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## **Request for Proposal No. 5400-03-Streetlighting Decorative Outdoor Lighting for Downtown Parksville**

The City of Parksville is seeking qualified proponents to design, supply, and install decorative outdoor lighting within the downtown core. This project forms a key component of the City's Downtown Revitalization Strategy, which aims to create an attractive, pedestrian-friendly, and economically vibrant downtown that reflects Parksville's unique coastal identity. The City is looking for innovative yet practical lighting solutions that enhance nighttime character, support year-round activation of public spaces, and contribute to a safe and welcoming environment for residents, businesses, and visitors. Proposed lighting systems must follow DarkSky friendly principles, be durable and resistant to vandalism, and demonstrate proven performance in other municipal or public settings.

Attached are the Terms of Reference, Submission and Evaluation Criteria, and Instructions to Proponents which are to be used as the basis for your submission.

**ONLY Electronic Submissions will be received up to 3 pm, Local Time  
May 28, 2026**

**Contact Person:**  
Engineering  
[engineering@parksville.ca](mailto:engineering@parksville.ca)  
250 951-2484

The City appreciates all proposal responses; however, only short-listed or successful candidates will be contacted.

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**Corporation of the City of Parksville**  
**Request for Proposal No. 5400-03-Streetlighting**

**Terms of Reference**

**Introduction**

The City of Parksville (the “City”) is issuing this Request for Proposal (“RFP”) to qualified and experienced firms (the “Proponent”) to provide the design, supply, and installation of outdoor decorative lighting within the downtown core. This project forms a key component of the City’s Downtown Revitalization Strategy (see Appendix C), which aims to create an attractive, vibrant, and pedestrian-friendly environment that supports local businesses, enhances public safety, and encourages year-round community activity. The selected proponent will deliver lighting solutions that complement Parksville’s unique coastal character while improving the overall aesthetic appeal and nighttime experience of the downtown area.

**Background**

The City of Parksville is a mid-sized municipality on the east coast of Vancouver Island, with a population of 13,642 (2021 census) and an additional 16,500 residents in surrounding unincorporated areas. The region continues to grow, and Parksville’s Council has expressed a strong commitment to attracting young families.

The City of Parksville continues to advance the goals of its Downtown Revitalization Strategy, which emphasizes the creation of a cohesive, inviting, and pedestrian-oriented environment. The strategy recognizes that high-quality streetscape amenities—including lighting, furnishings, and public art—play a significant role in improving the public realm, strengthening community identity, and supporting local economic vitality.

Decorative lighting has been identified as a key opportunity to enhance the downtown experience, extend activity into the evening hours, and create a more vibrant atmosphere throughout the year. To meet these goals, lighting must be thoughtfully designed to avoid unnecessary light pollution, in alignment with DarkSky principles outlined in the strategy. This includes limiting up-lighting, minimizing glare and light trespass, and using warm-temperature lighting that supports both environmental stewardship and visual comfort.

In addition, the City requires lighting solutions that are robust, vandal-resistant, and easy to operate and maintain using commonly available components. Product selections must be well-proven in similar public environments and supported by independent references from other municipalities or organizations. Collaboration with key local stakeholders—such as the Parksville Downtown Business Association (PDBA), Parksville and District Chamber of Commerce and Parksville Qualicum Beach Tourism Association—will be essential to ensure

the project reflects community needs and complements existing downtown initiatives. For additional information, see Appendix D – Reimagine Parksville Downtown).

### **Project Goals**

The primary objectives of this project are as follows:

1. **Enhance the Downtown Experience**  
Provide attractive year-round, outdoor decorative lighting that enhances the downtown experience by creating a vibrant, pedestrian-friendly environment with improved nighttime visibility, encouraging social and cultural activities and supporting the economic vitality of local businesses.
2. **Apply DarkSky Friendly Lighting Principles**  
Ensure all lighting adheres to DarkSky principles identified in the City’s Downtown Revitalization Strategy, including:
  - Avoiding up-lighting and minimizing skyglow
  - Preventing light trespass and glare
  - Using low colour-temperature lighting (3000K maximum)
3. **Ensure Durability and Vandal-Resistance**  
Utilize lighting products and installation methods that are robust, secure, and resistant to vandalism, suitable for long-term use in a busy public environment.
4. **Use Proven Products with Independent References**  
Specify if lighting products have demonstrated successful performance in other municipalities or public settings, supported by references from those jurisdictions.
5. **Prioritize Ease of Operation and Maintenance**  
Select fixtures and systems that are simple to operate, maintain, and repair, without reliance on highly specialized or difficult-to-source components.
6. **Collaborate With Key Stakeholders**  
Engage and collaborate with identified stakeholders throughout the design and implementation process to ensure the project meets community and business needs.

### **Scope of Work**

The proponent will be responsible for the design, supply, and installation of decorative outdoor lighting within the designated areas of downtown Parksville (specific streets TBD). The scope of work includes, but is not limited to, the following:

#### **1. Design and Planning**

- Develop detailed lighting design concepts aligned with the City’s Downtown Revitalization Strategy (Appendix C) and DarkSky friendly principles, including avoidance of up-lighting, minimization of glare and light trespass, and use of fixtures with colour temperatures of 3000K or lower.
- Conduct site assessments to review existing conditions, power availability, mounting locations, and potential constraints.

- Incorporate vandal-resistant design considerations appropriate for high-traffic public areas.
- Avoid reliance on trees as anchors for year round outdoor lighting installations.
- Identify lighting products that have documented successful use in other jurisdictions, supported by independent references (not manufacturer-supplied references).
- Coordinate closely with City staff and collaborate with key stakeholders such as the Parksville Downtown Business Association, Parksville and District Chamber of Commerce, Parksville Qualicum Beach Tourism Association and others identified by City staff during the process.
- Present design alternatives and work with the City's operational staff and stakeholders to refine a preferred option.
- Preferred decorative lighting options include: 'pole mount' light attachments/projections, or other lighting forms that can be mounted or attached to the City's existing infrastructure.
- Provide documentation of references from other municipalities or organizations where the same or similar products have been installed and evaluated positively.

## **2. Supply of Materials**

- Supply all lighting fixtures, hardware, mounting components, controllers, cables, and accessories required to implement the approved design.
- Provide products that are durable, vandal-resistant, DarkSky compliant, and supported by strong third-party references.
- Ensure that lighting components are easy to operate and maintain, with no reliance on rare, proprietary, or difficult-to-source parts or lamps.
- Provide detailed product specifications, warranty information, and manufacturer documentation.

## **3. Installation**

- Complete installation of all lighting elements in accordance with approved plans and applicable regulatory, electrical, safety, and municipal standards.
- Ensure installations minimize disruption to downtown businesses, traffic, and pedestrians.
- Provide all necessary labour, equipment, materials, and certified personnel required for the work.
- Implement vandal-resistant installation methods where applicable.
- Coordinate with utility providers and City staff as required for electrical connections, approvals, or distribution upgrades.
- Ensure appropriate permits are in order.
- Abide by Noise Bylaw No. 1432 when installing lighting products, in regards to days and times worked.

## **4. Testing, Commissioning, and Training**

- Test all lighting systems to confirm proper operation, DarkSky compliance, durability, and performance.
- Commission all control systems and verify programming, scheduling, and operability.
- Provide on-site training to City staff on the operation, maintenance, and troubleshooting of installed systems.

- Deliver complete as-built drawings, wiring diagrams, component lists, maintenance guidelines, and product manuals.

#### **5. Warranty, Support, and Future Operational Costs**

- Provide comprehensive warranty coverage for fixtures, components, and installation workmanship.
- Ensure technical support is available during the warranty period for troubleshooting, repairs, or product issues.
- Detail all future lifecycle operational costs.

#### **Reporting Structure**

The project will be managed by the City of Parksville Engineering Department.

#### **Relevant Parties**

- City of Parksville Project Team:
  - Ryan Blight, Engineering Technologist II
  - Misha Schollie, Engineering Technologist II
  - Robert Downs, Engineering Technologist Supervisor
  - Ayla Defoor, Manager of Engineering
- Parksville Downtown Business Association (PDBA)
- Parksville and District Chamber of Commerce
- Parksville Qualicum Beach Tourism Association
- Other parties as identified by the City at the kick-off meeting.

#### **Deliverables**

1. Lighting design concept package (with alternatives) including itemized costs for equipment, labour and materials
2. Finalized lighting design and installation plan, including priority streets and locations
3. Product list with independent references
4. Installation schedule
5. Installed lighting system and controls (complete and operational)
6. Staff training
7. As-built drawings and documentation
8. Warranty documents

#### **City Responsibilities**

The City will provide relevant as-built information and reports upon request.

**Budget**

The City has allocated \$100,000 per year, for three (3) consecutive years. A portion of the first year allocation is envisioned for the consultant design fees, with the remaining budget being allocated to purchase and installation of the lighting.

**Timeline**

Question Submission Deadline	May 21, 2026
RFP Closing Date	May 28, 2026
Anticipated Award Notification	June 12, 2026

**Future Works**

The City reserves the right to engage the Consultant chosen from this RFP for future work related to this project.

City of Parksville  
Request for Proposal No. 5400-03-Streetlighting  
Decorative Outdoor Lighting for Downtown Parksville

Submission and Evaluation Criteria

Proposal Submission

Your submission should be organized into PDF documents in the following order:

- Cover letter
- Proposal Submission highlighting the below evaluation criteria, including links or samples of similar work
- Financial submission
- Appendices – if required

Evaluation Criteria

The following items should be included in your proposal submissions and **will be the basis for evaluation**. Information should be provided sequentially as shown:

*No assumptions should be made that information regarding the Proponent or its participants, their experience, expertise and performance on other projects is known, other than the documentation and responses submitted by the Proponent.*

Cover Letter

0 points

Your proposal should include a Cover Letter containing the following information:

- Should identify the Prime Consultant and any Subconsultants that make up the team.
- Should contain company name, address, website, telephone number, email address and primary contact person.
- Signed by the person or persons authorized to sign on behalf of the company.
- Should acknowledge any addendums issued for this Request for Proposal.

Qualifications

25 points

- Provide qualifications and resume for the Project Manager who has the overall responsibility for the project. The Project Manager should designate the backup person to act on their behalf during holidays, sickness, etc.
- Provide qualifications and resume of the key staff or any key subconsultants in each discipline who will be involved in the project; their duties, their role in the project and percentage of their time devoted to this project.

Knowledge and Experience

25 points

- The proposal shall demonstrate the knowledge and experience of the individual proposed as Project Manager, as well as all required specialists and experts that may be necessary to complete the work.
- Teams must demonstrate they have expertise and experience in projects of similar scope, size and complexity (please provide a sample final report which the City will maintain in confidence) and are familiar with challenges of the project.
- Provide a matrix with a minimum of three (3) projects for each team member, highlighting their previous experience in their area of specialty.
- Provide a minimum of three (3) references from clients that the Proponent has served, highlighting similar previous experience.

Project Understanding and Methodology

40 points

- Proponents shall outline an approach to the project reflecting a clear understanding of the Scope of Work.
- Demonstrate your understanding of the project by describing key issues and potential resolutions that are appropriate for the Parksville context.
- Outline your abilities to use creative solutions, innovations, methodology or other traits that will allow your firm to successfully complete this project.
- Proponents should provide their methodology and work plan to achieve the program objectives and timelines.
- Provide cost control procedures and the Proponent's method for monitoring the project timeframe, quality of work and budget.

Fee Proposal

10 points

Proponents should provide a fee proposal including a detailed explanation of the makeup of the total cost for this project for each year: **2026, 2027 and 2028** including:

- breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates and total proposal costs;
- submit a schedule of hourly rates should additional Services be required;
- list of expected expenses, disbursements and any other probable costs; and
- all applicable value added taxes.

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The Evaluation Committee 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 Committee 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 Committee reserves the right to not complete a detailed evaluation of a proposal if the Evaluation Committee 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 selected proposal.

The Corporation of the City of Parksville  
Request for Proposal No. 5400-03-Streetlighting  
Decorative Outdoor Lighting for Downtown Parksville

Instructions to Proponents

**1.0 Submission Requirements**

- 1.1 Proposal submissions will be accepted up to **3 pm, Local Time, May 28, 2026 (the “Closing Time”)**. All submissions and accompanying documents must be emailed to [engineering@parksville.ca](mailto:engineering@parksville.ca). Hardcopy or facsimile submissions will **NOT** be accepted.

**Requested Files:**

Organize your submission into the following individual files (note the required file types):

- Cover Letter (File Type: PDF) – required
- Proposal Submission (File Type: PDF) – required
- Financial Submission (File Type: PDF) – required
- Appendices (File Type: PDF) – optional

a) Important Notes:

Uploading and emailing large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. Allocate sufficient time for all uploads to complete prior to closing time.

The City will not be liable for any delay in uploading/emailing submissions for any reason including technological delays, or issues by either party’s network. The City will not be liable to any damages associated with Submissions not received prior to the closing time. The onus is on the tenderers to make sure the submission is received in full.

- 1.2 Proposals received and not conforming to Item 1.1 above, will be returned (unopened) to Proponent(s) without consideration.
- 1.3 Proposals, rather than tenders, have been requested in order to afford proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the City's needs in a more cost-effective manner. Proposals should be based on these Instructions and the attached Terms of Reference.
- 1.4 Any addenda to this Request for Proposal will be posted to BC Bid. **It is the sole responsibility of each proponent to make sure that it is in receipt of all addenda prior to the Closing Time and acknowledge receipt of all addenda on their cover letter accompanying its proposal.**

- 1.5 After the Closing Time all proposals received by the City become the property of the City.
- 1.6 Your proposal must be irrevocable and capable of acceptance for a period of Ninety (90) days after the Closing Time.
- 1.7 This Request for Proposal is subject to the City's Purchasing Policy which may be viewed at [parksville.civicweb.net/document/27034/](http://parksville.civicweb.net/document/27034/) and the laws of the Province of British Columbia.
- 1.8 This Request for Proposal is subject to the terms and conditions of the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA).

## **2.0 Definitions**

- 2.1 The Corporation of the City of Parksville is referred to as the "City".
- 2.2 The entity submitting a proposal is referred to as the "Proponent".
- 2.3 The successful Proponent is referred to as the "Consultant".

## **3.0 Confidentiality**

- 3.1 The City recognizes the importance to Proponents that their ideas and plans remain confidential; otherwise, they may be reluctant to disclose such information. The City will endeavour to respect and protect the confidentiality of such information and will treat it as supplied in confidence within the meaning of Section 21 of the *Freedom of Information and Protection of Privacy Act*.
- 3.2 By submission of a proposal the Proponent agrees to maintain in confidence all information provided by the City in relation to the RFP. The contents of the RFP and any information provided by the City or its consultants in relation to this RFP may not be used or disclosed by a Proponent for any purpose other than in relation to the proposed or actual submission of a proposal.

## **4.0 Copyright or Ownership**

- 4.1 All documents, reports, working papers or other materials submitted to the City shall become the sole and exclusive property of the City, in the public domain, and not the property of the Consultant. The Consultant will be required to assign any and all copyright to the City. The City will have exclusive rights to copy, edit, publish and re-use all material in connection with this project and as reference material for future works at the City without further compensation to the Consultant.

5.0 **Pricing**

- 5.1 Your proposal should identify the "Net Total Cost" (which must include materials costs, labour costs, expenses/disbursements, subconsultant(s) fees and expenses and any other charges), **excluding applicable taxes**, so as to be the final cost to the City for the proposed Services.
- 5.2 The activities or tasks listed in the attached Terms of Reference are minimum requirements to be undertaken. Proponents may also provide separate pricing on additional requirements they feel would benefit the City in meeting its goal.
- 5.3 All prices proposed should be in Canadian funds.

6.0 **Invoices**

- 6.1 All invoices paid because of this Request for Proposal will be paid as per the City's standard payment terms – Net 30 Days.
- 6.2 All invoices, quoting the City's purchase order number, should be submitted electronically to accounts payable at [ap@parksville.ca](mailto:ap@parksville.ca) and copied to the Project Manager at the email address of [engineering@parksville.ca](mailto:engineering@parksville.ca).

7.0 **Indemnification**

- 7.1 In carrying out these works the Consultant, and/or their subconsultant(s) will act as an independent Consultant(s). The Consultant must agree to keep the City indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Consultant or its' employees who shall be and remain at all times and for all purposes, the servants or employees of the Consultant or their subconsultant(s), save and except to the extent that such claims action or demands arise from or relate to the negligence, wrongful act or omission of the City, or any of its officers or employees.

8.0 **Conflict of Interest**

- 8.1 Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

9.0 **Compliance with Law**

- 9.1 The Consultant shall comply with, and observe, all applicable laws and relevant regulations of any federal, provincial or municipal government or authority applicable to the supply of the service.

**10.0**      **Budget**

- 10.1      Acceptance of any proposal may be subject to budget considerations and available funding.

**11.0**      **Cancellation**

- 11.1      The City reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.
- 11.2      The City reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days written notice to the Consultant, and the Consultant will have no rights or claims against the City. The Consultant will be entitled to be paid for all authorized work and expenses to termination date. Cancellation would not, in any manner whatsoever, limit the City's right to bring action against the Consultant for damages for breach of contract.

**12.0**      **Proponent Expenses**

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

**13.0**      **Limitation of Damages**

- 13.1      No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, or as a result of the City's rejection of that Proponent's proposal, or as a result of the City's award of a contract to another Proponent or no Proponent and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

**14.0**      **Responsibility of Proponents**

- 14.1      Each Proponent is responsible for informing themselves as to the contents and requirement of this proposal. Each Proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the proposal and to prepare and submit their proposal. The City will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this proposal, or as a result of any misunderstanding or misinterpretation of the terms of the proposal on the part of any Proponent.

- 14.2 If a Proponent is in doubt as to the true meaning of any part of this Request for Proposals, or finds omissions, discrepancies or ambiguities, a request for interpretation or correction may be submitted to the Project Manager and, if deemed necessary by the City, an addendum will be issued in accordance with section 1.3 of the Instructions to Proponents. This procedure also applies should the City, of its own accord, wish to expand or delete any part of this Request for Proposal.

**15.0 Accuracy of Information**

- 15.1 The City makes no representation or warranty, either expressed or implied, with respect to the accuracy or completeness of any information contained in or referred to in this RFP or any record or document associated with it.

**16.0 Solicitation**

- 16.1 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to the Mayor, any Councillor, officer or employee of the City with respect to the Proposal, whether before or after the submission of the Proposal, the City shall be entitled to reject the Proposal.

**17.0 Publicity**

- 17.1 The Consultant shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals or resulting Contract to the media or any member of the public without the prior written authorization of the City.
- 17.2 All publicity relating to this project is subject to the approval of the City and no mention of the Project in advertising or articles in any publication will be permitted unless authorized in advance, in writing, by the City.

**18.0 Evaluation Process**

- 18.1 An Evaluation Committee made up of City representatives will be reviewing proposal submissions. The City reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value offered to the City and not necessarily the lowest price.
- 18.2 The City reserves the right to conduct pre-selection meetings with Proponents. The City further reserves the right to conduct post-selection meetings in order to correct, change or adapt the selected proposal to the wishes of the Selection Committee.
- 18.3 The Proponent acknowledges that the City shall have the right to reject any and all proposals for any reason or to accept any Proposal which the City in its sole unrestricted discretion deems most advantageous to itself, including any Proposal that does not contain the content or form required by this Request for Proposal, or for failure to comply with the process for submission noted in this Request for Proposals. By submitting a proposal, the Proponent acknowledges

the City's right under this clause and absolutely waives any right of action against the City for the City's failure to accept the Proponents' proposal whether or not such right of action arises in contract, negligence or any other cause of action.

18.4 The lowest or any proposal will not necessarily be accepted.

## **19.0 Contract Award and Execution**

19.1 The RFP and proposal of the selected Proponent shall become part of any contract initiated by the City. The selected Proponent shall be expected to enter into a contract that is substantially the same as the sample contract included. In no event should a Proponent submit its own standard contract terms and conditions as a response to this RFP. The Proponent should submit with its proposal any exceptions or contract deviations that its firm wishes to negotiate.

19.2 The Consultant will be required to enter into a written contract, in a form approved by the City Solicitor. The attached Appendix A – Professional Services Agreement will form the basis of the contract from this RFP.

The City requires that contractors, sub-contractors and service providers who are working on City premises or engaging in municipal projects pay all their staff involved in the tasks an hourly rate equivalent to or higher than the current living wage. The Consultant will be required to sign the City's Living Wage Employer Declaration prior to contract execution, pursuant to city policy 6.18 – Living Wage Employer. (See Appendix B)

## **20.0 Inquiries**

20.1 All inquiries regarding this Request for Proposal must be directed in writing to the Project Manager, Ryan Blight, via email to [engineering@parksville.ca](mailto:engineering@parksville.ca). All questions should be received at least five (5) business days prior to the closing time and date.

20.2 The City will not be responsible for, and the Proponent shall not rely upon, information, instructions or clarifications given to a Proponent other than in the form of a written addendum issued by the City. Without limiting the foregoing, any verbal representations, promises, statements or advice made by any employees of the City shall not be relied upon.

## **Appendix A – Professional Services Agreement**

**Appendix B – Policy 6.18 - Living Wage Employer Form**

## Appendix C – Downtown Revitalization Strategies

**Appendix D – Reimagine Parksville Downtown**