



CENTRAL COAST REGIONAL DISTRICT

Request for Proposals 2025-05 for Airport Management Services – Bella Coola Airport

The Central Coast Regional District (CCRD) is seeking proposals from qualified contractors to provide Airport Management Services for the Bella Coola Airport. The intention is to enter into a five-year agreement for the provision of comprehensive, contract-based airport operations management. The selected proponent will be responsible for all services outlined in the attached draft scope of work (included in section 2) and operate as an independent contractor under agreement with the CCRD.

All contract documents are available through the CCRD website (ccrd.ca). The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their proposal. Questions regarding specifications can be directed to cao@ccrd.ca.

Proposals will be accepted up to 2:00 p.m. (local time), April 15, 2025 and may be submitted only by e-mail in PDF format to cao@ccrd.ca. Proposals received at any other email address will not be considered as received by the CCRD.

If proposals exceed the permitted email size of the sender or the CCRD, Proponents should send the proposal in multiple emails indicating on each email the total number of emails being sent.

The CCRD will not be liable for any delay or non-receipt of emails for any reason including technological delay or issues by either party's network or email program. The CCRD accepts no responsibility for proposals that fail for any reason to enter into the Central Coast Regional District's system by the closing time. As email transmission can be delayed due to high volumes of internet traffic, file transfer size, transmission speed etc., it is the submitter's responsibility to submit their documents sufficiently in advance of the closing time to allow for receipt by the CCRD. Parties submitting via email near the deadline do so at their own risk.

It is the sole responsibility of the Proponent to ensure that its proposal is received at the above location and by the time stipulated. Proposals received after the stipulated time will be rejected and returned to the proponent unopened. Faxed proposals are not acceptable and will be rejected.

The CCRD reserves the right to accept or reject all or any proposals and to waive any informality, incompleteness or error in any proposal. Proponents must refer to the Request for Proposal documents for the terms governing the proposal process. All costs incurred by proponents in the preparation and presentation of their proposal will be at their own expense.

1. INTRODUCTION

The Central Coast Regional District (CCRD) owns and operates the Bella Coola Airport, a certified aerodrome with scheduled commercial, medevac, and charter traffic. The Airport provides critical transportation and emergency service access to the Central Coast region.

The CCRD is seeking an Airport Manager to deliver services in alignment with Transport Canada regulations and ensure the ongoing safe and efficient operation of the airport. The successful Proponent(s) will be required to work closely with CCRD staff and stakeholders and become familiar with local conditions, community priorities for the success of the CCRD and its residents.

2. PROPOSAL REQUIREMENTS

Cover Letter

Please submit a cover letter expressing your interest in the services outlined.

Resume

Please provide a resume that speaks to:

- your background in airport management or related operational experience:
- Your familiarity with Transport Canada Compliance for airports.

This RFP is anticipated to be awarded by the Board by April 24, 2025. The successful proponent must be able to start work for the Central Coast Regional District by May 2025.

Fee Schedule

Proposals must include a fee schedule that outlines the hourly rate for services provided and a proposed rate for after-hours callouts or emergencies. Fee schedules must not exceed \$30,000 in total billings for the first year but may increase by up to 5% annually or CPI annually, whichever is greater.

References

Please provide no less than three (3) references from other clients that we can contact regarding your firms experience and quality of service reflective of the Regional District's expectations.

Proposal Format

Proponents must limit their proposal to 7 pages, including Resumes, Title Page, and Appendix page. Any additional material beyond this number will not be considered.

Scope of Services Required

The successful proponent will be responsible for:

- Managing day-to-day airport operations, including the terminal building, grounds, and runways.
- Coordinating with the contracted Airport Attendant to ensure 7-day-per-week operational coverage from 8:00 a.m. to 3:00 p.m.
- Supporting compliance with Transport Canada regulations, including TP312, Aerodrome Standards, and other relevant legislation.
- Overseeing fuel facility operation and refueling services.
- Performing reporting, fee collection, and communications with CCRD administration.
- Maintaining professional relationships with airport users and leaseholders.
- Supporting capital planning, maintenance prioritization, and CCRD financial planning efforts.
- Participating in emergency planning and safety management systems.
- Operating as a community ambassador and key point of contact for airport users.

3. PROCESS & TIMING

Timing Requirements

Timeline	
RFP Release	April 8, 2025
Proposal Submission Deadline	April 15, 2025 (2:00 PM)
Contract Award Recommendation to the Board	April 24, 2025

- Please provide your completed proposal, no later than April 15, 2025 in a single Portable Document Format (PDF) digital file to cao@ccrd.ca.
- Proposals will be evaluated and shortlisted. Interviews may be held with short-listed firms. Selection and notification will be completed no later than April 24, 2025.
- Please direct all communications or requests for information to:
Curtis Slingerland, CAO
cao@ccrd.ca
Phone: (250) 799-5291

4. CONDITIONS OF THIS RFP

- The CCRD reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion.
- The District reserves the right to accept a proposal other than the highest evaluated score without stating reasons.
- By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the CCRD to accept or reject any proposal in its sole and unfettered discretion.
- The CCRD reserves the right to reject any or all proposals that do not comply with the requirements of this RFP.
- The CCRD may consider any factor in addition to the above listed in its evaluation. This consideration is the sole and unfettered discretion of the CCRD.
- This Request for Proposal does not commit the CCRD to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with CCRD staff.
- The successful proponent will be required to enter into a Service Agreement with the CCRD for a term of up to five years, starting in May, 2025, and ending on April 30, 2030.

5. EVALUATION

- Proposals will be evaluated using a Qualifications Based Selection process to facilitate the selection of professional consultants based on their qualifications, experience and competence in the services sought.
- Evaluations will be based on the following criteria:

Criteria	Point Weighting
Approach and Understanding	25
Experience and Qualifications	25
Local context (knowledge of / experience in the area)	15
Fee Proposal	25
Quality of the proposal	10