will acknowledge and agree that neither the Proponent nor any person employed by or associated with the successful Proponent in the performance of the services or otherwise, is an employee of, or has an employment relationship of any kind with the Town of Oliver or is in any way entitled to terms or conditions of employment or employment benefits of any kind whatsoever from the Town of Oliver under any collective agreement or otherwise including but not

limited to private programs or coverages and statutory programs and coverages, whether under the *Employment Standards Act* of British Columbia (as amended from time to time), the *Workers Compensation Act* of British Columbia (as amended from time to time), the *Employment Insurance Act* of Canada (as amended from time to time), health pay contributions or otherwise.

3.14. LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Town of Oliver in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

4. GENERAL PROPOSAL CONTENT

4.1. CONTRACTOR INFORMATION

- **COMPANY INFO:** Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-contractor(s) that will be involved in the project.
- **PROJECT MANAGER:** The Proposal shall confirm the proposed project manager who will be the single point of contact, and responsible for direct interaction with the Town of Oliver. Describe the work to be performed by the project manager and his/ her qualifications and substantive experience directly related to the proposed Work.
- **PROPOSED PROJECT TEAM:** The Proposal shall list key individuals including the project manager and sub-contractor(s) who will have major responsibilities for the performance of the work. Describe the work to be performed by each listed individual and their qualifications, in terms of education and substantive experience directly related to the proposed Work. The capacity and ability of the Project Manager and Project Team to deliver the services within the defined timeframe must be discussed

The Proposal shall include the following endorsement:

"Identified Key Project Team members shall only be replaced with written approval of the Town of Oliver."

- **REFERENCES:** The Proposal shall provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering the works or services for the experience cited.
- **EXPERIENCE:** The Proposal should include details on only the most recent three (3) or four (4) projects of related work for the Contractor and project team. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP within the project schedule and budget.

4.2. SUBCONTRACTORS AND SUBCONSULTANTS

The Proposal shall include the company name of all subcontractors and subconsultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The subcontractors and subconsultants listed in the Proposal may not be changed without the written consent of the Town of Oliver. If the Town of Oliver so requires, the Proponent shall be prepared to confirm to the Town of Oliver the competence of subcontractors and subconsultants prior to acceptance of the Proposal.

4.3. METHODOLOGY

The Proposal shall contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget and to ensure quality control. The methodology must discuss how

the Work will be completed that is listed in Scope of Work. Include other items identified and what services or interaction is required from/ with the Town of Oliver.

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project, specifically an understanding of the project critical issues and fixed budget.

4.4. SCHEDULING

The Proposal should contain a proposed work schedule showing the major activities or tasks, order and interdependence of the various milestones, sub-tasks and deliverables for each of the required tasks, including any proposed meetings.

4.5. FEES AND DISBURSEMENTS

The Proposal shall contain a breakdown of fees by task.

4.6. PROPOSAL CONTENT & INNOVATION

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject.

4.7. SAFETY REQUIREMENTS

During completion of the work, the Contractor is required to meet or exceed at all times, any requirements as detailed at the place of Work, which includes but not limited to all OHS regulations or standards. Prior to any onsite work, the successful Contractor will provide their Health and Safety Manual to the Town of Oliver and participate in a site orientation with the Town of Oliver.

4.8. WORKERS COMPENSATION ACT

The Proponent, and any proposed subcontractors and subconsultants, should provide a Work Safe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with Work Safe BC.

5. PROJECT WORK

While the Town of Oliver has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is given solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive.

The selected Contractor will meet with the Town of Oliver to determine a finalized work plan and discuss any proposed optional items. This will include a review of responsibilities, expectations and the establishment of timelines for the various stages of the project.

The available area for solar panel installation is the roof area above the office spaces and truck bay (400m²) at the public works yard only. The public works yard used 71,700 Kwh of electricity. The Contractor is to propose the maximum allowable Kwh that can be achieved.

5.1. SCOPE OF PROJECT WORK

- The Contractor shall use SolarEdge for safety features and monitoring as the required software and ballasted solar panel base mounts.
- The Contractor is to design/build and install all materials, labour, mobilization, demobilization, including but not limited to the following: Inverters, photovoltaic panels, DC-DC optimizers, combination boxes, wiring and permits, to supply the public works yard with the maximum allowable Kwh.

5.2. SCHEDULING

The Proposal shall contain a work schedule showing the major activities or tasks, order and interdependence of the various milestones, sub-tasks and deliverable for each of the required tasks, including any proposed meetings.

5.3. PROJECT MANAGEMENT

Provide project management services throughout all project phases in cooperation with the Town of Oliver project manager. Items required during the performance of the work include the following, at a minimum:

- The Contractor shall manage the project schedule, resources and budget very closely through all phases of this Work. To facilitate Project Management, the Contractor shall identify specific milestones, generate action plans, set completion dates of the various milestones, track the progress of each task and indicate how budget control is to be exercised.
- Deliverable: The Contractor shall provide written reports to the Town of Oliver summarizing the progress to date in comparison to the baseline schedule, project constraints, delivery dates, outstanding items, project budget, and any corrective actions that will be implemented to maintain the approved schedule.

5.4. COMMUNICATIONS

Project communications will be a key component in the success of the complete project and will carry through all project phases. At minimum, the Town of Oliver expects the following:

- Meet with the Town of Oliver project manager and other staff as required in a timely manner to review project objectives and to gather information at project milestones.
- Deliverable: The Contractor shall provide written notes of all meetings and distribute to all in attendance within 48 hours of the meeting. These notes shall clearly show the actions that are assigned for all individuals.

6. REPORTING REQUIREMENTS

Before the conclusion of the project all documents, including but not limited to memos, reports, photographs, video, shop drawings, manuals, spreadsheets, project management information and tracking, assessments and other documents created for the purpose of this project, will be provided on a memory stick to the Town of Oliver. Some specific reporting requirements are detailed in the following sections.

6.1. DOCUMENTS

The Town of Oliver will require fully editable electronic copies of the draft and final packages in formats that are compatible with the software available at the Town of Oliver (i.e. Microsoft Word and Excel, PDF files). The files will not be password protected.

All finalized reports must be submitted in two hard copies as well as provided electronically. Draft reports can be reviewed electronically and do not require hard copies.

Security settings on all final documents/drawings must not prevent copying text or graphics or extracting/adding pages. The files will not be password protected.

6.2. SAFETY PROCEDURES

Prior to the start of the project, the successful Proponent is required to supply the Town of Oliver with their safety procedure manuals. At this time the Proponent will also be informed of the Town of Oliver's safety requirements. During the progress meetings, safety issues must be discussed and addressed and included in the meeting minutes.

7. FEES AND DISBURSEMENTS

The Proposal shall specify a maximum or upset fee up to and including the completion of Public Works Solar System.

Any costs incurred by the Contractor above the submitted maximum cost will be the sole responsibility of the Contractor unless pre-approved by the Town of Oliver.

Fees must include all applicable taxes but show taxes as separate items. All prices quoted to be in Canadian dollars.

The obligations of the Town of Oliver to the Builder's Lien Act of British Columbia will be applied to the payment for the Work as required.

APPENDIX “A”

REQUEST FOR PROPOSALS EVALUATION FORM

Proponent's Name: _____			
Project Title: Public Works Solar System			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	Subcontractor list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Maximum or upset fee included		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent (15-30 points)	Qualifications of firm and project team members	10	
	Experience of firm and project team members	10	
	Past Performance / References	10	
	Resources	10	
	Methodology	10	
	Scheduling	10	
	Project Team - Level of Effort	5	
	Clarity of Proposal	10	
Price (20-50 points)	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (20% weight)	25	
Total Score	Proponent + Proposal + Price Scores	100	

APPENDIX “B”

SAMPLE CONSULTING SERVICES AGREEMENT TERMS

SECTION 1. INTERPRETATION

1.1 For purposes of this Agreement, except as otherwise expressly provided:

- (a) Section—all references in this Agreement to a designated “section” or other subdivision or to a Schedule is to the designated section or other subdivision of, or Schedule to, this Agreement;
- (b) Whole Agreement—the words “herein”, “hereof”, “hereunder” and other words of similar import refer to this Agreement as a whole and not to any particular section or other subdivision or Schedule;
- (c) Headings—any headings have been inserted for convenience only and do not form a part of this Agreement and are not intended to interpret, define or limit the scope, extent or intent of this Agreement or any provision hereof;
- (d) Non-limiting—the singular of any term includes the plural, and vice versa; the use of any term referable to a particular gender is equally applicable to any gender and, where applicable, a body corporate; the word “or” is not exclusive and the word “including” is not limiting (whether or not non-limiting language, such as “without limitation” or “but not limited to” or words of similar import is used with reference thereto).

SECTION 2 CONTRACTOR’S DUTIES

- 2.1 The Contractor shall provide and has agreed to provide to the Town of Oliver all Services set out in the Request for Proposal (attached hereto as Schedule “A”) and the Contractor’s Proposal (attached hereto as Schedule “B”), both of which form part of this agreement (hereinafter collectively called the “Services”). The Services shall be provided within the times specified in Schedules A and B.
- 2.2 In performing the Services under this Agreement, the Contractor shall, at all times, act in the best interests of the Town of Oliver and exercise that degree of professional skill, care and diligence required according to generally accepted professional science and engineering standards applicable to the performance of such Services at the time and place the Services are performed.
- 2.3 It is agreed that in awarding the professional Services encompassed within this agreement to the Contractor, the Town of Oliver has relied upon the Contractor’s representations concerning the experience of certain identified personnel in the employ of the Contractor. It is agreed that, in performing the Services under this agreement, the Contractor shall designate those key staff and subcontractors specified in Schedule “B” to carry out and provide the Services to be provided by the Contractor as referred to herein.
- 2.4 The Contractor shall request of the Town of Oliver any information or data contained in Town of

Oliver files which the Contractor requires in order to perform the Services. The Town of Oliver is only obligated to provide to the Contractor information and data that is pertinent to the terms of reference and work program set out in Schedules "A" and "B". The Contractor may rely on such information or data as may be provided by the Town of Oliver without independent verification.

- 2.5 To ensure that the Project is processed in a timely manner, the Contractor and the Town of Oliver will apply their best efforts to meeting the following deadlines:
- a) Phone call inquiries from the Town of Oliver will be returned within 24 hours;
 - b) Public inquiries to the Contractor on technical issues will be returned within 48 hours;
 - c) Meetings will be scheduled within 5 working days from date of request;
 - d) Review comments for material submitted by the Contractor will be processed by the Town of Oliver within 14 days of receipt.
- 2.6 Costs which have not been identified by the Contractor in the cost estimate will not be paid by the Town of Oliver without prior approval and confirmation in writing. No payment shall be made to the Contractor for cost overruns that have not been the subject of prior notice and approval by the Town of Oliver.
- Any change in the rates charged for fees and disbursements must be approved in advance, in writing, by the Town of Oliver.
- 2.7 The Contractor shall submit to the Town of Oliver regular progress reports, as requested from time to time, and such additional reports as may be reasonably required.

SECTION 3 FEES AND DISBURSEMENTS

- 3.1 The Contractor shall receive from the Town of Oliver for the performance of the Services the compensation referred to in _____
- 3.2 Invoices may be rendered on a monthly basis prorated to the work completed or, at the conclusion of each phase by the Contractor to the Town of Oliver, and shall be delivered to the Town of Oliver, 5971 Sawmill Road, Oliver, British Columbia, V0H 1T0. Invoices shall be payable in full by the Town of Oliver within thirty (30) days of receipt.
- 3.3 The Contractor shall provide all necessary and sufficient substantiation to the Town of Oliver in order to verify any invoice upon request. If the Town of Oliver is unable to verify any invoice within the said period, any payment by the Town of Oliver either may be withheld or may be made and treated as an advance pending verification of the invoice.
- 3.4 Any necessary adjustments which have not been made prior to payment of an invoice may be made by the Town of Oliver at the time of a later payment. If the Town of Oliver is shown to have overpaid, the Town of Oliver may deduct the amount from any other sums due to the Contractor from the Town of Oliver or the Contractor shall pay the amount to the Town of Oliver within thirty (30) days of the amount being agreed upon or otherwise established.
- 3.5 The Town of Oliver may request the Contractor to submit prior to payment of the final invoice a statutory declaration or other proof that there are no outstanding costs, assessments, liens or claims in connection with the project.

SECTION 4 CONFIDENTIALITY, OWNERSHIP AND USE OF DOCUMENTS AND MATERIALS

4.1 The Contractor acknowledges that in the performance of the Contractor's responsibilities hereunder, the Contractor may have access to confidential information, records and customer lists of the Town of Oliver (the "Confidential Information"). During and after the term of this Agreement, the Contractor shall not, directly or indirectly, disclose such Confidential Information to any person or use any such Confidential Information, except:

- (a) as required in the course of performing such Services and then only to staff of the Town of Oliver on a need-to-know basis; or
- (b) with the prior written consent of the Town of Oliver;

and all Confidential Information which the Contractor shall prepare or use or come in contact with shall be and remain the Town of Oliver's sole property and shall not be removed from the Town of Oliver's premises without its prior written consent, except as required in the normal course of performing the Services under this Agreement.

4.2 The Contractor agrees that all base materials, research results, computer programs, computer files, drawings, documents and notes and materials of any type whatsoever developed or prepared by the Contractor (hereinafter called the "Documents") in the performance of the Services shall vest and become the absolute property of the Town of Oliver, including copyright of such Documents and upon completion of the Services or termination of this Agreement, all copies of Documents shall be delivered by the Contractor to the Town of Oliver. The Contractor may retain one copy of it's materials for record purposes.

4.3 The Contractor agrees that all restrictions in this Section 4 are reasonable, fair and valid in all the circumstances and, to the fullest extent permitted by law, hereby waives all defences to the strict enforcement thereof by the Town of Oliver.

4.4 The Town of Oliver acknowledges and agrees that the Contractor's Services have been provided for a specific purpose. Any reuse, modification, or misuse of the Contractor's studies, reports, drawings, plans, designs, specifications, models, software, processes, documents, or other information by the Town of Oliver or third parties shall be at the Town of Oliver's sole risk and responsibility.

SECTION 5 SPECIAL TOOLS AND EQUIPMENT

5.1 All necessary special tools, equipment and other things shall be acquired by the Contractor solely at the Contractor's cost and shall be the property of the Contractor unless the Town of Oliver specifically authorizes the purchase of a specific item at the Town of Oliver's expense.

5.2 The cost of special tools, equipment and other things that have not been specifically identified in detail by the Contractor or specifically authorized in writing by the Town of Oliver during performance of the project shall be considered to be within the overhead of the Contractor.

- 5.3 If the Town of Oliver specifically authorizes, in writing, that the Contractor shall purchase any special tool, equipment, or other things at the expense of the Town of Oliver then such items shall become the property of the Town of Oliver. The Contractor shall bear the risk of loss or damage, normal wear and tear excepted, to all such items for the time when such items are out of the possession and control of the Town of Oliver. Upon completion of the project, the Contractor shall deliver all such special tools, equipment and other things to the Town of Oliver.

SECTION 6 SUB-CONTRACTORS

- 6.1 The Contractor may, with the prior written approval of the Town of Oliver, engage the services of sub-consultants or sub-contractors to perform work which the Contractor is unable to perform.
- 6.2 The sub-contractors shall agree in writing prior to their participation in the Project to be bound by duties and obligations arising out of this Agreement between the Contractor and the Town of Oliver.
- 6.3 The Contractor shall be responsible to the Town of Oliver for all work carried out by sub-consultants and sub-contractors in connection with the project as if such work had been performed by the Contractor.
- 6.4 The Contractor shall be responsible to the Town of Oliver for the acts and omissions of all sub-consultants and sub-contractors, their employees and agents, as if such sub-contractors, their employees and agents, were persons directly employed by the Contractor.

SECTION 7 TERMINATION AND SUSPENSION

By the Town of Oliver :

- 7.1 If the Contractors in default in the performance of any of his material obligations set forth in this agreement, then the Town of Oliver may, by written notice to the Contractor, require such default to be remedied. If, within seven (7) days after delivery of such notice, such default shall not have been corrected or reasonable steps to correct such default have not been taken, the Town of Oliver may, without limiting any other right or remedy the Town of Oliver may have, immediately terminate this agreement and discharge its obligations under this agreement by paying for the cost of the Services rendered and disbursements incurred by the Contractor and remaining unpaid as of the effective date of the termination.
- 7.2 The Town of Oliver may terminate this Agreement upon seven (7) days' prior written notice in the event the Contractor:
- (a) fails to complete the Services or any portion thereon within the time specified by this Agreement;
 - (b) becomes insolvent;
 - (c) commits an act of bankruptcy;
 - (d) assigns this Agreement without the required written consent of the Town of Oliver;
 - (e) fails to adhere to or perform any of the provisions of this Agreement;
 - (f) has any conflict of interest which may, in the opinion of the Town of Oliver, adversely affect any project for which the Services are being provided; or

- (g) there is a change in the personnel referred to in Schedule “B” herein without the prior written approval of the Town of Oliver.

- 7.3 Notwithstanding anything herein to the contrary, the Town of Oliver may, for whatever reason, terminate this Agreement on One (1) months’ prior written notice to the Contractor, in which case the term of this Agreement shall expire upon the effective date set out in the aforesaid notice, and the Town of Oliver shall have no further obligation to the Contractor for the balance of the term of this Agreement save and except as may exist on the termination date.

Upon receipt of such written notice, the Contractor shall perform no further Services other than those reasonably necessary to close out the project.

In such event, the Contractor shall be paid by the Town of Oliver for all Services performed and all disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such termination. On said payment the Town of Oliver shall have no further liability of any nature whatsoever to the Contractor for any loss of profit or any other losses suffered, either directly or indirectly, by the Contractor as a result of the termination of this agreement.

- 7.4 The Contractor shall, upon termination, forthwith provide to the Town of Oliver a reproducible copy of all materials used by the Contractor or prepared by the Contractor in regards to the Services.
- 7.5 The Contractor agrees that the termination or suspension of this agreement or any change thereto does not operate as to relieve or discharge the Contractor from any obligation under this agreement or imposed upon the Contractor by law in respect of the Services or any portion of the Services that the Contractor has completed to date or such termination or suspension. This indemnity shall survive the expiry or sooner termination of this agreement.

By the Contractor:

- 7.6 If the Town of Oliver is shown to be in default in performance of any of its material obligations set forth in this agreement, then the Contractor may, by written notice to the Town of Oliver, require such default to be corrected.

If, within seven (7) days after receipt of such notice such default shall not have been corrected, or reasonable steps have not been taken to correct such default, the Contractor may, without limiting any other right or remedy he may have, immediately terminate this agreement. In such an event, the Contractor shall be paid by the Town of Oliver for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such termination.

- 7.7 If the Contractor’s Services are suspended by the Town of Oliver at any time for more than thirty (30) days through no fault of the Contractor, then the Contractor shall have the right at any time until such suspension is lifted by the Town of Oliver, to terminate this agreement upon giving written notice thereof to the Town of Oliver.

In such event, the Contractor shall be paid by the Town of Oliver for all Services performed and all disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension.

SECTION 8 INSURANCE AND INDEMNITY

- 8.1 The Contractor shall maintain in full force and effect with insurers licensed in the Province of British Columbia, all insurance as outlined on the attached **Certificate of Insurance – Standard Contractor’s Certificate Form** as provided by the Town of Oliver. This form must be completed by the Contractor’s insurance broker and returned to the Town of Oliver.:
- 8.2 The Contractor shall, at his expense, establish and maintain Errors and Omissions Insurance in respect to the Services and operations of the Contractor based on the following:
1. Preliminary Project where fees do not exceed \$15,000: Insurance limit shall be a minimum of \$250,000 per claim and \$500,000 per policy period.
 2. Studies with no designing required: Insurance limit shall be a minimum of \$500,000 per claim and \$1,000,000 per policy period.
 3. Design assignments and/ or planning services covering projects not exceeding \$1,000,000 in value: Insurance limit shall be a minimum of \$1,000,000 per claim and \$1,000,000 per policy period.
 4. Design assignments and/ or planning services covering projects exceeding \$1,000,000 in value: Insurance limit shall be a minimum of \$2,000,000 per claim.
- 8.3 The Contractor’s Professional Errors and Omissions Insurance shall be maintained continuously during the term of this Consulting Services Agreement and subsequently continue to be in force for twelve (12) months beyond the project completion date of Services (i.e., submission of Final Report, as approved in writing by the Town of Oliver).
- The Contractor will provide 30 days written notice in advance of cancelation of any policies.
- 8.4 General liability insurance must be obtained on an occurrence basis for the Contractor with limits of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage. Detailed coverage is to be as specified on the provided Standard Contractor’s Certificate Form.
- 8.5 The Contractor shall at all times indemnify, defend, release, hold harmless and forever discharge the Town of Oliver, and the Town of Oliver elected and appointed officials, officers, employees and agents from and against all liability, claims, damages, losses, costs, actions, causes of action, suits, proceedings and expenses at law and in equity, whether known or unknown, including all actual legal and other professional fees and disbursements on a full indemnity basis, whether arising directly or indirectly from death, personal or bodily injury, sickness, disease, property loss, property damage or other loss or damage which may result from or be connected with the performance of this Agreement, including any breach or default of this Agreement by the Contractor or its employee.

SECTION 9 ARBITRATION

- 9.1 All matters in dispute under this agreement may, with the concurrence of both the Town of Oliver and the Contractor, be submitted to arbitration to a single arbitrator appointed jointly by them and the provisions of the *Arbitration Act* shall apply.
- 9.2 No one shall be nominated to act as arbitrator who is in any way financially interested in the project or in the affairs of either the Town of Oliver or the Contractor.

SECTION 10 INDEPENDENT CONTRACTOR

- 10.1 Nothing in this agreement or the Contractor's performance of his duties under this agreement shall constitute or create an employer-employee relationship. The Contractor shall act solely as an independent contractor and not as an employee or agent of the Town of Oliver and is not authorized to create obligations on the part of the Town of Oliver to third parties.

SECTION 11 WAIVER

- 11.1 Any failure of the Town of Oliver at any time to enforce or require strict compliance with any of the terms of this agreement shall not constitute a waiver or relinquishment of any such terms and the same shall remain at all times in full force and effect.

SECTION 12 RECORDS AND AUDIT

- 12.1 The Contractor shall keep reasonable and proper records, accounts, statements and other relevant documents for a period of not less than twelve (12) months after completion of the Project or for such extended period as the Town of Oliver may request in advance and in writing.
- 12.2 The Contractor shall permit the Town of Oliver to inspect, audit and copy all records, accounts, statements and other relevant documents of the Contractor relating to the Project at all reasonable business hours in the offices of the Contractor unless otherwise agreed in writing by the parties.

SECTION 13 SUCCESSORS AND ASSIGNS

- 13.1 This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective executors, heirs, administrators, successors and assigns, as the case may be.
- 13.2 Neither party may assign this agreement without the prior consent in writing of the other, which consent shall not be unreasonably withheld.

SECTION 14 COMPLIANCE WITH LAWS

- 14.1 The Contractor shall comply with all applicable bylaws and regulations of the Town of Oliver and all applicable laws of the Province of British Columbia and the Government of Canada. Without restricting the generality of the foregoing, the Contractor shall abide by all provisions of the Workers' Compensation Act of British Columbia and upon request by the Town of Oliver shall supply proof that all assessments have been paid.
- 14.2 The laws of the Province of British Columbia shall govern this agreement and any arbitration or litigation in respect thereof.

SECTION 15 TERM

- 15.1 The parties hereto agree that the Term of this Contract's Services Agreement will be from ____ to ____.

SECTION 16 ENTIRE AGREEMENT

- 16.1 This agreement constitutes and expresses the whole agreement of the parties with reference to the engagement of the Contractor by the Town of Oliver.

SECTION 17 NOTICE

17.1 Except in the case of emergency, when notice may be given by telephone with later confirmation in writing, any notice, request, approval, demand or other communication which may be or is hereby required or permitted to be given under this agreement shall be in writing and either delivered by hand or sent by facsimile transmission addressed as follows:

- (a) if to the Town of Oliver:
5971 Sawmill Road, Oliver, BC, V0H 1T0
and
- (b) if to the Contractor:
(TO BE COMPLETED);

or at such other address or facsimile number, which notice has been given as provided in this section. Any notice which is delivered by hand will be deemed to have been given on the first day on which it is delivered. Any notice which is sent by facsimile transmission will be deemed to have been given on the first day after it is transmitted, provided that the sender obtains written confirmation of successful transmission. If a party will promptly give notice of its new address or facsimile number, or both, to such other parties provided in this section, whereupon such notice to such party will thereafter be sent to such new address or facsimile number.

SECTION 18 TIME OF THE ESSENCE

18.1 Time shall remain of the essence with respect to this Agreement.

SECTION 19 EXECUTION

19.1 This agreement may be executed in any number of counterparts, each of which so executed shall be deemed an original and the counterparts together from a valid and binding agreement which may be sufficient evidence by any one such original counterpart.

19.2 In the event this agreement is executed by two or more persons, the covenants and agreements herein shall be deemed to be joint and several covenants.

SECTION 20 ELECTRONIC MAIL

20.1 This agreement may be executed by the parties and transmitted by facsimile or electronic mail and if so executed and transmitted, this agreement will be for all purposes as effective as if the parties hereto had delivered an executed original of this agreement.