



## REQUEST FOR PROPOSALS

### Climate Action Plan

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**Issue Date: September 5<sup>th</sup>, 2025**

#### **CLOSING LOCATION, DATE AND TIME:**

Proposals must be received by Friday, September 26<sup>th</sup>, 2025, at 2 p.m.PST

It is the sole responsibility of the Proponent to submit their Proposal via email to [vmammen@langford.ca](mailto:vmammen@langford.ca) prior to 2:00 p.m. PST on Friday, September 26<sup>th</sup>, 2025 (the “closing date and time.”)

The time on the Director of Community Planning and Climate Change’s computer will be deemed to be the correct time for the purposes of receiving this Proposal via email.

All electronic submissions must be in .PDF format.

Late Proposals **will not be** considered, and extensions will not be granted.

Questions and inquiries are to be sent to:

Vijitha Mammen, Planner I – Climate Action

[vmammen@langford.ca](mailto:vmammen@langford.ca)

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## 1.0 INTRODUCTION

The City of Langford is requesting proposals from prospective proponents to provide consulting services for the development of a Climate Action Plan that defines a flexible and achievable path towards a low-carbon, climate-resilient community and that safeguards wellbeing across generations.

The Climate Action Plan will identify strategies to reduce greenhouse gas emissions (mitigation) and to prepare for climate change risks and impacts (adaptation) while advancing co-benefits that contribute to community resilience, such as health, equity, food security, biodiversity, a resilient and sustainable economy, and others.

The successful proponent will have extensive experience in climate action planning, including climate risk and vulnerability assessments, greenhouse gas emissions modelling and analysis, municipal financing, implementation planning, and community engagement.

## 2.0 BACKGROUND

The City of Langford, located on the southern tip of Vancouver Island, is the fastest-growing municipality in British Columbia and third fastest in Canada. As of 2025, Langford's population was estimated at just over 58,000, making it the third largest in the Greater Victoria region. Over the next 15 to 20 years, the population is projected to reach 100,000 residents.

Council adopted Langford's first Five-Year Council Strategic Plan in 2023 to set out their vision, core values, and key priority initiatives to guide decision making and staff's workplan for 2023-2027. This Strategic Plan includes a number of initiatives related to climate action planning. Including:

- 1e – Develop a Climate Action Development Permit Area Bylaw.
- 2a – Develop a Climate Action Master Plan including targets for emission reductions.
- 2e – Develop an overarching Disaster Mitigation Strategy with respect to climate change and build resiliency as a community based on specific initiatives.

A new Official Community Plan (OCP) was adopted in June 2025 to guide where and how Langford will grow to a population of 100,000 residents while strategically addressing community needs, quality of life, and critical challenges such as climate change, housing affordability, social equity, public health, and rising infrastructure costs. The cornerstone of this plan is to enable high-quality, high-density development in infill locations with existing infrastructure and a variety of transportation choices. Part 9 – Climate Action and Sustainable Infrastructure of the new OCP sets out updated policies, targets, and commitments for climate action and greenhouse gas emission reductions.

In addition, an Urban Forest Management Plan was adopted in November 2024, establishing a long-term vision and framework to preserve and enhance the City's urban forest. A Community Wildfire Resiliency Plan was adopted in December 2024, providing recommendations and strategies to reduce wildfire risks in Langford.

The City of Langford is also currently working on multiple other long-term master plans and strategies to ensure staff and Council continue to make responsible decisions that reflect the community's goals for the future. These include Transportation and Active Transportation Master Plans, a Parks Master Plan, an Arts and Culture Strategy, a Placemaking Strategy, and an Economic Development Strategy. The Successful

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Proponent will be expected to communicate with City staff and consultants preparing these plans to ensure alignment and consistency between projects.

### 3.0 DEFINITIONS

Throughout this Request for Proposal (RFP), the following definitions will be used:

**“Addenda” or “Addendum”** means all additional information regarding this RFP including amendments to the RFP.

**“Agreement” or “Contract”** means a contract that is issued to formalize the Work with the successful Proponent based on the Proposal submitted and incorporate by reference the Request for Proposal, any Addenda issued, the Proponent’s response and acceptance by the City of Langford.

**“Consultant”** means the person(s), firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, Work and Services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal.

**“City of Langford” or “City”** means the Corporation of the City of Langford and any person authorized to act for or on behalf of with respect to any matter under this Request for Proposal.

**“City’s Project Manager”** means the City of Langford’s Director of Community Planning and Climate Change and their delegate appointed in writing or other persons appointed by the City of Langford.

**“Must” or “Mandatory”** means a requirement that must be met in order for a Proposal to receive consideration.

**“Proponent”** means an entity that submits a Proposal.

**“Proposal”** means a Proposal submitted by a Proponent in response to this Request for Proposal.

**“Request for Proposal” or RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules and addenda.

**“Services”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this Request for Proposals.

**“Should” or “May”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals but is not a Mandatory requirement.

**“Successful Proponent”** means the Proponent selected by the Evaluation Team to enter into negotiations for a Contract.

**“Work”** means and includes anything and everything required to accomplish the project in accordance with this Request for Proposals.

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## 4.0. SCOPE OF WORK

The Successful Proponent will be expected to perform the following tasks:

### 1. Background Review and Analysis:

- Review and analyze the City's existing plans, policies, strategies and initiatives related to this project, including but not limited to: the 2023-2027 Council Strategic Plan, Official Community Plan Bylaw No. 2200, Urban Forest Management Plan, and Community Wildfire Resiliency Plan.
- Review and analyze the existing plans and policies of regional, provincial and federal governments, and understand how these will impact the City's climate action planning.
- Review best practices in climate action planning (both corporate and community) and identify gaps, challenges, and opportunities for improvement in the City's current climate action policies and initiatives.
- Analyze the local context and trends, including but not limited to: demographic data, equity indicators, public health, land use changes, ecological impacts, urban forest canopy and other natural assets, local experienced climate change impacts, and projected climate change impacts for multiple emission scenarios.

### 2. Climate Risk and Vulnerability Assessment

- Model and forecast future climate scenarios (low, medium, and high emissions) to assess climate change impacts, risks, and vulnerabilities
- Identify climate change risks (e.g. heatwaves, wildfire, flood, atmospheric river, storm, drought, landslide, changes in freeze-thaw cycle) and their impacts on City infrastructure (including green infrastructure), services, and people.
- Identify climate change vulnerabilities characterized by sensitivity, exposure, and adaptive capacity.
- Follow a recognized standard for Climate Risk and Vulnerability Assessment (e.g. ICLEI Five Milestone Framework for Climate Adaptation or BC Strategic Climate Risk Assessment Framework) and harmonize with the Sendai Framework for Disaster Risk Reduction.

### 3. Community and Corporate Emissions Analysis

- Review and analyze community and corporate energy use and emissions using the datasets the City currently uses, identify any data gaps, and propose methodologies or tools to obtain relevant data to ensure accurate analysis.

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- Assess the impact of actions taken by the City to date based on the high-level analysis of the City's existing plans, policies and actions, and discussion with City Staff.
  - Model the potential impact of the proposed actions and targets identified in the Climate Action Plan on corporate and community energy use and emissions in different climate scenarios (low, medium, and high emissions).
  - Create a roadmap for the City to achieve its corporate and community GHG reduction targets, including recommendations on sector-specific GHG reduction targets, in alignment with overarching GHG reduction targets in the OCP and other related City plans (both existing and those under development).
  - Propose tools and methodologies for ongoing energy use and emissions tracking.

#### **4. Communications and Engagement**

- Develop a robust, equitable, accessible, and inclusive Communication and Engagement Strategy. The City will be responsible for engagement with local First Nations and Indigenous partners and organizations.
- The Successful Proponent will be responsible for ensuring the Communications and Engagement Plan is aligned with the City of Langford Public Engagement Strategy, which will be shared with the Successful Proponent upon award of the RFP.
- In collaboration with City staff, the Successful Proponent will conduct an audience mapping exercise to identify key interest groups that will support the development of the Climate Action Plan through public engagement activities.
- The Successful Proponent will also support City staff in establishing an inter-departmental Climate Action Working Group to guide the development and implementation of the Climate Action Plan.
- The Successful Proponent will support the delivery and facilitation of engagement activities including workshops.
- City staff and Council engagement will include:
  - One inter-departmental Climate Action Working Group workshop in each phase of the project.
  - In-person presentations to Council at key milestones, including the draft and final Climate Action Plans.
- The Successful Proponent will have access to the City's marketing tools, such as "Let's Chat Langford" (the City's online public engagement platform) and social media channels. The City will provide administrative support for advertising on-line and off-line, online survey, coordinating venues and other supports as needed.

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- Develop an engagement summary report for each phase of engagement, including a detailed analysis of data collected through the various engagement methods, to be shared with the City. The Successful Proponent will share their approach to data analysis for transparency and accountability.

## 5. Development of Climate Action Plan

In consultation with City staff, the Successful Proponent will write a draft Climate Action Plan and finalize the plan within the agreed timeframe. The Climate Action Plan should:

- Identify and prioritize climate action targets, goals, strategies, and actions, that will be informed by data gathered from the Climate Risk and Vulnerability Assessment, policy and gaps analysis, local context analysis, corporate and community emissions analysis, and public engagement results.
- Follow a recognized framework for the development of municipal climate action plan (e.g. ICLEI Five Milestone Framework for Climate Adaptation or SFU ACT Low Carbon Resilience Planning Methodology).
- Integrate disaster mitigation strategies to reduce identified climate change risks through actions for climate resilience (e.g. fire resistance, cooling, water conservation, flood resistance, nature-based solutions).
- Integrate co-benefits into the identified actions (e.g. health, equity, food security, biodiversity, a resilient and sustainable economy).
- Consider if and how a Climate Action Development Permit Area could be utilized to advance Langford's climate action goals.
- Examine financing and budgeting to prepare a Funding and Investment Roadmap and Cost of Doing Nothing Report for climate action initiatives.
- Create an Implementation Strategy outlining specific actions. For each action, identify the following:
  - Lead department responsible for implementation.
  - Other relevant departments that should be involved in the planning and/or implementation.
  - Resourcing requirements.
  - Recommended timeline (short / medium / long-term; start and end dates).
  - Costs (\$, \$\$, \$\$\$).
  - Funding (e.g. existing budget, future budgets, through 3rd party funding).
  - Collaboration and partnership opportunities.

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- Provide a Monitoring and Evaluation Approach for specific actions identified in the Climate Action Plan, including Key Performance Indicators (KPIs) to track and measure the progress of climate action efforts.
  - The draft Climate Action Plan will be completed by the Successful Proponent and reviewed with the project team, senior management, and Council for comment and revisions prior to delivery of the final Plan.
  - Incorporating feedback on the draft Plan, the Successful Proponent must finalize the Climate Action Plan into a user-friendly, visually appealing and accessible document.

The City of Langford expects the proponent to apply the lens of innovation and equity when developing its proposal and is encouraged to propose alternative approaches or activities which may benefit the City.

## **5.0 DELIVERABLES & PROPONENT RESOURCES**

### **5.1 DELIVERABLES**

The City of Langford is expecting several deliverables as part of the Climate Action Plan project. These deliverables will either be included within the Climate Action Plan or provided as background research, analysis, engagement activities, and presentations. The following deliverables are expected; however, they are subject to change upon agreement of the City and Successful Proponent based on the Plan development process:

- Progress reports – the Successful Proponent and the City’s project team will meet in-person or virtually bi-weekly or as required to meet key milestones.
- Detailed Workplan – prior to the commencement of the Climate Action Plan process, the City expects detailed plans and strategies as outlined in the Scope of Work for review and approval by the City’s project team.
- Background Review and Analysis Report, Climate Risk and Vulnerability Assessment, Corporate and Community Emissions Analysis, Communications and Engagement Plan, and Climate Action Development Permit Area Memo, all as outlined in the Scope of Work.
- Community Engagement Summary Report – a summary of activities and discoveries for each phase of the community engagement process. It should be expected that this summary will be shared with the community, the City’s project team, and Council.
- Presentations to City staff and Council.
- Draft and final Climate Action Plan as outlined in the Scope of Work.

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## 5.2 PROPONENT RESOURCES

### Internal Resources

- [Official Community Plan](#)
- [2023-2027 Council Strategic Plan](#)
- [Urban Forest Management Plan](#)
- [Community Wildfire Resiliency Plan](#)
- [Early Guidance for Construction Impact Management](#)
- [Annual Report 2024](#)
- [Let's Chat Langford](#)
- Corporate utility data
- Corporate fleet fuel consumption data

### External Resources

- [Canada's National Adaptation Strategy](#)
- [BC Climate Preparedness and Adaptation Strategy](#)
- [CRD Climate Action Strategy](#)
- [CRD Community Energy and Emissions Inventory – Member Municipality Summary](#)
- [BC Strategic Climate Risk Framework](#)
- [ICLEI Guide and Workbook for Municipal Climate Adaptation](#)
- [SFU ACT – Low Carbon Resilience Planning Handbook](#)
- [Sendai Framework for Disaster Risk Reduction](#)
- [BC Development Permit Areas for Climate Action Guide](#)
- [Climate Justice Toolkit for Municipalities - BCCIC](#)
- [ICLEI – The Cost of Doing Nothing Primer](#)

## 6.0 INSTRUCTIONS TO PROPONENTS

### 6.1 EXAMINATION OF RFP PROPOSAL DOCUMENTS AND KNOWLEDGE OF SERVICES

It is the responsibility of each Proponent to carefully examine the RFP documents. The Proponent may not claim, after the submission of the Proposal, that there was any misunderstanding with respect to the Services imposed by the City of Langford.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be reasonable to do so, or there are additional Service requirements due to unforeseen circumstances.

## 6.2 PROPOSAL CLOSING DATE AND DELIVERY INSTRUCTIONS

It is the sole responsibility of the Proponent to submit their Proposal via email to [vmammen@langford.ca](mailto:vmammen@langford.ca) prior to 2:00 p.m. PST on Friday, September 26<sup>th</sup>, 2025 (the “closing date and time.”)

## 6.3 QUESTIONS AND INQUIRIES

All questions and inquiries related to this RFP shall be directed in writing to:

Vijitha Mammen, Planner I – Climate Action  
[vmammen@langford.ca](mailto:vmammen@langford.ca)

Information received from any other persons may be inaccurate and not relied upon.

Questions are to be submitted in writing before end of business day on Friday, September 19<sup>th</sup>, 2025. The City reserves the right to not answer questions after this date.

If a change or additional information is warranted, the City’s response will be communicated to all Proponents by means of written Addenda issued by the Community Planning and Climate Change department prior to the closing date and time.

The City will attempt to respond to all reasonable inquiries but reserves the right not to respond to inquiries. Proponents finding discrepancies or omissions in the RFP documentation or having doubts as to the meaning or intent of any provision should immediately notify the contact person listed above. If the City determines that an amendment is required to this RFP, the City’s Community Planning and Climate Change department will issue an addendum and such an addendum will be posted on the BC Bid website and the City’s website.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

Proponents are required to check the BC Bid and City of Langford websites for any updated information and Addenda issued up to and including the “closing date & time”

## 6.4. ADDENDA

Each addendum will be incorporated into and become part of the RFP Document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the City’s Community Planning and Climate Change department. Upon submitting a Proposal submission, Proponents will be deemed to have received notice of all addenda that are posted on the City of Langford and BC Bid websites.

## 6.5. PROPONENT EXPENSES

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any sample requests, meetings, negotiations or discussions with or presentations to the City or its representatives and consultants, relating to or arising from this RFP.

#### 6.6. NO OBLIGATION

This RFP is not a tender and does not commit the City in any way to select a Leading Proponent or to proceed to negotiations for a Contract, or to award a Contract to any Leading Proponent, and the City reserves the right at any time to reject all Proposals, terminate this RFP process and, if the City elects, obtain or proceed with obtaining the Services in some other manner, including by advertising for new Proposals.

#### 6.7. NO CLAIMS

The City and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

#### 6.8. LIABILITY FOR ERRORS

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

#### 6.9. CHANGES TO RFP DOCUMENT

Proponent(s) must not alter any portion of this RFP documents, with the exception of adding the information requested. To do so will invalidate the submission of its Proposal.

#### 6.10. CHANGES TO THE PROPOSAL WORDING AND CONTENT

The Proponent will not be allowed the opportunity to change the wording or content of its Proposal after closing and no words will be added to the Proposal, including changing the intent or content of the presentation of the Proposal, unless requested by the City (e.g. minor clarifications).

#### 6.11. INSURANCE REQUIREMENTS

The Proponent, at the reasonable request of the City, will provide to the City evidence of all required insurance in a form acceptable to the City, within five (5) working days of such a request. No Contract will be awarded to any Contractor who cannot meet the insurance requirements.

#### 6.12. WORKING LANGUAGE

The working language of the City is English and all Proposals must be submitted in English.

#### 6.13. PROPOSAL OPENING

Proposals **will not** be opened in Public.

## 7.0 RFP GENERAL TERMS AND CONDITIONS

### 7.1. CONFLICT OF INTEREST

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

### 7.2. LAWS, REGULATIONS AND PERMITS

This RFP and any Contract formed shall be governed by and construed in accordance with the laws of the Province of British Columbia which shall be deemed to be the proper law hereof and in so doing shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected with this RFP or any Contract.

The Contractor shall give all notices required by law and shall comply with all laws, acts, ordinances, rules and regulations relating to or affecting neighbourhood collectors, minor collectors & local roads. If any permits, authorizations, approvals or licences from any government or governmental agencies are necessary or desirable for the prosecution of this Contract they shall be obtained by the Contractor at its expense.

### 7.3. WITHDRAWAL OF PROPOSALS

The Proponent may withdraw their Proposal at any time prior to the Proposal closing time by submitting a written withdrawal letter to the Community Planning and Climate Change department via email: [vmammen@langford.ca](mailto:vmammen@langford.ca)

### 7.4. ACCEPTANCE AND REJECTION OF PROPOSALS

This RFP is not an agreement to purchase goods or services. The City is not bound to enter into a Contract with any Proponent. The City reserves the right to:

- Not accept any Proposal in response to this RFP;
- To reject any and all Proposals, including without limitation the lowest priced Proposal, even if the lowest priced Proposal conforms in all aspects with the RFP;
- To reject any Proposal at any time prior to execution of a Contract;
- To reject Proposals which are incomplete, conditional or obscure or erasures or alterations of any kind;
- To waive immaterial defects and minor irregularities in any Proposal;
- To assess the ability of the Proponent to perform the Contract and reject any Proposal where, in the City's sole estimation, the personnel and/or resources of the Proponent are insufficient.

### 7.5. RIGHT TO CANCEL THE RFP PROCESS

The City reserves the right in its sole discretion to postpone or cancel this RFP process at any time and may, in its discretion, elicit offers from other parties (whether or not such parties have responded to this RFP) or engage in another procurement process, including re-issuing a substantially similar RFP or negotiating with any party if:

- Only one Proposal is received;
- A suitable Proponent has not been selected;
- Approval is not granted by the City of Langford Council, the City Administrator or the Director of Finance;
- All Proposal(s) exceed the City's set budget; or
- Contract negotiations have not been reached within a reasonable time as solely determined by the City.

### 7.6. LITIGATION CLAUSE

The City may, in its absolute discretion, reject a Proposal submitted by Proponents if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in a legal action against the City, its elected or appointed officers and employees in relation to:

- Any other contract for works or services; or
- Any matter arising from the City's exercise of its powers, duties or functions under the Local Government Act for another enactment; within five years of the date of this Request for Proposal.

In determining whether to reject a Proposal under this clause, the City will consider whether the litigation is likely to affect the affect the Proponent's ability to work with the City, its consultants and representatives and whether the City's experience with the Proponent indicates that the City is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

### 7.7. FREEDOM OF INFORMATION AND PRIVACY PROTECTION ACT (FOIPPA)

The contents of the Proposal are subject to the Freedom of Information and Privacy Protection Act (FOIPPA). The Proponent should note within its Proposal whether it considers any part of the Proposal as proprietary or trade secret. The City attempts to keep, to the best of its ability, proprietary or trade secret material confidential, only to the extent permitted by law. Notwithstanding the foregoing, the City has the sole discretion in determining whether any part(s) of Proponent Proposals contain information that is exempt from FOIPPA legislation.

### 7.8. OWNERSHIP OF PROPOSALS

All Proposals submitted, other than any Proposal withdrawn prior to the opening of Proposals or any late Proposals, become the property of City and will not be returned to Proponents.

## 7.9. DEBRIEFING

Proponents may request a debriefing which may be made available at the City's convenience and must be made within fifteen (15) calendar days of notification of award. The intent of the debriefing information session is to aid the Proponent in presenting a stronger Proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process. The City will provide a debriefing upon request, after Contract award has been completed.

## 8.0 PROJECT TIMELINES

The City of Langford anticipates the following timeline for the project. All dates are subject to change at the discretion of the City.

- Project Start and Kick-off meeting: October 2025
- Presentation of final Climate Action Plan to Council: September 2026

A more detailed schedule will be finalized with the Successful Proponent.

## 9.0 PROJECT BUDGET

### 9.1. PRICING

The submitted proposal should identify the 'Net Total Cost', including PST and GST, to provide the services as outlined in the Scope of Services. The Proposal must include a breakdown of the hourly charge out rates of key personnel and support staff (which must include labour and material costs, applicable taxes, expenses/disbursements, and any other charges).

All prices must be submitted in Canadian funds.

The Proposal may also provide separate pricing on additional features the applicant feels would benefit the City of Langford in meeting its goals.

### 9.2. EXTRA WORK

The consultant must receive written approval prior to commencing any additional works which will affect the project cost or schedule. The consultant is to submit a Change Order indicating the impact these extra or additional works will have on the project for written approval from the City.

A Change Order must also be submitted in the event the consultants' fees will exceed the original Proposal amount (i.e. change to original budget must be requested and must be approved in writing). In this situation the consultant may be requested to provide scope change alternatives to meet the original budget.

An invoice encompassing additional works that has not been approved in writing will not be accepted by the City.

## 10.0 PROPOSAL FORMAT

This section describes the expectations for Proposal formatting. Any Proposal submitted should be in general alignment with these expectations to facilitate comparative evaluation.

Proponents should respond to the questions under each heading clearly and concisely. Please limit your response to 10 pages. Proponents may submit additional appendices including work samples or team resumes, in addition to the 10-page response but this is not required.

Through the information provided in your Proposal, the City of Langford expects to gain an in-depth understanding of a Proponent's experience, capabilities, and the capacity to provide the Services outlined in Sections 4.0. and 5.0.

### 10.1 COVER LETTER

Provide a single-page cover letter that includes the name, address, telephone number, and title and signature of the Proponent's contact person for this Proposal.

### 10.2 PROFILE, EXPERIENCE AND QUALIFICATIONS

**Q1:** Describe the location of branches, background, years of business under the legal entity, stability and structure of the Proponent. Provide an executive summary describing the Proponent's relevant experience and qualifications in delivering Services similar to those required by this RFP.

**Q2:** Describe three (3) specific examples of recent work completed by the Proponent that required the performance of services similar to the Services described in this RFP (to the extent possible). In each case, the Proponent should identify:

- Project and client name;
- Scope of Services; and
- Project actual start and completion dates.

Contact reference information, phone number and email address of any individual from each client who can provide details and feedback regarding the Services performed by the Proponent. The City of Langford may contact these references.

**Q3:** Project Team, Experience, Qualifications and Company Resources:

- Identify the project role of all prime Consultants personnel directly assigned to this project;
- Identify the project role of all sub-Consultants personnel directly assigned to this project;

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- Identify the names of key personnel involved in this project who will be available to perform the services under the agreement;
  - The proponent shall describe the ability to effectively manage and coordinate the work of sub consultants as one project team;
  - The personnel assigned to the project should remain in-place for the duration of the project, unless the written notification has been provided and approved by the City's Project Manager;
  - The Proponent should demonstrate their ability to carry out the project and provide the information of the relevant projects with references similar in scope and complexity. The City has a right to verify the information provided and the information obtained from references will not be disclosed or discussed with any other Proponents;
  - Include any other company resources who will provide additional value to the project consultation;
  - State the corporate acceptance of the terms and conditions of this RFP and attached Professional Services Agreement. Confirm that the Proponent carries adequate insurance meeting or exceeding the levels specified within the Professional Services Agreement, and that proof of the required insurances will be submitted upon request; and
  - Declare that the Proponent, if successful, will purchase a City of Langford or Inter- Community business license prior to beginning the project.

### 10.3 TECHNICAL APPROACH AND METHODOLOGY

Communicate in detail your understanding of the project, its requirements, and important issues. Describe both the project management and technical methodologies proposed to be used. Clearly indicate all services which are to be included, excluded, optional, or to be provided by others.

**Q4:** Provide a brief description, outlining a comprehensive understanding of the project.

**Q5:** Provide a description of the general approach and methodology that the Proponent would take in performing and managing the Services and accomplishing the objectives within the City's schedule. The proponent is responsible to determine the framework for the most efficient, effective, and thorough work plan based on the understanding of project scope as well as their own proven performance and time-tested practices. The City is looking for dynamic and innovative approaches rather than a 'cookie cutter' approach from other projects.

**Q6:** The Proponent should demonstrate an ability to meet the time schedule to deliver the required services to the City. Based on key dates, include a detailed work schedule.

### 11.0 PROPOSAL EVALUATION CRITERIA

The City will evaluate each proposal submitted on the basis of how well the Proponents respond to the requirements of the RFP. Each submission will be assessed using a matrix scoring system as set out below.

#### EXPERIENCE, REPUTATION AND RESOURCES - 40%

- Relevant experience;
- Years of experience;
- Professional accreditation;
- Recent similar projects successfully completed by the project team;
- Demonstrated ability to plan and lead engaging and inclusive public engagement initiatives utilizing a variety of modern presentation mediums and methods; and
- Proven ability to collect, organize, and summarize feedback from the public to provide actionable directions.

#### TECHNICAL APPROACH AND METHODOLOGY - 55%

- Ideas for innovation and methods to deliver maximum value to the City;
- Demonstrated understanding of project risks, opportunities, and requirements; and
- Clearly articulated, well detailed plans for each project phase, breaking down each phase of work into the tasks to be undertaken and deliverables to be issued.

#### PRICING PROPOSAL – 5%

- Direct project costs must be broken down by personnel and estimated hours per task.

The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's proposal to another Proponent's proposal. The Evaluation Team will not be obligated to select the Proposal that offers the lowest price or cost, or any Proposal at all.

The weighting listed above with the evaluation criteria indicate the relative weighting anticipated by the City and is shown to give general guidance to Proponents in the preparation of Proposals. The evaluation criteria will be applied to all proposals fairly and without bias to any Proponent or Proposal and the same criteria and weightings will be applied to all Proposals.

The Evaluation Team reserves the right to not complete a detailed evaluation of a Proposal if the Evaluation Team concludes, having undertaken a preliminary review of the Proposal, that the Proponent or Proposal as compared to all the Proposals is not in contention to be the Successful Proponent.