



REQUEST FOR PROPOSALS

ELECTORAL AREA B ACTIVE TRANSPORTATION NETWORK PLAN RFP-04-25

ISSUE DATE

MONDAY, MARCH 31, 2025

CLOSING DATE AND TIME

Friday, April 25, 2024
2:00 PM Pacific Time

CLOSING LOCATION

Strathcona Regional District
301-990 Cedar Street
Campbell River, BC V9W 7Z8

CONTACT PERSON

Meredith Starkey
Manager, Planning and Parks
Tel: (250) 830-6700
Fax: (250) 830-6710
Email: Procurement@srd.ca

TABLE OF CONTENTS

A. PROJECT SUMMARY	3
B. ADMINISTRATIVE REQUIREMENTS.....	3
1.0 DEFINITIONS	3
2.0 TERMS AND CONDITIONS.....	4
3.0 EVALUATION	4
4.0 ALTERNATIVE SOLUTIONS.....	4
5.0 CHANGES TO PROPOSALS.....	4
6.0 PROPONENTS' EXPENSES	4
7.0 CURRENCY AND TAXES	4
8.0 SUBCONTRACTORS AND PARTNERSHIPS.....	4
9.0 CONFLICT OF INTEREST.....	5
10.0 ACCEPTANCE OF PROPOSALS	5
11.0 CANCELLATION OR DELAY OF RFP	5
12.0 EXECUTION OF CONTRACT	5
13.0 LIABILITY FOR ERRORS.....	5
14.0 MODIFICATION OF TERMS.....	6
15.0 FREEDOM OF INFORMATION.....	6
16.0 USE OF DOCUMENT.....	6
17.0 CONFIDENTIALITY OF INFORMATION	6
C. SUBMISSION REQUIREMENTS	6
18.0 PROPOSAL SUBMISSION	6
19.0 PROPOSAL CONTENT	7
20.0 PROJECT MANAGER.....	8
21.0 ENQUIRIES.....	8
22.0 RFP ADDENDA.....	8
23.0 DISCLAIMER.....	9
24.0 EVALUATION CRITERIA	9
D. SPECIFICATIONS AND SCOPE OF WORK.....	9
25.0 SERVICES	9
26.0 SCOPE OF WORK	9
27.0 PROJECT DELIVERABLES.....	10
28.0 PROJECT SCHEDULE.....	12
29.0 KNOWLEDGE OF PROJECT.....	12
30.0 CHANGE IN SCOPE	12
E. CONTRACT CONDITIONS	12
31.0 COMPLIANCE WITH LAWS.....	12
32.0 LAWS OF BRITISH COLUMBIA	12
33.0 INDEMNITY	12
34.0 INSURANCE	13
35.0 REGISTRATION WITH WORKSAFEBC.....	13
F. PROPOSAL FORM.....	14
G. APPENDIX A - BC ACTIVE TRANSPORTATION DESIGN GUIDE	15
I. APPENDIX B - ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT PROGRAM GUIDELINES	16

A. PROJECT SUMMARY

Background

Established in 2008, the Strathcona Regional District (SRD) serves Campbell River, Gold River, Ka:'yu:'k't'h'/Che:k'tles7et'h', Sayward, Tahsis, Zeballos, and four electoral areas: A (Kyuquot/Nootka-Sayward), B (Cortes Island), C (Discovery Islands-Mainland Inlets), and D (Oyster Bay-Buttle Lake).

The SRD is a vast geographic area made up of many rural, remote, and even isolated communities. The City of Campbell River serves as a service hub for the region as it offers healthcare, social service, justice, education, work, and retail opportunities that are not provided elsewhere.

Purpose

This project is funded by the Province of BC Active Transportation Infrastructure Grants Program which supports the CleanBC strategy through community-specific active transportation networks that are safe, accessible and convenient for all ages and abilities. The focus of the Program is primarily on infrastructure that supports safer walking, cycling, rolling, and use of mobility devices (that are legal to use on roads in British Columbia). However active transportation, which is human-powered, encompasses many forms including: using a wheelchair or other mobility device, skateboarding, winter focused activities such as skiing or water-based activities such as kayaking, canoeing or stand-up paddleboard.

The Strathcona Regional District (Regional District) is seeking proposals from qualified firms for the development of an Active Transportation Network Plan for Electoral Area B (Cortes Island). This project also includes the development of an Implementation Plan, including site assessments, engineered design drawings, and preparation of construction cost estimates to ensure 'shovel readiness' of Plan priorities.

Proponents shall base their Proposal on furnishing everything including all permits, labour, engineering, materials, tools, equipment and all necessary supplies as well as incidentals required to complete the project in full compliance with the provisions and requirements of this RFP document. Any deviation from the requirements set out in this document must be fully disclosed in the proposal.

Refer to Section D (Project Specifications and Scope of Work) for additional details regarding the scope and specifications for this project.

B. ADMINISTRATIVE REQUIREMENTS

1.0 DEFINITIONS

Throughout this RFP, the following definitions apply:

“Closing” means the closing date and time specified on the first page of this Request for Proposals.

“Contract” means the written agreement resulting from this Request for Proposals executed by the Strathcona Regional District and the contractor.

“Contractor” means the successful proponent to this Request for Proposals who enters into a written contract with the Regional District.

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

“Project” means that work to be completed in accordance with this Request for Proposals.

“Proponent” means an individual, company or partnership that submits, or intends to submit, a proposal in response to this Request for Proposals.

“Proposal” means a submission in response to this Request for Proposals.

“RFP” means this Request for Proposals.

“Should” or “desirable” means a requirement having a significant degree of importance to the objective of the Request for Proposals.

2.0 TERMS AND CONDITIONS

The terms and conditions applicable to this RFP are contained within this document. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any addenda issued by the Regional District.

3.0 EVALUATION

Proposals will be evaluated by the Regional District based on the criteria identified herein. The intent of the Regional District is to enter into a contract with the proponent whose proposal represents the best value to the Regional District based on the Regional District’s evaluation of the proposals received.

4.0 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format as a standard proposed response but must be clearly marked as an “Alternative Proposal”. If a proponent submits more than one proposal each must be separately and uniquely identified.

5.0 CHANGES TO PROPOSALS

By written notice a proponent may, prior to closing, amend or withdraw its proposal. Upon closing all proposals become irrevocable and may not be amended or withdrawn prior to the deadline for acceptance except where the proponent and the Regional District have mutually agreed to a change for the purpose of entering into a contract.

6.0 PROPONENTS’ EXPENSES

Proponents are solely responsible for their own expenses in preparing and submitting their proposals. The Regional District will not be liable for any claims for costs or damages incurred by a proponent in preparing a proposal, loss of anticipated profit in connection with a final contract or any other matter whatsoever.

7.0 CURRENCY AND TAXES

Prices must be quoted in Canadian dollars and exclusive of taxes which shall be shown separately on the Proposal Form. No adjustment of fees or pricing will be made due to international currency fluctuations and/or any import duties and any additional taxes as a result of the contractor sourcing any materials, components and/or labour from international sources.

8.0 SUBCONTRACTORS AND PARTNERSHIPS

If subcontractors are to be used, they must be clearly identified in the proposal. Joint submissions in the form of a partnership or consortium are acceptable including a joint submission by proponents having no formal corporate links. However, each proposal must identify the legal entity which is to be responsible for the overall performance of the work which constitutes the project.

9.0 CONFLICT OF INTEREST

Contracting or subcontracting with any firm or individual whose corporate or other interests could, in the Regional District's opinion, give rise to a conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.

10.0 ACCEPTANCE OF PROPOSALS

This RFP must not be construed as an agreement to purchase goods or services nor as an invitation to perform any service for the Regional District, except as specifically outlined herein. Proposals shall remain open for acceptance by the Regional District for at least 60 days after the RFP closing date. Proposals must state the latest date for acceptance at the time of submission.

The Regional District is not bound to accept the lowest price or any proposal. Proposals will be evaluated on the basis of stated criteria and the Regional District is under no obligation to request clarification or further information, whether written or oral, from any proponent prior to completion of the evaluation process.

The Regional District reserves the right to reject any and all proposals for any reason or to accept any proposal in whole or in part which the Regional District, in its sole unrestricted discretion, deems to represent the best value for the Regional District. Proponents acknowledge the Regional District's rights under this clause and absolutely waive any right of action against the Regional District for failure to accept their proposals whether such right of action arises as a result of negligence, bad faith or for any other reason.

The Regional District reserves the right to enter into negotiations with one or more proponents with respect to the services to be provided and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.

Formal acceptance of any proposal and the subsequent confirmation of project award must not be construed as authority for the proponent to proceed with the project as this will be dependent on the execution of a contract and the fulfillment of any conditions precedent imposed by any authority having jurisdiction over the work or service to be performed.

11.0 CANCELLATION OR DELAY OF RFP

The Regional District reserves the right to delay and/or cancel this RFP at any time and for any reason and will not be responsible for any direct or indirect loss, damage, cost or expense incurred or suffered by any proponent as a result of such cancellation.

The acceptance of any Proposal and the subsequent execution of a contract may be subject to funding and approval by the Board of Directors of the Strathcona Regional District or any of its delegated authorities.

12.0 EXECUTION OF CONTRACT

After acceptance by the Regional District, the successful Proponent will be provided with written confirmation. A contract will be executed when all preconditions have been met. No proponent will acquire any legal or equitable rights or privileges with respect to this project until a contract has been entered into with the Regional District.

13.0 LIABILITY FOR ERRORS

The information contained within this RFP is not guaranteed or warranted to be accurate by the Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from conducting their own research and forming their own opinions and conclusions with respect to the matters addressed in this RFP.

14.0 MODIFICATION OF TERMS

The Regional District reserves the right, at its sole discretion, to modify the terms of this RFP at any time prior to the closing time. Such modifications will be communicated to all proponents through a formal addenda process.

15.0 FREEDOM OF INFORMATION

Proposals are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* which provides that all information contained therein, with some exceptions, is subject to access by the public. Information that is considered to be confidential or proprietary in nature should be clearly noted as such by the proponent. The Regional District cannot guarantee that any information contained within a proposal will remain confidential if a request for access is made.

16.0 USE OF DOCUMENT

This document, nor any portion thereof, may not be used for any purpose other than the submission of proposals.

17.0 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Regional District obtained by the Proponent as a result of participation in this RFP process, other than information that is generally available as part of the public record, is to be treated as confidential and must not be disclosed without prior written authorization from the Regional District.

C. SUBMISSION REQUIREMENTS

18.0 PROPOSAL SUBMISSION

Proposals shall be submitted in one of the following formats:

Electronically in PDF format, along with the signed and dated Proposal Form provided herein, to the secure RFP submission portal on the SRD's website. The deadline for receipt of proposals is 2:00pm Pacific time on April 25, 2025, at the following address:

<https://srd.ca/uploadsubmissions/>

Once submitted, proposals may not be viewed or changed. To make a correction, a clearly labelled corrected version shall be submitted to the portal and an email sent to procurement@srd.ca indicating which version is intended for consideration.

In person delivery or by mail/courier in duplicate complete with one digital copy in portable document format (.pdf file) on a USB device along with the signed and dated Proposal Form provided. The deadline for receipt of proposals is 2:00pm Pacific time on April 25, 2025, at the following location:

Strathcona Regional District
990 Cedar Street
Campbell River, BC V9W 7Z8

Proposals must be submitted in a sealed package with the name and address of the proponent and the RFP title clearly marked on the outside.

SAMPLE LABEL

Name of Proponent Address of Proponent
CONFIDENTIAL – DO NOT OPEN
RFP-04-25
STRATHCONA REGIONAL DISTRICT 990 Cedar Street Campbell River, BC V9W 7Z8

Late proposals will be disqualified.

Proposals that are conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the discretion of the Regional District, be disqualified.

The person(s) authorized to sign on behalf of the proponent and to bind the proponent to statements made in response to this RFP **must execute** the Proposal Form. Unsigned proposals will be disqualified.

Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. All submissions must be delivered according to the instructions provided herein and the Regional District will accept no responsibility for documents delivered to any other location.

19.0 PROPOSAL CONTENT

Proposals must include the following sections outlined below. Additional information/sections can be included at the proponent's discretion.

- **Executive Summary:** Provide a succinct and clear executive summary that highlights any unique aspects of your team and your approach.
- **Corporate profile:** Identify all firms involved in the project, including prime consultant and sub-consultant roles and responsibilities and organizational relationships.
- **Experience:** Demonstrate your project team's (corporate) experience with this type of project. Proponents must provide at least three, and up to five, project examples that are similar in size and scope, and have been completed within the past 10 years. Include the following information:
 - Project Name
 - Description and relevancy to this RFP
 - Project budget
 - Project start and end dates
 - Scope of services provided
 - Proponents key staff involved
 - Client reference and contact info
- **Project Team / Key Personnel:** Demonstrate the capability of your project team by providing a list of key personnel. For each person include:

- Job title
- Duration of employment with proponent
- Primary office location
- Resume, including professional credentials and summary of their experience applicable to this project.
- **Approach and Workplan:** Demonstrate your understanding of the project objectives, schedule and deliverables by providing a detailed workplan.
- **Value Added or Alternate Approaches:** Proponents are encouraged to identify any unsolicited added value that they can include in their Proposal offering. Please specifically identify:
 - Alternate approaches to your workplan
 - Additional scope that you can provide, but has not been requested
- **Budget:** Provide a project budget including all project team member hourly rates; any vehicle, equipment, and travel expenses; and any other administrative costs, disbursements or expenses that will be incurred to complete the project. If any value added or alternative approaches have been identified, these must be clearly and separately identified in the project budget.

20.0 PROJECT MANAGER

Proponents are required to designate an individual who shall be the Designated Project Manager (“Project Manager”) for the project. The Project Manager shall be the contractor’s project manager responsible for the delivery of all contracted services to the Regional District. The Project Manager, and not subordinate staff, shall at all times be directly responsible for the management of the project. The Project Manager shall attend all meetings of the project team during the term of the project. The Project Manager shall not be replaced without the prior written consent of the Regional District.

21.0 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing or by email, to:

Meredith Starkey, Manager, Planning and Parks
Strathcona Regional District
301-990 Cedar Street, Campbell River, BC V9W 7Z8
Phone: 250-830-6700
Fax: 250-830-6710
Email: procurement@srd.ca

Enquiries will be accepted until Friday, April 18th at 4:30pm.

Information obtained from any other source is not official and should not be relied upon.

22.0 RFP ADDENDA

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of the Regional District. Addenda will be in written form and will be made available on the BC Bid (<http://www.bcbid.gov.bc.ca>) and Strathcona Regional District (www.srd.ca) websites. Information contained within RFP addenda(s) is considered an integral part of the RFP and should be considered by proponents when responding to this RFP.

Verbal communications will not be binding unless confirmed by written addenda.

23.0 DISCLAIMER

Each proponent is responsible to review and understand the terms and conditions of this RFP and the scope of the work described. The Regional District makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and proponents are solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RFP and to prepare and submit their proposals. The Regional District will not be held responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or lack of completeness associated with this RFP, or as a result of any misunderstanding or misinterpretation of the requirements of this RFP on the part of any proponent.

24.0 EVALUATION CRITERIA

Proposals will be evaluated against the following criteria:

Criteria	Points
Cost to the Regional District (Max \$80,000)	20
Ability to comply with project schedule	20
Proposed project approach and understanding	30
Project team credentials/expertise and relevant project experience	15
Previous experience working for SRD and/or in SRD rural communities	10
Proposal quality and clarity	5
TOTAL	100

If required, a short list of proponents may be established to be contacted by the Regional District. The purpose for contacting a proponent at this stage would be to gain a greater understanding of the proponent’s proposal as submitted. Depending on the nature of the questions to be answered an interview may also be arranged to facilitate a more in-depth understanding of the proposal.

D. SPECIFICATIONS AND SCOPE OF WORK

25.0 SERVICES

The Strathcona Regional District (Regional District or SRD) is seeking proposals from qualified firms to develop an Active Transportation Network Plan (ATNP) for Electoral Area B (the “Work”). The proponent will provide all labour, tools, equipment, supervision, vehicles, fuels, lubricants, materials, supplies, permits, and services necessary to complete the Work.

26.0 SCOPE OF WORK

This project is to develop an Active Transportation Network Plan for Electoral Area B, which includes Quadra Island, the outer Discovery Islands and mainland inlets.

The project scope includes the following activities (the Work):

1. **Data collection and analysis** to review and refresh as needed the Cortes Island Active Transportation Conditions Report, 2021. This report contained an Area B community profile and detailed current (baseline) conditions related to transportation, including a review of existing transport options, infrastructure, and services; current

active transportation demand and barriers to/opportunities for mode shift; and gap analysis.

2. **Active Transportation Network Plan development**, including extensive consultation to identify community needs and strategize solutions while observing unique community landmarks and characteristics (i.e. ferry terminals and trail systems). A variety of engagement tools and strategies will be needed to facilitate broad public consultation as well as focused engagement with area First Nations, community groups, and other interested parties. This Plan must incorporate principles from the BC Active Transportation Design Guide, which is appended to this RFP in Appendix A, and include a series of maps detailing current conditions, full network plan, and other maps as needed based on project needs.
3. **Implementation Plan development**, including setting priorities for future infrastructure investment, identification of at least one priority to carry forward to a state of 'shovel readiness', and recommendations for a set of meaningful indicators to monitor performance in relation to this Plan.
4. **Detailed design and other works as needed to support application to the Active Transportation Infrastructure Grant program**. Through this project, at least one priority from the Implementation Plan will be identified for application to the Active Transportation Infrastructure grant program. This task is to complete the work necessary to bring this priority to a state of 'shovel readiness', including development of engineered design drawings, completion of required site assessments and surveying, preparation of a Class B construction cost estimate, usage counts, and other tasks as needed. Program guidelines for the Active Transportation Infrastructure Grant program are appended to this RFP in Appendix B.

27.0 PROJECT DELIVERABLES

1. Active Transportation Network Plan (ATNP)
 - Data Collection and Analysis
 - Review and refresh as needed the Cortes Island Active Transportation Conditions Report, 2021 to ensure the final ATNP includes the following:
 - Community Profile for Area B
 - Current state (baseline) of infrastructure, such as total km of active transport infrastructure,
 - Current state (baseline) of walking, cycling and other active transportation methods in the community (e.g. counters, manual counts, Stats Canada data, origin-destination studies)
 - Current rate of GHG emissions (as indicated by vehicle kilometres travelled) and estimate of reductions this Plan could achieve
 - Current and latent active transport demand
 - Barriers to and opportunities for mode shift (e.g, known crash sites and current safety data from police reports, ICBC, and anecdotal experiences)
 - Gap analysis
 - Plan map(s), detailing current conditions and other maps as needed based on project needs.

- Strategic Context
 - Plan alignment with the Regional District's Strategic Plan
 - Plan support for and alignment with community goals (e.g. relation to OCP)
 - Plan alignment with B.C.'s CleanBC goals
- Community Consultation
 - Facilitate a series of engagement opportunities in person and virtually with First Nations, other levels of government and agencies, a range of interest groups and the public.
 - Summary of the consultation strategy and input received.
- 2. Implementation Plan:
 - Plan Map(s), including a full network plan map, phased priorities (if applicable), and other maps as needed based on project needs.
 - Proposed Active Transport infrastructure, services, programming, and other actions.
 - Proposed implementation strategy, including phasing, potential funding options, construction schedules, maintenance plan, and other elements as appropriate.
 - Proposed set of meaningful indicators for performance monitoring.
- 3. Shovel ready project for application to the Active Transportation Infrastructure Grant program:
 - Project specific infrastructure design for a high priority project identified in the Plan, including:
 - Detailed engineered design with plans, profiles and cross sections
 - Site assessments and survey
 - User counts
 - Class B construction cost estimate
 - Other elements as determined by the chosen priority and grant program requirements.
- 4. Project Administration and Delivery
 - Participation in project meetings and information sharing sessions with SRD staff
 - Presentation of the draft Plan to the SRD Electoral Area Services Committee (EASC) and Board.

All project deliverables and supporting data (including GIS data files and metadata) will become the property of the SRD.

References:

- Strathcona Regional District 2023-2027 Strategic Plan: <https://srd.ca/wp-content/uploads/2023/03/2023-2027-Approved-Strategic-Plan.pdf>
- Cortes Island Official Community Plan, Bylaw No. 139: https://srd.ca/wp-content/uploads/2021/05/Bylaw-379-Amendment-2-to-Bylaw-139-QI-OCP-November-4-2020-w_maps.pdf
- Housing Needs Reports: <https://srd.ca/housing-needs-report-project/>

- Cortes Island Active Transportation Conditions Report, 2021: <https://srd.ca/cortes-active-transportation-planning/>

28.0 PROJECT SCHEDULE

The entire project must be completed by March 31, 2026. The following schedule is provided as a guideline:

Description	Deliverable Date
RFP released	March 31, 2024
Deadline for receiving proposals	April 25, 2024
Board approval of contract award / Project start date	May 21, 2024
Submission of draft Plan	November 2025
Identification of priority project for engineered design	December 2025
Submissions of draft engineered designs for priority project	February 13, 2026
Submission of final deliverables	March 16, 2026
Project Completion	March 31, 2026

Proponents should include in their responses whether or not they can comply with this timeline. In accordance with the evaluation criteria set out in this document, preference may be given to proponents that can complete the work of the contract within the schedule outlined herein.

29.0 KNOWLEDGE OF PROJECT

By submitting a response, the Proponent agrees that they have carefully read this RFP document and have satisfied themselves as to their ability to fulfill the requirements of this RFP and the project before submitting a proposal and agree that they will make no claim against the Regional District based on any misunderstanding of the RFP requirements and the project to be provided.

No extra payment will be made by the Regional District for conditions which should have been determined by a proponent by inspection, prior to entering into a contract for the project.

30.0 CHANGE IN SCOPE

The Regional District reserves the right to amend the scope for work during the term of the proposed contract. In such cases, the Regional District would request a quotation from the contractor for the change in scope.

E. CONTRACT CONDITIONS

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contract with the Regional District that subject to negotiation, may include the following contract clauses:

31.0 COMPLIANCE WITH LAWS

The contractor will give all notices and provide all permits, licenses and other approvals required to perform the work. The contractor will comply with all laws applicable to the work or performance of the contract.

32.0 LAWS OF BRITISH COLUMBIA

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in affect in the province of British Columbia.

33.0 INDEMNITY

Notwithstanding the provision of insurance coverage by the contractor, the contractor hereby agrees to indemnify and save harmless the Regional District, its officers, agents and

employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the contractor, its servants, agents, subcontractors and suboperators, in providing the services and performing the work of the contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

34.0 INSURANCE

Any contract resulting from this RFP will require that the contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term:

- a. Comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the contract;
- b. Professional liability in an amount not less than \$2,000,000 insuring the contractors' liability resulting from errors and omissions in the performance of professional services under the contract.
- c. Automobile liability on all vehicles owned, operated or licensed in the name of the contractor in an amount not less than \$2,000,000.

The Regional District is to be added as an additional insured and the policy shall contain a cross liability clause. All required insurance will be endorsed to provide the Regional District with 30 days advance written notice of cancellation or material change.

The contractor will provide the Regional District with evidence of the required insurance in the form of a certificate(s) of insurance, immediately upon execution and delivery of the contract.

35.0 REGISTRATION WITH WORKSAFEBC

The contractor and any approved subcontractors must be registered with WorkSafe BC and WCB coverage must be maintained for the duration of the contract. Prior to receiving any payment, the contractor may be required to submit a WCB Clearance Letter confirming all assessments have been paid and the contractor is in good standing. The contractor and any approved subcontractors shall abide by all provisions of the Workers Compensation Act of British Columbia.

F. PROPOSAL FORM

**REQUEST FOR PROPOSALS
ELECTORAL AREA B ACTIVE TRANSPORTATION NETWORK PLAN
RFP-04-25**

**CLOSING DATE AND TIME
2:00 PM PACIFIC DAYLIGHT TIME ON APRIL 25, 2025**

This form must be completed, signed and included with the submission.

The undersigned confirms that its submission is in response to the above noted RFP.

The proponent acknowledges receipt of Addenda # _____ through Addenda # _____.

Proponent:

Address:

**Contact
Name:**

Phone:

Fax:

Email:

Completed Price	\$
Taxes	\$
Total Completed Price	\$

Proponents should ensure that all requirements of the RFP are dealt with in their proposal submission and that all materials and products proposed comply with the specifications therein.

Authorized Signature

Name and Title

Date

G. APPENDIX A - BC ACTIVE TRANSPORTATION DESIGN GUIDE

I. APPENDIX B - ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT PROGRAM GUIDELINES