



## DISTRICT OF 100 MILE HOUSE

# Request for Proposal RFP 2024 -010 100 Mile House Airport Master Plan

Responses are to be submitted on or before **2:00 p.m. local time, May 17<sup>th</sup>, 2024** to the attention of:

Tammy Boulanger, CAO  
Municipal Office  
#1-385 Birch Avenue  
100 Mile House, BC V0K 2E0  
Phone: (250) 395-2434  
Email: [tboulanger@100milehouse.com](mailto:tboulanger@100milehouse.com)

### Submission Details

- a) Two (2) copies of the responses are to be in sealed envelopes or packages marked with the Respondent's Name, Title and marked 100 Mile House Airport Master Plan 2024-010. proposals can be e-mailed to the District representative.
- b) The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c) The District reserves the right to reject any of all proposals and to accept the proposal deemed most favourable to the interest of the District.
- d) The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- e) The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

## **“PROPOSALS WILL NOT BE OPENED IN PUBLIC”**

Queries should be submitted in writing to:

District of 100 Mile House  
Attention: Tammy Boulanger, CAO  
#1-385 Birch Avenue, Box 340  
100 Mile House, BC V0K 2E0  
Fax: (250) 395-3625  
E-Mail: [tboulanger@100milehouse.com](mailto:tboulanger@100milehouse.com)

### **1. INTRODUCTION**

#### **Purpose**

The District of 100 Mile House is requesting submission of Proposals from qualified contractors or consultants for the development of a masterplan for the 100 Mile House municipal airport.

#### **Background**

The District of 100 Mile House municipal airport, also known as “CAV3” in the Transport Canada Register is a small welcoming stop for visiting pilots and residents. It has a small runway of 2,200 feet and is home to multiple small private hangars and the 100 Mile House Flying Club.

It is conveniently located down-town, close to shops, restaurants, walking trails and hotels. The civic address is 140 Wrangler Way. It is 15.425 acres and is bordered by municipal, regional and first nations governments, and public, commercial and residential properties.

The airport was acquired by the municipality in 1979 and has not had publicly available fuel since 1993. All of the hangars on site are privately owned and operated, the lands are leased by the municipality to the hangar owners and annual hangar fees are collected. In 2019 the District of 100 Mile House purchased the adjacent 7.512 acres for possible future development.

The purpose of the masterplan is to identify essential infrastructure improvements, explore marketing opportunities, and future growth or development on adjacent lands. Leveraging the uniqueness of the downtown location, but also recognizing the challenges it imposes.

## 2. SCOPE OF WORK

The masterplan should be practical and logical with a 20 year outlook. It should provide the District with a clear overall plan of improvement and a foundation for future infrastructure funding opportunities. There should be an executive summary, clear actionable recommendations, and an implementation strategy. The proposal must clearly demonstrate the proponents approach and schedule.

The consultant will be responsible for the project initiation and stakeholder engagement, assessment of the current airport assets, capital requirements and development plan, delivery of final plan in electronic format and presentation to District Council.

## 3. PROPOSAL REQUIREMENTS

***Only complete submissions*** will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items separately.

The proposal must include estimated hours and timeframe involved and a letter of introduction, including name and address of Respondent and details of potential partnerships and business agreements contemplated for the project.

## 4. EVALUATION AND SELECTION CRITERIA

The Request for Proposal is used to select a Proponent, who will have demonstrated a capability to commence and complete the work described within the time frame specified and according to the following criteria, provided that this list is not exhaustive, or set out in any particular order of priority.

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

- The Respondent’s business and technical reputation and capabilities and the experience of its personnel.
- The Respondent’s strategy to deliver the Project on or ahead of schedule, and experience and reputation in delivering similar projects on or ahead of schedule.
- The Respondent’s ability and past experience meeting a tight time frame.
- Methodology and approach (understanding of service objectives and outcomes).
- The Respondent’s approach to stakeholder engagement
- Resources and pricing structure (staff, equipment).
- The Respondent’s financial capability to undertake the Project.
- Proposal is clear and logical and shows value for the money to the District and demonstrates capabilities that make his/her services uniquely qualified to provide the requested services including any innovative approaches successfully used with other clients.

Evaluation Criteria	Points
Experience & Qualifications	20
Approach & Engagement	30
Schedule & Workplan	20
References	15
Price	15
<b>TOTAL</b>	<b>100</b>

**5. NEGOTIATION DELAY**

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

**6. FIRM PRICING**

Proposals must be firm for at least 60 days after the closing date. Prices will be firm for the entire Contract period. The approved budget for the master plan project is \$35,000.

**7. CURRENCY AND TAXES**

**Prices quoted are to be**

- a) in Canadian dollars;
- b) inclusive of duty, where applicable;
- c) FOB destination, delivery charges included where applicable, and
- d) Goods and Services Tax and Provincial Sales Tax to be itemized separately.

**8. CLARIFICATION OF THIS REQUEST FOR PROPOSAL**

This is a request for proposal only and will not give rise to a Contract "A" (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing, and not orally, to the District's Representative at the contact address set out below, before May 3<sup>rd</sup>, 2024. The District's Representative will answer all questions in writing, and will provide a copy of all questions and their answers to each of the Proponents no later than May 10<sup>th</sup>, 2024. E-mail responses will be accepted.

The RFP process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

## **9. DISTRICT REPRESENTATIVE**

The District's Representative on this project is Tammy Boulanger, and all inquiries related to this "Request for Proposal" are to be directed to:

Tammy Boulanger, CAO  
District of 100 Mile House  
#1-385 Birch Avenue, Box 340  
100 Mile House, BC V0K 2E0  
Fax: (250) 395-3625  
E-Mail: [tboulanger@100milehouse.com](mailto:tboulanger@100milehouse.com)

## **10. NOTICE TO PROPONENTS**

### **a. Liability**

The proponents shall ensure that the District, its officers, employees and committee members, are save harmless from any liability whatsoever arising out of the proponent's performance or non-performance of the term of this Proposal.

### **b. Proponent Responsibilities in Submitting Proposals**

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District's representative" are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to "act reasonably" the District is entitled to act in its sole, absolute and unfettered discretion.

### **c. Confidentiality and Freedom of Information of Proposals**

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject

to the specific exceptions in the right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the Act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

#### **11. WAIVER AND ALLOCATIONS OF RISK**

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expenses, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

#### **12. CLOSING DATE OF PROPOSALS**

The closing date for proposals will be 2:00 p.m. on May 17<sup>th</sup>, 2024. All proposals must be clearly marked with the name and address of the Proponent and the "Request for Proposal" title. Proponents are responsible

for ensuring that courier delivery occurs within the deadline. Late proposals will not be accepted and will be returned to the Proponent unopened.



**RECEIPT CONFIRMATION FORM**

RFP – 2024-010 / 100 Mile House Airport Master Plan  
REQUEST FOR PROPOSAL

To receive any further information about this Request for Proposal please return  
this form immediately to:

Tammy Boulanger, CAO  
District of 100 Mile House  
#1-385 Birch Avenue  
100 Mile House, B.C. V0K 2E0  
fax: (250) 395-3625

COMPANY:

\_\_\_\_\_

STREET ADDRESS:

\_\_\_\_\_

CITY: \_\_\_\_\_

POSTAL CODE:

\_\_\_\_\_

MAILING ADDRESS IF DIFFERENT:

\_\_\_\_\_

FAX NUMBER: ( ) \_\_\_\_\_ PHONE NUMBER: ( )

\_\_\_\_\_

CONTACT PERSON:

\_\_\_\_\_

E-MAIL ADDRESS:

\_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_