



INFORMATION PACKAGE

Kimberley Bike Park

Request for Quote- Project Manager

Overview and Project Description

The Kimberley Trails Society (“KTS”) is inviting interested parties to submit a quotation for the position of Project Manager/Consultant (PM) for the completion of the Kimberley Bike Park project. We are seeking an applicant who has experience in the construction and maintenance of Dirt Jump/Bike Park facilities to assist KTS/Bike Park Committee to complete the following phases.

1. Dirt Jump Spring Refresh/Improvements (2 week to 3 week timeline)
 - a. Draft project scope for Spring Dirt Jump Refresh of the Green and Blue Lines
 - b. Draft project scope for Improvements to the Advance, Expert and Mulch Jump area based on supplied recommendations.
 - c. Plan and organize resources in consultation with KTS and City of Kimberley
 - d. Supervise contractors, liaise with COK on permits, closures and considerations for insurance requirements/obligations.
 - e. Provide weekly updates to KTS and COK regarding progress and budget
 - f. Provide consultation, feedback and guidance to contractors on the ride-ability and safety of lines through testing of each line.
 - g. Preference will be given to applicants who can operate equipment alongside contractors and have experience with shaping features.
2. Signage
 - a. Organize installation of signage that has already been sent for printing as well as finalize main signage to include a map of the site. The PM will be responsible for consulting with Montage Marketing/Big Magic on existing work done thus far.
 - b. Organize resources according to procurement processes, finalize materials and construction of signage fixtures with KTS sponsor Fabrite.
3. Fencing: (timeline)
 - a. Plan and organize installation of fencing along Mark Creek pathway and areas defined within the Bike Park that require a barrier for safety.
4. Gazebo
 - a. Plan and organize resources according to procurement processes to finalize materials and construction of a Gazebo donated by Munter Designs.

Timeline

The Project is to be completed in spring/summer of 2025 and is the final phase of the Kimberley Bike Park Revitalization Project. To be considered, contractors must have experience building dirt jump specific features and be prepared to provide references. Contractors must also carry at least \$2 million comprehensive liability insurance and be registered in good standing with WorkSafe BC. For any work that requires contracting out, the Project manager must draft RFQ or RFP according to the COK procurement process.

Contractors will be selected based on KTS directors' confidence in the contractor's ability to deliver on the above listed items, with a heavy emphasis placed on previous work done. Contractors are therefore strongly encouraged to provide references and/or photos of previous work that fit these criteria.

Submitting Quotations

Due to time constraints and needing to expediate planning for Spring prompt submissions will be read and considered in priority until suitable applicant determined. A site visit is not required, but can be arranged on request.

There is no required form of quotation, but, at a minimum, quotations should include a description of the following:

- (a) Total contract price plus any applicable taxes.
- (b) available/expected start and finish dates;
- (c) specific items included and excluded from quote;
- (d) estimated number of work days.

KTS may not accept the lowest quote and reserves the right not to accept any quotes if they do not meet KTS requirements as determined by KTS directors or if the project budget is exceeded. KTS may request further information and/or request an interview with selected applicants before making a final decision.

Quotations should be submitted by regular mail or email to:

admin@kimberleytrails.org

Kimberley Trails Society
290 Wallinger Avenue
Kimberley, BC V1A 1Z1

If KTS accepts a quotation from a contractor, then KTS and the contractor will enter into a services contract prepared by KTS.

Further Information: If you require further information, please contact gm@kimberleytrails.org, admin@kimberleytrails.org and bikepark@kimberleytrails.org