



Request for Proposals Coastal Ferries - Public Engagement

Ministry of Transportation and Infrastructure Request for Proposals Number: 038CS87072

Issue date: August 6, 2013

Closing Time: Proposal must be received **before** 4:00 PM Pacific Daylight Time on: August 27, 2013

GOVERNMENT CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Province’s option.

Sean Nacey, Senior Manager, Sean.Nacey@gov.bc.ca

DELIVERY OF PROPOSALS:

Proposals must not be sent by mail, facsimile or e-mail. Proposals are to be submitted to the closing location as follows:

A. Five complete hard-copies (and one electronic copy on suitable media) must be delivered by hand or courier to:

Marine Branch
c/o 5th Floor 940 Blanshard Street
Victoria, B.C. V8W 3E6
Attention: Heather Weir

Proposal envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.

PROponents’ MEETING:

A Proponents’ meeting **will not** be held. Any questions should be directed to the Contact Person above.

PROponent SECTION:

For hard-copy proposals, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal. **For electronic proposals**, all parts of the Proponent Section (below) must be completed except the signature field, as the BC Bid e-bidding key is deemed to be an original signature. The rest of this page must be otherwise unaltered and submitted as part of your proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

<i>Signature of Authorized Representative:</i>	<i>Legal Name of Proponent (and Doing Business As Name, if applicable):</i>
<i>Printed Name of Authorized Representative:</i>	<i>Address of Proponent:</i>
<i>Title:</i>	
<i>Date:</i>	<i>Authorized Representative phone, fax or email address (if available):</i>

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- i) "Contract" means the written agreement resulting from this Request for Proposals executed by the Province and the Contractor;
- ii) "Consultant" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Province;
- iii) "Ministry" means Ministry of Transportation and Infrastructure;
- iv) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- v) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- vi) "Province" means Her Majesty the Queen in Right of the Province of British Columbia and includes the Ministry;
- vii) "Request for Proposals" or "RFP" means the process described in this document; and
- viii) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Province. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at www.bcbid.ca. It is the sole responsibility of the Proponent to check for amendments on the BC Bid website.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

5. Eligibility

- i) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Province's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the

Government Contact Person listed on page 1 prior to submitting a proposal.

- ii) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of proposals will be by a committee formed by the Province and may include employees and contractors of the Province. All personnel will be bound by the same standards of confidentiality. The Province's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Province may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Province.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. 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 irrevocable. 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 Province for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Province, if any. If the Province elects to reject all proposals, the Province 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 matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, 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 its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

14. Firm Pricing

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

15. Currency and Taxes

Prices quoted are to be:

- i) in Canadian dollars;
- ii) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- iii) exclusive of applicable taxes.

16. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals 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.

17. Sub-Contracting

- i) Using a sub-contractor (who should be clearly identified in the proposal) is 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 clearly defined in the proposal.
- ii) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Province's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 1 prior to submitting a proposal.
- iii) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Province.

18. Acceptance of Proposals

- i) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Province is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Proponent.
- ii) Neither acceptance of a 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.

19. 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.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province on the terms set out in Appendix B.

21. Liability for Errors

While the Province has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Province, 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 this Request for Proposals.

22. Modification of Terms

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

23. Ownership of Proposals

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

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the Province in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Province in relation to this Request for Proposals.

25. Reciprocity

The Province may consider and evaluate any proposals 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.

26. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Province, including the evaluation committee and any elected officials of the Province, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Province.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, 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 Proponents to provide the Province with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents are to specify that the personal information may be forwarded to the Province for the purposes of responding to this RFP and use by the Province for the purposes set out in the RFP. The Province may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Province.

B. Requirements and Response

1 Summary of the Requirement

The British Columbia Ministry of Transportation and Infrastructure (MoTI) is seeking a qualified Consultant to assist MoTI to design, develop, implement and summarize a public engagement program that will solicit input on a route-specific service adjustment plan as well as strategies to achieve the province's long-term vision of connecting coastal communities in an affordable, efficient and sustainable manner.

2 Additional Definitions

In addition to the Request for Proposals Definitions set out in paragraph 1 of Section A, throughout this Request for Proposals, the following definitions will apply:

- a) "Project Team" refers to all those who are resourced to the Coastal Ferry Public Engagement Project. The team includes staff from MoTI and BC Ferries, amongst others.
- b) "Project" refers to the Coastal Ferries Public Engagement project, which is described in Section 3.
- c) "Engagement" means activities to: (1) provide information to the public about the route-specific service adjustment plan and (2) solicit local government, community and public input on proposed service adjustments and strategies to achieve the long-term vision.
- d) "Public and Stakeholder Meetings" refers to the range of in-person and online engagement methods used during the Project.

3 Ministry Situation/Overview

The coastal ferry service is an integral part of British Columbia's coastal transportation system, linking many coastal communities to either Vancouver Island or the mainland. While BC Ferries is one of the largest ferry operators in the world, carrying about 20 million passengers each year, it is facing considerable challenges due to aging infrastructure, rising fares, declining ridership and increasing operational costs.

In April 2003, the Coastal Ferry Act was enacted to create a new coastal ferry model, and BC Ferries was formed as an independent company, regulated by the BC Ferry Commission.

The Province has a 60-year contract (the Coastal Ferry Services Contract or CFSC) with BC Ferries. BC Ferries receives annual government funding through the contract that defines routes and service levels, i.e. set number of core round trips for each route.

While BC Ferries makes its own operating and capital decisions, fares are regulated by the BC Ferry Commission. One of the specific roles of the Ferry Commissioner is to determine price caps for each performance term of the CFSC and to monitor fares to ensure the price caps are not exceeded. Price caps represent the maximum average fare that can be charged by BC Ferries.

In 2011, the incoming Ferry Commissioner, Gordon Macatee, requested that government authorize him to conduct a review of the coastal ferry model to make recommendations regarding the future

affordability and sustainability of the coastal ferry system. On January 24, 2012 the Ferry Commissioner released a comprehensive review of the current coastal ferry model. The report provided 31 recommendations, many of which required changes to the Coastal Ferry Act. The Commissioner indicated that despite the success of the current model, without changes, the sustainability of the system is at risk.

On May 9, 2012 the provincial government responded to the Commissioner’s report with the introduction of Bill 47 – the Coastal Ferry Amendment Act, 2012. Bill 47 balances the interests of ferry users, taxpayers and the ferry operator and received Royal Assent on May 31, 2012.

As the Commissioner recommended in the report, all three stakeholders - ferry users, taxpayers and the ferry operator – must contribute to ensure the sustainability of the ferry system. In his review, the Commissioner found that many routes are under-utilized. Some routes in the current ferry system operate at less than 30% of capacity, and some sailings carry more crew than passengers. Some routes also lose millions of dollars despite annual government contributions.

As a result, service adjustments will be implemented. In the fall of 2012, the Ministry conducted an extensive consultation and engagement process to increase public knowledge and solicit public input on the principles that would underline service adjustments, as well as strategies to support the Province’s vision of connecting communities in an affordable, efficient and sustainable manner.

The Coastal Ferries Consultation and Engagement summary report was released in March 2013, summarizing the input received during the consultation. Senior ministry staff hosted 40 public consultation meetings in 30 communities, along with one webinar. More than 2,000 people attended the public meetings and almost 2,000 feedback forms and written submissions were received. The consultation material and the summary report can be viewed at coastalferriesengagement.ca.

Government has reviewed the consultation feedback and is developing a plan to implement service adjustments and strategies to achieve the province’s vision of connecting coastal communities in an affordable, efficient and sustainable manner. The 2013 public engagement process will be an opportunity for the public to provide input on the service adjustment plan and other strategies before any specific changes are implemented. The high level of participation in the 2012 consultation and engagement process clearly shows the importance of the coastal ferry service. The 2013 public engagement process is expected to be controversial as it will deal with route-specific service adjustments and other measures to achieve the long-term vision.

This public engagement program is expected to be large in scope in terms of meetings and participation levels as well as complexity and sensitivity of information, particularly to communities impacted by changes to ferry service.

BC Ferries operates the following 25 designated routes that serve these locations:

Routes	Communities
Connecting Vancouver Island and the Lower Mainland (Routes 1, 2, 30)	Swartz Bay Tsawwassen Horseshoe Bay Nanaimo Duke Point

Routes	Communities
Southern Gulf Islands (Routes 4, 5, 6, 9)	Tsawwassen Swartz Bay Crofton Salt Spring Island Pender Island Saturna Island Mayne Island Galiano Island
Northern Sunshine Coast (Routes 7, 17, 18)	Comox Powell River Texada Island Saltery Bay Earls Cove
Southern Sunshine Coast (Route 3, 8, 13)	Horseshoe Bay Langdale Bowen Island Gambier Island Keats Island
Northern Routes (Routes 10, 11, 26, 40)	Port Hardy Prince Rupert Bella Coola Ocean Falls Shearwater Bella Bella Klemtu Haida Gwaii
Mid-Island (Routes 19, 20, 21, 22)	Nanaimo Gabriola Island Chemainus Thetis Island Penelakut Island Buckley Bay Denman Island Hornby Island
North Island (Routes 23, 24, 25)	Campbell River Quadra Island Cortes Island Port McNeill Alert Bay Sointula
Saanich Inlet (Route 12)	Mill Bay Brentwood Bay

3.1 Project Objectives

The objectives of this project are threefold:

- a. Work with Ministry staff to prepare a Vision document outlining the challenges and strategies to achieve the province's long-term vision of connecting coastal communities in an affordable, efficient and sustainable manner.
- b. Develop a public engagement plan with supporting materials to provide information and seek input on: (1) a route-specific ferry service adjustment plan to ensure the sustainability of the ferry system, and (2) longer-term strategies to achieve the province's vision, and
- c. Engage citizens and local governments in areas that will be impacted by changes to ferry service.

3.2 Project Scope

Specific tasks to be undertaken by the Public Engagement Consultant are as follows:

- a. Lead a planning process with the Project Team to develop a framework for a public, stakeholder and local government engagement program including but not limited to refining project goals, engagement strategies, engagement methods, decision paths and risk management approaches;
- b. Develop a detailed design of an engagement process including in-person and online engagement methods that provide a range of involvement opportunities relevant to the target participants, and the approach to presenting community specific information;
- c. Liaise with BC Ferry Commissioner, local governments, First Nations, Ferry Advisory Committees, and stakeholders of affected communities to advise them of the engagement program;
- d. Develop a Project Plan, including a matrix of activities, deliverables and timelines that conform to Project timelines outlined in Section 3.3;
- e. Develop, populate and maintain an online presence for the project that is in keeping with government guidelines including a website and social media account(s) in order to inform and engage the public;
- f. Create information materials suitable for target audiences to support greater awareness and understanding of the issues;
- g. Develop a detailed strategy for participant outreach including target participants and rationale, and participant recruitment methodology;
- h. Plan, implement and facilitate in-person and online meetings including event planning, event management and staffing;
- i. Measure the results of the engagement activities against the established objectives and report back to project team;

- j. Work with Provincial government communication staff on project messaging. Provide media training to project team as required, and support Provincial government communication staff in media relations;
- k. Develop information materials as required to inform the public and other stakeholders as the project progresses including backgrounders, fact sheets, and questions and answer documents;
- l. Attend project team meetings as required; and,
- m. Document, summarize and deliver results of the engagement program.

3.2.1 Project Changes

As the project progresses there may be a need to make adjustments to the Project in order to meet the project objectives (3.1) within the project scope (3.2). The Province reserves the right to make reasonable changes to the Project and amend the Contract accordingly without further competition. This could include:

- a. Extending the Contract term;
- b. Changing the number of Public and Stakeholder Meetings; and
- c. Adding such components to the Project as are reasonably necessary to ensure the Project objectives are achieved.

3.3 Project Timelines

The expected timeline for this project is approximately 6 months as follows:

Date	Event
August 6	RFP posting
August 27	RFP closing date
September	Announcement of Successful Proponent and Contract execution
September/October	Project development
November/December	Online engagement/In-Person Engagement implementation
January/February	Summary Report

4 Requirements

Responses should provide sufficient information to demonstrate how the respondent meets the following requirements:

- a. Experience successfully designing, implementing and supporting large scale public engagement projects on sensitive policy matters within a complex environment with multiple and large scale stakeholders and deliverables;

- b. Access to a suitable pool of skills and resources to perform the required services during all phases of the project, including administrative support;
- c. Minimum of three (3) public engagement projects, of which a minimum of two (2) with provincial (or broader) entities, and ability to provide description of activities, outcomes and references for each project; and,
- d. Knowledgeable of Freedom of Information and Protection of Privacy Act (FOIPPA) and its impact on using social media for the project’s public engagement efforts.

See section 7 for guidelines how to respond to the requirements.

5 Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation. RFP evaluation will be undertaken by a panel consisting of ministry staff and outside consultant(s).

5.1 Mandatory Criteria

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

Criteria	
i)	The proposal must be received at the closing location before the specified closing time.
ii)	The proposal must be in English and must not be sent by mail, facsimile or e-mail.
iii)	Five hard copies of the proposal (and one electronic copy on suitable media) must be submitted with one unaltered completed Request for Proposals cover page including a signed Proponent Section with the first copy.

5.2 Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

Criterion	Weight	Minimum score
Skill and experience in conducting large-scale public engagement programs on sensitive issues of public policy. See Section 7b – Proponent Experience Capacity to provide the Services anticipated by this RFP. See Sections 7a – Corporate Information Overview and and 7c - Proponent Key Personnel Profile and Roles	50	60%
Proposed Methodology for public engagement services required. See Section 7d – Proposed Public Engagement Methodology	40	-
Pricing (Score for price = lowest proposed price x points available / proposed price) See Section 7e – Pricing of Time and Materials.	10	-

The price that will be evaluated is the total cost of the project calculated from the proposed time and fees for the project (see section 7e). The compliant proposal with the lowest price will receive the full score for price. Other proponents will receive a proportionate score for their price relative to the lowest price.

6 Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- i) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions;
- ii) Table of contents including page numbers;
- iii) A short (one or two page) summary of the key features of the proposal; and
- iv) The body of the proposal, including pricing, i.e. the “Proponent Response”.

7 Proponent Response Guidelines

In order to receive full consideration during evaluation, Proposals should include a detailed response to the following:

- a) **Corporate Information Overview** of the Proponent firm, e.g., types of services offered, length of time in business, and accomplishments. This overview should not exceed two (2) pages.

b) **Proponent Experience** with large scale public engagement projects on sensitive policy matters within a complex environment with multiple stakeholders. Proposals should include information on a minimum of three (3) and a maximum of six (6) relevant projects, including a minimum of two (2) with provincial (or broader) public entities. Information on any particular project should not exceed two (2) pages. For each project cited, provide the information listed below.

- i. The referenced project – Project title, a brief description of the project including purpose of engagement, engagement methodologies used, participant attributes, scope of work, start and completion date, budget, project owner, key project challenges and any additional information demonstrating the Proponent’s experience and ability relevant to the scope of this RFP.
- ii. Role – For key personnel the Proponent intends to employ in key Project positions, please identify the individual’s title on the referenced project, a summary of their specific roles and responsibilities, reporting relationships, and the estimated total time (in hours) spent on each role on that project, and any additional information demonstrating their experience and ability relevant to the scope of this RFP.
- iii. References – The name and telephone number of an employer or client contact that can and will confirm the satisfactory performance and scope of the cited roles and responsibilities.

c) **Proponent Key Personnel Profile and Roles.** Please identify the project’s lead resource and for each individual the Proponent intends to employ in key positions to achieve the tasks outlined in Section 3.2, including the project’s lead resource, provide the information listed below.

- i. Summary of Experience - Describe the individual’s qualifications, recent experience and knowledge, skills, abilities, sensitivities to working with First Nations if applicable, and professional designations and affiliations relevant to the performance of these services. This summary should not exceed one (1) page per person described.
- ii. Roles and Responsibilities – an outline of the role(s) and responsibilities to be assumed in performing the key position on this Project, including hours allocated to the Project, the individual’s anticipated level of availability, and other commitments until the end of the calendar year. Please provide an organizational chart clearly identifying team roles and primary contact.

d) **Proposed Public Engagement Methodology** to achieve the objectives and tasks set out in Section 3.1 and 3.2. The Public Engagement Methodology description should address the following areas at a minimum:

- i. Program Development. Describe how the Project lead and team will quickly establish agreement on the guiding principles, purpose, priorities and desired outcomes of the Project. Describe the method(s) of informing and appropriately involving local governments and stakeholders of affected communities.
- ii. Participant Notification. Describe how a public, stakeholder and local government notification program will be developed and implemented to provide notification of

engagement opportunities to affected communities and other communities of British Columbia, in a manner that encourages adequate representation of diverse perspectives. The successful proponent will be provided with a list of approximately 500 stakeholders.

- iii. In-Person Engagement. Describe the range of engagement methods the Project team would use to gather public, stakeholder and local government input. The proponent should plan for between 30 to 40 meetings in 25 to 30 coastal communities. Describe how these meetings will achieve the objectives listed in Section 3.1.
- iv. Online Engagement. Describe the type(s) of digital engagement for attracting and soliciting desired engagement including a website and social media activity that conforms to government standards. Describe how these methods will achieve the objectives listed in Section 3.1. Describe data synthesis approaches.

e) **Pricing of time and materials.** Budget considerations are an important aspect in evaluating Proposals. It is recommended proposals outline realistic time frames and are competitive in price.

- i. Please break out Project pricing according to the following components (1) Program Development, (2) Participant Notification, (3) In-Person Engagement (including preparation), (4) Online Engagement (including preparation) and (5) Project Management.
- ii. For each component, please identify the individuals, hourly rate and amount of time each person would allocate, according to the following format. Please note that any substitution of personnel by the Successful Proponent requires approval by the Ministry. For any changes to the scope of the project, the proposed hourly fees will be used as a basis for any amendments to the Contract.

Use this or similar format to describe the planned staffing of each component described above:

Component: _____				
Name	Role	CA\$/hour	Planned hours on Project component	Total Cost
Total Project Component Cost				

- iii. For each Project component, please include all disbursements. However, please note that disbursement costs are included in the price evaluation. Administrative mark up is not permitted for disbursement costs. For clarity, all travel and accommodation expenses should be included in the proposed Project cost.

Appendix A Contract Form and Schedules

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province in accordance with the terms of the Ministry of Transportation and Infrastructure Consulting Services Contract outlined in the attached documents and will include the following selected clauses.

Arbitration

All disputes arising out of or in connection with the Contract will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act*.

Registration with Workers' Compensation Board

The Contractor and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

Insurance Requirements

Any contract resulting from this Request for Proposal will require the Contractor, without limiting its obligations or liabilities and at its own expense, to purchase and maintain throughout the term of the Contract the insurance as required in the Insurance Specifications INS-80 with insurers authorized to do business in British Columbia and Canada. Insurance requirements are not negotiable.

The Contractor will provide the Province with evidence of the required insurance, in the form of a completed Ministry of Transportation and Infrastructure Certificate of Insurance form H0111, which is also attached. Compliant evidence of insurance is to be provided prior to any work beginning under this Contract.

Please refer to the following attachments:

- Consulting Services Contract H0461
- Works/Services Schedule H0461a
- Payment Schedule H0461b
- Schedule of Reimbursable Travel Expenses (Group II) H0461c-1
- Insurance Specifications INS-80
- Certificate of Insurance H0111
- Confidentiality Agreement
- Privacy Protection Schedule