



REQUEST FOR PROPOSALS

RFP TITLE: Regional Greenhouse Gas Inventory

RFP NUMBER: RFP-24004

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Part A– INTRODUCTION

A.1 RFP Overview

The Fraser Valley Regional District ("**FVRD**") is seeking proposals from qualified consultants ("**Proponents**") in response to this request for proposals ("**RFP**") for the provision of a regional greenhouse gas (GHG) inventory for the FVRD.

The FVRD consists of 6 municipalities (City of Abbotsford, City of Chilliwack, City of Mission, District of Hope, District of Kent, and Village of Harrison Hot Springs), 8 electoral areas, and more than 30 First Nations. More information about the region's demography and growth is available on the statistics section of the FVRD's website.¹

As a signatory to the Climate Action Charter, the FVRD is required to report climate-changing greenhouse gas (GHG) emissions and work to reduce emissions within the FVRD. The FVRD recognizes that climate change is a local, regional, and global challenge that is affecting the Fraser Valley in significant ways. Extreme weather events and environmental disasters are already more common than in past years, as are hotter and drier summers that stress our ecosystems and affects the region's agricultural productivity. Mitigation planning and action are needed to reduce GHG emissions to help protect our communities, our economy, and our biodiversity from further extremes.

As a key first step to inform subsequent climate plans and actions, the FVRD is seeking the development of a comprehensive greenhouse gas inventory that identifies total GHG emissions from the region. Major emission-producing sectors within the region are believed to include transportation, agriculture, buildings, waste, mining, forestry, and other industry. The FVRD is interested in quantifying the total emissions produced within the region as well as the emissions associated by each sector.

In addition to the total GHG emissions, and their sources, from the region, the FVRD is also interested in identifying the subset of emissions that are within the jurisdiction of local governments. Understanding the emissions where local governments have either direct or indirect influence will be used to inform subsequent climate action planning for the region.

Following its completion, the FVRD intends to provide regular updates to the GHG inventory to monitor changes in GHG emissions over time and progress in achieving reduction targets. Consequently, the outcome of this project needs to also include a tool, or an easy-to-follow set of directions and methodologies, that will allow staff to reproduce future GHG inventories.

Part B- OBJECTIVES

B.1 Scope of Services

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

¹ FVRD Regional Statistics available at: <https://www.fvrd.ca/EN/main/about-the-fvrd/statistics.html>

1. Complete a comprehensive and inclusive greenhouse gas inventory using best available information that follows standard methodologies² to determine total GHG emissions originating from within the region. This will include a breakdown of emissions by sector (e.g., vehicles, buildings, agriculture, forestry, etc.), by jurisdiction (e.g., federal government, provincial government, local government), and by geographic area (i.e., by each member municipality and electoral area). This inventory should be in the form of a spreadsheet or other user-friendly format that can be updated by the regional district as new information becomes available.
2. Provide a complete list of data sources used to gather the GHG inventory, as well as a detailed description of the methodologies used to calculate CO₂e written into a guide.³
3. Identify all emissions related to local government influence or that are under direct local government jurisdiction, and include rationale. This will include a breakdown of emissions by sector (e.g., vehicles, buildings, etc.) and specify which areas of the sector are within local government jurisdiction.
4. Provide an annual backcast of emissions to 2007 for the purposes of establishing baseline levels associated with targets. Any backcast should aim to be as comprehensive as possible but should prioritize local government-influenced sectors.
5. Forecast GHG emissions to 2050, using business as usual for both total and local government emissions. When possible, forecasting should be based of projects identified within the FVRD's newly adopted Regional Growth Strategy.⁴
6. Conduct training sessions for FVRD and other municipal staff on how to use and update the emissions inventory. At least one session should be recorded and provided to the FVRD for later reference.
7. Other information that may be necessary for the FVRD to consider for understanding and quantifying GHG emissions originating from within the region and for monitoring potential changes over time.

B.2 Timeline

It is expected the proponent will include in their proposal a detailed timeline and schedule that contains, at minimum, an initial start-up meeting, regular check-in meetings with the FVRD, a draft report and version of the inventory tool, final reporting, and a training schedule.

² E.g., Province of BC. (2023). https://www2.gov.bc.ca/assets/gov/environment/climate-change/data/provincial-inventory/2021/provincial_inventory_of_greenhouse_gas_emissions_1990-2021_-_methodology_report.pdf;

²FCM. (N.D.). <https://fcm.ca/sites/default/files/documents/resources/report/protocol-canadian-supplement-ppc.pdf>

³ Note: The FVRD has up-to-date agriculture emissions for the region that will be provided to the successful proponent upon commencement of the project.

⁴ FVRD's Regional Growth Strategy, Fraser Valley Future 2050, available at: <https://www.fvrd.ca/EN/main/about-the-fvrd/regional-growth-strategy.html>

Part C- INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 10:00 AM (Chilliwack local time) on June 7th, 2024 ("**Closing**") at the following address:

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

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

C.2 Form of Proposal Submissions

Proponents are requested to submit an electronic copy of their proposal ("**Proposal**") in Adobe PDF format by email to environment@fvrd.ca clearly marked with the RFP Number, RFP Title and Proponent's name and address.

C.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

- (i) Completed and signed Form of Proposal set out in Schedule A;
- (ii) Costs - details costs for the Proponents provision of the Services in Canadian Dollars, inclusive of all costs, expenses and charges, but exclusive of GST and Provincial Sales Tax;
- (iii) Sufficient detail to allow the FVRD to determine the Proponent's position from the documents received, such, as, details of the Proponent's team, their roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services, and knowledge of regional district and local government roles and responsibilities with respect to community greenhouse gas emissions;
- (iv) A summary of the methodology and potential sources that will be used to create the inventory;
- (v) A summary of experience relevant to the proposed works, particularly for projects of similar involving other regional districts or local governments within British Columbia;
- (vi) References relevant to similar projects conducted elsewhere.

C.4 Information Meeting

No information meeting will be held for this RFP.

C.5 Enquiries

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

Contact Person: Eli Ross
Address: 1 - 45950 Cheam Avenue
Chilliwack, BC. V2P 1N6
Email: environment@fvr.ca

Enquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon.

The deadline for submission of enquiries is end of day, May 24th, 2024.

Part D - TERMS AND CONDITIONS OF RFP

D.1 General

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

D.2 Addendum

All subsequent information regarding this RFP including changes made to this document will be sent to all vendors invited to participate in the RFP process.

D.3 Evaluation and Selection Method

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the overall best value to the FVRD based on quality, experience, past performance, price, value-added services, and any other criteria set out herein including, but not limited to the following:

- (i) financial terms including but not limited to hourly and weekly rates and payment terms;
- (ii) financial capabilities of the Proponent;
- (iii) capability of the Proponent to complete the Services, including proponents understanding of the topic and experience related to the project's scope;
- (iv) history of past performance and dealings with the FVRD; and
- (v) references.

D.4 Acceptance and Rejection of Proposals

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

D.5 Late Proposals

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

D.6 Amendment or Withdrawal of Proposals

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

D.7 FVRD's Rights and Reservations

The FVRD reserves the right to:

- (i) reject any or all Proposals;
- (ii) reject any Proposal that is incomplete, that contains erasures or corrections that is not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
- (iii) return the Proposal unopened in the event that only one proposal is submitted;
- (iv) modify the terms of this RFP at any time in the FVRD's sole discretion;
- (v) require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
- (vi) communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

D.8 Cancellation of RFP

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

D.9 Waiver of Non-Compliance

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

D.10 Proponent's Costs

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

D.11 Limitation of Liability

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

D.12 Negotiation

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

D.13 Errors and Omissions

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

D.14 Conflict of Interest

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

D.15 Confidentiality

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

D.16 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Board or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any

employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

D.17 Contract Award

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

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

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

D.18 Definition of Contract

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

D.19 Form of Contract

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

Schedule A: FORM OF PROPOSAL

Name: _____

Address: _____

Name and title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

Sole Proprietorship

Partnership Date of Establishment _____

Corporation Date of Incorporation _____ Business No. _____

We hereby offer to perform the Services required by this RFP for the stipulated price of:

Proposed Price for Goods/Services	\$ _____
Plus G.S.T.	\$ _____
TOTAL	\$ _____

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

Dated this ___ day of _____, 2024.

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Position:

Name & Position: