



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Proposal

West Coast Climate Adaptation Planning RFP – WCCAP01-26

Submission Deadline:

October 27, 2026, at 2:00 pm, Pacific Time

Designated Contact Person:

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca



SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of the Alberni-Clayoquot Regional District **no later than 2:00 pm, Pacific Time, on October 27, 2026**, to the attention of:

Charity Hallberg Dodds, Procurement Administrator

Email procurement@acrd.bc.ca

3008 5th Ave, Port Alberni

BC, V9Y 2E3

Note: Office Hours are 8:00 am to 4:30 pm, Monday to Friday, excluding statutory holidays

Paper proposal submissions must be delivered to the address above in a sealed envelope and labelled "Request for Proposal WCCAP01-26 – West Coast Climate Adaptation Planning."

Alternatively, proposals may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line "Request for Proposal - WCCAP01-26 – West Coast Climate Adaptation Planning" to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Charity Hallberg Dodds – Procurement Administrator.

Email: procurement@acrd.bc.ca

Telephone: 250-720-2701



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SECTION I – GENERAL

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Alberni-Clayoquot Regional District (ACRD) is seeking proposals from qualified Proponents to support the development of separate but regionally coordinated Climate Adaptation Plans, in partnership with the Clayoquot Biosphere Trust (CBT), on behalf of five participating communities:

- District of Tofino
- District of Ucluelet
- Tla-o-qui-aht First Nation
- Yuułuʔiłʔatḥ Government
- Toquaht Nation

This project, called the West Coast Climate Adaptation Planning Collaboration, recognizes the shared climate risks, infrastructure dependencies, and ecological systems across the region. The project must take a strengths-based approach, oriented around projects, priorities, knowledge, and people across sectors, organizations, and communities in the region. While each participating community will retain its own adaptation planning outcomes, the project is intentionally designed to improve regional alignment, information-sharing, and implementation readiness.

The project is funded through the five participating communities' coordinated grant applications to the Federation of Canadian Municipalities (FCM) [Local Leadership for Climate Adaptation \(LLCA\) – Climate-Ready Plans and Processes](#) program. ACRD is issuing this Request for Proposal and will act as the contracting authority, with the Clayoquot Biosphere Trust (CBT) acting as project facilitator (see Schedule C – Project Facilitator).

Participating communities are actively engaged in climate-related planning, though capacity constraints present ongoing challenges in coordinating existing climate adaptation work between departments, communities, and sectors. This project builds on significant existing work, including various prior climate adaptation plans and risk assessments, official community plans, emergency management initiatives, and active municipal and First Nations-led projects. The intent is to integrate this work, build on strengths, identify gaps, and create or update actionable, implementation-focused Climate Adaptation Plans tailored to each community, while remaining aligned at the regional scale. The municipal governments have both completed previous community-wide adaptation plans, while the First Nation governments have completed numerous climate hazard or issue-specific assessments but have not yet connected these at the community-wide level.

A key element of this project is to integrate health and equity priorities into the regional climate adaptation planning process. Existing planning efforts have been largely technical, and this project is an opportunity to stitch together this technical work with health, equity, and justice consideration, and advance priorities through collaboration. Some communities have completed community-wide climate adaptation planning, while others have completed project-by-project studies. See Schedule B for a list of existing planning efforts in each community

The Proponent will work closely with staff representatives from each participating community, CBT, and ACRD, and other project partners (e.g. Island Health, non-profits) to ensure that the planning process is collaborative, honours Indigenous rights and priorities, and grounded in local knowledge, while meeting FCM program requirements and recognized best practices in climate adaptation planning.

This RFP outlines the overall scope of consultant services, sets out the basic requirements for the RFP, provides the evaluation criteria to be used as a basis for awarding the Contract.

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.

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.

1.2 OBJECTIVES OF THE RFP

The overall objectives of this project are to:

- Integrate existing climate-related policies, plans, studies and initiatives into a clear and accessible planning foundation.
- Assess/update current and future climate risks affecting the five participating communities and their interconnected natural systems and infrastructure.
- Develop or update actionable, equitable, and regionally aligned Climate Adaptation Plans that support implementation, monitoring, and future funding applications.
- Integrate reconciliation, anti-racism, equity, and inclusion (AREI), and public health considerations into climate adaptation planning.
- Ensure alignment with and contribution to broader regional adaptation planning across the west coast of the ACRD.

The evaluation of responses will be based on a number of factors, weighted according to the needs and judgement of the ACRD, CBT and cross-community steering committee (CCSC), which includes staff members from each collaborating community. 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.

1.3 BACKGROUND FOR RFP

The Alberni-Clayoquot Regional District (ACRD), Clayoquot Biosphere Trust (CBT), Tla-o-qui-aht First Nation, Toquaht Nation, Yuułuʔiłʔatḥ Government, District of Tofino and District of Ucluelet collectively steward the Clayoquot Sound–Barkley Sound region, a globally significant coastal landscape that is both ecologically rich and highly exposed to climate-related hazards. The ACRD provides regional governance and service delivery across diverse rural and urban communities, with a growing focus on land use planning, emergency management, and climate resilience. CBT, as the steward of the UNESCO Clayoquot Sound Biosphere Region, acts as a bridging organization by supporting research, monitoring, and collaboration that advances conservation, sustainable development, reconciliation, and climate action at a regional scale. The participating Nuu-chah-nulth Nations - Tla-o-qui-aht, Toquaht, and Yuułuʔiłʔatḥ - each bring inherent jurisdiction, Indigenous laws, and place-based knowledge rooted in thousands of years of stewardship of their ḥaḥuuli (traditional territories), and are actively advancing climate resilience through land use visioning, coastal and marine stewardship, community planning, and adaptation initiatives informed by Indigenous governance systems and values. The Districts of Tofino and Ucluelet are small coastal municipalities with established climate adaptation plans, facing shared risks related to sea level rise, coastal erosion, flooding, extreme precipitation, wildfire, infrastructure vulnerability, and supply chain interruption.

Building on existing intergovernmental relationships, shared infrastructure, and recent regional forums convened by CBT and ACRD, these entities are working collaboratively to align climate adaptation priorities, reduce duplication, build capacity, and develop complementary adaptation plans that respond to local needs while functioning cohesively at a regional scale - recognizing that systemic racism is prevalent and that climate risks, ecosystems, infrastructure systems, and community well-being are interconnected across jurisdictional boundaries.

The successful Proponent will be expected to lead the development of climate adaptation plans that fully meet the requirements of the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation (LLCA) – Climate-Ready Plans and Processes grant. Deliverables must include a structured, evidence-based and value-aligned planning process that aligns with recognized best practices (such as risk-based or framework-based approaches), incorporates forward-looking climate projections, and clearly identifies climate hazards, vulnerabilities, risks, and priority adaptation actions for government-level decision-making.

The Proponent will be responsible for completing robust climate risk and vulnerability assessments; working alongside CBT (see Schedule C - Project Facilitator) to engage staff, leadership, rights-holders, and community members through inclusive and culturally appropriate engagement; and co-developing actionable, implementable adaptation strategies that integrate with existing plans, policies, bylaws, asset management, emergency management, and capital planning processes, as well as align regionally across the ACRD's West Coast.

Final deliverables are expected to include 5 new or updated climate adaptation plan suitable for formal adoption, prioritized adaptation action lists with implementation considerations (timelines, responsibilities, costs, co-benefits, and monitoring indicators), documentation of engagement



activities, and tools or processes that will embed climate considerations into ongoing governance and operational decision-making. The plans must maximize cross-community alignment, knowledge and data sharing, and lay the groundwork for regional collaboration. All work must demonstrate alignment with LLCA grant objectives, including building local capacity, addressing equity and disproportionate climate impacts, supporting collaboration across jurisdictions where applicable, and producing measurable outcomes that advance long-term community resilience.

1.4 RFP DISTRIBUTION & ENQUIRIES

The ACRD will not be opening Proposals in public and reserves the right to open Proposals in public at its sole discretion.

Proponents must ensure that they have received all addenda and the complete RFP. The complete document consists of twenty-seven (27) pages including the Cover Page.

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

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca

3008 5th Avenue

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 Procurement Administrator as having received a copy of this RFP.

1.5 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- “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.
- “Contractor” means the successful Proponent(s) to this Request for Proposals who enter(s) into a written Contract 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, including staff members from the ACRD, CBT and each collaborating community.
- “must,” “mandatory,” and “required” mean 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.
- “Subcontractor” includes, inter alia, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts, or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.
- “ACRD” means 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	September 22, 2026
Deadline for receipt of questions	October 05, 2026, @ 2:00 pm, Pacific Time
Addenda issued (if required)	October 08, 2026
Request for Proposal closes	October 27, 2026, @ 2:00 pm, Pacific Time

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, Pacific Time, on October 27, 2026**, in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal WCCAP01-26 – West Coast Climate Adaptation Planning," and directed to the person identified under the Submission Details of this RFP.

Proposals made through BCBid (<https://www.bcbid.gov.bc.ca>) are to be made in accordance with BCBid's submission platform.



Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by the Procurement Administrator. Alternatively, Proposals may be submitted by email with the subject line "Request for Proposal WCCAP01-26 – West Coast Climate Adaptation Planning" 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 & 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 the 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 the Procurement Administrator 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 & 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 & 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 and 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 are not required 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 sixty (60) 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 & 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 & QUALIFICATIONS	/10	2.0	20	3.1
REFERENCES	/10	2.0	20	3.2
PROJECT UNDERSTANDING & PROPOSAL QUALITY	/10	3.0	30	3.3
APPROACH & SCHEDULE	/10	1.0	10	3.4
SOCIAL PROCUREMENT	/10	1.0	10	3.5
Total (Non Monetary)			90	
*Price	/10	1.0	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 criterion 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)
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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 of 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 terms and conditions found in Section 5 are to form the basis for commencing negotiations between the ACRD and the selected Proponent.

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 \$240,000.00 including all fees and expenses.

Proposals must be received by the ACRD or submitted to procurement@acrd.bc.ca before 2:00 pm, Pacific Time, on October 27, 2026. 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

- Letter of introduction.
- Proponent’s relevant experience, qualifications, resources, and capacity in delivering services similar to those required by the RFP.
 - The Proposal should include details on only the most recent three (3) or four (4) projects of related work. It is the Proponent’s responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the work as outlined in this RFP within the project schedule.

3.2 REFERENCES

Proponents shall include two (2) 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.

3.3 PROJECT UNDERSTANDING & PROPOSAL QUALITY

Proponents should clearly demonstrate their understanding of the Project requirements outlined in the RFP in their Proposal and how each deliverable will be achieved fully. Identify all key goals that the



Proponent expects to address through this Project and discuss how the Proponent’s team will deliver on these goals.

To be included in the Proposal:

- **Project Manager:** The Proposal shall confirm the proposed Project Manager who will be the single point of contact, and responsible for direct interaction with the ACRD, CBT and the participating communities. Describe the work to be performed by the Project Manager and their qualifications and substantive experience directly related to the proposed work.
- **Proposed Project Team:** The Proposal shall list key individuals including the Project Manager and sub-consultant(s) or any other person or Contracted service to be assigned to this project, who will have major responsibilities for the performance of the work.
 - The CBT will serve as a project facilitator to the Project Manager to achieve deliverables in a complex, cross-community, cross-sectoral context (see Schedule C- Project Facilitator).
 - Describe the work to be performed by each listed individual and their qualifications, in terms of education and substantive experience directly related to the proposed work.
 - Capacity and ability of the Project Manager and Project Team to deliver the services within the defined timeframe must be discussed.
 - The sub-contractor(s) and sub-consultant(s) listed in the Proposal may not be changed without the written consent of the ACRD. If the ACRD so requires, the Proponent shall be prepared to confirm to the ACRD the competence of sub-contractor(s) and sub-consultant(s) prior to acceptance of the Proposal.

3.4 APPROACH & SCHEDULE

To be included in the Proposal:

- Provide a schedule for completion of tasks and deliverables. Clearly show milestone dates for completion of key deliverables.
- Outline the approach to communications, engagement 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.

3.5 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 third-party validation where applicable.



Social Procurement Principles or Practices	Yes	No	Describe where applicable
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?			
Does the Proponent work with employment support services or Contract within the communities you operate?			
Does the Proponent work with Social Enterprises in any manner?			
Does your organization have strategies or policies directed towards providing employment opportunities to Indigenous Peoples? Please describe.			

3.6 PRICE

Submissions must include a detailed description of the Proponent's fees and disbursements (excluding GST) for works and deliverables. The successful Proponent's estimate will be the Contract price for the work unless otherwise negotiated by the ACRD. If the work cannot be completed within the ACRD's available budget, the Proponent or the ACRD may suggest options for changing the scope of the work.

Proponents should state their proposed price as follows:

Work Activities (list hourly rate & estimated hours)	Price (excluding GST)
Total Price (excluding GST)	

Proponents must submit an hourly wage rate breakdown for any additional work for items/tasks not included in Schedule B: Scope of Work and Deliverables.

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 RESERVES 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.
6. Correct any error in:
 - i. the extended pricing of offers by using unit pricing, or
 - ii. the quantities in offers to reflect the quantities stated in the solicitation of offers (and, in the case of error in the extension of prices, the unit price will govern).

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, shall commence in December 2026, and expire in July 2028.

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 selected Proponent will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**

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

The selected Proponent will be required to provide the ACRD with evidence of the following **upon closure of the Contract**

- GHG emission report for the term of the project.
- GHG emission quantifying spreadsheet template for future use by the ACRD
 - ***Requirement for fuel consumption data provision:***
 - Fuel consumption data associated with the Services will be required following the completion of the contract. Data provided should include the following information:
 - Number of vehicles, by vehicle class, used to deliver the contracted service (heavy duty, light duty, off road, airborne);
 - Type of fuel consumed by each vehicle class (e.g. diesel / gasoline / natural gas / ethanol blend / biodiesel blend); and
 - Litres of fuels consumed in relation to the service delivered under the contract in each vehicle class.



SECTION VI – APPENDICES

Schedule A: Form of Proposal

Schedule B: Statement of Work and Deliverables

Schedule C: Project Facilitator



SCHEDULE A: FORM OF PROPOSAL

RFP NO.: WCCAP01-26
PROJECT: West Coast Climate Adaptation Planning
CLOSING: October 27, 2026, at 2:00 pm, Pacific Time

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: West Coast Climate Adaptation Planning

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 & DELIVERABLES

The budget for this project is a maximum of \$240,000 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. Keep in mind that the Clayoquot Biosphere Trust will serve as a place-based project facilitator to make things easier (i.e. reduce costs) for the Proponent to deliver the deliverables. Please refer to Schedule C – Project Facilitator.

Consultant Responsibilities and Tasks

The consultant will be responsible for completing the following core tasks:

Task 1: Background Report and Policy Review

The consultant will prepare a Climate Adaptation Background Report that establishes the planning context and foundation for subsequent risk assessment and plan development.

This task will include:

- Review and synthesis of relevant existing policy documents, such as:
 - First Nations, Municipal, and regional climate resilience studies and adaptation plans
 - Official Community Plans, infrastructure master plans, emergency management plans, and other relevant municipal strategies
 - Public health, justice, and equity-oriented plans and initiatives
 - Emergency and disaster risk/resilience plans or assessments
 - Relevant First Nations plans and priorities, as appropriate and as shared by partners
- Here is a partial (not exhaustive) list of background reports pertinent to this project. The proponent is responsible to research each collaborating community sufficiently to ensure they're confident in their proposal. Please note, the unlinked documents in this list are not posted online, but are included here so that proponents are aware that they already exist.
 - Regional/non-community-specific plans and initiatives
 - [West Coast Food Security Emergency Plan](#) (2025)
 - [Barkley Community Forest Management Plan](#) (2025)
 - [Area C OCP](#) (2026)
 - [Summary Report – Vital Conversation on Regional Climate Adaptation](#) (2025)
 - [Minutes and Project Inventory – Vital Conversation on Regional Climate Adaptation](#) (2025)
 - [Wetland Assessment Guidance for the Central West Coast of Vancouver Island](#) (2025)
 - Tla-o-qui-aht First Nation
 - [Fortieth Anniversary Tribal Parks Declaration](#) (2024)
 - [District of Tofino/Tla-o-qui-aht Destination Stewardship Plan](#) (2025)
 - [Clayoquot Sound Climate Adaptation Plan](#) (2011)
 - District of Tofino
 - District of Tofino Climate Resilience Summary Report (2022)
 - [District of Tofino Comprehensive Coastal Flood Risk Assessment](#) (2019)
 - [District of Tofino/Tla-o-qui-aht Destination Stewardship Plan](#) (2025)
 - [District of Tofino Strategic Plan](#) 2024-2026
 - District of Tofino Environmentally Sensitive Areas Report (2024)
 - Yuułuʔiłʔatḥ Government
 - Community Wildfire Resiliency Plan (2025)
 - Cultural Safety Plan (2026)



- District of Ucluelet
 - [District of Ucluelet Climate Adaptation Plan \(2021\)](#)
 - [District of Ucluelet Renewable Energy Plan \(2019\)](#)
 - Toquaht Nation
 - [Official Community Plan](#) (2024)
 - Coastal Vulnerability Assessment
 - Coastal Adaptation Plan
 - Shoreline Erosion Mitigation Project
 - Wildfire Mitigation (FireSmart)
 - Tourism Master Plan
- Documentation of current climate-related projects and initiatives underway within the region.
 - Identification of gaps, overlaps, and opportunities for integration across policies, plans, and jurisdictions.
 - Clear articulation of how local planning efforts connect to regional collaboration and shared infrastructure realities.

Deliverable:

- A single regional-scale background report summarizing existing policy context, active projects, regional linkages, and key considerations to inform climate risk assessment and adaptation planning across all five collaborators

Task 2: Climate Data Collection and Climate Risk Assessment

The consultant will conduct a community-wide climate risk assessment that reflects best practices and aligns with FCM LLCA program requirements.

This task will include:

- Collection and interpretation of relevant historical and projected climate data for the region (e.g., temperature, precipitation, storm events, sea level rise, flooding, wildfire risk, drought).
- Identification and assessment of key climate hazards relevant to the participating communities and connected regional systems. Note that the following communities have created reports with relevant data.
- Analysis of exposure, sensitivity, and adaptive capacity across multiple systems and service areas, including but not limited to:
 - Built infrastructure and essential services
 - Natural assets and ecosystems
 - Community well-being, public health, and equity considerations
- Consideration of cascading and cross-boundary impacts due to shared infrastructure and regional interdependencies.
- Validation of findings through engagement with organizational staff, project partners, and community, as appropriate.

Deliverable:

- Five community-specific Climate Risk Assessment Reports outlining climate hazards, vulnerabilities, and priority risks to inform adaptation decision-making.

Task 3: Climate Adaptation Plan Development

Building on the background report and risk assessment, the consultant will draft or update plans that are practical, implementable, and aligned with both community and regional goals. Each cohort collaborator will have their own plan, applicable to their community climate resiliency goals and priorities and referencing their community-specific climate hazards but also integrated regionally.

This task will include:



- Development of clear goals, principles, and guiding frameworks.
- Identification and prioritization of actions addressing key climate risks.
- Integration of reconciliation, justice, equity, and public health considerations throughout the plan.
- Alignment with existing governmental priorities, policies, and operational realities to support implementation.
- Identification of roles, responsibilities, and potential partnerships for implementation.
- Inclusion of monitoring, reporting, and review mechanisms to support accountability and continuous improvement.
- Structuring the plan to support future funding opportunities, including potential progression into FCM's [Adaptation in Action](#) funding stream.

Deliverable:

- Five community-specific Climate Adaptations Plans that satisfy the requirements of the [FCM LLCA CRPP](#) funding program. Note, two collaborating communities already have plans that only require updating. We acknowledge each community is at a different stage in their climate adaptation planning; the deliverable goal is to progress each community along their own climate planning trajectory, not necessarily to have each collaborator arrive at the exact same deliverable.

Task 4. Engagement and Collaboration

The consultant will be expected to work collaboratively with:

- Organizational/governmental/First Nation staff
- Clayoquot Biosphere Trust (project facilitator)
- Alberni-Clayoquot Regional District (administrative host and project support)
- Provincial government, Island Health, and regional organizations, as relevant to the scope

The Clayoquot Biosphere Trust (CBT) is a place-based facilitating organization with a unique position between sectors and communities involved in this project and will be responsible for project stewardship and facilitation of engagement. The consultant will be expected to work closely with the Clayoquot Biosphere Trust (CBT) to contribute expertise and capacity to all project engagement and collaboration. The intention is for the CBT to make it easier for the consultant to create high-impact deliverables while not limiting the consultant's ability to propose solutions and workplans based on their expertise.

The consultant should submit with their bid an engagement plan appropriate for a project of this scope that falls within budget, bearing in mind that the CBT is positioned to host engagement sessions with consultant advisory, but without consultant attendance. Schedule C outlines the roles and responsibilities of the Project Facilitator.

Task 5. Project Management, Communications and Reporting

Communications:

Project communication is a key component in success and will carry through all project phases. At minimum, the ACRD expects the following:

- Meet with ACRD/CBT staff and the cross-community steering committee (CCSC) as required in a timely manner to review project objectives, exchange information and to review project milestones.
- **Deliverable:** The consultant shall provide written notes of all meetings and distribute within 48 hours of the meeting. These notes shall clearly show actions assigned for all individuals.
- Attend and contribute expertise to all teleconference calls or virtual/hybrid meetings.
- While in the region, attend and contribute expertise to in-person meetings, events and activities in collaboration with the ACRD, CBT, and collaborating communities.



- Where required, the consultant develop graphics and other communications materials (such as display boards, presentations, event flyers, social media graphics/content, etc.) with support from CBT ACRD staff.
 - Printing of graphics materials will be provided by the ACRD.
- Other communication activity details anticipated for a successful project outcome are to be included in the Proposal.

Project Management:

Provide project management services throughout all project phases in cooperation with ACRD and CBT staff.

Items required during the performance of the work include the following, at a minimum:

- The consultant shall manage the project schedule, resources and budget very closely through all phases of this work. To facilitate project management, the consultant shall identify specific milestones, generate action plans, set completion dates of the various milestones, track the progress of each task and indicate how budget control is to be exercised.
- **Deliverable:** The consultant shall provide written reports to the ACRD upon request, summarizing the progress to date in comparison to the baseline schedule, project constraints, delivery dates, outstanding items, project budget, and any corrective actions that will be implemented to maintain the approved schedule.
- **Deliverable:** The consultant shall provide draft deliverables for review and incorporate consolidated feedback to produce final Climate Adaptation Plans for each collaborating community.

6. Deliverables Summary

1. Climate Adaptation Background Report
2. Community-Wide Climate Risk Assessment Reports
3. Updated/new Climate Adaptation Plans for the five collaborating communities, including documentation and advancement recommendations of regional collaboration opportunities.

SCHEDULE C: PROJECT FACILITATOR

As described above, the consultant will serve as project manager and bring specialized knowledge and skills to the project; CBT as project facilitator will serve as a regional connector and channel the consultant's expertise in the right direction. The CBT will enable process, foster collaboration, maintain trust, and guide interaction, helping the consultant interface with all project actors, reducing uncertainty and increasing impact. Being place-based, the CBT will support consultant's work to ensure deliverables are aligned with contexts before and after consultant's start and end date. The CBT will ensure there is high regional ownership of the project outcome (plans and the projects they enable). Note that project facilitation is a fluid set of responsibilities and the CBT is able to collaborate with the consultant in a variety of ways that work best for the consultant. For example, the consultant should feel free to propose solutions and approaches and think of CBT as a way to best manifest those ideas in the regional project context.

Project Facilitator Responsibilities

- Facilitating collaboration between all cross-sectoral actors in the project network (Nuu-chah-nulth Nations, municipalities, non-profits, Island Health, consultant, ACRD)
 - Facilitating consultant interface with community staff
 - Working with cross sectoral actors to identify and develop community engagement opportunities based on existing priorities and initiatives
 - Listen to actors for guidance on strategic direction of project to ensure relevance and impact, as well as alignment across priorities to promote future project collaboration
- Hosting in-person engagements and coordinating logistics (e.g. room bookings, food, honouraria)
- Facilitating monthly Cross-Community Steering Committee (CCSC) with consultant advisory and participation
- Maintaining all project relationships and keeping all actors informed
- Ensuring the project stays responsive to dynamic community and regional context
 - E.g. changes in councils, significant regional events
- Forging connections across related priorities amongst collaborators and highlighting alignment to ensure the project has impact and staying power
- Grant management
 - Keeping FCM informed through project
 - Coordinating and submitting reporting inputs from community staff and consultants
 - Support for Track 2 (*Adaptation in Action*) funding stream up to 1M
 - Support for other emerging funding opportunities
- Support with any required project onboarding during staff transitions
 - E.g. hedging against personnel turnover risk, spreading the project through the network to ensure it's resilient and doesn't die out
- Hosting Public Health Intern in partnership with Island Health
 - Directly integrating existing and emerging cross-sectoral public health/social justice initiatives into municipal and Nuu-chah-nulth government planning and projects