



**Request for Proposals #2018-01  
Village of Midway  
Flood Risk Assessment, Flood Mapping, and  
Flood Mitigation Plan**

**Issued February 21, 2018**

**CLOSING DATE AND TIME: Thursday, March 21, 2018 up to 2:00 p.m. (local time)**

The Village of Midway invites proposals from qualified professionals or firms to undertake development of local flood risk assessments, floodplain mapping, and flood mitigation planning for the municipality.

The Village has experienced significant flood threats in the past due to its location adjacent the Kettle River. Therefore, it is important for the Village to understand the impact of potential flooding in the future.

To assist with these efforts, the Province of British Columbia, through Emergency Management BC, is offering a suite of funding programs under the Community Emergency Preparedness Fund. The Village of Midway intends to apply for a grant under the flood risk management assessments, floodplain mapping, and/or flood mitigation planning stream based on the submissions of this RFP. The final scope of work will be further defined with the successful firm based on the parameters of the grant. Proponents are requested to consider the validity of their proposals with respect to anticipated funding awards expected in the summer of 2018.

All proposal documents are available through BC Bid; at the Village of Midway Municipal Office located at 661 Eighth Ave., Midway, BC; or on the Village of Midway website [www.midwaybc.ca](http://www.midwaybc.ca). The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their proposal.

Questions regarding this Request for Proposal (RFP) must be submitted by email to [midwaybc@shaw.ca](mailto:midwaybc@shaw.ca) and must be received no later than 1:00 p.m. PST March 15, 2018. Questions received later than the stated time and date may not be acknowledged or answered.

**Submissions must be delivered to:**

**Village of Midway  
661 Eighth Ave., PO Box 160  
Midway, BC  
V0H 1M0  
Attention: Penny Feist, CAO**

## **Introduction/Background:**

The Village of Midway invites proposals from qualified professionals or firms to undertake development of local flood risk assessment, floodplain mapping, and flood mitigation plan for the Village. The Village has experienced significant flooding threats in the past due to its location along the Kettle River and Boundary Creek and recognizes the severe damage that can result to a municipality as well as the reality that it can take years to recover from a serious flood. Changing climate and flood events will be exacerbated in the coming years and it is important for the Village to understand the impact of potential future floods to the municipality. To assist with these efforts, the Province of British Columbia, through Emergency Management BC, is offering a suite of funding streams under the Community Emergency Preparedness Fund. The Village of Midway intends to apply for a grant under the flood risk management assessments, floodplain mapping, and/or flood mitigation planning stream's second intake based on the submissions of this RFP. The final scope of work will be further defined with the successful firm based on the parameters of the grant. Proponents are requested to consider the validity of their proposals with respect to anticipated funding awards expected in the summer of 2018.

## **Summary of Work:**

While the final scope of work will be further defined with the successful firm based on the parameters of the grant, the successful Proponent will conduct a flood risk assessment, develop floodplain maps, and create a flood mitigation plan that will, amongst other things, assist the Village:

- determine how often flooding is likely to occur;
- identify locations that will likely be affected by flooding;
- recognize critical infrastructure that is most prone to be damaged in a flood;
- pinpoint the social and economic impacts that a flood will have on the community; and
- plan and develop shovel-ready infrastructure projects to mitigate against future flooding.

The Proponent will develop realistic and sustainable mitigation solutions by clearly outlining the plan's objectives, key activities, expected outputs, timelines, and roles and responsibilities. The Consultant will explore and recommend policies, bylaws, standards, and guidelines for use by the Village in managing the floodplain as well as necessary infrastructure options to provide for public safety and protection of property.

From the above, the following project deliverables are desired:

- Completion of Flood Risk Assessment, including:
  - Completion of Hazard, Impact, Risk, and Vulnerability Assessment
  - Completion of Risk Assessment Information Template (RAIT)
- Developing flood maps to address flood risk identified by a risk assessment, including:
  - Acquisition of elevation data and mapping
  - Plotting of historical flood data and inundation mapping
  - Hydrologic and hydraulic information to calculate flood elevations for selected flood events

- Geospatial, mapping and modelling activities
- Identifying locations of structures, people and assets that might be affected by flooding
- Completion of a Flood Mitigation Plan, including:
  - Hazard mapping and forecasting
  - Planning and feasibility activities for structural mitigation investments
  - Engaging the community, First Nations, and other local stakeholders to reflect on identified risks to make more effective planning decisions
  - Gathering information to develop floodplain bylaws as identified in the Provincial Flood Hazard Area Land Use Management Guidelines
- Preparation of maps, spatial data, and metadata (must meet Section 3.4 of Flood Mapping in BC: APEGBC Professional Practice Guidelines V 1.0 and/or Specifications for LiDAR for the Province of British Columbia)
- Hydrometric and/or Geotechnical data collection and analysis
- Recommendations for flood infrastructure improvements or mitigation works for Village, Crown, and private lands
- Flood mitigation plan including recommendations for new or updated bylaws, policies, and/or guidelines for flood hazard management within the Village
- Stakeholder consultation and engagement plan
- Development of new bylaws and policies and amendments to relevant local government plans, bylaws and policies that are specific to the Flood Risk Assessment, Flood Map and Flood Mitigation Plan (e.g. land use, engineering and public works bylaws and policies)
  - Village of Midway Floodplain Management Bylaw No. 293, 1997
- Presentation of the Flood Risk Assessment, Flood Mapping and Flood Mitigation Plan to Village Council
- Training of municipal staff on how to maintain and use new data in municipal planning

Stakeholder engagement will be a key component in this project. A stakeholder engagement strategy will be necessary to provide input and support through all phases. A list of stakeholders will be developed upon project startup.

### **Available Resources:**

The Village of Midway will make the following available to the successful Proponent:

- Official Community Plan;
- Zoning Bylaw and other relevant bylaws and policies; and
- Miscellaneous historical reports as required.

The Consultant will have to gather data and records from provincial ministries/agencies and other sources in order to inform the project. The Village does not currently maintain GIS metadata.

### **Details of Submission:**

Firms responding to this RFP are expected to highlight qualifications and experience in performing this work. The Village is looking to choose a firm to work with to both determine the final scope of work and deliverables for the overall project, and see the project through

to completion. The successful firm will be expected to enter into a contract with the Village based on the agreed-upon scope, fees and schedule. Respondents must demonstrate high levels of competence and experience and identify a project team and, in specific, a team Lead.

The proposal must provide a general overview of the Proponent, its structure, size, and capability to perform the work required. This section should specifically highlight the recent and relevant project experience that demonstrates the Proponent's suitability to undertake the scope of work. References relating to relevant project experience, including contact name and details of the projects are preferred.

### **Proposed Methodology:**

The proposal must clearly describe in detail the proposed methodology, taking into account all requirements of this RFP. This section should address the work effort and, if applicable, the role and participation of each team member in the proposed work. The proposed methodology should also identify any potential options, or changes to the outlined approach, that could be advantageous to the Village. Any such changes and optional work should be identified specifically, or outlined as a separate section.

### **Work Schedule and Fee:**

The total proposed cost of the project must include:

- a) An all-encompassing fee showing a breakdown of the Proponent's fees, and all disbursements with applicable taxes listed separately, billable rates for staff assigned to this project, or other expenses as required under Project Scope; and
- b) Work schedule to show the cost of each major part, key tasks to complete the project, and overall timelines required.

### **Project Deliverables:**

The Proponent will clearly identify in the proposal any specific project milestones, check-in points and deliverables.

### **Proposal Submission:**

All contract documents are available through the BC Bid website. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed and included in their bid. Questions regarding specifications can be directed to Penny Feist, Chief Administrative Officer.

Proposals will be accepted up to **2:00 p.m. (local time), March 21, 2018**. Proposals must be sealed in an opaque envelope, clearly marked with the name and the project name/number, and will be received by Penny Feist, Chief Administrative Officer at: Box 160, Midway, BC V0H 1M0 or 661 Eighth Avenue, Midway, BC.

It is the sole responsibility of the Proponent to ensure that its proposal is received at the above location and by the time stipulated. Proposals received after the stipulated time will

be rejected. Faxed or emailed proposals are not acceptable and will be rejected. The Village of Midway reserves the right to accept or reject all or any proposal and to waive any informality, incompleteness or error in any proposal.

Proponents must refer to the RFP documents for the terms governing the bid process. All proposals received by the Village of Midway Chief Administrative Officer become the property of the Corporation of the Village of Midway and, as such, are subject to the *Freedom of Information and Protection of Privacy Act*. Once a contract has been awarded the name(s) of the successful Proponent(s) will be available to the public upon request.

Proposals must be received prior to the closing time and in the manner noted above. The Proponent must sign the documents or the proposal cannot be accepted. The Proponent, by signing, confirms that he or she is authorized to legally bind the Proponent. The legal name and address of the Proponent is to be used on the proposal documents. Pricing is to be in Canadian dollars. Three copies of submissions are to be provided.

All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

### **Definitions:**

- a) "Contract" means the written agreement resulting from the Request for Proposals executed by the Corporation of the Village of Midway and the successful Proponent.
- b) "Corporation" means the Corporation of the Village of Midway.
- c) "Proponent" means an individual or a company that submits, or intends to submit a proposal in response to this Request for Proposals.
- d) "Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.
- e) "Village" means the Village of Midway.

### **Evaluation:**

Evaluation of proposals and selection will be by Village staff and/or external consultants. Proposals will be checked against the mandatory proposal requirements and the Village of Midway will evaluate the proposals meeting those requirements to select the proposal most advantageous to the Village of Midway. The submittals will be evaluated based upon several factors. Evaluation criteria are listed in Appendix A.

### **Discrepancies or Omissions:**

Proponents finding discrepancies or omissions in the Request for Proposal documents or having any doubts to the meaning or intent of any part thereof, should immediately notify Penny Feist, Chief Administrative Officer for the Village of Midway, in writing. Responses, if not already addressed in the RFP, will be issued in the form of addendum and posted to BC Bid. No oral interpretations will be effective to modify any provisions of the Proposal, unless a written addendum has been issued by the Chief Administrative Officer, prior to the advertised closing date and time. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their proposal. No responsibility will be accepted for

oral instructions. Addenda or correspondence issued during the Request for Proposal period shall be considered part of this document and will become part of the final Contract document.

### **Irrevocability of 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 irrevocable and may not be withdrawn for a period of 180 days following the closing date and time. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful, the Proponent will enter into a contract with the Village, the content and format of such contract to be determined by the Village of Midway.

### **Alterations to Proposal:**

Prior to the time and date of the Request for Proposal closing, any Proponent may withdraw or change their proposal without penalty or forfeiture by giving notice in writing, email or fax to: Penny Feist, Chief Administrative Officer for the Corporation of the Village of Midway, P.O. Box 160, Midway, BC V0H 1M0; [midwaybc@shaw.ca](mailto:midwaybc@shaw.ca); or 250-449-2222. Any amendment submitted which results in the disclosure of pricing or other salient points of the original proposal will result in disqualification of the Proponent.

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Village for purposes of clarification.

### **Liability for Errors:**

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

### **Agreement with Terms:**

By submitting a proposal, the Proponent agrees to all the terms and conditions of this Request for Proposals. Proponents who have obtained the Request for Proposals must not alter any portion of the document, with the exception of adding information requested. To do so will invalidate the proposal.

### **Modification of Terms:**

The Village reserves the right to modify the terms of the Request for Proposals at any time at its sole discretion.

### **Proponent's Expenses:**

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Village, if any. If the Village elects to reject all proposals, the Village will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

### **Acceptance and Rejection of Proposals:**

The Corporation may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, the Corporation reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal.

The Corporation reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities or technicalities and to accept the offer deemed most favourable to the Corporation.

Proposals must meet all the requirements stated herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected.

The Corporation reserves the right to obtain additional information from the Proponents to clarify the information in their submission.

In the event that only one proposal is received, the Corporation reserves the right to return the proposal unopened. Proposals received after the closing time will not be opened.

The Corporation is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded. **The Corporation shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.**

### **Contract Negotiation:**

The Corporation reserves the right to negotiate specific terms of the contract with the short-listed Proponents prior to the final award of the contract. The Corporation also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

### **Confidentiality and Security:**

This document or any portion thereof may not be used for any purpose other than submission of a Proposal. The successful Proponent shall agree not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services. It is the Corporation's policy to maintain confidentiality

with respect to all confidential information related to the Requests for Proposals, but the Corporation is subject to the *Freedom of Information and Protection of Privacy Act*.

**WorkSafe BC:**

For the purpose of the contract, the successful Proponent must provide to the Village proof of coverage under the Worker's Compensation Act and a letter/proof of good standing with WorkSafe BC.

**Insurance:**

As a condition of entering into a contract with the Proponent, the selected Proponent will be required to provide (and maintain for the duration of the contract) proof of a Commercial General Liability policy covering bodily injury and property damage liability in the amount of at least Two Million Dollars (\$2,000,000) from an insurance company licensed to carry out general insurance in the Province of BC. The policy shall be in the name of the Proponent and have added as additional insured the Corporation of the Village of Midway. The policy shall provide the Village with 30 days' notice of cancellation or material changes to the policy.

**Failure to Comply:**

If the Proponent is awarded the contract proposed and fails or refuses to enter into that contract, the Proponent shall, without limitation, be liable to the Corporation in securing a substitute Proponent.



**APPENDIX 'A'**

Vendor:

Evaluator:

Date:

<b>CRITERIA</b>	<b>Possible Points</b>	<b>Total Points Given</b>
<b>VENDOR CAPABILITIES: (25% of total points)</b>		
<ul style="list-style-type: none"> <li>Experience with commercial corporations or government clients: Does the Proponent demonstrate experience with clients similar to the size and scope required in the RFP? How clearly does the Proponent detail this information? Does the Proponent have knowledge of Midway and the area?</li> </ul>	5	
<ul style="list-style-type: none"> <li>To what extent do the references reflect ability? Did the Proponent provide sufficient detail to determine ability? Reference checks? Does the Proponent demonstrate an ability to meet schedules and required deliverables with positive outcomes?</li> </ul>	5	
<ul style="list-style-type: none"> <li>Years of experience (Minimum 3-consecutive years): Experience relates to the amount of time in providing the RFP service requirements, not necessarily the time the business has been in operation.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Project personnel qualifications: Are key personnel roles, responsibilities and resumes identified and provided? Did they clearly identify personnel? Does the organizational chart support the level of service required? Does the Proponent clearly explain any subcontractor roles, responsibility and qualifications?</li> </ul>	5	
<ul style="list-style-type: none"> <li>Professional memberships and certification: Does the Proponent provide information on current professional memberships and certifications?</li> </ul>	5	
<b>Total Vendor Capability Points (A)</b>	<b>25</b>	

<b>CRITERIA (Continued)</b>	<b>Possible Points</b>	<b>Total Points Given</b>
<b>Total Flood Risk Assessments WORK PLAN Points (B) (25% of total points)</b>	25	
<b>Total Floodplain Mapping WORK PLAN (C) (25% of total points)</b>	25	
<b>Total Flood Mitigation Plans WORK PLAN (D) (25% of total points)</b>	25	
<b>TOTAL OVERALL POINTS (A + B + C + D)</b>	100	