



REQUEST FOR QUOTATION

For the Provision of

**Environmental Assessment and Monitoring Services
Island 22 Regional Park Berm Removal**

RFQ Title	Island 22 Regional Park Environmental Assessment Services
RFQ Number	26016
Date Issued	July 9, 2026
Closing Date	Friday, July 31, 2026, 3:00 pm PST



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1.0 INTRODUCTION

The Fraser Valley Regional District ("FVRD") is requesting quotations from qualified environmental consultants with demonstrated experience in stream works, aquatic habitat assessment, permitting support, species at risk review, and environmental monitoring to provide environmental assessment, mitigation recommendations, and potential onsite environmental monitoring services (the "Services") for proposed gravel berm removal at the Island 22 Regional Park boat launch located at 44955 Cartmell Road Chilliwack, British Columbia ([49.194151, -121.977412](mailto:49.194151,-121.977412)).

The boat launch has been affected by jet and propeller wash, which has created a gravel berm along about 75 metres of the 90-metre launch and is restricting access, especially during low water. The proposed works involve removing approximately 550 m³ of gravel to restore safe boat launch access. Material will be hauled off-site. A long-reach excavator is expected to be used and will remain above the wetted area where feasible, with sediment control measures in place.

The FVRD has an active *Water Sustainability Act* approval application for these works. The Province requested supplementary information, including an environmental assessment and a Construction Environmental Mitigation Plan (CEMP).

2.0 SCOPE OF WORK

The successful Proponent will be required to undertake a site visit and prepare an environmental assessment package suitable for submission to the Province in support of the review of the *Water Sustainability Act* approval application for the proposed gravel berm removal. The site visit is intended to support completion of the environmental assessment package and is not required prior to submission of a quotation.

The environmental assessment package must clearly and directly address the Province's information requirements. At a minimum, the successful Proponent will be required to provide the following:

- a review of available background information provided by FVRD, including the existing application materials and correspondence from the Province;
- methodology used for the assessment, including desktop review, field verification, habitat mapping, and any assumptions or limitations;

- a description of the existing environment within and adjacent to the project area, including aquatic habitat, riparian habitat, fish and fish habitat, amphibians, wildlife, species at risk, and any other relevant ecological values or sensitivities;
- a site-specific assessment of habitat suitability, key habitat features, and likelihood of occurrence for fish and any species at risk or sensitive species that may reasonably interact with the proposed works;
- identification and mapping, where appropriate, of key habitat features, ecological sensitivities, wildlife use areas, and potential project interactions associated with the proposed works;
- a Riparian Areas Regulation Assessment;
- an assessment of potential environmental impacts associated with the proposed works;
- a mitigation plan containing mitigation measures prepared by a qualified professional that applies the mitigation hierarchy of avoidance, minimization, restoration, or offsetting;
- a Description of Works Table outlining construction steps, timelines, duration once initiated, potential impacts, and mitigation measures;
- a habitat balance that demonstrates no net loss;
- a stand-alone, project-specific Construction Environmental Mitigation Plan (CEMP) that, at minimum, includes:
 - standard and site-specific best management practices;
 - contact information for applicable agencies;
 - the role and authority of the Environmental Monitor; and
 - names and contact information for the Environmental Monitor or, if not yet assigned, the proposed qualifications, reporting structure, and process for assignment prior to construction;
- a clear and well-supported rationale regarding construction timing, including:
 - any seasonal or timing-related risks, constraints, assumptions, or mitigation measures;
 - considerations related to low water conditions, fish and wildlife use, and habitat protection; and
 - any recommended refinements to the work window;
- a professional opinion regarding the suitability of using a silt curtain or similar sediment isolation approach for the proposed works, including any conditions, limitations, assumptions, and additional mitigation that would be required if such an approach is considered;
- identification of any anticipated federal, provincial, or municipal permitting interfaces relevant to the proposed works, including Fisheries Act considerations, based on the information available at the time of the assessment; and
- one consolidated final submission package in PDF format, suitable for FVRD to submit to the Province in response to the outstanding information request.

The report must provide sufficient detail to support Provincial review of the proposed works.

As part of the Services, the successful Proponent will also provide the information and supporting documentation required for FVRD to submit, or for the Proponent to submit on FVRD's behalf if requested by FVRD, a Request for Review to Fisheries and Oceans Canada to determine whether a *Fisheries Act* permit, authorization, or other federal approval is required.

The environmental assessment services described above constitute the core scope of work for this RFQ and must be included in the Proponent's base quotation in Schedule A.

In addition to the base quotation, Proponents must provide a separate fee schedule for potential onsite environmental monitoring services. Potential monitoring services are to be priced separately and will only be undertaken if requested in writing by the FVRD. The FVRD reserves the right, in its sole discretion, to proceed with the environmental assessment services only, to request potential environmental monitoring services in whole or in part, or not to proceed with any potential services at all. Pricing for all monitoring services must be submitted in the form set out in Schedule B.

3.0 QUALIFICATIONS

Proponents must use Schedule C to demonstrate:

- experience completing environmental assessments for projects in or near streams, rivers, riparian areas, or other sensitive aquatic environments in British Columbia;
- experience preparing technical reports and mitigation plans to support *Water Sustainability Act* approvals or similar provincial regulatory review;
- experience assessing and mitigating impacts to fish, fish habitat, species at risk, and riparian values;
- experience preparing Construction Environmental Mitigation Plans for in-stream or near-stream works;
- experience providing environmental monitoring during construction of works in or near water;
- familiarity with Fraser River conditions and environmental considerations relevant to gravel removal, bank interface works, or boat launch infrastructure is an asset; and
- availability of Qualified Environmental Professional to develop the CEMP, Environmental Assessment, and be available for environmental monitoring.

4.0 SUBMISSION

One (1) completed copy of the **Schedule A** (Quotation), **Schedule B** (Potential Monitoring Services Fee Schedule), and **Schedule C** (Experience and Qualifications) marked with the RFQ Title and RFQ Number should be delivered by hand, regular mail or courier, or email before **Friday, July 31, 2026, at 3:00 pm PST** to:

Fraser Valley Regional District

Attn: **Sara Vorlicek**

1 - 45950 Cheam Avenue, Chilliwack, British Columbia, V2P 1N6

Email: outdoorrecreation@fvrd.ca

An electronic file version is preferred (such as a PDF or Word document), sent by email. Hard copies will also be accepted in person, regular mail, or courier.

Quotations received after the time specified above may not be considered.

The FVRD reserves the right to cancel this RFQ for any reason whatsoever without any liability to any party for any claims of any kind whatsoever.

All Quotations will remain confidential, subject to the statutory requirements for disclosure under the *Freedom of Information and Protection of Privacy Act*.

It is the responsibility of the Proponent to ensure that their submission has been received by the FVRD prior to the closing time and date.

5.0 INQUIRIES AND ADDENDA

All inquiries regarding this RFQ should be directed to:

Christina Vugteveen

Manager of Parks

Telephone: 604-702-5077

Email: cvugteveen@fvrd.ca

Any inquiries that are received by the FVRD and that affect this RFQ will be issued as addenda to all contractors that received the original RFQ. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ including any addenda.

Any information regarding this RFQ obtained by a party from any source other than from the FVRD by way of addenda is not authorized and should not be relied upon.

Please note that the final day for questions will be July 24, 2026, at 4:30 pm PST. Should an addenda be required, it will be issued end of day July 27, 2026.

6.0 NO CONTRACT

This RFQ is simply an invitation for quotations for the convenience of all parties and should not be construed as an intention by the FVRD to enter into contractual relations with any party submitting a quotation. The FVRD will provide written notice of acceptance of a quotation in the event that the FVRD seeks to acquire the Services and formalize a contract for that purpose. The FVRD may negotiate changes to any terms of a quotation for the purposes of finalizing a contract.

Should a contract be finalized:

- » This RFQ quote may be used to form a contract.
- » The contractor is responsible for a minimum of **\$2,000,000** commercial liability insurance naming the Fraser Valley Regional District as additional insured.

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.

7.0 LIMITATION OF LIABILITY

By submitting a Quotation, each contractor irrevocably agrees that the FVRD shall not be liable to any contractor 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 Contractor's preparation and submission of their Quotation, their participation in this RFQ, for loss of revenue, opportunity or anticipated profit, arising in connection with its Quotation, this RFQ, any subsequent processes or opportunity, any contract, or any matter whatsoever.

8.0 CONFLICT OF INTEREST

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

9.0 NO LOBBYING

Contractors and their agents are not permitted to contact any member of the FVRD Board of Directors or staff with respect to this RFQ, except as expressly provided for herein. Contractors 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 contractor from participation in this RFQ that acts in contravention of this requirement.

10.0 EVALUATION

The evaluation of the RFQ will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Quotations will be evaluated on the basis of the overall best value to the FVRD using the following criteria:

Criteria	Decision Factors	
Mandatory Evaluation Criteria	Received by Closing Date and Time	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule A (Quotation)	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule B (Potential Monitoring Services Fee Schedule)	Pass/Fail
Mandatory Evaluation Criteria	Completed Schedule C (Experience and Qualifications)	Pass/Fail
Evaluation Selection Criteria	Quotation Price (Schedule A)	/100



SCHEDULE A

Quotation RFQ #26016

Business Name: _____

Name and title of Representative: _____

Address: _____

Telephone: _____ Email: _____

Form of Business Organization

- Sole Proprietorship
- Partnership Date of Establishment _____
- Corporation Date of Incorporation _____ Business No. _____

I/We hereby offer to provide to the Fraser Valley Regional District the [Goods/Services] for the prices plus applicable taxes:

[insert table for Contractor to input pricing or adjust the following table to suit]

Item #	Item Name	Estimated Quantity	Unit of Measure	Unit Price	Total Amount
1.	Environmental Assessment Report	1	Lump sum		
				Subtotal:	\$
				GST (5%)	\$
				PST (7%)	\$
CURRENCY: Canadian (CAD)				TOTAL:	\$

If this Quotation is for the provision Goods, the price quote shall be inclusive of packing, crating, and freight, F.O.B. 45950 Cheam Avenue, Chilliwack, British Columbia.

If this offer is accepted by the FVRD, then such offer and acceptance will create a contract as described in the RFQ, this Quotation and other terms, if any, that are agreed to in writing by the parties.

I/We the undersigned authorized representatives of the Contractor, having received and carefully reviewed the RFQ, including without limitation the Specifications and General Terms and Conditions, submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this ___ day of _____, 2026.

CONTRACTOR

I/We have authority to bind the Contractor

Legal Name of Contractor

Signature of Authorized Signatory

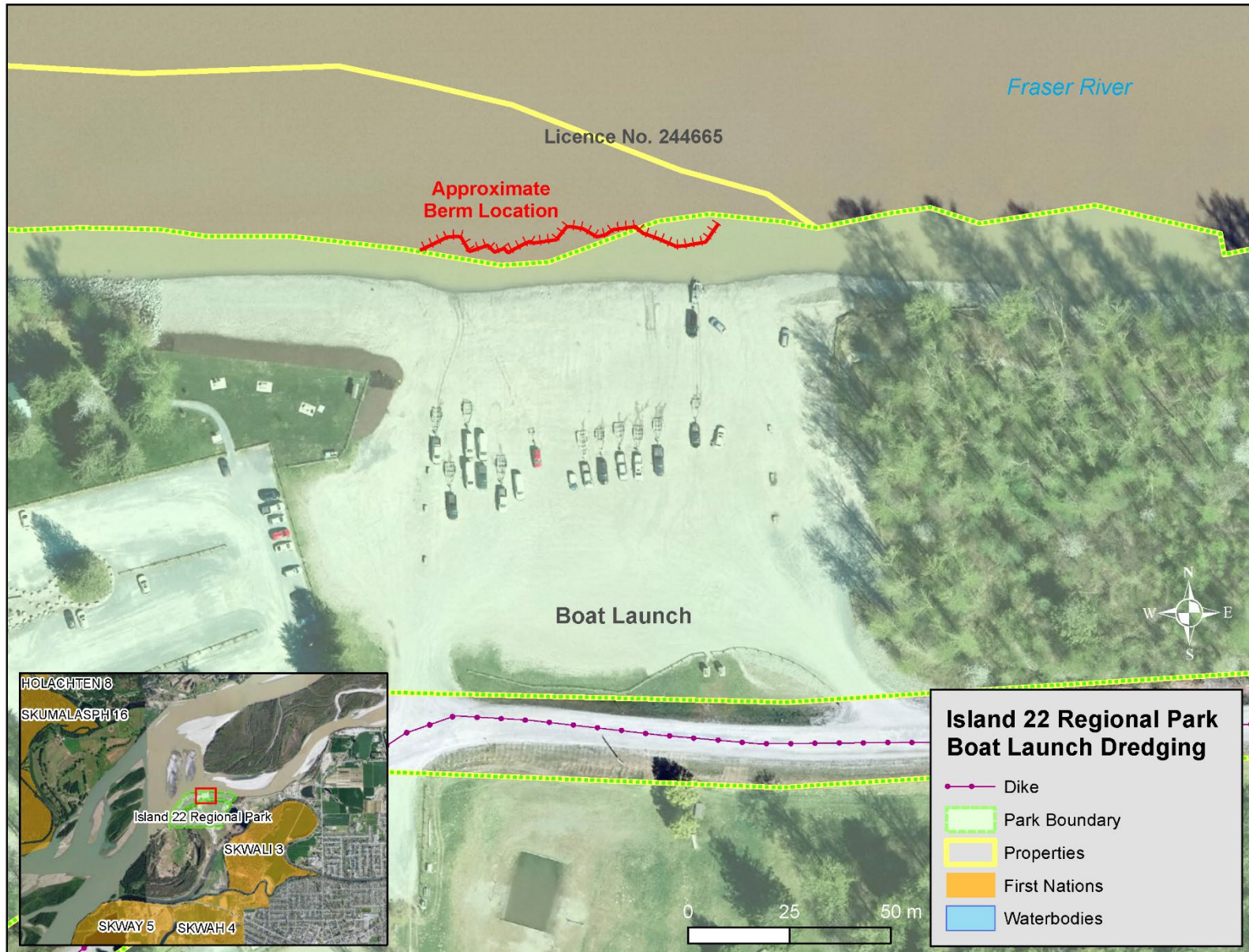
Name & Title/Position:

Signature of Authorized Signatory

Name & Title/Position:

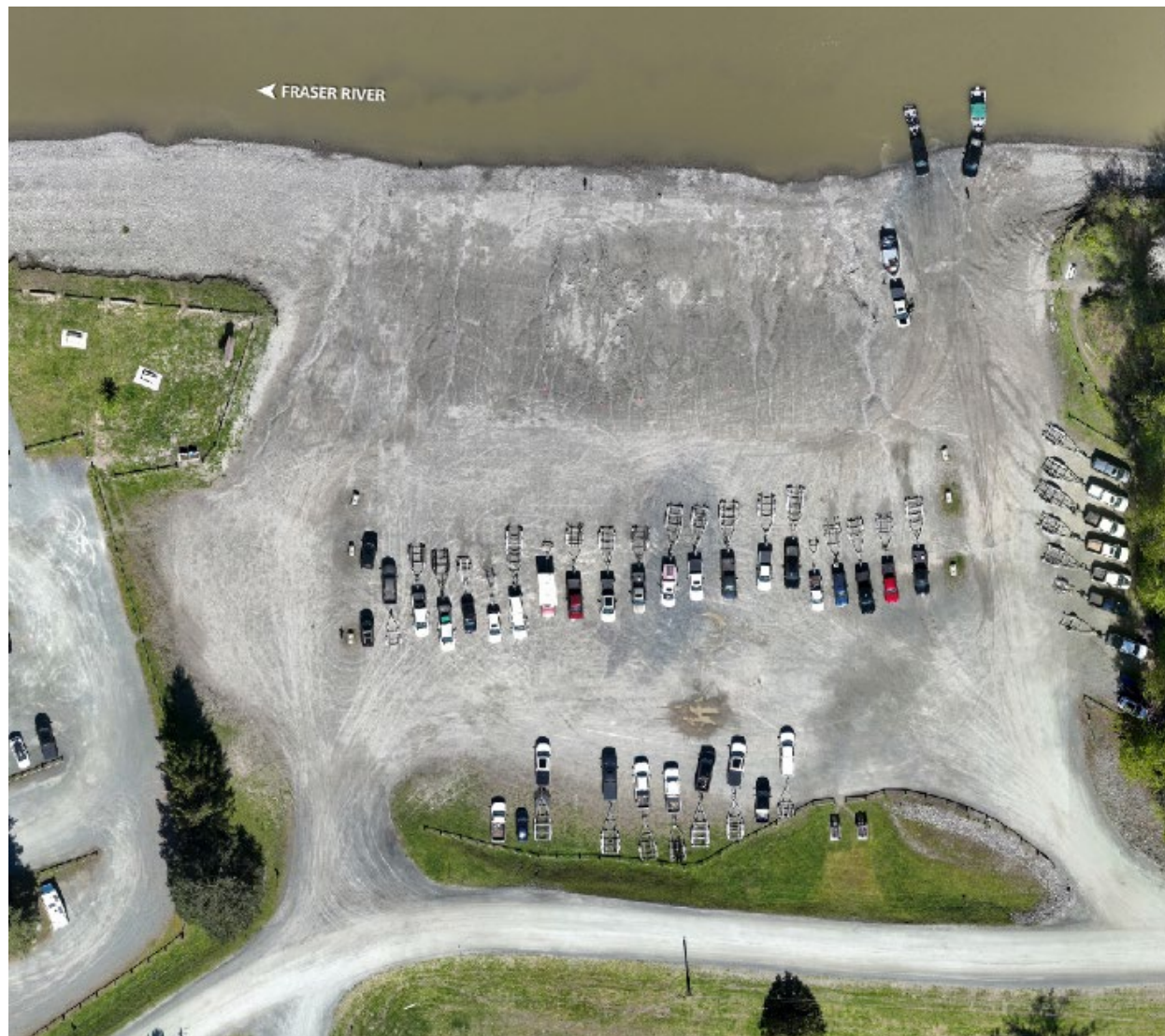
SCHEDULE D

Map of Location RFQ #26016



SCHEDULE E

Photos of Location RFQ #26016



Aerial view of Island 22 Boat Launch and the Berm