



REQUEST FOR PROPOSALS

FOR FVRD Hope Regional Airpark Operations, Maintenance, and Management Services

RFP TITLE: FVRD Regional Airpark Operations, Maintenance and Management Services

RFP NUMBER: RFP-21002

DATE ISSUED: February 05, 2021

CLOSING TIME/DATE: February 26, 2021 1:00 pm PST



REQUEST FOR PROPOSALS

Services for the operation, management and maintenance of Hope Regional Airpark, inclusive of the Boston Bar emergency runway

RFP TITLE: Hope Regional Airpark – Operation, Management and Maintenance Services

RFP NUMBER: 21002

DATE ISSUED: February 05, 2021

CLOSING TIME/DATE:

Friday February 26, 2021 1:00 pm PST

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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 services ("Services") for the operation, management and maintenance of Hope Regional Airpark located at 62724 Airport Road, Hope, BC. These Services will be provided by a single contractor ("Contractor") (no subcontracting).

Part B- OBJECTIVES

B.1 Scope of Services

The FVRD anticipates the Services will comprise the daily operations, management and maintenance of the Hope Regional Airpark and the Boston Bar emergency airstrip, including related facilities and the delivery of service to the users and tenants including, but not limiting:

1. Tenants/Leases:

The FVRD is responsible for maintaining the Regional Airpark to provide a level of service to its lessees. With an interest in satisfying our primary customers and attracting new ones, the FVRD requires that the Contractor pay special attention to the needs of the current lease holders and continuously work to attract new tenants to the facility.

2. Hours of Operation

The FVRD requires the contractor provide onsite supervision of the facility Monday-Friday and some statutory Holidays. At a minimum, the contractor must be on the site for the following hours:

1. October 1-February 29 (to be negotiated)
2. March 1-June 30 9 am-5 pm
3. July 1-September 31 9 am-6 pm

Note:

- » When the Contractor is not on site, coverage must be provided on an on-call basis. This schedule should be considered as the minimum level of supervision required.
- » The Contractor is encourage to take vacation during the winter months and describe how vacation time will be covered.
- » Additional labour requirements outside of Part B Section 2 Hours of Operation will need to be reviewed and approved by the FVRD.

3. Customer Service

The Contractor will ensure the facility is well maintained and that they display a positive public image at all times. The Contractor will ensure the delivery of high quality services through clear communication with our customers including lessees, flyers, and other members of the public.

4. Communication

The Contractor shall work with the FVRD designate to ensure amicable and informative communication on a regular basis. The Contractor will maintain a cooperative professional and effective level of communication with the FVRD in all aspects of operations of the facility. Communication with the flight services in the lower mainland is also required for the purposes of information sharing.

5. Risk Management

Risk management will be the joint responsibility of the FVRD and the Contractor; therefore, the Contractor must inform the FVRD whenever a situation dangerous to the users of the airpark is evident. Additionally, any facilities or equipment that is insufficient to ensure safety to airpark users (i.e. due to disrepair) must be identified in writing to the FVRD.

6. Maintenance

The Contractor will provide continuous and effective maintenance of the entire facility and airparks in the Hope and Boston Bar as specified in Schedule A. The Contractor must also meet all applicable Municipal, Provincial, and Federal Regulations and laws.

The Contractor will annually advise the FVRD a five-year projection of any required building maintenance requirements including flooring, fixture replacement, heating upgrades etc.

7. Equipment and Purchasing

The Contractor will offer recommendations to the FVRD as needed to obtain specific equipment and supplies pertinent to the operation of the facility.

The Contractor will annually provide five year projected maintenance/replacement plans for all FVRD equipment.

8. Cleaning Procedures

The Contractor will maintain the facility in a clean and sanitary condition and in accordance with the BC Health Act Regulations. The Facility will be maintained daily in a first rate manner from opening to closing and a maintenance schedule will be provided to the FVRD.

9. Security

The Contractor is responsible for the total security of the facility. The Contractor will also respond to the security alarm system and will be available to respond to events based on the information received from the security company monitoring facility.

The Contractor is responsible for recording and transferring any cheques or cash payments to the FVRD, and for managing the petty cash and debit transactions for the airpark. The Contractor will ensure that the equipment at the Airpark as identified in the Agreement is maintained.

The Contractor must remain current relative to information regarding Transport Canada's safety and security regulations.

The Contractor is responsible for ensuring that there are no trespassers onto the airfield during the hours the Contractor is supervising the facility. The Contractor will also ensure that there're are no trespassers onto any part of the facility without the approval of the FVRD for non-airpark related activities (i.e. heavy equipment storage).

10. Mechanical

The Contractor must maintain and service the assets in accordance with Equipment or Industry Specifications.

11. Fuel Pumps

The Contractor is responsible for arranging maintenance and servicing the assets in accordance with Equipment or Industry Specifications.

12. Plumbing and Heating

The Contractor is responsible for arranging the maintenance and servicing of the flight Center in accordance with Equipment of Industry Specifications.

13. Reports

The Contractor shall provide the FVRD with a monthly report prior to the 1st of the each month of the contract, consisting of, but not restricted to:

- A. Customer Service Report including:
 - Participation numbers
 - i. fly-ins including aircraft registration #
 - ii. drive ins and their purpose
 - safety concerns
 - accidents
 - customer service satisfaction feedback

- B. Facility Inspection forms including:
 - Completed maintenance
 - Maintenance required
 - Recommended improvements

- C. Financial Reports including:
 - Fuel Sales
 - All other revenue including tie downs
 - Fuel purchases

14. Technology

The Contractor is responsible for providing and carrying a cell phone or equivalent linked to the main Flight centre phone when out of the Flight centre during regular hours or when on call.

A cellular phone or equivalent will be provided by the Contractor at its sole cost. No FVRD equipment can be used for personal reasons unless it is an emergency.

15. Computers

The computer systems are an important component of the daily operation of the FVRD. The Contractor will be expected to have the equipment required to supply computerized information to the FVRD. Specialized software, if necessary will be supplied by the FVRD.

(collectively, the "**Services**") all to be provided 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	Optional Site Visit	February 19, 2021 1 pm PST
2	Closing Date	Friday February 26, 2021 2 pm PST
3	Contract review and Award	March 19, 2021
4	Contract Commencement	April 1, 2021

Part C - INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 1 PM PST on Friday February 26, 2021 ("**Closing**") at the following address:

Fraser Valley Regional District
Attention: Deanne Bozek, Regional Programs
1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6
dbozek@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

1. Electronic Submissions are preferred. Proponents are requested to email proposals clearly marked with the RFP Number, RFP Title and Proponent's name and address to dbozek@fvrd.ca
2. Should the proponent wish to submit a hard copy of the proposal, they can be submitted the FVRD Main office located at 45950 Cheam Avenue, Chilliwack, V2P 1N6

Proposal Submission Mandatory Requirements

Proponents must include in their proposals, the following information:

- i. Completed and signed Form of Proposal set out in Schedule B;

- ii. 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;
- iii. Costs - details costs for the Proponent's provision of the Services in Canadian Dollars, inclusive of all costs, expenses and charges, but exclusive of GST and Provincial Sales Tax; and
- iv. Sufficient detail to allow the FVRD to determine the Proponent's position from the documents received, such as, details of the Proponent's team, roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services.

C.3 Information Meeting

An optional meeting ("**Information Meeting**") for Proponents will be held at the following time and location:

Date: Friday February 19, 2021

Time: 1 pm PST

Location: 62724 Airport Road, Hope, BC

The Information Meeting will include information regarding an overview of the project and RFP requirements and an overview of the background documents.

Proponents are required **to pre-register** by contacting contact the Contact Person by the end of business day 24 hours before the scheduled date for the Information. Due to COVID-19 situation, only 1 representative from each interested proponent may attend. COVID-19 protocols will be in effect.

A written summary of the responses to questions raised during the Information Meeting will be distributed to all Proponents at the discretion of the FVRD through BC Bid.

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:	Christina Vugteveen
Address:	1 - 45950 Cheam Avenue Chilliwack, BC V2P 1N6
Email:	cvugteveen@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 Part D will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

D.2 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;
- 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 in accordance with section D.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.

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 in Schedule A.

Schedule A

GENERAL CONDITIONS AND SPECIFICATIONS

BACKGROUND

The FVRD is responsible for the operation of the Regional Airpark in Hope and maintenance of the Boston Bar Emergency Airstrip on behalf of residents in the District of Hope, Electoral Area A, and Electoral Area B. Bylaw No. 1192, 2012 established the Recreation, Culture and Airpark Services Commission for the purpose of administering and managing the operations of the Airpark and Emergency Airstrip. It is the intention of the FVRD and the Commission to manage the Airpark in a way that meets the needs of all residents and members of the aviation community.

It is intended that the ongoing services and businesses offered at the facility be consistent with the permitted land use zoning as determined by the District of Hope, Agriculture Land Reserve and in keeping with regulations set out by Transport Canada.

That the Contractor make recommendation regarding expanding aviation related activities and potential marketing initiatives for the facility.

FACILITIES

The Regional Airpark site plan as attached as Appendix "A" utilizes approximately 43.7 hectares and includes the following:

- » 22.19 ha of Airpark Facilities, Flight Centre, Grass Runways, and Taxiways.
- » 1.88 ha of existing Parcel Leases and Rental.
- » 4.71 ha available land for Leases and Rentals.
- » 14.92 ha reserved for grazing or hay crops.

The major features on these lands are as follows:

- » A 7.5 meter access road adjacent to the lease areas.
- » A Flight Centre building complete with washrooms, offices, public lounge area, and deck
- » A rental home.
- » A four bay garage for equipment storage and repair
- » A 1000 gallon diesel fuel tank to fuel airpark related equipment.
- » Rental Tie-down areas that accommodate approximately 8 aircraft.
- » Fuel dispensing facilities for Jet A and Aviation Gas 100 low lead gas with a total capacity of 5000 gallons.
- » A paved approach area for the fuel facilities

- » Perimeter fence around entire airpark.

The Boston Bar Emergency Runway site plan is attached as Appendix "B". The major features of this land are as follows:

- » approximately 760mX 38m of grass runway
- » surrounding hay field

1) Utility Costs

The fees for the utilities, not including leases, such as electricity, garbage collection, water and sewer, will be paid by the Regional District. If the Contractor proposes to operate the Airpark in ways that provide profit to the Contractor (e.g. On site restaurant facilities, or any airpark related business which meet Municipal zoning requirements), then the Contractor will be responsible for paying for all related utilities.

2) Building Furnishings

The FVRD will supply furnishings and equipment for the operation of the Flight Centre as a Flight Centre, and maintenance of the runway as needed unless the Contractor intends to operate the Flight Centre for purposes that directly financially benefit the Contractor. In which case, the provision of furnishings will be negotiable and require FVRD approval.

3) Fuel System

Fuel rates vary according to market conditions. The Regional District sets the fuel rate and maintains a fair market rate to our customers.

EQUIPMENT

The following is a list of equipment owned by the FVRD and available for the Contractor's use to maintain the site.

- » 1972 Tampo Payment Roller
- » 2009 Buhler Finishing Mower.
- » 2011 Kodiak Brush Mower
- » Fuel Testing Equipment.

- » Hydraulic Oil Pail and hand pump.
- » Block/Chain Cyclone - 1 ton.
- » 1 Huskavarna weed eater
- » Compressor
- » 2014 John Deer Ride on Mower

Note: Fixed in place telephone systems and hardware and the internet for the office will be at the expense of the FVRD.

OPERATIONS AND MAINTENANCE

Duties and Responsibilities:

The Contractor shall assume complete responsibility for all activities related to the operation and general maintenance the Regional Airpark properties and improvements. This responsibility includes ensuring compliance with all Federal and Provincial Acts and Regulations that relate to these duties; however, it does not include the costs related to unusual, one-time expenses, such as major repairs to equipment or buildings, or equipment replacement. The following list of responsibilities is provided as a guideline only to the Contractor and does not, in anyway, provide for a complete detailed list of specific duties required for this position. It is clearly up to the Contractor to ensure that all technical details are provided for to meet his/her obligations, as specified in the first sentence of this paragraph.

The Contractor shall be responsible for:

- Supervising all activities consistent with the purpose of the Airpark.
- Engaging suitable subcontractors and equipment, as-needed, to ensure the obligations of this schedule are maintained when the Contractor is either absent from the Airpark or duties are beyond his/her capabilities;
- Administering all Airpark policies and procedures as established by the Regional District or its agent, the Recreation, Culture and Airpark Services Commission.
- Enforcing regulations relating to Airport property, facilities, and authorized activities carried out in relation thereto.
- Carrying out, or cause to be carried out in a proper business-like manner, all financial transactions relating to the Airport operation including, but not limited to, the sale of aviation fuel and supplies, storage, parking tie-down of aircraft and a collection of diverse fees and charges as may be determined from time to time, maintaining

acceptable inventory levels of fuel and other supplies, and following through with all related documentation in accordance with Regional District practice and policy.

- Communication to all Airport users, visitors, workers, lessees and/or others, pertinent information relating to Airport use.
- Advising the FVRD directly on matters relating to the operation and needs of the Airport, including, but not limited to, policy, regulations, capital improvements, and budgetary requirements.
- Gaining approval for all expenditures relating to Airport operation and submitting approved invoices to the FVRD for payment.
- Collecting and receipting revenues and expenses from sales, services, and other sources and reporting to the FVRD on a regular basis financial related activity.
- Communicating with the FVRD on any financial matters not addressed in the above or in addition to the above.
- Providing a monthly report to the FVRD or designate of any operational matters such as work completed by the Contractor, problems encountered and response, inquiries, etc.
- Providing suitable transportation to carry out the responsibilities and duties of this Agreement;
- Managing the fuel dispensing facilities in accordance with the Transport Canada document **Aviation Fuelling Manual: Fuel, Storage, Handling, and Dispensing - April 1990 (AK-66-06-00)**, including the following:
 - i. *Maintaining an inventory of both Jet A and Aviation Gas (100 low lead) in the 5000 gallon, 2-cell, above ground storage tank (2500 gallon capacity for each fuel);*
 - ii. *Selling the fuels at competitive rates as approved by the Regional District;*
 - iii. *Collecting fees through cash, credit card, cheque;*
 - iv. *Maintaining the fuel dispensing system including lines, tanks, pumps, valves and other related appurtenances (fuel filters are currently changed every 6 months);*
 - v. *Providing for the sale of 15w-50 oil or any other viscosity oil the contractor deems necessary for the needs of the air traffic customers;*
 - vi. *Maintaining the fuel inventory by ensuring water condensate is removed from the fuel, and the periodic flushing/recirculation of fuel in the lines, as needed;*
 - vii. *Ensuring any fuel spillage is cleaned up or contained in the oil/water separator (adjacent to the flight Centre);*

- viii. *Providing for fire extinguishers near all refueling facilities;*
- ix. *Posting written fuel safety procedures at the fuel dispenser;*
- A Regional District approved (format) record keeping system for aircraft traffic.
- Maintaining the grounds, including the following:

A. Regional Airpark - Hope:

- i. *Cutting all airpark property grass outside of the occupied leases to ensure safety on the airfield and to preserve the overall aesthetic standard the airpark currently receives:*
 - *Approx. 70 acres turf runway – two complete cuts/week*
 - *Approx. 30 acres perimeter of airfield- minimum two cuts annually*
- ii. *The length of the grass on the runway should be a minimum 1.5 inches and a maximum of 3 inches at any given time;*
- iii. *Rolling the grass runway to ensure soil density is maintained for safe landings for air traffic when frost first leaves the ground (spring);*
- iv. *Regularly inspecting the runway for ruts, erosion, soft or uneven areas for immediate remedy;*
- v. *Providing for the regular fertilization, aerating, sanding, watering, minor re-seeding and weed control as-needed to maintain the integrity of the landing strip;*
- vi. *Providing for mole control including their removals and the repair to related runway damage (typically sand is placed adjacent to runway in small piles to allow easymole hole filling);*
- vii. *NOTAM (closing) the airfield when the ground is too soft;*
- viii. *Removing snow at all times to ensure efficient and safe operation of the Airpark traffic ways including the driveway;*
- ix. *The trimming of grass along fence lines and buildings; and*
- x. *Maintaining all other tree or plant growth on airpark property (not including leases) as- needed.*

B. Gravel Surfaces:

- i. *Annual grading and rolling of the surface in the fall prior to ground frost;*
- ii. *Grading carried out, whenever possible, immediately after a moderate rainfall;*
- iii. *All access roads must be kept clear of any obstructions.*

C. Paved Surfaces:

- i. *Pavement must be inspected at least once annually;*

- ii. *Cracks should be filled as soon as possible with a commercial crack filler for pavement using a procedure commonly used in the maintenance of public roads;*
- iii. *Pavement marking on Helipad should be restored from time to time when they are no longer visible from aircraft.*

D. Drainage:

- i. *Open drainage ditches should be well maintained by removing weeds, brush, soil and debris;*
- ii. *Inspections should be conducted in late winter or early spring to ensure proper drainage is occurring.*

E. Signs and Security Fences:

- iii. *All signs and security fences should be inspected and maintained regularly.*

F. Flight Centre Building:

- i. *Cleaned regularly;*
- ii. *Maintained by stripping, waxing/polishing floors annually and painting as-needed;*
- iii. *Larger repairs would be the responsibility of the FVRD.*

G. Flight Centre Building Grounds:

- i. *This area is frequented by the public, extra attention at keeping the grass cut and the building exterior being kept clean and presentable is required.*
- ii. *The parking area should be graded and/or raked regularly*

H. Tie down Areas:

- i. *Grass should be kept trimmed around the anchor points;*
- ii. *Snow should be removed from anchor points and from area, in general.*

I. Leased Lots and Private Hangers:

- i. *The Contractor is not responsible for maintaining the grounds and buildings on private leased areas.*

- **Managing, maintaining, and caring for all equipment owned by the Regional District for Airport use, including:**
 - i. *The preparation and semi-annual updating of an equipment inventory that is presented semi-annually to the Regional District;*
 - ii. *The annual maintenance, including tune-ups, oil changes and lubes, system checks, blade sharpening, etc. on the following equipment:*

- Tractor, mowers (once a year sharpening), and roller;
 - Weed eater;
 - Compressor.
- Maintaining and operating all non-lease airpark improvements including the flight centre, garage, fuel sales shed, oil water separator, diesel fuel dispensing system, camping facilities and tie-downs as follows:
 - i. *Periodic painting of building facilities to protect wood and ensure the buildings is presentable looking;*
 - ii. *Regular checks of all facilities to identify and repair any situations that could lead to any major repairs, such as water leaks;*
 - iii. *General cleaning and maintenance of the inside of each building, especially the public flight centre;*
 - iv. *Disposal of all litter found in the non-leased areas at the airport and within the buildings (currently R&R Recycling provides the local curb side collection program);*
 - v. *Recyclable collection containers are to be provided in the flight services centre and included in the curb side collection program, as above;*
 - vi. *A clearly marked duplicate of all keys to the facilities will be provided to the Regional District. Information regarding the monitored alarm system and associated code will be conveyed to the Regional District.*
 - A 1000 gallon diesel fuel tank and dispensing system located adjacent to the garage which provides for fuel for airport equipment must be maintained as all other fuel dispensing facilities mentioned above;
 - Tie-downs will be rented out at established rates; Order all supplies as required for the general operation of the airpark.

Emergency Landing Strip – Boston Bar

- i. *Cutting all hay removing tree or plant growth close to the airstrip*
- ii. *Cutting approximately 760m X 38m of grass air strip to 4 to 5 inches 2 times annually*
- iii. *Inspecting the runway for ruts, erosion, soft or uneven areas*

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. _____

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

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

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

Dated this ___ day of _____, 202_.

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: _____

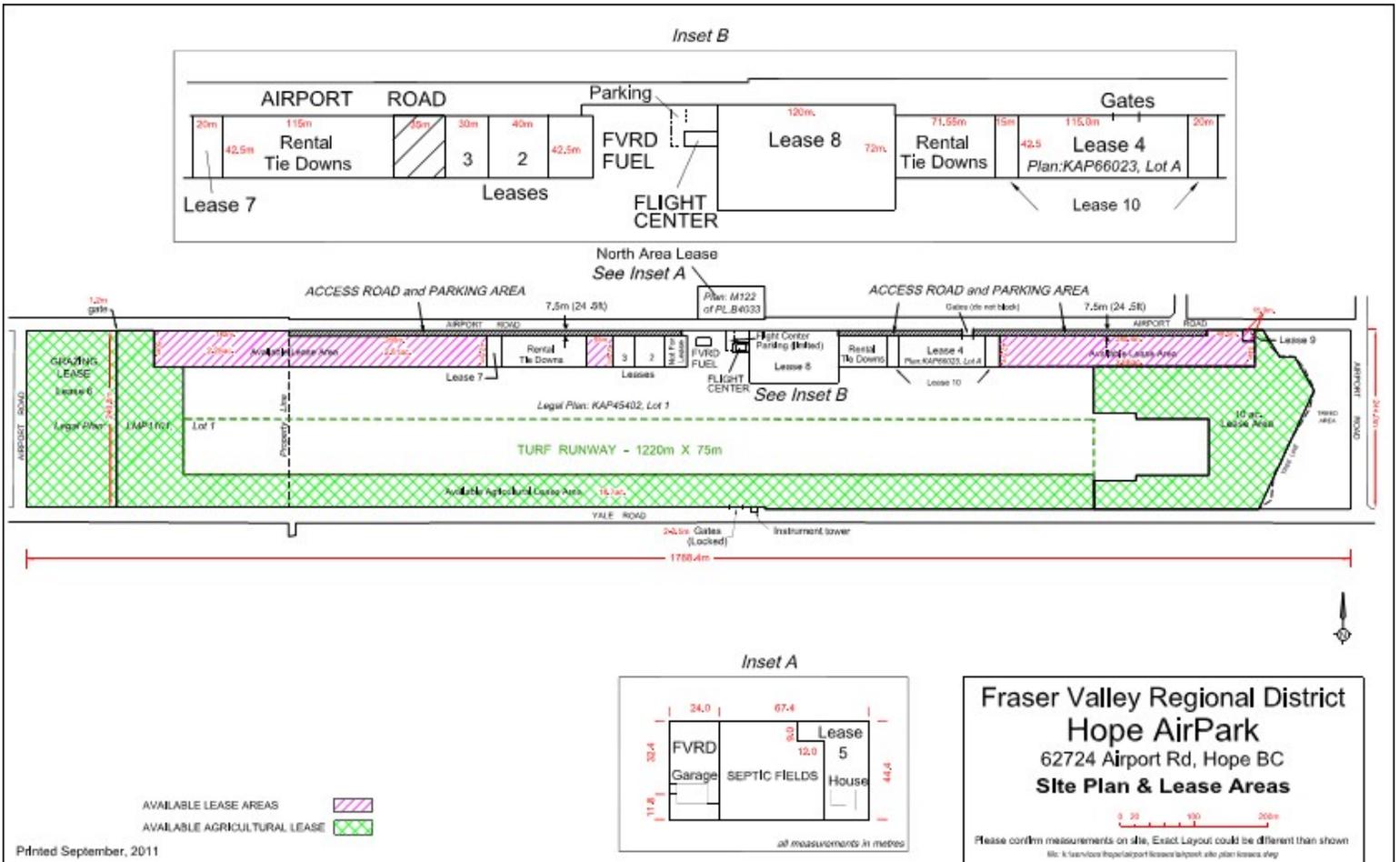
Project Name: _____

Responsibility: _____

References: _____

(incl. telephone)

Appendix A – Site Map – Hope Air Park



Appendix B – Site Map – Boston Bar

