



Sunshine Coast Regional District

Request for Proposal

Number: 2365002

for

**Civil / Structural Engineering Services
for**

Flood Recovery Planning for Pedestrian Bridges & Trail Recovery

Issue Date:

April 5, 2023

Closing Date of

May 8, 2023 at 3:00 PM local time

OPTIONAL SITE MEETING: An optional site meeting will be held on April 19, 2023 at 10:00 am local time at 1549 Ocean Beach Esplanade, Gibsons BC. Proponent are required to provide their own travel between the sites. Proponents need to RSVP by noon on April 17, 2023; if no RSVP's are received the site meeting may be cancelled.

CONTACT: All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by April 24, 2023 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BC Bid by May 1, 2023. 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). 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.

OR

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

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:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) 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;

"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

- a) 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.
- b) 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.
- c) 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.
 - d) 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.
 - e) 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.
 - f) 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.

g) 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

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. 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.

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 \$2,000,000 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 SCRD is seeking a qualified structural engineering firm to provide the following services: Qualified Professional Engineering, Qualified Environmental Professional, Landscape Architect, and Professional Recreational Trail Design and Building. The Contractor will be required to plan and identify in-detail all budgetary and scheduling considerations included within the project.

Project Budget

- | | |
|--|-----------------|
| 1) Chaster Park Pedestrian Bridge and Creek Planning Options | <u>\$25,000</u> |
| 2) Cliff Gilker Park Bridges & Trails Recovery Options. | <u>\$34,200</u> |

3. SITUATION/OVERVIEW

3.1 Background

3.1.1 Chaster Park Pedestrian Bridge and Revetment Wall Planning Options

Address 1549 Ocean Beach Esplanade, in Electoral Area E (Elphinstone) in Gibsons, BC.

In November 2021, the main pedestrian bridge that provides users with access to the SCRD's Chaster Park property was impacted by consecutive atmospheric river flooding events leading to significant volumes of water exceeding natural stream channel limitations in Chaster Creek. This creek flows steeply downhill towards SCRD's Chaster Park. Damages to the main pedestrian access bridge footing/abutment has undermined and compromised the infrastructure. The bridge requires significant repairs, beginning with options for an engineered redesign. Currently, there remains visible damage to concrete footings/abutments and noticeable cracking along the storm water management revetment wall. At a minimum, the foundational support structure at the location of the bridge will need to be repaired and reinforced. The main support structure of the pedestrian access bridge is in jeopardy due to significant cracking that can be seen on the eastern concrete abutment.

Upon occurrence, Parks staff immediately closed the park, and blocked off the bridge. A preliminary engineering review assessment of the pedestrian bridge confirmed the foundation had been compromised and it was unsafe for public access.

3.1.2 Cliff Gilker Park Bridges & Trails Recovery Options

Address: 3110 Sunshine Coast Hwy, Area D (Roberts Creek)

In November 2021, SCRD's Cliff Gilker Park was impacted by consecutive atmospheric river flooding events. Significantly high volumes of water exceeded natural stream banks of Clack Creek, which flows through and bisects the large park property. These high-water levels and excessive flow patterns resulted in degraded areas of park where trails were washed out and bridges significantly impacted (Appendix #6). Approximately 2.5 kilometers of recreational trails were altered and damaged, and three (3) pedestrian bridges now require condition assessments to identify if a full replacement is required as foundational gabion baskets have shifted, lost material, and have become degraded. Multiple sections of decking board replacement will be required in the planning and budget sections as bridge decking on two (2) of the bridges were either damaged or ripped off the structure during the event. A third bridge has also sustained impacts, as it now shows signs of structural weakening and requires to be further assessed by the prospective engineer.

3.2 Project Objectives

Chaster Park Pedestrian Bridge and Creek Planning Options

The SCRD is seeking a Professional Engineer to provide options, recommendations, and cost estimates for replacing, decommissioning, or relocating the on-site pedestrian bridge, supporting structures, and creek retaining wall at Chaster park. In addition, perform and provide a comprehensive site inspection

and conditions assessment for the current state of bridge, supporting structure, and creek retaining wall. The Contractor's Engineer will provide an assessment of Chaster Creek conditions using a climate change revised intensity-duration-frequency curve to outline the impacts to the bridge and revetment walls on an annual basis and during a 1 in 10 year, 1 in 20 year, and 1 in 100 year storm, based on intensity. Analysis should also incorporate the impact of simultaneous coastal flooding (due to storm surges or king tides) and predict how long the pedestrian access point will last based on your frequency curve findings.

Create a predictive risk assessment for the year 2030 and 2040 and provide the SCRD with an understanding as to how risk might change through time and compare the lifecycle of the pedestrian bridge, supporting structure, and revetment wall to your outlined risks (e.g. Move the bridge to (x) location, which will be safer for a 30-year lifecycle, and then identify options for a Plan B). The Contractor's Engineer will also submit conceptual design options for identifying alternate site access points and rate their resilience against high water levels. These recommendations will assist in providing a sustainable access point for pedestrians entering the property.

The Contractor's Engineer will assess and provide flood resiliency options and conceptual designs based on the height and angle of deflection of the revetment wall and provide options for works within or along the immediate vicinity of Chaster Creek that could mitigate risk.

Cliff Gilker Park & Trails Recovery Options

The SCRD is seeking a Professional Engineer to perform a conditions assessment for three (3) pedestrian bridges at Cliff Gilker Park and provide options, recommendations, and cost estimates for whether the bridges should be repaired, decommissioned, or re-located based on flood resiliency planning using a climate change revised intensity-duration-frequency curve for the creeks in question. The Contractor's Engineer will provide conceptual designs based on the agreed upon options for bridge remediation, removal, or relocation, and identify permanent locations for each asset.

Further, the Contractor's Engineer is required to work with a Professional Recreational Trail Design and Building company to evaluate damage caused by flooding to roughly 2.5km of trail systems at Cliff Gilker and provide options for repairing, removing, and/ or reconnecting trail systems, trail grade corrections, and earthworks based on flood resiliency planning and the potential relocation/ decommissioning of bridge(s). Provide conceptual designs outlining best options for trail systems, and bridge-to-trail connectivity from a flood resiliency lens.

3.2.1 Scope - Chaster Park Pedestrian Bridge and Creek Planning Options

Qualified Professional Engineering services are required to provide the following:

1. Meet with Parks staff and Community Association representatives to gain an understanding of riparian conditions throughout different times of the year that may influence planning. (Appendix 1)
2. Perform a comprehensive site inspection of the bridge, supporting structures, and retaining wall, and submit a report, including a professional conditions assessment for the current-state of assets.
3. Provide an assessment of Chaster Creek conditions using a climate change revised intensity-duration-frequency curve to outline the impacts to the bridge and revetment walls on an annual basis and during a 1 in 10 year, 1 in 20 year, and 1 in 100 year storm, based on intensity. Analysis should also incorporate the impacts of simultaneous coastal flooding (due to storm surges or king tides) and predict how long the pedestrian access point will last based on your frequency curve findings.
4. Create a predictive risk assessment for the year 2030 and 2040 and provide the SCRD with an understanding as to how risk might change through time and compare the lifecycle of the pedestrian bridge, supporting structure, and revetment wall to your outlined risks (eg. Move the bridge to (x) location, which will be safer for a 30-year lifecycle, and then identify a Plan B).
5. Develop and submit proposed project options, including conceptual designs for:
 - Location of pedestrian bridge or alternate access point to the park

- Should the bridge be replaced or re-located based on flood resiliency planning?
 - Provide flood resiliency options based on height and angle of deflection of the revetment wall. (Located at the bridge along the eastern side of the building, closest to the creek), (Appendix #2) and (Appendix #3),
 - Should the creek be armored differently, or should the revetment wall be altered in any way based on flood resiliency planning?
 - Note: The end goal of this planning phase is to identify ways of reducing stream velocity during high precipitation events within Chaster Creek.
6. Develop and provide options for works within or along the immediate vicinity of Chaster Creek that could mitigate risks including the potential of removing accumulated detritus and debris upstream within Chaster Creek (Appendix #1).
- Dredging and regrading the creek to reduce speed and height of flow may be a sustainable option to help reduce water levels at high precipitation events.
 - Conduct a desktop study to identify any permits or limitations that would restrict work within a stream by communicating with BC Ministry of Environment, BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and the Canadian Department of Fisheries and Oceans.
 - Confirm whether work within Chaster Creek, will impact salmon or spawning fish habitats.
 - Review documents distributed by the Town of Gibsons- Chaster Creek Flow Model (See Appendix #5).
7. Identify locations requiring re-vegetation based on predicted areas of disturbance where work will be conducted around the bridge and creek area.
- Note: All representative plant-based species will be native to the surrounding environment and will align with *Green Shores* shoreline restoration best practices.
<https://stewardshipcentrebc.ca/green-shores-home/gs-resources/>.
8. Provide a Class C cost estimate for (#2, #4, #5, #6, #7) listed above and provide an estimated length of time to complete options as well as timing considerations as there are likely annual periods where work cannot be completed (eg. annual salmon run.)
9. The Contractor will be required to attend, prepare, and supply any required information for a community engagement session. Once project recommendations are developed by engineer, the SCRD will host an open house to acquire feedback from the public on project planning and development. The Contractor, will be required to attend and present the findings of this project, including all options for bridge repair, as well as options for flood resiliency improvements to Chaster Park and creek.
10. Identify in advance if any level of ground disturbance will be occurring during the planning phase. If so, the Contractor will adhere to the *BC Heritage Conservation Act* and will contact Squamish First Nations Rights and Titles for next steps.
- Please discuss with SCRD Project Manager prior to any ground disturbance-based planning and discuss ways of deferring disturbance until the next phase of the project.

3.2.1 Scope - Cliff Gilker Park & Trails Recovery

Bridge Locations of Interest

<u>Bridge Identification</u>	<u>Reference</u>	<u>Latitude</u>	<u>Longitude</u>	<u>UTM Easting</u>	<u>UTM Northing</u>	<u>UTM Zone</u>

Clack Creek Bridge	(Bridge #1)	49.432082	-123.638028	453738.18	5475685.76	10U
Upper Waterfall Bridge	(Bridge #2)	49.430138	-123.640409	453563.70	5475471.11	10U
Lower Waterfall Bridge	(Bridge #3)	49.429860	-123.640607	453549.08	5475440.32	10U

Qualified Professional Engineering services are required to provide the following:

1. Submit a conditions assessment for the three (3) identified bridges and provide recommendations and options for whether they should be repaired, decommissioned, or re-located based on flood resiliency planning. (Appendix 4)
2. Discuss with Parks staff and provide a report, including conceptual designs for the ideal bridge options noting whether bridge resiliency best practices are to repair, re-locate, or decommission the 3 bridges and identify permanent locations for each based on flood resiliency planning using a climate change revised intensity-duration-frequency curve for the creeks in question.
3. The Contractor's Engineer is required to work with a Professional Recreational Trail Design and Building company to evaluate damage caused by flooding to roughly 2.5km of trail systems at Cliff Gilker Park (Appendix #6), provide options for repairing, removing, and/ or reconnecting trail systems, trail grade corrections, and earthworks based on flood resiliency planning and the potential relocation/ decommissioning of bridge(s).
 - Outline repair options and budget based on the level of trail damage sustained including drainage issues, sustainable grades, and surface water management.
 - Provide a report, including conceptual designs outlining best options for trail systems and bridge to trail connectivity, from a flood resiliency lens, and review options with Parks Project Manager prior to design development.
 - When bridge and trail system alterations, relocations, and/or redesigns are proposed as options, please identify, and include provisions within the budget for any required additional recreational trail infrastructure and signage, as well as installation costs. This information will be used for project planning purposes by SCRD Park Operations (Assumed labour estimates will be provided by Project Manager).
4. Identify in advance whether any level of ground disturbance will be required during the planning phase. If ground disturbance is mandatory, the Contractor will adhere to the BC Heritage Conservation Act and will notify shíshálh and Squamish First Nations Rights and Titles for next steps.
 - Please discuss with SCRD Project Manager prior to any ground disturbance-based works and review ways of deferring ground activities until the next phase of the project.
5. The Contractor will include options within the report scope to re-vegetate high visibility, and any trail intersection or interface areas, and embankments that may pose threat to erosion. Review with SCRD Park Project Manager.
6. Provide a Class C cost estimate for (#1, #2, #3, #5) listed above and provide an estimated length of time to complete options as well as timing considerations as there are seasonal periods where work cannot be completed due to scenarios such as the annual salmon run.

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 General Contract terms can be found at: <https://www.scrd.ca/go/terms>

4.2 Service Requirements

The Contractor's responsibilities will include the following:

1. Host a kick-off meeting with SCRD team (either on-site or virtually).
2. Host bi-weekly progress meetings (virtually).
3. Conduct an on-site meeting with Parks staff and select community members to gain an understanding of creek/site conditions at various times during the year that may impact planning.
4. Assist in hosting community information and engagement session(s) as identified in Scope of Work (Chaster Bridge).
5. Submit conceptual drawings in PDF format.
6. Use of SCRD file sharing service for large files.
7. Submitting monthly reporting of litres of fuel and type of fuel consumed for work related to this project (eg. # litres of gasoline, # litres of diesel, # litres of biodiesel blends). Kilometres travelled by vehicle type and fuel used is also acceptable, however, exact litres are preferred.
8. The Contractor will be expected to work closely with SCRD staff throughout the term of the contract.
9. The Contractor will conform to all applicable codes, guidelines, regulations, and all laws as required by the authorities having jurisdiction.
10. The Contractor will employ skilled and qualified people to complete the work.
11. The Contractor will be aware of and comply with all by-laws or relations regarding noise for each respective jurisdiction.

4.3 Related Documents

(Please note that all Appendix items will be reviewed and utilized within Contractor planning and recommendation process)

1. Appendix #1: Standards and Best Practices for Instream Works
 - https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/bc-timber-sales/ems-sfm-certification/business-area/kamloops/standards_bmp_for_instream_works_2004.pdf
2. Appendix #2: Chaster House Pedestrian Bridge Photo (2012)
3. Appendix #3: Chaster House Pedestrian Bridge Video of Bridge and Revetment Wall (Flooding Event)
4. Appendix #4: Cliff Gilker Park Management Plan
5. Appendix #5: Town of Gibsons- Chaster Creek Flow Model (Provided to the successful proponent)
6. Appendix #6: Cliff Gilker Asset Location Map, Photos, and Waypoints.
7. Appendix #7: Mt Elphinstone South Watershed Assessment
 - <https://gibsons.civicweb.net/filepro/documents/127696/>
 - This file is located on the Town of Gibsons website: "740201 Polar Elphinstone South"

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 Capabilities

5.1.1 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of five (5) years within the past seven (7) years providing services of a similar scope and complexity.

Similar scope and complexity is defined as:

- Conducting conditions assessments on property, bridges, trails and all associated assets and infrastructure.
- Professional engineering assessments, conceptual designs, cost plans.
- Coordinating projects with other contractors/companies.
- Working on streamflow management within riparian areas.
- Knowledge and experience of in-stream and riparian areas regulatory framework.
- Developing flood resiliency strategies to prevent future damage to assets.
- Recreational trail planning, design, development, and remediation work.
- Knowledge and experience incorporate climate change scenarios.

The Proponent should also provide details on their experience related to the following:

- Designing revetment walls.

5.1.2 Qualifications

The Proponents project team must include the following qualifications:

- Professional Structural or Civil Engineer licenced within British Columbia.

The Proponents project team should include the following qualifications:

- Qualified Environmental Professional with experience assessing and working in or around a riparian area.
- Member of the Professional Trail Builders Association of British Columbia with experience assessing sites, drafting/ planning solutions for trail re-work and water drainage, and install.

5.1.3 Subcontractors

Proponents need to provide a list of all subcontractors they will utilize to perform the services. The list should include the legal company name, sub trade and any qualifications.

5.1.4 References

Proponents need to 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.

5.2 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 environmentally friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Methodology and Objectives

Proponents should describe its methodology, approach, and outline the process to complete the scope of work as outlined in 3.2.1. Proponents project approach should include a Gantt Chart depicting the key milestone dates and timeline. Proponents should include features of their services that give them a competitive advantage.

5.4 Price

Proponents need to submit a fee proposal that sets out the separate costs of each project described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

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.

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.

Mandatory Criteria
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
Professional Structural or Civil Engineer licenced within British Columbia

7.2 Weighted Criteria

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

Weighted Criteria	Weight (%)
Qualifications	15
Experience	15
Methodology and Approach	30
Sustainable Social Procurement	5
Price	35
TOTAL	100

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.

Appendix 2 – Chaster House Pedestrian Bridge



Appendix 3 – Chaster House Pedestrian Bridge Video of Bridge and Revetment Wall

(Provided as a separate document)

Appendix 4 – Cliff Gilker Park Management Plan

(Provided as a separate document)

Appendix 6 – Cliff Gilker Asset Location Map, Photos & Way Points



Breakdown of Waypoints of Interested(Please refer to **Appendix 6** to Compare Areas of Interest on "Asset Location Map" Provided)

#	Description of Location	Latitude	Longitude	UTM Easting	UTM Northing	UTM Zone
001	5m boardwalk replacement	49.431396	-123.635514	453919.82	5475607.96	10U
002	4 sections of 3m drainage correction	49.432204	-123.634883	453966.33	5475697.40	10U
003	More drainage pooling. Correction needed. Add 20m	49.432579	-123.634997	453958.41	5475739.16	10U
004	Drainage correction 4m	49.432416	-123.635741	453904.31	5475721.49	10U
005	Large section of creek overflow. create 50m upslope reroute and decommission 25m	49.432095	-123.638063	453735.65	5475687.23	10U
006	Remove and replace damaged gabion	49.432291	-123.638147	453729.75	5475709.07	10U
007	6m boardwalk replacement	49.430583	-123.640502	453557.38	5475520.64	10U
008	30m bridge wobbly and compromised. Replace	49.430241	-123.640467	453559.59	5475482.59	10U
009	Trail washout. 120m 2 reclaim	49.428585	-123.639885	453600.23	5475298.13	10U
010	Compromised zig zag bridge. Replace 65m	49.427074	-123.639198	453648.63	5475129.73	10U
011	Trail washout. Drainage work and 40m reclaim	49.426675	-123.638266	453715.83	5475084.80	10U
012	Creek overflow. reroute 30m and decommission 15m	49.4274	-123.637026	453806.43	5475164.64	10U





