



**TOWN OF OLIVER**

**REQUEST FOR PROPOSALS**

**SUPPLY AND INSTALLATION OF MODULAR HOUSING**

**RFP No. 2025-07**

**JULY 18, 2025**

**TOWN OF OLIVER**  
**REQUEST FOR PROPOSALS FOR SUPPLY AND INSTALLATION OF MODULAR**  
**HOUSING**

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# **TOWN OF OLIVER**

## **REQUEST FOR PROPOSALS FOR SUPPLY AND INSTALLATION OF MODULAR HOUSING**

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### **DEFINITIONS**

**“AGREEMENT”** means a contract(s) that may be entered into by the Town with a Proponent for the delivery of the Project described in this RFP.

**“CONTRACTOR”** means the Proponent whose Proposal has been accepted by the Town and enters into an agreement with the Town to carry out the Work.

**“PROPONENT”** means the responder to this RFP.

**“PROPOSAL”** means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

**“TOWN”** means the Town of Oliver.

**“RFP”** means this Request for Proposals.

**“SELECTION COMMITTEE”** means the committee comprised of representatives selected by the Town, in its sole discretion, to evaluate proposals.

**“WORK”** means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

### **1. INTRODUCTION**

#### **1.1. PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit qualified proposals for the Supply and Installation of Modular Housing for the Town of Oliver (“Town”) as outlined in Section 4 and Appendix A.

You are invited to submit your best technical and financial proposals for the requested services. Your proposal could form the basis for a contract between your company and the Town.

The Town is seeking to award an Agreement to a qualified, licensed, experienced, reputable, and skilled Proponent to provide the Town with the fabrication, delivery, and installation of modular housing units.

#### **1.2. BACKGROUND**

The South Okanagan General Hospital (SOGH) is in the Town of Oliver with a service area of more than 20,000 residents. Staff schedules at the hospital are filled with a combination of in-town and out-of-town physicians, medical practitioners and support staff. Access to suitable housing has been identified by healthcare workers as a major barrier to accepting shifts at SOGH.

This RFP is for the addition of two modular homes dedicated to housing Interior Health employees who work at the SOGH. The modulares will be placed on Interior Health property on

Eastside Road that has been leased to the Town of Oliver, see location in Section 4.3. The lease agreement requires that the Town commence work in the fall of 2025 and complete the project in the spring of 2026. Funding has been secured for the project.

## **2. INSTRUCTIONS TO PROPONENTS**

### **2.1. SUBMISSION OF PROPOSALS**

Proposals will be accepted in hardcopy and/or by email. If submitting by hardcopy please enclose two (2) copies.

Hardcopy Proposal submissions and their envelopes should be clearly marked with the name and address of the Proponent, the RFP program title, and be addressed as follows:

**Chief Administrative Officer  
Town of Oliver  
6150 Main Street  
Oliver, BC V0H 1T0**

Email Proposal submissions should include the RFP program title in the subject line, and be sent to the project contact:

**Chief Administrative Officer  
wanderson@oliver.ca**

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

**TIME: 2:00 PM local time  
DATE: Friday August 15, 2025**

The Proponent is responsible for ensuring their Proposal is received at the address or email set out above by the Closing Time.

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

Proposals received after the Closing Time will not be considered and will be returned.

### **2.2. PROPONENT'S BRIEFING MEETING**

There are no mandatory or optional Briefing Meetings proposed for this RFP.

### **2.3. ENQUIRIES**

Proponents must carefully examine the RFP documents and the project site to fully understand existing conditions, site limitations, and any other factor that may affect the Work. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to undertaking of the Work.

Proponents finding discrepancies or omissions in this RFP or having doubts as to the meaning or

intent of any provisions therein, should immediately notify the Town project contact. If there are any changes, additions, or deletions to the RFP, Proponents will be advised by means of an Addendum issued by the Town. All Addenda will become part of the RFP. Receipt of Addenda should be acknowledged by the Proponent in their submission.

Verbal discussions between the Proponent and the Town (including Town directors, management), shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

All project enquiries must be submitted by **Friday August 7, 2025 at 2:00 PM local time by email to [wanderson@oliver.ca](mailto:wanderson@oliver.ca)**.

## **2.4 SELECTION COMMITTEE**

Upon receipt of Proposals and after the Closing Date and Closing Time, the Selection Committee will review each Proposal, ensure each Proponent's compliance with the terms and conditions of this RFP, and rate each complying Proposal based on the evaluation criteria within this document.

Proponents will be evaluated by the Selection Committee based on the quality and completeness of information given in the Proposal.

The determination of the members of the Selection Committee is at the sole discretion of the Town and the identity of persons forming part of the Selection Committee will not be made known to the Proponents.

## **3. GENERAL TERMS OF PROPOSAL PROCESS**

### **3.1. PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of a Proposal are to be borne by the Proponent. The Town shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that may or may not result in acceptance of the Proposal and award of a contract.

### **3.2. PROPOSAL EVALUATION**

Proposals evaluation criterion is included in Appendix B. The Selection Committee may consider other criteria that, to their discretion, are relevant to the evaluation process. Any additional criteria considered will be used in the evaluation of all Proposals.

The Town, 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 any 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 in evaluating Proposals,

- negotiate changes with the successful Proponent,
- select a Proposal with a higher price if it offers greater value,
- award separate contracts for separate work components, and
- withdraw the Request for Proposals.

### **3.3. PROPOSAL CONFIDENTIALITY**

All Proposal submissions become the property of the Town and will not be returned. The Town reserves the right to make copies of Proposals for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Town 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 provided by them in their Proposal 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.**

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.4. CONFLICT OF INTEREST**

Proposals must disclose any actual or potential conflicts of interest and existing business relationships the Proponent may have with the Town, its elected or appointed officials or employees. The Town may rely on such disclosure.

### **3.5. 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. By submission of a Proposal, the Proponent certifies that 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.

### **3.6. 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 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.

### **3.7. NO CONTRACT**

This RFP is not a tender and does not commit the Town 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 by this RFP or submissions prior to the acceptance of a Proposal and the execution of a formal written contract.

### **3.8. ACCEPTANCE OF PROPOSAL**

The acceptance of a Proposal will be made in writing from the Town and will be sent to the successful Proponent at the address given in the submitted Proposal. Following acceptance, the Proponent is expected to enter into a contract with the Town to perform the works or services set out in their Proposal.

### **3.9. PROPOSAL CONTENT**

The Proponent shall address all the information requested in this RFP. Content to be included in the Proposal:

- Proponent Information: Full name, address and telephone number of the submitting office of the Proponent.
- Proposed Project Team: The Proposal shall list key individuals/subcontractors who will have major responsibilities for the performance of the Work. Describe the task to be performed by each and their qualifications and substantive experience directly related to the proposed project.
  - Project Manager: Specifically for the Project Manager, the Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the Town. State his/her/their position and professional discipline. Describe the work to be performed by the project manager, his/her/their qualifications and substantive experience directly related to the proposed Work.
- References: The Proposal shall provide no less than three (3) 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 services for the experience cited.
- Project Approach, Schedule and Work Plan: Provide your overall approach to completing the project's Scope. Additionally, provide a preliminary Work Plan, including preliminary schedule. See Section 4 for further details.
- Fee: Including fees, travel, and all and any other costs. Please see Section 8 for project budget information.

### **3.10. NO SUBSTITUTIONS**

The project manager and sub-contractors listed in the Proposal may not be changed without the written consent of the Town.



### **3.11. SAFETY REQUIREMENTS**

N/A

### **3.12. WORKERS COMPENSATION ACT**

The Proponent, and any proposed sub-contractor(s), should provide a Workers Compensation Board Registration Number in the Proposal and shall at the time of signing a contract, provide proof of having an account that is active and in good standing with Work Safe BC.

## **4. SCOPE OF WORK AND SCHEDULE**

### **4.1. SCOPE OF WORK**

The Town is seeking to award an Agreement to a qualified, knowledgeable, and skilled Proponent to provide the Town with turn-key modular housing. The Town requires two (2) modular homes to be delivered in late 2025 with occupancy in early 2026 for Interior Health employees. It is desirable that the Successful Proponent have extensive experience providing modular units to BC communities.

The Successful Proponent will provide the following:

- The modular units will need to comply with the Technical Requirements in Appendix A. This would include all the energy efficiency and engineering parameters for the units.
- Delivery of the units, including transportation and set-up. The Successful Proponent must be able to deliver the modular homes during the winter and will be responsible for obtaining any necessary licensing/permits for transporting the modular units.
- A standard set up package which includes all on-site final connections for the modular units (water, sewer, and electricity).
  - o All site infrastructure and preparation, to the specifications of the Successful Proponent, for the late 2025 delivery date will be completed by the Town and are not in scope.

### **4.2. MODULAR HOME CONFIGURATION**

The two (2) modular homes with both include two bedrooms with a floor space of between 550 square feet to 750 square feet. The bedrooms will be a minimum of 90 square feet each with individual keyed access. Each modular home will include one (1) bathroom, kitchen, dining room and living room. The desire is to have units that could be rented out to a family or two individuals with private rooms and shared living space.

#### 4.3. LOCATION

The two (2) modular homes will be located on east end of the vacant lot on Eastside Avenue in Oliver. The legal address for this lot is 6553 Park Drive.



#### 4.4. OPTIONAL SERVICES

The Town may require project management services from the Successful Proponent during the term of the Agreement, which may include the following:

- Site Planning (i.e. spacing and orientation of the units for future decks, parking, etc.)
- Siteworks
- Foundation, gravel pads, driveways
- Stair, ramps or decks for the modular units.

#### 4.5. RFP TIMELINE

Event	Date
Issue RFP	July 18, 2025
Deadline for Questions	August 7, 2025, at 2:00 PM PST
Proposal Meeting (optional)	n/a
Submission of Proposals	August 15, 2025, at 2:00 PM PST
RFP Evaluations	August 16-22, 2025
Selection and Award RFP	August 25, 2025
Delivery of Homes to Oliver	December 31, 2025
Homes Ready for Occupancy	March 1, 2026

The above timeline is estimated and subject to change at the sole discretion of the Town. In the event a change is made to the timeline, Proponents will be informed by written addenda.

#### **4.6. WORK PLAN**

Upon acceptance of a Proposal, the Proponent shall prepare a written plan outlining tasks, schedule and responsibilities from start to finish for the Work.

#### **4.7. SAFETY PLAN**

N/A

#### **4.8. INSURANCE AND BONDING REQUIREMENTS**

N/A

### **5. COMMUNICATIONS AND REPORTING**

Weekly status updates to the Town project contact are required throughout the project. These may be in the form of a short email update.

The Proponent will provide the Town copies of all documents for applications, permits and reporting related to the project.

### **6. WARRANTY PERIOD**

The Proponent will provide the Town with information on builder's warranty terms and conditions along with any optional third-party warranty plans for various systems and appliances.

### **7. CONTRACT TERM**

N/A

### **8. FEES AND DISBURSEMENTS**

The Proposal shall specify a maximum cost for all labour, materials, travel, services, fees, equipment, permits, and all other expenses necessary to supply, deliver and install the modular units. Any costs incurred by the Proponent above the submitted maximum cost will be the sole responsibility of the Proponent unless pre-approved by the Town in writing. All prices quoted are to be in Canadian dollars and exclusive of GST.

The cost of optional and add-on products and services will not be used in the initial evaluation of the Proposals. See Section 4(e) for information on how the Town will score pricing.

## APPENDIX A – Technical Requirements

### Modular Homes – Minimum Requirements

- The two (2) modular homes will both include two bedrooms with a floor space of between 550 square feet to 750 square feet. The bedrooms will be a minimum of 90 square feet each with individual keyed access. Each modular home will include one (1) bathroom, kitchen, dining room and living room.
- The Modular Homes must be built by a CSA A277 Certified Manufacturer and must bear all labelling required by CSA A277. A copy of the Listing Page for the Factory showing a valid listing scope to produce the homes must be provided.
- The Modular Homes must comply with the BC Building Code 2024 and be designed for installation in the Town of Oliver.
  - $HDD = 3400$
  - $S_s = 1.1\text{kPa}$
  - $S_r = 0.1\text{kPa}$
  - $HWP\ 1/50 = 0.52$
- Units must comply with Step 3 of the BC Energy Step Code and include the BC Energy Step Code Preconstruction Report. An As-Built BC Energy Step Code compliance report will be required for the Final Inspection upon completion of the blower door test. The Manufacturer is responsible for securing the Energy Advisor to issue these reports.
- CSA A277 Certification Labels and Specification Nameplates must be affixed at the Factory prior to transport to site.
- A Site Plan and Foundation Design, along with all other required compliance documentation for the Building Permit application must be included. The designs must contain sufficient details to allow Permit issuance and for the work to be executed on site. Calculations showing the percentage of allowable glazing for the exposing building faces are required.
- Written installation instructions for the unit must be provided. The manufacturer will need to be able to specify how any deck or porch would be attached to the unit, this should be included in the installation instructions for the unit.
- Complete design drawings for all site installed features must be provided.
- Complete breakdown of Factory Built vs Site Installed components, assemblies, and systems is required
- Plumbing supply pipe and building drain sizing requirements must be provided

### OPTIONAL - not included in cost estimate:

- The Town will be responsible for site preparation, service installation, and foundation construction, based on site plan and foundation design provided by the Proponent.
- Cost and installation of additional decks, porches or awnings will be responsibility of the Town.
- Appliances (fridge, stove, microwave).

Please provide individual pricing for OPTIONAL items above where applicable.

## APPENDIX B – Proposal Evaluation Criteria

### 1. Mandatory Requirements

Proposals not clearly addressing and meeting these mandatory requirements will be considered non-compliant and may not, at the sole discretion of the Town, receive further consideration during the evaluation process.

Stage I		YES	NO
Mandatories	Proposal received prior to closing		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Complete proposal as requested		

### 2. Evaluation Criteria

Proposals meeting the mandatory requirements will be further evaluated and assessed using the following rated criteria and point rated system. Each member of the Selection Committee will evaluate the proposals individually based on the criteria below.

<b>Proponent's Name:</b>	
<b>Project Title:</b>	Supply and Installation of Modular Housing
<b>Evaluation Date:</b>	
<b>Evaluator:</b>	

Rated Criteria	Assigned Points	Points
<b>Stage II</b>		
Experience and Capabilities of Proponent	20	
Product Quality and Specifications	30	
Delivery and Proposed Schedule	20	
Value-Add Ons	5	
Pricing	25	
Sub-Total	100	
<b>Stage III</b>		
References	Pass/Fail	
<b>Total</b>	<b>100</b>	

### 3. Stages of Proposal Evaluation

The evaluation of Proposals will be conducted by the Town in the following three (3) stages:

**Stage I** will consist of a review to determine which Proposals comply with all of the Mandatory Requirements of this RFP. Proposals failing to satisfy the Mandatory Requirements as of the Submission Date will be provided an opportunity to rectify any deficiencies. Proposals failing to satisfy the Mandatory Requirements as of the Rectification Date will be excluded from further considerations. Proposals satisfying the Mandatory Requirements before the Rectification Date will

proceed to Stage II.

**Stage II** will consist of a scoring of each qualified Proposal on the basis of the rated criteria. A minimum score of **70** out of the possible **100 available points** is required in order for a Proposal to advance to Stage III. Proposals which score less than **70** points at Stage II will be eliminated from further evaluation and consideration.

**Stage III** – Upon completion of Stage II, the top-ranked Proponent's references will be contacted. Note, the Town reserves the right to contact the references for up to three (3) of the top-ranked Proponent's.

#### **4. Evaluation Criteria - Specific Requirements**

In order for its Proposal to be considered further in the evaluation process, the Proponent should respond, in detail, to each of the following requirements.

##### **a) Experience and Capabilities of Proponent (20 Points)**

Provide the following information:

- 1)** Provide a description of your organization's history, size, and experience providing modular units, specifically to BC communities. Please also provide a synopsis of your understanding of the modular requirements of the Town. **(8 points)**
- 2)** Provide three (3) relevant project examples completed in the past five (5) years that show your experience providing modular units with the same or similar scope of services while working with Public Sector or Social Services organizations. Please provide the following details for each example:
  - client name
  - project start and end dates
  - project scope of work
  - project budget and schedule and if completed on time and within budget
  - challenges encountered and how they were overcome
  - lessons learned.

In addition, the Town reserves the right to consider its own experience/references with the Proponent when scoring the submission. **(12 points)**

##### **b) Product Quality and Specifications (30 Points)**

Provide the following information:

- 1)** Describe how the proposed modular units meet the general and technical requirements desired by the Town and are a turnkey product with details on all finishings the units come with. **(15 points)**
- 2)** Provide a sample drawing of your proposed modular units with specifications clearly laid out. **(10 points)**
- 3)** Provide details on your ability to provide a standard set up package which includes all hook- ups for

the modular units (water, sewer, and electricity). **(5 points)**

**c) Delivery and Proposed Schedule (20 Points)**

Provide the following information:

- 1) Provide a description of your organization's ability and approach to providing modular units to BC communities. Describe your process for delivering modular units during the winter months. (10 points)**
- 2) Provide your lead time on the modular units and your ability to deliver the required units in December 2025. (7 points)**
- 3) Describe any challenges you would anticipate in delivering and installing the modular units, and how you will create solutions to overcome these challenges. (3 points)**

**d) Value-Added Services (5 Points)**

Provide the following information:

- 1) Provide details on any other value-added services offered and your ability to provide optional project management services that the Town may require for coordinating and preparing the site for the modular units. (5 points)**

**e) Pricing (25 Points)**

Provide detailed pricing in your Proposal for the supply, delivery and installation of the modular units with the components identified in Appendix A. Provide separate pricing for optional or add-on products and services. The pricing evaluation will be based on the base requirements only. Pricing will be scored as follows: (Average of proposals being evaluated divided by Proposal being evaluated) x (25% weight).

**5. References**

Provide three (3) references, where your company currently has provided services similar to those outlined in this RFP, including the information below. The Town reserves the right to contact references without further approval from the Proponent.

- Name and Title;
- Name of Company;
- Telephone number and email address;
- Description of Services
- Length of service
- Value of contract.

**6. Execution of Agreement**

The Successful Proponent will be required to execute an Agreement; such Agreement incorporating the terms and conditions of this RFP and the successful Proposal, except to the extent the terms and conditions of this RFP and the successful Proposal have been expressly superseded by the terms and conditions of any written agreement executed by the parties.