



TOWN OF OLIVER
REQUEST FOR PROPOSALS
FOR THE DEVELOPMENT COST CHARGE (DCC) BYLAW UPDATE

ISSUE DATE: May 25, 2026

CLOSING DATE: June 19, 2026, at 2:00 PM Local Time

Respondents must be registered Vendors with BC Bid in order to receive addenda or other important notifications. The Town does not accept any responsibility for missing addenda, notifications or misunderstandings when the source documents were downloaded from any website or portal, other than BC Bid. It is the responsibility of the Respondent to acknowledge all addenda issued through BC Bid

TOWN OF OLIVER
REQUEST FOR PROPOSALS
DEVELOPMENT COST CHARGE (DCC) BYLAW UPDATE
TABLE OF CONTENTS

RFP – CONTENTS:	4
PART A: BACKGROUND & PURPOSE	5
PART B: THE SERVICES	6
1.0 SCOPE OF RFP	6
1.1 Project Deliverables	6
1.2 Project Tasks	6
1.3 Background Documents.....	7
PART C: RFP PROCESS	8
2.0 GENERAL INFORMATION	8
2.1 Study Timeline	8
2.2 Form of Services Contract.....	8
2.3 No Contractual Obligations as a Result of RFP or Proposal.....	8
3.0 PROPOSAL CONTENT	9
3.1 Covering Letter.....	9
3.2 Implementation and Methodology	10
3.3 Respondent Team.....	9
3.4 Scheduling.....	9
3.5 Fees & Disbursements	9
3.6 Forms Provided in Part D	9
4.0 INSTRUCTIONS TO RESPONDENTS	9
4.1 Questions Regarding this RFP:.....	9
4.2 Timetable:	9
4.3 Submission of Proposals	10
4.4 Definitions Used in this RFP:.....	10
4.5 Amendment of a Proposal by Respondent:.....	11
4.6 Withdrawal of a Proposal by Respondent:	11

4.7	Addenda Issued by the Town:	12
5.0	EVALUATION OF PROPOSALS & AWARD OF CONTRACT:.....	12
5.1	Mandatory Criteria and Scored Criteria:	12
5.2	Scoring Method:.....	14
5.3	Clarifications & Remedy Period:	14
5.4	Ranking of Respondents:	15
5.5	Conclusion and Execution of a Contract:.....	15
6.0	OTHER TERMS & CONDITIONS OF THIS RFP PROCESS:	15
6.1	Proposals in English:	15
6.2	Only One Entity as Respondent:	15
6.3	Proposals to Contain All Content in Prescribed Forms:.....	16
6.4	References and Experience:.....	16
6.5	RFP Scope of Work is an Estimate Only:.....	16
6.6	Respondent’s Expenses:	16
6.7	Retention of Proposals and FOIPPA:.....	16
6.8	Notification and Feedback to Unsuccessful Respondents:.....	17
6.9	Conflict of Interest:	17
6.10	Rescind or Terminate Contract:	17
6.11	Confidentiality:.....	17
6.12	No Contract A and No Claims:.....	17
6.13	Right to Cancel RFP:	18
6.14	Governing Law and Trade Agreements:.....	18
PART D – CONTENTS	19
	CERTIFICATION FORM.....	20
	METHODOLOGY AND APPROACH FORM.....	22
	EXPERIENCE, TEAM & REFERENCES FORM	23
	SCHEDULE FORM	27
	PRICING FORM	28

RFP – CONTENTS:

This Request for Proposals (the “RFP”) is organized into the following parts:

- **Part A:** Background & Purpose
- **Part B:** The Services – full details of the consulting Services required
- **Part C:** The RFP Process – the process for submissions, evaluation and award of the Contract
- **Part D:** Sample Forms – sample forms a Respondent should use to submit the information necessary to evaluate the Respondent.

PART A: BACKGROUND & PURPOSE

The Town of Oliver is seeking a qualified and experienced Consultant to undertake the review and update of the Town’s existing Development Cost Charge (DCC) bylaw

The Town’s DCC bylaw has not been updated since 2021 and has not been kept current to reflect infrastructure requirements. In addition, recent legislative changes enacted by the province in relation to Small-Scale Multi-Unit Housing (SSMUH) have underscored the need for the Town to complete an update of its DCC bylaw.

Accordingly, the Town requires an updated bylaw, based on capital needs, to support new and updated development cost charges over a five-year period (e.g. 2027 to 2031); a review and update of the proposed capital project lists with cost estimates; and preparation of all documents to be used in an updated DCC bylaw.

Key objectives of this project include:

- verifying and updating, as required, existing growth projections and assumptions;
- reviewing and updating DCC project lists, including scope, cost estimates, and timing;
- public and key stakeholder consultation.

The Town’s Official Community Plan includes new housing and population projections. Assessments and capital plans are available for road, sewer, and water systems. All available documents will be provided to the successful consultant to aid in the determination of new DCCs.

The Town is anticipating this Update being completed by **December 31, 2026**.

PART B: THE SERVICES

1.0 SCOPE OF RFP

1.1 Project Deliverables

The following project deliverables shall be provided to the Town at a minimum:

- Communications plan that addresses public and stakeholder consultation including methods and approximate schedule;
- Project report, comprising financial models and rates and related calculations, projections, estimates, and assumptions for the establishment of new development cost charges;
- Spreadsheets and maps for updated DCC projects that have been identified, including cost estimates.
- Draft DCC bylaw ready for the Town’s adoption process.

1.2 Project Tasks

To update the DCC bylaw, the successful Consultant shall:

- lead a project kick-off meeting as well as subsequent project meetings;
- outline program options and strategies, identify data needs, review DCC program requirements and DCC Best Practices;
- review the Town’s existing DCC bylaw and any related background reports or information;
- review relevant past studies, plans, drawings, reports and any other materials relevant to the project;
- in collaboration with Town staff, determine a new DCC financial model;
- review and update growth projections and equivalencies as required;
- review and update the DCC project list, including project scopes, cost estimates and timing;
- review and update DCC rates and related calculations;
- create digital map data illustrating the location of each DCC project, using existing maps when available;
- prepare and present technical memos and/or background report containing information about the content and development of the DCCs;
- prepare and lead a consultation program that includes contact with developers and key stakeholders;

- provide to the Town a comprehensive package of materials required for submission of the DCC bylaw to the British Columbia Inspector of Municipalities for their approval of the bylaw.

1.3 Background Documents

The following documents will be made available in support of this project:

- current DCC bylaw and technical memo;
- 10-year capital plan spreadsheet;
- 2019 Water Capital Plan
- 2018 Sanitary Capital Plan
- Official Community Plan

PART C: RFP PROCESS

2.0 GENERAL INFORMATION

2.1 Study Timeline

The DCC Bylaw Update must be completed and delivered to the Town as soon as possible but no later than December 31, 2026.

2.2 Form of Services Contract

The form of contract will be negotiated to the satisfaction of the Town with the successful Consultant.

2.3 No Contractual Obligations as a Result of RFP or Proposal

This is a request for proposals only, and not a call for tenders or request for binding offers. Nothing in this RFP is intended to constitute an offer of any kind by the Town and no contractual obligations whatsoever shall arise as a result of the submission of a proposal in response to this RFP.

3.0 PROPOSAL CONTENT

3.1 Covering Letter

A covering letter signed by an authorized representative of the Respondent, outlining the proposal and stating that the information contained in the proposal accurately describes the services to be provided.

3.2 Implementation and Methodology

Describe the services provided and methodology to be used in delivering services to the Town. Proposals should offer detailed cost savings opportunities, savings obtained through milestone payments or other opportunities that exist but are not discussed in this document. Please quantify and detail the cost savings and other value-added services in your submission.

3.3 Respondent Team

A list of the individuals forming part of the Respondent's team that is to provide the requested Respondent services, including a description of each individual's role and resume for each team member acting in a supervisory capacity. Please refer to Experience, Team & References form.

3.4 Scheduling

The proposal shall include a schedule for the delivery of the Services.

3.5 Fees & Disbursements

The proposal will set out all fees and costs to be charged to the Town in order to complete the Development Cost Charge (DCC) Bylaw Update.

3.6 Forms Provided in Part D

Respondents shall complete and include all forms provided in Part D.

4.0 INSTRUCTIONS TO RESPONDENTS

4.1 Questions Regarding this RFP:

Any question a proponent has related to this RFP process must be submitted to the Town by email. Questions regarding this RFP must not be submitted to the Town via any other method. Answers to questions received will be provided either directly to the proponent or via an addendum to all proponents, through the BC Bid system. Information obtained from any source other than the Town through the BC Bid system is unofficial and must not be relied upon as part of this RFP.

4.2 Timetable:

This RFP process will run to the following timetable. This timetable may be amended at the Town's discretion through the issuance of addenda to this RFP.

Event:	Date:
Issue Date of this RFP	May 25, 2026
Deadline for Questions	June 8, 2026 @ 2:00 PM, Local Time
Last Day for Issue of Addenda	June 10, 2026
RFP Closing Date and Time:	June 19, 2026 @ 2:00 PM, Local Time
Project Award (estimated)	June 26, 2026


4.3 Submission of Proposals

Proposals to the RFP **must** be emailed to:
planning@oliver.ca

Proposals sent by any other method – such as facsimile, email or hand delivered will not be accepted. Late submissions will not be accepted. No public opening or announcement of Proposals will occur as part of this RFP process.

The Town assumes no responsibility for the receipt of Proposals where the instructions detailed above have not been complied with.

4.4 Definitions Used in this RFP:

	The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out below.
--	---

“Addenda” or **“Addendum”** means additional information or amendments to this RFP, issued by the Town in accordance with Section 4.1 Timetable.

“Contract” means a written contract for the provision of the DCC Bylaw Update that may result from this RFP, executed between the Town and the successful Respondent.

“Proposal” means a Proposal submitted by a Respondent in response to this RFP.

“Respondent” means a person or entity that submits a Proposal to this RFP.

“RFP” means this Request for Proposals, including all forms.

“RFP Closing Date and Time” means the date and time that Proposals to this RFP must be received by in accordance with Section 4.2.

“Section” means the numbered section of the referenced part of this RFP.

“Services” means the services which the Town seeks to be provided by the successful Respondent, as outlined in schedule A.

“Sub-Contractor” means a person, partnership, firm or corporation that the Respondent proposes to contract with to deliver part of the Services, in a subordinate relationship to the Respondent.

“Town” means the Town of Oliver.

4.5 Amendment of a Proposal by Respondent:

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments must be submitted in the same way as the original Proposal, as detailed in Section 4.3 of this Part C. Amendments to a Proposal must be clearly labelled as such, must contain the RFP reference number and title, and the full legal name and legal address of the Respondent. Amendments must clearly detail which part(s) of the Proposal is being amended or replaced.

4.6 Withdrawal of a Proposal by Respondent:

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time.

4.7 Addenda Issued by Town:

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the Town may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued at the same location and in the same manner as this RFP document. Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the Town deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, then the Town, at its sole discretion, may extend the Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

Proposals shall confirm receipt of all Addenda, by way of the Addenda Form, included in the RFP and shall be uploaded with the submission.

5.0 EVALUATION OF PROPOSALS & AWARD OF CONTRACT:

The Town will conduct the evaluation of Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include Town employees and/or Consultants. The Town's intent is to enter into a Contract with the Respondent who has met all mandatory criteria and who has the highest overall ranking based, on this evaluation process.

5.1 Mandatory Criteria and Scored Criteria:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

Mandatory Criteria:
The Proposal must be received by the RFP Closing Date and Time and must include the following:
Certification Form

Proposals that meet all of the Mandatory Criteria will be further assessed against the following scored criteria:

PROJECT: DCC BYLAW UPDATE		POOR	MARGINAL	FAIR	GOOD	OUTSTANDING	TOTAL OF 100
RESPONDENT:							
CRITERIA	WEIGHT	0.4	0.5	0.7	0.9	1	MAX PTS 100
Methodology - Clear understanding of project scope, challenges and solutions required - work plan which meets or exceeds the Town’s needs - creativity in solutions provided - demonstration of any “value added service” the Respondent provides - Ease of client access	35						
Consultant Experience - Respondent demonstrates experience on projects with similar scope and needs - qualification and experience - skills of proposed team members - sub-consultant experience, skills and qualifications	35						
Schedule	10						
Fees and Disbursements (Lowest priced quotation divided by the next evaluated quotation price x weighting) Note: scores will be evaluated based on an average of the two prices provided	5						
References	10						
Exceptions to the Contract	5						
EVALUATION TOTAL:							

5.2 Scoring Method:

The following method will be used to score the criteria:

- Price: Price will be scored relative to other Respondents using the following formula:
 - $Lowest\ Price \div Respondent's\ Price \times Weighting = Score$

Other Criteria: All other criteria (except Price) will be scored by the evaluation committee, which will then be multiplied by the Weighting factor to provide a total weighted score out of 100 which includes price.

Scoring Legend	Points Awarded out of 10
Unscored Criteria—such Conflict of Interest or unacknowledged Addenda	Pass/Fail
Poor – meets some expectations, minimal detail provided	4
Marginal – meets some expectations, limited detail provided.	5
Fair – meets most expectations, medium level of detail provided.	7
Good – meets expectations, thorough details, fits desired attributes, decent level of detail	9
Outstanding – exceeds expectations, strongly fits desired attributes, high level of detail	10

5.3 Clarifications & Remedy Period:

Notwithstanding the requirements for mandatory criteria and scored criteria detailed above, the Town will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing submission requirements: If the Town finds that a Proposal fails to meet all of the submission requirements required of this RFP, then the Town may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 48 hours to remedy and supply the requirements. The 48 hours shall commence upon notification by the Town to the Respondent. This option to remedy missing requirements shall not apply to Proposals not received by the RFP Closing Date and Time.
- Clarification of Proposals: During evaluation of the scored criteria, the Town may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the Town may use this information to reassess and/or re-score the Proposal according to the scored criteria.

5.4 Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the Town. In the event that two or more Proposals have an equal total weighted-score, then the Respondent with the Lowest Total Price will be invited to enter into a Contract with the Town.

5.5 Conclusion and Execution of a Contract:

Neither the Town nor any Respondent will be legally bound until the execution of a written Contract or issuance of a Purchase Order. Following an invitation to a Respondent, by the Town, to conclude a Contract, it is expected that the Town and that Respondent would enter into discussions which may include, among other things:

- Clarification or amendment to the requirements, plus any resulting price adjustments, based on items submitted in the Proposal.
- Amendments to the terms and conditions, based on items submitted in the Proposal.

The Town would seek to execute a Contract within 10 days of issuing an invitation to the Respondent to conclude a Contract. If the Town and the Respondent do not, for any reason, execute a Contract within this time-period, the Town may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The Town may then continue this process until a Contract is executed, or there are no further Respondents, or the Town otherwise elects to cancel the RFP process entirely. For clarity, the Town may discontinue discussions with a Respondent if at any time the Town is of the view that it will not be able to conclude a Contract with that Respondent.

6.0 OTHER TERMS & CONDITIONS OF THIS RFP PROCESS:

The following terms and conditions shall also apply to this RFP:

6.1 Proposals in English:

All Proposals are to be in the English language only.

6.2 Only One Entity as Respondent:

The Town will accept Proposals where more than one organization or individual is proposed to deliver the service, so long as the Proposal identifies only one entity that will be the lead entity and will be the Respondent with the sole responsibility to perform the Contract if executed. Any other entity involved in delivering the Service should be listed as a Sub-Contractor. The

Respondent may include the Sub-Contractor and its resources as part of the Proposal and the Town will accept this, as presented in the Proposal, in order to perform the evaluation. All Sub-Contractors to be used in the Service must be clearly identified in the Proposal.

6.3 Proposals to Contain All Content in Prescribed Forms:

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The Town may not consider any information which is not submitted within the Proposal or within the pre-prescribed forms set-out in this RFP.

6.4 References and Experience:

In evaluating a Respondent's experience, as per the scored criteria, the Town may consider information provided by the Respondent's clients on the projects submitted in the Proposal, and may also consider the Town's own experience with the Respondent.

6.5 RFP Scope of Work is an Estimate Only:

While the Town has made every effort to ensure the accuracy of the requirements and/or Services described in this RFP, the Town makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Services. Respondents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a Proposal.

6.6 Respondent's Expenses:

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the Town, if required. The Town will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

6.7 Retention of Proposals and FOIPPA:

Proposals submitted to the Town will not be returned and will be retained by the Town and shall become the property of the Town upon submission. Respondents should note that the Town may choose to make public any part of this Proposal, or any Proposal and any executed contract-- including the Contractors name and total contract price-- and further that, regardless of whether and the extent to which the Town elects to make anything available to the public, the Town would be required to disclose all or part of a Proposal or the executed contract pursuant to a request for disclosure under the Freedom of Information and Privacy Act (FOIPPA). Respondents should be aware of and review the Town's obligations under FOIPPA and the Town's limited ability to refuse to disclose third party information pursuant to Section 21 of FOIPPA.

6.8 Notification and Feedback to Unsuccessful Respondents:

Notification of awards shall be made via the BC Bid portal. Unsuccessful Respondents may then request a feedback email or telephone call with a Town representative in order to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results. Details of feedback provided will be at the Town's sole discretion in order to protect the confidentiality of other Respondents and the Town's commercial interest.

6.9 Conflict of Interest:

All Respondents must disclose an actual or potential conflict of interest, by completing the Conflict-of-Interest form that is requested of Respondents when submitting a Proposal. The Town may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent's conduct, situation, relationship (including relationships of the Respondent's employees and Town employees) create or could be perceived to create a conflict of interest.

6.10 Rescind or Terminate Contract:

The Town may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process.

6.11 Confidentiality:

All information provided to Respondents by the Town as part of this RFP process is the sole property of the Town and must not be disclosed further without the written permission of the Town.

6.12 No Contract A and No Claims:

This RFP process is not intended to create binding offers and no contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise between the Town and any Respondent upon the submission of a Proposal in response to this RFP. For extra clarity, both the Respondent and the Town are free to cancel their participation in this RFP process at any time up until the execution of a written Contract or issuance of a Purchase Order by the Town for the Services.

Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the Town for any damage or other loss resulting from a Respondent's participation in this RFP, including where the Town does not comply with any aspect of this RFP as well as any claim for loss of profits or Proposal preparation costs should the Town not execute a Contract with the Respondent for any reason whatsoever.

6.13 Right to Cancel RFP:

Although the Town fully intends to conclude a Contract as a result of this RFP, the Town may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

6.14 Governing Law and Trade Agreements:

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdiction.

PART D – CONTENTS

This Part D contains the following forms:

- Certification Form
- Methodology and Approach Form
- Experience, Team & References Form
- Schedule Form
- Pricing Form

CERTIFICATION FORM



Respondents must complete all details requested in this Certification Form and include this completed form in the proposal. No changes to this form may be made, except for completing the requested information in the spaces provided.

1. Respondent Details:

Full Legal Name of Respondent:	
Other "DBA" Names the Respondent Uses:	
Registered Address:	
Contact Name:	
Contact Title:	
Contact Phone No.:	
Contact Email:	

2. Certification & Acknowledgement of RFP Process:

By signing this Certification Form, we the Respondent, certify and acknowledge the following:

a. We have carefully read and examined this RFP document, including all Parts and Appendices. We also acknowledge and agree to the following Addenda:

(ADDENDA, IF ANY)

b. We are able to provide the Services detailed in Part A, including the provision of all labour, equipment, and materials for the pricing submitted in this Proposal;


c. We certify that the statements made in this Proposal are true and submitted in good faith.

d. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is

commonly referred to as 'Contract A') between the Town and us, the Respondent, and that no contractual obligations shall arise between the Town and us, the Respondent, until and unless we execute a written Contract with the Town.

- e. We certify that in relation to this RFP process, we have not engaged in any conduct which would constitute a conflict of interest and we understand that a conflict of interest would include the following situations:
- i. The Respondent has an unfair advantage or engages in conduct which may give it an unfair advantage;
 - ii. The Respondent has had access to confidential information of the Town, which is not available to other Respondents to this RFP.
 - iii. The Respondent has influence over an employee of the Town who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Respondent an unfair advantage or preferential treatment.

METHODOLOGY AND APPROACH FORM

	<p>Proposals must include, in a format of your choice, the details requested in this Methodology & Approach Form.</p> <p>This section of your Proposal must be labelled as “Methodology & Approach Form” and must be uploaded with your submission.</p> <p><u>Evaluation Factors:</u> Factors to be considered during the evaluation in assessing suitability of methodology, approach and schedule will include:</p> <ul style="list-style-type: none">• Demonstration that the Respondent understands the work required and factors to be considered during the Services;• Experience and expertise of the proposed team;• Ease of working with the proposed team considering the setup and ease of meeting;• Suitability of the schedule proposed.
---	--

1. Methodology & Approach:

Please provide, in a format of your choosing, the following details of the methodology and approach to be employed by your firm and Sub-Consultants (if applicable) to deliver the Services outlined in Part B:

- Detail your overall approach and methodology to deliver the Services
- Detail the organization of your team (include resumes)
- Address the scope of work and related issues
- Demonstrate your understanding of the assignment
- Describe project management techniques to be used for successful project delivery
- Detail the schedule for performance of the Services, including the task / phases of the work and timelines to meet the required dates detailed in figure 1.
- Detail the number of visits to be made by team members to the Town and/or the Project Site.

EXPERIENCE, TEAM & REFERENCES FORM



Proposals must include, in a format of your choice, the details requested in this Experience & References Form.

This section of your Proposal must be labelled as “Experience & References Form” and must be included with your submission.

Respondents should provide details on 3 projects completed in the last 5 years which are of a similar nature and scope to the Services required for this assignment. Respondents should note that the Town may request the Respondent to supply contact details for the client, and may contact the client to provide a reference on the experience listed (including amending scoring in the evaluation based on the client’s feedback).

The Town may also, in its sole discretion, contact other owners, consultants and stakeholders to gather additional information which may be used to further evaluate the Respondent.

If Subcontractors are to be used in delivering the Service, then the details requested in this form should also be provided for each Subcontractor as an additional form.

Also, please include resumes for each team member assigned to this project.

Factors to be considered in assessing suitability of experience will include:

- Suitability of experience with similar work and projects;
- Feedback from Client references, if the Town chooses to contact references
- Team strength

EXAMPLE

Project Experience #1:

Client Company Name:	
Project Name:	
Reference Information	
Date Respondent Started Work on Project:	
Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	
Value of Respondent Contract on this Project (excluding GST):	

Project Experience #2:

Client Company Name:	
Project Name:	
Reference Information	
Date Respondent Started Work on Project:	

Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	
Value of Respondent Contract on this Project (excluding GST):	


Project Experience #3:

Client Company Name:	
Project Name:	
Reference Information	
Date Respondent Started Work on Project:	
Date Respondent Finished Work on Project:	
Brief Description of Project and Services Respondent Performed:	
Value of Respondent Contract on this Project (excluding GST):	

Team Information:


Position/Role	Employee Name	Relevant Credentials	Years of relevant Experience	Resumes Required
Project Manager				Yes
Supervisory Personnel				Yes
Other:				
Sub Consultants, if any:				

SCHEDULE FORM

	<p>Proposals must include, in a format of your choice, the details requested in this Schedule Form.</p> <p>This section of your Proposal shall be labelled as “Schedule Form” and must be included with your submission.</p> <p><u>Evaluation Factors:</u> Factors to be considered during the evaluation to assess the suitability of the schedule will include:</p> <ul style="list-style-type: none">• Alignment with the Town’s Milestones and key dates;• Experience and expertise of the proposed team;• Ease of working with the proposed team considering the setup and ease of meeting;
---	--

Please provide a pictorial timeline which includes firm dates for important Milestones (Critical path, Gant chart, etc.)

PRICING FORM

	<p>Proposals must include this Pricing Form, with all pricing tables completed. No changes to this form shall be made, except for completing the requested pricing information in the spaces provided.</p> <p>In addition to completing this Pricing Form, Respondent should also provide a task fee schedule breakdown, as detailed under section 5 of this this form.</p> <p>The form should be completed with; a PDF writer program; or by print, hand completion and scan.</p> <p><u>Evaluation Factors:</u></p> <p>The pricing submitted under this form will be evaluated using the Scoring Method detailed in Part C of this RFP.</p>
---	--

1. Pricing Basis:

Pricing entered into the tables of section 2 & 3 below, shall be on the following basis:

- a. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes including the PST, but not the GST.
- b. The Total Contract Price is all-inclusive and includes for all labour, materials, supplies, travel, overheads and profit, insurance, mobilization/demobilization, and all other costs and fees necessary to deliver the Services outlined in Part B.
- c. Prices shall be firm for the entire Contract term.

2. Fixed Lump Sum Prices:

The following are Fixed Lump Sum Prices, and apply to the services identified as fixed lump sum work in Part A – the Services:

Scope of Work Item	Fixed Lump Sum Price
	\$
TOTAL FIXED LUMP SUM CONTRACT PRICE:	\$

GST EXTRA

3. Unit Prices:

The following are Unit Prices, and will apply if, as and when required, to the services identified as unit price work in Part A – the Services:

Unit Price Item	Cost/Price

Consultant A	_____ per hour
Consultant B	_____ per hour
Consultant C	_____ per hour
Mileage	_____ per km
Misc. Expenses & Disbursements	Cost plus _____ % markup

GST EXTRA

4. Payment Terms:

The Consultant shall invoice as follows:

- Fixed Lump Sum Prices. The Consultant shall provide one monthly invoice to the Town. The Town shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice.
- Unit Price work shall be invoiced at a monthly frequency for unit price work completed and expenses incurred during the prior month. The Town shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice.