Fraser Valley Regional District

REQUEST FOR PROPOSALS

RFP TITLE: Archaeological Services

RFP NUMBER: 26029

DATE ISSUED: October 29, 2026

CLOSING TIME/DATE: 1:00 pm on November 19, 2026

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Part A - INTRODUCTION

A.1 RFP Overview

The Fraser Valley Regional District ("**FVRD**") is seeking proposals from qualified proponents ("**Proponents**") in response to this request for proposals ("**RFP**") for the provision of eligible consulting archaeology services. The Proponent must be able to hold a Provincial heritage permit to conduct archaeological assessments. The archaeological services will support the proposed development of a civic building on a property located in Chilliwack, BC.

The property is currently undeveloped and is located within the agricultural land reserve, surrounded by industrial land uses, and within a riparian area. The Provincial Archaeological Overview Assessment identifies the area as having high archaeological potential. The FVRD is seeking to retain a qualified archaeologist to provide consulting services to support this project.

The services will include, but are not limited to:

1. Reviewing the proposed work
2. Securing necessary archaeological permits
3. Liaising with FVRD staff to offer advice and guidance for the project
4. Completing archaeological overview assessments if required
5. Completing preliminary field reconnaissance actions if required
6. Completing archaeological impact assessment actions if required
7. Completing site alteration permit applications if required
8. Assisting with First Nations Consultation where applicable
9. Liaising with First Nations to ensure application of local knowledge when applicable

Part B - PROJECT OBJECTIVES

B.1 Scope of Services

The FVRD is seeking a qualified and registered archaeologist to lead the archaeological assessment and permitting for an undeveloped property of approximately 6 acre (only 4 acres are proposed for development) located within Chilliwack, BC. The FVRD anticipates that this will include, but not be limited to, completing archaeological assessments as required, securing necessary permits as required, assisting with First Nations consultation relating to archaeological findings as required, and providing advice and recommendations to FVRD staff to ensure compliance with the *Heritage Conservation Act* (HCA). The Proponents must be Professional members of the British Columbia Association of Professional Archaeologists (BCAPA) and have thorough knowledge of the BC Archaeology Branch requirements as they relate to various archaeological studies and permits.

For clarity, the Proponent's responsibilities will include:

i. Liaising with FVRD staff to offer advice and guidance for the project
    - Application of HCA Policy.
    - Specific timelines and actions for compliance with the HCA.

ii. Securing necessary archaeological permits as required
iii. Completing preliminary field reconnaissance actions when required
iv. Completing archaeological overview assessments as required
    - Including recommendations for HCA requirements for proposed activities
v. Completing archaeological impact assessment actions when required
vi. Completing site alteration permit applications if applicable
vii. Assisting with First Nations consultation where applicable
viii. Completing a Stó:lō Heritage Investigation Permit as required
ix. Field services and site monitoring, including site inspections, investigations and testing, site surveillance of sensitive areas during construction work, and reporting.

The successful Proponent will be responsible for delivering all of the above (collectively, the "**Services**") with consideration being given to a focus on value to the FVRD and Project budget.

B.2 Timeline

The proposed deadlines for key aspects of this RFP are as follows (as may be amended by the FVRD at its discretion):

ITEM	DESCRIPTION	EXPECTED COMPLETION DATE
1	Issue of RFP	October 29, 2026
2	Deadline for RFP enquiries	November 19, 2026
4	Submission of proposals due	November 27, 2026
5	Anticipated start of project term	December 2026

Part C- INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 1 PM on November 19, 2026 ("**Closing**") at the following address:

Fraser Valley Regional District
Attention: David Urban, Deputy Director of Regional Services
1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6
Email: indigenousrelations@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 toindigenousrelations@fvrd.ca To ensure successful email transmission, the PDF must not exceed 9.8 MB.

Proposals must be clearly marked with the RFP Number, RFP Title, and Proponent's name and address. All required submission components outlined in C.3 must be included. Additionally, proponents may attach up to 6 resumes.

C.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

i. **Experience and Qualifications** – corporate background, experience and areas of expertise as it pertains to the successful delivery of the services outlined in this RFP, including:
   a) Experience working with local governments and regional districts; and
   b) Examples of comparable projects completed or underway, including a brief project description, role of the Proponent, contract value, and timeline (project start and end dates).
   c) Professional archaeologist registered with the BCAPA
   d) Ability to direct fieldwork within this region and be a provincial permit holder
   e) Experience with field services related to archaeological finds and monitoring

ii. **Project Team** – list of project team members, their experience, expertise, roles, responsibilities, and reporting relationships;

iii. **Costs** - a detailed full schedule of fees and rates for disbursements, expenses, or other standard charges (if these are a percentage of personnel fees, state the percentage) for the Proponents provision of the Services in Canadian Dollars exclusive of GST and Provincial Sales Tax;

iv. **Completed and signed Form of Proposal** – as set out in Schedule A; and

v. **References** – that the FVRD may contact, as set out in Schedule B.

C.4 Information Meeting

A Proponent's meeting will not be held.

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:	David Urban, Deputy Director of Regional Services
Address:	1 - 45950 Cheam Avenue Chilliwack, BC V2P 1N6
Email:	indigenousrelations@fvrd.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.

Part D - TERMS AND CONDITIONS OF RFP

D.1 General

The terms and conditions in this 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 Proposal Validity

Proposals will be open for acceptance by the FVRD for at least 90 days after the date of Closing.

D.3 Addendum

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

D.4 Evaluation and Selection Method

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

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

i. financial terms including but not limited to hourly and weekly rates and payment terms;
ii. financial capabilities of the Proponent;
iii. corporate and technical capability of the Proponent to provide the Services;
iv. relevant experience and performance of similar projects;
v. history of past performance and dealings with the FVRD; and
vi. references.

D.5 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.6 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.7 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.8 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. In the event that only one proposal is submitted, to return the Proposal unopened;
iv. Modify the terms of this RFP at any time in the FVRD's sole discretion;
v. To 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.9 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.10 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.11 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.12 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.13 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.14 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.15 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.16 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.17 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Council 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.18 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.19 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.20 Form of Contract

The Contract will comprise a form of written agreement based on the FVRD Consulting Agreement, 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 as allocated in the following full schedule of fees and rates for disbursements, expenses, and other standard charges in Canadian Dollars exclusive of GST and Provincial Sales Tax:

(insert below or provide specific reference to a schedule within your submitted proposal)

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 _____, 2026.

_____ _____

Signature of Authorized Signatory Signature of Authorized Signatory

_____ _____

Name & Tile/Position: Name & Title/Position:

Schedule B – Proponents' Experience and References

Proponent Name: _____

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

_____

References: _____

(incl. telephone)

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

_____

References: _____
(incl. telephone)

Experience:

Dates: _____

Project Name: _____

Responsibility: _____

_____

References: _____

(incl. telephone)