

Heat Risk Assessment and Response Plan

The Central Coast Regional District is seeking proposals from qualified Consultants with demonstrated experience to provide a Heat Risk Assessment and Response Plan.

Proposals clearly marked **“Request for Proposals – Heat Risk Assessment and Response Plan”** will be accepted until **1 PM PST on December 1, 2023** by hard copy or electronic submission to epc@ccrd.ca

Proposal documents and further information are available online at the BC Bid at <https://www.bcbid.gov.bc.ca>

The Central Coast Regional District reserves the right to accept or reject any or all proposals and to waive any informality in the proposals received, in each case without giving any notice. The Central Coast Regional District reserves the right to accept the proposal which is deemed most advantageous.

Fax submissions will **not** be accepted. The lowest or any proposal will not necessarily be accepted.

For further information, please contact:
Jessie MacDonald, Emergency Program Coordinator (EPC)
E: epc@ccrd.ca

REQUEST FOR PROPOSALS

Heat Risk Assessment and Response Plan

1.0 INVITATION AND INSTRUCTIONS

The Central Coast Regional District (“Regional District”) invites proposals for Heat Assessment and Response Plan Services.

An electronic copy of the proposal in a single portable document format (PDF) digital file, scanned from the original with signature, named “RFP Heat Assessment and Response Plan Services” must be submitted to epc@ccrd.ca no later than **1:00 p.m. PST, December 1, 2023**. Responding proponents must have their name and full contact information clearly marked on the Proposal package. Late proposals will not be accepted. **Facsimile proposals will not be accepted.**

To be considered, proposals must be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this Request for Proposals (this “RFP”). Any proposal received by the Regional District that is unsigned will be rejected.

The Proponent will be competent and capable of providing the Services. The Proponent may be required to provide evidence of previous experience before a contract is awarded.

The Regional District will not be responsible for any costs incurred by proponents which result from the preparation or submission of documents pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent’s responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense.

RFP documents may be obtained:

- a. in a PDF (public document format) file format from the Regional District’s website at <https://www.ccrd.ca/>
- b. in hard copy from the Regional District office, P.O. Box 186, 626 Cliff Street, Bella Coola, BC, between 8:30 a.m. and 5:00 p.m., Tuesday through Friday, excluding statutory holidays.

All questions relating to this RFP must be directed to:

Jessie MacDonald
Emergency Program Coordinator (EPC)
Central Coast Regional District 626 Cliff Street
Bella Coola, BC V0T 1C0
Telephone: 250-267-8621 Email: epc@ccrd.ca

2.0 BACKGROUND

The Central Coast Regional District (CCRD) was incorporated in 1968 pursuant to the *Local Government Act* of British Columbia. It provides local and regional protective, recreational, environmental and transportation services to less than 5,000 residents of five electoral areas within its boundaries.

3.0 PURPOSE, OBJECTIVE AND INTENTION

The intention of this RFP is to award a contract (the “Contract”) to the successful proponent (the “Consultant”) who can demonstrate the ability to supply and deliver a high-quality product that meets or exceeds the specifications contained within this RFP.

4.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPONENTS

Proponents finding discrepancies, errors, or omissions in this RFP or requiring clarification on the meaning or intent of any part herein should immediately request, in written form, either by mail, fax, or email, clarification from the EPC. No responsibility will be accepted for oral instructions. Any work done after any discovery of discrepancies, errors, or omissions will be done at the Proponent's risk.

4.1 Proposal Submissions

An electronic copy of the proposal in a single portable document format (PDF) digital file, scanned from the original with signature, named “RFP Heat Assessment and Response Plan” must be submitted to epc@ccrd.ca no later than **1:00 p.m. PST, December 1, 2023**.

Proposals submitted by fax or not in the Proposal Format will **NOT** be accepted.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by proponents as a result of the preparation or submission of a proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. Should errors be discovered, the Proponent will correct them at their expense.

Any proposal received after the closing date and time (1:00 p.m. PST, December 1, 2023) will be considered disqualified and will be returned unopened to the Proponent.

Proposals may be withdrawn by written request only to the Chief Administrative Officer at any time prior to the scheduled closing time. No proponent may withdraw their proposal for a period of sixty (60) days after the closing date.

Submission of a response by a proponent and its subsequent receipt by the CCRD does not represent a commitment on the part of the CCRD to proceed further with any proponent.

4.2 Regional District's Right to Reject Proposal

In its sole discretion, the Regional District reserves the right to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favourable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

If a proposal contains a defect or fails in some way to comply with the requirements of this RFP, which, in the sole discretion of the Regional District, is not material, the Regional District may waive the defect and accept the Proposal.

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest.

The Regional District reserves the right to reject any proposal where:

- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent is an officer, employee or director of the Regional District or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b. in the case of a proposal submitted by a proponent who is an individual person, where that individual is an officer, employee, or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting a proposal, the Proponent confirms that clauses a) and b) above are not applicable.

The Regional District reserves the right to reject any proposal submitted by a Proponent who is, or whose principals are, at the time of proposing, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

The CCRD is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate the Request for Proposal process at any time. The CCRD reserves the full right, in its sole discretion and according to its own judgment of its best interest, to reject any and all proposals.

5.0 CLAIM FOR COMPENSATION

No proponent shall have any claim for compensation of any kind whatsoever as a result of participating in this RFP.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a proposal, a proponent agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing their Proposal for matters relating to this RFP or in respect of the competitive proposal process and the Proponent, by submitting a proposal, waives any claim for loss of profits if a contract is not entered into with the Proponent.

6.0 SCOPE OF WORK AND GENERAL INFORMATION

6.1 Background

In the summer of 2021, British Columbia faced an unprecedented heat dome. Then in 2023, the Central Coast Regional District encountered heat warnings during two distinct periods (July 5 – 9, 2023, and August 14 – 17, 2023), where temperatures were forecasted to reach 30°C, with early morning lows near 15°C. These local climate events served as a catalyst for the Central Coast Regional District to establish a coordinated strategy for dealing with extreme heat weather events, assessing their impact on the communities, engaging with the local population, and developing an Extreme Heat Response Plan.

One identified gap was the need to support those most vulnerable to extreme heat, especially those lacking connections to formalized health or community support services. A BC Coroner's report (dated June 7, 2022) underscored that the majority of the deceased were older adults with compromised health due to multiple chronic diseases who lived alone. To address this issue, an Extreme Temperature Risk Assessment and Extreme Temperature Response Plan, complete with a risk map, were formulated. These tools ensure that emergency management personnel know the risks associated with extreme temperatures and how these risks might evolve and support the development and continuous refinement of response plans and strategies for preparing, mitigating, and adapting to extreme temperature events.

The Central Coast region comprises a collection of remote and rural communities, including Bella Coola, Hagensborg, Ocean Falls, and Denny Island, each with unique charm and character. These communities are nestled amidst pristine wilderness but face geographic isolation, limiting travel options between them. The Bella Coola Valley communities are situated over 400 kilometres from the closest urban center, the City of Williams Lake. Additionally, the outer coast communities rely solely on fly-in or boat-in access. The geographical isolation, coupled with limited local health resources and services, defines the Central Coast's unique challenges in addition to heat risk.

Note: In 2022, the CCRD sought funding through UBCM's Community Emergency Preparedness Fund to support extreme heat risk mapping, assessment, and planning, with these funds now being utilized to fund this essential project.

6.2 Services

The scope of services will include the following:

- a. Conduct community consultation and engagement with First Nation governments to identify the social impacts of extreme heat due to climate change in the Central Coast region that will inform the completion of an Extreme Temperature Risk Assessment. This will encompass all aspects of the regional community with attention to identifying specific community needs, interests, and values in relation to extreme heat events, including but not limited to cultural investment in resilience, food security, housing and infrastructure, access to health care and supports, the compounding effects of natural and human-made hazards and existing policies that perpetuate harm.
- b. Development of Risk Assessment, Response Plans and Mapping data concerning Extreme Heat for the CCRD and collaborating parties, including First Nation governments such as the Nuxalk, Heiltsuk, and Wuikinuxv Nations. Include response capabilities, capacity, information, and data from Vancouver Coastal Health Authority,

First Nation Health Authority, and nonprofit agencies serving vulnerable populations. Highlight areas where the collaborating parties can support each other through regional collaboration.

- c. Research, recommend, and report on best practices and other learnings in the CCRD Extreme Heat Response Plan and include appropriate response methods. These will be risk-reduction strategies that the CCRD and collaborating parties could implement to minimize or mitigate the impacts of extreme temperature events. This will also include a report to community entities, including First Nation governments, for feedback and input.
- d. Create a map of populations and regions most at risk for extreme heat weather events, including but not limited to demographics, locations, types of dwellings, public facilities, and unique needs of populations most vulnerable to extreme temperatures. Data sets that correspond to this mapping will be required to integrate into Provincial Data repositories, and therefore, proposals should outline how they plan to work with relevant government bodies to undertake this integration, including meeting data standards of the province as set forth in grant funding guidelines.

The Regional District wishes to emphasize that the scope of services be undertaken with key values in mind, namely that work be consistent with The Declaration on The Rights of Indigenous Peoples Act and the Sendai Framework for Disaster Risk Reduction (2015-2030).

While the research and existing data may provide the report with numerical data, the Regional District wants to emphasize a more qualitative approach to the overall project to improve the relationships, interconnections, and inter-reliance throughout our community and how these may relate to extreme temperature events.

The project should also consider how heat events will exacerbate demands on potable water infrastructure and include attention on determining the degree of layered vulnerability within the First Responder community, given their critical role during a heat event.

6.3 Key Engagement Partners

The Regional District expects that substantial engagement will take place with:

- Vancouver Coastal Health Authority and First Nations Health Authority
- Not-for-profit agencies, including the Community Support Society and the Chamber of Commerce
- Regional District Populations
- Ocean Falls Improvement District
- Nusatsum Improvement District
- First Responder Agencies
- First Nations including Nuxalk First Nation, Heiltsuk First Nation, Wuikinuxv First Nation, Kitsoo/Xai'Xais First Nation, and Ulkatcho First Nation

The Regional District expects that any proposal would include an engagement plan that emphasizes participation from the above groups, including an honorarium for First Nations Elders's participation.

6.4 Qualifications

The successful Proponent will have:

- A strong background in planning, emergency and disaster planning, or relevant field
- Experience conducting thorough research and analysis, preferably within the context of community engagement in emergency plan development.
- Knowledge of engagement techniques, First Nations engagement, and research techniques related to cultural and community values and emergency and disaster planning development.

6.5 Key Deliverables

1. Consultation Engagement Strategy: outlining the methodology and processes for engagement with vulnerable populations, non-profit agencies, and other levels of government, including First Nations and general community members.

2. Research Report:
 - a. Identifying the social impacts of extreme heat within the Central Coast region, including mapping of vulnerable populations and regions;
 - b. Consultation summary, summarizing the findings of consultation sessions, focus groups and /or key informant interviews;
 - c. Best practice summary, highlighting evidence-based programs and interventions that may be appropriate for the local context, including lessons learned from other similar communities that have dealt with extreme heat weather events;
 - d. Recommended response actions to mitigate impacts of extreme heat on vulnerable populations for inclusion in the Central Coast's extreme heat response plan.
 - e. Public education extreme heat educational resources and guidance document for partnering agencies.

6.6 Timeline

Due to grant funding restrictions, the entirety of the project must be developed, executed and deliverables finalized by August 31, 2024.

7.0 SPECIFICATIONS

The minimum requirements for the Services are detailed in the abovementioned *Scope of Work*. Prospective proponents may recommend changes or adjustments to the specifications outlined where the Proponent believes that such changes or adjustments will result in a better-quality product. In all cases, the Proponent should provide reasons for the recommended changes or adjustments to the RFP specifications.

8.0 PAYMENT

8.1 Budget

The all-inclusive budget for this project is \$30,000.00 CDN. Bids exceeding this value will be deemed non-compliant.

8.2 Contract Price

All prices for the Services, including supply and delivery, shall be stated in Canadian dollars. Any applicable Federal or Provincial taxes or levies must be included in the Proposal but are to be listed separately from the contract price. The contract price must be open for acceptance for sixty (60) days from **December 1, 2023**.

All amendments and addenda, if any, issued for this RFP. Each amendment and addenda must be signed by the Proponent and included with the Proposal and will form part of the Proposal documents.

9.0 PROPOSAL EVALUATION

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and expertise.
- Past experience in conducting similar research and analysis projects.
- Understanding of emergency and disaster planning.
- Quality and feasibility of proposed methodology, engagement, and approach.
- Clarity and coherence of the proposal.
- Experience working with First Nation governments.

10.0 CONTRACT SCHEDULE

10.1 Form of Contract

The Contract to supply and deliver the Services will be in the form of a letter of proposal acceptance, purchase order, or other format as agreed upon by the Regional District and the successful proponent and will include this RFP, amendments and addenda.

10.2 Award of Contract

The Contract is expected to be awarded no later than Friday, December 15, 2023. The Regional District may delay the date of awarding the Contract if deemed appropriate by the Regional District.

The successful proponent will be notified of acceptance of its proposal by notification, in writing, delivered to the address on the Proposal. No other communication will constitute acceptance of any proposal.

All proponents will be advised, in writing, as to the awarding of the Contract.

11.0 COMPLIANCE WITH LAWS

The Consultant will give all the notices, obtain all licenses and permits required to perform the work, and provide written confirmation that the Consultant's and sub-contractor's personnel are fully certified to perform the work. The Consultant will comply with all laws, regulations and requirements of authorities having jurisdiction applicable to the work or performance of the Contract.

12.0 LAWS OF BRITISH COLUMBIA

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect in the Province of British Columbia.

13.0 RIGHT TO TERMINATE SERVICES

The Regional District may terminate any or all services upon thirty (30) days written notice. If such notice is given, the Regional District will pay only for time and expenses incurred by the Consultant up to the termination date and for any reasonable time and expense incurred to bring the Services to a close in a prompt and orderly manner.

14.0 INDEMNITY

Notwithstanding the provision of insurance coverage by the Consultant, the Consultant hereby agrees to indemnify and save harmless the Regional District, its officers, agents, and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the Consultant, its servants, agents, sub-contractors and sub-operators, in providing the Services and performing the work of the Contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

15.0 INSURANCE

The Consultant, without limiting its obligations or liabilities, and at its own expense, must provide and maintain throughout the Contract term the following insurances with insurers licensed in the Province of British Columbia in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with 30 days' advance written notice of cancellation or material change. The Consultant must provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

1. Commercial General Liability (CGL), written on an occurrence-based form, in an amount not less than \$3,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Cross Liability Cover, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.

16.0 REGISTRATION WITH WORKSAFEBBC

The Consultant shall abide by all provisions of the *Workers Compensation Act* and its regulations and may be required to sign a WorkSafeBC Safety Covenant in the form provided by the Regional District. The Consultant must be a registrant in good standing at all times with WorkSafeBC for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to submit a WorkSafeBC Clearance letter confirming all assessments have been paid and the Consultant is in good standing.

17.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for proponents upon request by a proponent, subject to the *Freedom of Information and Protection of Privacy Act*.

18.0 RIGHTS OF WAIVER

A waiver, or any breach of provision of this RFP, will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

19.0 SEVERABILITY

All paragraphs of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more paragraphs herein are void; the validity of the remaining paragraphs hereof will not be affected.