



**100 Jensen Avenue East  
Parksville, BC V9P 2H3  
Telephone: 250 951 2484**

## **REQUEST FOR PROPOSAL NO. RFP-FIN-2026-01**

### **DCC Bylaw Update**

The City of Parksville is requesting proposals from qualified Consultants/Consulting firms to prepare a comprehensive review and update to the existing Development Cost Charges Bylaw.

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 22, 2026**

**Contact Person:**  
**Jedha Holmes, Director of Finance**  
[jholmes@parksville.ca](mailto:jholmes@parksville.ca)  
250 954-3072

Proposals will not be opened publicly.

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. RFP-FIN-2026-01**  
**DCC Bylaw Update**

**TERMS OF REFERENCE**

**INTRODUCTION**

The City of Parksville (the “City”) is issuing this Request for Proposal (“RFP”) to qualified Consultants/Consulting firms to prepare a comprehensive review and update to the existing Development Cost Charge (DCC) Bylaw. The successful Consultant will have extensive experience, knowledge, and understanding of B.C.’s Development Cost Charges legislation, land development principles and processes, and have a strong knowledge and understanding of similar projects for municipalities within B.C.

**BACKGROUND**

The City of Parksville is a mid-sized municipality located on the east coast of Vancouver Island. The City’s population at the 2021 Statistics Canada Census was 13,642. The surrounding unincorporated areas include an additional 16,500 people. The area is experiencing population growth and Parksville’s Council has stated a strong desire to attract young families to the City.

The City intends to update its current Development Cost Charge Bylaw as the last update was completed in 2014. Since this time, the city has undergone significant population growth. Development in the area has led to the completion of a Sanitary Sewer Utility Master Plan, Water Utility System Master Plan, Transportation Master Plan, and a Pavement Condition Assessment. The development of an updated Development Cost Charge Bylaw is proposed to establish revised rates for water, storm sewer, sanitary sewer, police services and fire protection. The updated rates would apply to residential, commercial, and industrial uses and are intended to ensure that growth and development is accommodated accordingly.

**PROJECT GOALS**

The primary goal of this project is to complete a comprehensive update of the City’s current DCC Bylaw. The update will be in accordance with the *Development Cost Charge Best Practices Guide* (released April 2025) published by the Local Government Infrastructure and Finance branch of the Province of British Columbia, the Local Government Act, the community charter and reflects established best practices of DCC programs.

## **SCOPE OF WORK**

The objective of this request for proposal is to provide the City with an innovative and efficient Consultant who is effective in working in a multi-disciplinary team-based environment to coordinate the review and update of the City of Parksville's Development Cost Charges Bylaw

The review and update will cover roads, water, sanitary sewer, and storm sewer projects for current DCC categories, and implement projects for the new DCC categories of Fire Protection Facilities and Police Services.

The scope of work includes, but is not limited to, the following:

- Review all pertinent reports, documentation, community growth projections, applicable fire protection and police infrastructure requirements, and parkland and development plans established through the current official community plan.
- Work in conjunction with the City's Finance and Engineering departments and other relevant City Staff.
- Review and update current DCC program, bylaw, and policies.
- Update DCC bylaw and other relevant documents to allow annual updates to rates.
- Review and update the DCC project list, including project scopes, cost estimates, and timing.
- Review and update DCC financial rate calculations, model, and table.
- Ensure accordance with applicable legislation, principles, and local government values, objectives and strategies.

This list is not intended to be limiting or exhaustive as the consultant is expected to identify all tasks and sub-tasks necessary for the satisfactory completion of the project.

## **REPORTING STRUCTURE AND RELEVANT PARTIES**

The project will be led by staff in the City of Parksville Finance and Engineering Departments, with Jedha Holmes acting as the overall Project Manager. The Project Manager will be the primary point of contact for the Consultant.

## **CITY RESPONSIBILITIES**

The City will provide all necessary information to the consultant as requested, ensuring timely and clear communication throughout the project.

Key documents that will be made available to the successful Consultant after award include, but are not limited to:

- 20-Year Capital Plan (in progress)
- Parksville Community Park Stormwater Management Plan (2021)
- Sanitary Sewer Utility Master Plan (2024)
- Storm Drainage Master Plan (2025)
- Transportation Master Plan (2025)
- Water Utility System Master Plan (2024)
- Pavement Condition Assessment and Management Plan (2023)
- Official Community Plan (2013)
- City of Parksville Strategic Plan (2023-2026)
- Parksville Community Park Master Plan (2017)
- Parks, Trails and Open Spaces Master Plan (2019)

## **BUDGET**

The City has established a total budget of up to \$80,000 for consultant services to complete this project, which will be inclusive of all costs, excluding GST.

## **DELIVERABLES**

The consultant will be expected to deliver a complete review and update of the City of Parksville's DCC Bylaw, including all supporting documentation, reports, revisions, materials, and submissions required to comply with the latest legislation, local government values, objectives, and strategies for Development Cost Charges.

## **TIMELINE**

The project should be completed within twelve (12) months after Notice of Award. A preliminary schedule must be included within the proposal response.

## **FUTURE WORKS**

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

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**THE CORPORATION OF THE CITY OF PARKSVILLE**

**REQUEST FOR PROPOSAL RFP-FIN-2026-01**

**DCC BYLAW UPDATE**

**SUBMISSION AND EVALUATION CRITERIA**

**PROPOSAL SUBMISSION**

Your submission should be organized into the documents and file types listed below:

- Cover Letter (pdf)
- Proposal submission:  
Complete proposal submission highlighting the below evaluation criteria, including links or samples of similar work. (pdf)
- Financial Submission (pdf)
- Appendices – if required (pdf)

**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 sub-consultants 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.

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Qualifications

20 points

- Provide qualifications and resume for the Consultant 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 sub-consultants 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

30 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.
- Proponents must demonstrate that 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.

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- 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, preferably in an Excel spreadsheet, including a detailed explanation of the makeup of the total cost for this project including:

- breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates and total proposal costs.
- separate contract administration fees
- 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 indicates 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 RFP-FIN-2026-01**  
**DCC BYLAW UPDATE**  
**INSTRUCTIONS TO PROPONENTS**

**1.0 SUBMISSION REQUIREMENTS**

- 1.1 Proposal submissions will be accepted up to **3 pm, Local Time, Friday, May 22, 2026** (the “Closing Time”). All submissions and accompanying documents must be uploaded electronically to [jholmes@parksville.ca](mailto:jholmes@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
- Pricing Submission (File type: PDF) – required
- Appendices (File type: PDF) - optional

a) Important Notes:

Uploading and e-mailing 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/e-mailing submissions for any reason including technological delays, or issues by either party’s network. The City will not be liable for any damages associated with Submissions not received prior to the closing time.

- 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 on the City's web site and on 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 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/](https://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, sub-consultant(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 as a result 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)

#### **7.0 INDEMNIFICATION**

7.1 In carrying out these works the Consultant, and/or their sub-consultant(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 sub-consultant(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. The procurement cannot be awarded if it exceeds the Council approved budget.

## **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'S 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 Finance Department [jholmes@parksville.ca](mailto:jholmes@parksville.ca) and, if deemed necessary by the City, an addendum will be issued in accordance with section 1.4. 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 E – Professional Services Agreement will form the basis of the contract from this RFP.

**20.0 INQUIRIES**

- 20.1 All inquiries regarding this Request for Proposal must be directed in writing to the Project Manager via email to [jholmes@parksville.ca](mailto:jholmes@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.