

**DISTRICT OF WELLS**  
**REQUEST FOR PROPOSALS**  
**for**  
**COMMUNITY WILDFIRE RESILIENCY PLAN**

**APRIL 15, 2021**

**DISTRICT OF WELLS**  
**REQUEST FOR PROPOSALS - CWRP UPDATE**

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**DISTRICT OF WELLS  
REQUEST FOR PROPOSALS  
COMMUNITY WILDFIRE PROTECTION PLAN - UPDATE**

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**1. INTRODUCTION**

**1.1. PURPOSE**

The District of Wells is requesting submission of Proposals from qualified and experienced Proponents to update the current District of Wells Community Wildfire Protection Plan (CWRP) to a Community Wildfire Resiliency Plan (CWRP).

An updated CWRP will provide the DISTRICT OF WELLS with an updated plan that defines current wildfire risk levels and provides recommendations on steps that can be taken to mitigate those risks.

**1.2. BACKGROUND**

The DISTRICT OF WELLS CWPP was last updated **by former District staff in 2018.** Funding for the DISTRICT OF WELLS CWRP Update is being provided by the Union of BC Municipalities (UBCM) Community Resiliency Investment (CRI) program.

Community Wildfire Resiliency Plans (CWRPs) are the next generation of Community Wildfire Protection Plans (CWPPs). CWPPs were introduced in 2004 as part of the Strategic Wildfire Prevention Initiative and served as the primary wildfire risk reduction planning mechanism for British Columbia communities. To better ensure that CWPPs consistently take a comprehensive approach toward wildfire, including risk reduction and resiliency measures, the BC Wildfire Service (BCWS) partnered with the BC FireSmart Committee to develop a new framework for Community Wildfire Resiliency Planning. Key provincial goals of the Community Wildfire Resiliency Planning process are to:

1. increase communities' capacity and understanding of wildfire risk
2. foster greater collaboration across administrative boundaries
3. be more responsive to the needs of different types of communities throughout British Columbia in terms of their size, their capacity, and the threats they face

4. develop achievable and accountable action items. Refer to the Community Wildfire Resiliency Plan Instruction Guide 2020

To support the implementation of these goals, several recommendations were developed based on a year-long process that consisted of internal reviews, analysis, and community feedback. One of the primary recommendations included the need to develop an updated CWRP template and associated development guidance.

## **2. INSTRUCTIONS TO PROPONENTS**

### **2.1. SUBMISSION OF PROPOSALS**

Proposals may be submitted by email and/or hardcopy until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address or email set out below by the Closing Time. If submitting by hardcopy please enclose three (3) hard copies and an electronic copy on a memory stick. It is **NOT** the responsibility of the District of Wells if the proponent's submission is delayed or not received as a result of data transmission issues or technical issues.

The Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the RFP program title, and be addressed to the following:

**Donna Forseille or  
Lauren Reinhardt  
Project Coordinator/s  
District of Wells  
4243 Sanders Avenue  
PO Box 219  
Wells BC V0K 2R0**

**AND/OR**

**[Admin1@wells.ca](mailto:Admin1@wells.ca)  
[marketing@wells.ca](mailto:marketing@wells.ca)**

Proposals must be received on or before the **Closing Time** of:

TIME: 12:00PM local time  
DATE: Thursday, May 20, 2020

Proposals will not be opened publicly. The Proponent bears all risks associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the District of Well's email system.

Proponents wishing to make changes to their Proposals after submission but before the Closing Time may do so by submitting the revisions by email or hard copy to the address above before closing.

It also is the Proponent's sole responsibility to ensure their revisions were received, at the email or address set out above, before the Closing Date and Time.

Proposals received after the Closing Time will not be considered or evaluated.

## **2.2. INQUIRIES**

All inquiries related to this RFP are to be directed, in writing, to the following person and include **RFP CWRP** in the subject line. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and may be distributed through an addendum at the District of Wells option.

Any questions regarding this RFP must be submitted at least five (5) working days before the Closing Date. Any questions submitted after this date may not be answered.

Donna Forseille or Lauren Reinhardt

250-994-3330

[Admin1@wells.ca](mailto:Admin1@wells.ca) or [marketing@wells.ca](mailto:marketing@wells.ca)

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations, which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above-listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by the District of Wells. All Addenda is to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between the District of Wells Council members or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum. The District of Wells shall not be responsible for Proponents adjusting their Proposals based only on oral instructions by any representative of the District of Wells.

### **3. GENERAL TERMS OF PROPOSAL PROCESS**

#### **3.1. DEFINITIONS**

**“Addenda”** means all additional information regarding this RFP including amendments to the RFP;

**“Agreement”** or **“Contract”** means a contract that is issued to formalize the Work with the successful Proponent based on the proposal submitted and incorporate by reference the Request for Proposal, any addenda issued, the Proponent’s response and acceptance by the District of Wells.;

**“Consultant”** means the person(s), firm(s) or corporation(s) appointed by the District of Wells to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal.;

**“must”** or **“mandatory”** or **“shall”** means a requirement that must be met in order for the proposal to receive consideration;

**“Proponent”** means the responder to this RFP with the legal capacity to contract;

**“Proposal”** means a written response to the RFP that is submitted by a Proponent;

**“District of Wells”** means the District of Wells;

**“Request for Proposals”** or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the District of Wells;

**“Services”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

**“should”** or **“may”** means a requirement having a significant degree of importance to the objectives of the RFP but is not a mandatory requirement

**“Work”** means and includes anything and everything required to accomplish the project in accordance with this RFP and Proposal.

#### **3.2. ACCEPTANCE OF TERMS AND CONDITIONS**

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda. The Proponent shall provide a brief listing of all proposed modifications and /or deletions to the terms and conditions set out in the RFP, or it will be deemed that every clause will be strictly adhered to.

A Proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent's Proposal.

### **3.3. PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against the District of Wells, or any of its member municipalities, will be accepted. The District of Wells shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

### **3.4. PROPOSAL EVALUATION**

The District of Wells recognizes that "Best Value" is the essential part of purchasing a product and/or service and therefore the District of Wells may prefer a Proposal with a higher price, if it offers greater value and better serves the District of Wells interests, as determined by the District of Wells, over a Proposal with a lower price.

Appendix A contains information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

The District of Wells, at its sole discretion, reserves the right to:

- reject any or all Proposals whether complete or not,
- reject any Proposal it considers not in its best interests,
- waive any minor irregularity or insufficiency in the Proposal submitted,
- not be liable for misunderstandings or errors in the Request for Proposals,
- issue addenda to the Request for Proposals,
- contact references provided by the Proponents,
- retain independent persons or contractors for assistance in evaluating Proposals,
- request points of clarification to assist the District of Wells in evaluating Proposals,
- negotiate changes with the successful Proponent,
- award separate contracts for separate work components, and
- withdraw the Request for Proposals.

### **3.5. PROPOSAL PRESENTATION**

The District of Wells reserves the right to request one or more of the Proponents whose submissions are of particular interest to the District of Wells, to make an oral presentation to the District of Wells.

### **3.6. PROPOSAL VALIDITY**

Proposals will be open for acceptance for at least 60 days after the closing date.

### **3.7. NO CONTRACT**

This RFP is not a tender and does not commit the District of Wells in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the District of Wells by this RFP or submissions before the completed execution of a formal written Contract.

### **3.8. NO OBLIGATION TO PROCEED**

The District of Wells fully intends at this time to proceed with the proposed project, however, the District of Wells is under no obligation to proceed to award of the Contract. The receipt by the District of Wells of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the District of Wells.

There is no guarantee by the District of Wells that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the District of Wells for the purchase of the equipment, service, or project.

### **3.9. NEGOTIATION WITH PREFERRED PROPONENT**

The Proponent that submits the most advantageous Proposal may be awarded the Contract. The District of Wells reserves the right to accept or reject all or parts of the Proposal, however, the District of Wells is not precluded from negotiating with the preferred Proponent to modify its Proposal to best suit the needs of the District of Wells.

The District of Wells will enter into negotiations with a preferred Proponent to finalize any scope changes necessary to implement the project, as generally described in this RFP. If the District of Wells considers that it is unlikely to settle such agreements with the preferred Proponent despite having negotiated with the preferred Proponent for at least 30 days after selection of the preferred Proponent, the District of Wells is entitled to cease negotiations with the preferred Proponent and to begin negotiations with another Proponent.

### **3.10. ACCEPTANCE OF PROPOSAL**

The acceptance of a Proposal will be made in writing from the District of Wells and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with the District of Wells to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with the District of Wells will contain terms similar to those contained in the draft Contracting Services Agreement provided in Appendix B. The agreement attachments will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

### **3.11. LIABILITY FOR ERRORS**

While the District of Wells has expended considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District of Wells, nor is it comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions concerning the matters addressed in the Scope of Work

### **3.12. PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION**

All submissions become the property of the District of Wells and will not be returned to the Proponent. The District of Wells will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the District of Wells is a "public body" as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under the "Freedom of Information" legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.13. CONFLICT OF INTEREST**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the District of Wells, its elected or appointed officials or employees, any property owner direct or indirect in the project area. The District of Wells may rely on such disclosure.

### **3.14. NO COLLUSION**

Except as otherwise specified or as arising because of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof.

There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

### **3.15. NOT AN EMPLOYEE**

The successful Proponent will acknowledge and agree that neither the Proponent nor any person employed by or associated with the successful Proponent in the performance of the services or otherwise, is an employee of, or has an employment relationship of any kind with the District of Wells or is in any way entitled to terms or conditions of employment or employment benefits of any kind whatsoever from the District of Wells under any collective agreement or otherwise including but not limited to private programs or coverages and statutory programs and coverages, whether under the *Employment Standards Act* of British Columbia (as amended from time to time), the *Workers Compensation Act* of British Columbia (as amended from time to time), the *Employment Insurance Act* of Canada (as amended from time to time), health pay contributions or otherwise.

### **3.16. LITIGATION**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the District of Wells in connection with any contract for works or services, maybe considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

## **4. GENERAL PROPOSAL CONTENT**

### **4.1. CONSULTANT INFORMATION**

- **COMPANY INFO:** Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- **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 District of Wells. Describe the work to be performed by the project manager and his/ her 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) who will have major responsibilities for the performance of the work. 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 Proposal shall include the following endorsement:

*"Identified Key Project Team members shall only be replaced with written approval of the District of Wells."*

- **REFERENCES:** The Proposal shall provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering the works or services for the experience cited.
- **EXPERIENCE:** The Proposal should include details on only the most recent three (3) or four (4) projects of related work for the Consultant and project team. 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 and budget.

#### **4.2. SUBCONTRACTORS AND SUB-CONSULTANTS**

The Proposal shall include the company name of all subcontractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The subcontractors and sub-consultants listed in the Proposal may not be changed without the written consent of the District of Wells. If the District of Wells so requires, the Proponent shall be prepared to confirm to the District of Wells the competence of subcontractors and subconsultants before the acceptance of the Proposal.

#### **4.3. METHODOLOGY**

The Proposal shall contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget and to ensure quality control. The methodology must discuss how the Work will be completed that is listed in the Scope of Work. Include other items identified and what services or interaction is required from/ with the District of Wells.

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project, specifically an understanding of the project's critical issues and fixed budget.

#### **4.4. SCHEDULING**

The Proposal shall contain a proposed work schedule showing the major activities or tasks, order and interdependence of the various milestones, sub-tasks and deliverables for each of the required tasks,

including any proposed meetings. The project has a **completion deadline of February 4, 2022**, to comply with the UBCM grant funding.

#### **4.5. FEES AND DISBURSEMENTS**

The Proposal shall contain a breakdown of fees by the task completed.

#### **4.6. PROPOSAL CONTENT & INNOVATION**

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject.

#### **4.7. SAFETY REQUIREMENTS**

During completion of the work, the Consultant is required to meet or exceed at all times, any requirements as detailed at the place of Work, which includes but not limited to all OHS regulations or standards. **Before any onsite work**, the successful Consultant will provide their Health and Safety Manual and COVID 19 Safety Plan to the District of Wells and participate in a site orientation with the District of Wells.

#### **4.8. WORKERS COMPENSATION ACT**

The Proponent, and any proposed subcontractors and sub-consultants, should provide a Work Safe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of registration in good standing with Work Safe BC.

### **5. PROJECT WORK**

While the District of Wells has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is given solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive.

#### **5.1. SCOPE OF WORKS REQUIRED**

The scope of works includes updates to the 2018 DISTRICT OF WELLS Community Wildfire Protection Plan. The work must be completed in accordance with requirements set out by the UBCM's 2020 CRI program at <https://www.ubcm.ca/EN/main/funding/lgps/community-resiliencyinvestment.html>. This includes the use of the 2020 CWRP Template, which outlines the minimum mandatory content for a CWRP. <https://www.ubcm.ca/assets/Funding~Programs/LGPS/CRI/crifcsf2021-CWRP-supplemental-instruction-Guide.pdf>

Proponents may propose to complete the scope of works with enhancements above minimum mandatory content, where those enhancements provide additional value to the District of Wells.

The DISTRICT OF WELLS is located within the area C Electoral Area for the Cariboo Regional District. Cumulatively covers 7,385 km<sup>2</sup> and has a current RDOS CWPP 2009. Information from local surrounding areas will need to be considered and incorporated into the DISTRICT OF WELLS CWRP.

The DISTRICT OF WELLS 2018 CWPP will be made available to the successful proponent. Files from the 2018 CWPP will be made available to the successful proponent. This includes Community Fire Hazard Assessment form/reports, plot forms, and any GIS data.

Many aspects of the works fall under the practice of professional forestry as outlined in the ABCFP Interim Guidelines - Fire and Fuel Management (see [https://member.abcfp.ca/web/Files/policies/Fire\\_Fuel\\_Management-Interim\\_Guidelines.pdf](https://member.abcfp.ca/web/Files/policies/Fire_Fuel_Management-Interim_Guidelines.pdf)). Sections of the CWPP may be required to be prepared by a forest professional that possesses a sound understanding of fire threat analysis, fire behaviour and suppression, and resource management.

***Refer to Section 8 – District of Wells Minimum Scope Requirements for reference.***

## **5.2. SCHEDULING**

The Proposal shall contain a work schedule showing the major activities or tasks, order and interdependence of the various milestones, sub-tasks and deliverables for each of the required tasks, including any proposed meetings.

Award of the project is subject to approval by the District of Wells Council during a June 2021 District of Wells Regular Council meeting.

All work must be completed by February 4, 2022.

## **5.3. PROJECT MANAGEMENT**

Provide project management services throughout all project phases in cooperation with the District of Wells project manager. 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, set completion dates of the various milestones, track the progress of each task and indicate how budget control is to be exercised and update the District of Wells CPRP project manager at regular intervals.
- Deliverable: The Consultant shall provide by the 15<sup>th</sup> of each month a progress memo to the District of Wells by email 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.

#### **5.4. COMMUNICATIONS**

Project communications will be a key component in the success of the complete project and will carry through all project phases. At a minimum, the District of Wells expects the following:

- Meet with the District of Wells CPRP project manager and other staff as required in a timely manner to review project objectives and to gather information at project milestones.
- Meet with the District of Wells CPRP project manager and other staff as required to review interim issues that may arise during all stages of the project.

### **6. REPORTING REQUIREMENTS**

Before the conclusion of the project, all documents, including but not limited to memos, reports, photographs, video, spreadsheets, project management information and tracking, assessments and other documents created for the purpose of this project will be provided on a memory stick to the District of Wells. Some specific reporting requirements are detailed in the following sections.

#### **6.1. SAFETY PROCEDURES**

Before the start of the project, the successful Proponent is required to supply the District of Wells with their safety procedure manual and COVID 19 Safety Plan. At this time the Proponent will also be informed of the District of Wells' safety requirements.

### **7. FEES AND DISBURSEMENTS**

The total budget available for the entire project is capped at \$37,000.00. This includes all costs for the successful completion of the project scope of work. No additional funds are available for project overages. Please ensure to include details on relevant recent projects that were kept within budget and schedule in the Proposal, as this is an important evaluation factor.

The Proposal shall specify a maximum or upset fee up to and including the completion of the updated CWRP. The maximum costs or upset fees will include all taxes, labour, equipment, sub-consultant expenses, and disbursement costs.

Any costs incurred by the Consultant above the submitted maximum cost will be the sole responsibility of the Consultant unless pre-approved by the District of Wells.

A schedule of hourly rates for all personnel, equipment and disbursement rates (includes transportation expenses) for the project shall be included in the Proposal. The rates provided in the Proposal shall remain at these set rates through the entire project.

Fees must include all applicable taxes. Taxes shall be showed as separate items. All prices quoted to be in Canadian dollars.

The obligations of the District of Wells to the Builder's Lien Act of British Columbia will be applied to the payment for the Work as required.

## **8. DISTRICT OF WELLS MINIMUM SCOPE REQUIREMENTS**

### \* Development Process:

- Conducting meetings for input by various local committees, the local fire brigade, BC Wildfire, and the Wells-Barkerville Community Forest Board members.

### \* Wildfire Risk Assessment:

- to have the proponent's consultants come to our remote area, conducting field work.

### \* FireSmart Disciplines:

- Focusing on the 7 firesmart disciplines:

(Education, Emergency Planning, Vegetation Management, Legislation, Development, Interagency Cooperation, Cross Training)

- Fuel Management (TU Identification)

- Site evaluation

- Template Development:

- Including maps and spatial data

- Develop policies/practices for FireSmart District of Wells owned buildings, critical infrastructure and publicly owned lands.

**APPENDIX "A"**

**REQUEST FOR PROPOSALS EVALUATION FORM – CWRP**

Proponent's Name: _____			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	The proposal received before the closing		
	Sub-consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Maximum or upset fee included		
	A complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent	Qualifications of firm and project team members	10	
	Experience of firm and project team members	15	
	Past Performance / References	5	
	Resources	5	
Proposal	Scope	5	
	Methodology	15	
	Scheduling	10	
	Project Team - Level of Effort	5	
	Clarity of Proposal	10	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (20% weight)	20	
Total Score	Proponent + Proposal + Price Scores	100	

1. Requests for Proposals (RFP's) will be reviewed by an Evaluation Team, which will consist of at least two District of Wells staff members.
2. Each Evaluation Team member will complete the RFP Evaluation Form for each Proposal.
3. Evaluation Team Members will use the following list of questions to complete the RFP Evaluation Form:

### **Proponent Evaluation**

(i) Qualifications of Firm and Project Team Members

Are the firm and project team members specialized and qualified in the nature of the project work?

(ii) Experience of Firm and Project Team Members

Has the firm completed similar projects during the last three years? Do the assigned project team members have appropriate qualifications and experience with similar projects?

(iii) Past Performance

Is the firm's record of past performance sound? Do reference checks reveal weaknesses? Was the abnormal level of monitoring required? Does the firm consistently complete assignments on time and within budget?

(iv) Resources

Does the firm have ample resources (e.g. staff, equipment, etc.) to apply to this project?

### **Proposal Evaluation**

(i) Scope

Do the objectives, scope, work plan, and prediction of results comply with the terms of reference and project objectives?

(ii) Methodology

Is the methodology clear and in sufficient detail to cover all necessary aspects? Does the Proposal reflect the required understanding of the project? Is each task clearly outlined and in a logical sequence?

(iii) Scheduling

Does the Proposal indicate that the achievement of objectives will be met according to an acceptable schedule? Are they within the timelines set by the terms of reference (if outlined in the terms of reference)? Are problems or delays accounted for? Is timing realistic for the project?

(iv) Project Team

Is the level of effort (total hours) adequate, low or high? Are the hours of professionals involved adequate, low or high? Is the proportion of professional vs. technical hours adequate or appropriate?

(v) Clarity of Proposal

Is the Proposal clear, concise, and logical?

**Price Evaluation**

(i) Total Price

4. Upon completion of Step 2, the Evaluation Team will determine, by consensus, the score for each Proposal and will forward these scores to the Board for its consideration to select the successful Proponent.

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