

REQUEST FOR PROPOSALS



DISASTER RISK REDUCTION AND CLIMATE CHANGE ADAPTATION PLANNING

Issue Date: October 31, 2025

The Central Coast Regional District is requesting proposals from qualified consultants/Consulting firms to submit proposals for support with executing our Disaster Risk Reduction and Climate Change Adaptation Planning project.

Completed Proposals will be received by email up until the Closing Time of 4:00 PM, local time, November 28, 2025

Note: Faxed or paper RFP submissions will **not** be accepted.

Inquiries and requests for clarification related to this Request for Proposals shall be submitted by email to the attention of:

Jessie MacDonald
Emergency Management Coordinator
epc@ccrd.ca

Enquiries Deadline:
November 21, 2025 4:00 PM

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ADMINISTRATIVE REQUIREMENTS

Definitions

Throughout this RFP, the following definitions apply:

“**Addenda**” means all additional information regarding the RFP, including amendments to the RFP.

“**CCRD**” means the Central Coast Regional District.

“**Closing Location**” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable.

“**Closing Time**” means the closing time and date for this RFP as set out on the cover page of this RFP.

“**Consultant**” means the successful proponent to the RFP who enters into a written contract with the Central Coast Regional District.

“**Contract**” means the written agreement resulting from the RFP, executed by the Central Coast Regional District and the Consultant.

“**Force Majeure**” means causes that are beyond a party’s control, and which are unavoidable by the exercise of reasonable foresight.

“**Must**” means a mandatory requirement to be met in order for a Proposal to receive consideration.

“**Proponent**” means an individual or company that submits, or intends to submit, a proposal in response to this RFP.

“**Proposal**” means the proponent’s submission in response to this RFP.

“**RFP**” means this Request for Proposal.

“**Shall**” means a mandatory requirement to be met in order for a Proposal to receive consideration.

“**Should**” means a desirable requirement that has a significant degree of importance to the objectives of the RFP.

“**Work**” means any labour, efforts, and/or duty required to accomplish the purpose of this project.

Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms herein and that are included in any addenda issued by the CCRD. Provisions in Proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

Addenda

The Proponent is required to regularly check the CCRD and BC Bid websites for any updated information and addenda issued before the closing date. If there is any discrepancy in the RFP documentation, the CCRD’s original file will prevail.

Late Proposals

Proposal will be marked with its receipt time at the closing location. Only a Proposal received and marked before the closing time will be considered to have been received on time. A Proposal received after the closing time may not be considered. In the event of a dispute, the receipt time of the Proposal is as recorded by the CCRD at the closing location will prevail. The Proponent is advised to verify prior to the closing time that the CCRD has received the Proposal.

Eligibility

A Proposal may not be evaluated if the Proponent’s current or past corporate or other interests may, in the CCRD’s opinion, give rise to a conflict of interest in connection with the project described in this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent is advised to consult with the Contact Person prior to submitting a Proposal.

Evaluation

The evaluation of the Proposal will be by staff of the CCRD but may include Consultants/Contractors of the CCRD. The CCRD’s intent is to enter into a Contract with the Proponent who has been evaluated as having the most desirable proposal. The CCRD may, at its discretion, request clarifications or additional information from Proponents with respect to any Proposals, make such requests to only selected Proponents, and consider such clarifications or additional information in evaluating the Proposals.

Negotiation/Negotiation Delay

The CCRD reserves the right, prior to awarding the Contract, to negotiate changes to the scope of work (including pricing to meet budget) with the successful Proponent without advising any other Proponent or allowing any other Proponent to vary their Proposal as a result of the changes to the scope of work or to the contract documents and the CCRD may enter into a changed or different contract with the successful Proponent without liability to Proponents who were not awarded the Contract.

If a Contract cannot be negotiated within 14 days of notification of the successful Proponent, the CCRD may, at its sole discretion at any time thereafter, terminate negotiations with such Proponent and either negotiate a Contract with the next qualified Proponent, reissue the RFP, or terminate the RFP process and not enter into a Contract with any of the Proponents.

Request for Debriefing

Unsuccessful Proponents may request a debriefing with the CCRD, which may, at the CCRD’s option, be conducted via telephone or email. However, the CCRD will not provide information regarding the other Proposals.

Alternative Solutions

If alternative solutions are to be offered, the Proponent should consult with the Contact Person prior to submitting the Proposal.

Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon closing, all Proposals become final. The Proponent will not change the wording of the Proposal after closing, and no words or comments will be added to the Proposal unless requested by the CCRD for purposes of clarification.

Proponents’ Expenses

The Proponent is solely responsible for its own expenses in preparing the Proposal and in subsequent negotiations with the CCRD, if any. Regardless of whether or not the CCRD elects to reject all Proposals, the CCRD will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other cause of action whatsoever.

Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a Proposal, agrees that it has no cause of action, for any reason whatsoever, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing the Proposal and the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing time. The accuracy and completeness of the Proposal shall be the sole responsibility of the Proponent and any errors or omissions shall be corrected at the Proponent’s expense.

Firm Pricing

Prices will be firm for the entire contract. Unless the RFP specifically states otherwise.

Currency and Taxes

Prices quoted are to be

- in Canadian dollars;
- inclusive of all fees;
- exclusive of disbursements, for which a detailed estimate shall be provided by the Proponent; and
- inclusive of all applicable taxes, broken out.

Completeness of Proposal

By submitting the Proposal, the Proponent warrants that, if this RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the Proposal or will be provided by the Consultant at no charge.

Subcontracting

The use of a subcontractor(s) (who should be identified in the Proposal) may be acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be defined in the Proposal. However, a proposed subcontractor whose current or past corporate or other interests may, in the CCRD's opinion, give rise to a conflict of interest in connection with the subject-matter of the RFP may not be acceptable. This includes, but is not limited to, a subcontractor involved in the preparation of this RFP. If a Proponent is in doubt as to whether a proposed subcontractor may give rise to a conflict of interest, the Proponent should consult with the Contact Person prior to submitting a Proposal. Where applicable, the names of approved subcontractors listed in the Proposal will be included in the Contract. The addition of new subcontractors, or any other changes to the subcontractor list, as set out in the Contract will not be allowed without the written consent of the Regional District.

Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The CCRD is not bound to enter into a Contract with the Proponent who submits the lowest priced Proposal or with any Proponent. The CCRD will assess Proposals in light of the evaluation criteria. The CCRD is under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of the Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

Contract

By submitting a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the CCRD.

Liability for Errors

While the CCRD has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for the Proponents. The information is not guaranteed or warranted to be accurate by the CCRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Modification of Terms

The CCRD reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

Ownership of Proposals

All Proposals submitted to the CCRD become the property of the CCRD. They will be received and held in confidence by the CCRD, subject to the provisions of this RFP and the Freedom of Information and Protection of Privacy Act. Use of Request for Proposals: Any portion of this document, or any information supplied by the CCRD in relation to this RFP, may not be used or disclosed for any purpose other than for the submission of the Proposal. Without limiting the generality of the foregoing by submission of the Proposal, the Proponent agrees to hold in confidence all information supplied by the CCRD in relation to this RFP.

Reciprocity

The CCRD may consider and evaluate a Proposal from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar Proposal from a British Columbia supplier.

No Lobbying or Solicitation

The Proponent must not attempt to communicate directly or indirectly with any employee, contractor or representative of the CCRD, including the members of the evaluation team and any elected officials of the CCRD, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the CCRD herein or otherwise.

Collection & Use of Personal Information

The Proponent is solely responsible for familiarizing itself and for ensuring that it complies, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires the Proponent to provide the CCRD with personal information of employees or subcontractors who have been included as resources in response to this RFP, the Proponent will ensure that it has obtained written consent from each of those persons before forwarding such personal information to the CCRD. Such written consents are to specify that the personal information may be forwarded to the CCRD for the purposes of responding to this RFP and use by the CCRD for the purposes set out in the RFP. The CCRD may, at any time, request the original consents or copies of the original consents from the Proponent, and upon such request being made, the Proponent will immediately supply such originals or copies to the CCRD.

Reference Check

The CCRD shall be entitled to verify the Proponent's references at any time during the RFP process.

Dispute Resolution

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

SUMMARY

Project Overview

The Central Coast Regional District (CCRD) is undertaking the development of a Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) Plan to strengthen community resilience in the face of increasing climate-related risks. This initiative will build on existing emergency management efforts and align with the *Emergency and Disaster Management Act* (EDMA), the Sendai Framework for Disaster Risk Reduction, and the United Nations Sustainable Development Goals (SDGs).

The project includes seven key components:

1. Regional Communities Risk Assessments – identifying hazards, vulnerabilities, exposures, and capacities, including the unincorporated areas of the Bella Coola Valley, Denny Island, and Ocean Falls, through research, engagement, and analysis.
2. Policy Review – evaluating CCRD policies for alignment with disaster risk reduction and sustainability principles, integrating traditional and local knowledge.
3. Disaster Risk Reduction and Climate Change Adaptation Plan – establishing pragmatic and actionable strategies, priorities, and timelines for risk reduction and adaptation.
4. Emergency Management Plan Update – ensuring CCRD’s plan complies with the EDMA while embedding proactive, risk-informed approaches.
5. Strategic Foresight – facilitating futures-focused workshops to explore long-term risks and opportunities, guiding proactive resilience strategies.
6. Public Education and Outreach – developing accessible, culturally relevant education materials and engagement initiatives to improve community preparedness.

Through this project, CCRD will deliver a comprehensive set of plans, strategies, and tools to anticipate better, withstand, and recover from disasters and climate-related impacts. By combining risk assessments, policy alignment, foresight, and community engagement, the project will support sustainable resilience, improve emergency planning, and strengthen collaboration with Indigenous and partners across the region.

Proponents shall familiarize themselves with all aspects of the work required for this RFP and the deliverables. Further information regarding the scope of work is contained in the Scope Section of this document. The project funding requires completion by April 1, 2027, with the final report to the funder by May 1, 2027.

Budget

The CCRD has established an all-inclusive budget of \$240,000.00 for project coordination and delivery of the required outcomes. This includes travel, engagement costs, subcontracting, etc. An estimate of the honoraria must be included, but it will be considered and approved outside the main budget.

INFORMATION FOR PROPONENTS

CLOSING DATE, TIME, AND DELIVERY REQUIREMENTS

Proposals must be received by the CCRD in electronic form no later than **4:00 PM local time on November 28, 2025**. All required appendices must be completed and signed by a person authorized to legally bind the Proponent to the statements made in the proposal. Proposals will **not** be opened publicly.

Submission Instructions:

- Proposals must be submitted by email to epc@ccrd.ca.
- The total submission size must be less than 150 MB. Submissions exceeding this limit must be separated into two or more emails.
- The subject line of the email must read:

“Proposal Submission – RFP-CCRD Disaster Risk Reduction and Climate Change Adaptation Planning – [Proponent Name]”

Important Notes:

- It is the sole responsibility of the Proponent to ensure the CCRD receives the complete proposal prior to the closing time and date.
- Proponents are encouraged to allow sufficient time for upload and transmission of all files before the closing deadline.
- The Proponent bears all risks associated with electronic submission, including but not limited to transmission delays or failures between the Proponent’s system and the CCRD’s e-mail system or BC Bid.
- The official closing time will be determined by the computer clock at the CCRD office.
- Proposals submitted by facsimile (fax) or in paper format will **not** be accepted.
- Late proposals will **not** be considered and will be returned unopened.

It is anticipated that proposals will be evaluated, and the project awarded by December 20, 2025, with work commencing within 15 - 20 days of award and contract execution.

INQUIRIES

All inquiries regarding this RFP must be directed in writing by email to the following contact person. Information obtained from any other source is not official and should not be relied upon as factual or accurate. All inquiries and responses will be recorded and shared with all proponents, as appropriate.

Contact: Jessie MacDonald, Emergency Program Coordinator
Email: epc@ccrd.ca

All inquiries must be submitted in writing via email no later than November 21, 2025, 4:00 PM. The CCRD reserves the right not to respond to any inquiries received after this deadline.

INTRODUCTION

The Central Coast Regional District (CCRD) is seeking proposals from qualified consultants to lead the development of a Disaster Risk Reduction and Climate Change Adaptation (DRR & CCA) Plan. This project integrates disaster risk reduction with emergency management and climate adaptation, delivering a comprehensive suite of assessments, plans, workshops, reports, and community engagement processes.

The CCRD welcomes proposals that include innovative or alternative approaches to strengthen the region's planning tools and capacity for DRR and climate leadership, provided they remain consistent with the approved scope of funding. The project's overarching goals are to assess and mitigate regional risks and impacts, enhance resilience, and meet updated provincial emergency planning requirements under the *Emergency and Disaster Management Act* (2023).

The CCRD is a large and sparsely populated regional district on British Columbia's central coast. Remote and road-inaccessible communities, including Bella Coola Valley, Denny Island, and Ocean Falls characterize the area. The CCRD operates with respect and gratitude within the traditional and unceded territories of five First Nations: Heiltsuk, Nuxalk, Wuikinuxv, Kitasoo/Xai'xais, and Ulkatcho Nations. Residents and Nations face significant challenges from natural hazards such as flooding, wildfires, extreme weather, and climate change-related impacts, compounded by limited infrastructure, transportation dependencies, and supply chain vulnerabilities.

This initiative is funded through the CCRD's successful application to the Ministry of Emergency Management and Climate Readiness' (EMCR) Disaster Resilience and Innovation Fund (DRIF), with project completion required by May 1, 2027.

The project includes:

- Project coordination with CCRD staff and in collaboration with collaborating First Nations governments and program partners.
- Background research and analysis to support deliverables.
- Foundational non-structural mitigation initiatives, including:
 - Community Risk Assessment (Report)
 - Sendai Framework and Sustainable Development Goals (SDG) Local Reviews (Summary Reports)
 - Disaster Risk Reduction Strategies (Plan)
 - Training sessions for staff and elected officials (three each, with reports)
 - DRR visioning and policy development (Report and Policies)
 - Strategic Foresight processes (four workshops with reports)
- Public education and outreach, including tools and events tailored to local and Indigenous communities.
- Integration of project outcomes into existing emergency management plans, including an update to the CCRD Emergency Management Plan.
- Support for reporting and presentations to the CCRD Board of Directors.

SCOPE AND DELIVERABLES

The Consultant's contract responsibilities will include, but may not be limited to, the scope of work identified below. The Consultant should include in their work plan and budget the frequency of meetings with CCRD staff for project updates and reviews. Note that the CCRD is open to alternative approaches to achieving the key objectives.

The CCRD invites proposals from qualified consultants to develop a Disaster Risk Reduction and Climate Change Adaptation Plan. The successful proponent will be responsible for undertaking the following components:

1. REGIONAL COMMUNITIES RISK ASSESSMENTS

- Design and implement a methodology for community risk assessments, incorporating both qualitative and quantitative approaches and an equity lens.
- Review existing policies, documentation, and hazard/risk data.
- Conduct interviews, workshops, and engagement with CCRD staff, First Nations, key program partners, and community members.
- Assess hazards, vulnerabilities, exposures, and capacities across Bella Coola Valley, Denny Island, and Ocean Falls.
- Prepare a Regional Communities Risk Assessment Report with findings and recommendations.

2. DISASTER RISK REDUCTION AND SUSTAINABILITY POLICY REVIEW

- Review CCRD's Emergency Management Program's policies and plans for alignment with the Sendai Framework for Disaster Risk Reduction and the United Nations Sustainable Development Goals (SDGs).
- Conduct engagement with CCRD leadership, departments, and First Nation partners.
- Incorporate traditional knowledge as shared and appropriate.
- Prepare a written policy review and recommendations for DRR and sustainability integration.

3. DISASTER RISK REDUCTION AND CLIMATE CHANGE ADAPTATION PLAN

- Develop a comprehensive DRR & CCA Plan that integrates findings from the risk assessment and policy review.
- Identify and prioritize actionable strategies, projects, and policies for risk reduction and climate adaptation.
- Establish feasible timelines, metrics, and milestones for implementation.
- Incorporate stakeholder and community engagement throughout the planning process.

4. REGIONAL EMERGENCY MANAGEMENT PLAN REVIEW AND UPDATE

- Review the existing CCRD Emergency Management Plan for compliance with EDMA.
- Integrate DRR and CCA principles and recommendations.
- Update and deliver a revised Emergency Management Plan that is risk-informed, proactive, and inclusive of traditional knowledge.

5. STRATEGIC FORESIGHT

- Design and facilitate a series of Strategic Foresight workshops with CCRD Emergency Management Program staff and partner agencies.
- Apply the Strategic Foresight Framework or similar tools (e.g., Causal Layered Analysis Map, Futures Wheels, Cone of Possibility).
- Deliver a written foresight report outlining insights, future scenarios, and strategies for long-term DRR, CCA, and rural and remote disaster resilience.

6. PUBLIC EDUCATION, OUTREACH, AND COMMUNICATIONS

- Research, interpret, adapt, and curate emergency mitigation and preparedness education materials related to DRR and CCA.
- Develop culturally relevant, accessible outreach materials in multiple formats (print, digital, multimedia).
- Facilitate public engagement events to test materials, gather feedback, and evaluate effectiveness.
- Deliver a Public Education and Outreach Plan with strategies, engagement results, and recommendations for ongoing outreach.

The successful proponent will deliver the following products to the CCRD:

1. Regional Communities Risk Assessment Report
 - Methodology, findings, vulnerabilities, exposures, capacities, and recommendations.
2. Disaster Risk Reduction and Sustainability Policy Review Report
 - Alignment analysis with Sendai and SDGs, traditional knowledge integration, findings, and recommendations.
3. Disaster Risk Reduction and Climate Change Adaptation Plan
 - Strategic recommendations, prioritized projects, timelines, metrics, and milestones for implementation.
 - Integration of community and stakeholder feedback.
 - Identification of funding opportunities.
4. Updated Regional Emergency Management Plan
 - Revised plan aligned with the EDMA and incorporating DRR & CCA principles, current legislation, and organizational capacity.
5. Strategic Foresight Report
 - Documentation of foresight workshops, futures scenarios, and recommended resilience strategies.
6. Public Education and Outreach Plan
 - Educational resources, engagement event results, communications strategies, and recommendations for sustainable outreach.
7. Final Presentation(s)
 - Presentation of final findings, recommendations, and plans to CCRD staff, leadership, and partners.

The CCRD wishes to emphasize that the scope of services be undertaken with key values in mind, namely that the work be consistent with British Columbia's Declaration on the Rights of Indigenous Peoples Act, the *Emergency and Disaster Management Act* (2023), and the Sendai Framework for Disaster Risk Reduction (2015-2030).

GENERAL REQUIREMENTS OF THE WORK

- The Consultant is responsible for all labour, supervision, materials, tools and equipment required for the design and execution of the work described herein.
- The Consultant is responsible for ensuring their staff adhere to the OH&S, infectious disease, and any other relevant policies of the workplaces that they are operating within.
- The Consultant is the prime contractor for the purposes of the *Workers' Compensation Act*.
- Final acceptance of the work described herein will be by the CCRD when all deficiencies are completed.

PROPOSAL SUBMISSION

Your proposal submission should be organized into electronic documents (PDF or spreadsheet of preference) in no more than 40 pages, including appendices.

- Cover Letter
- Proposal Submission – Complete document highlighting the below criteria
- Financial Submission – Contractor travel, accommodations, and incidental costs are to be scoped within proposals.
- Appendices – if required

Proposals must include the following information to be considered (preferably in the order presented):

QUALIFICATIONS & EXPERIENCE

Proponents must include a brief summary of their company's background, area of expertise, and number of employees. Proponents shall list any subcontractors or sub-consultants they intend to use and provide a similar summary. Proponents shall include at least three (3) project abstracts (300 words maximum) that clearly outline previous projects with similar services. The referenced projects shall be of a similar or greater cost and magnitude that have been successfully completed by their company within the past three (3) years preferably, maximum five (5) years. The project abstracts shall clearly note the project value, a comparison of budget versus actual costs incurred, project constraints, location, client names, and references.

EXPERIENCE, DEPTH & BREADTH OF PROJECT TEAM

Proponents shall provide the Curriculum Vitae (CV) of the Project Manager; and list all other project team members that would be directly involved in the project, indicating relevant experience, qualifications, credentials, home office and notable achievements in each area of the Work. Proponents shall provide a project organization chart and a table clearly indicating what role and responsibility each team member will play, the anticipated hours of each, and the total role and project hours. The CCRD must be kept apprised of (and approve any) changes or substitutions of key personnel for this project.

APPROACH & METHODOLOGY

Proponents are to confirm their understanding of the scope of work and clearly define and describe how their proposed approach would meet those requirements, including the Project constraints, sequence and timing of milestones, the respective expertise involved, and their time allocation for each. The work plan should include a scheduling of activities and resources necessary to meet the project objectives, including the provision of a quality assurance and control plan that ensures senior technical review of relevant project activities.

QUALITY ASSURANCE & CONTROL

Strategic decisions will be based on the collected data and analysis results provided by the Consultant. Proponents shall provide a description of an internal quality assurance and control program designed to minimize potential sources of error that could affect the analysis and negatively impact decision-making processes on which recommendations to the CCRD are made.

ATTENTION TO SUSTAINABILITY

Proponents are to clearly demonstrate consideration of environmental, social, and economic aspects of the project and promotes sustainable solutions where at all possible. Proponents must provide a summary of their organization's sustainability policies and practices, including climate action commitments/ achievements and measures used to reduce GHG emissions (such as in buildings and transportation).

SCHEDULE OF WORK

Proponents shall indicate when work would commence and approximately how long it would take to complete the assignment. Proposed start dates, progress meeting dates, milestones, other key events, and major project deliverables shall be clearly identified on the project schedule. The schedule shall identify the critical path, delineate what resources will be required, and when they will be required. The proposed schedule must align with the RFP deliverable target dates.

COST/PROPOSED FEE FOR PROJECT

The total project cost is to be considered an upset limit, not to be exceeded unless approved in writing by the CCRD, and shall be inclusive of all Consultant salary costs, general and overhead expenses, and disbursements. Direct project costs must be broken down by personnel and estimated hours per task. Disbursements shall include the costs of printing and reproducing, graphics, reports, travel, accommodation costs, out-of-pocket expenses, and all other expenses. Contractor travel, accommodations, and incidental costs are to be scoped within the proposal.

HOURLY PROJECT TEAM MEMBERS' RATES

As a supplement, a schedule of rates for all key personnel, technical staff, and support personnel must be included. These rates will be used for any additional work that is authorized by the CCRD.

HONORARIA AND COMPENSATION

First Nations representatives and knowledge keepers who contribute to the project and planning process will be compensated fairly for their time and expertise, in accordance with the cultural protocols of each Nation. In addition to the project's all-inclusive budget, proponents must include the estimated monetary value of anticipated honoraria or compensation required to fulfill these protocols.

PROPOSAL EVALUATION

The CCRD, in its sole discretion, may disqualify any proposal before its evaluation is fully completed if it contains false information, reveals a conflict of interest, or if the proponent misrepresents any information provided within it. Proposals will be evaluated based on conformance with all aspects of the RFP; and proponents should include in their proposals any and all relevant information that would allow the CCRD to assess their organization with regard to the evaluation criteria accurately. The CCRD will make no assumptions on behalf of the Proponent.

The CCRD shall consider each Proposal and, after such consideration, shall have the right to require any or all of the respondents to attend a presentation to clarify their Proposal. The CCRD reserves the right to contact references provided by the Proponent, and to utilize information acquired from references as part of its overall evaluation.

EVALUATION CRITERIA

This section details the evaluation process for selecting the best qualified Proponent. Proponents should ensure that they fully respond to all criteria, preferably in the order presented in their submission, to receive full consideration during the evaluation process. The CCRD recognizes that “best value” is the essential component of this project, and therefore will give careful consideration to technical, environmental, and cost factors in its selection criteria. The following table identifies the key criteria that the CCRD has deemed relevant, and the point assignment of each.

Criteria	Relative Weight
Qualifications and Experience – Demonstrated experience, personnel qualifications, similar projects, references, etc.	30%
Methodology – Response to RFP project requirements, approach, demonstrated understanding of project requirements, work plan, etc.	35%
Proposal – Completeness, overall quality and level of details submitted, value-added services, etc.	10%
Attention to Sustainability – Environmental, social, and economic impacts	5%
Culture and Relationship - Demonstrated experience working respectfully and collaboratively with rural and remote Regional and Indigenous governments and communities, particularly in the context of emergency management and culturally appropriate planning.	5%
Proposed Fees – Pricing structure, fees, costs, hourly rates, etc.	15%
Total	100%

AWARD

It is not the intent of the CCRD to award this project to any Proponent that does not furnish satisfactory evidence of possessing the experience and ability required, and sufficient resources to ensure acceptable performance and completion of the Work. The CCRD reserves the right to reject any submitted proposal from any Proponent who, in its sole and reasonable opinion, is deemed incapable of providing all necessary resources to perform the Work in a satisfactory manner.

This RFP is not a tender and does not commit the CCRD in any way to select a consultant. The CCRD reserves the right to reject any or all Proposals or to accept any Proposal should it be deemed in the best interest of the CCRD to do so.

In addition, the CCRD may elect to reject any or all Proposals for the following reasons:

- All Proposals received are outside the available budget for this project.
- The CCRD decides to cancel the project.

RIGHT TO NEGOTIATE

After the contract has been awarded to the Consultant, the CCRD reserves the right to negotiate minor changes, amendments, or modifications to the Consultant's Proposal, without offering the other Proponents the opportunity to amend their Proposals.

FAILURE TO EXECUTE AN AGREEMENT

In addition to all other remedies, if a selected Consultant fails to execute an agreement within 30 calendar days of notice of project award, the CCRD may, in its sole and absolute discretion and without incurring any liability, rescind the selection of the Consultant. In the event of failure to execute as aforesaid, or in the event that the Consultant does not, in the opinion of the CCRD, comply with the specifications and terms of the Contract at any time throughout the duration of the Contract, or if the CCRD, in its sole and unfettered discretion determines that the service or product provided by the Consultant is unsatisfactory at any time during the term of the Contract, the CCRD reserves the right to terminate the Contract in its entirety immediately. Should the aforementioned occur, the CCRD further reserves the right to remove the Consultant from eligibility to submit future Proposals for an indeterminate period thereafter.

REPORTING & COMMUNICATION

The successful Consultant shall report to the CCRD project lead Jessie MacDonald, Emergency Management Coordinator, who will oversee day-to-day coordination of this project. Approval will be required prior to the Consultant proceeding with subsequent components of the project or altering the work plan. Please note: The Consultant will be required to work closely with the CCRD's project lead to ensure that project objectives are met.

PUBLICITY

The successful Consultant shall not make any news release concerning the RFP, submitted Proposal, or awarding of same, or the resulting contract without the express written consent of the CCRD.

An award of contract to the successful Consultant does not constitute a general endorsement of the Proponent's products or services, and the award of contract cannot be used by the Consultant to promote the sale of products or services without the express written approval of the CCRD.

The CCRD may issue a news release about the award of the contract and project updates.

INSURANCE

Any Agreement resulting from this Request for Proposals may require that the Consultant, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Agreement term the following insurances with insurers licensed in British Columbia, in forms acceptable to the CCRD. All required insurance will be endorsed to provide the CCRD with 30 days' advance written notice of cancellation or material change. The Consultant will provide the CCRD with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Agreement.

Professional Liability Insurance in an amount not less than \$1,000,000 inclusive per occurrence and aggregate.

Comprehensive Commercial General Liability Insurance in an amount not less than \$2,000,000 inclusive per occurrence with a \$5,000,000 aggregate limit insuring against bodily injury and property damage and including liability assumed under the Contract. The CCRD is to be added as an additional named insured.

Automobile Liability Insurance on all vehicles owned, operated or licensed in the name of the Consultant in an amount not less than \$2,000,000.

WORKSAFE

The Consultant and any approved Sub-Contractors or Sub-Consultants must be registered with the Workers' Compensation Board of British Columbia (operating as WorkSafeBC), in which case WorkSafeBC coverage must be maintained for the duration of the Agreement. Prior to Agreement award, the Consultant may be required to submit a WorkSafeBC Clearance Letter indicating that all WCB assessments have been paid.

If your business or workers cross provincial or national boundaries, you may need coverage from WorkSafeBC or the workers' compensation board in the jurisdiction where your workers will be. Out-of-Province requirements can be reviewed on the WorkSafeBC web site:

www.worksafebc.com/en/insurance/need-coverage/who-needs-coverage/out-of-province

COMPLIANCE

The successful Consultant shall ensure services and products provided in respect to the Work are in accordance with, and under the authorization of, all applicable authorities and municipal, provincial, and federal legislation and Acts.

The Consultant to the Contract shall be designated and shall assume the responsibility as the Prime Consultant per WorkSafeBC BC OH&S regulations under applicable Sections 20 and 118 and applicable Subsections within them. The successful Proponent must have the necessary qualifications for and be willing to accept the responsibilities as Prime Contractor/Consultant for the Contract.

The Consultant shall provide the CCRD, prior to the commencement of the Work, with a written copy of the Health and Safety Policy of their organization, along with any applicable procedures relevant to the Work. If the Consultant does not have written procedures relevant to the Work, the Consultant's project team will be expected to abide by the employer's provision of the *Occupational Health and Safety Act*.

By submitting a Proposal, the Proponent represents that it has the legal capacity to enter into a contract and is in compliance with all applicable federal, provincial, and municipal laws and regulations.

INDEMNITY

Except to the extent arising out of the negligent acts or omissions of the CCRD and its directors, officers, employees, volunteers, contractors, agents, successors and assigns, as determined by a court of competent jurisdiction, the Proponent/Contractor/Consultant shall release, indemnify and save harmless the CCRD and its directors, officers, employees, volunteers, contractors, agents, successors and assigns from and against any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including, without limitation, the full amount of all legal fees and disbursements) in any way directly or indirectly arising out of or caused, in whole or in part, by the Proponent/Contractor/Consultant, its employees, agents, or assigns in the performance of the

Services herein, as determined by a court of competent jurisdiction. This release and indemnity shall survive notwithstanding the completion of the Services under this Agreement and/or the expiry or termination of this Agreement. The indemnity provided by the Proponent/Contractor/Consultant to the CCRD will not in any way be limited or restricted by the insurance requirements or by limitations on the amount or type of damages, compensation or benefits payable under the Workers' Compensation Act or any other similar statute.

FORCE MAJEURE

Neither party shall be responsible for any delay or failure to perform its obligations under this agreement by reason of force majeure. If either party is unable to perform any of its contractual obligations by reason of force majeure, including fire or other casualty, strike, order of a public authority, natural hazard, or other cause beyond the reasonable control of such party, then such party shall be excused from such performance of the obligations for the duration of such cause. In the event such inability to perform shall continue longer than 30 days, either party may terminate this agreement without further liability by giving written notice to the other party.

DEFAULT BY CONSULTANT

In the event that the Consultant is found to be in non-compliance with the terms/requirements hereof or in supplying and delivering the services and/or goods in accordance with said terms/requirements, the Contract may be cancelled at the full discretion of the CCRD.