



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Request for Proposal

ACRD Joint Accessibility Plan ACPL01-23

Submission Deadline:

December 15, 2023 at 2:00pm Pacific Time

Designated Contact Person:

Kyle Ilett, Procurement Coordinator

Email procurement@acrd.bc.ca

SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of the Alberni-Clayoquot Regional District **not later than 2:00 PM local time, December 15, 2023** to the attention of:

Kyle Ilett, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th ave, Port Alberni

BC, V9Y 2E3

Note: Office Hours 8:00am to 4:30pm

Paper proposal submissions must be delivered to the address above in a sealed envelope and labelled "Request for Proposal ACPL01-23 - ACRD Joint Accessibility Plan."

Alternatively, proposals may be submitted by email with the subject line "Request for Proposal ACPL01-23 - ACRD Joint Accessibility Plan" to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Kyle Ilett – Procurement Coordinator.

Email: procurement@acrd.bc.ca

Telephone: 250-720-2726



Table of Contents

SECTION I – GENERAL	4
1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)	4
1.2 BACKGROUND FOR RFP	5
1.3 RFP DISTRIBUTION AND ENQUIRIES.....	5
1.4 RFP TERMINOLOGY.....	6
SECTION II – TERMS & CONDITIONS.....	7
2.1 ESTIMATED TIME FRAME	7
2.2 RESPONSIBILITY OF PROPONENT	7
2.3 PROPOSAL SUBMISSION/CONDITIONS.....	7
2.3.1 Proposal Submission.....	7
2.3.2 Enquiries, Errors, Omissions and Addenda	8
2.3.3 Conditions.....	9
2.3.4 Freedom of Information and Privacy Protection Act (FOIPPA)	9
2.3.5 Confidentiality	10
2.3.6 Conflict of Interest and Legal Proceedings.....	10
2.3.7 Changes to Proposal.....	10
2.3.8 Proponent’s Expenses	10
2.4 ADDENDA.....	10
2.5 OFFER ACCEPTANCE	11
2.6 EVALUATION TEAM AND CRITERIA.....	11
2.7 NEGOTIATIONS	12
SECTION III – SUBMISSION REQUIREMENTS	12
3.1 EXPERIENCE & QUALIFICAITONS	13
3.2 PROJECT UNDERSTANDING	14
3.3 APPROACH AND SCHEDULE.....	14
3.4 SOCIAL PROCUREMENT	14
3.5 REFERENCES.....	15
3.6 PRICE.....	15
3.7 INTERVIEW.....	15



SECTION IV – SPECIFICATIONS..... 15

 4.1 ACCEPTANCE OF TERMS 15

 4.2 THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVE RIGHTS 16

 4.3 NOTIFICATION OF AWARD 16

 4.4 TERM OF AGREEMENT..... 16

SECTION V – RFP PARTICULARS 16

 5.1 CONTRACT CONDITIONS..... 16

SECTION VI – APPENDICES..... 16

 SCHEDULE A: FORM OF PROPOSAL 18

 SCHEDULE B: STATEMENT OF WORK AND DELIVERABLES 19

SECTION I – GENERAL

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Alberni-Clayoquot Regional District (ACRD) is seeking a consultant to submit a proposal to provide a joint Accessibility Plan for the ACRD and the City of Port Alberni and to facilitate the first three meetings of the ACRD Accessibility Committee. The ACRD will be the project lead and is the point of contact for the consultant. The City of Port Alberni will provide a representative to participate in the Joint Accessibility Plan development and Accessibility Committee. The Plan will have an appendix or annex with separate recommendations for the ACRD and for the City of Port Alberni.

This RFP does not constitute an offer and does not give rise to any Contract A-based tendering law duties , and the ACRD will not have any liability or obligation to anyone in connection with this RFP unless an agreement is approved by the ACRD Board of Directors, and executed and delivered in writing.

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

The ACRD reserves the right to use and include any ideas, concepts, alternate solutions, extra features, enhancements and performance concepts presented in any proposal, whether or not that proposal is selected by the ACRD.

The evaluation of responses will be based on a number of factors, weighted according to the needs and judgment of the ACRD. Any Proposal will not necessarily be selected. Any implication that the lowest cost or any Proposal will be accepted is hereby expressly negated. The ACRD reserves the right to accept the Proposal which it deems most advantageous, and the right to reject any or all Proposals, in each case without giving any notice. In no event will the ACRD be responsible for the costs of preparation or submission of any Preliminary Submission or Proposal.

1.2 BACKGROUND FOR RFP

The Accessible British Columbia Act received royal assent on June 17, 2021. The Act is an important piece of enabling legislation that paves the way for future standards that will address barriers to access for people with disabilities in a range of areas. Part 3 of The Act describes requirements for local governments and the other Prescribed Organizations to address accessibility. Part 3 of the Accessible BC Act requires organizations (including Regional Districts & Municipalities) listed in the regulation to develop an accessibility plan. In developing an accessibility plan, local governments must consider the principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design. The development of the plan must also include consultation with the Alberni-Clayoquot Regional District Accessibility Committee.

1.3 RFP DISTRIBUTION AND ENQUIRIES

Proponents must ensure that they have received all addenda and the complete RFP. The complete document consists of twenty (20) pages including the Cover Page and Appendices.

All enquiries related to this RFP are to be directed in writing, only to Kyle Ilett (or designate) at the contact address below:

Kyle Ilett, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th ave, Port Alberni

BC, V9Y 2E3

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Kyle Ilett as having received a copy of this RFP.

1.4 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- “must”, “mandatory”, “required” means a requirement that must be met in order for the proposal to receive consideration;
- “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- “Proposal” means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof;
- “Contract” means a written agreement resulting from this Request for Proposal executed by the Alberni-Clayoquot Regional District and the Contractor, it being understood that it may be the case that no contract will result;
- “We”, “ACRD” all mean the Alberni-Clayoquot Regional District;
- “Contractor” means the Proponent(s) who is/are awarded and enters into an Agreement with the Alberni-Clayoquot Regional District for the Services as a result of this RFP.
- “Evaluation Team” means the team appointed by the Alberni-Clayoquot Regional District;

SECTION II – TERMS & CONDITIONS

2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the ACRD.

EVENT	ANTICIPATED DATE
Request for Proposal is issued	November 22, 2023
Deadline for receipt of questions	December 04, 2023 @ 2:00 PM PST
Addenda issued (if required)	December 06, 2023
Request for Proposal closes	December 15, 2023 @ 2PM PST
Award Date	January 02, 2024
Services commencement date	January 04, 2024

2.2 RESPONSIBILITY OF PROPONENT

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

2.3 PROPOSAL SUBMISSION/CONDITIONS

2.3.1 Proposal Submission

Proposal submissions must include a completed Proposal Submission Form, with all addenda acknowledged.

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late proposals will not be accepted.

Proposal submissions must be received **no later than 2:00 PM local time on December 15, 2023** in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal ACPL01-23 - ACRD Joint Accessibility Plan", and directed to the person identified under the Submission Details of this RFP.

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by Kyle Ilett. Alternatively, Proposals may be submitted by email with the subject line "Request for Proposal ACPL01-23 - ACRD Joint Accessibility Plan" to the person identified under the Submission Details of this RFP. If the Proponent chooses to submit by email the following risks are assumed

1. Delays in delivery
2. Rejection of the email
3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

2.3.2 Enquiries, Errors, Omissions and Addenda

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this RFP.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them in order to fulfil their obligations.

Communications to the ACRD may be made only by Proponents and not by prospective subcontractors, material suppliers or others.

While the ACRD has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponent. The information is not guaranteed or warranted accurate by the ACRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the goods and services as described by this RFP. If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify Kyle Ilett immediately in writing.

The ACRD may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. The ACRD shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.

Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting proposals are responsible to ensure that they are aware and have

received all addenda, and are advised to check immediately prior to submitting their Proposal Submission Form.

The ACRD will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to the ACRD.

Requirements outlined in the RFPs shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

2.3.3 Conditions

Proponents are advised that after receipt of proposals they may be required to provide to the ACRD additional information concerning themselves or their Proposal including further details or breakdowns, and additional information to clarify whether a proposal meets the mandatory requirements set out in this RFP

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submissions may be disqualified or rejected. Anything to the contrary herein notwithstanding, the ACRD may at its sole discretion elect to retain for consideration proposals which are non-conforming, and may waive irregularities, failure to comply or time stipulations required by these Instructions for Submission, whether material or not. The stipulations herein are for the sole benefit of the ACRD and may be waived by the ACRD unilaterally.

2.3.4 Freedom of Information and Privacy Protection Act (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and *the Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

Proposals will be held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, or unless otherwise required by law. As an exception to the foregoing, Proponents are advised that any contract entered into as a result of this RFP may be subject to Regional Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, aspects of Proposals may be provided to the Board in a publicly available staff report, and discussed at a Board meeting that is open to the public.

2.3.5 Confidentiality

All submissions become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

2.3.6 Conflict of Interest and Legal Proceedings

Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the ACRD, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous contracts, tenders or business transactions.

2.3.7 Changes to Proposal

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the ACRD for clarification.

2.3.8 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals and for any meetings, negotiations or discussions with the ACRD or its representatives and consultants, relating to or arising from this RFP. The ACRD and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for an Agreement, or other activity related to or arising out of this RFP.

2.4 ADDENDA

If the ACRD determines that Addendum or Question & Answer response is necessary, the ACRD will post an Addendum on the ACRD and Bid BC Websites and shall become part in parcel of the RFP Document(s).

- Questions for clarification that alter the method, pricing and or specifications of the submissions will be posted in the form of an Addenda and must be signed and included with the submission.
- Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and will not require to be signed and returned with the submission.

It is the responsibility of the Proponent to ensure that it has retrieved any Addenda as posted. Proponents are required to check the ACRD’s Website for all information.

2.5 OFFER ACCEPTANCE

Proponents are requested to keep their proposals open for acceptance for a period of forty five (45) days after the closing date for receipt of proposals. Proposals will be assessed during the evaluation of the proposals and any alteration could adversely impact the evaluation and ranking of the proposals

2.6 EVALUATION TEAM AND CRITERIA

The evaluation of Proposals will be undertaken on behalf of the ACRD by the Evaluation Team. The Evaluation Team may consult with others including ACRD staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give written recommendation for the selection of a Preferred Proponent(s) to the ACRD Board.

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent’s strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the ACRD; using the following criteria:

Evaluation Criteria	Points	Weighting	Max Score	Section
Experience and Qualifications	/10	3.0	30	3.1
Project Understanding	/10	2.5	25	3.2
Approach and Schedule	/10	2.0	20	3.3
Social Procurement	/10	0.5	5	3.4
References	/10	1.0	10	3.5
Total (Non Monetary)			90	
Price	10	N/A	10	3.6
Total			100	

Prices will be evaluated on a value per point basis: (Lowest Price / Proponent price)*10.

Points will be assigned for each criteria based on the information provided in the RFP. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

0-3	Incomplete response Doesn’t meet expectations Missing/mismatched attributes
-----	---

	Poor level of details in response Unsupported claim(s)
4-7	Mostly complete response Partially meets expectations Partially fits desired attributes Medium level of detail in response Partially supported claim(s)
8-10	Meets or exceeds expectations Strongly fits desired attributes High level of detail in response Well-supported claim(s)

Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD.

Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD. Submission to RFP, which is to be completed by the Proponent, must align with the above criteria.

2.7 NEGOTIATIONS

The top-ranked Proponent will be invited to enter into direct contract negotiations to finalize the agreement with the ACRD.

Negotiations will not constitute a legally binding offer to enter into a contract on the part of the ACRD or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement.

The ACRD may terminate contract negotiations with any proponent and enter into contract negotiations with the next highest-ranked proponent if, in the opinion of the ACRD at any time, the contract negotiations with the initially selected proponent will not be satisfactorily completed in its best interests.

The ACRD may, at its sole discretion, reject any or all Proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiation process.

SECTION III – SUBMISSION REQUIREMENTS

It is the sole responsibility of each Proponent to ensure their Proposal contains all required information. Failure to follow the instructions contained in this RFP may result in the Proposal being deemed non-compliant in which case, it will be returned to the Proponent and receive no further consideration.

Schedule “A” contains the Form of Proposal and must be submitted with each proposal.

Please refer to Schedule “B” Statement of Work and Deliverables for requirements and Proponent reference when applicable.

The budget for this project is a maximum of \$30,000.00 including all fees and expenses, excluding GST.

Proposals must be received by the ACRD or submitted to procurement@acrd.bc.ca before 2:00 pm on December 15, 2023 Pacific Time. Late Proposals will not be accepted and will be returned to the Proponent.

Note: Although every attempt will be made to meet all dates, the ACRD reserves the right to modify any or all dates at its sole discretion at any time.

3.1 EXPERIENCE & QUALIFICATIONS

- Cover Letter introducing the company and identifying the prime consultant and any subcontractors comprising the team. The letter should also provide the company name, address, website, contact information, a summary of corporate experience, and primary contact person should be signed by corporate signing authority.
- Proponent’s relevant experience, qualifications, resources, and capacity in delivering services similar to those required by the RFP.
- The quality of the proposal should demonstrate the Respondent’s ability to organize and present a complete document, such as:
 - All of the necessary information is included and easy to locate;
 - Graphics and figures are useful in conveying information;
 - The document reads well and is concise; and
 - The document is visually appealing.
- The proposal shall demonstrate the knowledge and experience of the individual proposed as Project Manager as well 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 and are familiar with challenges of the project.
- Provide qualifications 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.

3.2 PROJECT UNDERSTANDING

- Proponents should clearly demonstrate their understanding of the project requirements outlined in the RFP in their proposal. Identify the key goals that you expect to address through this project and discuss how your team will deliver on these goals.
- 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 both organizations 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.

3.3 APPROACH AND SCHEDULE

- Provide a schedule for completion of tasks and deliverables. Clearly show milestone dates for completion of key deliverables.
- Outline your approach to communications and project management throughout the project, including timing, form and general content of progress updates to ACRD project staff.
- Clearly identify all services included in this proposal along with any optional, excluded services, or those services assumed to be provided by others.

3.4 SOCIAL PROCUREMENT

Please complete the table below concerning the application of Social Procurement principles and practices in your operations and/or performance of works. Contractors may be required to provide certificates and / or 3rd party validation where applicable.

	Social Procurement Principles or Practices	Yes	No	Describe where applicable	Maximum Points
1	In the last three years, has the Proponent implemented any programs or initiatives to ensure greater economic opportunity and community integration for equity-seeking groups?				5
3	Does the Proponent work with Social Enterprises in any manner?				5

3.5 REFERENCES

Proponents shall include two (3) references of relevant experience for which they have provided similar services. With each reference, proponents shall include the organization's name, address, phone number, as well as the name and position of a person the ACRD may contact at the organization. The ACRD reserves the right to contact references without prior notification to the proponent.

3.6 PRICE

- 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;

Proponents should state their proposed price as follows:

Work Activities (please list)	Price (Excluding GST)
Total Price (Excluding GST)	

3.7 INTERVIEW

The Evaluation Team may, at its discretion, invite some or all of the Proponents to a conference call or video interview to provide clarification of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

SECTION IV – SPECIFICATIONS

4.1 ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal, except those revisions that are proposed or requested in the Proposal and accepted by the ACRD.

4.2 THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVE RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Proposal, whether material or not;
2. Accept the Proposal which is deemed most favorable to the interest of the ACRD;
3. Accept any Proposal in whole or in part;
4. Negotiate with the selected Proponent(s);
5. Contact references other than, or in addition to, those furnished by the Proponent.

4.3 NOTIFICATION OF AWARD

If negotiations result in agreement on the terms of a contract, the successful Proponent(s) will be notified in writing and required agreeable obligations will need to be fulfilled before the executing the Contract.

4.4 TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of proposal(s), shall be six (6) month commencing on January 04, 2024 and expiring on June 30, 2024.

SECTION V – RFP PARTICULARS

It is anticipated that the below section 5.1 will be incorporated into the contract with the successful Proponent(s).

5.1 CONTRACT CONDITIONS

The Proponent will be required to provide the ACRD with evidence of the following **within two weeks of RFP award notification**

- General Liability Insurance (\$2,000,000.00)
- Letter of Good Standing from WorkSafe BC

SECTION VI – APPENDICES

Schedule A – Form of Proposal

Schedule B – Statement of Work and Deliverables

SCHEDULE A: FORM OF PROPOSAL

RFP NO.: ACPL01-23
PROJECT: ACRD Joint Accessibility Plan
CLOSING: December 15, 2023

1. PROPOSAL SUBMISSION

Company Name:		
Address:		City:
Postal Code:	Phone:	Fax:
Email:		Date:
Signature of Proponent:		Print Name:
Title of Proponent:		

To: The Alberni-Clayoquot Regional District

RFP Project Title: ACRD Joint Accesibility Plan

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

I/We confirm that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 20__.

I/We have the authority to sign on behalf of the Proponent.

 Authorized Signature

 Name and Title

 Date

SCHEDULE “B”
STATEMENT OF WORK AND DELIVERABLES

The budget for this project is a maximum of \$30,000.00 including all fees and expenses, which includes any administrative fees, charges for printing, copying and couriers, travel expenses, accommodation expenses, meals, public engagement room rentals.

The scope of work includes all of the following:

Committee meetings will be held in a hybrid format.

The ACRD will recruit all Committee members prior to the consultant starting on the project.

The successful consultant will be required to review existing bylaws, policies, procedures, processes and reports of both organizations such as, but not limited to: human resource policies, Official Community Plans, Zoning Bylaws, Transportation Plans, Housing Needs Assessments, and Emergency Plans.

Site Visits will be required by the contractor at select locations (max one day) in the Alberni Valley including but not limited to: Echo Aquatic & Fitness Centre, Port Alberni City Hall, Alberni Clayoquot Regional District Administration office, Roger Creek Park (Waterpark), Beaver Creek Firehall, Sproat Lake Firehall (Harold Bishop Firehall), Kistsuksis Dyke Walkway, Multiplex, Bob Dailey Stadium, Curling Rink, Rec Park/Gyro Youth Centre, and Glenwood Centre.

The deliverables include all of the following:

The overarching Project Deliverable is the creation of one Accessibility Plan with separate recommendations for the ACRD and the City of Port Alberni. The Project will result in the development of an accessibility plan, focusing on moving each organization toward being accessible as an organization. The plan will identify and outline how each organization can remove and prevent barriers to the people interacting with it.

The Project specifically engages the ACRD Accessibility Committee with the goal of receiving their support for the plan. The Accessibility Plan will be presented to the ACRD Board of Directors at a Board Meeting and presented to the City of Port Alberni Council at a Council Meeting.

Please note that the Proponent may include additional initiatives, combined approaches or creative ideas in their bid submission that demonstrate value to the Project.

Additional Optional Meetings:

Please provide separate pricing for additional optional meetings if required.