



REQUEST FOR PROPOSALS

SALMON AND WHITE RIVERS FLOOD RISK ASSESSMENT RFP-07-18

ISSUE DATE

June 27, 2018

CLOSING DATE AND TIME

July 27, 2018

2:00 pm Pacific Standard Time

CLOSING LOCATION

Strathcona Regional District
301-990 Cedar Street
Campbell River, BC V9W 7Z8

CONTACT PERSON

Shaun Koopman
Protective Services Coordinator
Tel: (250) 830-6702
Fax: (250) 830-6710
Email: procurement@strathconard.ca

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A. PROJECT SUMMARY

The Strathcona Regional District (SRD) covers an area of approximately 18,329 km² and has an approximate population of 44,600. The Strathcona Emergency Program is a function of the SRD and works to provide coordinated emergency programming. The program is responsible for disaster mitigation, preparedness, response and recovery. The SRD is seeking proposals from qualified firms to complete Risk Assessment of the floodplains of the Salmon River and a portion of the White River in Sayward, British Columbia. The Risk Assessment would follow the National Disaster Mitigation Program's Risk Assessment Information Template.

This project will address rising flood risks and costs, and build the foundation for future informed mitigation investments that could reduce, or even negate, the effects of flood events. It will help effectively mitigate, prepare for, respond to and recover from, flood-related events foremost by building a body of knowledge of flood risks in the SRD. Knowledge that is up-to-date and accessible will not only help governments, communities and individuals to understand flood risks and employ effective mitigation strategies to reduce the impacts of flooding, but will also further discussions on residential flood insurance.

History

This area is historically prone to flooding and is at risk from not only high river flows, storm surge, and rising sea levels, but a combination of all three occurring simultaneously. Flooding poses a significant threat to this regions environment, people, housing, economy, and infrastructure. This project will result in the completion of a Flood Risk Assessment for the Salmon and White River floodplain that encompasses both Electoral Area A (Sayward Valley) and the Village of Sayward. The SRD will be taking the lead on this project, collaborating with the Village of Sayward and other key stakeholders.

The rivers lie within Electoral Area A of the Strathcona Regional District with only the portion of the floodplain residing within the boundaries of the Village of Sayward. Estimated population for the Village of Sayward is 430 and 600 for the Sayward Valley for a total area population of approximately 1,030.

On November 11, 1990, many parts of the Sayward Valley were flooded and residents evacuated to Campbell River. The Sayward school was heavily inundated and the White River highway bridge was destroyed. Local residents indicated this flood to be nearly equal to that of 1975. On November 23, 1990 flooding once again inundated the Sayward Valley and this flood was of greater magnitude than those of November 11, 1990 and October 1975 with many areas again requiring evacuation. River Forecast Centre Gauge 08hD007 - Salmon River above Memekay has been in operation providing discharge records since 1960. Published peak flows for the November 1990 events are 489 m³/s on November 23 and 320 m³/s on November 11. Since 1990, Gauge 08hD007 has recorded 6 years where the discharge levels were in excess of 280 m³/s, with the highest being a recorded flow of 310 m³/s observed in November of 2009. Flooding continues to pose a significant risk to this region's environment, people, housing, economy and infrastructure.

Salmon and White River Flood Map Design Brief

http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/bc-floodplain-design-briefs/salmon_white_sayward.pdf

Salmon and White River Floodplain Mapping Program

http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/keyplans-html/salmon-and-white-rivers.html

Area Flood Maps

1. http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/bc-floodplain-maps/Salmon_White_Rivers@Sayward/A5282-1.pdf
2. http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/bc-floodplain-maps/Salmon_White_Rivers@Sayward/A5282-2.pdf
3. http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/bc-floodplain-maps/Salmon_White_Rivers@Sayward/A5282-3.pdf
4. http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/bc-floodplain-maps/Salmon_White_Rivers@Sayward/A5282-4.pdf
5. http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/bc-floodplain-maps/Salmon_White_Rivers@Sayward/A5282-5.pdf
6. http://www.env.gov.bc.ca/wsd/data_searches/fpm/reports/bc-floodplain-maps/Salmon_White_Rivers@Sayward/A5282-6.pdf

Proponents shall base their Proposal on furnishing everything including all permits, labour, engineering, materials, tools, equipment and all necessary supplies as well as incidentals required to complete the project in full compliance with the provisions and requirements of this RFP document. Any deviation from the requirements set out in this document must be fully disclosed in the proposal.

B. ADMINISTRATIVE REQUIREMENTS

1.0 DEFINITIONS

Throughout this RFP, the following definitions apply:

“Closing” means the closing date and time specified on the first page of this Request for Proposals.

“Contract” means the written agreement resulting from this Request for Proposals executed by the Strathcona Regional District and the contractor.

“Contractor” means the successful proponent to this Request for Proposals who enters into a written contract with the Regional District.

“Must”, “shall” or “mandatory” means a requirement that must be met in order for the proposal to receive consideration.

“Project” means that work to be completed in accordance with this Request for Proposals.

“Proponent” means an individual, company or partnership that submits, or intends to submit, a proposal in response to this Request for Proposals.

“Proposal” means a submission in response to this Request for Proposals.

“RFP” means this Request for Proposals.

“Should” or “desirable” means a requirement having a significant degree of importance to the objective of the Request for Proposals.

2.0 TERMS AND CONDITIONS

The terms and conditions applicable to this RFP are contained within this document. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any addenda issued by the Regional District.

3.0 EVALUATION

Proposals will be evaluated by the Regional District based on the criteria identified herein. The intent of the Regional District is to enter into a contract with the proponent whose proposal represents the best value to the Regional District based on the Regional District's evaluation of the proposals received.

4.0 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format as a standard proposed response but must be clearly marked as an "Alternative Proposal". If a proponent submits more than one proposal each must be separately and uniquely identified.

5.0 CHANGES TO PROPOSALS

By written notice a proponent may, prior to closing, amend or withdraw its proposal. Upon closing all proposals become irrevocable and may not be amended or withdrawn prior to the deadline for acceptance except where the proponent and the Regional District have mutually agreed to a change for the purpose of entering into a contract.

6.0 PROPONENTS' EXPENSES

Proponents are solely responsible for their own expenses in preparing and submitting their proposals. The Regional District will not be liable for any claims for costs or damages incurred by a proponent in preparing a proposal, loss of anticipated profit in connection with a final contract or any other matter whatsoever.

7.0 CURRENCY AND TAXES

Prices must be quoted in Canadian dollars and exclusive of taxes which shall be shown separately on the Proposal Form. No adjustment of fees or pricing will be made due to international currency fluctuations and/or any import duties and any additional taxes as a result of the contractor sourcing any materials, components and/or labour from international sources.

8.0 SUBCONTRACTORS AND PARTNERSHIPS

If subcontractors are to be used they must be clearly identified in the proposal. Joint submissions in the form of a partnership or consortium are acceptable including a joint submission by proponents having no formal corporate links. However, each proposal must identify the legal entity which is to be responsible for the overall performance of the work which constitutes the project.

9.0 CONFLICT OF INTEREST

Contracting or subcontracting with any firm or individual whose corporate or other interests could, in the Regional District's opinion, give rise to a conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.

10.0 ACCEPTANCE OF PROPOSALS

This RFP must not be construed as an agreement to purchase goods or services nor as an invitation to perform any service for the Regional District, except as specifically outlined herein. Proposals shall remain open for acceptance by the Regional District for at least a

minimum of 14 days after the RFP closing date. Proposals must state the latest date for acceptance at the time of submission.

The Regional District is not bound to accept the lowest price or any proposal. Proposals will be evaluated on the basis of stated criteria and the Regional District is under no obligation to request clarification or further information, whether written or oral, from any proponent prior to completion of the evaluation process.

The Regional District reserves the right to reject any and all proposals for any reason or to accept any proposal in whole or in part which the Regional District, in its sole unrestricted discretion, deems to represent the best value for the Regional District. Proponents acknowledge the Regional District's rights under this clause and absolutely waive any right of action against the Regional District for failure to accept their proposals whether such right of action arises as a result of negligence, bad faith or for any other reason.

The Regional District reserves the right to enter into negotiations with one or more proponents with respect to the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.

Formal acceptance of any proposal and the subsequent confirmation of project award must not be construed as authority for the proponent to proceed with the project as this will be dependent on the execution of a contract and the fulfillment of any conditions precedent imposed by any authority having jurisdiction over the work or service to be performed.

11.0 CANCELLATION OR DELAY OF RFP

The Regional District reserves the right to delay and/or cancel this RFP at any time and for any reason, and will not be responsible for any direct or indirect loss, damage, cost or expense incurred or suffered by any proponent as a result of such cancellation.

The acceptance of any Proposal and the subsequent execution of a contract may be subject to funding and approval by the Board of Directors of the Strathcona Regional District or any of its delegated authorities.

12.0 EXECUTION OF CONTRACT

After acceptance by the Regional District, the successful Proponent will be provided with written confirmation. A contract will be executed when all preconditions have been met. No proponent will acquire any legal or equitable rights or privileges with respect to this project until a contract has been entered into with the Regional District.

13.0 LIABILITY FOR ERRORS

The information contained within this RFP is not guaranteed or warranted to be accurate by the Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from conducting their own research and forming their own opinions and conclusions with respect to the matters addressed in this RFP.

14.0 MODIFICATION OF TERMS

The Regional District reserves the right, at its sole discretion, to modify the terms of this RFP at any time prior to the closing time. Such modifications will be communicated to all proponents through a formal addenda process.

15.0 FREEDOM OF INFORMATION

Proposals are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* which provides that all information contained therein, with some exceptions, is subject to access by the public. Information that is considered to be confidential or proprietary in nature should be clearly noted as such by the proponent. The Regional District cannot

guarantee that any information contained within a proposal will remain confidential if a request for access is made.

16.0 USE OF DOCUMENT

Neither this document, nor any portion thereof, may be used for any purpose other than the submission of proposals.

17.0 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Regional District obtained by the Proponent as a result of participation in this RFP process, other than information that is generally available as part of the public record, is to be treated as confidential and must not be disclosed without prior written authorization from the Regional District.

C. SUBMISSION REQUIREMENTS

18.0 PROPOSAL SUBMISSION

Proposals shall be submitted in duplicate complete with one digital copy in portable document format (.pdf file) on a CD, DVD or USB device. The signed and dated Proposal Form provided herein must also be included. The deadline for receipt of proposals is 2:00 pm Pacific Standard time on Friday, July 27, 2018 at the following location:

Strathcona Regional District
301-990 Cedar Street
Campbell River, BC V9W 7Z8

Proposals must be submitted in a sealed package with the name and address of the proponent and the RFP title clearly marked on the outside.

SAMPLE LABEL

Name of Proponent Address of Proponent
CONFIDENTIAL – DO NOT OPEN
Salmon and White Rivers Flood Risk Assessment RFP-07-18
STRATHCONA REGIONAL DISTRICT 301-990 Cedar Street Campbell River, BC V9W 7Z8

Facsimile and electronic submissions will be disqualified.

Late proposals will be disqualified.

Proposals that are unsealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the discretion of the Regional District, be disqualified.

The person(s) authorized to sign on behalf of the proponent and to bind the proponent to statements made in response to this RFP **must execute** the Proposal Form. Unsigned proposals will be disqualified.

Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. All submissions must be delivered according to the instructions provided herein and the Regional District will accept no responsibility for documents delivered to any other location.

19.0 PROJECT MANAGER

Proponents are required to designate an individual who shall be the Designated Project Manager (“Project Manager”) for the project. The Project Manager shall be the contractor’s project/construction manager responsible for the delivery of all contracted services to the Regional District. The Project Manager, and not subordinate staff, shall at all times be directly responsible for the management of the project. The Project Manager shall attend all meetings of the project team during the term of the project. The Project Manager shall not be replaced without the prior written consent of the Regional District.

20.0 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing or by email, to:

Salmon and White Rivers Flood Risk Assessment
Strathcona Regional District
301-990 Cedar Street, Campbell River, BC V9W 7Z8
Phone: 250-830-6700
Fax: 250-830-6710
Email: procurement@strathconard.ca

Information obtained from any other source is not official and should not be relied upon.

21.0 RFP ADDENDA

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of the Regional District. Addenda will be in written form and will be made available on the BC Bid (<http://www.bcbid.gov.bc.ca>) and Strathcona Regional District (www.strathconard.ca) websites. Information contained within RFP addenda(s) is considered an integral part of the RFP and should be considered by proponents when responding to this RFP.

Verbal communications will not be binding unless confirmed by written addenda.

22.0 DISCLAIMER

Each proponent is responsible to review and understand the terms and conditions of this RFP and the scope of the work described. The Regional District makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and proponents are solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RFP and to prepare and submit their proposals. The Regional District will not be held responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or lack of completeness associated with this RFP, or as a result of any misunderstanding or misinterpretation of the requirements of this RFP on the part of any proponent.

23.0 EVALUATION CRITERIA

Proposals will be evaluated against the following criteria:

Criteria	Points
Relevant project experience	25
Ability to comply with project schedule	20
Safety record	15
Proposal quality and clarity	20
Project team credentials	20

If required, a short list of proponents may be established to be contacted by the Regional District. The purpose for contacting a proponent at this stage would be to gain a greater understanding of the proponent's proposal as submitted. Depending on the nature of the questions to be answered an interview may also be arranged to facilitate a more in-depth understanding of the proposal.

D. SPECIFICATIONS AND SCOPE OF WORK

24.0 SERVICES

The proponent will provide all labour, tools, equipment, supervision, vehicles, fuels, lubricants, materials, supplies, permits, and services necessary to perform a Risk Assessment of the Salmon and White Rivers (the "Work").

The contractor will be required to warranty all materials furnished and work performed under the contract for a minimum period of two (2) years from the date of project completion. This includes the replacement of faulty materials and rectification of any defects discovered and failures occurring during the warranty period. All deficiencies will be rectified to the satisfaction of the Regional District.

25.0 PRODUCTS AND MATERIALS

Proposals must include a detailed specification sheet regarding the products and materials proposed to be used or installed for this project along with the manufacturer's written installation methods and instructions.

All products and materials provided under the contract must meet or exceed the standards established by any authority having jurisdiction.

All materials provided under this contract must be acceptable to all federal, provincial, municipal and Worker's Compensation Board regulations.

The Regional District will reject any proposal where the products or materials to be used do not conform to the minimum specifications set out herein or meet the minimum regulatory requirements.

26.0 PERMITS AND CERTIFICATES

The successful proponent obtain, and pay for, all necessary permits to carry out the work of this project. The contractor will be required to provide certificates of conformity to requirements of authorities having jurisdiction.

27.0 PROJECT SCHEDULE

The Regional District has a “window of installation” for this project. Proponents shall state in their Proposal submission whether they can comply with this timeline. In accordance with the evaluation criteria set out in this document, points will be awarded to proponents confirming their ability to conform with the project schedule specified as:

Notice of award – August 9, 2018

Contract signing – August 14, 2018

Project start – August 15, 2018

Presentation to Board of Directors and Town Hall Meeting – March 2019

Project completion – April 12, 2019

28.0 WORKSITE MANAGEMENT

In order for regular operations of the facility to continue, excess materials and debris must be cleaned up on a daily basis during operating hours. All excess materials must be disposed of in accordance with all applicable legislation and best practices.

Any contractor’s materials and equipment proposed to be stored on Regional District property must either be stored at the designated worksite or in an area approved by the Regional District for that purpose.

Adjacent areas must be restored and cleaned the original condition and any damage caused during the installation or construction process must be repaired.

29.0 KNOWLEDGE OF PROJECT

By submitting a response, the Proponent agrees that they have attended the mandatory site meeting, examined the facilities, have carefully read this RFP document and have satisfied themselves as to their ability to fulfill the requirements of this RFP and the project before submitting a proposal and agree that they will make no claim against the Regional District based on any misunderstanding must of the RFP requirements and the project to be provided.

No extra payment will be made by the Regional District for conditions which should have been determined by a proponent by inspection, prior to entering into a contract for the project.

30.0 WHMIS

All products provided by the successful proponent in performing the Work are considered to be required for use in the workplace. Therefore, full compliance for all labeling and information requirements for the Workplace Hazardous Materials Information System (WHMIS) Legislation for controlled products is required.

31.0 PROJECT SPECIFICATIONS

Project Overview

The following section outlines the Salmon and White Rivers Flood Risk Assessment primary objective, expected outcomes, scope of work, deliverables and timeline requirements. It is the proponent’s responsibility to determine the specific steps required to meet the objectives and timeline constraints.

The project will complete a risk assessment of the Salmon River floodplain and a portion of the White River floodplain that consists of a collection of historical data and projections that will identify and detail existing hazards, potential hazards, future risks, likelihood of occurrence, and identify the community's vulnerabilities. The Risk Assessment Guidelines are available at: <https://www.publicsafety.gc.ca/cnt/mrgnc-mngmnt/dsstr-prvntn-mtgtn/ndmp/prgrm-gdlns-en.aspx#a34>

Following the completion of the Risk Assessment Information Template (RAIT) the contractor will facilitate two presentations:

1. **Presentation to the SRD Board of Directors**
Following completion of the report, a presentation in person will be made to the Board providing a brief overview. The Board will be given the opportunity to ask questions and / or provide feedback. Any feedback given regarding the need for further refinement will be accounted for within the development of the final report.
2. **One presentation at a Town Hall style meeting.**
Following completion of the final report, a presentation will be made in person at a Town Hall meeting in Sayward. This meeting will be facilitated by SRD staff. The meeting will be an opportunity for interested parties to hear the results of the report and take part in a question/answer session.

Consequence / Impact Assessment

The following section provides a description of the different impact criteria that should be completed within the risk assessment information template (RAIT). In addition, descriptions of the risk ranking and definitions associated with the five-point scale used to define the impacts are presented. The impact risk rating definitions are based on qualitative and quantitative elements referenced from a diverse array of risk and resilience methodologies and external risk management models.

People and Societal Impacts

It is a priority at the municipal, provincial and federal levels to protect the health and safety of Canadians. Impacts on people are considered pertinent in the assessment process given that natural hazards can result in significant societal disruptions such as evacuations and relocations as well as injuries, immediate deaths, and deaths resulting from unattended injuries or displacement. As such, the following impact criteria will be assessed on a 1 to 5 scale:

- number of fatalities;
- ability for local healthcare resources to address injuries; and
- number of individuals displaced and duration of displacement.

Environmental Impacts

A priority for municipal, provincial and federal governments is to protect Canada's natural environment for current and future generations. As such, environmental impacts were included in the assessment to measure the risk event in relation to the degree of damage and predicted scope of clean-up and restoration needed following an event. The definitions consider the direct and indirect environmental impacts within the defined geographic area on a 1 to 5 scale, and include an assessment of air quality, water quality and availability (exclusive to on land and in-ground water), and various other nature indicators.

Local Economic Impacts

There may be impacts on the local economy that are the result of a risk event occurring. Local economic impacts attempt to capture the value of damages or losses to local economically productive assets, as well as disruptions to the normal functioning of the community/region's local economic system. The definitions consider the local economic impacts within the defined geographic area on a 1 to 5 scale, and should consider direct and indirect economic losses (i.e. productivity losses, capital losses, operating costs, financial institutions and other financial losses).

Local Infrastructure Impacts

There are several local infrastructure components, as per a variety of risk assessment and management sources and guidelines that are fundamental to the viability and sustainability of a community/region. Those components that appear most pertinent to assess impacts resulting from natural hazards, such as floods, include: energy and utilities; information and communication technology; transportation; health, food and water; and safety and security. At a minimum, an assessment of the aforementioned components must be completed, defined on a 1 to 5 scale, and should consider both direct and indirect impacts.

It is important to note that Critical Infrastructure, in Canada, includes the following ten sectors: energy and utilities, information and communications technology, finance, healthcare, food, water, transportation, safety, government and manufacturing. Currently, the National Disaster Mitigation Program attempts to leverage those elements thought to be most relevant to identify and assess local flood risk to communities while complementing other Government initiatives, such as the *National Strategy and Action Plan for Critical Infrastructure*.

Public Sensitivity Impacts

Public sensitivity was included as an impact criterion given that credibility of governments is founded on the public's trust that all levels of government will respond effectively to a disaster event. The definitions consider the impacts on public visibility on a 1 to 5 scale, and include an assessment of public perception of government institutions, and trust and confidence in public institutions.

Confidence Levels

The risk assessment process requires confidence levels to be defined, particularly since confidence levels can vary considerably depending on the availability of quality data, availability of relevant expertise to feed the risk assessment process, and the existing Canadian body of knowledge associated with specific natural hazards and natural disaster events.

Confidence levels have been defined using letters ranging from A to E, where 'A' is the highest confidence level and 'E' is the lowest. This approach was taken to ensure all applicants can determine the confidence in their risk assessment in a simplified, straightforward manner, which also ensures that a more consistent representation of confidence levels is being determined across all submissions.

How the Risk Assessment Information May Influence Policy:

- a) It will provide the first step in the development of an overall strategy for flood response and mitigation in this region;
- b) It will provide all stakeholders a better understanding of existing and potential hazards, the factors that may intensify the severity of an incident, and what factors will trigger higher risk situations;
- c) It will include current and projected impacts of climate change and sea level rise, which will assist in the identification of adaptation strategies for climate change and sea level rise;
- d) It will aid in the identification of mitigation strategies (It is anticipated that a further study will be done in the future specifically to identify mitigation strategies);
- e) It will inform future land-use planning and shape development policies;
- f) It will identify the existing and potential threats to the areas sources of potable water;
- g) Assist in the establishment of new setbacks to encourage a managed retreat of new development away from the river and shoreline areas;

- h) It will include current population density as well as future projections;
- i) It will direct emergency management mapping;
- j) It will aid in public engagement and education;
- k) It will provide a basis for further business case and investment decisions and projections of potential liability;
- l) It will meet the criteria necessary to move this project to Stream 2 of the NDMP, opening the door to future assessments, flood mapping, modeling of sea level rise, and coastal shoreline projections;

Once the report is completed, residents, businesses, local governments, committed stakeholders and the community can begin looking at reducing the risks, developing capacity and enhancing resilience.

This and future reports will aid in directing the SRD and the community in developing a list of prioritized mitigation measures.

32.0 CHANGE IN SCOPE

The Regional District reserves the right to amend the scope for work during the term of the proposed contract. In such cases, the Regional District would request a quotation from the contractor for the change in scope.

E. CONTRACT CONDITIONS

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contract with the Regional District that subject to negotiation, may include the following contract clauses:

33.0 COMPLIANCE WITH LAWS

The contractor will give all notices and provide all permits, licenses and other approvals required to perform the work. The contractor will comply with all laws applicable to the work or performance of the contract.

34.0 LAWS OF BRITISH COLUMBIA

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in affect in the province of British Columbia.

35.0 INDEMNITY

Notwithstanding the provision of insurance coverage by the contractor, the contractor hereby agrees to indemnify and save harmless the Regional District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the contractor, its servants, agents, subcontractors and suboperators, in providing the services and performing the work of the contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

36.0 INSURANCE

Any contract resulting from this RFP will require that the contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term:

- a. Comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the contract;
- b. Automobile liability on all vehicles owned, operated or licensed in the name of the contractor in an amount not less than \$2,000,000.

The Regional District is to be added as an additional insured and the policy shall contain a cross liability clause. All required insurance will be endorsed to provide the Regional District with 30 days advance written notice of cancellation or material change.

The contractor will provide the Regional District with evidence of the required insurance in the form of a certificate(s) of insurance, immediately upon execution and delivery of the contract.

37.0 REGISTRATION WITH WORKSAFEBC

The contractor and any approved subcontractors must be registered with WorkSafe BC and WCB coverage must be maintained for the duration of the contract. Prior to receiving any payment, the contractor may be required to submit a WCB Clearance Letter confirming all assessments have been paid and the contractor is in good standing. The contractor and any approved subcontractors shall abide by all provisions of the Workers Compensation Act of British Columbia.

F. DRAWINGS

Any drawings provided by the Regional District are intended as a guide only and may not be suitable for calculating quantities, dimensions, angles, elevations or other pertinent information. Proponents are solely responsible for confirming the information they require in order to meet the requirements of the RFP.

G. PROPOSAL FORM

**REQUEST FOR PROPOSALS
SALMON AND WHITE RIVERS FLOOD RISK ASSESSMENT
RFP-07-18**

**CLOSING DATE AND TIME
2:00 PM PACIFIC DAYLIGHT/STANDARD TIME ON JULY 27, 2018**

This form must be completed, signed and included with the submission.

The undersigned confirms that its submission is in response to the above noted RFP.

The proponent acknowledges receipt of Addenda # _____ through Addenda # _____.

Proponent:

Address:

**Contact
Name:**

Phone:

Fax:

Email:

Completed Price	\$
Taxes	\$
Total Completed (if applicable, installed) Price	\$

Proponents should ensure that all requirements of the RFP are dealt with in their proposal submission and that all materials and products proposed comply with the specifications therein.

Authorized Signature

Name and Title

Date