



**MAILING ADDRESS:**

Village of Lytton  
PO Box 100, 769 S- Trans Canada Hwy  
Lytton, BC V0K 1Z0

[www.lytton.ca](http://www.lytton.ca)

**Request for Qualifications: RFQ 20251014**

Civil Construction Services for Projects under \$200,000  
October 31, 2025

## SECTION A: Project description

### Introduction

Through this Request for Qualifications (RFQUAL), the Village of Lytton (the 'Village') invites organizations that have civil construction experience related to public works, municipal water and wastewater projects to provide non-binding submissions for the provision of such services on an as needed basis. The Village has a number of water and wastewater projects to be completed under funding received from the Federal and Provincial governments.

In 2025 some of the deep services on River Road and East of Main was completed.

The Village requires civil contracting services within the Village of Lytton for a number of projects and activities that are below \$200,000.

The key details of the RFQUAL process are as follows:

1. As an outcome to this process, the Village will select up to three respondents as their preferred Civil Contractors for projects up to \$200,000.
2. These firms will become Pre-Qualified Organizations and will be invited to enter into select bidding processes for civil projects in the Village.
3. For future water and sewer projects undertaken by the Village, the Village may:
  - a. Invite the selected proponents to submit pricing in a 'by invitation only' RFP or tender process or a Request for a Quote for a specific assignment.
  - b. Conduct a public Request for Proposals process including the Pre-Qualified Organizations and other organizations where a specific assignment warrants it, as determined by the Village, at their sole discretion.
  - c. At the sole discretion of the Village, award the work to one of the Pre-Qualified Organizations who is deemed to be most qualified for a particular assignment.
4. Any work offered through the right of first refusal may have a budgetary or a timeline component, or both, as part of the Village's determination of the Proponent's ability to complete a particular assignment.

5. The Pre-Qualification organizations determined under this RFQUAL will be valid for up to three years.

## **Background**

The Village of Lytton suffered a devastating fire on June 30, 2021. Over 90% of the downtown Village core was destroyed and many homes, businesses and community buildings were lost. Residents living above Highway 1 generally survived the fire with their homes intact. This is approximately 30 homes. Prior to the fire, the population of Village was approximately 250 living in 150 homes.

A considerable amount of the Village infrastructure is at, or near its life span. In addition, the 2021 fire and subsequent cleanup may have affected deep services.

Following the fire, there was a massive undertaking to remove debris, remediate toxic soils and conduct archaeology assessments in the areas that burned. During this process, some of the underground infrastructure may have been damaged and, in some cases, removed, capped or crushed.

The Village has received funding through a number of Federal / Provincial grant programs to make much-needed infrastructure investments. The Village is looking to qualify 3 Civil Contractors to partner with as part of this renewal.

## **Potential Projects**

1. Replacement of water and sewer mains and services throughout the Village including:
  - a. Approximately 1,000 m of 150mm to 250mm sanitary sewer main;
  - b. Approximately 500 m of 250mm to 400mm storm sewer main;
  - c. Approximately 250 m of 100mm to 300mm of water main.

There are large projects that the Village intends to award to contractors selected under a separate RFQUAL process.

The potential projects are located across the Village, but primarily located in the lower Village area.

The majority of sewer projects have been identified and approved by council for design.

Water projects are currently being finalized.

There are also public works projects related to other recovery activities in the Village.

## **Intent of RFQUAL process**

The intent of this RFQUAL is to select three respondents to support the Village's public works, water and wastewater activities. The three selected proponents will become Pre-Qualified Organizations and therefore be eligible to receive assignments, as determined in the sole discretion of the Village, based on a limited RFP, quote or tender process. In support of public works, water and wastewater projects the Village, at their sole discretion, may:

- Invite the 3 proponents to submit pricing in a ‘by invitation only’ RFP or tender or Request for Quote for a specific assignment.
- Conduct a public Request for Proposals process including the Pre-Qualified Organizations and other organizations where a specific assignment warrants it, as determined by the Village, at their sole discretion.
- At the sole discretion of the Village, award the work to one of the three Pre-Qualified Organizations who is deemed to be most qualified for a particular assignment.

The Village does not guarantee any exclusivity for services as a result of this RFQUAL. The Village reserves the right to conduct a public, competitive process for the services sought in this RFQUAL, when it is determined to be in the best interests of the Village.

Pre-Qualified Organizations which are selected through this RFQUAL process are expected to provide services in the best interests of the Village. Pre-qualified organizations are required to avoid conflicts of interests which may result in ineligibility for future opportunities to act as an advisor to the Village.

## Construction services – Pre-requisites

Respondents to RFQUAL must demonstrate the following:

1. Water and Wastewater and other civil works are a core business offered by the Respondent to their clients;
2. A track record of successful Water and Wastewater construction projects.
3. Proponents will be required to demonstrate capacity to carry out the work. The Village will be looking for indications of being able to start assignments on fairly short notice with limited mobilization and demobilization time and costs. Any Pre-Qualified Organization that is not able to meet established timelines for deliverables may be removed from the Pre-Qualified Organization list.

## Submission details

Questions related to the RFQUAL can be submitted to [rfp@lytton.ca](mailto:rfp@lytton.ca). Any responses to questions received will be issued to all prospective proponents by way of an Amendment, posted on BC Bid. Questions must be received prior to the ‘Deadline for Questions’ noted in the table below. Any questions received after the deadline will not be addressed.

**The timetable for this RFQUAL process is as follows:**

|                                 |                   |
|---------------------------------|-------------------|
| RFQUAL issued on BC Bid         | October 31, 2025  |
| Deadline for questions          | November 12, 2025 |
| Last day for issue of amendment | November 14, 2025 |

|                              |                               |
|------------------------------|-------------------------------|
| RFQUAL closing date and time | November 20, 2025 12:00pm PST |
|------------------------------|-------------------------------|

The Village will endeavor to evaluate proposals and release the results of this RFQUAL within 3 weeks of the closing date. The Village may contact proponents and request clarifications to proposals at their discretion.

There will be no site meeting for this RFQUAL process.

Submissions should be sent according to the following requirements:

1. Electronic submissions only, emailed to [RFP@lytton.ca](mailto:RFP@lytton.ca) on or before the closing date and time;
2. Include in the subject line the name of the organization and RFQUAL;
3. Any submissions received after the closing date and time listed above will not be considered;
4. All submissions will be confirmed on receipt.

The Village may issue Addendums to the RFQUAL up until the ‘Last day for issue of Amendment’ noted in the table above. Each Amendment is considered part of the RFQUAL and it is the responsibility of the proponent to familiarize themselves with their content.

**Evaluation of submissions**

The Village will conduct an evaluation of the submissions and determine a list of Pre-Qualified Organizations. Evaluations will be conducted by a committee struck by the Village including Village employees and consultants. The submissions will be evaluated to determine that the pre-requisite criteria are met and to assign an overall score, based on pre-determined criteria.

Pre-Qualified Organizations will be contacted to have a pre-award meeting to ensure any outstanding questions or issues are addressed prior to receiving any assignments.

**Scoring**

Submissions that meet the criteria outlined as pre-requisite and that are received on time will be scored using the following criteria.

| Criteria                                      | Weight | Minimum Score (out of 100) |
|---|--------|----------------------------|
| <b>Respondent’s Experience and References</b> | 50%    | 60                         |
| <b>Respondent’s Team</b>                      | 30%    | 60                         |

|   |     |    |
|---|-----|----|
| <b>Respondent's proposal quality and firm profile</b> | 20% | 50 |
|---|-----|----|

Each of the criteria will be scored out of 100, and then the appropriate weighting applied. Failure to meet the minimum score in any category will result in the proponent not continuing in the process.

Following the evaluation of the submissions and each committee member assigning a weighted score, the weighted scores will be added together to determine a total score. The proponents will be ranked based on the total score.

## **Contracting**

As this is a process to pre-qualify organizations, no contract shall be entered as a result of this process. The Village will, rather, provide notice, in writing, to the pre-qualified organizations confirming that the proponents are on the list for future assignments.

A Pre-Qualified Organization may be removed from the list under the following circumstances:

- A change in the Team members who are assigned to Village assignments, and who are deemed as not satisfactory to the Village;
- A breach of contract for an assignment relating to the cost of services, scope of services provided, or the project schedule.

If a Pre-Qualified Organization is removed from the list, the Village may choose to replace it with the next highest ranked proponent.

## **Other**

The following terms and conditions apply to the RFQUAL process.

- All submissions must be complete and only information provided under the three sections in Section B will be considered. Links to information contained externally will not be part of the evaluation.
- Proponents are responsible to cover any costs incurred in responding to this RFQUAL.
- All submissions under this RFQUAL will be retained by the Village and subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA). Under FOIPPA, the Village may be required to release information regarding any executed contracts that may result from this RFQUAL. Information that would be required to be released would be organization name and contract price.
- Once the evaluation of the proposals is complete, unsuccessful proponents will be notified. Due to resource constraints, specific feedback will not be provided.
- This RFQUAL is not intended to create and no contract shall exist as a result of this process between the Village and any respondent.

- The Village reserves the right to make public the names of any proponents under this RFQUAL process.
- Neither the Village, nor any of its employees, officers, agents, elected officials, advisors or representatives will be liable, under any circumstances, for any claims arising out of the RFQUAL process including but not limited to costs of preparation of a submission, loss of profits, loss of opportunity and for any other legal claim.
- The Respondent waives any right or claim for any compensation of any kind whatsoever including claims for cost of preparation of the submission loss of opportunity by reason of the Village's decision to not accept the submission from the proponent, enter into a contract with any proponent or to cancel the procurement process and the respondent shall be deemed to waive such claim.

# SECTION B: Components of submission

## Experience and References

Proponents are required to provide project details for projects where the Proponent was contracted by a small municipal government to provide public works, water or wastewater services as the general contractor. A maximum of 5 projects can be submitted.

### Project # 1

|   |  |
|---|--|
| Project Name and Description  |  |
| Owner name and contact #  |  |
| Contract Value  |  |
| Was the proponent the general contractor, i.e. not a sub-contractor on the project? |  |

### Project # 2

|  |  |
|--|--|
| Project Name and Description   |  |
| Owner  |  |
| Contract Value   |  |
| Was the proponent the lead consultant, i.e. not a sub-consultant on the project? |  |

### Project # 3

|  |  |
|--|--|
| Project Name and Description   |  |
| Owner  |  |
| Contract Value   |  |
| Was the proponent the lead consultant, i.e. not a sub-consultant on the project? |  |

### Project # 4

|  |  |
|--|--|
| Project Name and Description   |  |
| Owner  |  |
| Contract Value   |  |
| Was the proponent the lead consultant, i.e. not a sub-consultant on the project? |  |

### Project #5

|  |  |
|--|--|
| Project Name and Description   |  |
| Owner  |  |
| Contract Value   |  |
| Was the proponent the lead consultant, i.e. not a sub-consultant on the project? |  |

### Team

Please provide information in the table below.

| <b>Position</b>        | <b>Name</b> | <b>Years experience with company</b> | <b>Total years experience</b> | <b>Firm Employee (Y/N)</b> |
|------------------------|-------------|--------------------------------------|-------------------------------|----------------------------|
| <b>Superintendent</b>  |             |                                      |                               |                            |
| <b>Foreman</b>         |             |                                      |                               |                            |
| <b>Sub-contractors</b> |             |                                      |                               |                            |

These roles would be expected to be employees of the organization signing the contract as the Contractor.

- Superintendent.
- Foreman.

The remaining roles may be in-house staff or sub-contractors.

The Village’s preference is for contractors who live within a three-hour drive of the Village of Lytton.

**Proposal quality and firm profile**

In a format of the proponents choosing, please provide information about the organization signing the contract with the Village including:

- An overview of the firm including an overview of the business, number of years in business, number of employees and office locations.
- Specific information relating to the firms experience in constructing water and wastewater projects is required and a demonstrated understanding of considerations for a small municipality.

- Specific information relating to experience working cooperatively with BC First Nation communities.
- Information about the set-up of the organization and the approach that is taken in constructing water / wastewater projects.
- Organization capacity and flexibility to respond to short, or sometimes accelerated, timelines.
- 2025 Manpower and Equipment Rate Sheet.
- Additional details in support of your firm's experience can be provided.