



RFP Title	Bamfield Marine Science Centre Housing Project
RFP Reference	RFP-BMSC_2025_1
Overview of the Opportunity	The Bamfield Marine Science Centre is seeking proposals from qualified companies for the BMSC Housing Project (BHP) specified in this Request for Proposals (RFP) Appendix 1-1 Requirements.
Contact Person	Jennifer Wilkie care of Kynat Bhinder CFO- Bamfield Marine Sciences Centre Phone number 250-728-3301 Extension 221 Email: info@bamfieldmsc.com
Deadline for Questions	Questions received after 11:00:00 Pacific Time 5 days before the Final Closing Time may not be processed and may not receive a response. NOTE: Questions should be submitted via email to info@bamfieldmsc.com referencing the RFP Title and attention Jennifer Wilkie
Closing Time	Proposals for the provision of the Goods and Services specified in this RFP shall be received by BMSC UNTIL 14:00:00 Pacific Time, on April 28, 2025 (the “Closing Time”) .
Closing Location	<i>Email to</i> info@bamfieldmsc.com NOTE: The completed document should be duly signed.



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Section 1 – Introduction and Definitions

1.1 Introduction

Bamfield Marine Sciences Centre (BMSC), is a marine station located in Bamfield, B.C. on the west coast of Vancouver Island. The facility is owned and operated by the registered charity Western Universities Marine Sciences Society (WCUMSS) that comprises five western university members. Widely recognized for leadership safe and unparalleled access to ocean environments for leading research and teaching BMSC is a world-class marine station unique to Western Canada while the community of Bamfield is an international travel destination for eco-tourism and fishing. A new chip sealed/paved road opened in the fall of 2023 has improved travel to the region.

Further information about the BMSC is available at www.bamfieldmsc.com

This RFP is issued by BMSC to obtain Proposals from qualified builders and suppliers wishing to provide construction services for the **Bamfield Marine Science Centre Housing Project**. Please refer to Appendix 1-1 Requirements for more details.

BMSC’s ability to proceed with this project requires Board approval based on costs and financing options which we anticipate will be finalized in May – August timeframe. This procurement process is expected to proceed in accordance with the following schedule, which is subject to change at BMSC's discretion:

Activity	Date
Issue RFP to marketplace	April 8, 2025
Closing date for submissions	April 28, 2025
Evaluate shortlisted Proponent (s) for site visit	May 1 - 15, 2025
Finalize agreement with selected Proponent upon financing approval	June 1 - 30

1.2 Definitions

The following capitalized terms have the following meanings:

- a) **“Agreement”** means a written agreement(s) resulting from this RFP executed by BMSC and the Contractor.
- b) **“Closing Time”** means the date and time specified on page 1 of this RFP.
- c) **“Contact Person”** means the person named on page 1 of this RFP who has the authority to issue the RFP and manage the RFP process on behalf of BMSC.
- d) **“Contractor”** means the successful Proponent under this RFP.



- e) **“Electronic Closing Location”** means Info@bamfieldmsc.com
- f) **“Evaluation Committee”** means the committee of three or persons BMSC will form to evaluate Proposals, as defined in Section 4.
- g) **“Potential Proponent”** means a person or organization who has received this RFP.
- h) **“Preferred Proponent”** means the Proponent recommended by the Evaluation Committee.
- i) **“Proponent”** means a person or organization who submits a Proposal in response to this RFP.
- j) **“Proposal”** means a proposal submitted by a Proponent in response to this RFP.
- k) **“RFP Documents”** means page 1 of this RFP and the following documents:
 - (i) Introduction, Definitions, and Instructions to Proponents;
 - (ii) Appendix 1-1 Requirements
 - (iii) Appendix 1-2 Proposal Evaluation Criteria
 - (iv) Appendix 1-3 Pictures of land and Bamfield; and
 - (v) Question and Answer Series, if any.
- l) **“BMSC”** means Bamfield Marine Sciences Centre.
- m) **“TBD”** means ‘to be determined’.



Section 2 – Instructions and Terms for Submission of Proposals

2.1 Instructions for Submission of Proposals

- a) Form and Content - Proponents should submit their Proposals in the English language addressing BMSC requirements, as set out in this Appendix 1-1.
- b) All graphics should be legible (of a resolution size to allow expansion to increase readability).
- c) Authorized Representative - The Proposal and any related documents shall be signed by an authorized signatory of the Proponent and submitted in accordance with this Section 2.
- d) Delivery - The Proponent must deliver its Proposal and any amendments in digital format to the Electronic Closing Location at info@bamfieldmsc.com. Proposals received by hard copy, facsimile transmission, or email will not be considered.

2.2 Delivery and Receipt of Documents

BMSC assumes no risk, makes no guarantee, warranty or representation whatsoever, and shall have no responsibility or liability, whether based on negligence or other torts, contract, warranty, strict liability or otherwise, for or in connection with:

- a) the timely delivery of any information or documentation, including, without limitation, these RFP Documents, whether electronically, or otherwise, in connection with this RFP;
- b) the timely receipt of any Proposal, revisions, notice of withdrawals, or any other information or documentation from any Proponent or any person, or;
- c) the working order, functioning or malfunctioning, of electronic transmission or any electronic information system, including without limitation, the Electronic Submission Service.

2.3 Delivery by Closing Time

- a) Closing Time - Proponents must submit their Proposals to BMSC before the Closing Time. Proposals received after the Closing Time may not be considered.
- b) Closing Time Extension - BMSC may extend the Closing Time for any reason and, in that event, the extended time shall become the new Closing Time. Extensions of the Closing Time shall be by written

2.4 Proposal Preparation Costs

BMSC is not responsible to pay any costs or expenses incurred by any Proponent or Potential Proponent in preparing its Proposal or otherwise in participating in this RFP process. The participation in this RFP process is at the Proponent's or Potential Proponent's sole risk and cost.



2.5 Amendments to Proposals

Amendments to Proposals may be submitted in writing, at any time before the Closing Time.

2.6 Proposal Opening

After the Closing Time, BMSC shall open the Proposals. No other details of the submitted Proposals will be provided.

2.7 Right to Amend or Terminate RFP Process

BMSC is not under any obligation to award a contract and reserves the right to amend by Addendum any term of the RFP Documents or to terminate this RFP process at any time.

2.8 No Contractual or Legal Obligations

The RFP Documents are not intended to constitute, or be interpreted as, a call for tenders, and the submission of a Proposal is not intended to create any contractual or other legal obligations or duties whatsoever owed to any Proponent or Potential Proponent by BMSC, including any obligation or duty to accept or reject a Proposal, to enter into negotiations or decline to enter into or continue negotiations, or to award or not award an agreement. Without restricting the generality of the foregoing, no contractual relations shall exist between BMSC and any Proponent until the execution of an agreement with that Proponent, except for any waivers, releases, exclusions or limitations of liability, confidentiality and/or indemnity obligations or other covenants or agreements made, given or accepted by the Proponent in the Form of Proposal or otherwise in connection with this RFP process.

2.9 Withdrawal of Proposals

A Proposal may be withdrawn by submitting a written notice of withdrawal to the Contact Person. A Proposal withdrawn after the Closing Time cannot be resubmitted. No withdrawn Proposals will be returned by BMSC. Any withdrawal shall be signed by an authorized signatory of the Proponent and submitted in accordance with this Section 2.



Section 3 – Clarification of Information

3.1 Site Visit and/or Information Session

A site visit will be conducted with the successful Proponent.

3.2 Duty to Inform

While BMSC has made efforts to ensure an accurate presentation of information in the RFP Documents, Proponents or Potential Proponents will conduct their own investigations and due diligence into the facts. It shall be the Proponent's or Potential Proponent's sole responsibility to fully inform itself of all aspects of providing the Services, and of all risks, contingencies and other circumstances that may influence its evaluation of the cost to it of providing the Services or affect the contents of its Proposal, before submitting a Proposal. BMSC, its directors, officers, employees, agents and consultants shall not be liable, and the Proponent or Potential Proponent shall have no claim against any one or more of them, for damages, losses, costs or expenses of any nature whatsoever, incurred by the Proponent or Potential Proponent in respect of the provision of labour, services, or materials relating to provision of the Services, resulting from any misunderstanding by the Proponent or Potential Proponent as to the nature and scope of, and the risks and conditions relating to, provision of the Services.

3.3 Communications During RFP Process

All communications related to this RFP are to be in writing, should indicate the RFP reference number, and should be directed only to the Contact Person designated on page 1 of this RFP. Further information on how to obtain clarification of information in this RFP or about this RFP is described in the rest of this Section 3. The only communications allowed by email are the submissions of questions under Question and Answer Series and Addenda 3.4.1 and the withdrawal of Proposals under 2.9.

3.4 Question and Answer Series and Addenda

- a) Proponents or Potential Proponents shall seek clarification of any part of the RFP Documents by submitting questions in writing to the email address shown on page 1, addressed only to the Contact Person, at least 5 business days before the Closing Time. BMSC reserves the right to not consider any clarification request received after that date.



- b) BMSC shall answer all requests for clarification by a written Question and Answer Series. BMSC may also issue written clarifications, on its own initiative as it deems necessary, by way of written Addendum. All Question and Answer Series and Addenda shall be made available to all Potential Proponents who express interest at info@bamfieldmsc.com. BMSC shall not be responsible for any instructions or information given to any Proponent or Potential Proponent unless given through a written Question and Answer Series or by written Addendum.

Section 4 – Proposal Evaluation and Award

4.1 Proposal Evaluation

Appendix 1-2 Proposal Evaluation Criteria attached hereto describes criteria which will be used by BMSC to evaluate Proposals received in response to this RFP.

Proponents may request a general debriefing upon completion of this RFP process; however, BMSC shall have no obligation to, at any time, inform Proponents of the specific details of its evaluation process or of the specific ranking assigned to any evaluated Proposal.

For the purposes of Proposal evaluation, BMSC may take into account any or all of the information received from the Proponent under or pursuant to the RFP Documents, BMSC's knowledge of, and past experience with, the Proponent (including the Proponent's performance on previous contracts with BMSC, if any), and any information about the Proponent received from third parties and deemed reliable by BMSC.

BMSC will form a committee of three or more persons (the "Evaluation Committee") to evaluate Proposals. The Evaluation Committee may be assisted by other persons as the Evaluation Committee may determine it requires, including subject matter experts and other third party representatives, advisors, or employees of BMSC.

The Evaluation Committee will compare and evaluate the Proposals, on a stand-alone basis or on a comparative basis, comparing one Proposal to another Proposal submitted by other Proponents, to identify the Proposal which the Evaluation Committee judges to be the most advantageous to BMSC by applying the evaluation criteria set out in Appendix 1-2 Proposal Evaluation Criteria in this RFP in the manner described therein.

It is anticipated that the Proponents evaluated to have the highest weighted scores will be shortlisted or selected.



4.2 Detailed Evaluations

The Evaluation Committee will not be required to complete a detailed evaluation of all Proposals and may, after completing a preliminary review of all Proposals, identify and drop from any detailed evaluation any Proposal which the Evaluation Committee judges to not be in contention to be selected as the Proposal of the Preferred Proponent when compared to the other Proposals.

4.3 BMSC's Rights

Notwithstanding anything to the contrary contained in the RFP Documents, BMSC may:

- a) accept any Proposal or portion of a Proposal it considers advantageous, including a Proposal which is not the lowest in price, whether overall or with respect to any particular portion of the Proposal;
- b) reject, without necessarily proceeding with full evaluation, any Proposal that, in BMSC's determination:
 - (i) lacks adequate clarity or fails to provide sufficient information to enable BMSC to carry out full and proper evaluation of that Proposal;
 - (ii) is technically or commercially unacceptable;
 - (iii) fails to establish that the Proponent has adequate qualifications, capacity, experience, commercial credibility or financial and other resources to perform the services; or
 - (iv) fails to comply with 2.1 (a);
- c) reject, without necessarily proceeding with full evaluation, any Proposal submitted by a Proponent who:
 - (i) in BMSC's determination, has, or if awarded the Agreement would have, an actual, apparent or potential conflict of interest, unless the Proponent has provided the required written disclosure of the conflict of interest in its Proposal, and has also provided a detailed undertaking satisfactory to BMSC for resolving the conflict of interest if the Proponent is awarded the Agreement;



- (ii) to BMSC's knowledge or belief, based on information deemed reliable by BMSC, has breached any of the terms and conditions of any applicable confidentiality and non disclosure agreement in effect between BMSC and the Proponent;
- d) negotiate any or all terms and conditions of the Agreement with any one or more Proponents, but not necessarily all Proponents, and to do so serially or concurrently;
- e) negotiate and enter into an agreement on terms and conditions different than those contained in the RFP Documents and/or any Proposal;
- f) choose not to enter into negotiations with any one or more Proponents;
- g) terminate negotiations with any one or more Proponents at any time;
- h) choose not to award any agreement to any Proponent;
- i) choose to terminate this procurement process at any time for any reason; and
- j) choose to not offer the same or substantially the same or comparable terms and conditions of a proposed Agreement to more than one Proponent with which BMSC may conduct negotiations.

4.4 Clarifications and Further Information

Notwithstanding any other provision of the RFP Documents, and in addition to the rights reserved under 4.3, BMSC reserves the right:

- a) to seek further information (including any missing non-mandatory items) with respect to, or in clarification of, any Proposal submitted by any Proponent, including for the purposes of incorporation of terms and conditions that are or may be different from those contained in the RFP Documents and/or any Proposal. Such information or clarification may be sought from any one or more Proponents, but not necessarily all Proponents, and may be sought at any time either serially or concurrently;
- b) not to seek further information or clarification from any one or more Proponents;
- c) to terminate for any reason the seeking of further information and clarification from any one or more Proponents;
- d) to seek different further information or clarifications from different Proponents; and
- e) to seek confirmation that the inclusion of any "personal information" about an individual in a Proposal has been consented to by that individual.

Any and all further information or clarifications received by BMSC pursuant to this Section 4.4 with respect to a Proposal shall be deemed to form part of that Proposal.



4.5 Presentations

Proponents are advised that, in order to facilitate BMSC's understanding of the Proposals, any or all Proponents may, upon prior written notice, be requested to make an in person or a virtual presentation of their Proposals in BMSC offices.

Section 5 – Ownership & Confidentiality

5.1 FOIPPA

BMSC is subject to the (BC) Freedom of Information and Protection of Privacy Act and associated regulations, as the same may be replaced, amended or supplemented from time to time (collectively, "FOIPPA"), a copy of which is available at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

5.2 Proponents' Trade Secrets

BMSC shall not be liable for disclosure, pursuant to a request under FOIPPA, of any information or record submitted by a Proponent that is not so identified by that Proponent, or that BMSC is otherwise compelled to disclose

5.3 Ownership of Proposals

All Proposals, including any documents submitted to BMSC by a Proponent in connection with a Proposal or pursuant to the RFP Documents, become the property of BMSC and shall not be returned to Proponents. They will be received and held by BMSC in confidence and, subject to the provisions of FOIPPA and any other applicable legal or regulatory requirements, shall not be disclosed to third parties, except as may be necessary for the proper evaluation of the Proposals.

5.4 Use of RFP Documents

A Proponent, a Potential Proponent, and any person who has received a copy of the RFP Documents shall not, without the prior written permission of BMSC, use, reproduce or distribute all or any part of the RFP Documents, or any information, drawings or specifications included in



or provided with the RFP Documents, for any purpose other than to assist in the consideration of whether or not a Proposal is to be submitted, or to prepare a Proposal.

Section 6 – Special Features

6.1 Award Approval

The award of any contract pursuant to this procurement process is, without limitation, subject to BMSC securing any necessary internal approvals and financing. BMSC reserves the right to terminate this procurement process or revise the schedule or scope of work at any time at its absolute discretion if the necessary approvals are denied or cannot be secured in a timely manner.

6.2 Supplier Performance Statement

The contractual performance of our suppliers is a matter of paramount importance to BMSC. BMSC will monitor and assess a supplier's contractual performance and reserve the right to take past contractual performance into account when evaluating future bids from the supplier.

Section 7 – Additional Information

General information on BMSC procurement practices can be found on BMSC's Vendors page.



Appendix 1-1 Requirements

1.0 Project Summary

BMSC has identified housing as a key priority to achieve its research and strategic objectives. Based on BMSC's review of housing needs over the next 5-10 years there is an immediate need for 18-24 self-contained studio units for researchers and staff in addition to a common area for all pods or for a group of pods.

BMSC is currently housing more than 20 staff on campus, half full-time (representing half of the BMSC staff and ~12% of the community). We are looking to create a housing community that can house 18 to 24 researchers on BMSC lands. The site is currently housing staff with trailers. On site services include power, municipal water, modern wastewater treatment (plant located at the BMSC), and internet. See images in Appendix 1-3.

Given the relatively remote location of Bamfield and the lack of local trades, we are looking for proponents to build factory-built housing units and deliver and install them at BMSC.

As a non-profit and registered charity, financing of this project will be negotiated after the RFP closes. Proponents may include innovative financing options for BMSC to consider.

2.0 Summary of the Proponents Requirements

2.1 The Project

BMSC is seeking a Company that can deliver and install 18-24 self-contained studio units for researchers and staff units in addition to a common kitchen and lounge for all units or groups of pods. The goal of the project is through design and amenities to create a sense of community that promotes well-being for our workforce and researchers through an attractive and cohesive design that blends in with our current campus. See images in Appendix 1-5.

To minimize cost and to ensure a speedy installation we are looking for:

- An array of modular units that can house 15 to 18 individuals;
- A standalone or integrated common area that for community living and eating.

Each pod should include at a minimum:

- Sleeping units for one individual that includes:
 - Double bed;
 - Desk;
 - Storage for clothes;
 - Toilet area including toilet, shower, vanity.
- Sleeping unit design may include small cooking facility including a sink, airfryer, microwave, small fridge and storage for dishes and dry goods or shared communal kitchen for 3 to 4 sleeping units.
- Sleeping unit design may include small living area or shared community living space for all sleeping units.
- Insulated walls to minimize noise.



- Features that maximize heating and cooling efficiency.

Proponents must provide:

- **Qualifications and Capacity:** Description of how the Proponent will demonstrate the requisite experience, resources, qualifications, and capacity to successfully meet the objectives of this housing project and provide high quality service to the BMSC.
- **Design Concepts:** Present design ideas for 18-24 self-contained studio units for researchers and staff along with a shared communal kitchen and living space.
- **Design and installation experience.** Demonstrate the design and installation capability and experience and how the product addresses the following:
 - Structural Engineering
 - Mechanical Engineering
 - Energy Modelling and Heating efficiency
 - Electrical Engineering
 - Lighting Design
 - Interior Design
 - Acoustical Design & Engineering
 - Building Envelope
 - Fire and Building Code
 - Security and Emergency Planning
- **Detailed Pod Plans:** showing the arrangement of spaces, structural elements, and interior details.
- **Material and furniture package,** including:
 - Roof features;
 - Wall and flooring system;
 - Millwork, appliances and furnishing features.
- **Site preparation requirements** for their design.
- **Price all in** excluding site preparation as well as hook up to electrical, sewer and water and landscaping. This should include:
 - Delivery to BMSC;
 - Installation of pods;
 - Drawings that depict the exterior appearance and vertical relationships within the building;
 - Upon completion Operation and Maintenance Manuals;
 - Fire and building code certification.
- **Timeline** for installation and description of delivery method to BMSC.
- **Warranty:** Documentation of all warranties provided by contractors and suppliers.

Proponents may provide:



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- Costs for site preparation;
- Innovative financing such as lease to own etc.



Appendix 1-2 Proposal Evaluation Criteria

Subject always to BMSC’s rights to reject Proposals under the RFP documents or otherwise, Proposals will be evaluated by BMSC based on the criteria outlined in this Appendix 1-3, as listed below.

Line Item	Criteria	Percentage Weight
A	<p>DESIGN AND SUITABILITY OF PRE-FAB PODS TO BAMFIELD ENVIRONMENT</p> <ul style="list-style-type: none"> • Design which meets the needs of students, staff and researchers • Design that demonstrates sustainability, energy efficiency, safety, durability etc. 	35%
B	<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Qualifications, Experience • Similar Project Experience 	25%
C	<p>BUDGET</p> <ul style="list-style-type: none"> • Qualifications, Experience • Similar Project Experience 	35%
D	<p>OVERALL SUITABILITY</p> <ul style="list-style-type: none"> • Overall fit and suitability of Proponent, in line with the goals of the University and this project. 	5%

Shortlisted Proponents will be invited to submit a Proposal in response to Part B Questionnaire. Part B selection criteria and questionnaire will be released to invited potential Proponents upon selection.



Appendix 1-3 Proposed Location and sample of buildings





The Station - Cafeteria, classrooms, cabin and admin building





Given the remote location of Bamfield and the lack of local trades, we are looking for proponents to build factory-build housing units and deliver and install them at BMSC.



