



# Request for Proposals City of Parksville

## Official Community Plan Review and Update

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# Contents

1.0 PURPOSE AND BACKGROUND .....	2
2.0 COMMUNITY BACKGROUND .....	3
3.0 PROPOSAL SUBMISSION .....	4
i) General .....	4
ii) Submission of the Proposal .....	4
iii) Inquiries .....	4
iv) Instructions, Terms, and Conditions .....	4
4.0 PROJECT SCOPE AND DELIVERABLES .....	6
5.0 REVIEW OF EXISTING REPORTS, PLANS AND STUDIES .....	9
6.0 ENGAGEMENT .....	11
7.0 GOVERNMENT TO GOVERNMENT CONSULTATION .....	12
8.0 BUDGET .....	12
9.0 SCHEDULE .....	12
10.0 PROPOSAL FORMAT .....	12
11.0 EVALUATION CRITERIA .....	14
12.0 OWNERSHIP .....	15
13.0 USE OF ARTIFICIAL INTELLIGENCE .....	15
14.0 QUALITY AND ACCEPTANCE OF FINAL DELIVERABLES .....	15
15.0 EXTRA WORK .....	15
16.0 PROPOSAL COMMITMENT .....	17

## 1.0 PURPOSE AND BACKGROUND

The City of Parksville is seeking services from an experienced and qualified professional consultant team to undertake a comprehensive review of Plan Parksville: A Vision for Our Future, Official Community Plan Bylaw, 2013, No. 1492.

City Council has endorsed a review and update of the Official Community Plan (OCP) as a strategic priority. This project is considered a major review initiative, and is expected to result in the emergence of a new OCP bylaw that reflects the current values and vision of the community. The purpose of this undertaking is to fully engage the public in developing a long-term vision of their community, establish goals and objectives in accordance with that long-term vision and develop practical policies, guidelines and strategies that assist Council in achieving the community's goals. The project is anticipated to commence in the latter half of 2026 with most of the activity to occur throughout 2027.

The current OCP was adopted by Council on July 3, 2013. The plan has served the City well but is now beyond the planning horizon for which it was originally tasked with visioning. There

continues to be attention on housing need and affordability, environmental sustainability, green building and sustainable infrastructure, climate change, land and resource carrying capacity, business attraction and downtown revitalization. There is growing community interest in the protection and enhancement of the City's urban forest cover, public and private greenspaces, ecologically important habitat areas and watershed. As well, there appears to be more interest in further developing policies and guidelines that pertain to future land use decisions and development permit consideration/issuance. Council members have expressed a need to revisit the vision of the OCP with the community and, where appropriate, update it to reflect aspirations on what the future of Parksville will look like.

As it has been more than twelve years since the OCP was last reviewed in a substantial manner, community engagement is expected to form a significant component of the review and update process. Strong engagement, with professional guidance and facilitation, is expected to ultimately result in the development of City policies and guidelines that best reflect the current values and aspirations of the community.

There are portions of the OCP that will likely require more significant changes than others. Community vision, development permit area guidelines and future land use policies are areas where more significant changes are likely to occur in order to better address the growing desire for green building design, higher quality built form, and environmental protection, particularly with respect to coastline and riparian management, tree retention and habitat enhancement.

## 2.0 COMMUNITY BACKGROUND

The City of Parksville is a seaside community located on the east coast of Vancouver Island in a spectacular natural setting. The City contains many diverse ecosystems and is notable for its gently sloping sandy beaches, majestic mountain vistas, riparian systems and estuary, fertile agricultural lands, and coastal Douglas-fir forest ecosystem. With multiple opportunities to enjoy nature's abundance through parks, beach accesses and trails, Parksville is established as a popular vacation destination and a desirable place to live, work and play.

The City of Parksville recognizes the people of the Coast Salish Nations and their traditional territory upon which we live with gratitude. The Snaw-Naw-As (Nanoose) and Qualicum First Nations have been stewards of the land for generations and have a special connection to the lands and resources within the City boundary.

Since 2013, the City's permanent population has grown from an estimated 12,246 to approximately 14,834 today. As a coastal community with exceptional beaches and resort amenities, Parksville continues to have a noticeably higher summertime population, estimated to add an additional 8,000 persons during the peak of the tourist season.

Recent development trends have resulted in a noticeable change in the built form of the City, with a steady increase in multi-unit, multi-storey residential apartments and condominium buildings being built.

Townhouses, rowhouses, patio homes, and other medium density, family-oriented built forms have been generally absent in new construction, continuing the perpetuation of the classic 'missing middle' situation. The focus on single family detached dwellings has declined dramatically since the previous OCP was drafted.

### 3.0 PROPOSAL SUBMISSION

#### i) General

Before submitting proposals, proponents must satisfy themselves with the nature and location of the work, local conditions, the professional services, equipment, technology, and facilities needed for the execution of the work, and all other factors that might have a bearing on their proposal. Proponents are fully responsible for obtaining all information required for the preparation of proposals and the execution of the work.

Proponents are solely responsible for their own expenses in preparing and submitting proposals, and for any meetings, negotiations, or discussions with the City or its representatives and consultants, relating to or arising from this RFP. Proponents agree that by participating in the RFP process and/or submitting a proposal, they have no claim for compensation.

#### ii) Submission of the Proposal

**The proposal shall be submitted by email to: [planning@parksville.ca](mailto:planning@parksville.ca)**

The **Closing Date** for this RFP is: **Thursday, July 30, 2026 at 3 pm local time**

It is the responsibility of the proponents to ensure that their complete proposal is received by the City of Parksville before the stated closing date and time.

Proponents wishing to revise their proposal may do so provided the revisions are received by the City prior to the Closing Time.

**Proposals will not be opened publicly.**

#### iii) Inquiries

Questions regarding this RFP must be directed to the following designated contact:

Blaine Russell, Director of Community Planning and Building

Phone: 250 954-4673

Email: [brussell@parksville.ca](mailto:brussell@parksville.ca)

The deadline for questions is Tuesday, June 30, 2026 at 3 pm local time.

#### iv) Instructions, Terms, and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the City.

- Proposals must be received by the **Closing Date**.
- Proposals must be emailed to [planning@parksville.ca](mailto:planning@parksville.ca) Attention: Blaine Russell.
- Proponents are cautioned to carefully read and follow the instructions, terms and conditions required by this Request for Proposal as any deviation, omission, inaccuracies or misstatements may be cause for rejection. However, the City reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal and proceed with that proponent.
- Proposals must be executed by an authorized signatory of the proponent utilizing the Proponent Commitment section of this Request for Proposal.
- All proposals and subsequent information or material received shall become the property of the City and will not be returned. The proposals will be held in confidence by the City, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- Proposals may be withdrawn by written request only to [planning@parksville.ca](mailto:planning@parksville.ca) at any time prior to the scheduled closing time. Proposals remain valid and may not be withdrawn for a period of sixty (60) days following the deadline for submission of proposals.
- Prior to the deadline date for submission of proposals, proponents must not contact any other representative of the City regarding this Request for Proposal, other than the designated contact for this project. Unauthorized contact with any City representatives, including members of City Council, may be cause for the rejection of the proponent's proposal.
- The City has no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate this Request for Proposal process for any reason, at any time. The City may then do nothing, re-tender, sole-source or complete the work with the City's own resources.
- No proponent shall have any claim for compensation of any kind whatsoever as a result of participating in this Request for Proposal process, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.
- This Request for Proposal and the successful proponent's response may form part of any contract or professional services agreement entered into with the City of Parksville.
- Any information acquired about the City by a proponent during this process must not be disclosed unless authorized by the City in writing, and this obligation will survive the termination of the Request for Proposal process.
- The proponent, including all consultants, subconsultants, corporations or individual members of a proponent company, will promptly disclose to the City any potential conflict of interest and existing business relationships they may have with the City or evaluation committee. The City reserves the right to disqualify any proponent who, in its opinion, has a conflict of interest, whether such conflict exists now or is likely to arise in the future.
- Pricing will be firm for the contract period unless this Request for Proposal states otherwise. All prices quoted are to be in Canadian funds including fees, charges, contingencies and applicable taxes.
- Any dispute arising from this Request for Proposal, or subsequent agreement, will be resolved according to the laws of the *Province of British Columbia*.

- Using a subcontractor (who must 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 interconnection of the two products and this must be defined in the proposal.
- Only personnel listed in the successful proposal shall perform the work unless otherwise approved by the City of Parksville.

## 4.0 PROJECT SCOPE AND DELIVERABLES

It is acknowledged that the successful proponent is preparing recommendations to Council on a wide range of topics and policy areas. Council has discretion to accept, reject or modify recommended content, strategies, goals and objectives presented by the proponent. The general objectives of this project are as follows:

### 1. REQUIRED CONTENT

In accordance with BC legislation (statutes and regulations), the OCP forms a statement of objectives and policies to guide future decisions on planning and land use management within the City in accordance with the *Local Government Act*. In addition, the OCP must be compatible with the goals and direction established in the Regional Growth Strategy.

The OCP is required by legislation to include statements and map designations for the area covered by the plan respecting the following:

- The approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 20 years, in consideration of the most recent housing needs report;
- The approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
- The approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
- Restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
- The approximate location and phasing of any major road, sewer and water systems;
- The approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;
- Other matters that may, in respect of any plan, be required or authorized by the minister;
- Housing policies of the local government respecting the seven provincially identified classes of housing need, including: affordable housing, rental housing, special needs housing, seniors' housing, family housing, shelter for individuals experiencing homelessness and housing for individuals at risk of homelessness, and housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation;
- Policies of the local government relating to social needs, social well-being and social

development;

- Include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets;
- Regional Context Statement, consistent with the plan and its regional growth strategy;
- Policies respecting the maintenance and enhancement of farming on land in a farming area;
- Policies relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity;
- Policies relating to alternative forms of transportation;
- Policies relating to transportation demand management.

In addition, there is a growing consciousness around topics of sustainable development, green buildings and infrastructure, water conservation and drinking water system capacity, foreshore protection, natural carrying capacity, and local food security.

## **2. DELIVERABLES**

In addition to the legislative content requirements of an OCP, recommendations on the following concepts shall be provided to Council for consideration of their incorporation into the OCP review and final document:

- Inform the public on the role they can play in shaping their City's future;
- Engage the public in the review process in order to develop a new OCP that reflects the current community vision;
- Develop a renewed vision for Parksville in a post-COVID world and update the vision statement to reflect current community values;
- In developing policies and goals, consideration should be given to the new geopolitical realities and implications facing local economies reviewing the reality of how residents live, work, and shop;
- The review shall seek community input on future land use goals and designations, as well as a comprehensive review of development permit areas and their objectives;
- Infrastructure and asset management implications are to be considered;
- Seek public input to inform development goals that balance quality of life with maintaining a complete community;
- Recommend appropriate climate change adaptation strategies and greenhouse gas emission targets that can be integrated into the plan;
- Prepare recommendations for policies and guidelines that support watershed protection and the development of draft goals to preserve urban forest resources and access to green spaces;
- Review and prioritize recommendations from key documents including, but not limited to: Phases I and II of the KWL Water Use Management and Planning Study, the Transportation Master Plan, Urban Forest Strategy, Water, Storm and Sewer master

plans, applicable Regional District of Nanaimo documents, and any additional documents referred by the City during the review process;

- Prepare recommendations to enhance City branding and identity;
- Develop an inventory of current community conditions and trends;
- Consider the impact of Small-Scale Multi-Unit Housing (SSMUH) and other provincial policy and legislative changes on City land use planning policies and objectives;
- Provide recommendations to protect priority green spaces and watersheds;
- Identify local carrying capacity with respect to:
  - Food;
  - Water and watershed protection;
  - Housing;
  - Infrastructure;
  - Population and growth management;
  - Taxation rates.
- Update existing and/or recommend new policies that include, but are not limited to, the following:
  - Future land use map:
    - Review the extent and classification of transitional and multi-unit residential lands;
    - Review the inventory of commercial, industrial, mixed-use, resort and other land categories;
  - Housing policies that address the seven provincially identified classes of housing need;
  - Development permit area guidelines to provide more detail and specifics on form and character goals, as well as updated green building, sustainability, accessibility, tree retention and integrated storm-water management guidelines;
  - Overall land use strategy;
  - Updated mapping, including updated development permit area designations, hazard and environmentally sensitive areas, current parks, trails and green spaces, areas identified as priorities for future acquisition for public use, and transportation networks;
- Develop recommendations and strategies (e.g. targets, goals and objectives) for the following topic areas:
  - In-fill development;
  - Waterfront development;
  - Sea level rise and adaptation;
  - Water conservation guidelines;
  - Parks and open spaces;
  - Urban forestry and tree retention strategies;
  - Youth facilities;
  - Transportation;
  - Downtown and commercial areas enhancement, retail attraction and revitalization;
  - Downtown streetscape review and update;

- Social planning and community development;
  - Community wellness, health and food security;
  - Natural environment;
  - Hazard protection;
  - Economic development;
  - Community and cultural facilities;
  - Agricultural Land Reserve urban interface guidelines;
  - Future infrastructure needs;
  - Smart growth principles;
  - Green building guidelines;
  - Active transportation guidelines;
  - Community nodes and neighborhood needs;
  - Greenhouse gas emission targets and development guidelines;
  - Building step code considerations;
  - Amenities and services for youth and families;
  - Accessibility development guidelines;
  - Sustainable development guidelines.
- An updated Regional Context Statement is required to be included in the new OCP. The context statement describes how the OCP addresses the objectives of the Regional Growth Strategy.

## 5.0 REVIEW OF EXISTING REPORTS, PLANS AND STUDIES

The following are to be reviewed and, where relevant and appropriate, considered as part of the review and preparation of the OCP:

### CITY OF PARKSVILLE PUBLICATIONS

- Plan Parksville: A Vision for Our Future, Official Community Plan Bylaw, 2013, No. 1492
- City of Parksville Official Community Plan Bylaw, 2002, No. 1370;
- City of Parksville Official Community Plan Bylaw, 1994, No. 1050;
- Community Wildfire Resiliency Plan (2026);
- Downtown Revitalization Strategies (2006);
- Parks, Trails and Open Spaces Master Plan (2019);
- Parksville Community Park Master Plan (2018);
- Parksville Interim Housing Needs Report (December 2024);
- Parksville Urban Forestry Strategy (2025);
- Pedestrian Network Priority Map (2020);
- Sanitary Sewer Master Plan (2015);
- Sanitary Sewer Utility Master Plan (2024);
- Storm Drainage Master Plan (2025);
- Transportation Master Plan (2025);

- Transportation Master Plan (2016);
- Parksville Community Park Stormwater Management Plan (2021);
- Parksville Downtown Core Parking Study (2011);
- Water Use Management and Planning Study KWL (2026) – Phases 1 & 2.

#### COMMUNITY PARTNERS / OTHER

- Imagine Parksville Downtown – Parksville Downtown Business Association (2026);
- International Association for Public Participation (IAPP) guidelines and practices.

#### REGIONAL PUBLICATIONS

- Coastal Erosion Hazard Assessment Coastal Vulnerability Index and Shoreline Change RDN/NHC (2025);
- Coastal Risk Assessment Overview Report RDN (2025);
- Englishman River Flood Mapping & Design Brief RDN/KWL (2021);
- Regional District of Nanaimo Regional Growth Strategy RDN (2023);
- Regional Housing Needs Report RDN (2020);
- Sea level Rise Adaptation Program – Coastal Floodplain Mapping RDN (2019).

#### PROVINCIAL PUBLICATIONS

- A Guide to Community Revitalization;
- A Guide to Green Choices: Ideas & Practical Advice for Land Use Decisions in British Columbia Communities;
- Age-friendly and Disability-friendly Official Community Plans;
- *Agricultural Land Commission Act* and regulations;
- Background Paper: Harmonization of Regulation, Service Delivery & Economic Development;
- *Community Charter* and regulations;
- Considerations for Local Government Administrators - Integrated Drinking Water Management;
- Development Permit Areas for Climate Action: A guide for energy conservation, water conservation and GHG emissions reduction;
- *Emergency and Disaster Management Act*;
- Englishman River Floodplain Maps (Province of British Columbia);
- *Farm Practices Protection (Right to Farm) Act*;
- *Fish Protection Act*;
- *Freedom of Information and Protection of Privacy Act*;
- Guide to Edge Planning, Promoting Compatibility Along Agricultural-Urban Edges;
- Guide to First Nations Engagement on Local Government Statutory Approvals (Interim);
- *Heritage Conservation Act*;

- *Local Government Act* and regulations;
- Parkland Acquisition Best Practices Guide;
- Provincial Policy Manual & Site Standards, Small-Scale, Multi-Unit Housing;
- Provincial Policy Manual: Transit-Oriented Areas;
- Riparian Areas Protection Regulation;
- Integrated Community Sustainability Planning (ICSP) Initiative;
- *Water Protection Act*;
- *Water Sustainability Act*;
- *Wildlife Act* and regulations.

Digital copies or links to the above-listed items will be provided to the successful applicant. The City reserves the right to require reference to additional studies, reports, documents, policies, guidelines, or legislation for consideration as part of the review and preparation of the OCP.

## 6.0 ENGAGEMENT

A complete review of an OCP is such that the public consultation process becomes one of the key aspects, if not the most important aspect, of the review process. Meaningful consultation is created through the engagement of a well-informed public. It involves providing real opportunities for education, dialogue and outreach.

The consultant is to include in their proposal a comprehensive community engagement strategy. Opportunities for engagement may include attendance at community events such as street markets and community park happenings. Engagement strategies should provide an opportunity to include participation by community members with a wide range of ages, abilities and interest levels and should seek to proactively engage underrepresented groups and individuals. Public engagement is to be consistent with the International Association for Public Participation (IAPP) guidelines and practices.

Below is a suggested approach that may be considered in the development of the consultant's community engagement strategy. We also recognize that there are other innovative approaches that consultant teams may have had success with that could also be considered.

It is suggested that the public consultation process begin with a Launch Event that introduces the public and stakeholders to the OCP review process and provides a general overview on current thinking on issues such as sustainability, food security, economic diversity, affordable housing, alternate transportation, accessibility, community amenities, community visions etc. As part of the meeting, participants would have an opportunity to provide input via a questionnaire on the various topics. There may also be an additional opportunity for public consultation early in the process through the undertaking of a professionally conducted surveys with questions directly related to the review of the OCP.

It is anticipated that the next event will be a Community Visioning and Guiding Principles workshop session to review and develop an updated vision statement and related priorities

for the new OCP. This process will help establish a philosophical lens through which the OCP review will be guided.

Further community consultation is anticipated to occur through five or six topic-oriented workshop meetings. Each workshop is expected to cover two or three topic areas. The specific format of the meetings is to be developed with the consulting team. In addition to the public workshops, it is expected that there will be approximately five to ten individual outreach meetings with key stakeholder groups that are identified as the review process unfolds.

The strategy may include a community advisory committee, with members selected by Council, to provide opportunities for in-depth analysis and review of particular priority topics.

## 7.0 GOVERNMENT TO GOVERNMENT CONSULTATION

Proponent is to establish recommendations on effective government-to-government consultation (including indigenous governing bodies) as part of the ongoing OCP review process. The government-to-government engagement will be led by City staff.

## 8.0 BUDGET

This project has been allocated a maximum budget of \$250,000 and proposals will be evaluated for cost effectiveness and value for taxpayer money.

## 9.0 SCHEDULE

The following dates, other than the Request for Proposal (RFP) closing date, are guidelines only and may be adjusted based on the schedule proposed by the successful proponent.

<b>TASK</b>	<b>DATE</b>
RFP Opens:	Friday, May 15, 2026
Deadline for Questions: 3 pm local time,	Tuesday, June 30, 2026
Closing Date for Submissions: 3 pm local time,	Thursday, July 30, 2026
Anticipated Award Date:	Monday, December 7, 2026
Project Initiated:	Wednesday, January 13, 2027
Project Completion:	Friday, July 14, 2028

## 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.

### COVER LETTER / INTRODUCTION

Provide a single-page cover letter that succinctly demonstrates the proponent's understanding of key project issues and associated risk(s), experience, and strategies to make the project successful. The letter must include the name, address, telephone number, title and signature of the proponent's contact person for this proposal.

#### **PROJECT TEAM, CORPORATE COMMITMENT AND PAST PERFORMANCE**

Establish that the proponent's organizational structure and proposed team, including subconsultants and specialists, has the necessary technical and managerial knowledge to successfully complete the requirements of this project. As well, confirm the proponent's corporate commitment to adhering to the terms and conditions of this RFP.

- Provide a brief introduction of the proponent's company and any required subconsultants;
- Identify the primary contact for the project. Should this primary contact not have the signing authority required to execute an agreement with the City, identify the individual who will fulfill this role in addition to the primary contact;
- Summarize the past relevant experience and performance of the proposed team's key personnel on similar works to those described within this RFP;
- Provide an organization chart showing the names and responsibilities of key personnel;
- Provide resumes (maximum two pages in length) for key personnel;
- State the corporate commitment to maintaining the proposed staffing for the entirety of the project and acceptance that subsequent substitution of staff and/or subconsultants shall be submitted in writing for review and approval by the City. Acceptance of any requested substitution is at the sole discretion of the City. The City reserves the right to request that the successful proponent replace a staff person assigned to the contract should the City consider such a replacement to be in the best interests of the City;
- State the corporate commitment to completing this project within the scope, budget, and timelines outlined;
- State the corporate acceptance of the terms and conditions of this RFP and attached Professional Services Agreement. Any deviation or exceptions to the terms and conditions included within this RFP must be fully described. Any proposal which contains terms or conditions that are contrary to, or inconsistent with, those included within this RFP may be rejected at the discretion of the City;
- 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;
- Include a completed copy of section *16.0 Proposal Commitment* from this RFP.

#### **PROJECT UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES**

Communicate in detail the proponent's 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.

- Describe the proposed methodology and approach to manage the project, as well as identification and management of risks to the project and how those risks will be managed;
- Identify areas where innovative solutions supporting the purpose of the project are proposed and how they could be leveraged to drive project success;
- Provide a description of the communication requirements and expectations between the City and the successful proponent;
- List all phases of work, breakdown each phase into tasks, and discuss what is to be undertaken for each discrete task. Identify deliverables for each phase of work;
- Provide a Gantt chart style schedule of each task and deliverable required to successfully complete all phases of work. The schedule is to start at the Anticipated Award Date listed in section 9.0 *Schedule* of this RFP. The schedule should include fifteen (15) working days for review of all submissions to the City.

## FEES

Provide a fee schedule matching the phasing and detailed tasks proposed.

- The fee schedule must identify:
  - Hourly rates and number of hours budgeted for each team member to complete each task proposed;
  - Any expected travel time, expenses, and disbursements required to complete each task proposed; and,
  - A total cost for each proposed task, a subtotal for each proposed phase of work, and a total cost for completion of the project.
- State the proponent's commitment to maintain hourly rates for all staff and any required subconsultants for the duration of the project;
- Hourly rates listed in the fee schedule shall be used for any extra work that is negotiated during the course of the contract.

## 11.0 EVALUATION CRITERIA

Each submitted proposal will be evaluated on the basis of how well the proponents respond to the requirements of the RFP in accordance with the following criteria:

- Project team qualifications and references;
- General relevant experience;
- Recent similar projects successfully completed by the team;
- Public and Stakeholder Engagement experience;

- Demonstrated understanding of project objectives;
- Quality, clarity and presentation of the proposal;
- Methodology;
- Engagement strategy;
- Overall value of services proposed;
- Project control and reporting;
- Budget;
- Project schedule;
- Added value;
- Local office resources, experience, and operations.

## 12.0 OWNERSHIP

All information generated and presented through the course of this assignment will become the property of the City of Parksville, including:

- Reports;
- Drawings;
- Presentations;
- Collected data;
- Public comments.

The consultant will provide both a hard copy and digital copy of all information.

It is required that all reports, drawings and presentations be provided digitally in Adobe PDF file format. Other file formats may be deemed acceptable if agreed to in writing by the Director of Community Planning and Building.

## 13.0 USE OF ARTIFICIAL INTELLIGENCE

The proposal is to clearly indicate where and how artificial intelligence is intended to be utilized in the review and preparation of the OCP, including public engagement and data preparation.

## 14.0 QUALITY AND ACCEPTANCE OF FINAL DELIVERABLES

The City shall reserve to right to require revisions and edits necessary to complete the final OCP document and its components (text, charts, graphs, images, maps etc.) to comply with the City's style guide and offer general clarity of language and presentation.

## 15.0 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 Director of Community Planning and Building.

A Change Order must also be submitted in the event the consultant's 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.

## 16.0 PROPOSAL COMMITMENT

**This section must be completed by the proponent and included as an appendix with their submitted proposal:**

Provided that this proposal is accepted within sixty (60) calendar days from the closing date, the undersigned agrees on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the proponent's proposal, any and all addendum, which shall together form the agreement. This proposal is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions and specifications, the undersigned agrees to supply products and services at the prices quoted.

Company Name:

---

Company Address:

---

Postal Code:

---

Phone Number:

---

Email Contact:

---

Signature of Signing Officer:

---

Printed Name of Signing Officer:

---

Title of Signing Officer:

---

Date:

---