

# Request for Proposals – SLRD Regional Growth Strategy Indicator Monitoring (2020-2024)



**Issue date:** January 30, 2025  
**Closing Date:** 4:00 PM on February 28, 2025  
**Closing location:** via email - [cdewar@slrd.bc.ca](mailto:cdewar@slrd.bc.ca)  
**Contact:** Claire Dewar

# Request for Proposals – SLRD Regional Growth Strategy Indicator Monitoring (2020-2024)

**Issue date:** January 30, 2025  
**Closing Time and Date:** 4:00 PM on February 28, 2025

## QUERIES

Queries and requests for clarification related to this Request for Proposals (“**RFP**”) are to be submitted, in writing, to the following contact person (the “**Contact Person**”).

Claire Dewar  
Squamish-Lillooet Regional District  
Box 219, Pemberton, BC V0N 2L0  
E-mail: cdewar@slrd.bc.ca

The Squamish-Lillooet Regional District (“**SLRD**”) will determine, at its sole discretion, whether the query requires response and such responses will be made available to all by issue of addenda posted on the SLRD’s website ([www.slrd.bc.ca](http://www.slrd.bc.ca)). No verbal conversation will affect or modify the terms of this RFP.

## PROPONENT SECTION:

(A person authorized to sign on behalf of the Proponent **must** complete and sign below and submit this page as part of the Proposal.)

- **The accompanying Proposal is submitted in response to the above-referenced Request for Proposals, including any addenda.**
- **Through submission of the Proposal, the Proponent agrees to the terms and conditions of the Request for Proposals and agrees that any inconsistent provisions in the Proposal will be as if not written and do not exist.**
- **The Proponent has carefully read and examined the Request for Proposals (including the Administrative Requirements) and has conducted such other investigations as were prudent and reasonable in preparing the Proposal.**
- **The Proponent agrees to be bound by statements and representations made in Proposal.**

*Legal Name of Proponent (include “Doing Business As” name, if applicable):* \_\_\_\_\_

*Address of Proponent:* \_\_\_\_\_

*Phone Number/Fax Number/Email Address of Proponent:* \_\_\_\_\_

*Signature of Authorized Representative:* \_\_\_\_\_

*Printed Authorized Representative’s Name and Title (i.e. President, Director, etc.):* \_\_\_\_\_

The Request for Proposals consists of the following:

- This Page;
- Section 1 Administrative Requirements;
- Section 2 Instructions to Proponents;
- Section 3 Project Details;
- Section 4 General Conditions; and
- Section 5 Schedules.

# 1. Administrative Requirements

## A. Definitions

Throughout this RFP, the following definitions apply:

“Contract” means the written agreement resulting from this RFP executed by the SLRD and the Contractor;

“Contractor” means the successful Proponent to this RFP who enters into a written Contract with SLRD;

“must”, or “mandatory” means a requirement that must be met in order for a Proposal to receive consideration;

“Proponent” means an individual or company that submits (or intends to submit) a Proposal;

“Proposal” means the document submitted by the Proponent;

“SLRD” means the Squamish-Lillooet Regional District;

“RFP” means the process described in this document;

“should” or “desirable” means a requirement having a significant degree of importance to the RFP.

## B. Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms herein and that are included in any addenda issued by the SLRD. Provisions in Proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

## C. Acknowledgment Form

The Proponent is advised to complete and return the Acknowledgment Form attached hereto as Schedule A. This form may be delivered by fax or email and will facilitate the further receipt by the Proponent of any addenda to the RFP.

## D. Addenda

Whether or not the Proponent has returned the Acknowledgment Form, the Proponent is required to regularly check the SLRD’s website for any updated information and addenda issued before the closing date. If there is any discrepancy in the RFP documentation, the SLRD’s original file will prevail.

## E. Late Proposals

A Proposal will be marked with its receipt time at the closing location. Only a Proposal received and marked before the closing time will be considered to have been received on time. A Proposal received after the closing time may not be considered. In the event of a dispute, the receipt time of the Proposal is as recorded by the SLRD at the closing location will prevail. The Proponent is advised to verify prior to the closing time that the SLRD has received the Proposal.

## F. Eligibility

A Proposal may not be evaluated if the Proponent’s current or past corporate or other interests may, in the SLRD’s opinion, give rise to a conflict of interest in connection with the project described in this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent is advised to consult with the Contact Person prior to submitting a Proposal.

## G. Evaluation

The evaluation of the Proposal will be by staff of the SLRD but may include consultants/contractors of the SLRD. The SLRD’s intent is to enter into a Contract with

the Proponent who has been evaluated as having the most desirable proposal.

The SLRD may, at its discretion, request clarifications or additional information from Proponents with respect to any Proposals, make such requests to only selected Proponents, and consider such clarifications or additional information in evaluating the Proposals.

## H. Negotiation/Negotiation Delay

The SLRD reserves the right, prior to awarding the Contract, to negotiate changes to the scope of work (including pricing to meet budget) with the successful Proponent without advising any other Proponent or allowing any other Proponent to vary their Proposal as a result of the changes to the scope of work or to the contract documents and the SLRD may enter into a changed or different contract with the successful Proponent without liability to Proponents who were not awarded the Contract.

If a Contract cannot be negotiated within 14 days of notification of the successful Proponent, the SLRD may, at its sole discretion at any time thereafter, terminate negotiations with such Proponent and either negotiate a Contract with the next qualified Proponent, reissue the RFP, or terminate the RFP process and not enter into a Contract with any of the Proponents.

## I. Request for Debriefing

Unsuccessful Proponents may request a debriefing with the SLRD, which may, at the SLRD’s option, be conducted via telephone or email. However, the SLRD will not provide information regarding the other Proposals.

## J. Alternative Solutions

If alternative solutions are to be offered, the Proponent should consult with the Contact Person prior to submitting the Proposal.

## K. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon closing time, all Proposals become final. The Proponent will not change the wording of the Proposal after closing and no words or comments will be added to the Proposal unless requested by the SLRD for purposes of clarification.

## L. Proponents’ Expenses

The Proponent is solely responsible for its own expenses in preparing the Proposal and in subsequent negotiations with the SLRD, if any. Regardless of whether or not the SLRD elects to reject all Proposals, the SLRD will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other cause of action whatsoever.

## M. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a Proposal, agrees that it has no cause of action, for any reason whatsoever, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing the Proposal and the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

## N. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing time. The accuracy and completeness of the

Proposal shall be the sole responsibility of the Proponent and any errors or omissions shall be corrected at the Proponent's expense.

**O. Firm Pricing**

Prices will be firm for the entire Contract period unless this RFP specifically states otherwise.

**P. Currency and Taxes**

Prices quoted are to be:

- in Canadian dollars;
- inclusive of all fees;
- exclusive of disbursements, for which a detailed estimate shall be provided by the Proponent; and
- inclusive of all applicable taxes, broken out.

**Q. Completeness of Proposal**

By submitting the Proposal, the Proponent warrants that, if this RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the Proposal or will be provided by the Contractor at no charge.

**R. Subcontracting**

The use of a subcontractor(s) (who should be identified in the Proposal) may be acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be defined in the Proposal.

However, a proposed subcontractor whose current or past corporate or other interests may, in the SLRD's opinion, give rise to a conflict of interest in connection with the subject-matter of the RFP may not be acceptable. This includes, but is not limited to, a subcontractor involved in the preparation of this RFP. If a Proponent is in doubt as to whether a proposed subcontractor may give rise to a conflict of interest, the Proponent should consult with the Contact Person prior to submitting a Proposal.

Where applicable, the names of approved subcontractors listed in the Proposal will be included in the Contract. The addition of new subcontractors, or any other changes to the subcontractor list, as set out in the Contract will not be allowed without the written consent of the Regional District.

**S. Acceptance of Proposals**

This RFP is not an agreement to purchase goods or services. The SLRD is not bound to enter into a Contract with the Proponent who submits the lowest priced Proposal or with any Proponent. The SLRD will assess Proposals in light of the evaluation criteria. The SLRD is under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of the Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

**T. Definition of Contract**

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

**U. Contract**

By submitting a Proposal, the Proponent agrees that should its Proposal be successful the Proponent will enter into a Contract with the SLRD in substantially the terms set out in Schedule D.

**V. Liability for Errors**

While the SLRD has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for the Proponents. The information is not guaranteed or warranted to be accurate by the SLRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

**W. Modification of Terms**

The SLRD reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

**X. Ownership of Proposals**

All Proposals submitted to the SLRD become the property of the SLRD. They will be received and held in confidence by the SLRD, subject to the provisions of this RFP and the *Freedom of Information and Protection of Privacy Act*.

**Y. Use of Request for Proposals**

Any portion of this document, or any information supplied by the SLRD in relation to this RFP may not be used or disclosed, for any purpose other than for the submission of the Proposal. Without limiting the generality of the foregoing by submission of the Proposal, **the Proponent agrees to hold in confidence all information supplied by the SLRD in relation to this RFP.**

**Z. Reciprocity**

The SLRD may consider and evaluate a Proposal from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar Proposal from a British Columbia supplier.

**AA. No Lobbying or Solicitation**

The Proponent must not attempt to communicate directly or indirectly with any employee, contractor or representative of the SLRD, including the members of the evaluation team and any elected officials of the SLRD, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the SLRD herein or otherwise.

**BB. Collection & Use of Personal Information**

The Proponent is solely responsible for familiarizing itself and for ensuring that it complies, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires the Proponent to provide the SLRD with personal information of employees or subcontractors who have been included as resources in response to this RFP, the Proponent will ensure that it has obtained written consent from each of those persons before forwarding such personal information to the SLRD. Such written consents are to specify that the personal information may be forwarded to the SLRD for the purposes of responding to this RFP and use by the SLRD for the purposes set out in the RFP. The SLRD may, at any time, request the original consents or copies of the original consents from the Proponent, and upon such request being made, the Proponent will immediately supply such originals or copies to the SLRD.

## 2. INSTRUCTIONS TO PROPONENTS

### A. DESCRIPTION OF SERVICES

The SLRD is requesting Proposals from qualified proponents to lead the Regional Growth Strategy (RGS) Indicator Monitoring project, including indicator review, data collection, analysis and reporting covering the years 2020-2024.

Expected outcomes include an RGS Indicator Monitoring Report providing an analysis, detailed summary of results by indicator and summary of overall results – for the years 2020-2024. The report should also include a comparison of previous RGS Indicator Monitoring results and analysis of resulting trends. Expected outcomes may also include a “snapshot” summary report with infographics to improve communication of results. Additional outcomes could consider incorporating a review of existing and new indicators (added to Goal 2, Goal 3 and Goal 11 as part of recently completed 2024 RGS Review) in an effort to streamline, better reflect data availability or address gaps/opportunities within the indicator monitoring program.

Please refer to **Section 3 – Project Details** for further information.

### B. TERM

The term of the Contract is to commence work no later than April 30, 2025 and conclude prior to October 31, 2025.

### C. RFP DOCUMENTS

The RFP document package is available:

1. For downloading in Portable Document Format (PDF) at:
  - the SLRD website at [www.slrd.bc.ca](http://www.slrd.bc.ca); and
  - [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) by browsing for opportunities by organizations and selecting Squamish–Lillooet Regional District;

OR

2. In hard copy, **by request**, from the SLRD office at 1350 Aster Street, Pemberton, BC, between the hours of 8:00 AM to 4:30 PM, Monday to Friday (excluding statutory holidays).

### D. QUERIES

Queries and requests for clarification related to this RFP are to be submitted, in writing, to the Contact Person:

Claire Dewar  
Squamish-Lillooet Regional District  
Box 219, Pemberton, BC  
V0N 2L0  
E-mail: [cdewar@slrd.bc.ca](mailto:cdewar@slrd.bc.ca)

The SLRD will determine, at its sole discretion, whether queries require responses and such responses will be made available to all by issue of addenda posted on the SLRD's website ([www.slrd.bc.ca/](http://www.slrd.bc.ca/)). No verbal conversation will affect or modify the terms of this RFP.

#### E. CLOSING DATE AND TIME AND PROPOSAL OPENING

Proposals must be received by the SLRD on or before 4:00 p.m. local time on February 28, 2025. Proposals will not be opened in public.

#### F. PROPOSAL FORMAT

The SLRD requests that the following format and sequence be followed in order to provide consistency in considering Proposals.

- Title Page, including RFP title, Proponent's name, address, phone number, email address, and name of representative;
- Proponent's section (see Page 2 of this document) *as filled out, signed and dated by the Proponent*;
- Letter of Introduction (1 page), identifying the Proponent, the size of the firm, etc. to be signed by the person(s) authorized to sign on behalf of the Proponent;
- The body of the Proposal, including your approach and methodology in regard to the project, and a cost breakdown (completed Schedule "C" (costs)).

#### G. SUBMISSION OF PROPOSALS

Proposals must be submitted to the SLRD in one of the following ways:

By courier to:

Squamish-Lillooet Regional District  
1350 Aster Street,  
Pemberton, B.C.  
V0N 2L0  
Attention: Claire Dewar

By mail to:

Squamish-Lillooet Regional District  
Box 219  
Pemberton, B.C.  
V0N 2L0  
Attention: Claire Dewar

By e-mail (PDF files) to:

E-mail: [cdewar@slrd.bc.ca](mailto:cdewar@slrd.bc.ca)

## H. EVALUATION CRITERIA

Proponents must meet or exceed expected outcomes and must demonstrate in their proposal that they have a clear understanding of the RFP requirements. Proponents need to articulate their proposals intentions and methodology indicating how they will fulfil the expectations set out in Schedule “B” and what they will provide in order to meet the objectives of this project. The criteria for evaluation of the Proposals may include, but is not limited to:

Criteria	Relative Weight
1. Corporate experience and references for similar projects, general reputation in the industry, capacity, resources, and professional qualifications;	25%
2. Approach, methodology and understanding of the SLRD’s requirements;	25%
3. Proposal demonstrates overall value for the price of services to be rendered	25%
4. Proposal demonstrates innovation in design and delivery of indicator monitoring and reporting, including sustainability and value-added benefits.	25%
<b>Total</b>	100%

The evaluation criteria will be used to determine the best overall value to the SLRD and may be applied on a comparative basis vis-à-vis each Proposal.

## 3. PROJECT DETAILS

### A. OVERVIEW, OBJECTIVE & BACKGROUND INFORMATION

#### **Overview**

The SLRD is requesting submissions for Regional Growth Strategy indicator monitoring and reporting services. The project addresses Local Government Act (LGA) requirements to monitor implementation and progress made towards RGS objectives and actions and SLRD Board direction to conduct indicator monitoring every 2-5 years.

#### **Objective**

This will be the fifth monitoring report to track progress with respect to the regional goals established within the [SLRD Regional Growth Strategy Bylaw No. 1062, 2008](#) (RGS), and Integrated Sustainability Plan (ISP). The purpose of this monitoring report is to build on the 2012, 2013, 2014/15 and 2016-2020 [reports](#) so that progress toward or away from the RGS and ISP goals is continually evaluated. The report will also incorporate new or revised indicators under Goal 2, Goal 3 and Goal 11 (as per 2024 RGS Review). The project may include a review of existing and new indicators – in an effort to streamline, better reflect data availability or address gaps/opportunities within the indicator monitoring program.

## **Background**

The RGS and ISP each contain a list of recommended indicators that were developed to monitor the progress with respect to the goals of each plan. An indicator in this case is a numerical representation of some observation that is monitored over time. The indicators for the RGS were selected through collaborative planning processes involving SLRD citizens, staff and board members.

As outlined in the RGS, Section 452 of the LGA requires annual monitoring and reporting of regional growth strategies. Monitoring is the process of collecting information, analyzing trends and gauging progress toward goals. Monitoring of the RGS has two purposes – to measure progress in RGS implementation and to measure substantive improvements in the core conditions or results that are targeted by the RGS. Reporting includes evaluation and is the process of communicating the results of the monitoring. To facilitate the monitoring and reporting process, Table 8, Appendix A presents the key indicators that will be used to measure overall implementation of the RGS.

Table 8 of the SLRD RGS outlines a series of indicators developed for the purposes of tracking and evaluating trends in community growth and development. Each indicator has an accompanying description in order to obtain data. An important outcome of the RGS will be to monitor these indicators over time to evaluate the progress made, or changes occurring within these key parameters, as a measure of how well the region is managing the overall quality of life of present and future generations.

## **B. SCOPE OF WORK**

Please see Schedule “B” – Scope of Work

## **C. TERMS OF PAYMENT**

The Proponent must specify in the Proposal the terms of payment required for the duration of the project (if more frequent than a monthly invoicing cycle.)

## **D. COSTS**

The Proponent will provide a fixed price for all work necessary to complete the scope of work as set out in Schedule “B”, as well as a rate for hour for any extras in the event of any changes in the scope of work (if so authorized in advance and in writing by the SLRD). Total cost of all services provided, must not exceed \$14,000 inclusive of taxes.

#### 4. GENERAL CONDITIONS

##### A. INSURANCE

The Proponent shall obtain and continuously hold for the term of the contract the following insurance coverage:

- Commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services in an amount not less than three million dollars (\$3,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate, with the SLRD listed as an “Additional Insured”;
- Automobile liability insurance providing coverage on all vehicles owned, operated or licensed in the name of the Proponent in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, death and damage to property;
- Proponent’s equipment insurance in an all risks form covering machinery and equipment used for the performance of the services.
- If applicable, professional liability insurance coverage throughout the Term and for the applicable statute of limitations period relevant to claims asserted by the Regional District in an amount not less than \$2,000,000 in respect of each claim or occurrence and in the aggregate.

##### B. WORKSAFEBC

The Proponent must provide proof of WorkSafeBC coverage (or if applicable proof that WorkSafeBC coverage is not required) and remain in good standing during the term of the contract.

##### C. COMPLIANCE

The work to be carried out must comply with and be in accordance with all provincial and local government laws, permits, regulations and policies.

D. INDEMNITY

Except to the extent arising out of the negligent acts or omissions of the SLRD and its directors, officers, employees, volunteers, contractors, agents, successors and assigns, as determined by a court of competent jurisdiction, the Proponent/Contractor shall release, indemnify and save harmless the SLRD and its directors, officers, employees, volunteers, contractors, agents, successors and assigns from and against any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including, without limitation, the full amount of all legal fees and disbursements) in any way directly or indirectly arising out of or caused, in whole or in part, by the Proponent/Contractor, its employees, agents, or assigns in the performance of the Services herein, as determined by a court of competent jurisdiction. This release and indemnity shall survive notwithstanding the completion of the Services under this Agreement and/or the expiry or termination of this Agreement.

The indemnity provided by the Proponent/Contractor to the SLRD will not in any way be limited or restricted by the insurance requirements or by limitations on the amount or type of damages, compensation or benefits payable under the Workers' Compensation Act or any other similar statute.

**5. SCHEDULES**

SCHEDULE "A" – Acknowledgment Letter

SCHEDULE "B" – Scope of Work

SCHEDULE "C" – Costs

SCHEDULE "D" – Draft Services Agreement



**SCHEDULE “A” – ACKNOWLEDGMENT LETTER**

*[The undersigned will be sent any amendments or addenda in respect of the Request for Proposals – SLRD Regional Growth Strategy Indicator Monitoring (2020-2024).]*

We presently intend to provide a Proposal in respect of the Request for Proposals – SLRD Regional Growth Strategy Indicator Monitoring (2020-2024).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company/Business Name

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Mobile Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

Return immediately to:  
Claire Dewar  
Squamish-Lillooet Regional District  
P.O. Box 219, 1350 Aster Street  
Pemberton, BC, V0N 2L0  
cdewar@slrd.bc.ca  
Fax: 604-894-6526

## SCHEDULE “B” – SCOPE OF WORK

### Objective

The objective of this Project is to complete indicator monitoring as outlined in the [SLRD Regional Growth Strategy Bylaw No. 1062, 2008](#) (RGS). This will be the fifth monitoring report to track progress with respect to the regional goals established within the RGS and Integrated Sustainability Plan (ISP). The purpose of this monitoring report is to build on the 2012, 2013, 2014/15 and 2016-2020 [reports](#) so that progress toward or away from the RGS and ISP goals is continually evaluated. The report will also incorporate new or revised indicators under Goal 2, Goal 3 and Goal 11 (as per 2024 RGS Review). The project may include a review of existing and new indicators – in an effort to streamline, better reflect data availability or address gaps/opportunities within the indicator monitoring program. Important considerations include the Community Energy and Emissions Inventory (CEEI) data, supporting access to GHG emissions data related to buildings, transportation, and waste, as well as the Local Government Climate Action Program (LGCAP) data.

The scope of work and deliverables to be provided by the successful Proponent include but are not limited to the following:

1. **Collect Data:** An updated SLRD RGS Monitoring and Analysis Tool.
  - a. Up to 35 regional indicator areas and sub-area data collected, and formulated with results and charts in the SLRD RGS Monitoring and Reporting Tool.
  - b. Collection of data available since the last report in 2020 up to 2024.
  - c. Collection of data in the whole SLRD (not individual electoral areas or municipalities, except where an indicator specifically requires it).
2. **Analysis & Reporting:** An SLRD RGS Monitoring Report
  - a. Development of a monitoring report, to a maximum of 40 pages of content, providing an analysis, detailed summary of results by indicator and summary of overall results – for the years 2020-2024.
  - b. The monitoring report should also include a comparison of previous RGS Indicator Monitoring results and analysis of resulting trends.
3. **Communications:** An SLRD RGS Monitoring Snapshot
  - a. Development of a 1–2-page summary document with infographics to improve communication of monitoring results.
4. **Indicator Review** (Optional Additional Deliverable)
  - a. Review existing and new indicators to improve the overall RGS indicator monitoring program, with a specific emphasis on opportunities to streamline indicators, better reflect data availability or address gaps/opportunities.

### Timeline

The project is to be completed in 2025, with a deadline of October 15, 2025 to receive all deliverables.

## SCHEDULE “C” – COSTS

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Proponents complete this form and submit with proposal documents. The Proponent may provide their own cost breakdown table in addition to this schedule. All prices are to exclude GST, which will be included upon invoicing as applicable.

Fixed price as listed, not including GST, to complete the scope of work as listed in Schedule “B” and the hourly rate for additional services or changes to scope of work:

1. Fixed price to complete the scope of work listed in Schedule “B” above:

\$ \_\_\_\_\_

2. The hourly rates for extra work not included in this Schedule that may be required including billable time at a per hour rate:  
*Note all extra billable time or expenses shall be agreed to in writing by the SLRD in advance.*

a. Billable Rate \_\_\_\_\_ \$/hr.

3. Terms of Payment (if more frequent than monthly):

\_\_\_\_\_

- Fixed price includes the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, traffic control, services, packing and crating (where applicable), import and export duties, freight, handling, transportation, insurance, all other associated or related charges, federal, provincial and municipal taxes, bonding costs (where applicable), licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of the Services.

## SCHEDULE “D” - DRAFT SERVICES AGREEMENT

THIS AGREEMENT dated for reference \*\_\_\_\_\_, 2025

is BETWEEN:

**SQUAMISH-LILLOOET REGIONAL DISTRICT**, a regional district created by letters patent under the laws of British Columbia and having an office at 1350 Aster Street, Box 219, Pemberton, BC, V0N 2L0

(the "Regional District")

AND:

\_\_\_\_\_

(the "Contractor")

GIVEN THAT the Regional District wishes to engage the Contractor to complete services as described in the Request for Proposals issued by the Regional District on January 30, 2025 for Regional Growth Strategy Indicator Monitoring (2020-2024) Report services for the Squamish-Lillooet Regional District, and the Contractor wishes to provide such services to the Regional District in accordance with the terms and conditions of this Agreement;

This Agreement is evidence that in consideration of the promises exchanged below, the Regional District and the Contractor agree with each other as follows:

### Definitions

1. In this Agreement, in addition to the words defined above:
  - (a) "Terms of Reference" means the terms of reference for performance of the Services attached as Schedule “A”;
  - (b) "Services" means the acts, services and work described in the Terms of Reference and all acts, services and work necessary to achieve the objectives set out in the Terms of Reference.

### Services to be Performed by the Contractor

2. The Contractor agrees to perform the Services during the Term, in accordance with the Terms of Reference, on the terms and conditions of this Agreement.

### Term

The term of this Agreement commences immediately after the Agreement is signed and ends on or before October 31, 2025 (the “Term”), unless terminated earlier in accordance with this Agreement.

### **Warranty as to Quality of Services**

3. The Contractor represents and warrants to the Regional District that it will perform the Services:
  - (a) with that degree of care, skill, diligence normally applied in the performance of services of a similar nature and magnitude to those contemplated by this Agreement at the time and place the Services are rendered;
  - (b) in accordance with sound current professional practices;
  - (c) with personnel who have the education, training, skill, experience and resources necessary to perform the Services and such personnel as noted in the Terms of Reference will perform the Services under this Agreement;
  - (d) in compliance with all applicable enactments and laws and in compliance with all relevant codes, rules, regulations and standards of any relevant professional or industry organization or association;
  - (e) in compliance with recommendations and orders of the Provincial Health Officer, including but not limited to practicing measures of physical distancing between persons present at the location at which the Services are performed, in order to help prevent the transmission of the communicable disease known as COVID-19;

and the Contractor acknowledges and agrees that the Regional District has entered into this Agreement relying on the representations and warranties in this section.

### **Remuneration and Reimbursement**

4. The Regional District will pay the Contractor for the Services in accordance with the schedule attached, as prescribed on page \_\_\_ of Schedule “A” of this Agreement. For greater clarity, the maximum value of this Agreement is \$ \_\_\_ plus GST for the Services as set out in the Terms of Reference in Schedule “A”.

### **Invoices**

5. Not more than once each month, the Contractor may deliver an invoice to the Regional District, in respect of the immediately preceding month, setting out the aggregate amount of fees claimed for Services performed in that preceding month.

### **Payment by the Regional District**

6. The Regional District must, to the extent it is satisfied the fees are for Services reasonably and necessarily performed by the Contractor and subject to section 7 and subject to any right of set-off that the Regional District may have, pay the Contractor the fees claimed in the invoice delivered in accordance with section 5, within 30 days after delivery of the invoice to the Regional District.

### **Termination or Suspension at the Discretion of the Regional District**

7. Despite any other section of this Agreement, the Regional District may, in its sole discretion, terminate or suspend all or any part of the Services by giving the Contractor notice of termination or suspension, as the case may be, with such effective date of termination or suspension so noted thereon. If the Regional District terminates or suspends all or part of the Services under this section, then the Contractor is entitled to deliver an invoice to the Regional District for the period between the end of the time period for which the last invoice was delivered by the Contractor under section 6 and the effective date of termination or suspension. The Regional District must, to the extent that it is satisfied the fees and disbursements are for Services reasonably and necessarily performed by the Contractor, pay the Contractor the fees and disbursements claimed in such invoice, within 30 days after delivery of such invoice to the Regional District. The Contractor is not entitled to, and irrevocably waives and releases, damages or compensation for costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all or any part of the Services.

### **Termination for Breach**

8. The Regional District may, by giving the Contractor notice of termination, immediately terminate all or any part of the Services, if the Contractor:
  - (a) is in breach of this Agreement and within 5 days of receiving notice of such breach from the Regional District, the Contractor has not cured the breach or is not, to the satisfaction of the Regional District in its sole discretion, diligently pursuing a cure for the breach; or
  - (b) becomes bankrupt or insolvent, a receiving order is made against the Contractor, an assignment is made for the benefit of the Contractor's creditors, or the Contractor takes the benefit of any enactment relating to bankrupt or insolvent debtors.

Without limiting any other right or remedy available to the Regional District, if the Regional District terminates all or any part of the Services under this section, the Regional District may arrange, upon such terms and conditions and in such manner as it considers appropriate, for performance of any part of the Services remaining to be completed, and the Contractor is liable to the Regional District for any expenses reasonably and necessarily incurred by the Regional District in engaging the services of another person to perform those Services. The Regional District may set off against, and withhold from amounts due to the Contractor such amounts as the Regional District determines, acting reasonably, are necessary to compensate and reimburse the Regional District for the expenses described in this section.

### **Confidential Information**

9. Except as required by law, the Contractor must not, during or after the Term, divulge or disclose any secret or confidential information, or any information that the Contractor receives in connection with this Agreement which in good faith or good conservice ought not be disclosed.

## Records

10. The Contractor must:

- (a) keep proper accounts and records of its performance of the Services which must at all reasonable times be open to audit and inspection by the Regional District, which may make copies and take extracts from the accounts and records;
- (b) keep reasonably detailed records of performance of the Services by the Contractor, which must at all reasonable times be open to inspection by the Regional District, which may make copies and take extracts from the records;
- (c) afford facilities and access to accounts and records for audit and inspection by the Regional District and must furnish the Regional District with such information as the Regional District may from time to time require regarding those documents; and
- (d) preserve and keep available for audit and inspection, all records described in section 10 (a) through (c) for at least two years after completion of the Services or termination of this Agreement, whichever applies.

## Delivery of Records

11. If the Regional District terminates all or part of the Services under this Agreement, the Contractor must immediately deliver to the Regional District, without request, all Services-related documents in the Contractor's possession or under its control.

## Ownership of Intellectual Property

12. By this section, the Contractor irrevocably grants to the Regional District the unrestricted license for the Regional District to use all technical information and intellectual property, including inventions, conceived or developed, or first actually reduced to practice, in performing the Services. The Contractor agrees that the license granted by this section includes the right for the Regional District, at any time, to adapt, use and modify all such technical information and intellectual property for the Regional District's uses.

## Agreement for Services

13. This is an Agreement for the performance of services and the Contractor is engaged under the Agreement as an independent contractor for the sole purpose of providing the Services. Except as is otherwise expressly prescribed in this Agreement, neither the Contractor nor any of its employees, contractors and representatives is engaged by the Regional District as an employee or agent of the Regional District. The Contractor is solely responsible for any and all remuneration and benefits payable to its employees, contractors and representatives, and all payments or deductions required to be made by any enactment, including those required for Canada Pension Plan, employment insurance, workers' compensation and income tax. This Agreement does not create a joint venture or partnership, and the Contractor has no authority to represent or bind the Regional District in any way.

### **Conflict of Interest**

14. The Contractor must not perform, for gain, any services for any person other than the Regional District, or have an interest in any contract other than this Agreement, if the Regional District determines, acting reasonably, that performance of the services, or the Contractor's interest in the contract, creates a conflict of interest between the obligations of the Contractor to the Regional District under this Agreement and the obligations of the Contractor to the other person or between the obligations of the Contractor to the Regional District under this Agreement and the Contractor's pecuniary interest.

### **Assignment of Agreement/Subcontracting of Services**

15. The Contractor must not assign this Agreement (or any part thereof) or subcontract any or all of the Services to be performed under this Agreement without the prior written consent of the Regional District, such consent may be unreasonably withheld. The Regional District may refuse its consent if, among other reasons, it is not satisfied that the proposed assignee or proposed subcontractor, as the case may be, has the education, training, skill, experience or corporate resources necessary to perform the Services. Any assignment or subcontract duly consented to by the Regional District does not relieve the Contractor from any obligation already incurred or accrued under this agreement or impose any liability upon the Regional District.

### **Time of the Essence**

16. Time is of the essence of this Agreement.

### **Release and Indemnification**

17. Except to the extent arising out of the negligent acts or omissions of the Regional District and its directors, officers, employees, volunteers, contractors, agents, successors and assigns, as determined by a court of competent jurisdiction, the Contractor shall release, indemnify and save harmless the Regional District and its directors, officers, employees, volunteers, contractors, agents, successors and assigns from and against any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including, without limitation, the full amount of all legal fees and disbursements) in any way directly or indirectly arising out of or caused, in whole or in part, by the Contractor, its employees, agents, or assigns in the performance of the Services herein, as determined by a court of competent jurisdiction. This release and indemnity shall survive notwithstanding the completion of the Services under this Agreement and/or the expiry or termination of this Agreement.
18. The indemnity provided in section 17 by the Contractor to the Regional District will not in any way be limited or restricted by the insurance set out in section 19 or by limitations on the amount or type of damages, compensation or benefits payable under the Workers' Compensation Act or any other similar statute.

## Insurance Requirements

19. The Contractor shall obtain and maintain throughout the Term:

- (a) Commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services in an amount not less than three million dollars (\$3,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate and shall meet the following requirements:
  - i. name the Regional District as additional insured;
  - ii. include blanket contractual liability coverage, cross liability, and severability of interest;
  - iii. be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
  - iv. be primary without right of contribution from any insurance carried by the Regional District;
  - v. stipulate that it shall not be cancelled or materially changed without first providing thirty (30) days written notice to the Regional District;
  - vi. include a deductible not greater than five thousand dollars (\$5,000) per occurrence; and
  - viii. be on other reasonable terms acceptable to the Regional District;
- (b) automobile liability insurance on all vehicles owner operated or licensed in the name of the Contractor in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, death and damage to property; and
- (c) Contractors' equipment insurance in an all risks form covering machinery and equipment used for the performance of the Services.

The Contractor shall provide the Regional District with certificates of insurance confirming the placement and maintenance of such insurance at the signing of the Agreement and thereafter as requested to do so from time to time by the Regional District. If the Contractor's insurance shall expire or terminate before the end of the Term, the Contractor shall deliver a new certificate of insurance evidencing the new policies of insurance not less than ten (10) days before the new policies go into effect.

## WorkSafeBC

20. The Contractor shall provide proof of WorkSafeBC coverage (or if applicable, proof that WorkSafeBC coverage is not required) within 5 days of signing this Agreement and as may be required by the Regional District from time to time throughout the Term. The Contractor is responsible for all fines, levies, penalties and assessments made or imposed under the Workers Compensation Act and regulations relating in any way to the Services.

21. The Contractor is designated and assumes responsibility as the prime contractor per WorkSafeBC legislation and regulations and will ensure compliance with and conform to all laws, bylaws or regulations of the local government, applicable regulatory agencies, and the Province of British Columbia.

**Services Agreement**

22. The Contractor must take all precautions reasonably necessary to ensure the safety of the Contractor’s personnel and all persons employed, contracted or subcontracted by the Contractor to perform the Services, including but not limited to all precautions, including physical distancing and the use of personal protective equipment for health and safety purposes, that have been recommended by the Public Health Officer in response to the COVID-19 pandemic. For greater certainty, the Contractor will wear gloves at all times while performing the Services, provide and use, at its own cost, sanitizing chemicals on all of its equipment and supplies used to perform the Services, and carry out all and any other actions necessary to help prevent transmission of COVID-19 consistent with any Provincial Health Officer order made to this effect. The Contractor is designated as the prime Contractor on site.

**Severability**

23. If any term or provision of this Agreement is illegal or invalid for any reason whatsoever as determined by a competent court of law, such term or provision shall be severable and the same shall not affect the validity of the remainder of this Agreement

**Notice**

24. Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement must be in writing and delivered personally or by courier or e-mail, addressed as follows:

To the Regional District:  
Squamish-Lillooet Regional District  
1350 Aster Street, Box 219  
Pemberton, B.C. V0N 2L0  
E-mail Address: [info@slrd.bc.ca](mailto:info@slrd.bc.ca)  
Attention: Kim Needham, Director of Planning & Development

To the Contractor:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

or to such other address, e-mail address or fax number of which notice has been given as provided in this section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent.

## **Interpretation and Governing Law**

### 25. In this Agreement

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- (b) reference to a particular numbered section or Schedule is a reference to the correspondingly numbered section or Schedule of this Agreement;
- (c) the word "enactment" has the meaning given to it in the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
- (d) reference to any enactment is a reference to that enactment as amended, unless otherwise expressly provided;
- (e) reference to a month is a reference to a calendar month; and
- (f) section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.

### 26. This Agreement is governed by, and is to be interpreted according to, the laws of British Columbia.

## **Binding on Successors**

### 27. This Agreement ensures to the benefit of and is binding upon the parties and their respective executors, successors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.

## **Entire Agreement**

### 28. This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

## **Waiver**

### 29. Waiver of any breach by a party must be express and in writing to be binding on that party, and a waiver of a particular breach does not operate as a waiver any future breach, whether of a like or different character.

### Freedom of Information and Protection of Privacy Act

30. The Contractor understands that the Regional District is subject to the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165 and agrees that this Agreement and the information it contains, and any information supplied by the Contractor to the Regional District in connection with this Agreement, is not implicitly confidential for the purposes of that enactment.
31. The Contractor understands that this Agreement, and the information it contains, may be the subject of an access to information request made to the Regional District under the Freedom of Information and Protection of Privacy Act and the Regional District may be obliged by that enactment to disclose all or part of this Agreement and the information it contains and all or part of any information the Contractor supplied to the Regional District in connection with this Agreement, whether or not the Contractor has expressly stipulated that the information in question is confidential for the purposes of that enactment.

### Counterparts

32. This Agreement may be signed in as many counterparts as may be necessary, each of which so signed will be deemed to be an original and each copy sent by email or electronic facsimile transmissions will be deemed to be an original, and such counterparts together will constitute one and the same instrument and notwithstanding the date or dates of execution will be deemed to bear the date as set forth below.

As evidence of their agreement to be bound by the above terms and conditions of this Agreement, the parties have executed this Agreement below, on the respective dates written below.

**SQUAMISH-LILLOOET REGIONAL DISTRICT** by its authorized signatory:

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

**[CONTRACTOR]**

\_\_\_\_\_  
Authorized name and title:

\_\_\_\_\_  
Date

**Schedule “A”**

**TERMS OF REFERENCE**

*[Consultant’s Proposal as accepted by the Regional District is attached.]*