



P.O. Box 186, Bella Coola, BC V0T 1C0
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CENTRAL COAST REGIONAL DISTRICT REQUEST FOR PROPOSALS EMERGENCY PLAN UPDATES – 2017

Issue Date: March 9, 2017

A) INSTRUCTIONS TO PROPONENTS

- 1) Proposals marked “*Emergency Plan Updates*” will be received until 4:00 p.m., Monday, April 10, 2017 at the Central Coast Regional District, 626 Cliff St., Bella Coola, BC.
- 2) Please address enquiries to Cheryl Waugh, Assistant Emergency Program Coordinator, 626 Cliff St., Box 186, Bella Coola, BC V0T 1C0, by phone 250-799-5291, by fax 250-799-5750 or by email tlc@ccrd-bc.ca
- 3) Each Proposal shall be dated, shall show the full legal name and business address of the Proponent and shall be signed with the usual signature of the person or persons authorized to bind the Proponent. The name of each signatory shall be clearly imprinted below the signature. The Proposal shall include a cover letter referencing the RFP title, a summary of services to be provided, a general overview of the company, its structure, size and capability to perform the required work. Include the name and contact points for the Proponent who has the authority to answer questions regarding the Proposal or regarding contractual issues.
- 4) A minimum of two references relating to relevant project experience shall be provided with the Proposal, including contact name and details for the projects.
- 5) Proponents must demonstrate in their Proposal that they have a clear understanding of the RFP requirements.
- 6) Before submitting a Proposal, the Proponent shall carefully examine the documents and shall fully inform him/herself as to the existing conditions and limitations, which may influence the Proposal and affect the execution of the works.
- 7) Should any Proponent find discrepancies or omissions in the documents they should at once, in writing, request explanation, clarification or interpretation, BEFORE submitting the Proposal.

Instructions to Proponents cont'd

- 8) The Proponent shall be solely liable for all costs incurred in the preparation of Proposals in response to this RFP. This Request for Proposals, does not commit the Central Coast Regional District to award a Contract, to pay any costs incurred in the preparation of a Proposal or to contract for the goods and/or services offered.
- 9) Following receipt of Proposals and staff analysis, award of the Contract may be made, provided any Proposal is accepted and any Contract is awarded. Proposals will not be opened in public.
- 10) Each Proposal will be valid for a period of sixty (60) days from the closing date. By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the Central Coast Regional District. This complete proposal form, terms, conditions, instructions, specifications and any attachments will become part of a Contract entered into between the successful Proponent and the Regional District.
- 11) The Proponent will indemnify and save harmless the Central Coast Regional District, its elected and appointed officers, its employees and agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the Central Coast Regional District may sustain, incur, suffer or be put to at time either before, or after the termination of the Contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Proponent or of any agent, employee, officer, director or sub-contractor of the Proponent pursuant to this Contract, excepting always liability arising out of the independent negligent act of the Central Coast Regional District.
- 12) **WorkSafe BC:**
The Proponent must comply with all conditions and safety regulations of the *Workers' Compensation Act of British Columbia* and must be in good standing during the term of any Contract entered into from this process.
- 13) The Central Coast Regional District reserves the right to accept or reject any or all Proposals and to waive any informality in the bids received. The lowest Proposal, or any Proposal, will not necessarily be accepted.
- 14) **Closing Date: 4:00 p.m., Monday, April 10, 2017**
Subject to items 8), 9) and 13), the project will be awarded within approximately 3 weeks after the closing date.

Instructions to Proponents cont'd

15) Proposals will be accepted via the following means:

- Hand delivered to 626 Cliff Street, Bella Coola, BC
- Mailed to Box 186, Bella Coola, BC V0T 1C0
- Emailed to tlc@ccrd-bc.ca in the form of a single pdf document
- Faxed to 250-799-5750

NOTE: Written addenda issued by the Regional District will be the only means of varying, clarifying or otherwise changing any of the information contained in this RFP. It is the Proponent's responsibility to check with the Regional District for any addenda.

B) SCOPE OF WORK:

The purpose of the project is to review and modify existing and outdated Central Coast Regional District Emergency Plans. The purpose of the Plans is to develop preparedness for, and the capacity to respond to and recover from emergencies and disasters that may affect the region.

Amendments to the Plans are required to ensure they remain accurate and relevant, as legislated through the *Emergency Program Act, the BC Emergency Management System*, and other legislative requirements and also to reflect the intent of the documents.

The project will consist of identifying, reviewing and updating the Bella Bella / Denny Island Emergency Plan (rev 2007), the Ocean Falls Emergency Plan (rev 2007), the Bella Coola Emergency Plan (2005) and Annex. The successful Proponent will receive electronic copies of these documents in *Word* format.

For the purposes of review by potential Proponents, pdf copies of the existing Plans will be emailed upon request until the closing of this RFP. The Plans are also available on the Regional District's website: www.ccrd-bc.ca

Summary of Deliverables:

The successful Proponent will be required to provide:

- a report summarizing findings including recommendations, completed Plans, budget considerations and suggested timelines for implementation of recommendations;
- a preliminary and final presentation to the Regional District's Emergency Executive Committee to review findings and recommendations;
- the Regional District with one (1) digital copy and two (2) hard copies of the deliverable documents.

Project Completion: The final report and relevant Plans will be delivered to the Emergency Executive Committee by December 8, 2017 and the project will be completed by December 31, 2017.