



**RFP-10-25**  
**REQUEST FOR PROPOSALS**

**AREA D STORMWATER COLLECTION SYSTEM DESIGN**

**CATCHMENT C & OYSTER RIVER REST AREA**

**ISSUE DATE**  
**SEPTEMBER 5, 2025**

**CLOSING DATE AND TIME**  
**12:00 NOON OCTOBER 10, 2025**

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

**CONTACT PERSON**  
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## A. PROJECT SUMMARY

### 1. Introduction

The Strathcona Regional District (SRD) is seeking proposals from qualified engineering and planning consultants to advance the planning and design of stormwater utility systems within two identified priority catchments in Electoral Area D. This work builds on the findings of the 2025 SRD Area D Drainage Study (McElhanney Ltd., March 26, 2025), which assessed the feasibility of implementing a formal stormwater utility across 14 sub-catchments in the region.

### 2. Background

Electoral Area D currently lacks a formal stormwater management system. Drainage is informally managed through roadside ditches and culverts under the jurisdiction of the Ministry of Transportation and Transit (MoTT). However, private properties are not permitted to directly connect to MoTT infrastructure, leaving property owners with few legal or effective options to manage runoff.

As a result, localized flooding, surface ponding, and runoff-related disputes are common. These issues have also placed a significant burden on SRD staff. The 2025 Drainage Study identified potential long-term solutions through a conceptual piped stormwater network using MoTT rights-of-way and discharging to existing natural features or the foreshore.

Two high-priority catchments have been selected for further advancement based on feasibility, density of serviceable properties, and the potential to alleviate chronic drainage issues:

- Catchment C (Engles Road corridor), and
- Oyster River Rest Area (Highway 19A frontage).

Their locations are shown in **Figure 4** and **Figure 8** on the following pages. A summary of characteristics of the catchments is presented below in Table 1.

**Table 1 – Catchment C and Oyster River Rest Area Characteristics**

Description	Catchment C	Oyster River Rest Area
Catchment Area	± 9 ha	± 10 ha
No of Properties to be Serviced	42 lots	20 lots
Preliminary Estimated Pipe Length & Dia.		
• 375 mm dia.	120 m	-
• 450 mm dia.	510 m	705 m
• 525 mm dia.	<u>310 m</u>	<u>35 m</u>
Combined Total:	940 m	740 m
Point of Discharge	Foreshore	Foreshore

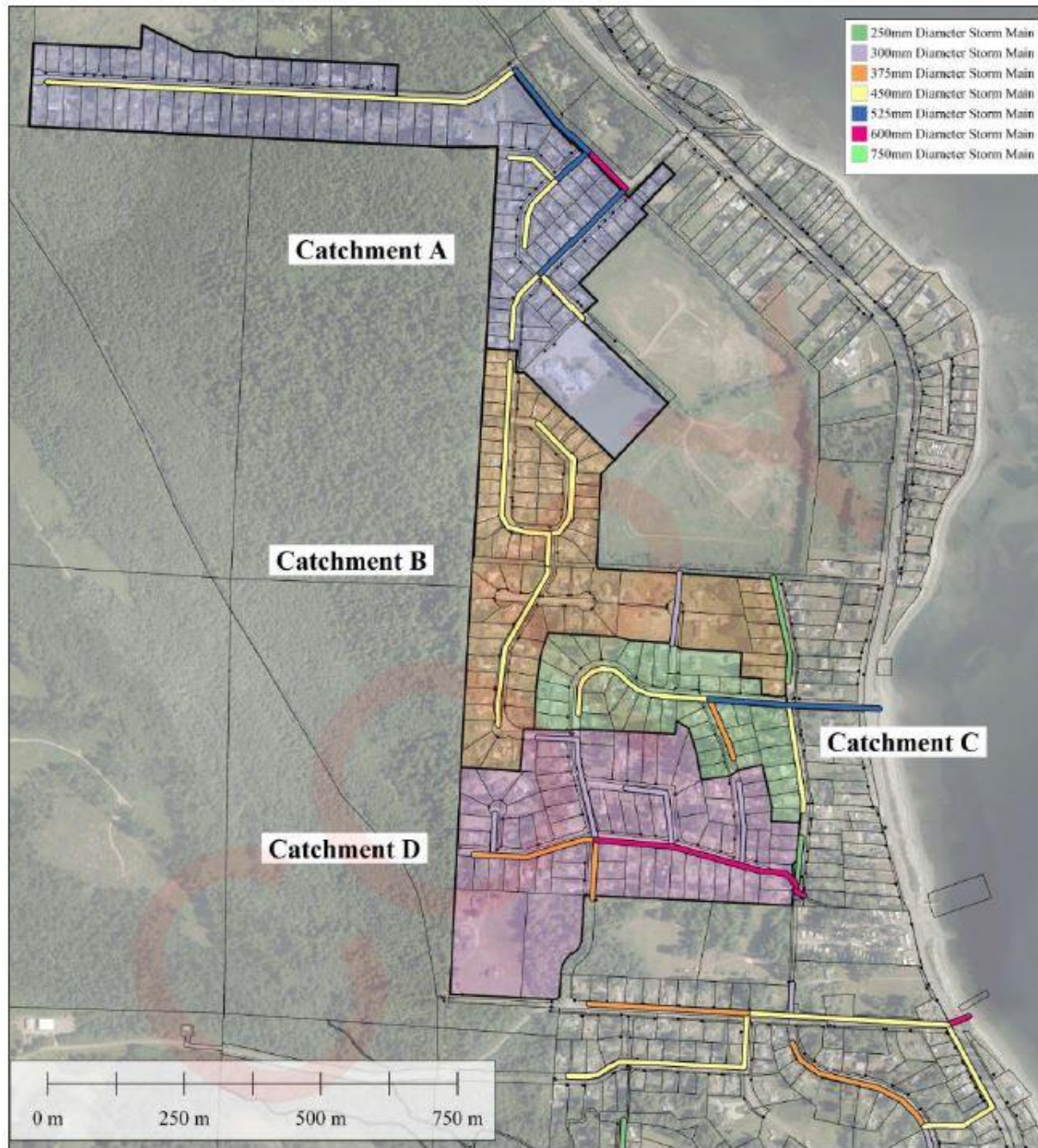
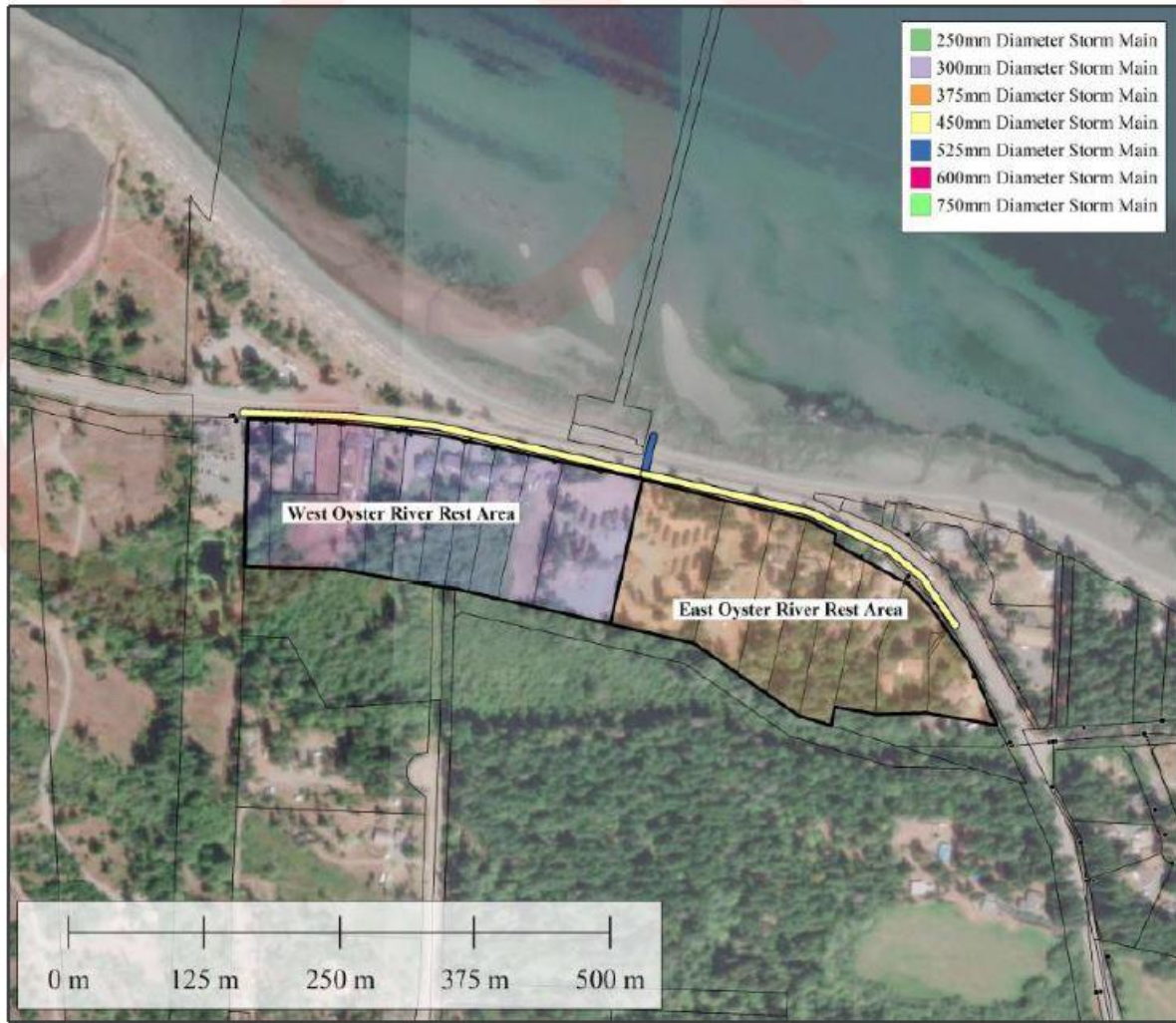


Figure 4: Ocean Grove/Shelter Point Sub Catchments



*Figure 8: Oyster River Rest Area Sub Catchment*

The SRD is seeking to advance the Area D storm drainage system project by retaining a qualified consulting engineering company to:

**Confirm Concept Feasibility**

- Validate catchment boundaries, system alignments, and design assumptions from the 2025 drainage study
- Confirm feasibility of proposed gravity-flow piped systems within existing public corridors or flag where easements or design alternatives are required

**Develop Detailed Design Drawings & Cost Estimate**

- Advance detailed design, including alignment drawings, profiles, specifications, and construction sequencing where appropriate
- Develop a Class B cost estimate

**Support Coordination with Permitting Authorities and Landowners**

- Coordinate with the Ministry of Transportation and Transit (MoTT) and other relevant regulators to support future permitting and construction approvals

- Undertake environmental review of proposed outfall areas and receiving environments to:
  - assess outfall suitability and resilience;
  - identify permitting requirements
  - evaluate potential physical, ecological, or regulatory barriers to construction or discharge
- Support early engagement with landowners where statutory rights-of-way (SRWs) or access agreements may be required

## **B. ADMINISTRATIVE REQUIREMENTS**

### **1.0 DEFINITIONS**

Throughout this Request for Proposals (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 PROPONENT 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 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.

## **8.0 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.

## **9.0 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.

## **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 30 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 priced proposal 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 condition's 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 held 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 12:00 noon Pacific time on October 10, 2025 at the following address:

<https://srd.ca/uploads/submissions/>

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 12:00 noon Pacific Time on October 10, 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
<b>CONFIDENTIAL – DO NOT OPEN</b> RFP-10-25
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.

Proposals for the optional, additional scope of work shall be submitted as an appendix to a primary proposal, delivered to the SRD in accordance with the specifications noted above.

**19.0 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/construction 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.

**20.0 ENQUIRIES**

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

Strathcona Regional District  
 990 Cedar Street, Campbell River, BC V9W 7Z8  
 Phone: 250-830-6700  
 Fax: 250-830-6710  
 Email: [procurement@srd.ca](mailto:procurement@srd.ca)

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

**21.0 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. Such 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](http://www.srd.ca)) websites. Information contained within RFP addenda 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.

The final day to submit inquiries is October 3, 2025.

**22.0 DISCLAIMER**

Each proponent is responsible for reviewing 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.

**23.0 EVALUATION CRITERIA**

The SRD will evaluate proposals based upon, but not limited to, the following criteria:

Criteria	Points
Best value to the Regional District	30
Methodology and approach	20
Project team and relevant expertise	20
Local specific experience	5
Identify challenges, constraints and obstacles in the project and advise strategy to minimize	10
Reference samples and reference checks from similar projects	10

Proposal clarity and layout	5
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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**

The scope includes, but is not limited to, the following tasks:

##### Review and Validation

- Review the March 2025 drainage study, available lidar data, and high-level cost estimates.
- Validate design assumptions, alignment feasibility, and serviceable parcel estimates.
- Identify constraints associated with topography, MoTT RoWs, easements, or existing infrastructure (above and below ground).

##### Environmental Review and Outfall Assessment

- Undertake an environmental review of proposed outfall areas to assess:
  - suitability and functionality of discharge points (e.g., ocean, creek, or wetland environments);
  - potential ecological impacts;
  - long-term resilience under projected sea-level rise and high flow conditions;
- Identify permitting requirements
- Evaluate physical, regulatory, or environmental barriers that may influence outfall placement, constructability, or long-term maintenance;
- Recommend mitigation measures or alternative approaches if outfall sites are deemed unsuitable.

##### Topographic Survey

- Carry out a topographic survey of the full width of the road allowance.
- Survey pick-up to include, but not limited to: edge of asphalt, edge of gavel top and bottom of ditch, culverts, utility poles, street/stop signs, pavement markings, watermain valves, hydrants, water meter boxes, landscaped areas, driveways, fences, trees, existing storm drain discharge pipe/swale from each lot, where visible/noticeable.

##### Base Plan

- Compile legal plan and prepare base plan drawing from the topographic survey.
- Plan to include legal plans, street address, and approximate location of house to be serviced for each property

##### Detailed Design

- Advance the underground piped storm system design from high-level concepts to detailed design for each catchment.
- Prepare plan/profile drawings, typical cross-sections, and service connection detail.
- Plan drawing to be prepared showing major system flow paths.
- Coordinate with environmental consultants to evaluate and confirm discharge locations, and any regulatory requirements.

### Permitting & SRW/Easement Identification

- Identify anticipated permitting requirements (e.g., Highway Use Permits, watercourse approvals, land access).
- Clearly flag any anticipated Statutory Rights-of-Way (SRWs) or easements required through private lands or government-owned parcels.

### Class B Cost Estimate

- Update and refine cost estimates for each system to Class B level, identifying key cost drivers, assumptions.

### Stakeholder Coordination

- Engage with SRD Engineering staff and other relevant agencies (e.g., MoTT, DFO, provincial ministries) to confirm assumptions and incorporate requirements.
- Identify any foreseeable private or public impacts and propose a basic engagement approach where warranted.

### Design Criteria

The SRD does not maintain its own engineering design standards.

The Consultant shall apply the City of Campbell River Engineering Design Standards (2022), which supplement the MMCD Design Guidelines. A copy of the City's standards is provided as an attachment to this RFP.

Unless otherwise directed, the following design parameters are to be used:

- Minor system (storm mains) shall be designed for a 1:5-year return period storm.
- Major system surface flow paths must be identified and demonstrated to safely convey the 1:100-year return period storm.
  - Where surface flow cannot be safely conveyed within the road right-of-way and is expected to enter private property, the piped storm system shall be designed to accommodate the 100-year event.
- The Rational Method is to be used to calculate design flows.
- Campbell River IDF curves (see Figure 4.4 of the City's Engineering Design Standards) to be used for rainfall intensity.
- Allowance for the potential impact of climate change to be accounted for by an increase in the peak design flow.

### Project Deliverables

Deliverables shall be submitted at key milestones and must include, at a minimum:

#### Design Technical Memo

- Summary of hydrologic and hydraulic model review and updates, including input data, assumptions, and verification methods.
- System capacity evaluation based on the existing and proposed level of service.
- Identification and analysis of any critical drainage constraints or outfall-specific considerations.
- Copy of the Environmental Review and Outfall Assessment report.
- Class D cost estimate.

#### 50% Detailed Design Submission

- Cover page with location plan, legend, list of drawings, and location of each drawing sheet
- Preliminary design drawings showing:
  - Plan/Profile drawings with lot service connections shown.

- Proposed main diameter and slopes.
- Manholes and outfall.
- Third-party conflicts or off-site connection requirements.
- Storm drains to be at a sufficient depth to provide gravity service to the existing house and the lowest point on the property.
- Design flow calculation spreadsheet.
- Identification of proposed SRWs and/or easements.

#### 75% Detailed Design Submission

- Updated design drawings including plan drawing showing proposed SRWs and/or easements.
- Typical cross sections and details.
- Updated plan drawing identifying proposed SRWs and/or easements.
- Updated (Class B) cost estimate.

### Optional Deliverables

#### 1 Geotechnical Investigation

The geotechnical investigation would ideally be carried out and the findings incorporated into the 50% design drawing stage.

- Drilling of boreholes at ±100 m spacing along the proposed storm main routes
- Summary letter report, complete with:
  - Plan drawing showing borehole locations
  - Drill log for each borehole
  - Assessment of impact of groundwater levels on construction
  - Reuse of soil for trench backfill
  - Trench backfill material recommendations in vehicle traffic and non-traffic areas
  - Road prism structural design recommendations (subbase, base and asphalt thicknesses, compaction)

#### 2 95% Detailed Design Submission

- Updated design drawings complete with general and project specific notes.
- Covering letter identifying:
  - Outstanding items, issues, permits, construction approvals.
  - Properties requiring SRWs and/or easements.
- Draft supplement construction specifications.

#### Resources:

- March 26 2025 McElhanney Technical Memo - SRD Area D Drainage Study – Revision 1
- June 6 2025 – Report to the Board of Directors

### **24.0 PERMITS AND CERTIFICATES**

If necessary, the successful proponent will obtain, at its own cost, all necessary permits to carry out the work of this project. The contractor will be required to provide certificates of conformity with any requirements of authorities having jurisdiction.

**25.0 PROJECT SCHEDULE**

The following schedule is provided as a guideline:

Description	Deliverable Date
RFP released	September 5, 2025
Deadline for receiving proposals	October 10, 2025
Awarding of contract	October 24, 2025
Project start date	November 3, 2025
Design Technical Memo	TBD by Consultants
50% Detail Design Submission	TBD by Consultants
75% Detail Design Submission	TBD by Consultants
Final reporting documents submitted to SRD	July 2026

Proponents should include in their responses whether 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. Proponents are also required to provide a Gantt Chart showing their project schedule for each task and key milestone/submission date. The schedule must allow for a minimum two-week SRD review period for each submission.

Proponents submitting a proposal that includes the Optional Scope of work should provide a separate project schedule that incorporates the additional timelines if the optional work is included in the final contract.

**26.0 CHANGE IN SCOPE**

The Regional District reserves the right to amend the scope of 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:

**27.0 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.

**28.0 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.

**29.0 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 sub-operators, 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.

### **30.0 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. Automobile liability on all vehicles owned, operated or licensed in the name of the contractor in an amount not less than \$5,000,000.

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.

### **31.0 REGISTRATION WITH WORKSAFE BC**

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**

**RFP-10-25**

**CLOSING DATE AND TIME  
12:00 NOON PACIFIC TIME OCTOBER 10, 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:**

<b>Completed Price for Primary Scope</b>	<b>\$</b>
<b>Taxes</b>	<b>\$</b>
<b>Total Completed Price for Primary Scope</b>	<b>\$</b>

<b>Completed Price for Optional Scope 1</b>	<b>\$</b>
<b>Taxes</b>	<b>\$</b>
<b>Total Completed Price for Optional Scope 1</b>	<b>\$</b>

<b>Completed Price for Optional Scope 2</b>	<b>\$</b>
<b>Taxes</b>	<b>\$</b>
<b>Total Completed Price for Optional Scope 2</b>	<b>\$</b>

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**