



District of Invermere

Design-Build Asphalt Pump Track Revitalization Mount Nelson Athletic Park (MNAP)

REQUEST FOR PROPOSAL

FOR THE SUPPLY OF DESIGN AND CONSTRUCTION SERVICES

All queries related to this Request for Proposal shall be submitted via email to the attention of:

Dean McKinley, Chief Administrative Officer

**District of Invermere
914 8th Avenue, Box 339
Invermere, British Columbia V0A 1K0 CANADA**

**Fax No: 250-342-2934
Email: cao@invermere.net**

REQUEST FOR PROPOSALS

1) PROJECT OVERVIEW

The existing pump track at Mount Nelson Athletic Park (MNAP) in Invermere is a well-used and valued recreational feature within the community. The District of Invermere is undertaking a revitalization of this facility to create a modern, durable, and inclusive asphalt pump track.

This project is supported through collaboration with the Rocky Mountain School District, Columbia Basin Trust, and the Columbia Valley Cycling Society, reflecting a strong community interest in enhancing active recreation infrastructure.

The revitalized pump track is intended to:

- Provide a high-quality riding surface suitable for a wide range of users, including bicycles, scooters, skateboards, and adaptive equipment.
- Support progression from beginner to advanced skill levels.
- Improve accessibility, durability, and year-round usability.
- Deliver a facility built to a recognized high-performance standard, capable of supporting international events and community programming.

This revitalization represents a long-term investment in community infrastructure, expanding inclusive outdoor recreation for residents and visitors alike.

1.1 PROJECT LOCATION



The project site is located within Mount Nelson Athletic Park at 1500 14th Street, Invermere, British Columbia. The proposed pump track footprint occupies approximately 2,605 m² and is situated adjacent to the existing skate park, surrounding recreational amenities, and nearby schools, including JA Laird Elementary School and David Thompson Secondary School. The above figure shows the approximate location however it is flexible based on design needs.

Proponents should familiarize themselves with site conditions, access, and surrounding uses when developing their proposal.

2) INTRODUCTION

The District of Invermere (the "District") invites qualified pump track builders to provide a Proposal on the form attached as Schedule B (Submission Form) for the design and construction services described in Schedule E (Scope of Work). Schedule E sets out the minimum design and construction requirements for the project. A firm or individual submitting a Proposal (the "Proponent") should prepare a Proposal that meets the minimum requirements of the project. Proponents are encouraged to include design innovations, value-added services, or enhancements that exceed the minimum requirements.

3) CONTACT

Name: Dean McKinley, Chief Administrative Officer
Email: cao@invermere.net
Fax No: 250-342-2934
Address: District of Invermere 914 8th Avenue, Box 339
Invermere, British Columbia, V0A 1K0 CANADA

4) TERM

The Proponent will provide the Design and Construction Services set out in Schedule E (Scope of Work), commencing on or about June 1 – September 30, 2026 (the "Term").

5) ADDRESS FOR DELIVERY

The Proposal should be submitted to the District via one of the following methods

- a) Email, in PDF format, to the contact provided in **Section 3**
Subject: RFP Pump Track Revitalization
- b) Hard copies, one original unbound and one copy bound, Sealed and Marked **CONFIDENTIAL – DO NOT OPEN** To be Delivered to the contact provided in **Section 3**
- c) The Proponent bears all risk that the District's equipment functions properly so that the District receives the Proposal.

6) DATE

The District will receive Proposals up to 4:30 pm on April 30, 2026, local time.

7) INQUIRIES

- a) All inquiries related to this Request for Proposal ("RFP") should be directed in writing to the contact person named in **Section 3** by e-mail.
Subject: RFP Pump Track Revitalization
- b) An **OPTIONAL SITE VISIT** is scheduled for Wednesday, April 15, 2026.
To attend, proponents are to submit a request via email by April 13, 2026, to the contact person named in Section 3.

c) The inquiry period will end Monday, April 27, 2026.

8) ADDENDA

If the District determines that an amendment is required to this RFP, the District will post a written addendum on the BC Bid Portal and the District website at www.invermere.net and upon posting will be deemed to form part of this RFP.

9) DURATION OF PROPOSAL

The Proposal will be open for acceptance by the District until:

- a) the date specified in this RFP or a Proposal; or
- b) as described in a subsequent written notice.

10) NO CONTRACT

This RFP is simply an invitation for Proposals. It is not a tender and no obligations of any kind will arise from this RFP or the submission of Proposals.

11) ACCEPTANCE

A Proposal will be an offer to the District which the District may accept at any time by signing the copy of the Proposal and delivering it to the Proponent.

12) PROPONENT'S EXPENSES

Proponents are solely responsible for their expenses in preparing and submitting Proposals.

13) PROPONENT'S QUALIFICATIONS

By submitting a Proposal, a Proponent represents that it has the expertise, qualifications, resources, and relevant experience to deliver the design and construction services.

14) CONFLICT OF INTEREST

A Proponent must disclose in its Proposal any actual or potential conflicts of interest.

15) SOLICITATION OF COUNCIL MEMBERS AND DISTRICT STAFF

Proponents and their agents will not contact any member of the District Council or District staff with respect to this RFP, other than the contact person named in Section 3.

16) CONFIDENTIALITY

All Proposals become the property of the District and will not be returned.

17) SIGNATURE

The Proposal should be signed by a person authorized to sign on behalf of the Proponent.

SCHEDULE A – FORM OF AGREEMENT

The form of contract between the Owner and General Contractor shall be the “Standard Construction Document CCDC2 (2020), Stipulated Price Contract.”

SCHEDULE B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the District and the proponent unless and until the District and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Schedule C. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by the District and posted through the BC Bid prior to the Deadline for Issuing Addenda.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

7. Conflict of Interest

The proponent must declare all potential Conflicts of Interest. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; AND (b) were employees of the District within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the District to the advisers retained by the District to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

SCHEDULE C – PRICING

The proponent's bid shall contain a maximum price for the completion of the work. Prices shall be firm and fixed and will not be exceeded.

1. Instructions on How to Provide Pricing

- a) Proponents should provide the information requested under Section 3 below ("Required Pricing Information") by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST and PST, which should be itemized separately.
- c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- d) The District has a maximum capital budget of \$500,000 to complete the work, additional funding totaling approximately \$100,000 may be available in-kind labour and materials to complete the work. As such some items are priced as optional as they may be able to be completed by the owner.

2. Evaluation of Pricing

Pricing is worth fifteen (15) points of the total score.

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

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

This bid will be awarded in whole to the Proponent with the highest score.

In order for a bid to be compliant, Proponents must quote all items in the pricing table.

3. Required Pricing Information

In accordance with the Scope of Work set out in Schedule E, which I/we have carefully examined, the undersigned hereby submits a firm Tender to perform the work required for the sum of:

DESCRIPTION	PRICE
Site Preparation – material, equipment & labour (includes demolition and removal of existing 2013 dirt pump track, earthworks, rough grading, drainage installation, and all preparatory work) (optional)	\$
Pump Track Construction Package – material, equipment & labour (includes detailed design, final shaping of pump track features, asphalt paving, all track-specific construction, and as-built drawings)	\$
Landscaping – material, equipment & labour (optional)	\$
Additional amenities (optional)	\$
SUB TOTAL	\$
5 % G.S.T.	\$
TOTAL	\$

Notes: Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST and PST, which should be itemized separately. All pricing must be all-inclusive.

SCHEDULE D – RFP PARTICULARS

A. THE DELIVERABLES

⇒ Refer to Schedule E – Scope of Work.

B. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Schedule B)
2. Pricing (Schedule C)
3. Other Mandatory Submission Requirements:
 - a. Proponent Experience and Qualifications
 - b. Project Approach, Design Concept, and Project Schedule.

C. MANDATORY TECHNICAL REQUIREMENTS

N/A

D. PRE-CONDITIONS OF AWARD

Deliverables	Timing
District of Invermere Business License	Prior to Award of Contract
Proof of Comprehensive General Liability Insurance in the amount of \$ 5 million with the District of Invermere listed as an additional insured.	Prior to Award of Contract
Work Safe BC Clearance letter	Prior to Award of Contract

E. RATED CRITERIA

The following sections set out the categories, weightings and descriptions of the rated criteria for this RFP.

1. Evaluation Criteria

The following categories, weightings and descriptions will be used in the evaluation of rated criteria during the evaluation process. These criteria apply to proposals by all proponents.

EVALUATION CRITERIA	
Evaluation Criteria	Weighting
Experience and Qualifications	40
Project Approach (Design Concept & Methodology)	25
Pricing	15
Project Schedule	10
Innovation / Value-Add	10
Total	100

Suggested Proposal Content for Non-Price Criteria

i. Experience and Qualifications

Each proponent should provide the following in its proposal:

- a) A brief description of the proponent;
- b) A description of its knowledge, skills and experience relevant to the scope, particularly with respect to consultation and engagement;
- c) The roles and responsibilities of the proponent and any of its agents, employees and subcontractors who will be involved in providing the scope, together with the identity of those who will be performing those roles and their relevant respective expertise. Provide resumes of each proposed core team member, listing professional credentials and affiliations; and
- d) Minimum of three (3) references – municipalities and government agencies preferred, including comments from clients utilizing the proponent’s services for similar projects.

Value Add: Describe your organization’s unique expertise and successes, as well as what sets your firm and proposed team apart from other organizations with respect to this project, if applicable.

Proponents are encouraged to incorporate innovative approaches and value-added features that enhance user experience, durability, and long-term performance.

ii. Approach and Methodology / Work Plan

Each proponent should provide the following in its proposal:

- a) Description of understanding of the District and approach to the project;
- b) A description of how the proponent will achieve the project objectives and outcomes;
- c) Specific outline of tasks for completion per the schedule; and
- d) Outline of proposed design concept and construction approach that meets the requirements of Schedule E.

iii. Project Schedule

- a) A detailed work plan outlining the project timeline, including commencement, key milestones, and major deliverables.

SCHEDULE E – SCOPE OF WORK

District of Invermere – Design-Build of an Asphalt Pump Track Revitalization

The District of Invermere is requesting proposals from qualified pump track builders to provide design and construction services for a paved asphalt pump track at Mount Nelson Athletic Park (MNAP), replacing the existing 2013 dirt pump track.

The intent of the project is to deliver a high-quality, durable and inclusive pump track that:

- accommodates a wide range of users and skill levels.
- supports rider progression.
- integrates effectively within the existing park environment.
- reflects current best practices in pump track design and construction.
- meets the design standards required to support UCI-sanctioned pump track events and international competition.

The successful proponent will be responsible for all aspects of design, engineering, preparation of final plans and specifications, cost estimating and construction required to deliver a completed pump track. The District will review and approve the final design prior to construction.

The District encourages proponents to demonstrate thoughtful design integration, durability, and long-term performance in their proposed solutions.

1. Design & Concept Development for a Community-Based Paved Pump Track

- a) Present at least one concept option that integrates into an area of approximately 2,605 m² located at Mount Nelson Athletic Park (MNAP field).
- b) The design must be suitable for a wide range of abilities, ranging from beginner to advanced.
- c) The track should be designed for users on all wheels (for example: mountain bikes and BMX bicycles, run bikes, skateboards, scooters, wheelchairs, rollerblades, and adaptive equipment).
- d) The design must enable rider progression and provide transition opportunities for advanced/professional riders.
- e) The track must meet UCI design standards including:
 - i. 2m minimum track width
 - ii. 130cm minimum turn height
 - iii. variable rollers heights from 30cm to minimum 80cm
 - iv. variable roller distances from 3m to 10m
 - v. winning time on one lap should be at least 15 seconds
 - vi. the speed of the riders must be maintained by the "pumping" of the rider, and not by gravity
 - vii. space around the track to set up an event (e.g. staging area for riders, place for spectators, riders area).
- f) The design must accurately display the pump track's total area, asphalt surface, green area, and pump track length.

- g) The design must incorporate a surface drainage plan that negates pooling of water on or adjacent to the pump track.
- h) The proponent may include optional costs for extra services and amenities that can be accommodated on site.
- i) The District will work with the successful proponent to select a final pump track layout that best meets the community's needs.

2. Construction & Site Works

- a) Supply all materials, equipment and labour to complete the work.
- b) The work may includes but is not limited to:
 - i. Demolition and removal of the existing 2013 dirt pump track (priced separately in the Site Preparation Package).
 - ii. All site preparation, earthworks, and drainage.
 - iii. Final shaping and construction of the new asphalt pump track.

3. Close-Out & Handover

- a) Provide maintenance guidelines and recommendations for ongoing upkeep of the pump track.
- b) Submit a complete as-built package, including:
 - i. PDF drawings.
 - ii. AutoCAD (.dwg) files.
- c) Ensure all close-out materials are accurate, complete, and suitable for future maintenance and operational use by the District.