



REQUEST FOR
PROPOSALS

RFP TITLE: Harrison Mills Neighbourhood Plan

RFP NUMBER: RFP-20011

DATE ISSUED: February 19, 2021

CLOSING TIME/DATE: 4:00 PM Monday March 22, 2021

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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 Professional Planning Services and Professional Engineering Services. These services will prepare a Neighbourhood Plan and Local Servicing Plan for the community of Harrison Mills, Electoral C. The Neighbourhood Plan and Local Servicing Plan will provide for efficient, sustainable development that protects the environment and human health, provides for the needs of rural residents, makes efficient use of land and identifies servicing needs, capacity and options to provide efficient community water and community sewer services to the plan area.

The Neighbourhood Plan and Local Servicing Plan must be well coordinated. The robust Local Servicing Plan's technical reporting will inform the implementation and servicing viability of the Neighbourhood Plan. The Neighbourhood Plan and Local Servicing Plan must not be prepared in isolation and both require public consultation.

A.2 Background

The neighbourhood of Harrison Mills is located in Electoral Area C of the FVRD. The current Official Community Plan ("*Fraser Valley Regional District Official Community Plan for Portions of Electoral Area "C", Morris Valley, Harrison Mills and Lake Errock, Bylaw No. 0020, 1998*") was adopted in April 2000.

Over the last 20 years the policies of the OCP have generally been achieved. The development of the Sandpiper Golf Course and the recreational development of Tapadera Estates as well as the residential subdivisions of Eagle Point and Harrison Mills have played a key role in the development of Harrison Mills area in recent years. The existing FVRD community water and community sewer services were designed to accommodate current developments

In recent years, the FVRD has been approached by land owners in the neighbourhood to examine new development proposals, proposals that require amendments to the existing OCP. These proposals involved tourist accommodation (motel/hotel, RVs), boat launch facilities, community medical facilities, local commercial uses, relocation of existing civic uses (FVRD waste transfer station) as well as industrial and resource uses. Given the level of interest in development and re-development in this area and the age of the existing OCP, the development of a neighbourhood plan and local servicing plan for the Harrison Mills neighbourhood is nearing overdue.

The Harrison Mills neighbourhood is considered a gateway to recreational activities in Morris Valley. The area is a salmon stronghold and includes vital eagle habitat. Recreational, environmental and community amenities need to be integrated and coordinated with compatible land uses. Comprehensive servicing is also needed to address community water and community sanitary needs. A neighbourhood plan will develop policies for technical reporting and public review of future rezoning applications within the Plan area.

The Sandpiper Resort and the FVRD agreed to the attached Letter of Understanding to undertake the development of a Neighbourhood Plan and Local Servicing Plan for the Harrison Mills Neighbourhood.

A.3 Plan Area

The Schedule A shows the extent of the Neighbourhood Plan Area (“plan area”). The plan area is approximately 215 ha with approximately 4km of foreshore. The plan area is regionally significant for First Nations, is a gateway for outdoor tourism and recreation, contains critical wildlife habitat and supports resource uses.

Within the plan area there are:

Approximately 470 Parcels, including;

- Fee Simple Properties
- Strata Properties
- Crown Land leases
- Crown Lands
- FVRD Park

Infrastructure in the plan area includes:

- Elbow Creek Dike
- FVRD Water System
- FVRD Sewer System
- FVRD Harrison Mills Transfer Station
- Private water and sewer systems
- Highway 7
- Portions of the Chehalis Forest Service Road
- Boat Launches

Environmental features in the plan area include:

- Trails and walking areas
- Elbow Creek
- Bald Eagle Habitat
- Salmon Habitat (the Salmon Stronghold)

Existing land uses in the plan area include:

- Single Family Residential
- Vacation Residential/Camping
- Local Commercial
- Industrial/Resource/Log Sorting
- Golfing
- Environmental tourism

Part B- OBJECTIVES

B.1 Scope of Services

The successful Proponent will develop a draft Neighbourhood Plan based on two integrated components; **Professional Planning Services** that will develop neighbourhood planning policies and visions for the plan area, and **Professional Engineering Services** that will develop a Local Servicing Plan.

B.2 Professional Planning Services

The Neighbourhood Plan will rely heavily on illustrations and conceptual drawings to help the reader to visualize the written components of the plan. The neighbourhood plan will include:

- Graphics, maps, images and design illustrations to clearly illustrate policies and objectives and types of expected developments and locations of expected land uses in the plan area;
- A list of core values and principles that will guide future development;
- Illustrative examples of core values and principles;
- A clear vision that conveys how the plan area will develop;
- Identify transportation corridors (pedestrian trail networks, access to crown lands, etc.);
- Policies for preservation of cultural resources, environmentally sensitive areas and hazard avoidance;
- Graphics to illustrate the types and kinds of development within the plan area;
- Quantitative estimates of development potential tied to servicing needs;
- Policies for servicing needs, thresholds and expansion triggers;
- Fine grained land use mapping.

The FVRD anticipates the Professional Planning Services and Engineering Services will include, but not necessarily be limited to, the following:

- (i) Project Management
 - Communicating with FVRD on a regular basis;
 - Confirming directions and concepts with FVRD prior to fully forming policies;
 - Project planning;
 - Coordination of technical reporting and sub-consultants;
 - Selection and hiring of sub-trades;
 - Background research, data compilation and analysis;
 - Routine coordination with FVRD staff to confirm direction and concepts; and
 - Project budgeting and expenditure tracking.
- (ii) Public Engagement and Consultation Services
 - Develop a Public Engagement Strategy for FVRD approval;
 - Work directly with key stakeholders;
 - Implement COVID-19-best practices-informed consultation processes;
 - Survey and materials preparation;

- Facilitation of engagement;
 - Prepare materials and documents for public engagement events;
 - Documentation of engagement events and data collected;
 - Prepare reports on engagement events to help form part of the consultation record;
 - Coordination and engagement directly with area organizations (strata councils, First Nations communities, naturalist groups, non-profit organizations, etc.);
 - the development and definition of a consultation process to meet best practices and legislative requirements is required. Consultation is to include First Nations, area residents and land owners, as well as stakeholder groups.
 - If the plan proceeds to a Public Hearing, the proponent will attend the Public Hearing and address comments or questions.
- (iii) Planning Services
- Preparation of conceptual land use designations in the plan area;
 - Preparation of plan policies; and
 - Development of mapping to support technical reporting and draft policies.
- (iv) The Neighbourhood plan must the requirements of the *Local Government Act* for an Official Community Plan amendment.

B.3 Professional Engineering Services

Engineering Services are to be fully integrated with the planning services. Engineering services must be adjustable and flexible to change through the plan development process. Servicing needs must respond to public consultation and must address public input.

The FVRD anticipates the Professional Engineering Services will include the development of a Local Servicing Plan to meet the servicing requirements of the Local Neighbourhood Plan being simultaneously developed and shall identify the servicing needs, capacity and options to provide community water and sewer for neighbourhood growth in consultation with FVRD Engineering Department. It is anticipated that the scope of work shall include the development of a conceptual servicing plan with designs for the sewage treatment and disposal being advanced through to pre-design.

All contemplated work shall comply with standards contained within the FVRD's [Subdivision and Development Bylaw](#), Sustainable Sewer Policy, any other applicable FVRD bylaws or policies as well as all applicable Provincial and Federal Legislation.

Wastewater Treatment and Disposal

The FVRD anticipates that the development contemplated in the Neighbourhood Plan will be serviced by a community sewer system owned and operated by the FVRD. Furthermore this system shall be integrated with the existing Morris Valley Sewer System. For clarity it is contemplated that the existing Morris Valley WWTP will be upgraded. If this is not feasible then a new WWTP site will be developed and the existing Morris Valley WWTP will be decommissioned. The system's final effluent shall meet the Class A criteria as defined under the *Municipal Wastewater Regulation*, it shall produce a sludge

meeting the Class B liquid biosolids criteria as defined under the *Organic Matter Recycling Regulation* and shall be designed to meet a reliability category of II as defined under the *Municipal Wastewater Regulation*.

The predesign report for the treatment and disposal system shall include but is not limited to the following:

- Quantification of the design flows and biological loads. This shall consider existing flows as well as flows generated from the development considered in the Neighbourhood Plan. This shall include seasonal variation as well as the potential phasing of future development;
- An Environmental Impact Study (EIS) based on the terms of reference in the December 2000 Environmental Impact Study Guideline document (BC Ministry of Environment, Lands and Parks, 2000);
- Selection and of a secondary treatment system concept that includes analysis of life cycle cost as well as non-cost factors such as footprint, odour impact, noise impact, process simplicity and robustness;
- Predesign of headworks and grit removal, secondary treatment system, disinfection system, pH control, solids handling, odour control, ancillary systems and rapid infiltration basins.
- Site layout; and
- Class C Capital Cost, Operating Cost and Life Cycle Cost Estimates.

Wastewater Collection

The development of the conceptual servicing plan for wastewater collection shall include:

- Quantification of the design flows from the various development nodes contemplated by the Neighbourhood Plan;
- Conceptual sizing and configuration of gravity sewer mains, forcemains and sanitary lift stations;
- Conceptual design concept for Elbow Creek crossing; and
- Class D Capital Cost Estimate.

Water Supply and Distribution

The FVRD anticipates that the development contemplated in the Neighbourhood Plan will be serviced by the FVRD's Morris Valley Water System. The development of the conceptual servicing plan for water supply and distribution shall include:

- Quantification of the domestic and fire flow requirements of the development contemplated in the Neighbourhood Plan;
- Siting and sizing of new supply wells and the identification of all requirements for licencing under the *Waster Sustainability Act* including Environmental Flow Needs Assessments;
- Siting and sizing of additional reservoir(s);
- Provisions for secondary disinfection;
- Conceptual sizing and configuration of watermains;
- Conceptual design concept for Elbow Creek crossing; and
- Class D Capital Cost Estimate.

B.4 Supporting Technical Reports

The following technical reports are required to develop neighbourhood plan policies and guide future development proposals:

Archeological Assessment

Includes an archeological overview assessment of the plan area and a set of best management practices (BMP's) for archeological resources. Consultation, engagement and direct input from First Nations is required.

Environmental Assessment

The environment is fundamental to the identity of the plan area. The plan area is with the Salmon Stronghold and contains critical eagle habitat. Values that preserve, protect and enhance the environment are the core to the neighbourhood. Prepared by a Qualified Professional, an environmental assessment will review the existing environmental features and habitats and prepare processes to achieve best management practices through plan policies. Best management practices and policies will outline a rationale for new development in environmentally sensitive areas and address riparian, wildlife and raptor values. For example, policies could include; avoidance and development areas, building design, lighting, waste management, storm water design, etc. Consultation with First Nations, and conservation groups is required.

GeoHazard Assessment

Includes an overview level assessment of hazards and more comprehensive consideration of Elbow Creek mitigation works. Identifies potential hazards in the plan area, identifies hazard avoidance areas and mapping and concepts for mitigation. Includes cost feasibility for service area establishment for community hazard mitigation works. At present, the Elbow Creek dike is installed along the left bank of Elbow Creek and provides flood protection to the subdivisions to its north.

Parks and Recreation

Includes identification of potential trails, parks, waterfront access, and is coordinated with environmental assessment, archaeological assessments and geohazard assessments, must identify challenges and feasibility. A community trail network is intended to knit the plan area together.

Crown Land Assessment

Includes an inventory of Crown Land in the plan area and identifies First Nations, private, community and FVRD interest in those lands. Provides servicing options for Crown Lands and identifies potential servicing needs based on potential land uses.

B.5 Deliverables

The Proponent will deliver a complete draft Neighbourhood Plan and Local Servicing Plan. The plans will be delivered as follows:

- a) An InDesign version of the draft Neighbourhood Plan's Community Planning section. The InDesign submission must include the following:
 - The original InDesign document file(s)
 - Original graphic files in Illustrator (not just a jpg of the finished graphic).
 - Hi-res versions of all images used in the InDesign document
 - Maps – in Shapefile format
- b) a PDF and WORD version of all supporting technical reports;
- c) separate JPEG files of all illustrations and graphics;
- d) a PDF and WORD version of the Local Servicing Plan;
- e) all modeling and data used for the development of the Local Servicing Plan
- f) all maps and cross-sections to be provided in digital (Shapefile) format;
- g) all raw data, field notes, photographs, etc.; and

(collectively, the “**Services**”) all to be provided with consideration being given to a focus on value to the FVRD.

FVRD

The FVRD's role will be to:

- provide early and ongoing guidance throughout the process;
- work with the Proponent to define key concepts;
- work with the Proponent to identify stakeholders for public engagement;
- work with the Proponent to develop First Nations engagement;
- support the technical reporting and planning services by supplying background information, mapping, and existing technical reports;
- Support the design of the final InDesign documents by providing the Proponent guidance with FVRD Brand Manual requirements.
- at the conclusion of the development of a neighbourhood plan, incorporate the neighbourhood plan in a broader OCP update for the consideration of the FVRD Board;
- if the plan is approved by the FVRD Board, the FVRD will undertake the public hearing process.

B.6 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	Site meeting (all proponents) – tour of existing FVRD services and other relevant sites with FVRD staff	March 4, 2021
2	Closing Date of March 22 2021	March 22, 2021 at 4:00 pm
3	Selection of Preferred Proponent	April 9, 2021
4	Substantial Completion of Project	September 1, 2022

Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 4:00 PM (Pacific) on xxxx (“Closing”) at the following address:

Fraser Valley Regional District

Attn: David Bennett

1-45950 Cheam Avenue

Chilliwack, BC

V2P 1N6

Email: dbennett@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 one electronic copy of their Proposal in Adobe PDF format.

A maximum of 10 attached resumes may be included in addition to the proposal.

The size of the PDF document should not exceed 9.8 MB to ensure successful transmittal by email.

Proponents are requested to deliver proposals by email to dbennett@fvrd.ca. Please include the RFP Number in the subject line. It is the responsibility of the Proponent to confirm that the FVRD has received the Proposal.

C.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

- i. Detailed work plan showing how the project will be implemented, including time and resource allocation;
- ii. A schedule of milestones / deliverables with completion dates;
- iii. Completed and digitally signed Form of Proposal set out in Schedule B;
- iv. Proponent's Experience - list of completed or current work requiring services comparable to the services sought in this RFP, including a brief description of the work, approximate contract value and references (with phone numbers) for each work that the FVRD may contact as set out in Schedule C;
- v. Costs - detailed 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; and
- vi. Sufficient detail to allow the FVRD to determine the Proponent's position from the documents received, such, as, details of the Proponent's team, including third party consultants, their roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services.
- vii. Resumes of key personnel are to be kept to two pages each and included in an appendix to the proposal. Company promotional literature is to be kept to a maximum of five pages and should be relevant to this project.
- viii. Propnents will be required to attend a mandatory site meeting to tour the existing FVRD services and other relevant sites with FVRD staff.

C.4 Available Mapping, Data, and Information

FVRD is able to provide the following data and information:

- Elbow Creek Flood Mitigation O & M Manual
- Elbow Creek Flood Mitigation Berm Detailed Design Drawing
- As-built drawings and Shop Drawings for the Existing Morris Valley Wastewater Treatment Plant*
- Morris Valley Wastewater Treatment Plant permit under the Municipal Wastewater Regulation
- As-built drawings of the FVRD's Morris Valley Water System*
- As-built drawings of the FVRD's Morris Valley Sewer System*
- Excerpt from FVRD 2013 Sewer GAP Study
- FVRD Sustainable Sewer Policy

*Many of the As-built records are incomplete. All of the available documents have been provided.

<https://cloud.fvrd.ca/index.php/s/pl0N0BOeL4RMMpE>

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 Bennett, Planner
Address: 1 – 45950 Cheam Avenue
Chilliwack, BC V2P 1N6
Email: dbennett@fvrd.ca
Telephone: (604) 702-5052

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 Part E 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. experience and performance of similar projects; and
- v. history of past performance and dealings with the FVRD.

Each Proposal will be scored on the following basis:

Category	Points
Cost	30
Methodology, approach, program of work	25
Qualification and resource allocation for this project	25
Schedule of milestones and completion dates	10
Quality of past performance, references and overall suitability	10
TOTAL	/100

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 in accordance with section E.2. 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.

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with land owners or businesses within the plan area.

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 standard form document, as may be amended by mutually agreed supplementary conditions, and incorporate the FVRD's general conditions and specifications, if any, set out above.

Schedule A PLAN AREA



Schedule B 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. _____

PLEASE ATTACH FULL PROPOSAL, INCLUDING ALL REQUIREMENTS DESCRIBED IN PART C

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 _____, 2021

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position:

Name & Title/Position:

Schedule C PROPONENT'S EXPERIENCE

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)