



Village of New Denver

REQUEST FOR PROPOSALS (RFP)

Design-Build Services for Welcome Sign Structures

RFP Issue Date:

March 19, 2026

RFP# 2026-01

Submission Deadline:

2:00 p.m. on Tuesday, April 7, 2026

Submission Address:

Village of New Denver
Welcome Sign Design-Build RFP
PO Box 40
115 Slocan Avenue
New Denver, BC V0G 1S0

Email submissions: planning@newdenver.ca

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INTRODUCTION

The Village of New Denver is proceeding with the replacement of two community welcome signs – one on Highway 6 entering New Denver from the south, and one on Highway 31A entering New Denver from the east. This project is supported by funding from the Province of British Columbia for initiatives related to community marketing, and resident attraction and retention.

The existing signs are being replaced because they are constructed of aging wood materials that are deteriorating, display a former Village logo that has since been updated, and are no longer in ideal locations. In particular, the eastern sign requires relocation due to a 2021 change in Village boundaries, and the southern sign is currently positioned at a pull-out within the municipality rather than at or before the entrance to the Village.

The intent of this project is to create two durable, visually cohesive gateway features that clearly communicate the identity of New Denver to residents and visitors entering the community. The signs must perform in a highway environment subject to snow clearing operations, winter conditions, and year-round weather exposure. The Village anticipates a wood structure on concrete footings, potentially incorporating cut or fabricated metal elements. The Village logo will be provided and its inclusion is encouraged. The works will occur within highway Right of Way, and design and construction must comply with applicable Ministry of Transportation and Transit requirements.

Proponents are expected to demonstrate a strong understanding of the local context, including New Denver's scale, heritage character, natural setting, and evolving future direction. Submissions will be evaluated in part on the quality and appropriateness of the design response, including how effectively it reflects community identity while meeting functional, durability, and maintenance considerations.

The successful Proponent will be responsible for delivering complete Design-Build services in accordance with this RFP.

1. Definitions

For the purposes of this RFP, the following terms have the meanings indicated:

Agreement means a written contract executed between the Village and the successful Proponent for the provision of services.

Contractor means the successful Proponent with whom the Village enters into an Agreement.

Must / Required mean a mandatory requirement.

Proponent means a person, firm, or corporation submitting a Proposal in response to this RFP.

Proposal means the submission provided by a Proponent in response to this RFP.

Provide / Supply mean to furnish and pay for.

Request for Proposal / RFP means this Request for Proposal document, including all appendices and addenda.

Services mean all design, fabrication, supply, installation, and related obligations required to complete the project as described in this RFP and the resulting Agreement.

Village means the Village of New Denver.

2. Scope of Services

The Contractor must provide all Services necessary to complete the project, including but not limited to:

2.1. Design

- Development of concept design options for Village review.
- Preparation of final drawings suitable for fabrication and construction.
- Structural considerations appropriate to site conditions and weather exposure.
- Consider snow clearing, slow load, winter maintenance requirements, high winds, environmental conditions such as freeze-thaw, and sign durability.

2.2. Fabrication

- Supply of all materials.
- Fabrication of sign structures and related components.
- Finishing suitable for long-term durability.

2.3. Installation

- Site verification and field measurements.
- Set concrete footings appropriate to site conditions.
- Delivery and installation of sign structures.
- Restoration of disturbed areas to pre-existing condition (grading, cleanup).

2.4. Approvals and Compliance

- Coordinate with Village for placement, encroachment, and approval parameters.
- Prepare and submit all necessary documentation for approvals (Village & MOTT).

2.5. Deliverables

The successful Proponent must provide the following deliverables as part of the Design-Build Services:

- Final Design Drawings – PDF format required; CAD files encouraged but not mandatory
- Permitting Submissions and Documentation – evidence that the design has been submitted to MoTT and accepted for installation within the highway Right of Way.
- Fabrication and Shop Drawings – detailing materials, dimensions, and construction methods for fabrication.
- Warranty Documentation – outlining materials and workmanship warranties for the completed signs.
- As-Built Drawings – provided post-installation, reflecting the completed configuration, materials, and placement.
- Design Files – provision of all final design files in editable formats (e.g., CAD, vector, or other native formats) sufficient to allow the Village to reproduce, modify, or repair the sign structures in the future.

Notes:

- All deliverables must be provided in formats compatible with the Village's records (PDF, CAD, or other standard industry formats).
- The Village may request clarifications on any deliverables during or after the design and installation process.

3. Statement of Requirements

3.1. Overview

The Statement of Requirements outlines the functional, performance, and technical expectations for the design and construction of two (2) community welcome sign structures located at the eastern and southern entrances to the Village of New Denver.

3.2. Objectives

The primary objectives of the project are to:

- Replace aging and deteriorating welcome signage;
- Reflect the Village's updated branding and identity;
- Improve the visibility and appropriateness of gateway locations;
- Deliver durable structures suitable for long-term performance in a highway environment.

The signs must function as clear and welcoming gateway features while remaining compatible with the scale, character, and natural setting of New Denver.

3.3. Functional Requirements

The signs must:

- Clearly display the *New Denver* name, whether through use of the Village's logo or otherwise;
- Be visually legible to highway traffic;
- Be appropriately scaled for their respective entry locations;
- Be safe and compliant with highway Right of Way parameters.

3.4. Performance Requirements

The completed work must:

- Be structurally stable and suitable for long-term exterior installation;
- Withstand snow loads, snow clearing operations, high winds, sun exposure, and freeze-thaw cycles.
- Utilize materials appropriate for outdoor durability and minimal maintenance;
- Be supported by concrete footings appropriate to the proposed design and site conditions;
- Comply with applicable Ministry of Transportation and Transit requirements for work within highway Rights of Way.

3.5. Budget

The Village anticipates a total project budget in the range of \$18,000 to \$22,000 (exclusive of GST). Proponents are encouraged to propose solutions that provide the best overall value within this budget range.

3.6. Schedule Requirements

The Village anticipates completion of design, fabrication, and installation by June 1, 2026.

Proponents must clearly identify any schedule risks and confirm their ability to meet the required timeline.

4. Reference Documents

The following documents are included as Appendices to this RFP:

- Appendix A – Location Maps & Images
- Appendix B – Village of New Denver logo

These documents are provided for general information only. The Village makes no representation or warranty as to their accuracy, completeness, or suitability. Proponents are solely responsible for independently verifying all site conditions, environmental constraints, and other factors affecting the Services.

5. Proposal Submission Requirements

Proposals must be complete, clear, and organized in accordance with the requirements of this RFP. Each Proponent must provide sufficient information in its submission to demonstrate its qualifications, experience, understanding of the project, and capacity to perform the Design-Build services described herein.

Incomplete submissions may be rejected at the sole discretion of the Village.

5.1. Submission Format

Proposals must:

- Be prepared in a clear and legible format using a minimum 11-point font;
- Be organized with clear section headings corresponding to the RFP requirements.

Hard copy submissions should be printed double-sided and securely bound. Electronic submissions should be in PDF format.

5.2. Submission Method

Proposals must be submitted electronically or in hard copy.

Electronic Submissions

Electronic submissions must be sent by email to:

Jessica Rayner
Community Planner
planning@newdenver.ca

The subject line must read: **Confidential: Design-Build Services for Community Welcome Sign Structures.**

Hard Copy Submissions

Hard copy submissions must be delivered:

REQUEST FOR PROPOSALS – WELCOME SIGN STRUCTURES, NEW DENVER

RFP #2026-01

In person to: Village Office, 115 Slocan Avenue, New Denver, BC, Attention: Jessica Rayner

OR

By mail to: Village of New Denver, Attention: Jessica Rayner, PO Box 40, New Denver, BC V0G 1S0

Hard copy submissions must be sealed and clearly labelled: **Confidential: Design-Build Services for Community Welcome Sign Structures.**

5.3. Closing Time

Proposals must be received by the Village no later than 2:00 p.m. on Tuesday, April 7, 2026 (Pacific Time). Proposals received after the closing time will not be considered.

5.4. Amendments and Withdrawal

A proponent may amend or withdraw its Proposal by submitting written notice prior to the closing time. Any amendment must clearly identify the changes and form part of the original Proposal.

5.5. Inquiries

All inquiries must be submitted in writing to Jessica Rayner, planning@newdenver.ca. Inquiries regarding this RFP must be directed only to the designated contact identified in this RFP.

6. Proposal Content Requirements

6.1. Company Profile & Experience

- Legal name, address, and contact information, including phone number and email.
- Relevant experience with comparable design-build projects, particularly gateway signage, public realm features, or projects within highway environments.
- A minimum of three (3) references with contact information, including contact name, title, phone number, and email.

6.2. Project Understanding & Approach

- Summary of the Proponent's understanding of the project objectives and constraints.
- Design philosophy and approach.
- Strategy for addressing snow clearing operations, snow load, winter maintenance, high winds, freeze-thaw conditions, and long-term durability.
- Strategy for coordinating with the Ministry of Transportation and Transit (MoTT) for work within highway Rights of Way.
- Construction methodology, including installation approach and footing strategy.

6.3. Project Team

- Identification of key personnel and their roles.
- Relevant qualifications and experiences of team members.
- Identification of sub-consultants or sub-contractors, if applicable.

The Proponent is required to remain fully responsible for all sub-consultants and sub-contractors.

6.4. Preliminary Concepts

- Concept sketches, renderings, or visual references.
- Description of proposed materials and finishes.
- Explanation of how the design reflects New Denver’s identity and context.

6.5. Schedule

- Proposed project schedule with key milestones.
- Anticipated design completion.
- Fabrication timeline.
- Installation timeline.

6.6. Fees & Pricing

- Lump-sum price for complete Design-Build services.
- Breakdown of pricing by major components (design, fabrication, installation, etc.).
- GST and PST shown separately.

6.7. Insurance & WorkSafeBC

- Confirmation of ability to meet the insurance requirements set out in this RFP.
- Confirmation of WorkSafeBC coverage or ability to obtain coverage. The successful Proponent must provide a WorkSafeBC clearance letter prior to commencing work.

7. Evaluation Criteria and Process

7.1. Objective

The objective of the evaluation process is to identify the Proposal that, in the Village’s opinion, provides the best overall value. The Village is not obligated to accept the lowest priced Proposal or any Proposal.

7.2. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Table 1: Evaluation Criteria

| Criteria | Weight |
|----------------------------------------------------------------------|--------|
| Experience & Qualifications | 25% |
| Design Approach & Quality, including reflection of community context | 30% |
| Understanding of MoTT / Highway Right of Way Requirements | 15% |
| Schedule | 10% |
| Price | 20% |

The weighting of evaluation criteria is provided as a guideline only. The Village may, at its sole discretion, consider factors beyond the table, including but not limited to:

- Quality, creativity, and appropriateness of the design concept;
- Understanding of project objectives and site conditions;
- Qualifications and experience of the Proponent and project team;
- Durability, constructability, and maintenance considerations;
- Proposed schedule and ability to meet timelines;
- Past performance on similar projects, where known.

The Village may request clarification or conduct reference checks, and may apply professional judgment in assessing overall value.

7.3. Proposal Completeness

Proposals must demonstrate the Proponent's ability to complete all tasks identified in this RFP. Partial submissions will not be considered.

7.4. Post-Evaluation and Contract Award

Once the preferred Proponent has been identified, the Village may:

- Request clarifications or additional information;
- Conduct interviews with one or more Proponents;
- Enter into discussions to finalize contract terms.

If discussions with the preferred Proponent are successful, a formal contract will be executed and the Project may commence. If discussions are unsuccessful, the Village reserves the right to enter into discussions with other Proponents or to decide not to award the contract.

7.5. Discretion and Rights

The Village reserves the right, at its sole discretion, to:

- Reject any or all Proposals;
- Cancel or reissue the RFP process at any time;
- Evaluate submissions based on any information submitted, including references, past project performance, or publicly available sources;
- Negotiate with one or more Proponents prior to award.

The Village may consider factors other than price to be of a greater weight in evaluating overall value, including design quality, durability, schedule, and relevance to community context. The Village is not obligated to award a Contract and may award to the Proposal that, in the Village's sole opinion, provides the best overall value.

8. General Conditions

8.1. Discretion and Rights

This request for Proposal is not a tender and does not create contractual obligations between the Village and any Proponent. No contractual relationship will arise until a written Agreement has been executed by the Village and the successful Proponent.

8.2. Proposal Preparation Costs

The Village is not liable for any costs incurred by Proponents in the preparation or submission of Proposals, participation in interviews, attendance at site meetings, or any other activities related to this RFP process.

8.3. Freedom of Information and Protection of Privacy

All documents submitted to the Village become property of the Village and will not be returned.

The Village is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA). Proponents should be aware that submissions may be subject to disclosure under the Act. If a Proponent believes portions of its Proposal contain confidential information, those portions should be clearly identified.

However, the Village may nevertheless be required to disclose information pursuant to FOIPPA.

8.4. Confidentiality of Village Information

All Proponents and their representatives must treat any information obtained through this RFP process as confidential and may not disclose such information without prior written authorization from the Village.

8.5. Sub-Contractors

The use of sub-contractors is permitted, provided they are clearly identified in the proposals.

Where sub-contractors are used, the Proponent must remain fully responsible for all Services provided under the agreement. The Village will have no contractual relationship with any sub-contractor.

8.6. Contacting Village Representatives

Proponents must not contact Village elected officials, officers, or employees regarding this RFP other than the designated contact identified in this document.

Failure to comply with this requirement may result in disqualification of the Proposal.

8.7. Conflict of Interest

Proponents must disclose any actual or potential conflicts of interest, including existing business relationships with the Village, its elected officials, officers, or employees.

The Village may reject a Proposal where, in the Village's opinion, a conflict of interest exists or may arise.

Failure to disclose a conflict of interest, or providing false or incomplete disclosure, may result in disqualification of the Proposal or termination of any resulting Agreement at the Village's sole discretion.

8.8. Insurance

The Contractor must maintain, at minimum:

- Commercial General Liability insurance of not less than \$5,000,000.00 per occurrence, naming the Village of New Denver as an additional insured;
- Automobile Liability insurance where applicable;
- Professional Liability (Errors and Omissions) insurance, if design services are provided under seal by a qualified professional.

Proof of insurance must be provided prior to commencement of work.

8.9. Permits and Licences

The successful Proponent must:

- Obtain a valid Village of New Denver business licence or West Kootenay Inter-Community Business Licence (ICBL);
- Provide a WorkSafeBC clearance letter prior to commencing work;
- Comply with all applicable federal, provincial, and municipal legislation and permitting requirements, including Ministry of Transportation and Transit requirements for work within highway Right of Way.

8.10. Optional Site Meeting

Proponents are strongly encouraged to familiarize themselves with existing site conditions, proposed sign locations, and the community context prior to submitting a Proposal. An optional site meeting may be arranged through the RFP contact.

The Village may provide maps, photographs, or background materials; however, Proponents are responsible for satisfying themselves as to site conditions, access constraints, snow storage impacts, and other relevant parameters prior to submission.

8.11. Ownership of Design and Materials

All design drawings, specifications, and other materials prepared by the Contractor in connection with the Services shall become the property of the Village upon completion of the project and payment in full.

The Village shall have the unrestricted right to use, reproduce, modify, and adapt the design and associated materials for any municipal purpose, including future fabrication, replacement, or installation of additional sign structures, without further compensation to the Contractor.

The Contractor may retain copies of the design materials for its records but shall not reuse or replicate the design for other clients without the prior written consent of the Village.

8.12. Right to Cancel or Modify the RFP

The Village reserves the right, at its sole discretion, to cancel, amend, or reissue this RFP at any time without liability to any Proponent. The Village may also revise the RFP by issuing written addenda prior to the closing date.

Any addenda issued by the Village will form part of this RFP. Proponents are responsible for ensuring that they have received and considered all addenda prior to submitting a Proposal.

8.13. Errors, Omissions, and Clarifications

The Village may, at its discretion, request clarification from a Proponent regarding any aspect of its Proposal.

The Village may waive minor irregularities, informalities, or non-material omissions where it is considered in the Village's best interest to do so.

The Village is not obligated to seek clarification of any Proposal and may evaluate Proposals based solely on the information submitted.

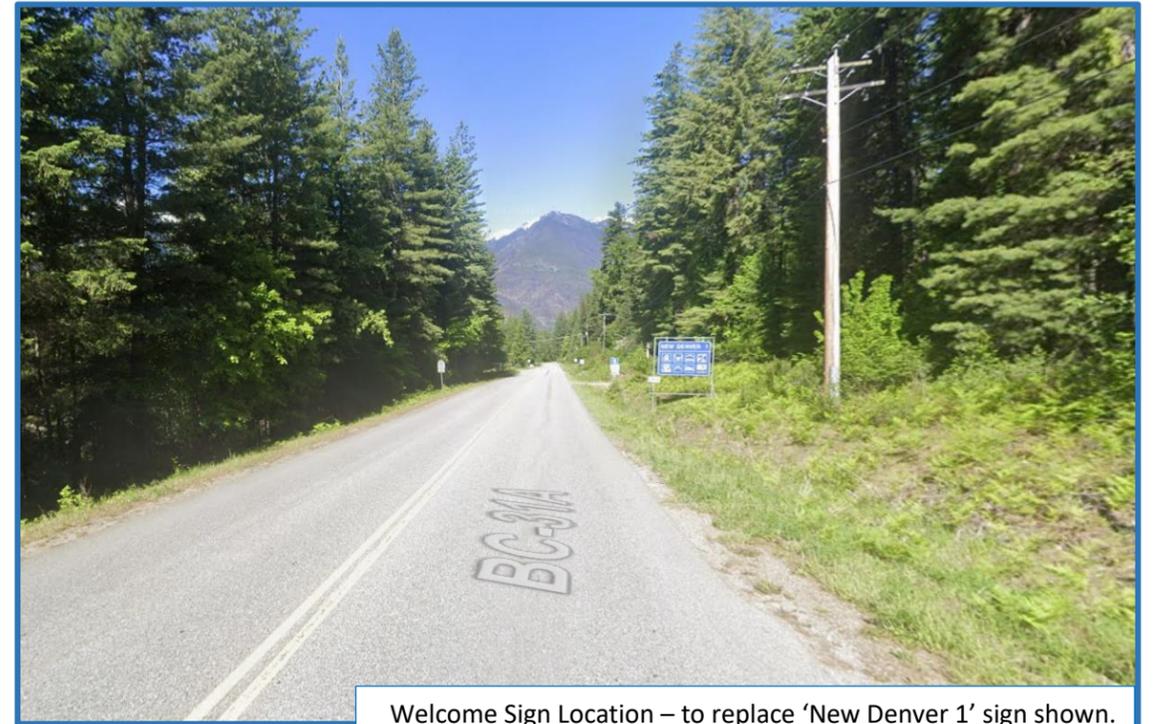
9. Project Schedule

The successful Proponent must initiate work within 30 days of issuance of Notice to Proceed. The Village requires that work be completed no later than June 1, 2026, unless otherwise agreed upon. The Village anticipates the following schedule (approximate):

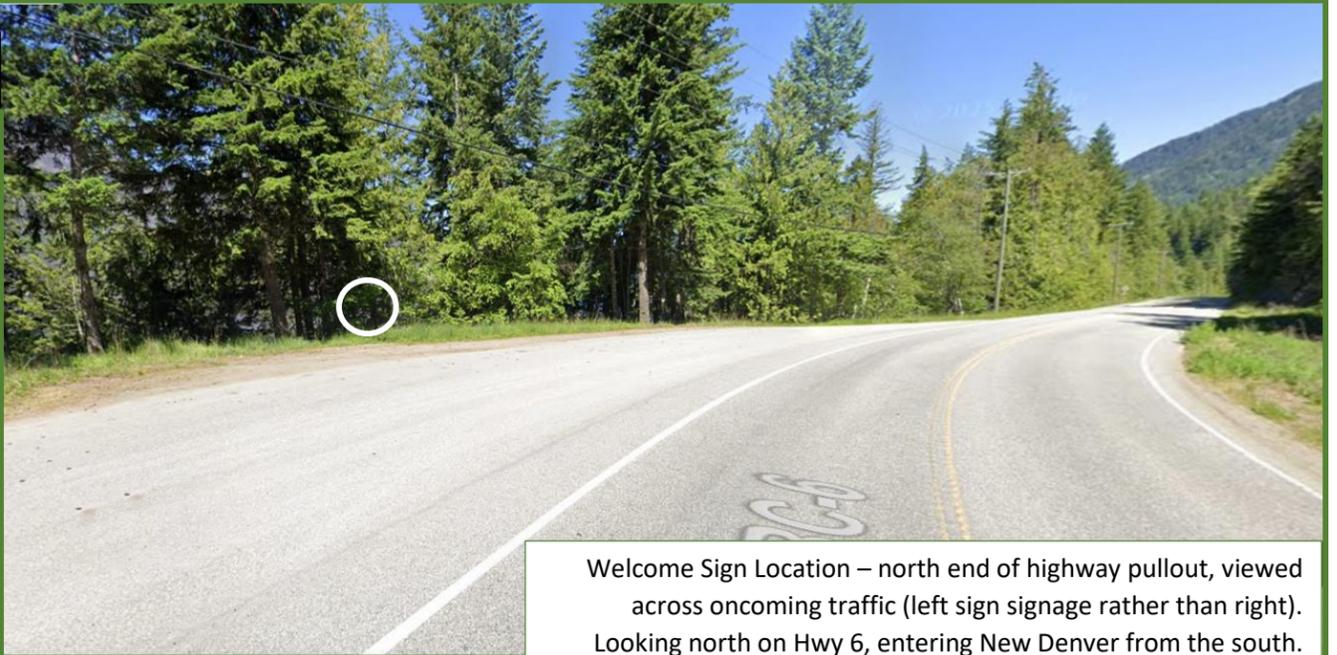
- RFP Issue Date: March 19, 2026
- Questions Due: March 30, 2026
- RFP Close: April 7, 2026
- Contract Award: April 15, 2026
- Design Completion: April 23, 2026
- Fabrication and Installation Completion: June 1, 2026

Proponents should propose a firm schedule tied to deliverables.

APPENDIX A – LOCATION MAPS & IMAGES



Welcome Sign Location – to replace 'New Denver 1' sign shown.
Looking west on Hwy 31A, entering New Denver from the east.



Welcome Sign Location – north end of highway pullout, viewed across oncoming traffic (left sign signage rather than right). Looking north on Hwy 6, entering New Denver from the south.



APPENDIX B – VILLAGE LOGO

