

# REQUEST FOR PROPOSALS

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**July 10, 2026**

## **MARTIN VALLEY LANDSLIDE RISK ASSESSMENT**

The Central Coast Regional District is requesting proposals from qualified consultants/consulting firms to submit proposals for support with executing our Martin Valley Landslide Risk Assessment.

Completed Proposals will be received by email up until the Closing Time of 4:00 PM, local time, July 31, 2026

Or

*BC Bid Electronic Submission:* Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at [BC Bid](#)). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

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](mailto:epc@ccrd.ca)

Enquiries Deadline:  
July 24, 2026

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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 time, 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;
- inclusive 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 seeking proposals from qualified professionals to complete a phased landslide risk assessment for the eastern portion of the village of Martin Valley, British Columbia, upon the slopes of Mount Caro Marion. This project is being undertaken in response to recent landslide and flooding events that have affected the community and highlighted the need for a more detailed understanding of landslide hazards, risk to occupied residences and infrastructure, and potential mitigation options.

On December 19, 2025, a landslide occurred on the slope above Highland Drive in Martin Valley. Following the event, a helicopter reconnaissance flight was conducted by the Ministry of Forests (MOF) Coastal Engineering Group at the request of Emergency Management and Climate Readiness (EMCR). The MOF subsequently recommended that a full or quantitative landslide risk assessment be completed for the area in accordance with the Engineers and Geoscientists BC Professional Practice Guidelines for Natural Hazards Landslide Assessments in British Columbia (Appendix A).

Further impacts occurred during the March 2026 atmospheric river event. On March 16, 2026, heavy rainfall, rain-on-snow conditions, and elevated runoff contributed to flooding and slope instability in Martin Valley. An Evacuation Alert was issued for the eastern portion of Martin Valley due to concerns related to landslide and flood hazards.

On March 17, 2026, a State of Local Emergency (SOLE) was declared in response to the landslide and flooding hazards conditions that continued to deteriorate, resulting in an Evacuation Order for portions of eastern Martin Valley and an Evacuation Alert for western Martin Valley. On March 18, 2026, additional geotechnical concerns were identified in the broader area, and emergency response activities continued with support from technical specialists and response agencies (Appendix B).

Together, the December landslide and March atmospheric river events demonstrated that Martin Valley is exposed to complex natural hazard conditions, including steep terrain, landslide runoff potential, drainage impacts, flooding, and risks to residences, roads, and community infrastructure. These events also reinforced the need for technical information to support public safety decision-making, evacuation planning, emergency response, recovery planning, and future mitigation.

This project will provide the CCRD with a phased, risk-informed assessment of landslide hazards affecting the eastern portion of Martin Valley. Phase I will focus on landslide inventory mapping, susceptibility mapping, terrain analysis, drainage and watershed review, and identification of residences and infrastructure potentially exposed to landslide hazards. Phase II will build on the findings of Phase I by completing detailed landslide hazard and risk assessments for areas identified as potentially at risk, including quantitative risk assessment where appropriate and development of conceptual mitigation options.

The outcome of this project will be a stronger technical foundation for emergency management, land-use and infrastructure decision-making, and future risk reduction planning in Martin Valley. The assessment will help the CCRD better understand where risks exist, who and what may be exposed,

and what practical measures may be available to reduce risk to residents, property, and critical infrastructure.

## Budget

The CCRD has established an all-inclusive budget of \$124,000.00 for project coordination and delivery of the required outcomes.

# 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 July 31, 2026**. 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 may be submitted by email to [epc@ccrd.ca](mailto:epc@ccrd.ca) or via BC Bid Electronic Submission
- Email 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 Martin Valley Landslide Risk Assessment – [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.

## 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](mailto:epc@ccrd.ca)

- All inquiries must be submitted in writing no later than 5 days prior to the closing date. The CCRD reserves the right not to respond to any inquiries received after this deadline.

## SCOPE

### INTRODUCTION

The Central Coast Regional District is seeking proposals from qualified professional firms to complete a phased landslide risk assessment for the Martin Valley / Ocean Falls area. The purpose of the project is to identify and characterize landslide hazards, assess risk to people, residences, community buildings, transportation routes, and infrastructure, and provide practical recommendations to support emergency planning, land-use decision-making, and future mitigation.

The successful proponent will be responsible for completing the work in accordance with applicable professional standards, including Engineers and Geoscientists BC professional practice guidelines for landslide assessment, landslide mapping, natural hazards, and risk assessment. The work must be completed under the direct supervision of appropriately qualified professionals with demonstrated experience in landslide hazard assessment, geomorphology, geotechnical engineering, terrain analysis, quantitative risk assessment, and remote/rural community settings.

The project is expected to proceed in phases. Phase I will focus on landslide inventory, susceptibility mapping, and preliminary identification of potentially exposed structures and infrastructure. Phase II will include detailed landslide hazard and risk assessment for areas identified through Phase I.

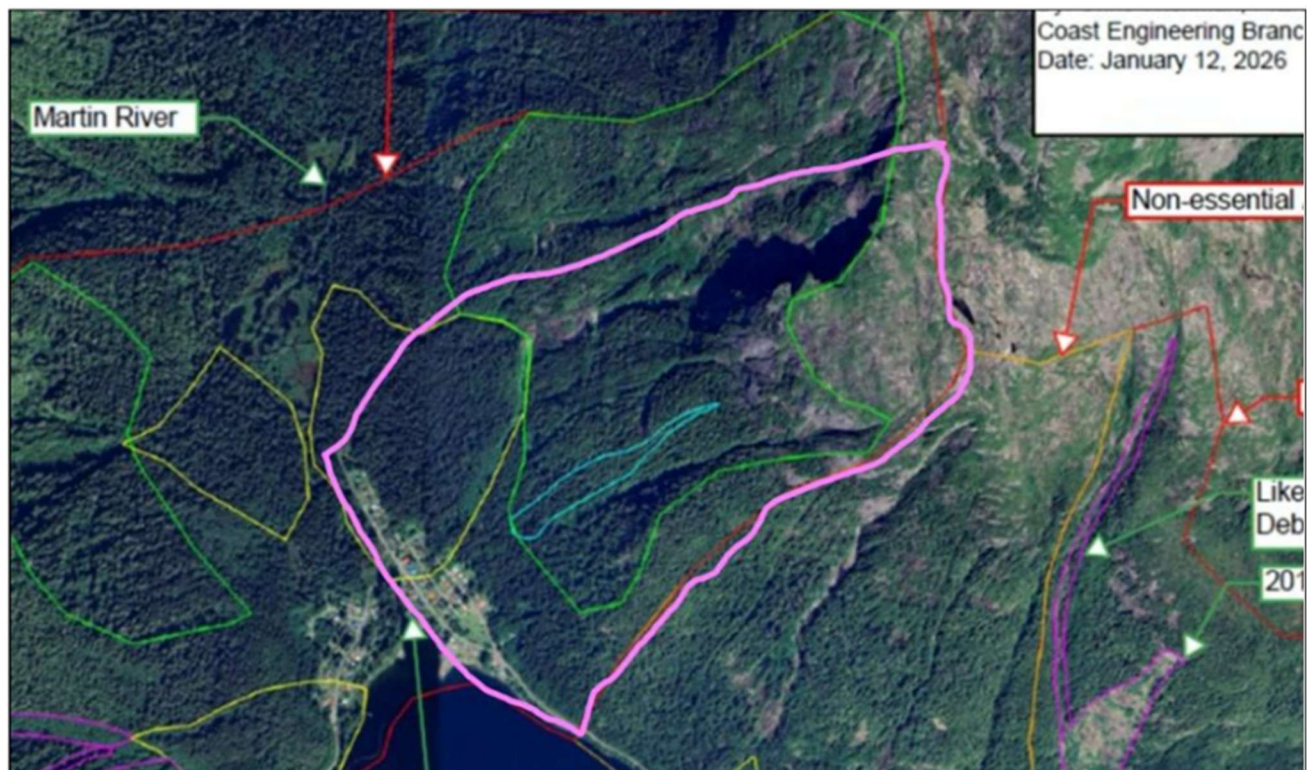


Figure 1: Recommended study area (outlined pink) provided by Ministry of Emergency Management and Climate Readiness (Feb 19, 2026).

## PHASE I – LANDSLIDE INVENTORY AND SUSCEPTIBILITY MAPPING

The successful proponent will complete a Level 1 landslide inventory and susceptibility mapping assessment for the study area (Figure 1). The purpose of this phase is to identify potentially unstable slopes, characterize known and potential landslide hazards, and determine which residences, community buildings, infrastructure, and access routes may be exposed to landslide hazards.

The work must include, at minimum:

1. A review of available background information, including previous geotechnical, geomorphic, hydrological, flood, landslide, terrain stability, and emergency management reports relevant to Martin Valley and Mount Caro Marion.
2. Identification of gaps, inconsistencies, and limitations in available data, including any missing information required to support a more detailed landslide risk assessment.
3. Acquisition, review, and interpretation of high-resolution LiDAR, orthophotography, historic aerial photographs, available satellite imagery, and other relevant geospatial data. LiDAR acquisition should occur under snow-free conditions where possible.
4. Preparation of a landslide inventory identifying known, historic, recent, and potential landslide features, including initiation zones, runout paths, depositional areas, scarps, disrupted terrain, gullies, channelized flow paths, and other indicators of slope instability.
5. Preparation of a landslide susceptibility map showing areas with relative likelihood of landslide occurrence or presence.
6. Terrain and watershed analysis, including review of slope gradients, drainage patterns, gullied drainage networks, flow accumulation, surface runoff concentration, and watershed morphometrics where applicable.
7. Identification of potential landslide types relevant to the study area, which may include debris flows, debris floods, debris slides, debris avalanches, rockfall, rockslides, or other slope instability processes.
8. Preliminary identification of residences, occupied buildings, community facilities, roads, utilities, water system components, cemetery lands, and other infrastructure that may be exposed to landslide hazards.
9. Consultation with the Regional District and relevant First Nations to confirm local knowledge, land interests, potential cultural heritage considerations, infrastructure exposure, and community use patterns.
10. Preparation of a Phase I technical report summarizing the methodology, data sources, findings, limitations, maps, identified hazards, exposed elements, and recommendations for Phase II.

Phase I deliverables must include:

- Landslide inventory map;
- Landslide susceptibility map;
- Summary of data gaps and limitations;
- Phase I technical report;
- Recommended Phase II work plan, schedule, and cost estimate.

## PHASE II – DETAILED LANDSLIDE HAZARD AND RISK ASSESSMENT

Based on the results of Phase I, the successful proponent will complete detailed landslide hazard and risk assessments for occupied residences, community buildings, infrastructure, and access routes identified as potentially exposed to landslide hazards.

The Phase II scope will be confirmed following completion of Phase I and must be approved by the Regional District before proceeding. The successful proponent will be required to provide a refined Phase II work plan, budget, schedule, and methodology before detailed assessment work begins.

The work may include, but is not limited to:

1. Field investigation to confirm terrain interpretation, landslide features, runout areas, drainage conditions, sediment characteristics, bedrock exposures, slope instability indicators, and exposed structures or infrastructure.
2. Aerial reconnaissance, including helicopter review where necessary, to assess initiation zones, drainage systems, slope conditions, landslide source areas, and residual hazards that cannot be safely or practically assessed from the ground.
3. Estimation of landslide frequency and magnitude using available evidence, field observations, dendrochronology where feasible, historic records, geomorphic interpretation, and other appropriate methods.
4. Detailed assessment of landslide processes, including debris flows, debris floods, debris slides, debris avalanches, rockfall, rockslides, and hazard cascades where applicable.
5. Runout and flow route modelling for channelized landslide hazards, where warranted.
6. Rockfall shadow analysis or other appropriate modelling for rockfall or rockslide hazards, where warranted.
7. Consideration of climate change effects, including sensitivity or scenario-based adjustments related to extreme rainfall, rain-on-snow events, changing snow levels, drainage concentration, and slope stability.
8. Quantitative risk assessment for occupied buildings and other relevant exposed elements, including estimation of life-safety risk where appropriate.
9. Evaluation of risk against recognized landslide risk tolerability criteria or other criteria approved by the Regional District.
10. Identification of areas where risk may exceed acceptable or tolerable thresholds.
11. Preparation of conceptual risk reduction options for areas where mitigation may be required or appropriate.
12. Identification of limitations, uncertainty, confidence levels, and any further work required to support future decisions.

### *CONCEPTUAL MITIGATION OPTIONS*

Where the assessment identifies unacceptable or elevated risk, the successful proponent will develop conceptual mitigation options for consideration by the Regional District. Options may include, but are not limited to:

- Drainage improvements;
- Slope stabilization;
- Debris flow barriers;
- Diversion structures;
- Catchment fencing;
- Rockfall protection;
- Monitoring systems;

- Early warning systems;
- Land-use planning controls;
- Emergency response procedures;
- Public notification or evacuation planning measures.
- Implementation risks and limitations.

The final decision regarding preferred mitigation options will rest with the Regional District.

Phase II deliverables must include:

- Individual hazard scenario maps, where applicable;
- Composite landslide hazard map;
- Risk assessment results for occupied buildings or exposed infrastructure;
- Technical memorandum or report summarizing field findings;
- Detailed landslide hazard and risk assessment report;
- Conceptual mitigation options;
- Emergency planning considerations;
- Recommended next steps for mitigation, monitoring, land-use planning, public notification, or further technical assessment.

## ENGAGEMENT AND COORDINATION

The successful proponent will be expected to work collaboratively with Regional District staff, emergency management personnel, infrastructure operators, relevant provincial agencies, and First Nations.

The proponent must include an engagement approach that supports respectful information sharing with First Nations and considers Indigenous interests, cultural heritage, and local knowledge. Engagement must be coordinated with the Regional District and must not assume authority to speak on behalf of the Regional District unless expressly authorized.

The successful proponent may be required to attend project meetings, technical briefings, Board or committee meetings, and community information sessions, as requested.

## PROJECT MANAGEMENT AND FINANCIAL CONTROL

The successful proponent must provide a clear project management approach, including:

- Project schedule;
- Key milestones;
- Staffing plan;
- Roles and responsibilities;
- Quality assurance and quality control process;
- Risk management approach;
- Budget breakdown by phase and task;
- Hourly rates and disbursements;
- Subconsultant costs;
- Assumptions and exclusions;
- Change management process.

The Regional District requires clear financial controls for this project. Any work outside the approved scope, budget, or schedule must be authorized in writing before it is undertaken. The proponent

must identify any anticipated cost risks, access constraints, weather dependencies, data limitations, or third-party costs that may affect the project budget.

## INDEPENDENT REVIEW

Where required by professional guidelines or where the work is considered high risk, the successful proponent must include an independent technical review process. The proposal should identify whether a Type II independent review or equivalent level of review is recommended, the qualifications of the reviewer, and the cost associated with the review.

## GENERAL REQUIREMENTS

The successful proponent shall:

- Assign a Qualified Professional(s) registered with Engineers and Geoscientists BC to lead the work.
- Complete all work in accordance with current EGBC Professional Practice Guidelines and applicable provincial standards.
- Maintain regular communication with the CCRD Project Manager throughout the project.
- Provide draft reports for CCRD review prior to submission of final deliverables.
- Submit all reports in both searchable PDF and editable Microsoft Word formats, with GIS data provided in ESRI-compatible formats where applicable.

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

## PROPOSAL SUBMISSION

Your proposal submission should be organized into electronic documents (PDF or spreadsheet of preference) in no more than 30 pages, excluding supporting appendices.

- Cover Letter
- Proposal Submission – Complete document highlighting the below criteria
- Financial Submission
- 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.

## 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.

## SCHEDULE OF WORK

Proponents shall provide a project schedule identifying the anticipated project start date, major milestones, key deliverables, and estimated completion date. The schedule should identify any critical path activities and the resources required to complete the work.

The successful proponent is expected to commence work approximately **20 business days following the RFP closing date**, subject to contract award. The project is anticipated to be completed within **one (1) year** of the contract start date.

## COST/PROPOSED FEE FOR PROJECT

Proponents are required to submit a detailed fee proposal that clearly identifies all costs associated with completing the proposed scope of work. The fee proposal must be structured by project phase and task to allow the Central Coast Regional District to evaluate cost, scope, value, and budget risk.

The total project cost is to be considered an upset limit and must not be exceeded unless approved in writing by the CCRD. The upset limit shall include all consultant salary costs, general and overhead expenses, subconsultant costs, and disbursements.

Direct project costs must be broken down by personnel and estimated hours per task. Proponents must also provide hourly rates for all project team members and identify the estimated level of effort for each phase of work.

Disbursements must be clearly identified and shall include the costs of printing and reproducing graphics, reports, travel, accommodation, meals, helicopter, marine or other access-related costs, and all other project-related expenses.

At minimum, the fee proposal must include:

- Total upset limit for Phase I;
- Estimated budget range or upset limit for Phase II, where possible;

- Breakdown of professional fees by phase and task;
- Breakdown of direct project costs by personnel and estimated hours per task;
- Subconsultant costs, including LiDAR acquisition, mapping, modelling, or independent review;
- Travel, accommodation, meals, helicopter, marine, or other access-related costs;
- Disbursements and administrative fees;
- Applicable taxes shown separately;
- Assumptions, exclusions, and cost risks.

Because the scope of Phase II will depend on the findings of Phase I, proponents may provide a preliminary estimate for Phase II based on stated assumptions. The successful proponent will be required to submit a refined Phase II work plan and budget for approval by the CCRD before Phase II work proceeds.

Any work outside the approved scope, schedule, or budget must be authorized in writing by the CCRD before it is undertaken. Unauthorized costs will not be reimbursed.

The CCRD reserves the right to award all or part of the work, modify the scope to align with available funding, defer optional work, or negotiate scope and budget adjustments with the preferred proponent.

Invoices must be submitted by phase and task and must include sufficient detail to support internal financial review, reporting, and audit requirements.

## 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 all relevant information that would allow the CCRD to accurately assess their organization regarding the evaluation criteria. 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 of Project Team – Demonstrated experience, personnel qualifications, similar projects in remote locations, professional registrations and certifications, etc.	25%
Understanding of Project and Methodology – Response to RFP project requirements, approach, demonstrated understanding of project requirements, proposed methodology, risk-informed and technically sound.	25%
Project Management, Schedule and Capacity – Team structure, availability, communication and reporting, identification of key risks and mitigation strategies.	10%
Technical Approach and Work Plan – Technical approach for Phases I and II, data collection and analysis, proposed field investigation, quality assurance, innovation and value-added services.	20%
Financial Proposal – Total project cost, breakdown of fees by task, value for money, clarity and completeness, identification of assumptions.	20%
<b>Total</b>	<b>100%</b>

Following evaluation of the written proposals, the CCRD may, at its sole discretion, invite one or more of the highest-ranked proponents to participate in an interview or presentation. The interview may be used to clarify proposals and confirm the qualifications of the proposed project team. The CCRD reserves the right to adjust the final scores following the interview.

## 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 immediately terminate the Contract in its entirety. 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 staff 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 staff 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 the 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 website:

[www.worksafebc.com/en/insurance/need-coverage/who-needs-coverage/out-of-province](http://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 Contractor 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.

## APPENDIX

Appendix A – Memorandum Jan 8, 2026 – Ministry of Forests, Coast Engineering Group – Landslide Review- Village of Martin Valley

Appendix B – Memorandum Mar 26, 2026 – Ministry of Forests, Coast Engineering Group – March 26 Landslide Review – Village of Martin Valley and Ocean Falls

Please email [epc@ccrd.ca](mailto:epc@ccrd.ca) to receive these Memorandums.