



# Sunshine Coast Regional District

# Request for Proposal

**Number: 2261301**

**for**

**Parks Campground Operator for Katherine Lake**

**Issue Date: January 20, 2022**

**Closing Date of**

**February 18, 2022 at 3:00 PM local time**

**OPTIONAL/MANDATORY SITE MEETING:** A mandatory site meeting will not be held.

**CONTACT:** All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **January 28, 2022** and directed, in writing, to [Submissions@scrd.ca](mailto:Submissions@scrd.ca), who will respond if time permits with a Q&A on BC Bid by **February 7, 2022**. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

**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 [www.bcbid.ca](http://www.bcbid.ca)). 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.

**Email Submission:** Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to [submissions@scrd.ca](mailto:submissions@scrd.ca) in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

**OR**

**Hard Copy Submission:** Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

**A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.**

## **CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal, the Proponent agrees to all of the terms and conditions of the RFP including the following:

- The Proponent has carefully read and examined the entire Request for Proposal;
- The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## 1. GENERAL TERMS & CONDITIONS

### 1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

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

“**BC Bid**” means the BC Bid website located at [www.bcbid.ca](http://www.bcbid.ca);

“**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;

“**Contract**” means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

“**Contractor**” means the successful Proponent to the RFP who enters into a Contract with the Regional District;

“**Must**”, or “**mandatory**” means a requirement that must be met in order for a proposal to receive consideration;

“**Proponent**” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“**Proposal**” means a written response to the RFP that is submitted by a Proponent;

“**Request for Proposals**” or “**RFP**” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

“**Should**”, “**may**” or “**weighted**” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

“**SCRD**”, “**Regional District**”, “**Organization**”, “**we**”, “**us**”, and “**our**” mean Sunshine Coast Regional District.

### 1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

### 1.3 SUBMISSION OF PROPOSAL

Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

For electronic submissions (BC Bid or email), the following applies:

- (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
- (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
- (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple

submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);

- (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;

- (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.

The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent’s computer and the Regional District Electronic Mail System or BC Bid.

While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

#### **1.4 SIGNATURE REQUIRED**

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

#### **1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES**

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division  
Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V7Z 0A8  
[purchasing@scrd.ca](mailto:purchasing@scrd.ca)

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

#### **1.6 WITHDRAWAL OR REVISIONS**

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

#### **1.7 CONDUCT OF THE CONTRACT**

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to [purchasing@scrd.ca](mailto:purchasing@scrd.ca). No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

#### **1.8 CONFLICT OF INTEREST/NO LOBBYING**

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or

those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

#### **1.9 CONTRACT**

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in <https://www.scrd.ca/go/terms> and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

#### **1.10 SUSTAINABLE PROCUREMENT**

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

#### **1.11 INVOICING AND PAYMENT**

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

#### **1.12 PRICING, CURRENCY AND TAXES**

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

#### **1.13 IRREVOCABLE OFFER**

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

#### **1.14 TIME IS OF THE ESSENCE**

Time shall be of the essence in this contract.

### **1.15 ASSIGNMENT**

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

### **1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION**

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

### **1.17 AWARD OF CONTRACT**

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

### **1.18 COST OF PROPOSAL**

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

### **1.19 PROPONENT'S RESPONSIBILITY**

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call

on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

### **1.20 EVALUATIONS**

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

### **1.21 ACCEPTANCE OF TERMS**

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

### **1.22 MANDATORY REQUIREMENTS**

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

### **1.23 INSURANCE & WCB**

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance – not less than \$500,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

### **1.24 COLLUSION**

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no

knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

**1.25 CONFLICT OF INTEREST**

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

**1.26 LIABILITY FOR ERRORS**

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

**1.27 TRADE AGREEMENTS**

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

**1.28 LAW**

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

**1.29 REPRISAL CLAUSE**

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

**1.30 FORCE MAJEURE (ACT OF GOD)**

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

**1.31 CONFIDENTIAL INFORMATION OF PROPONENT**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

**1.32 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.

**1.33 DEBRIEFING**

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.



## 2. INTRODUCTION

### 2.1 Purpose

The Sunshine Coast Regional District (Regional District) requires a Parks Operator to provide general management, operation and maintenance services (the “Operator”) for the Regional District’s public campground (Katherine Lake Campground & Park) as well as two park areas in close proximity, Ruby Lake Boat Launch and Dan Bosch Park. All three of these park areas experience high levels of use and require dedicated operational support from May to October annually. The Regional District aims to administer a general services agreement with a contractor to perform comprehensive duties and requirements throughout the term of the contract.

The respondent should have the following attributes:

- Professionalism;
- Good communication skills;
- Ability to perform some skilled maintenance work; and
- Previous experience.

## 3. SITUATION/OVERVIEW

### 3.1 Background

Katherine Lake Park and Campground is located at 4955 Garden Bay Road, Garden Bay, BC. The operational season begins May 1 and ends after the Thanksgiving weekend in October. Katherine Lake Park and Campground are high-use public recreational amenities, with regularly fully-booked campsites all season long. The park is 37 hectares in size and extends to include a trail network and pristine lakeshore around Katherine Lake itself.

Ruby Lake/Ramp Road Boat Launch is located at 5969 Ramp Road, Pender Harbour, BC. The property and boat launch serve as the only motorized craft launch on Ruby Lake, and therefore at peak season, park use increases exponentially. Contracted operational services begin the Friday before the May long weekend and extends until the end of the Labour Day long weekend in September.

Dan Bosch Park is located at 15555 Sunshine Coast Highway, Pender Harbour, BC. In addition to the day use area, the park offers 25 hectares of natural, undeveloped parkland and is a very popular, high use recreational area. Contracted services begin the Friday before May Long Weekend each year and extend until the end of Labour Day long weekend in September.

All three park locations are located in close proximity to each other. Katherine Lake Campground is located approximately 16 kms from both the Ruby Lake/Ramp Road Boat Launch and Dan Bosch Park. Average travel time is estimated at about 20 minutes required to travel to/from any of the three park locations.

Park and campground are also open to the general public for day-use only between 7am and 10pm daily.

### 3.2 Park Occupancy, Expenses and Revenues

Campground Occupancy: although actual statistics on usage are not available, occupancy rates have been calculated based on the actual camp site fee revenues received. Anecdotally, the campground tends to be much busier on weekends and holidays.

Year	Total Potential Site Nights	Total Nights Booked	Occupancy Rate
2021	2,730*	1,226	45%
2020	1,680*	8,27	50%

2019	3,480	1,503	44%
2018	3480	1517	44%

\*Due to BC provincial health order guidelines, 2020 operations were at half capacity (14 sites instead of 29) for the entire 120-day season, and again at half capacity for approximately 50 days of the total 120-day 2021 season. Occupancy calculations for these years account for decreased capacity at campground.

### Projected Annual Revenues and Expenses for all three Park Operations:

Annual Revenue Projections	
Camp Site Fees	\$ 30,000
Sales (firewood, ice)	\$ 500
Total Revenues	\$ 30,500
Annual Expense Projections	
Cost of Goods Sold	\$ 300
Utilities (includes land line)	\$ 6,000
Water	\$ 2,500
Waste Disposal (tipping fees)	\$ 800
Repair and Maintenance	\$ 8,000
Office Supplies	\$ 400
Janitorial Supplies	\$ 4,500
Insurance	\$ 400
Average Parks Operator Fee for Service	\$ 30,000
Total Expenses	\$ 52,900
Net Profit (Loss)	\$ (22,400)

### 3.3 Park Amenities & Facilities

Katherine Lake Campground and Park	#	Description
<b>Campground</b>		
Regular campsites	19	RV sites (average size 30' X 15')
Tenting campsites	10	Tent sites (avg size 12' X 15')
Overflow group camping and/or parking areas	1	Approximately 100' X 50'
Host site	1	20'X30' concrete pad (power and water)
Public beach area	1	Approximately 350' X 60'
Floating dock	1	8' X 8'. Platform with ladder. Anchored.
Recreational trails	1	Approximately 700m of lakeshore trails
Wooden picnic tables	36	8' tables; 2 are accessible
Precast concrete picnic tables	1	Accessible
Campsite signposts and number decals	30	2' wooden signs
Fire rings	29	Metal
Bear proof garbage bins	4	Metal. Rear gate.
Plastic garbage bins	3	Covered with removable lid.
Bear proof recycling bins	5	Metal. Rear and top gate.
Seacan storage container	1	10'X6'X6'. Garbage storage.
Dog bag receptacles	2	Small. Post-mounted



Bike rack	1	Small. 4'. Fixed to slab.
Children's playground area	1	Medium. 20'X20' Single pod.
Information Signs	4	Large (>3'X3')
Information Signs	6	Medium (<3'X3' and >1'X1')
Information Signs	7	Small (<1'X1')
Regulatory Signs	23	Medium (<3'X3' and >1'X1')
Regulatory Signs	7	Small (<1'X1')
Campground access road	1	Approx. 500m. Gravel.
Auxillary campground roads	4	Approx. 400m total. Concrete and gravel.
Access trails	2	Each approximately 60m long and 3m wide. Gravel crush.
Trail filter stile/post (removable)	1	Metal. Lockable.
Bridges	1	20m
Culverts	2	300mm. 8ft.
Access gate	1	30ft. Yellow. Swings on hinges.
Gate no-posts	2	2ft. Yellow.
Handrails	8	Various sections. Approx. 100ft. total. Split rail. 3ft.
Wooden staircase	1	6ft. Crib steps.
Wheelchair access ramp	1	10ft. 3m wide. Wooden.
Viewing platform	1	Large 40'X40'. Wooden with 15ft. wooden stairs and railing to beach.
Rescue tube/floatation device	1	External mounted near beach
Campground office building	1	16'X10'. Wooden. Lockable.
AED Unit	1	External mounted near host office
Washroom/Shower Buildings	2	20'X 12' and 20'X10'. 2 men's and 2 women's washrooms plus 3 showers.
Storage/Utility Buildings	1	Small, 10'X8'. Lockable.
Covered awning	1	Wooden. Large 20'X12'. Next to host site.
Water storage tank	1	Large. 20'X8'
Pumphouse, treatment and wellhead utility building	1	Small. 8'X10'. Wooden. Lockable.
Electrical/utility outhouse building	1	Small. 8'X10'. Wooden. Lockable.
Gravity fed potable water system delivery pipes	3	Underground. 100-250ft.
Septic field	1	Approximately 60'X60'
<b>Dan Bosch Park</b>		
Parking Area	1	Large. Gravel crush. Approx. 30 parking spaces.
Yellow access gate and no-posts	1	Hazard yellow. Lockable
Acces road	1	Small. 25ft. At highway entrance.
Information Signs	1	Large (>3'X3')
Information Signs	2	Medium (<3'X3' and >1'X1')
Information Signs	3	Small (<1'X1')
Regulatory Signs	8	Medium (<3'X3' and >1'X1')
Regulatory Signs	7	Small (<1'X1')
Electrical and Utility building (Not included in this RFP)	1	Potable water and irrigation pump, well and treatment system
Septic field	1	Medium. Approx. 20'X20'
Concrete pad (historical operator site)	1	Approx. 30'X12'
Composite picnic tables	2	Not accessible
Bear proof garbage bins	2	Rear access.
Recycling bins	2	Removable lid. Not bear proof.

Pit Toilet/Outhouse	1	Standard single. Wooden
Public beach	1	Approx. 80'X20'
Swimming area	1	30'X30'. Swim buoys.
AED Unit	1	External mounted near beach
Rescue Tube/floatation device	1	External mounted near beach
Recreational trails	1	750m. Lakeshore trails.
<b>Ruby Lake/Ramp Road Boat Launch</b>		
Visitor entry/information kiosk signage	1	Large (3'X3')
Regulatory signage	5	Small and medium (1'x3')
Information signage	5	Small and medium (1'x3')
Community Boat Ramp		Concrete (15'X20')
Docks	3	1 composite and 2 wooden (20'x30')
Accessible parking space	1	Single stall (12'X20'). Natural surface. All other parking occurs on shoulder of highway

### 3.4 Park User Fees

#### 3.4.1 Campground Fees

The Katherine Lake Campground fees are established by the Board of the Sunshine Coast Regional District as set out in Bylaw No. 356 Park Use Permit Fee Schedule

Recreation Vehicles Sites – per site, per day	\$ 22.00
Tent Sites – per site, per day	\$ 18.00
*GST included in all fees	

SCRD will review fees and charges annually to ensure market competitiveness and has the ability to negotiate during annual reviews.

Services currently provided included with each campsite include:

- 19 electrical serviced sites. Sites #1-6 have 15-amp service. Sites #7-19 have 39-amp service.
- 19 potable water serviced sites
- Free washroom and shower facilities
- Picnic tables at all sites
- Fire pits and metal fire rings at all sites
- Security
- Options for ice and firewood purchases
- Tent and camping surfaces at 10 tent sites
- Recreational trails
- Freshwater turtle conservation area
- Open play space and playground
- Public beach, floating dock and swimming area

#### 3.4.2 Firewood Sales:

The Operator will determine the method for sale of firewood. If by concession the operator will set the price for a measured amount of wood. If by surcharge, an additional charge may be added to each night camping fee for unlimited access to firewood. Sale and surcharge amounts will be reviewed in the Operator's Business Plan.

Standards

- No Elm to be used as firewood.
- No Pine from out of Province shall be provided as firewood and Pine from within the Province must be free of mountain pine beetle.
- Wood must be safe to use for cooking. e.g. no painted or pressure treated wood.
- The Regional District will supply all firewood for sale at Katherine Lake Campground.

### 3.5 Scope of Services

The Contractor shall furnish everything needed to perform all the requirements of this Contract including all labour, vehicles, tools, equipment, services and structures needed to support their proposed operating plan. The Contractor will provide services in an efficient, cost-effective, consistent manner focusing on positive customer experiences. The following chart outlines the responsibilities of both the Contractor and Regional District.

<b>CONTRACTOR RESPONSIBILITIES</b>	<b>REGIONAL DISTRICT RESPONSIBILITIES</b>
<b>General Grounds/Property – All Parks</b>	
<ul style="list-style-type: none"> <li>• Conduct daily site inspections of all grounds, document and submit site inspection reports to the Regional District</li> <li>• Patrol all park locations at minimum one time per day throughout the operating season, and at least 2 times a day during high season (July 1-Aug 31 as well as both May long weekend and September long weekend)</li> <li>• Report any public safety, and risk issues, including possible risks to the public, the environment and any potential effects to adjacent lands and properties resulting from park and trail use, and conditions to the Regional District within 24 hours</li> <li>• Monitor on-site parking and report any parking issues or traffic concerns to Bylaw Officers and/or RCMP</li> <li>• Weekly visual checks of safety equipment condition of both the AED and rescue flotation devices</li> <li>• Conduct regular inspections, clean and re-stock all washrooms, pit toilet/outhouses, showers and associated buildings. At minimum this should be done once per day, however will require additional servicing on weekends and holidays (in accordance with use).</li> <li>• Daily general clean-up of grounds (includes camp sites, lanes, day use areas, parking lots, trails, beach foreshore areas) on weekdays, with additional clean ups required on weekends and general holidays</li> <li>• Daily clean up includes but is not limited to: sweeping or raking of stairs, ramps, access paths, beach areas, raking and removal of debris and animal litter from playground and other park user areas</li> <li>• Empty garbage and recycling receptible at minimum once per day or as required</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain roads and provide dust suppressant application</li> <li>• Provide Park identification, regulation, interpretation, and directional signage</li> <li>• Approve construction and remediation works at all properties</li> <li>• Provide all parks furniture (e.g. receptacles, picnic tables). Review furniture inventory with operator each year at the beginning and end of operational season.</li> <li>• Provide lumber materials for replacement or maintenance of furniture (e.g. boards, stain, paint).</li> <li>• Have septic vaults serviced on an annual basis.</li> <li>• Schedule servicing and pumping of pit toilet at Dan Bosch Park</li> </ul>

<ul style="list-style-type: none"> <li>• Dispose of all garbage and recycling at Pender Harbour Transfer Station (5545 Garden Bay Road) as required. Previous years required ~70 trips to Transfer Station.</li> <li>• Keep garbage and recycling areas clear of debris</li> <li>• Open/close gate at Dan Bosch park daily (open around 8am and close at 8pm)</li> <li>• Maintain existing furniture in park areas (e.g. picnic tables. Clean surfaces as necessary</li> <li>• Ensure vegetation is trimmed around edges and bases of all tables and benches</li> <li>• Undertake regular maintenance of tables, including sanding, staining and replacement of top or seat boards</li> <li>• Maintain table inventory (number and condition)</li> <li>• Mowing and trimming of grass in day-use areas, around fire pits, and other public parks areas as identified. Grass is not to exceed 2-3" in height at any time throughout the operational season. Special care and attention will be given to trimming around all perimeters, any tripping hazards and footings of infrastructure and amenities</li> <li>• Trimming and debris removal around signage, structures and gates</li> <li>• Monitor drainage ditches and culverts and notify the Regional District of any possible erosion or undermining on parkland</li> <li>• Monitor access road conditions, including erosion and potholes in access road to ensure acceptable conditions at all times and notify the Regional District when maintenance is required.</li> <li>• Maintain sign posts and barriers in full upright position</li> <li>• Remove graffiti when found</li> <li>• Contractor to have established health and safety practices, measures, protocols and procedures</li> </ul>	
<b>Hazard Trees – All Parks</b>	
<ul style="list-style-type: none"> <li>• Meet with Regional District in early season to conduct a joint hazard tree assessment and conclude on an annual falling plan</li> <li>• Undertake annual and ongoing seasonal vegetation and debris clean up, trimming and brushing.</li> <li>• Removal and clean-up of all vegetation debris from parking areas, trails, roads, access paths, beach and public areas throughout the operational season.</li> <li>• Woody debris and vegetation shall be cleared, at a minimum 1.5 tree lengths away from any trail or road and debris will not be piled greater than 3" to reduce fuel loading in the parks</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with Contractor in season to conduct a joint hazard tree assessment and conclude on an annual falling plan</li> <li>• All timber remains the property of the Regional District</li> <li>• Certified professional falling, vegetation and tree hazard mitigation</li> </ul>
<b>Fire Safety – All Parks</b>	
<ul style="list-style-type: none"> <li>• Monitor parks areas to identify and report potential wildfire risks</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain fire protection coverage for parks through SCRD Protective Services</li> </ul>

<ul style="list-style-type: none"> <li>• Be equipped and available to be able to adequately respond to a fire emergency event</li> <li>• Cooperate and participate in fire/evacuation drills</li> <li>• Post campfire/smoking ban signage as required</li> <li>• Maintain one fixed-in-place metal fire pit per campsite, cleaned after each site vacancy</li> <li>• Remove any unsanctioned fire pits</li> </ul>	<ul style="list-style-type: none"> <li>• Provide basic safety and fire suppression equipment and replace following a fire event</li> <li>• Work with Operator to schedule a fire/evacuation drill for training purposes, in conjunction with SCRD Protective Services</li> <li>• Provide Contractor with campfire ban/smoking ban signage when required</li> <li>• Liaise with Coastal BC Wildfire Service on site visits and, wildlife/danger tree hazard and fuel load assessment of the parks</li> <li>• Communicate to the public any required fire safety messaging for the parks and campground</li> <li>• Install and provide fire pits at all 29 campsites pre-season and before May long weekend</li> <li>• Uninstall, remove and store each campsite firepit following the end of the September long weekend and operating season each year</li> </ul>
<b>Security and Public Safety – All Parks</b>	
<ul style="list-style-type: none"> <li>• Maintain a safe environment for all users</li> <li>• Report to the Regional District within 24 hours of any incidents, safety issues, vandalism or bylaw infractions</li> <li>• Immediately address any safety hazard that may arise and block public access with clear signage until hazard is resolved</li> <li>• Maintain first aid kits for staff and resupply as required</li> <li>• Patrol all park locations at minimum one time per day throughout the operating season, and at least 2 times a day during high season (July 1- Aug 31 as well as both May long weekend and September long weekend)</li> <li>• Provide on-site security at the campground at all times</li> <li>• Be familiar with Parks Bylaw No. 356 and report infractions to the appropriate authorities (e.g. Bylaw Officers, RCMP)</li> <li>• Complete weekly visual checks of safety equipment including first aid kits, AED and rescue flotation devices</li> </ul>	<ul style="list-style-type: none"> <li>• Advise contractor on public safety and enforcement issues (e.g. Bylaw no. 356)</li> <li>• Provide regulatory or safety signage as required</li> <li>• Follow up on any RCMP files as required</li> <li>• Post BC Health information to all park user about water quality of swimming area as required</li> </ul>
<b>Environmental Considerations – All Parks</b>	
<ul style="list-style-type: none"> <li>• Use environmentally friendly products and materials</li> <li>• Pesticides or herbicides are not permitted without SCRD approval</li> <li>• Provide and maintain spill kits on site</li> <li>• Inform the Regional District of any invasive species, noxious weeds and pests</li> <li>• Be aware of and supportive of turtle/wildlife habitat considerations</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee stewardship of lands, foreshore and waters</li> <li>• Environmental monitoring</li> <li>• Work with contractor to continue to restore ecologically-sensitive areas that may impacted by park use</li> </ul>
<b>Katherine Lake Campground General Operations</b>	
<ul style="list-style-type: none"> <li>• Open campground entrance gate by 7am and close gate at 10pm daily</li> <li>• Although campground operation hours are 7am to 10pm the Contractor will be required to exercise flexibility in their schedule in order to be</li> </ul>	<ul style="list-style-type: none"> <li>• Supply a host campsite pad and utilities including water, hydro, sewer. Consideration for this benefit should be cacatuid into Contractors financial calculations.</li> </ul>

<p>available to respond to emergent service requirements and public requests</p> <ul style="list-style-type: none"> <li>• Conduct daily inspections of all buildings, document, troubleshoot and conduct minor repair and maintenance, and report concerns to the Regional District</li> <li>• Representative to occupy the “Host Site” during the operational season (electrical serviced site provided) to provide on-site monitoring 24 hours per day/7 days per week during the operating season</li> <li>• Supply a camping unit or recreational vehicle for accommodation purposes on the Host Site throughout the operating season</li> <li>• Maintain Host Site and surrounding area in a well-ordered and professional condition at all times</li> <li>• Provide daily administrative and customer services (office building available for this service)</li> <li>• Ensure each campsite area maintained, assigned park furniture in place, and in good working condition</li> <li>• Perform minor painting, carpentry and plumbing work as required</li> <li>• Provide a registration system for camp sites</li> <li>• Track all site usage and provide regular reports to the Regional District</li> <li>• Ensure operations adhere to all provincial health order guidelines (e.g. COVID-19)</li> <li>• Manage the campground’s sale of fire wood and ice</li> <li>• Work cooperatively with the Regional District for consideration of special events within the day use area of the park</li> </ul>	<ul style="list-style-type: none"> <li>• Act as a liaison when interpreting provincial health order implications to the contract and the services</li> <li>• Provide materials to perform the minor painting, carpentry and plumbing work as agreed upon</li> </ul>
<b>Electrical and Septic Systems – Campground Only</b>	
<ul style="list-style-type: none"> <li>• Daily inspections of electrical and septic systems, complete documentation, trouble shoot, conduct minor repair and maintenance and report issues to the Regional District as required</li> <li>• Maintain septic field grass to a maximum height of 2-3” throughout operational season</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange for regular and required servicing of electrical and septic systems</li> <li>• Carry out preventative maintenance on electrical and septic systems</li> <li>• Undertake periodic power usage reviews to ensure power system is not being overtaxed or compromised</li> </ul>
<b>Public Relations – All Parks</b>	
<ul style="list-style-type: none"> <li>• Respond to customer inquiries and communications in a timely manner</li> <li>• Ensure staff working at the Park are identifiable to the public</li> <li>• Liaise with the Regional District and make recommendations for enhanced customer experience opportunities</li> <li>• Be able to provide information to customers regarding local parks and trails on the Sunshine Coast and area</li> <li>• Keep user groups informed by posting up to date park and trail information</li> </ul>	<ul style="list-style-type: none"> <li>• Assist operator with dispute resolutions</li> <li>• Provide contractor with up to date park and trail information for posting at all locations</li> </ul>
<b>Promotion and Marketing – All Parks</b>	

<ul style="list-style-type: none"> <li>• Provide link to contractor social media sites for promotion on the Regional District site related to operations of the Parks</li> <li>• Promote park use and camping availability to try to raise occupancy rates, especially during slower times in the season</li> </ul>	<ul style="list-style-type: none"> <li>• Promote all parks on the Regional Districts website, and other publications as deemed appropriate by the Regional District</li> </ul>
<b>Documentation and Reporting – All Parks</b>	
<ul style="list-style-type: none"> <li>• Complete all reporting, statistics, tracking, checklists and logs as required by the Regional District.</li> <li>• Provide a full operating and financial report at the end of October each year; include full statement of revenues and expenses and basic spreadsheet data on occupancy by site (nights occupied per month)</li> <li>• Maintain ongoing communication with the Regional District</li> </ul>	<ul style="list-style-type: none"> <li>• Provide contractor with all required documentation and reporting templates</li> <li>• Keep contractor informed about any SCRD Parks planning or operations that may impact contracted service delivery</li> <li>• Maintain ongoing communication with the contractor</li> </ul>

Additional Scope: The Katherine Lake Campground has a small water system (potable water). Responsibility for the daily operations of this water system could be negotiated into the contract, depending on the contractor’s certifications and capacity.

The above Scope of Services outlines the intended responsibilities for operations, but there is flexibility for the proponent to present alternatives in their proposed Business Plan. The financial calculations should be reflective of proposed responsibilities.

## 4. CONTRACT

### 4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement. The terms and conditions found The General Contract terms can be found at: [GSA Terms and Conditions.pdf](#) and are to form the basis for commencing negotiations between the Regional District and the selected proponent.

### 4.2 Contract Term

The term of the contract is five (5) years from the negotiated start date May 1, 2022 through to October 31, 2026 with the option to renew for an additional five years. The option to renew the contract will be at the Regional Districts discretion.



## 5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

### 5.1 Experience, Reputation and Resources

Proponents should provide information on the following:

- a) Location of primary business, background, stability, structure of the Proponent and number of years the business has been operational;
- b) Proponent’s relevant experience and qualifications (including emergency first aid and CPR certification) in delivering campground, park and/or conservation area operations similar to those required by the Regional District;
- c) Proponent’s demonstrated ability to provide the Services (e.g. campground operations; planning and budgeting; working to maintenance standards; customer service, emergency response, stewarding sensitive lands and waters, etc.).

### 5.2 Technical Proposal

Proponents should provide the following:

- a) Provide an outline of purpose which explains the following:
  - Why the Proponent is applying for the park operations contract and what they hope to achieve in the five years;
  - How the Proponent will be able to deal with the financial and staffing stresses of a seasonal and weather-dependent business
- b) Business Plan to meet the scope of services outlined in Section 3.5
  - An organizational chart showing principle operator and all other positions, with duties to be performed by each (described and quantified in terms of hours per week); address how cover-off requirements will be met and overnight staffing at the Katherine Lake Campground;
  - How the operating team will be brought together, prepared for the job, put in place;
  - A list of equipment, tools, goods and other resources that will be assembled in order to meet requirements and deliver services; address how these will be achieved in terms of power, storage and security requirements;
  - A plan to meet the scope of services outlined above or alternatives for consideration;
  - An outline of the proposed reservation system for the campground;
  - Customer service plan;
  - Facility and area cleaning schedule plans;
  - Public safety and emergency plan;
  - Waste management and recycling services plan;
  - Landscape, beach front and grounds maintenance plan;
  - How park services (e.g. campsites, firewood sales) will be marketed to park users;
  - Use of subcontractors;
  - Operation, maintenance and testing of potable water systems (optional);
  - A description of the Proponents proposed transition plan. Provide a detailed start-up plan including proposed time frames and resources. Provide an exit plan that ensures continuation of service levels and minimal disruption to the Regional District until the end of the contract.

### **5.3 References**

Proponents **must** provide a minimum of **3** references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

### **5.4 Environmental Considerations**

Proponents should outline how they plan on incorporating environmental considerations into service contract delivery. Examples of measures such as reducing hazardous materials (toxics and ozone depleting substances) and the use of chemicals, utilizing environmentally friendlier methods in regular cleaning and maintenance tasks, utilizing alternatives for energy efficient products, any efforts at reducing wastes, and saving on travel and greenhouse gas emissions, etc., can be included, if applicable.

Optional: Proponents should elaborate on any experience, applicable certifications, skills or capabilities related to the operation of small potable water and groundwater well, storage and delivery systems, any past experience performing environmental inspections and monitoring, previous practiced identification of invasive species and adaptive management, any performed natural reclamation and remediation efforts, and the ability to promote environmentally responsible recreational opportunities through public interaction and information.

### **5.5 Sustainable Social Procurement**

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
  - promoting a Living Wage
  - Using fair employment practices;
  - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
  - a. Being locally owned;
  - b. Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

### **5.6 Financial Proposal**

Proponents should submit five-year projections of all revenues and expenditures, broken down into the three specific park sites. If revenue projections are not anticipated to exceed operational expenses, the proposal should include any fee for service being proposed for each year of the five-year term.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

### **5.7 Value Added Services**

Proponents should outline any examples of other services they wish to offer that may add value to the operations or customers (ie. Online campground registration system, Interpretative services, educational and nature programs, etc). Proponents may also wish to elaborate on any knowledge of the lower Sunshine Coast, and connection to the community.

## **6. PROPOSAL FORMAT**

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

## **7. EVALUATION**

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

### **7.1 Mandatory Criteria**

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

<b>Mandatory Criteria</b>
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

## 7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

<b>Weighted Criteria</b>	<b>Weight (%)</b>
Experience, Reputation and Resources	15
Technical Proposal	40
References	10
Environmental Considerations	5
Sustainable Social Procurement	5
Financial Proposal	20
Value Added Services	5
<b>TOTAL</b>	<b>100</b>

## 7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal\* total points available for price.