

# REQUEST FOR PROPOSALS

## Airfield Pavement Rehabilitation – Engineering

The Central Coast Regional District is seeking proposals from qualified proponents with demonstrated airport civil engineering experience in airfield pavement rehabilitation projects.

Proposals clearly marked “**Request for Proposals – Airfield Pavement Rehabilitation – Engineering**” will be accepted until **2 PM PDT on May 22<sup>nd</sup>, 2026** by hard copy or electronic submission to [hgranander@ccrd.ca](mailto:hgranander@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:  
Director of Operations  
E: [hgranander@ccrd.ca](mailto:hgranander@ccrd.ca)

## Overview

The Central Coast Regional District (CCRD) is seeking proposals from qualified proponents with demonstrated airport civil engineering experience in airfield pavement rehabilitation projects, including the provision of design, tendering, contract administration, and resident engineering services through construction.

The Services required are described in detail in the attached Schedule A, Terms of Reference.

## 1. INTRODUCTION

### 1.1. Form of Contract

The Preferred Proponent will enter into a form of contract for the delivery of the services based on the Proponent's proposal, the terms within this RFP, and negotiations with the Regional District.

### 1.2. Definitions

In this RFP the following definitions shall apply:

**"Closing Time"** has the meaning set out in Section 2.1;

**"Contract"** means a formal written contract between the Regional District and a Preferred Proponent to undertake the services;

**"Office"** means the office of the Central Coast Regional District located at 626 Cliff Street, Box 186, Bella Coola, BC V0T 1C0;

**"Preferred Proponent(s)"** means the Proponent(s) selected by the Regional District to enter into negotiations for a Contract;

**"Proponent"** means an entity that submits a Proposal;

**"Proposal"** means a proposal submitted in response to this RFP;

**"Regional District"** means the Central Coast Regional District;

**"Regional District Representative"** means the individual or position identified in section 2.5 hereof;

**"RFP"** means this Request for Proposal.

## 2. INSTRUCTIONS TO PROPONENT

### 2.1. Closing Time and Address for Proposal Delivery

Proponents have the option to submit proposals via email (in PDF Format to [hgranander@ccrd.ca](mailto:hgranander@ccrd.ca)) or hard copy to the Regional District delivered to the following address:

ATTN: Director of Operations  
Central Coast Regional District  
626 Cliff Street, Box 186  
Bella Coola, BC V0T 1C0

Proposals must be received:

- (a) on or before the following date and time (the “Closing Time”):  
**Time: 2:00 PM PST**  
**Date: May 22<sup>nd</sup>, 2026**

It is the Proponent’s sole responsibility to ensure its Proposal is received at the email address set out above by the Closing Time.

Proposals received by fax will not be accepted.

Proposals will be opened in private by the Regional District after the Closing Time.

### 2.2. Late Proposals

Proposals received after the Closing Time will not be accepted or considered and will be returned upon the Proponent’s request and at the Proponent’s expense.

### 2.3. Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out above, or submitted electronically via email in PDF format, at any time before the Closing Time but not after. Amendments received by fax will not be accepted.

### 2.4. Inquiries

**All inquiries related to this RFP will be directed in writing to the email address below** (the “Regional District Representative”):

Director of Operations  
Central Coast Regional District  
626 Cliff Street, Box 186  
Bella Coola, BC V0T 1C0  
E: [hgranander@ccrd.ca](mailto:hgranander@ccrd.ca)

Information obtained from any person or source other than the Regional District Representative may not be relied upon.

Inquiries will be made no later than three (3) days before the Closing Time. The Regional District reserves the right not to respond to inquiries made within three (3) days of the Closing Time. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the Regional District.

Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of any provision, will immediately notify the Regional District Representative. If the Regional District determines that an amendment is required to this RFP, the Regional District will issue an addendum in accordance with Section 2.5. Amendments to this RFP or any of the requirements stipulated hereunder must be in writing issued in accordance with Section 2.6 hereof to be effective.

**No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.**

### 2.5. Addenda

If the Regional District determines that an amendment is required to this RFP, the Regional District will post a written addendum on the Regional District's website at [www.ccrd.bc.ca](http://www.ccrd.bc.ca) that will form part of this RFP. No amendment of any kind to this RFP is effective unless it is posted in a formal written addendum on the Regional District website.

Upon submission of a Proposal, Proponents will be deemed to have received notice of all addenda that have been issued by the Regional District.

### 2.6. Examination of Documents

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules and all relevant documents, prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

## 3. PROPOSAL SUBMISSION FORM AND CONTENTS

### 3.1. Package

Proposals shall be submitted in the Proposal Format as outlined in Schedule B. For hard copy submissions, proposals shall be submitted in a sealed package, marked on the outside with the Proponent's name and title of the project.

### 3.2. Form of Proposal

The Regional District reserves the right to waive any informality in Proposals, or non-compliance with any formality required under this RFP (whether or not material), reject any or all Proposals or accept the Proposal deemed most favorable in the interests of the Regional District, in the Regional District's sole discretion. Furthermore, the Regional District reserves the right to negotiate with any proponent in its discretion.

### 3.3. Signature

The Proposal shall be signed by a person authorizing to sign on behalf of the Proponent and include the following:

- (a) If the Proponent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;

- (b) If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Regional District that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Proponent is an individual, including a sole proprietorship, the name of the individual should be included.

## 4. EVALUATION AND SELECTION

### 4.1. Evaluation

The Regional District will evaluate the Proposals by applying the evaluation criteria described in Appendix A to identify the most suitable Proponent. The criteria will be applied without priority or weighting established in advance of the evaluation. The Regional District will apply the criteria evenly and fairly to all Proposals.

### 4.2. Additional Information

The Regional District may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Regional District may make such requests to only selected Proponents without advising other Proponents or providing them with an opportunity to respond to such questions or to provide additional information. The Regional District may consider such clarifications or additional information in evaluating a Proposal.

### 4.3. Regional District's Discretion in Evaluation

The Regional District may, in its sole discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking of any aspect of a Proposal, including if the Regional District considers that any Proposal or any part of a Proposal requires clarification or more complete information, contains defects, ambiguities, alterations, qualifications, omissions, inaccuracies or misstatements, or does not for any reason whatsoever satisfy the Regional District that the Proposal meets any requirements of this RFP at any time, or for any other reason the Regional District in its discretion deems appropriate and in the interests of the Regional District and this RFP, or either of them:

- (a) waive any such defect, ambiguity, alteration, qualification, omission, inaccuracy, misstatement or failure to satisfy and any resulting ineligibility on the part of the Proponent;
- (b) independently consider, investigate, research, analyse, request or verify any information or documentation whether or not contained in any Proposal;
- (c) request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the Regional District, including the time, location, length and agenda for such interviews or presentations;
- (d) conduct reference checks relevant to the Proponent to verify any and all information regarding a Proponent and to conduct any background investigations that it considers necessary in the course of the RFP process, and rely on and consider any relevant information in the evaluation of Proposals;
- (e) conduct credit, criminal record, litigation, bankruptcy, taxpayer information and other checks;

- (f) seek Proposal clarification with Proponents to assist in making its evaluation;
- (g) not proceed to review and evaluate, or discontinue the evaluation of any Proposal, and disqualify the Proponent from this RFP; and
- (h) request clarifications or additional information from a Proponent with respect to any Proposal, and consider such clarifications or additional information in evaluating a Proposal.

#### 4.4. Selection of Proponent

The Regional District will select the Proponent which it determines is the most advantageous to the Regional District based on the Evaluation Criteria set out in Appendix 1. The Regional District is not bound to accept the lowest priced Proposal. The Regional District reserves the right to accept or reject any Proposal in whole or in part. The Regional District's ratings of Proponents may be subjective and it is the Regional District's intent that the evaluation of each criteria will be relative to the strength of the other Proposals received. A Contract may or may not take place as a result of Proposals received.

#### 4.5. Good Faith Negotiations

By submission of its Proposal, the Proponent agrees that if at any time in the 60 days from the Closing Time it is selected by the Regional District to enter into negotiations for a Contract, the Proponent will, in good faith, participate in negotiations with the Regional District and use reasonable commercial efforts to reach agreement and finalize a Contract with the Regional District based on the Proponent's Proposal.

#### 4.6. Negotiation of Contract and Award

If the Regional District selects a Preferred Proponent(s), then it may:

- (a) Invite the Preferred Proponent(s) to enter into discussions with the Regional District to reach agreement on a final Contract with the Preferred Proponent(s); or
- (b) Enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attempt to finalize the terms of the Contract(s), including financial terms. If discussions are successful, the Regional District and the Preferred Proponent(s) will finalize the Contract(s);
- (c) If at any time the Regional District in its sole discretion, forms the opinion that an agreement acceptable to the Regional District is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the Regional District may then either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some other manner.

## 5. GENERAL CONDITIONS

### 5.1. No Regional District Obligation

This RFP is not a tender and does not commit the Regional District in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the Regional District reserves the right in its sole discretion to at any time reject all Proposals, and to terminate this RFP process.

### 5.2. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the Regional District relating to or arising from this RFP. The Regional District and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred by the Proponent in the preparation and submission of a Proposal, or the participation in negotiations for a Contract, or any other activity related to or arising out of this RFP.

### 5.3. No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under or arises from this RFP prior to the signing of a formal written Contract.

### 5.4. Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees. The Regional District may rely on such disclosure.

### 5.5. Confidentiality

All submissions become the property of the Regional District and will not be returned to the Proponent. All submissions will be held in confidence by the Regional District unless otherwise required by law. Proponents should be aware the Regional District is a “public body” defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

### 5.6. Insurance

The successful Proponent will, in the event of award, be required to provide to the Regional District, within ten (10) days of award:

- (a) Proof of professional liability insurance in an amount of not less than **FIVE MILLION (\$5,000,000) DOLLARS**; and
- (b) Proof of registration with WorkSafe BC.

## Schedule A

### Terms of Reference

#### Introduction

Bella Coola Airport (CYBD) is a certified airport owned and operated by the Central Coast Regional District (CCRD), located approximately 12 kilometers east of Bella Coola.

The airfield pavements supporting aircraft operations at CYBD are nearing the end of their service life with the last rehabilitation having been completed 26 years ago in 1996. A 2016 Pavement Condition Survey found that the airfield pavements are showing signs of longitudinal and transverse cracking, with select locations in poor condition. With this project, the Regional District seeks to improve airfield pavement surfaces and overall safety of aircraft operations.

Proponents are encouraged to visit the Airport and inspect the existing airfield pavement surfaces in advance of their bid submission. Inspections are by appointment only and must be completed within three (3) days of the closing date of this RFP. To make an appointment, proponents are to contact the Operations Manager:

Hans Granander  
Director of Operations, Central Coast Regional District  
[hgranander@ccrd.ca](mailto:hgranander@ccrd.ca)  
604-828-1045



## Schedule A (cont.)

### Scope of Work

The CCRD is inviting qualified engineering consultants (Proponents) with demonstrated airport experience in civil design and airport infrastructure improvements, to provide the following services in the Airfield Pavement Rehabilitation Project (the Project):

1. Investigate existing conditions and recommend rehabilitation strategies;
2. Conduct detailed civil design;
3. Prepare a Plan of Construction Operations (PCO);
4. Provide tendering, contract administration, resident engineering, and publication update services throughout construction.

The selected proponent (the Consultant) shall oversee the rehabilitation of all airfield pavement surfaces (Runway 05-23, Taxiways A & B, and Apron I), and associated drainage systems at the Bella Coola Airport. The design must be in accordance with, but not limited to, Canadian Aviation Regulations, Part III, Subpart 2 (TP312 “Aerodrome Standards and Recommended Practices”) and any other applicable regulations / standards governing the Project.

### Project Specifications

#### Design and Tendering

The Consultant will complete the design including the preparation of the tender documents (all specifications and drawings) in coordination with the CCRD’s Procurement Policy, provide support during the tendering process, and evaluate bid submissions for award recommendation. Key Deliverables are as follows:

1. Complete Topographical Survey and Geotechnical Investigation, in order to determine at least two appropriate rehabilitation strategies;
2. Complete Design Basis Memorandum (DBM) (30% Design) report complete with cost estimates for each rehabilitation strategy.
3. Prepare design drawings, cost estimate, design assumptions – for 60% design, 90% design, and 100% design;
4. Organize design review meetings at 60%, and 90% of the design with all key stakeholders at the Bella Coola Airport. A cost estimate must be produced at each milestone to forecast the total cost of the contract/project;
5. Prepare tender documents (drawings and specifications) in coordination with CCRD’s Procurement Policy;
6. Issue construction tender;
7. During the tender stage – hold Pre-Bid Meeting, prepare responses to bidders’ queries, and prepare addenda as required; and
8. Review bid submissions and recommend award in conjunction with CCRD.

### Schedule A (cont.)

Consultant responsibilities include, but are not limited to:

1. Collect and analyze background information regarding each objective, including site visit;
2. Conduct necessary survey work including identification of underground utilities as required for design purposes, as well as a topographic survey and geotechnical investigation;
3. Confirm current status of applicable regulatory requirements with Transport Canada;
4. Prepare DBM (30% Submission) providing details of design methodology. The purpose of this document will be to clearly identify all project elements, constraints, solutions, options, costs, scheduling, and construction implementation strategies;
5. Review DBM (30% Submission) with the CCRD Project Team;
6. Develop preliminary schedule. Entire project including construction and commissioning to be completed by October 30th, 2026;
7. Obtaining all permits, approvals, agreements, etc. as required by the Federal, Provincial, Municipal, and/or Aviation authorities;
8. Liaison with required regulatory and other Federal/Provincial government agencies and obtain all regulatory approvals, as necessary;
9. Prepare design in accordance with TP312 5th Edition, and any other reference material required to comply with applicable codes and regulations;
10. Prepare cost estimates at each stage (30%, 60%, 90% and 100%) during the design process, and as requested by the CCRD;
11. Prepare a Plan of Construction Operations (PCO), including Transport Canada approval, liaise and consult with stakeholders including NAV Canada and local air carriers;
12. Complete NAV Canada Land Use Application; follow up with Nav Canada to obtain approval;
13. Review Final Design/Specifications/Tender Documents with the CCRD prior to Tender Issuance;
14. During the Tender Phase, the CCRD will distribute / issue all Addenda. The Consultant shall provide the following services:
  - a. Organize pre-bid meeting with all Contractors;
  - b. Respond to questions and prepare addenda to the Contract Documents as required;
  - c. Analyze tenders for completeness, price, schedule and other requirements of the Contract Documents; and
  - d. Prepare recommendation for Award of Construction Contract. The qualification/ability of Contractor to carry out the Work must be addressed.
15. Mandatory client meetings are required including:
  - a. Kick off meeting – Onsite;
  - b. 30% design meeting – Virtual or onsite;
  - c. 60% design meeting – Virtual or onsite;
  - d. 90% design meeting – Virtual or onsite; and
  - e. Pre-bid tender meeting – On-site for Contractors

Note: All other meetings can be via teleconference or web-based conferencing tools.

**Schedule A (cont.)**

**Construction Services**

Proponents are requested to provide an hourly rate and assume the following hours for the following personnel during construction:

1. Project Manager – 50 Hours
2. Senior Civil Engineer – 50 Hours
3. Resident Engineer – 400 Hours

**Project Specifications**

The CCRD has tentatively scheduled the following:

RFP Issued	April 29, 2026
Question Deadline	May 20, 2026
RFP Submission Deadline	May 22, 2026
Contract Award	May 28, 2026
Detailed Design and Tender Package Submission	July 2026
Construction Tendering	July 2026
Project Substantial Completion	October 31, 2026

## Schedule B

### Contents of Submission

Proponents are to include in their proposal their recommended methodology and scope of services to complete the Airfield Pavement Rehabilitation Project at Bella Coola Airport. This information, along with the team's relevant experience, will be a primary consideration in the evaluation process. Proposals will contain sufficient information to demonstrate to the Regional District that the Proponent is qualified to provide the specified Scope of Work within the identified timeline, and at a suitable cost.

#### Proposal Format

Proponents' proposals must be submitted in the following sections:

1. Company and Project Team Profiles, complete with primary and sub-consultants (if applicable) relevant background, qualifications, and experience;
2. Three (3) Professional Client References from similar projects, including phone and email contact information for each;
3. Project Requirements and Methodology, including understanding of scope and applicable standards and regulations for the Work;
4. Detailed Project Schedule, referencing Methodology above of milestones and critical-path items, and consistent with the substantial completion date identified in this RFP; and
5. Proposed Budget, including:
  - Hourly rates for each team member
  - Breakdown of costs for each task and associated meetings
  - Sub-Consultants (If applicable)
  - Disbursements

#### Inquiries

Refer all inquiries to:

Hans Granander  
Director of Operations, Central Coast Regional District  
[hgranander@ccrd.ca](mailto:hgranander@ccrd.ca)  
604-828-1045

#### Proposal Clarification

Should the Proponent find, during examination of the Proposal documents, any discrepancies, omissions, ambiguities, or conflicts on or between the Proposal documents or be in doubt as to their meaning, the Submitter shall bring the question to the attention of the person noted via E-mail only, not less than 2 weeks before the Proposal closing time. The questions will be reviewed, and where information sought is not clearly indicated, The Owner will issue addenda, which will become part of the Proposal documents.

#### Error in Proposal

No Proposal shall be altered, amended, or withdrawn after the time specified for opening Proposals. Negligence on the part of the Proponent in preparing the Proposal documents confers no right for the withdrawal of Proposal after it has been opened.

#### Discussion

The Owner reserves the right to conduct discussions with any Submitter that submitted a Proposal to assure full understanding of the Proposal submitted.

**Appendix 1**

**Proposal Evaluation Format**

1. All Proposals will be reviewed by an Evaluation Team, which will consist of Regional District staff and other participants as required, such as engineering personnel and Advisory Committee members.
2. The Evaluation Team will verify all Proposals against the mandatory criteria. Proposals that do not meet all mandatory criteria will be removed from further consideration. Proposals that meet the mandatory criteria will be assessed and scored against using the Evaluation Criteria. Each member of the Evaluation Team will independently complete the Proposal Evaluation Form for each qualified Proposal.
3. Upon completion of the Proposal Evaluation Form by each Evaluation Team member, the scores given by each Evaluation Team member will be averaged for each Proposal. The Regional District will select the Proponent which it determines is the most advantageous to the Regional District based on the Evaluation Criteria.
4. Evaluation team members will use the following Proposal Evaluation Form to guide the completion of the RFP Evaluation.

**Proposal Evaluation Form**

<b>STEP ONE:</b>		<b>YES</b>	<b>NO</b>
<b>Mandatory Criteria</b>	Proposal received prior to closing (includes acknowledgement of all addendums)		
	Methodology, Schedule and Bid Form Provided		
	Three (3) Professional Client References		
<b>STEP TWO:</b>		<b>Max. Points</b>	<b>Points</b>
<b>Evaluation Criteria</b>	Company Profile, Project Team, Experience.	30	
	Three (3) Professional Client References	20	
	Project Understanding and Methodology	20	
	Detailed Project Schedule	10	
	Proposed Budget	20	
<b>TOTAL SCORE</b>		<b>100</b>	