



Fraser Valley Regional District

Request for Proposal RFP-26-012 For Professional Services

Preparedness, Resiliency and Emergency Pods Program Development

Issue date: Friday, October 2, 2026

Closing date: Friday, October 30, 2026, at 3:00 p.m. (PST)

Issued by: Fraser Valley Regional District

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		REQUEST FOR PROPOSALS
RFP TITLE: Preparedness, Resiliency and Emergency Pods Program Development		
RFP NUMBER: 26-012	DATE ISSUED: Friday, October 02, 2026	
CLOSING TIME/DATE: Friday, October 30, 2026, at 3:00 p.m. (PST)		

Contents

PART A	INTRODUCTION	2
A.1	RFP Overview	2
PART B	OBJECTIVES.....	3
B.1	FVRD's Emergency Management Context	3
B.2	Scope of Services	6
B.3	Timeline	6
B.4	Budget.....	7
B.5	Program Description.....	7
B.6	Program Goals.....	8
B.7	PREP Module Framework	8
B.8	Key Deliverables.....	10
B.9	Key Documents	11
PART C	INSTRUCTIONS AND INFORMATION FOR PROPONENTS.....	12
C.1	Closing Date and Location.....	12
C.2	Form of Proposal Submissions	12
C.3	Mandatory Requirements.....	12
C.4	Enquiries.....	12
PART D	TERMS AND CONDITIONS OF RFP	13
D.1	General	13
D.2	Addendum	13
D.3	Evaluation and Selection Method	13
D.4	Acceptance and Rejection of Proposals.....	14
D.5	Late Proposals.....	14
D.6	Amendment or Withdrawal of Proposals	14
D.7	FVRD's Rights and Reservations	14
D.8	Cancellation of RFP	14
D.9	Waiver of Non-Compliance	14
D.10	Proponent's Costs	15
D.11	Limitation of Liability.....	15
D.12	Negotiation	15
D.13	Errors and Omissions.....	15
D.14	Conflict of Interest	15
D.15	Confidentiality	15
D.16	No Lobbying.....	15
D.17	Contract Award	15
D.18	Definition of Contract.....	15
D.19	Form of Contract	16
Schedule A	FORM OF PROPOSAL	17
Schedule B	PROPONENT'S EXPERIENCE	18
Schedule C	FORM OF CONTRACT	19

PART A INTRODUCTION

A.1 RFP Overview

The Fraser Valley Regional District (“FVRD”) invites proposals from qualified proponents (“Proponents”) to provide professional services for two interrelated, stand-alone projects to be delivered under a single contract. The work includes the full replacement of FVRD’s 2018 Emergency Preparedness Guide with a new, accessible four-phase guide that aligns with the FVRD Hazard Report, Emergency Management Program Policy, Emergency Management Plan, and related emergency management priorities; and develop, design, and complete the Preparedness, Resiliency, and Emergency Pods Program (“PREP”).

PREP must be designed using the strategy, framework, and Memorandum of Understanding previously developed by FVRD staff, and must build directly upon the new Emergency Preparedness Guide. The guide and PREP program must be intentionally integrated, with corresponding content, tools, and participant interactions that support residents and communities through the four phases of emergency management: mitigation, preparedness, response, and recovery. Together, these deliverables will strengthen individual and community preparedness, build local capacity and knowledge, foster collaborative networks, and address regional emergency management challenges.

Project Area

The project scope encompasses all eight FVRD Electoral Areas and is grounded in FVRD’s emergency management service, which is delivered within off-reserve unincorporated communities, as shown in Figure 1. First Nations Governing Bodies and municipalities are responsible for developing and administering their own emergency management programs within their respective jurisdictions.

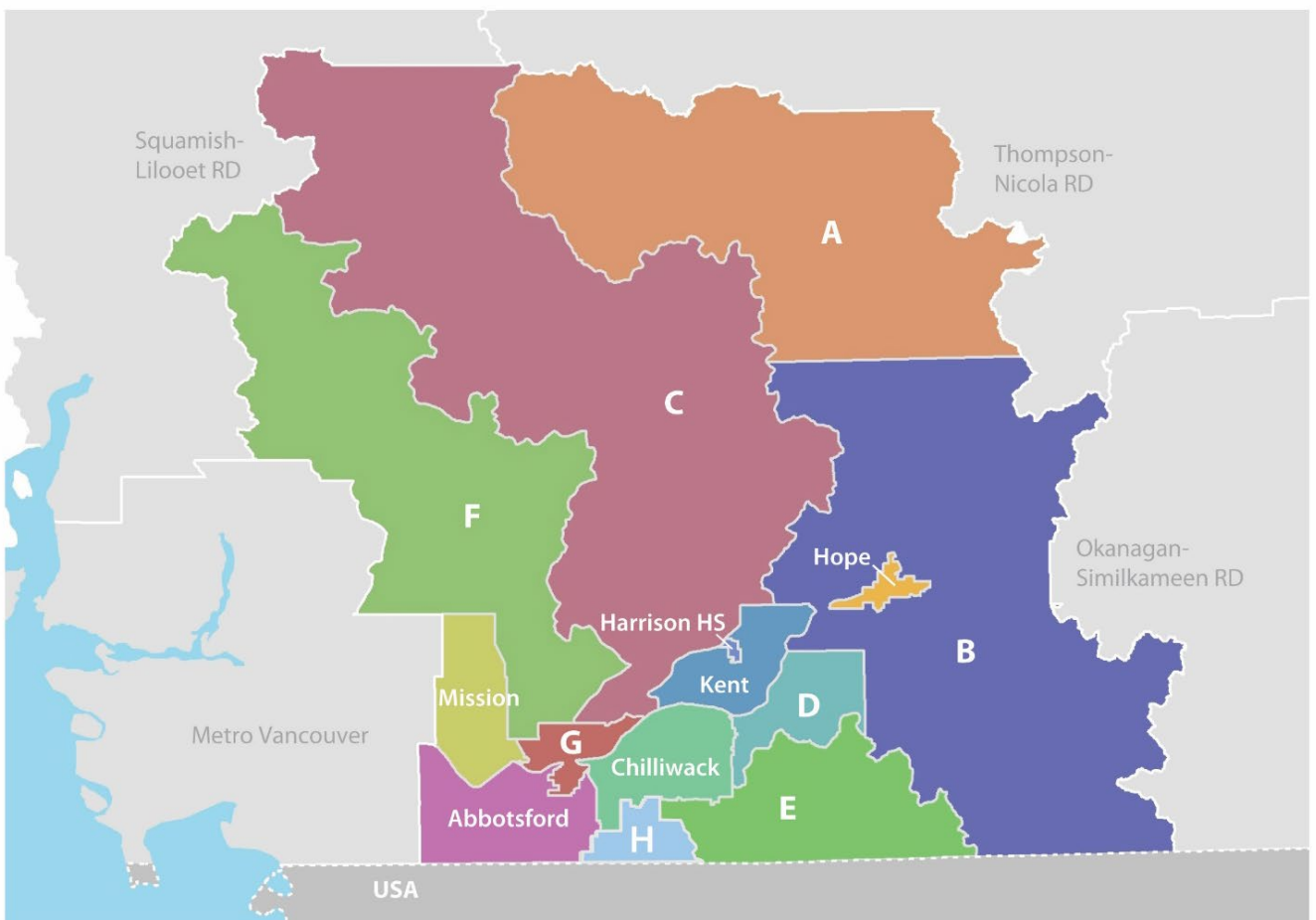


Figure 1: Project Area – Electoral Areas A-H

PART B OBJECTIVES

1. The project must achieve two interrelated but stand-alone projects which must be designed to meet the needs of the FVRD and a public facing audience, including:
 - a. A new four-phase household and individual disaster and emergency preparedness guide; and
 - b. A completed Preparedness, Resiliency, and Emergency Program (PREP) which incorporates and builds upon the new Disaster and Emergency Preparedness Guide
2. The project aims to achieve enhanced personal and community resilience, strengthen community capacity and knowledge, and foster collaborative networks through the creation of local program implementation.
3. The FVRD's objective is strengthening local emergency readiness emergency and disaster readiness and ensuring that residents have clear, practical tools to support household and community preparedness.

B.1 FVRD's Emergency Management Context

FVRD's Emergency Management program is limited to the eight (8) unincorporated electoral areas of the region.

Environment

The eight FVRD electoral areas cover an area over 12,000 km². Physical features and hazards vary greatly. The Fraser River lowlands are subject to flooding and erosion from the Fraser and Harrison Rivers. Mountain tributaries such as the Chilliwack, Coquihalla, Sumallo, and Nahatlatch Rivers present flooding and erosion risks. Steep-sided valleys have landslide hazards and streams cause flooding, avulsion and debris flow hazards. Many hazards and vulnerabilities exist within this landscape which may have no reasonable mechanism to mitigate.

The jurisdictions vastness can create complexities during disasters in more than one area/community/ neighbourhood. In this environment, several cascading incidents involving hazards, such as flooding, erosion, and landslides, may occur simultaneously across the region. Climate change is increasing the frequency and severity of extreme weather events, which in turn can trigger related hazards such as flooding and landslides.

In addition to geohazards and wildfires, FVRD electoral areas are bisected by critical transportation routes and major utility corridors which present human-caused hazards including train accidents, hazardous material spills, and multi-party motor vehicle accidents. Furthermore, many settlements in the FVRD electoral areas have limited access/egress routes, areas with no cellular or internet services, common power outages and little to no public transportation options. This leaves residents vulnerable to road washouts, highway closures and other events which isolate residents from critical services. Large distances reduce the effectiveness of timely response and emergency support.

The total population of the electoral areas, excluding Indian Reserve lands, was approximately 12,000 in 2021. Electoral area populations range from 2092 in Area D to 495 in Area A. Individual settlement areas within the electoral areas are a mix of small, often rural or remote, communities distributed along the valleys and transportation corridors. There are twenty-four discrete settlements that are Designated Places by Statistics Canada where specific census data is collected and many more hamlets and place names that are not Designated Places. Opportunity may arise within the project to update demography once the newest federal Census data has been published. Many communities lack the commercial supports necessary for the typical provision of evacuee support services (hotels, grocers, clothing stores, etc.). During broad-scale emergencies and disasters, it is unlikely to expect assistance to be available for at least 72 hours and potentially upwards of 14 days.

Census 2021 *designated places* (hamlets) within the FVRD Electoral Areas are:

› Baker Trails (E)	› Cultus Lake South (H)	› Hatzic Island (G)	› North Bend (A)
› Bell Acres (E)	› Deroche (G)	› Hatzic Prairie (F)	› Popkum (D)
› Boston Bar (A)	› Dewdney (G)	› Hemlock Valley (C)	› Slesse Park (E)
› Bridal Falls (B)	› Dogwood Valley (B)	› Laidlaw (D)	› Spuzzum (B)
› Columbia Valley (H)	› Durieu (F)	› Lake Errock (C)	› Sunshine Valley (B)
› Cultus Lake North (H)	› Harrison Mills (C)	› McConnell Creek (F)	› Yale (B)

For the purposes of program creation and implementation, FVRD also has developed and settled areas that are not captured by Census 2021 as *designated places* (hamlets) within the FVRD Electoral Areas that include:

› Canyon Alpine (A)	› Nahatlatch & Keefers (A)	› Othello (B)	› Cascade Bay (C)
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› Jones Lake (D)

› Post Creek (E)

Organization

Many organizational factors have a significant bearing on the Emergency Management service, including financial constraints and jurisdictional limitations. Emergency Management services are primarily funded by property tax. The Emergency Management service is supported by a small tax base of 11,692 people (2021) living within 6,493 dwellings (2021). While the eight electoral areas are diverse and generalizations are difficult to make, most FVRD electoral areas have on average older residents, older homes, lower incomes and greater unemployment than urban centres within the Region. As a result, while service costs are high due to the large landscape with multiple hazards, the funding base for the service is small. The limited population, dispersed settlement pattern and demographic profile also mean that there are few persons to participate in volunteer programs such as Evacuee Support Services (ESS) and volunteer fire departments. First Responders are primarily local volunteer fire departments who may be impacted when disasters and emergencies occur.

A further challenge is that first-response support in many parts of FVRD's electoral areas is limited. Much of FVRD's geography is outside of the area served by volunteer fire departments. Emergency services may be limited to RCMP, BC Ambulance, Search and Rescue (SAR), and BC Wildfire Service (BCWS). Given the distances between electoral area communities, the response times for these agencies may be extended. 89% of the land lacks structure fire protection.

Inter-jurisdictional cooperation is a primary feature of the organizational context for Emergency Management services in FVRD's electoral areas. For example, roads are not under the operational control of FVRD; they are under the jurisdiction of the Ministry of Transportation & Transit, and Forest Service Roads are under the jurisdiction of the Ministry of Water, Lands, and Rural Stewardship and the relevant forest district. This means that decisions about road closures, evacuation routes, stream crossing and other matters must be made in conjunction with other ministries. A similar situation exists with respect to Crown lands. Often, flooding and landslides originate on Crown land or in streams which are under the jurisdiction of the province therefore, emergency planning and response involves considerable coordination between jurisdictions. The same is true for the 30+ First Nations governments that overlap with FVRD's electoral areas, and two Metis Chartered communities that have Metis citizen members residing throughout. The overlapping and inter-jurisdictional nature of emergency management causes operational complexity. In any one incident, it will be necessary to coordinate with many different jurisdictions which share authority over the various interests.

B.2 Scope of Services

The Regional District is seeking a consultant to produce two inter-related but stand-alone projects within a single contract: replacement the 2018 Emergency Preparedness Guide with a four-phase guide; and develop a Preparedness, Resiliency, and Emergency Pods Program (PREP) that aims to enhance personal preparedness, strengthen community capacity and knowledge, foster collaborative networks, and address regional challenges.

We envision the community-level resilience program will carry on with the dynamic game board theme and iconography displayed in the EM101 video design: interconnected puzzle pieces converging, hazards interacting across the landscape, and neutral "meeples" representing people and systems in motion. This visual and conceptual model makes emergency management more accessible and inclusive by avoiding specific gendered, cultural, or racial representations, ensuring no one feels excluded from the narrative.

The FVRD seeks to engage proponents with demonstrated experience in emergency management, public education, program design, and community resilience. The successful proponent will work with the FVRD to create practical, accessible, and locally relevant materials and program components that help residents, community partners, and allies on the landscape better prepare for, respond to, and recover from emergencies.

We invite proposals from proponents with specialized knowledge of principles and practices of emergency management, community preparedness, public communications and engagement, program development, adult training and education, hazard and risk communication, and experience designing and developing training materials. Proposal must emphasize how the scope of work, methods and approaches respond to the context for FVRD's Emergency Management program as outlined in Section B.1.

B.3 Timeline

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

ITEM	DESCRIPTION	EXPECTED COMPLETION DATE
1	Deadline for Inquires	Wednesday, October 14, 2026
2	Submissions Due	Friday, October 30, 2026
3	Notice of Intent	Friday, November 20, 2026
4	Contract Award	Friday, December 11, 2026
5	Project Kickoff Meeting	Wednesday, January 6, 2027
7	Design and Development (Months 1-6)	Friday, June 11, 2027
8	Pilot Launch with 3-8 community Groups (Months 7-12) <i>*staff will lead and implement the pilot*</i>	Friday, December 17, 2027
9	Evaluation, Reflection, Refinement (Months 13-18) and hand over of all master content	Friday, June 30, 2028
10	Final Reporting	Friday, September 29, 2028

B.4 Budget

The Emergency Preparedness Guide and PREP are distinct project components funded through separate funding streams. Proponents must provide separate budgets and timelines for each component. The components must, however, be developed in a coordinated manner so that PREP builds upon, operationalizes, and includes clear interaction with the new four-phase Emergency Preparedness Guide. All project deliverables must be provided within the applicable budget. Deliverables must be highly responsive to FVRD's tailored emergency management program context.

The Regional District has a maximum budget of up to \$212,245:

- \$56,000, excluding GST, for the full replacement of the Emergency Preparedness Guide, including design, production, and printing of an initial estimated quantity of 3,000 copies.
- \$156,245 (excluding GST) for the grant funded creation of the Preparedness, Resiliency Emergency Program (PREP). PREP Budget Grant Breakdown:
 - Phase 1: Consulting Fees - PREP Design and Development - Months 1 – 6 Maximum \$ 114,750.00
 - Phase 2: Printing & Materials - Tools and materials for PREP pods (guides, documents, planning templates, modules) \$ 4,500.00
 - Phase 2: Launch & Recognition Materials Outreach materials, PREP pod challenge coins etc. \$ 2,045.00
 - Phase 3: Consultant Professional Fees – Refinement and Completion Months 13 - 18 - \$ 34,950.00

PREP must include recognition materials/tokens for program participants that FVRD can use to recognize achievement/training milestones. Proponents must also identify practical local reprint options and associated unit costs for re-order for the disaster and emergency preparedness guide, and recognition materials.

B.5 Program Description

The Preparedness, Resiliency and Emergency Pods Program (PREP) is based on two fundamental concepts:

1. The size of the landscape and limited availability of rescue and response and response resources result in greater need for greater community self-reliance and organization.
2. Emergency and disaster outcomes are better where residents are prepared, organized, knowledgeable, and ready to help within community.

PREP is an emergency preparedness program designed for developing a base level understanding of the broader emergency management system; develop hazard awareness and recognition, and community capacity for emergencies and disasters through practical training for safe and appropriate community-based actions and informed relationships, while increasing the understanding of how to connect and communicate information from a local level to the FVRD EOC whether there is or is not a practical first responder active in the area.

PREP is not intended to be a brochure campaign; it is a structured "Pathways to Resilience" preparedness and resilience initiative resulting in base modules and choose-your-own-adventure modules that pods select after completing base modules. Proponents must design PREP to be an intracommunity readiness and resiliency program that helps people gain a basic understanding of emergency management, local hazards, how to become resilient to disasters alone and with community, how to support one another and work as a community to increase disaster readiness. PREP does not train

RFP 26-012 – Preparedness, Resiliency and Emergency Pods Program

responders, PREP builds informed, organized communities who understand emergency management systems and how to engage safely within them. PREP will be designed to establish:

- 14-day household readiness awareness
- Community-level coordination (PREP Pods)
- Community-level self-organization to support people helping people
- Hazard-informed preparedness planning
- Trusted two-way information pathways between communities and the EOC
- Clear role boundaries (preparedness and coordination — not tactical response)

The FVRD Board has reviewed and accepted both the PREP Strategy and PREP Framework:

- » [Preparedness, Resiliency, and Emergency Management Program Strategy](#)
- » [Preparedness, Resiliency, and Emergency Management Framework](#)

B.6 Program Goals

The Mission of PREP: Anticipate. Mitigate. Prepare.

By establishing a "Pathway to Resilience," the program identifies, empowers and organizes knowledgeable and organized community groups capable of being self-directed, rather than FVRD volunteers, to lead the residents in their neighbourhoods into being self-motivated and organizing as a PREP Pod by coordinating preparedness actions appropriate disaster response actions. Thereby becoming a Partner on the Landscape within the FVRD Emergency Management Program structure, while still maintaining the independence of their society or organization. PREP's program has 4 key goals:

1. **Enhance Personal & Community Resiliency:** Support community groups to provide residents with tools and information to prepare for emergencies, including hazard and risk awareness resources and household emergency plans, and preparedness.
2. **Strengthen Community Capacity and knowledge:** Partner with community organizations to develop localized trainers, emergency resiliency plans, host preparedness workshops, and pre-positioning of preparedness supplies.
3. **Foster Collaborative Networks:** Establish PREP Pods—local groups led by trained community members—to coordinate neighborhood-level preparedness and act as liaisons with the FVRD Emergency Management Program and Emergency Operations Centre (EOC) when it is active. PREP builds a trust bridge between people in community and their local government located outside their community.
4. **Address Regional Isolation and Islanding Challenges:** Focus on rural and remote areas with limited access to emergency responder services, increasing awareness of the BC Emergency Management Systems, bring cohesion to information and support.

B.7 PREP Module Framework

Program Structure and User Journey

PREP follows a structured multi-step pathway, that must begin with the intent of household readiness:

Step – Awareness & Recruitment

Targeted outreach to existing organizations already engaged in resilience-related activities, with invitation to others who may also be.

Step – Information & Engagement

Introductory presentations and EM 101 sessions introduce:

- The emergency management system
- Local hazard context
- The PREP model

Step – Individual Readiness

Being ready at home is an initial component of becoming ready together.

- Leverages the updated preparedness guide

Step – Leadership Development

Identified PREP Leaders participate in a 3-hour Train-the-Trainer session and receive:

- Facilitator guide
- Presentation deck
- Participant workbook
- Implementation tools

Step – Community Action

PREP Leaders deliver an estimated 60-minute local session to share information among their neighbours or group members, and organize their neighbourhood PREP Pod.

- Communities:
 - Identify priorities
 - Enter into a Memorandum of Understanding (MOU) with FVRD (already drafted)
 - Establish communication protocols
 - Learn about real vs. perceived hazards
 - May choose to organize localized hazard awareness exercises

Step – Ongoing Evolution

Pilot feedback informs module development and program refinement.

Conceptual PREP Module Outline

Intro to EM “The System as a Snapshot”	Basic intro to EM, as a framework, the roles and responsibilities of the EOC, the responders, the allies on the landscape, and others.	Know where and how the community fits into the big picture.
Evacuation	The differences and requirements of evacuation alerts, orders and shelter-in-place	Know the role and responsibilities of the community during evacuations
Household & Basic Business Readiness	Increasing Self-Sufficiency at Home and in your business	Practical steps for households and businesses to prepare for service disruptions, evacuations, extended isolation, and re-entry. *Businesses will be directed to independent non-FVRD materials from Chambers of Commerce and Community Futures BC. The focus of business resiliency is to consider their role in potentially offering relevant supports to PREP Pods, for resiliency, discounts for supplies, meeting spaces, etc.
Understanding Risk	Community Hazard & Vulnerability Mapping (HRVA)	Understand real vs. perceived hazards, understand how to use the FVRD Hazard Report and its broad Electoral Area overview, and identify hyperlocal hazards, exposure, and vulnerabilities at the neighbourhood and community scale. Use real hazards to inform resiliency approaches.
Community Readiness	Coordinated Community Preparedness	Improving resiliency through 4-phases of the disaster and emergency management continuum to inspire readiness as a collective, local coordination, and communication. Before, during, and after emergencies. This will have an emphasis on community isolation events.

Flood Resilience	Flood Mitigation & Atmospheric River Preparedness	Identifying flood risks and practical mitigation actions to reduce impacts from atmospheric river events. Intracommunity actions may include guidance on how to observe and report during highwater recurring events such as annual freshet, or high-volume events that swell waterways during atmospheric rivers and how to recognize observable risks for escalation and awareness.
Wildfire Resilience	Wildfire Mitigation & Interface Preparedness	Reducing wildfire risk through planning, defensible space, and coordinated community action. Incorporating the principles of FireSmart into this module and adding emphasis points that inspire compliance with evacuation orders during wildfires. Too late to leave might be too late to be rescued.
Landslide Resilience	Recognition and Getting to Safety fast	Most areas of steep slopes lack tenable mitigation options. By increasing risk awareness, recognition, and awareness of when to report, whom to report to, and how to remove oneself rapidly people will be safer when the land moves with little warning. FVRD cannot mitigate hazards on Crown lands, and the province's role is minimal and encourages household and property-level mitigation. Basic information that allows communities and households to understand how to survive fact moving landslides is essential in communities adjacent to steep slopes.
Information Pathways	Coordination and exchange of Emergency messaging and intelligence/situation	FVRD is responsible for general public information during emergencies, however, communities often also have their own distinct information exchanges (group email, text groups, closed social media groups, etc.) Clarification of who communicates what types of information and with whom will increase the timeliness of information exchanged, and the credibility of that information. End goal: public trust in FVRD messaging increases, and information provided to FVRD from the community-level is more frequent and trustworthy. Creating a 2-way feedback chain that, in essence, is between the EOC and the community Pod lead. Pod members are more likely to share information intracommunity.
Recovery & Renewal	Cooperating in disaster recovery	Many emergencies do not result in programmatic disaster recovery at the local government level. However, small communities can be skilled at finding creative ways to support intracommunity impacts even in the absence of local government coordination recovery programs. Aims to increase awareness of disaster recovery, and grassroots efforts that can occur, and how to link grassroots initiatives with programmatic recovery when there are such programs. Information will emphasize the importance of increasing resiliency through recovery and how to seek and find funders when local government is not involved.
Supporting People during Emergencies		Learning about people, evacuee needs and programs, and learning about emergency shelters, emergency feeding, gathering and protecting information, supporting ESS self-registration, escalating issues to the EOC, connecting with non-profits.

B.8 Key Deliverables

1. A Four Phased Emergency Preparedness Guide
 - Development of a user-friendly emergency preparedness guide for public use;
 - The updated guide ties in with the newly created preparedness, resiliency emergency program;
 - Integration of best practices in emergency preparedness, climate resilience, and inclusive community engagement;
 - Consideration of the diverse geographic, cultural, and demographic needs present across the regional district.

2. A Preparedness, Resiliency and Emergency Pods Program (PREP) which reflects the updated Emergency Preparedness Guide, complete with templates for FVRD program management and tracking, and community level implementation.
 - Design of a preparedness, resiliency, and emergency pods program tailored to the needs of Fraser Valley communities;
 - PREP establishes:
 - 14-day household readiness awareness
 - Personal, business and community readiness
 - Community-level coordination (PREP Pods)
 - Community-level self-organization to support people helping people
 - Hazard-informed preparedness planning
 - Establishing two-way information pathways between communities and the EOC
 - Clear role boundaries (preparedness and coordination — not tactical response)
 - Acknowledgement of disasters and general awareness of what to do when all systems, communications, technologies, etc. fail and society is over capacity and resources are not local or available.
 - Templates for program use at the staff level and community pod level
3. Program implementation materials developed in deliverable modules for various audiences: the facilitator (a pod lead), and the attendees (pod members).
4. Modular materials for the communities stylized based on FVRD's Emergency Management program materials and document family series – and compliant with the FVRD Brand Guide
5. Orientation and Train the trainer materials for regional district staff to implement
6. Recommendations for public education and outreach approaches that improve awareness and participation; Consideration of the diverse geographic, cultural, and demographic needs present across the regional district.

Deliverables must be developed in consultative process with FVRD staff and the proponent. However, key informant meetings may be necessary in the development of hazard-specific subject matter experts for flood safety, landslide safety, wildfire safety, etc. Proponents should demonstrate how they will select and work with registered professional subject matter experts to ensure literature for specific hazards is properly informed.

The Proponent will transfer exclusive ownership of all project-specific products and outcomes to the FVRD and demonstrate how an appropriate Creative Commons license will be applied on the FVRD's behalf to support future use, adaptation, and sharing by others.

B.9 Key Documents

- » [FVRD EM101 Video](#)
- » [Preparedness, Resiliency, and Emergency Management Program Strategy](#)
- » [Preparedness, Resiliency, and Emergency Management Framework](#)
- » [FVRD Emergency Management Program Policy](#)
- » [FVRD Hazard Report](#)
- » [FVRD Emergency Management Plan](#)
- » [FVRD Emergency Preparedness Guide](#)
- » [FVRD Evacuation Guide - Master](#)
- » [FVRD Evacuation Guide - A](#)
- » [FVRD Evacuation Guide - Area E](#)
- » [FVRD Evacuation Guide - Area H](#)
- » [FVRD Evacuation Guide - Hemlock Valley](#)
- » [FVRD - Community Wildfire Resiliency Plan](#)
- » FVRD Fraser/Harrison Freshet Flood Response Plan (in development)

PART C INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 3:00 p.m. on Friday, October 30, 2026 ("**Closing**") at the following address:

Fraser Valley Regional District
Attention: Tarina Colledge
1-45950 Cheam Avenue
Chilliwack, BC V2P 1N6
Email: emergencyinfo@fvrld.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.

The Proposal should be limited to not more than 20 single-sided pages of combined images and text with a page size of 8.5 x 11 inches with a minimum font size of 11. A maximum of 10 attached resumes may be included in addition to the proposal.

The size of the PDF document should not exceed 19.8 MB to ensure successful transmittal by email.

Proponents are requested to deliver proposals by email to emergencyinfo@fvrld.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. Faxed proposals will not be considered.

C.3 Mandatory Requirements

Proponents must include in their proposals, the following information:

- (i) Detailed project description including the approach and timeline;
- (ii) Completed and signed Form of Proposal set out in Schedule A
- (iii) 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 B;
- (iv) 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; and
- (v) 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.

C.4 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: Tarina Colledge
Address: 1 - 45950 Cheam Avenue
Chilliwack, BC, V2P 1N6
Email: emergencyinfo@fvrld.ca
Phone: (604) 702-5072

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 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 that 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.

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

D.2 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.3 Evaluation and Selection Method

Proposals should demonstrate an understanding of the FVRD's Emergency Management Program (and our policy influences), community islanding, community-based emergency planning, and the importance of accessible and equitable program delivery.

Proponents must demonstrate a creative approach to a preparedness model that strengthens self-sufficiency, neighbour-to-neighbour coordination, and safe self-organization, especially where formal response capacity is delayed by geography and infrastructure failure; and must build on our core emergency management approach and draw from the game-play theme used in our EM101 video design.

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 based on 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:

Item	Evaluation Criteria	Weight
1.0	Quality of submission relative to outline in the RFP	35%
	Detailed insight specific to the project deliverables and outcomes	
	Strategy for executing all tasks identified in the RFP	
	Approach to creating a four-phase Emergency Preparedness Guide	
	Approach to creating a Preparedness, Resiliency Emergency Pods Program (PREP)	
	Submission of source material, digital data, and master materials in editable formats	
	Detailed methodology in addressing the scope of work and deliverables in each component of the plan	
	Identify any potential options or changes to the outlines approach that could be advantageous to FVRD (optional), including any consequential updates to FVRD EM program materials	
	Demonstrates relevant engagement with Subject Matter Experts for specific hazards	
	Proposal reflects FVRD's Emergency Management Context	
2.0	Ownership & Creative Commons: Demonstrates a clear and practical approach to transferring full ownership of project-specific products and outcomes to the Buyer and applying an appropriate Creative Commons license to enable their future use, adaptation, and sharing by others.	5%
3.0	Relevant Experience	25%
	Project Manager and team can demonstrate experience in Emergency Management planning and community resilience	
	Project Manager and team can demonstrate experience in creative development of educational materials, program design, training materials, and adult learning.	

	Demonstrated experience in completing similar projects	
	References	
4.0	Past Experience with FVRD	5%
5.0	Cost Proposal and breakdown <i>*The lowest bid will not necessarily be accepted</i>	20%
	Value for money	
	Value Added	
6.0	Work Schedule	10%
	Realistic timeline and ability to meet deadlines	
	Format, clarity, and quality of proposed work plan and schedule detailed by key milestones and sub-task breakdown	

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 in accordance with section D.15. 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;
- (i) 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;
- (ii) in the event that only one proposal is submitted, we can return the Proposal unadjudicated;
- (iii) modify the terms of this RFP at any time in the FVRD's sole discretion;
- (iv) to require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
- (v) 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

FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, FVRD shall have the right to seek to procure the same services or similar services at any time through any means 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 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.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 FVRD's 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 \$ _____

[NOTE: adjust the pricing information, as required, for hourly rate, lump sum etc.]

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 _____, 202__.

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position:

Name & Title/Position:

SCHEDULE B | 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)

SCHEDULE C | FORM OF CONTRACT

AGREEMENT FOR SERVICES

THIS SERVICES AGREEMENT is dated for reference
BETWEEN:

FRASER VALLEY REGIONAL DISTRICT,
45950 Cheam Avenue, Chilliwack, BC V2P 1N6
(the "Regional District")

AND:

(the "Contractor")

In consideration of the covenants and mutual promises set forth in this agreement, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties covenant and agree as follows:

5. TERM

Subject to prior termination in accordance with the provisions as hereinafter provided in Section 7; the term of the Agreement shall commence upon obtaining required signatories (the "**Term**").

6. COMPENSATION

6.1 Payment

The Regional District shall pay the Contractor \$XX (including GST) as full payment and reimbursement for performing the Services described herein during the Term of the Agreement.

6.2 Statement of Account

In order to obtain payment under this Agreement, the Contractor must submit to the Regional District a written statement of account in a form satisfactory to the Regional District upon completion of the Services or at such other times provided in this Agreement.

7. SERVICES

7.1 Scope of Services

The Contractor shall be responsible for providing the following services (collectively, the "**Services**") in accordance with the terms and conditions of this Agreement:

- » Consulting.

7.2 Supply all Labour and Materials

Unless otherwise stated in this Agreement, the Contractor will supply, at its cost, all labour, materials, facilities, permits, approvals and licenses necessary or advisable to perform the Contractor's obligations under this Agreement.

8. SERVICE STANDARD

8.1 Performance Standard

The Contractor will perform the Services:

- i. with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar to the Services;

- ii. in accordance with all applicable laws; and
- iii. to the satisfaction of the Regional District.

8.2 Supervision

The Contractor will ensure that all persons employed or retained by the Contractor to perform the Services are competent to perform them and are properly trained, instructed and supervised.

9. WORKPLACE SAFETY

9.1 Safety at the Workplace

The Contractor will provide a safe and secure place for the Contractor's activities in respect of its performance of the Services to prevent the risk of injury to the public by any reasonable means including, without limitation, illumination, signage, fencing and cordoned areas.

9.2 Compliance with WorkSafe BC

If the Contractor or any sub-contractors are required by law to be registered with the Worker's Compensation Board (WCB), then the Contractor will submit either a WCB clearance letter indicating that the Contractor's WCB account is in good standing or a WCB registration number prior to commencement of the Services or at such other times as the Regional District may request.

9.3 Prime Contractor

The Contractor will ensure compliance with and conform to all health and safety laws, by-laws and regulations of the Province of British Columbia including, without limitation, the Workers' Compensation Act and Regulations pursuant thereto. The Contractor hereby agrees and acknowledges that, pursuant to Section 118 of the Workers' Compensation Act, the Contractor will, for the purposes of such Act, be the Prime Contractor.

[Drafting Note: This subsection may not be appropriate in every contract. If the FVRD is entering into contracts with 2 or more contractors to perform services on the same work site, then FVRD must be very careful to not inadvertently delegate Prime Contractor duties onto every contractor by including the above highlighted language in every contract. If more than one Prime Contractor is appointed, then effectively those appointments all cancel out and the responsibility and liability falls to the FVRD.]

10. INSURANCE, LIABILITY AND INDEMNITY

10.1 Insurance

The Contractor shall obtain and maintain Comprehensive General Liability Insurance in the amount of not less than \$2,000,000 and the Regional District shall be named as an additional insured and the policy shall include cross liability or severability of interests clauses. The Contractor shall file with the Regional District prior to the commencement of the Agreement, a certificate of insurance as evidence of this coverage and evidence of the renewal of the policy. The provision of this insurance clause will survive termination of this Agreement.

10.2 Indemnification

The Contractor shall indemnify and save harmless the Regional District, the Board, its officers, employees, agents and assigns (collectively, the "Indemnified Parties") from and against all claims, losses, damages, costs, actions and other proceedings made, sustained, brought or prosecuted in any manner against the Indemnified Parties based upon, occasioned by or attributable to any personal injury (including death), infringement or property damage arising from any negligent act or omission of the Contractor, its servants or agents or persons for whom the Contractor has assumed responsibility in the performance or purported performance of the Agreement. The extent of the Contractor's indemnification shall not be limited to the value of any insurance policy. The provisions of this indemnity clause will survive termination of the Agreement.

11. TERMINATION

11.1 Termination by Regional District

11.1.1 Termination for Default

- i. The Regional District may terminate the Agreement if the Contractor becomes bankrupt or insolvent, a receiving order is made against the Contractor, an assignment is made for the benefit of its creditors, an order is made or resolution passed for the winding up or dissolution of the Contractor, or the Contractor takes the benefit of any enactment related to bankrupt or insolvent debtors.
- ii. The Regional District may terminate the Agreement in whole or in part immediately by giving written notice of termination to the Contractor if the Contractor fails, refuses or neglects to perform the Services as required by this Agreement or is otherwise in breach of any provision of this Agreement. In the event the Regional District gives notice of termination pursuant to this section 11.1.1 (ii), the Regional District may withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Services, set-off any damages suffered by the Regional District against any amounts owing to the Contractor under this Agreement for performance of the Services and pursue other remedies to recover damages from the Contractor for any losses caused to the Regional District.
- iii. The Regional District in its sole discretion, notify the Contractor in writing that the Contractor is in default of the Contractor's contractual obligations and instruct the Contractor to correct the default in the ten (10) Business Days immediately following receipt of such notice or, in the event such default cannot be corrected without ten (10) Business Days, such longer period approved by the Regional District as is reasonable to correct the default. If, after the period allowed for correction of the default, the default has not been corrected to the satisfaction of the Regional District, the Regional District, in its sole discretion, may (but is not obligated to) remedy the work and deduct the cost thereof from any payment then due to the Contractor or terminate the Agreement and/or deem that the default shall constitute a dispute between the two parties.

11.1.2 Termination without Default

Notwithstanding any other provision of this Agreement, the Regional District may, in its sole discretion, by giving 30 days' written notice to the Contractor, terminate or suspend all or any part of this Agreement for any reason. If the Regional District gives notice of termination or suspension pursuant to this section 11.1.2, the Regional District will pay the Contractor fees for such Services that were completed in accordance with this Agreement before termination or suspension. Upon payment of such amounts, no other amounts will be owed by the Regional District to the Contractor and, for certainty, no amount will be owing on account of lost profits relating to the portion of the Services not performed. The Contractor is not entitled to, and irrevocably waives and releases, damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all, or any part, of the services.

12. GENERAL TERMS

12.1 Governing Law

The Agreement is governed by and is to be interpreted according to the laws of British Columbia and the parties agree to attorn exclusively to the courts of the Province of British Columbia.

12.2 Independent Contractor

The Contractor is providing the Services at all times as an independent contractor and is not an employee, servant, agent or partner of the Regional District and nothing herein will create or be deemed to create a partnership, joint venture or agency relationship between the parties.

12.3 Assignment

No part of the Agreement may be assigned or subcontracted by the Contractor without the prior written consent of the Regional District, and any assignment or subcontract made without that consent constitutes a breach of the Agreement. The Contractor hereby acknowledges and agrees that, without limiting the generality of the

foregoing, the Regional District may refuse consent if, in the Regional District's sole discretion, it determines that the proposed assignee or subcontractor does not have the skill, experience or corporate resources necessary to provide the Services to the Regional District's satisfaction. A permitted subcontract does not relieve the Contractor from any obligation already incurred or accrued under the Agreement or impose any liability upon the Regional District.

12.4 Severance

If any portion of the Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion must be severed and the decision that it is illegal or invalid does not affect the validity of the remainder of the Agreement.

12.5 Binding on Successors

The Agreement ensures to the benefit of and is binding upon the parties and their respective permitted assigns, successors, subcontractors, trustees, administrators and receivers, despite any rule of law or equity to the contrary and every reference to the parties is deemed to include the successors and assigns of the parties.

12.6 Entire Agreement

The Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of the Agreement.

12.7 Waiver

Waiver of any default by either party must be in writing to be effective, and a waiver of a particular default does not waive any other default.

12.8 Meaning of Business Day

In this Agreement, the term "Business Day" means a day other than a Saturday, Sunday or federal or provincial statutory holiday observed in the Province of British Columbia.

13. CONFIDENTIALITY

Except as required by law, the Contractor must not divulge or disclose any matters respecting technical, commercial or legal issues relating to or arising out of the Services or information received in connection with the Agreement without the Regional District's prior written consent, except in strict confidence to its professional advisors.

The Contractor acknowledges and agrees that all documents submitted to the Regional District are subject to disclosure under the British Columbia Freedom of Information and Protection of Privacy Act. Any information the Contractor considers confidential must be marked as so and will be subject to appropriate consideration as defined within the Act.

14. OWNERSHIP

The Contractor agrees to grant the Regional District unrestricted license for the use of all technical information and intellectual property submitted to the Regional District in relation to the services and that this license includes the right to adapt, use and modify all such technical information and intellectual property.

The Contractor must, upon completion of the services, or if all or part of the services under the Agreement are terminated, immediately deliver to the Regional District all service-related documents in the Contractor's possession or under its control.

15. RECORDS

The Contractor must keep proper accounts and records of its performance of the services, including invoices, receipts and vouchers, at all times and for at least 7 years after completion of the services or termination of the Agreement, which must at all reasonable times be open to audit and inspection by the Regional District.

16. NOTICE

RFP 26-012 – Preparedness, Resiliency and Emergency Pods Program

Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under the Agreement must be in writing and delivered personally or by courier or sent by fax or e-mail, addressed as follows:

To the Regional District:

Fraser Valley Regional District

1-45950 Cheam Avenue, Chilliwack, B.C. V2P 1N6

Attention: Tarina Colledge, Manager of Emergency Management, emergencyinfo@fvrd.ca

To the Contractor:

Insert name of contractor

Insert address of contractor

Fax: insert number

Attention: Insert main contact person's name/Insert email address

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next Business Day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by fax is to be considered given on the day it is sent, if that day is a Business Day and if that day is not a Business Day, it is to be considered given on the next Business Day after the date it is sent.

By signing below, the parties to this agreement have agreed to be bound by the terms of this Agreement.

FRASER VALLEY REGIONAL DISTRICT
by its authorized signatory(ies)

INSERT NAME OF CONTRACTOR
by its authorized signatory(ies)

Insert Title of Rep

Insert Name of Rep