



REGIONAL DISTRICT of Fraser-Fort George

REQUEST FOR PROPOSALS

EP-26-01

Consulting Services for the Development of Public Notification and Evacuation Route Plans

Date Issued

Thursday August 27, 2026

Closing Location

Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca

Inquiries

Debbie Kopp dkopp@rdffg.bc.ca

Inquiries deadline: Thursday, September 3, 2026, at 4:00 p.m. PST

Closing Date

Thursday September 10, 2026 at 2:00 p.m. PST

No Public Opening

Late submissions are not considered



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Request For Proposals

EP-26-01 Consulting Services for the Development of Public Notification and Evacuation Route Plans

1.0 Introduction

The Regional District of Fraser-Fort George (RDFFG) is seeking proposals from qualified and experienced consultants to develop Evacuation Route Plans and Public Notification Plans for the Regional District of Fraser-Fort George and each participating project partner. A tabletop exercise conducted to train emergency management staff on the use of the developed plans is an expectation of the project following plan completion.

Project Partners include:

- Regional District of Fraser-Fort George
- Village of McBride
- Village of Valemount
- District of Mackenzie
- Simpcw First Nation

The entirety of the project must be completed no later than Tuesday, **July 20, 2027**.

1.1 Background

The Regional District of Fraser-Fort George (RDFFG) was incorporated in 1967 and is located in the central interior of British Columbia. The Regional District is a federation of seven electoral areas and four municipalities; City of Prince George, Village of McBride, Village of Valemount and District of Mackenzie. The region encompasses a large and geographically diverse area that includes urban, rural, remote, and First Nation communities, with a range of geographic characteristics and transportation networks that influence emergency preparedness, response, evacuation, and public communication.

Communities within the region and participating partner jurisdictions face a range of evacuation and access challenges, including single or limited-egress routes, geographic isolation, reliance on provincially managed transportation networks, and transportation routes that may be vulnerable to disruption. The region is exposed to a variety of natural hazards, including wildfire, flooding, steep creek hazards, landslides, and other events that may affect transportation routes, community access, evacuation, and the timely delivery of public information.

Existing planning and risk assessment work, including Community Wildfire Resiliency Plans, Hazard, Risk and Vulnerability Analyses, local Emergency Plans, and the Regional District's Collaborative Disaster Risk Reduction-Climate Adaptation work, provide an important foundation for this project. These resources identify hazards, vulnerabilities, geographic considerations, and climate-related risks that can inform evacuation route and public notification planning.

The Regional District currently uses Connect Rocket as its primary public notification system, while participating municipalities and jurisdictions may use different notification platforms, including Voyant Alert. While different systems may be appropriate for individual jurisdictions, there is an opportunity to improve consistency in public notification through common approaches, templates, and messaging practices that can be adapted to local circumstances.

The project is being undertaken with funding through the Union of British Columbia Municipalities (UBCM) 2026 Community Emergency Preparedness Fund, Public Notification and Evacuation Route Planning program and must be delivered in accordance with the program's eligible activities, requirements, and criteria.

2.0 Invitation and Submission Instructions

2.1 Request for Proposals (RFP) Documents

RFP documents may be obtained on, or after the Issue Date as follows:

- a) in a PDF (public document format) file format from the Regional District's website at rdffg.ca
- b) on the BC Bid website at bcbid.gov.bc.ca

All subsequent information regarding this RFP, including amendments, Addendum(s) and answers to questions will also be available as above.

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

The lowest or any Proposal will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Proposals. Facsimile Proposals will **not** be accepted.

2.2 Proposal Submissions and Closing Time

Proposals must be in English and must be submitted using the submission methods below. The submission must include a cover letter that identifies the RFP, identifies the Proponent and includes the signature of an authorized representative of the Proponent.

The Regional District will accept Proposals submitted by email or by direct delivery to the Regional District main office. All Proposals must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on **September 10, 2026**.

Proposals submitted by fax will **not** be accepted. Any Proposal received after the closing date and time will not be considered and will be returned to the Proponent.

Submissions must be **directly delivered** to the Regional District in either:

- Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read "EP-26-01 Consulting Services for the Development of Public Notification and Evacuation Route Plans."
- (The maximum file size able to be received by the Regional District is 35 MB); or
- Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent format; or
- Hard copy format, one complete copy of the Proposal.

If submitting in a mail format (USB or hard copy), Proponents should submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
2. Request for Proposals: EP-26-01 Consulting Services for the Development of Public Notification and Evacuation Route Plans.
3. Responding Proponent's name and address.

To be considered, Proposals must be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this RFP. Any Proposal received by the Regional District that is unsigned will be rejected.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense.

The Regional District reserves the right to negotiate with any Proponent at its discretion. The Proponents will be competent and capable of performing the work. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

Questions relating to the RFP must be emailed directly to:

Project Leader: Debbie Kopp dkopp@rdffg.bc.ca

Deadline for question submissions is 4:00 p.m. (local time) September 3, 2026.

Those questions that are determined to be of a common interest to all potential proponents will be summarized and posted as Addendum(s) on the website.

2.3 Proponents Site Meeting

There will be no mandatory site meeting for this RFP.

2.4 Acknowledgement Letter

Upon receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter at Appendix "A", and email the signed Acknowledgement Letter to, Project Leader, dkopp@rdffg.bc.ca. A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any Proponent who does not submit the Acknowledgement Letter will not be sent any amendments, Addendum(s), or answers to questions. The Proposal may be disqualified if it is incomplete or non-compliant as a result of the Proponent's failure to acknowledge receipt of an addendum in accordance with this RFP, or as a result of the Proponent's failure to comply with the requirements of an addendum to this RFP.

3.0 RFP Process Rules

3.1 Definitions

“Addendum(s)” means all additional information regarding this RFP including amendments to the RFP.

“BC Bid” means the BC Bid website located at www.bcbid.ca.

“Board” means the Board of the Regional District.

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable.

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP.

“Contract” means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.

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

“Must” means a requirement that must be met in order for the Proposal to receive consideration.

“Project Manager” means the Regional District’s representative.

“Proponent” means the person submitting a Proposal.

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

“Regional District” means the Regional District of Fraser-Fort George.

“Request for Proposals” or “RFP” means the request for Proposals described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addendum(s).

“Should”, or “May” means a requirement having a significant degree of importance to the objective of the request for Proposals, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Proposal.

3.2 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addendum(s).

3.3 Submission of Proposal

Proposals must be submitted before Closing Time using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely

responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

3.4 Errors, Omissions, Clarifications

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part of this RFP, should immediately request clarification from the Project Leader by email to dkopp@rdffg.bc.ca.

All requests for clarification or inquiries must be made by **September 3, 2026, at 4:00pm (local time)**, in order that addendum(s), if necessary, are issued in time for all Proponents to complete their proposal submission and have it delivered to the Regional District office prior to the closing time on the submission date.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the RFP is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid.

It is the sole responsibility of the Proponent to check for addendums.

3.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

3.6 Changes to Proposals

By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

3.7 Conflict of Interest

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix "D").

The Regional District may reject a Proposal based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate

family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or

- b. in the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the Regional District or a consultant involved in the procurement process or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process. (collectively, “Restricted Parties”)

A Proponent who has any concerns regarding whether a current or prospective employee, advisor or member of that Proponent is, or may be, a Restricted Party, is encouraged to request an advance decision by submitting to the Project Manager, not less than ten working days prior to the Closing Time, by email, the following information:

- a. names and contact information of the Proponent and the person for which the advance opinion is requested;
- b. a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- c. copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided.

3.8 Subcontractors

All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Appendix “B”.

A Proponent may not subcontract to a company or individual whose current or past corporate or other interests, may, in the Regional District’s opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the company or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Project Manager prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the RFP.

3.9 Rejection of Proposal

The Regional District may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the Regional District. The lowest, or any Proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP, or for failure to comply with the

process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District's intent is to enter into a Contract with the Proponent who has submitted the best offer. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:

- a. accept any Proposal which the Regional District deems most advantageous to itself;
- b. reject any and/or all irregularities in a Proposal submitted;
- c. waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d. reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e. accept a Proposal which is not the lowest Proposal; and
- f. cancel or reissue the RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

3.10 Liability for Errors

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in the preparation of the RFP supply of oral or written information to Proponents, review of Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

3.11 Limitation of Liability

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Proposal or otherwise not complied with the terms of this Request for Proposals, with the exception of fraud on the Regional District's part.

3.12 Ownership of Proposals and Freedom of Information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

As an exception to Proposals being received and held in confidence, Proponents are advised and acknowledge that any contract entered into as a result of this Proposal may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Proposals, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Council meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

3.13 Confidentiality

In accordance with the Freedom of Information and Protection of Privacy Act, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

3.14 Not a Tender

This RFP is not a tender call, and neither it nor the submission of any response to this RFP creates a tender process or a "Contract A".

4.0 Purpose

The purpose of this project is to develop Evacuation Route Plans and Public Notification Plans for the Regional District of Fraser-Fort George (RDFFG) and participating partner jurisdictions through a coordinated regional planning process.

The project will identify and assess evacuation routes, including their capacity, constraints, evacuation timing, and available methods of evacuation, while considering the unique geographic, transportation, hazard, and community-specific considerations of each participating jurisdiction. Additionally, the project will establish and develop, where appropriate, a coordinated approach to public notification and emergency alerting through the development of plain language messaging, templates, and processes that support timely, clear, and consistent communication with the public.

The project should consider jurisdiction-specific planning products that are consistent in approach and presentation where appropriate, while reflecting the unique needs, priorities, and circumstances of each participating community.

4.1 Reference Material

- UBCM Community Emergency Preparedness Fund – 2026 Public Notification and Evacuation Route Planning [Program and Application Guide](#).
- Project Area of Interest Map (Appendix "F")

5.0 Deliverables and Scope of Work

The expected **deliverables** from the successful proponent are as follows:

- One complete printed copy of the Evacuation Route Plan for each participating jurisdiction.
- One complete digital copy of the Evacuation Route Plan for each participating jurisdiction.
- One complete printed copy of the Public Notification Plan for each participating jurisdiction.
- One complete digital copy of the Public Notification Plan for each participating jurisdiction.
- Mock Training Scenario – Conduct a regional tabletop exercise to train staff on the use of the developed Evacuation Route and Public Notification plans. Exercise must follow UBCM CEPF 2026 Public Notification and Evacuation Route Planning grant guidelines.
- A presentation regarding the regional Public Notification and Evacuation Route Planning project to elected officials, staff and interested members of the public upon project completion for each project partner.
- Before conclusion of the project, all documents, including but not limited to memos, reports, photographs, videos, spreadsheets, project management information and tracking, assessments and other documents created for the purpose of this project will be provided electronically to the Regional District of Fraser-Fort George.
- All maps and spatial data as required by the UBCM CRI program (see the CEPF 2026 Public Notification and Evacuation Route Planning – Program and Application Guide under Reference Materials)

The **scope of work** will be carried out for the duration of the project. The scope of work includes, but is not limited to, the following:

Development of Evacuation Route Plans (5 total)

Create an Evacuation Route Plan for each participating project partner (total of 5 plans) considering all necessary factors such as:

- a. Review of existing plans, reports, research, and analysis.
- b. Identification and assessment of evacuation routes, including available capacity, constraints, access limitations, potential hazard impacts, and other relevant factors.
- c. Identification of key existing and potential evacuation route corridors.
- d. Assessment of evacuation times for communities, including potential compounding evacuation times where multiple communities or populations may be required to evacuate through the same route or corridor.
- e. Evaluation of available and potentially required transportation modes and methods of evacuation.
- f. Consideration of transportation networks, critical infrastructure, road conditions, bridges, traffic constraints, and other factors that may affect evacuation.
- g. Consideration of evacuations within and out of participating jurisdictions, as well as evacuations from neighbouring communities that may flow through or into participating jurisdictions.
- h. Consideration of populations and circumstances that may require additional evacuation planning, including vulnerable sectors, seniors, people with mobility or accessibility considerations, school populations, visitors, and livestock or agricultural operations.

- i. Consideration of alternate routes, route redundancy, access limitations, and potential route failure or disruption.
- j. Incorporation of feedback provided through engagement with public, key partners, and other interested parties.

Development of Public Notification Plans (5 total)

Create a Public Notification Plan for each participating project partner (total of 5 plans) that is consistent in approach and presentation where appropriate and considering all factors such as:

- a. Review of existing plans, reports, research, and analysis.
- b. Development of standardized, plain language messaging for public notification and emergency alerting templates.
- c. Development of cohesive strategies, plans, policies, and processes for public notification and emergency alerting.
- d. Development of standardized web and social media posts and processes that unify social media messaging with emergency alerts and notifications.
- e. Incorporation of feedback provided through engagement with public, key partners, and other interested parties.

Meaningful Engagement and Communication

The successful proponent will be required to conduct meaningful engagement with First Nations and key partners or interested parties such as the Regional District staff, fire departments, municipal governments, provincial government representatives and the public throughout the duration of this project. This will ensure local knowledge and considerations are incorporated into the plans through feedback provided.

A project kick-off meeting for all project partners and regular updates to Regional District staff regarding the current state of the Evacuation Route and Public Notification Plans being developed are required.

Presentations

A presentation summarizing the Public Notification and Evacuation Route project will be provided to elected officials, staff and interested members of the public upon project completion for each project partner.

Tabletop Exercise

Conduct a regional tabletop exercise designed to test the developed Evacuation Route and Public Notification plans. The exercise should provide an opportunity to identify gaps, clarify roles and responsibilities, and assess the practicality of the plans and notification processes. Exercise must follow the CFP 2026 Public Notification and Evacuation Route Planning grant guidelines to train emergency staff and personnel.

All documents produced within this contract are the property of the project partners.

The duration of the Contract will begin **upon execution and will remain in force until July 20, 2027.**

6.0 Financial Proposal

The Proponent must specify in the Proposal, the cost summary/fees required to satisfy the scope of work for the project. The Proponent must clearly identify and detail all of the costs in the various stages of the work plan, with taxes (BC PST and GST) and disbursements clearly identified as separate line items. The fee structure shall be based on milestones and deliverables to the Regional District over the duration of the contract period.

Please include in your proposal a Schedule of Prices (Appendix “E”) detailing the following items (but limited to):

- Professional time and fees for each project team member based on milestones and deliverables:
 - Review of existing plans, reports, research and analysis;
 - Preparation and delivery of Evacuation Route Plans for all five (5) participating jurisdictions;
 - Preparation and delivery of Public Notification Plans for all five (5) participating jurisdictions;
 - Meaningful engagement with First Nations, key partners and the public;
 - Preparation and delivery of a regional Tabletop Exercise; and,
 - Preparation and delivery of presentations for each project partner.
- Disbursements:
 - Travel and accommodations;
 - Copies; and,
 - Correspondence.

The total contract price is to be based on the scope of work in this RFP. This project is fully funded by the Community Emergency Preparedness Fund (CEPF) program through the Union of BC Municipalities (UBCM). This project is capped at \$200,000 excluding GST. All prices for the work are to be Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

6.1 Terms of Payment

The Proponent must specify the proposed terms of payment for the duration of the project.

6.2 Invoicing and Payment

If an Agreement is awarded, invoices should be sent to financialservices@rdffg.bc.ca and should include at a minimum:

- a. Project document name and contract number (EP-26-01)
- b. Regional District contact full name (First and Last)
- c. Proponent contact information (name and phone number)
- d. GST number
- e. WCB number
- f. Detailed description of work performed
- g. Applicable taxes shown as separate line items

The Regional District may withhold payment, in whole or in part, where the invoice is incomplete, supporting documentation has not been provided, deficiencies remain outstanding, or the Work has not been completed in accordance with the Agreement.

7.0 Proposal Submission

7.1 Proposal Format

Proposals should be clear, concise, and include enough information for the Regional District to evaluate the Proponent's ability to complete the Work.

The Proposal should include the following:

- a. Title page – including Request for Proposal title and number. Proponent's name, address, phone number, email address, and primary contact person.
- b. Letter of Introduction – signed by the authorized signatory on behalf of the Proponent which will bind the Proponent to statements made in response to this RFP.
- c. Table of Contents – including page numbers.
- d. Executive Summary – with key features of the Proposal.
- e. Work Plan, Methodology, and Timeline – outlining how project deliverables and scope of work will be achieved including a proposed project schedule, key milestones, and completion date.
- f. Communication and Engagement Strategy – outlining how meaningful engagement will be completed with both the public and key partners throughout the project to assist in develop of the plans.
- g. Financial Proposal – including all information required under Section 6.0 and Completed Appendix 'E', Schedule of Prices.
- h. Description of proposed Project Team – listing relevant experience and education.
- i. Three references for similar work completed by the Proponent.
- j. Completed Appendix "B", List of Subcontractors (if applicable).
- k. Completed and signed Appendix "C", Goods and Services Tax Information.
- l. Completed and signed Appendix "D", Conflict of Interest Disclosure Statement.
- m. Signed copies of all Addendum(s), if any, issued for this RFP.

The Regional District may reject a Proposal if it does not include enough information to evaluate the Proponent's experience, approach, schedule, pricing, safety requirements, materials handling, or ability to complete the Work.

8.0 Project Team Information

8.1 Qualifications and Relevant Experience

The Proponent must include the following in the Proposal with respect to each member of the project team:

- the list of the personnel on the project team;
- their project role;
- a statement of qualifications;
- relevant experience with level of complexity; and,

- a curriculum vitae (cv) (maximum three (3) pages) for each member of the team, with items with relevant areas highlighted.

Subcontractors, if any, must be identified in the project team information above and in the 'List of Subcontractors' document in Appendix "B".

8.2 References

The Proponent should provide three (3) references for similar work completed within the last five years. References should include the project name, project location, owner/client contact name, phone number or email address, approximate project value, and a brief description of the work completed.

8.3 Professional Responsibility

Only qualified and experienced consultants will be considered for this project. The successful Proponent will be expected to provide services in accordance with a standard of care, skill and diligence maintained by a person (or company) providing the services described herein. The successful Proponent will be required to sign and seal all documents issued for this project.

9.0 Proposal Evaluation

9.1 Proposal Evaluation

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP, and to determine that which is most favourable to the interests of the Regional District. Proposals will be assessed by a committee formed by the Regional District.

9.2 Selected Proponent Negotiations

The Regional District, at its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

9.3 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent and enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, at its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

9.4 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and

incorporated in its Proposal.

All items in the Proposal that are not in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant, and should include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with the Proponent(s).

10.0 Selection Criteria

10.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

Evaluation Criteria	Weight
Project Team Qualifications, Relevant Experience and References	25%
Understanding of the Scope of Work	10%
Work Plan Approach, Methodology and Timeline	25%
Communication and Engagement Strategy	15%
Financial Proposal	20%
Quality and Clarity of Proposal	5%
Total	100%

The Proposal submission should be clear, concise, and complete.

Project Team Qualifications, Relevant Experience and References – 25 points

This includes, but not limited to, the qualifications and relevant experience of:

- the person named in the Proposal as the Proponent's project manager;
- the Proponent company's experience in doing similar projects;
- the project team, including Subcontractors, assigned by the Proponent's company to work on this project; and,
- the evaluation of the information received through the reference checks.

Understanding of the Scope of Work – 10 points

This includes the evaluation of, but not limited to, the:

- The Proposal should demonstrate a clear and coherent understanding of project requirements and scope of work.
- Demonstrate why you are interested in the Regional District and project partners as clients.

- iii. Demonstrate understanding of local government structure and governance.

Work Plan Approach, Methodology and Timeline – 25 points

This includes the evaluation of, but limited to, the:

- i. Thoroughness of the project approach reflected in the work plan and project schedule.
- ii. Details of proposed work plan approach and methodology to achieve project objectives as outlined in Section 5.0 – Deliverables and Scope of Work.
- iii. Indicate that you are able to meet the expected deliverables, timelines, and described responsibilities indicated.
- iv. Detail the expected responsibilities required of Regional District administration to support the project based on the proposed work plan.
- v. Timing and thoroughness of project tasks outlined in the project schedule.

Communication and Engagement – 15 points

This includes the evaluation of, but not limited to, the:

- i. Details of proposed engagement strategy approach and methodology for each project deliverable as outlined in Section 5.0 – Deliverables and Scope of Work, including the timing and duration of each.
- ii. Detail the time required at the Regional District's office based on the proposed work plan.
- iii. Detail the expected responsibilities required by the Regional District administration to support the project based on the proposed engagement strategy.

Financial Proposal – 20 points

This includes the evaluation of, but not limited to, the:

- i. Provide all-inclusive pricing information related to performing the project as described in this RFP. This price should be inclusive of all direct and indirect costs, including out-of-pocket expenses.
- ii. Include the pricing for each stage of the work plan
- iii. Provide an estimate of the total number of person hours required to provide services.
- iv. Provide hourly rates for each category of leadership team and team members for additional work.
- v. Provide pricing structure (hourly rates or lump sum) for special projects or additional value-added services beyond the scope of this project.

Quality and Clarity of Proposal – 5 points

This includes the evaluation of, but not limited to, the:

- i. format and clarity of proposal; and,
- ii. inclusion of all appropriate information.

11.0 Contract

11.1 Form of Contract

The successful Proponent will be required to enter into an Agreement with the Regional District prior to commencing Work. The Agreement will be subject to negotiation between the Regional District and the successful Proponent and will include this RFP, the Conflict of Interest Disclosure Statement, all appendices, amendments and Addendum(s), and the successful Proponent's Proposal.

The successful Proponent must not commence Work until the Agreement is executed, insurance and WorkSafeBC documentation have been provided, and the Regional District has issued written authorization to proceed.

The successful Proponent will also be required to meet the following requirements:

- a. comply with BC Occupational Health and Safety statutes and provide a current WorkSafeBC Clearance Letter;
- b. provide Commercial General Liability insurance in an amount of at least \$5,000,000 and appropriate owned and non-owned automobile insurance coverage if automobile use is required;
- c. provide any other insurance, licences, permits, approvals, or documentation required by the Regional District prior to commencement of Work;
- d. complete the Work in accordance with the Agreement, this RFP, the accepted Proposal, applicable legislation, WorkSafeBC requirements, disposal facility requirements, and Regional District requirements.

11.2 Award of Contract

A contract for EP-26-01 Development of Public Notification and Evacuation Route Plans is expected to be awarded to the successful Proponent on **September 24, 2026**.

All Proponents will be advised in writing as to the awarding of the Contract. The Regional District, in its sole judgment, may delay the Award of Contract date as deemed appropriate by the Regional District.

11.3 Contract Duration

This Contract will commence with the Regional District's acceptance of the successful Proponent's Proposal and execution of the Agreement, and will conclude on July 20, 2027, unless extended by written agreement of the Regional District and the Contractor.

11.4 Contract Price

This project is fully funded by the Community Emergency Preparedness Fund (CEPF) program through the Union of BC Municipalities (UBCM). This project is capped at \$200,000 excluding GST.

All prices for the Work should be stated in Canadian dollars. Taxes should be shown as separate line items on the Schedule of Prices. Any applicable federal or provincial taxes, fees, or levies must be included in the Total Contract Price.

12.0 Work Plan and Project Schedule

The Proponent must provide a work plan that describes the content of the deliverables and scope of work. The work plan must include a schedule of events, reporting milestones, and details concerning implementation and completion dates for each task.

13.0 Regional District Project Leader

All questions concerning RFP EP-26-01 – Consulting Services for the Development of Public Notification and Evacuation Route Plans, are to be directed to:

Debbie Kopp
Emergency Services Coordinator
Regional District of Fraser-Fort George
dkopp@rdffg.bc.ca

13.1 Time Schedule

The anticipated schedule for the service procurement process is as follows:

Issue RFP	Thursday, August 27, 2026
Requests for Clarification Deadline	Thursday, September 3, 2026
Proposal Closing Time	Thursday, September 10, 2026
Selection of Proponent	Thursday, September 24, 2026
Project End Date	Tuesday, July 20, 2027

14.0 Appendices

APPENDIX “A” – Acknowledgement Letter
APPENDIX “B” – List of Subcontractors
APPENDIX “C” – Good and Services Tax Information
APPENDIX “D” – Conflict of Interest Disclosure Statement
APPENDIX “E” – Schedule of Prices
APPENDIX “F” – Project Area of Interest

APPENDIX “A” Acknowledgement Letter

The undersigned has received a full set of Request for Proposal, EP-26-01 – Consulting Services for the Development of Public Notification and Evacuation Route Plans, documents.

Authorized Signature

Company

Name (please print)

Address

Title

City

Phone Number

Email

Date

I/We presently intend ☐ to provide ☐ not to provide a Proposal.

Please return immediately by mail, hand delivery, or by email to:

Debbie Kopp, Emergency Services Coordinator
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Email: dkopp@rdffg.bc.ca

APPENDIX “B”
List of Subcontractors

The Contractor advises that they will be subcontracting the following parts of the work to the Subcontractor(s) listed below. In the Contractor’s opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate “not applicable” on this page if Subcontractors are not required and include it with your Proposal. Following acceptance of the Proposal, the Subcontractors named in the List of Subcontractors will not be changed nor will additional Subcontractors be employed except with the written approval of the Regional District.

Legal Name of Subcontractor	Address of Subcontractor	Work to Be Performed by Subcontractor

APPENDIX "C"
Goods and Services Tax Information

Supplier: _____
Name _____

Address _____

City _____ Province _____

Postal Code _____ Phone Number _____

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

☐ Supplier qualifies as a small supplier under s.148 of the legislation

☐ Other: Specify _____

WCB: _____

Signature of Authorized Person

Print Name

Title

Date

APPENDIX “D”
Conflict of Interest Disclosure Statement

EP-26-01 – Consulting Services for the Development of Public Notification and Evacuation Route Plans

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Proponent on this Procurement Process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative

APPENDIX “E” Schedule Of Prices

Project Budget

This project is fully funded by the Community Emergency Preparedness Fund (CEPF) program through the Union of BC Municipalities (UBCM). This project is capped at \$200,000 excluding GST. All prices for the work are to be Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

The Regional District may consider proposals that provide additional and/or value-added services. The Regional District may negotiate these additional and/or value-added services at a later date.

The Proponents must submit a Schedule of Prices within their proposal detailing each project element and the budget for that element. The following is an example of a Schedule of Prices:

#	Project Element	Time Estimate	Budget
1	Project Initiation		\$
2	Review of existing plans, reports, research		\$
3	Preparation and Delivery of Evacuation Route Plans		\$
4	Preparation and Delivery of Public Notification Plans		\$
5	Delivery of regional tabletop exercise		
6	Presentations to elected officials, staff and interested members of the public		\$
7	Disbursements including travel, accommodations and correspondence		
8	Other (other elements believed to be necessary for evaluation of submission or as required)		\$
9	Taxes		\$
	TOTAL:		\$

APPENDIX “F”

Project Area of Interest Map

