



REQUEST FOR PROPOSALS

RFP TITLE: Fraser Valley Regional District
Rural Transit Needs Assessment & Action Plan

RFP NUMBER: RFP-25007

DATE ISSUED: Friday, March 28, 2025

CLOSING DATE: 4:00 pm PST on Monday, April 14, 2025



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Part A - INTRODUCTION

A.1 RFP Overview

The Fraser Valley Regional District ("**FVRD**") is seeking proposals from qualified consultants ("**Proponents**") in response to this request for proposals ("**RFP**") for the provision of a Rural Transit Needs Assessment and Action Plan (**The Project**).

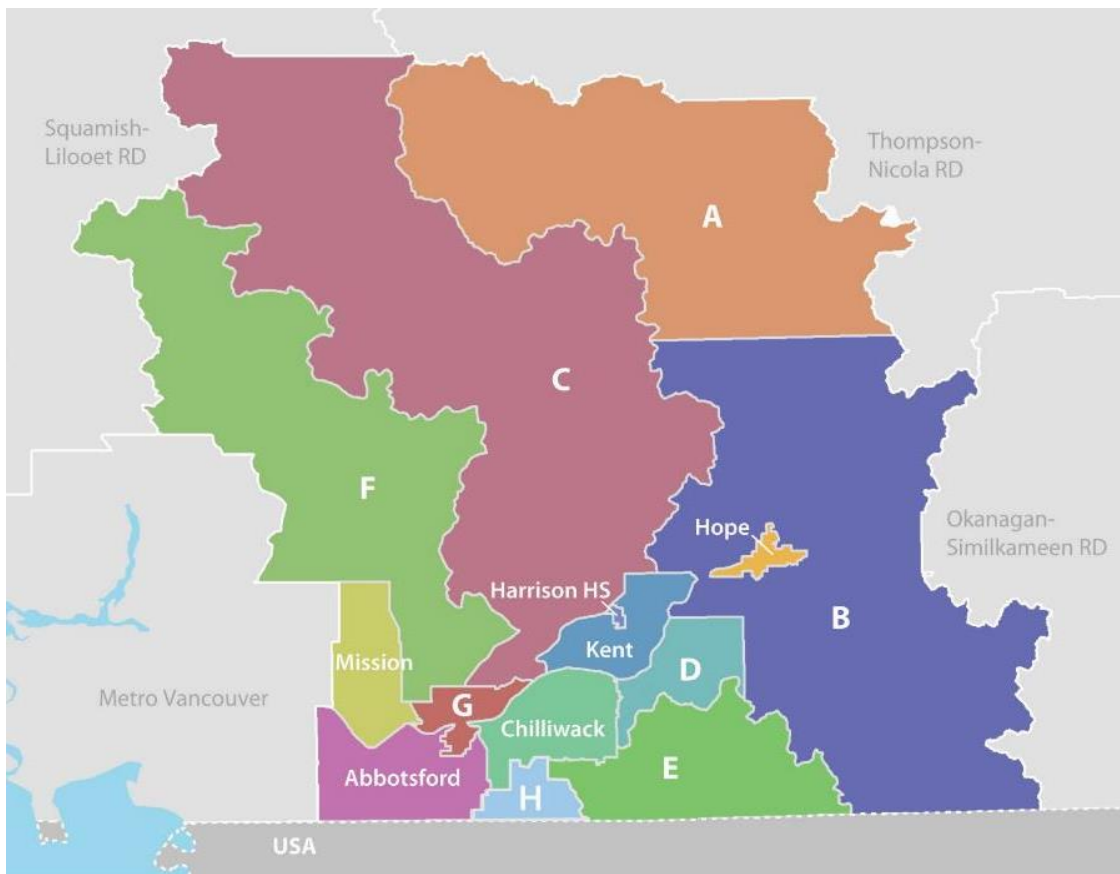
This work will help identify transit and transportation needs, gaps, and potential solutions for rural communities and First Nations within the FVRD. The study will focus on rural areas and smaller municipalities with limited or no access to conventional or non-conventional transit services as well as health related trips between urban areas.

A.2 Background

A.2.1 Regional Context

The FVRD, located within the ancestral territories of the Nlaka'pamux, St'at'imc, Stó:lō, and Sts'ailes Peoples and home of 31 First Nation communities, includes six member municipalities, and eight electoral areas.

Map: FVRD Municipalities, Electoral Areas and surrounding Regional Districts



The FVRD is the third most populated and one of the fastest growing Regional Districts in BC, with much of the region's current population and expected growth concentrated within the municipalities of Abbotsford, Chilliwack, and Mission.

Most of the FVRD's population is urban; however, much of its land is rural. With considerable agriculture and Crown land, most of the region's 340,000 residents occupy less than six percent of the region's total land base of 13,361 square kilometres.

For more information about the region including population figures, see the FVRD's regional growth strategy [Fraser Valley Future 2050: RGS](#) and reporting on its monitoring indicators at fvr.ca/rgsmonitoring.

A.2.4 Public Transit in the Region

In the Fraser Valley, public transit is largely concentrated within municipal boundaries, with more developed transit services in urban centres with greater population density.

In the FVRD, public transit is provided by [BC Transit](#) in partnership with local government. There are three separate public transit systems in the region (Chilliwack, Central Fraser Valley and FVRD). Trans Dev Canada manages the operations of all three systems.

BC Transit, in partnership with local governments, leads planning efforts to grow and improve transit systems. In the Fraser Valley, *Transit Future Action Plans* provide long-term strategies to expand transit and increase mode share, while *Transit Improvement Programs* outline service expansion plans over a three-year period.

FVRD Transit System:

The FVRD administers the regional paratransit¹ routes of Agassiz-Harrison (71), Hope (72) and the inter-regional express route, the Fraser Valley Express (66), which allows for travel between communities in the region and into areas of neighbouring Metro Vancouver.

The municipalities of Hope, Kent, and Harrison Hot Springs, as well as Cheam, Seabird Island, Yale, and Chawathil First Nations receive rural levels of public transit services provided by regional paratransit routes administered by the FVRD. These routes help to connect the region's less populated municipalities to Chilliwack, Abbotsford, and elsewhere in the lower mainland.

The Fraser Valley Express connects municipalities within the region and provides access to destinations in Metro Vancouver. For some rural residents, it may be their only transportation option to Abbotsford or Metro Vancouver.

¹ Paratransit refers to a transit system that is a combination of conventional and custom transit services, such as on-request trips.

BC Transit and the FVRD recently completed the [North of the Fraser Transit Feasibility Study](#) which proposes a paratransit route between the District of Kent to the City of Mission, serving various communities and First Nations located along on the proposed route on Highway 7².

The FVRD does not currently provide HandyDART³ services; however, residents in the Chilliwack River Valley and north of Cultus Lake are able to request HandyDART services provided by the Chilliwack Transit System.

Other Transit Systems:

The Chilliwack and Central Fraser Valley Transit systems provide local transit and HandyDART services to the region's more populated municipalities (Chilliwack, Abbotsford, and Mission).

While transit services are more extensive in urban areas compared to rural or less populated areas of the region, these systems continue to develop and are more limited in comparison to more mature transit networks, such as those in neighbouring Metro Vancouver.

A.2.2 FVRD's Rural Context – Transit

Residents of the FVRD's rural electoral areas and smaller municipalities outside urban centres—such as Hope, Kent, and Harrison Hot Springs—generally have less access to employment opportunities, healthcare services, and amenities compared to those living in the region's more densely populated municipalities of Abbotsford, Chilliwack, and Mission.

B.C.'s loss of the Greyhound bus in 2018 left non-driving residents, especially those in the Fraser Canyon, with few transportation options. Private transit operators have filled some of the transportation gaps in rural parts of the province; however, many local and long-distance transportation needs remain unmet.

In the FVRD, a small number of transportation programs provided by non-profits and First Nations provide limited transportation services at the community level. However, these programs are very limited and are often restricted to specific travel purposes and are not always fully accessible to those with physical disabilities or mobility aids, especially when operated by volunteer drivers using personal vehicles.

Travel via private transit and ride-sharing services in rural parts of the region can be costly and likely not suitable for daily or long-distance travel. There are currently two long-distance private transit operators known to provide services along some (not all) major transportation corridors in the region.

² This work is outside the scope of the Rural Transit Needs Assessment and Action Plan but may contain information that should be taken into consideration.

³ BC Transit's [HandyDART](#) program provides shared ride, door-to-door service for people with physical or cognitive disabilities.

Limited services are also provided by taxi-cabs and ride-sharing services provided by Uber are available in the municipalities of Hope, Harrison Hot Springs, and Kent since its introduction and approval by BC's Passenger Transportation Board in 2023.

A.2.4 FVRD's Rural Context – Community Health and Well-being

Limited or no access to public and private transit services is widely recognized as a factor that negatively impacts the well-being and community health of rural populations⁴.

FVRD residents living in more rural parts of the region often must travel longer distances to meet their basic needs or access healthcare, posing significant challenges, particularly for seniors, individuals with health conditions, and those experiencing poverty.

Fraser Health Authority provides a range of health services in the region, including hospital care, home and community-based care, mental health and substance use services, and public health programs. However, the range of health services available in communities vary significantly across the region. Urban centres have larger hospitals and specialized medical facilities, while rural and remote communities face more limited healthcare services.

The region is served by three major hospitals, in Abbotsford, Chilliwack, and Mission, and a local hospital in Hope. The Abbotsford Regional Hospital and Cancer Centre is a key facility for the region. It offers critical and specialized services not widely available elsewhere, including dialysis, mental health and substance use programs, and cancer treatments.

Thus, FVRD residents living outside urban centres are often required to travel to urban centres for specialized treatments not available in their community. Throughout B.C., Regional Health Authorities provide subsidized transportation programs for health related travel, such as the [Northern Health Connections](#) medical bus service provided by the Northern Health Authority. Currently, the FVRD is one of the only regions in B.C. without such a program.

A.2.5 Reference Materials

The following linked documents provide background information, context, and support for the proposed Project:

Transit:

- [North of Fraser Transit Service Feasibility Study Update, 2024](#)
- [BC Transit Future Action Plan: Chilliwack and FVRD, 2024](#)
- [Staff Report to FVRD Board: 2025-2028 Transit Improvement Program Initiatives](#)
- [Active Transportation Network Plan: Phase 2 Engagement Summary, 2024](#)
- [Staff Report to FVRD Board: Accessible Transit, 2023](#)
- [Fraser Valley Regional District 2023-2026 Strategic Plan, 2023](#)

⁴ Canadian Environmental Law Association, Rural Transportation Report, 2022 <https://bit.ly/3XHdkqf>

General:

- [*Fraser Valley Future 2050: Regional Growth Strategy, 2024*](#)
- [*Regional Growth Strategy Public Engagement Report, 2021*](#)
- [*Fraser Valley Regional District Electoral Areas Housing Needs Report, 2021*](#)

Part B- OBJECTIVES

B.1 Scope of Work

The comprehensive Regional Rural Transit Needs Assessment and development of a corresponding Action Plan will help identify transit and transportation needs, gaps, and strategies needed to enhance transit services, improve accessibility, and promote sustainable transportation solutions for rural communities and First Nations within the FVRD, as well as transportation for accessing health services more broadly within the region.

B.1.1 Geography

The study area will focus on rural areas and smaller municipalities with limited or no access to conventional or non-conventional transit services. This includes a number of rural communities and First Nations within the FVRD's eight unincorporated electoral areas as well as the less populated municipalities of Hope, Harrison Hot Springs, and Kent. See Appendix A for map of study area.

The total population of the study area is an estimated 36,000 residents and approximately 10.5% of the region's total population. Additionally, health related travel between or into urban areas will be included in the project's scope.

B.1.2 Populations

The Project will consider various populations, including commuters, students, seniors, persons with disabilities, persons needing connections to health/social services, children and youth, immigrants, Indigenous Peoples living on and off Reserve, and persons and families experiencing poverty.

B.1.3 Policy Review

The Project will take into account all relevant local, regional, and First Nation policies, plans, and strategies, including but not limited to the Regional Growth Strategy, Official Community Plans, and relevant Transit Future Action Plans created in partnership with BC Transit.

B.1.4 Stakeholder and Public Engagement

The Project will gather and be informed by public and stakeholder engagement and input early on and throughout the various stages of the project.

A Project Stakeholder Committee will be established to help inform and guide the Project. The committee will include, but not be limited to, representatives of applicable local governments, non-government service agencies, First Nations, private transit operators, provincial ministries, BC Transit, and Fraser Health.

The committee's local knowledge and understanding of vulnerable populations will help identify existing transportation gaps and challenges and ensure an inclusive approach to public engagement.

Public engagement will include, but may not be limited to, an online survey using the FVRD's engagement platform haveyoursay.fvrd.ca. Project timeline, budget, and geography restraints will determine the feasibility of in-person public engagement, such as events or open-houses.

A summary of stakeholder and public engagement will be prepared for FVRD staff and the Project Stakeholder Committee and included in the final project report.

B.1.5 Final Reporting

A final project report will provide recommendations intended to guide future investments in new or improved transit services that are able to meet the unique needs of the region and improve coordination of existing transit services provided by BC Transit, as well as private and non-profit operators.

The report's analysis of needs and potential solutions will consider the needs of current and future populations with breakdowns of population characteristics and travel purposes. An understanding of local and regional health, medical services, employment, and economic conditions will be key to understanding the full spectrum of rural transit needs in the FVRD.

Both conventional and non-conventional transit solutions will be explored within the Action Plan, including handyDART, Health Connections⁵, on-demand, and community-transit services involving existing and proposed private and non-profit transit providers. The exploration of sustainable and innovative rural transit solutions is encouraged.

B.2 Deliverables

The successful proponent will fulfill the following essential deliverables for the project (collectively, the "**Services**"), with consideration given to a focus on value, completeness, and reproducibility:

⁵ Health Authority based regional travel assistance based program offers subsidized transportation options for non-emergency health travel. <https://bit.ly/4iKxZbp>

B.2.1 Project Planning and Management

- Develop a detailed project plan and scope, including a timeline outlining key activities and deliverables.
- Work with the FVRD to establish a Project Stakeholder Committee and facilitate a minimum of six meetings to seek input, guidance, and expertise on project planning, engagement, and report finalization.

B.2.2 Transportation System Analysis

- Conduct a comprehensive analysis of existing transportation infrastructure, including:
 - Road networks
 - Public transit routes
- Analyze transportation demand within the FVRD's electoral areas and the municipalities of Hope, Harrison Hot Springs, and Kent, considering:
 - Demographic trends
 - Population density
 - Employment centres
 - Key destinations (e.g., healthcare centres, post-secondary institutions)
- Review and analyze available transportation data and trends, including:
 - Transportation mode share
 - Vehicle registration data
 - Commute patterns

B.2.3 Transit Services Inventory and Needs Assessment

- Complete an inventory of current transit operators (BC Transit, private, and non-profit) and services within the FVRD's electoral areas and the municipalities of Hope, Harrison, and Kent, including details on:
 - Routes and schedules
 - Accessibility
 - Costs and affordability
 - Operational challenges
 - Ridership data
- Identify unmet transit needs and service gaps, including challenges related to:
 - Rural transit accessibility
 - Service availability within electoral areas and smaller municipalities
 - Travel to and from urban centres in the region
 - Travel specifically for health related purposes

B.2.4 Public and Stakeholder Engagement

- Develop a public and stakeholder engagement strategy, with a focus on ensuring representation from vulnerable and hard-to-reach populations.
- Conduct engagement activities with:
 - Local governments
 - First Nations communities
 - Community organizations and non-profits
 - Businesses
 - Residents
- Collect feedback from the public and stakeholders regarding:
 - Transportation preferences
 - Transportation challenges
 - Potential opportunities new or improved transit or transportation services
- Prepare a stakeholder and public engagement summary of findings in a clear, visually appealing, and accessible format for FVRD staff and the Project Stakeholder Committee.
- Prepare and present project findings to the Fraser Valley Regional District Board.
- Prepare and present engagement findings (as requested by FVRD staff) to:
 - [FVRD's Regional and Corporate Services Committee](#)
 - [FVRD's Electoral Area Services Committee](#)
 - Fraser Valley Regional Transportation Working Group⁶

B.2.5 Research and Best Practices

- Review rural transit best practices, innovative and sustainable rural transit solutions, and case studies from comparable regions and communities.

B.2.6 Solution Development and Feasibility Analysis

- Identify practical and effective transit solutions, including:
 - New transit services (services (BC Transit, non-profits, private operators)
 - Expansion or improvements to existing services (BC Transit, non-profits, private operators) including route optimization and service enhancements
 - Infrastructure or fleet improvements
- Assess the feasibility of introducing the following programs to areas of the region:
 - HandyDART services (provided by BC Transit)
 - Health Connections program (provided by Fraser Health Authority)

⁶ The working group is made up of staff representing regional stakeholders in transit and transportation within the Fraser Valley. Core members include the FVRD, Abbotsford, Chilliwack, Mission, and BC Transit.

B.2.7 Action Plan and Implementation Strategy

- Develop a comprehensive action plan to address unmet rural transit needs, including:
 - Short- and long-term strategies to address needs and gaps
 - Actions to improve access to healthcare services
 - Regional advocacy strategies for transit improvements
 - Partnership and collaboration opportunities for advancing transit in rural and less populated areas
- Provide associated cost estimates, potential funding sources, and implementation timelines.

B.2.8 Reporting and Presentations

- Prepare a final project report with findings and recommendations in a clear, visually appealing, accessible format for FVRD staff and the Project Stakeholder Committee.
- Prepare and present project findings to the Fraser Valley Regional District Board
- Prepare and present project findings (as requested by FVRD staff) to:
 - FVRD's Regional and Corporate Services Committee
 - FVRD's Electoral Area Services Committee
 - Fraser Valley Regional Transportation Committee
 - Local governments
 - First Nations
 - Other stakeholder groups
- Support FVRD staff in completing reporting requirements associated with project funding from Housing, Infrastructure and Communities Canada (Rural Transit Solutions Fund) and Fraser Health Authority (Macro Health Grant).

B.2.9 Data and Digital Deliverables

- Submit all digital files created during the project, including any maps and datasets.

B.3 Budget

The FVRD has a maximum budget of **\$75,000** for the full project inclusive of all Services described in this RFP.

The budget is comprised of \$50,000 awarded through Infrastructure Canada's Rural Transit Solutions Fund and \$25,000 for the Fraser Health's [Macro Health Grant](#) for the District of Hope and communities of the Fraser Canyon.

B.4 Timelines

B.4.1 RFP Timeline

The expected completion dates for key activities and deliverables of this RFP are as follows:

Description	Completion
1. Issue of RFP	Friday, March 28, 2025
2. Deadline for RFP Enquiries	Monday, April 7, 2025
3. Responses to RFP Enquiries due	Wednesday, April 9, 2025
4. Submission of Proposals due	Monday, April 14, 2025
5. Project Completion Deadline	Tuesday, March 31, 2026

B.4.2. Contract Term

It is anticipated that the contract term will begin in May 2025. All work and project deliverable are required to be completed by March 31, 2026 as per federal funding reporting requirements.

Part C- INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 4:00 pm PST on Monday, April 14, 2025 ("**Closing**") at the following address:

Fraser Valley Regional District
1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6
Email: tallexander@fvrld.ca

The time for Closing will be conclusively deemed to be the time shown on the clock used by the FVRD for this purpose.

C.2 Form of Proposal Submissions

Proponents are requested to submit an electronic copy of their proposal ("Proposal") in Adobe PDF format by email to tallexander@fvrld.ca. To ensure successful email transmission, the PDF file size must not exceed 9.8 MB.

Proposals must be clearly marked with the RFP Number, RFP Title, and Proponent's name and address. The Proposal should not exceed 25 single-sided pages, including both images and text, formatted at 8.5 x 11 inches with a minimum font size of 11. All required submission components outlined in C.3 (Proposal Contents) must be included within this page limit. Additionally, proponents may attach up to 10 resumes, which will not count toward the page limit.

C.3 Proposal Requirements

Proponents should include in their proposals, the following information:

1. **Project Summary** – A detailed description and demonstrated understanding of the project's objectives, key deliverables, and scope, including;
 - Knowledge of Regional District and local government roles and responsibilities in relation to transit and the services associated with this Project; and
 - Understanding of the Fraser Valley region, existing transit services in the FVRD, and the challenges associated with providing transit services in rural communities.
2. **Experience and Qualifications**– Corporate background, history, experience and areas of expertise in relation to the Project including;
 - Short and long-range transit planning;
 - Public, stakeholder, and First Nations engagement, engagement related to transit
 - Working with local governments, regional districts, and in rural communities; and
 - Examples of completed or current work comparable to the services sought in this RFP, including a summary of work performed; approximate contract value; and project duration (start and end dates).
3. **Project Team** - List of team members, their experience, expertise, roles, responsibilities, and reporting relationships;
4. **Work Plan** – Sufficient detail to allow the FVRD to assess the Proponent's capacity and proposed approach, including:
 - Proposed work plan, schedule, key milestones, and deliverables; and
 - Proposed approach, methodology, sources, software used in the delivery of services.
5. **Costs** - A detailed breakdown of costs in Canadian dollars, inclusive of all expenses, fees, and charges, but exclusive of GST and Provincial Sales Tax.
6. **Completed and signed Form of Proposal** – As set out in Schedule A;
7. **References** - that the FVRD may contact, as set out in Schedule B;

C.4 Enquiries

All enquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("**Contact Person**") indicated below.

Theresa Alexander, Planner
1 - 45950 Cheam Avenue
Chilliwack, BC. V2P 1N6
talexander@fvrld.ca

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon. The deadline for submission of enquiries is 4:00 pm PST on Monday, April 7, 2025. The FVRD will endeavor to respond to all enquiries and requests for clarification no later than Wednesday, April 9, 2025.

Part D- TERMS AND CONDITIONS OF RFP

D.1 General

The terms and conditions in Part D will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos, which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

D.2 Addendum

All subsequent information regarding this RFP including changes made to this document will be posted on BC Bid for Proponents to access. It is solely the responsibility of the Proponents to check BC Bid from time to time to ensure that they have all amendments to this RFP in the form of addenda and to ensure that they have obtained, read, and understood the entire RFP including all addenda that may have been issued prior to Closing.

D.3 Evaluation and Selection Method

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors.

Proposals will be evaluated on the basis of the overall best value to the FVRD based on quality, service, past performance, price and any other criteria set out herein including, but not limited to the following:

1. Project understanding
2. Proposed methodology and approach
3. Relevant experience and expertise
4. Cost proposal, breakdown, and value

D.4 Acceptance and Rejection of Proposals

This RFP shall not be construed as an agreement to purchase goods or services. The FVRD is not obligated to enter into an Agreement (defined herein) with the Proponent who submits the lowest priced Proposal or with any Proponent.

D.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late proposals will not be considered or evaluated and may be returned to the Proponent.

D.6 Amendment or Withdrawal of Proposals

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

D.7 FVRD's Rights and Reservations

The FVRD reserves the right to:

1. Reject any or all Proposals;
2. Reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
3. Return the Proposal unopened in the event that only one proposal is submitted;
4. Modify the terms of this RFP at any time in the FVRD's sole discretion;
5. Require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
6. Communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

D.8 Cancellation of RFP

The FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, the FVRD shall have the right to seek to procure the same services or similar services at any time through any means the FVRD deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the FVRD.

D.9 Waiver of Non-Compliance

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form

requested by this RFP or which have not strictly complied with the process for submission set out herein.

D.10 Proponent's Costs

Each Proponent is solely responsible for its own costs and expenses associated with its participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering its Proposal, communicating with the Contact Person prior to Closing and during Proposal evaluation, and for any subsequent processes or negotiations with the FVRD that may occur.

D.11 Limitation of Liability

By submitting a proposal, each Proponent irrevocably agrees that the FVRD shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or anticipated profit, arising in connection with its Proposal, this RFP, any subsequent processes or opportunity, any contract, or any matter whatsoever.

D.12 Negotiation

The FVRD reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the FVRD in its sole discretion.

D.13 Errors and Omissions

While the FVRD has used considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FVRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

D.14 Conflict of Interest

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

D.15 Confidentiality

All Proposals become the property of the FVRD and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the FVRD unless disclosure is otherwise required by law.

D.16 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Board or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

D.17 Contract Award

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should it be identified as the preferred Proponent, it will enter into negotiations, if required, for the purpose of concluding a Contract.

If a written Contract cannot be negotiated and executed by both parties within 90 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the FVRD may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

At its sole discretion, the FVRD may divide any Contract for goods or services between two or more Proponents.

D.18 Definition of Contract

Notice in writing to a Proponent that it has been identified as the preferred Proponent and the subsequent full execution of a written contract will constitute a contract for the goods and/or services contemplated by this RFP, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the preferred Proponent and the FVRD have both executed a written Contract.

D.19 Form of Contract

The Contract will comprise a form of written agreement based on the standard form document, as may be amended by mutually agreed supplementary conditions.

Schedule A - FORM OF PROPOSAL

Legal Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization☐ Sole Proprietorship☐ Partnership Date of Establishment _____☐ Corporation Date of Incorporation _____ Business No. _____

I/we hereby offer to perform the Services required by this RFP for the stipulated price of:

Description of Services	Estimated Quantity	Unit of Measure	Unit Price	Total Amount
1. Consultation and Communications				
2. Planning and Design				
3. Delivery and Facilitation				
4. Evaluation and Reporting				
CURRENCY: Canadian			Subtotal:	\$
			GST (5%)	\$
			TOTAL:	\$

I/We the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including without limitation, the General Conditions and Specifications (if any), submit this Proposal in response the RFP.

Dated this ____ day of _____, 2025.

Signature of Authorized Signatory_____
Name & Title/Position_____
Signature of Authorized Signatory_____
Name & Title/Position

Schedule B - PROPONENT'S EXPERIENCE

Proponent Name:

Reference 1

Project Name

Dates

Project Description

Role of Proponent

Reference Name

Phone/Email

Reference 2

Project Name

Dates

Project Description

Role of Proponent

Reference Name

Phone/Email

Reference 3

Project Name

Dates

Project Description

Role of Proponent

Reference Name

Phone/Email

Appendix A - MAP OF STUDY AREA



This map highlights the FVRD municipalities and electoral areas included in project study area.

Municipalities are shown in dark green and electoral areas in light green.

For reference purposes, the map includes labels for some First Nations and rural communities.

Additional rural communities and First Nations Reserves not labelled on the map will be included in the project's scope.