



Town of Creston

REQUEST FOR PROPOSAL

For

Creston Valley Regional Airport Economic Viability Study

Proposal submissions marked “Creston Valley Airport Economic Viability Study” will be received at the Town of Creston

Issue Date:	April 12, 2024
Town Address:	238-10 th Avenue North Box 1339 Creston, BC V0B 1G0
Closing Date and Time:	Proposals must be received at Town Hall by mail or e-mail prior to: 3:00 pm (15:00 hrs) Pacific Daylight Time, May 10, 2024
Questions and Inquiries to be sent to:	Marsha Neufeld , Executive Assistant email: marsha.neufeld@creston.ca Before the close of business day, May 3, 2024

RFP documents may be obtained from the Town’s website or BC Bid. Proponents are required to check the Town’s website and/or BC Bid for any updated information and addenda before the closing date.

The Town reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the proponents in preparing a response.

Should there be any discrepancy in the information provided, the Town’s original file copy will prevail. Proposals will not be unsealed and reviewed in a public session.

Kirsten Dunbar
Corporate Officer
Town of Creston

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1.0 GENERAL INFORMATION

1.1 Request

The Town of Creston (“Town”) is requesting Proposals from qualified consultants (the “Proponent”) with expertise in airport infrastructure, economic development and private investment dealings, to undertake a comprehensive analysis of historical, current, and future predictive factors to determine whether the Creston Valley Regional Airport has a sufficient or necessary business case to exist not only for the municipality but other agencies and entities, and if so, develop a comprehensive and realistic strategy and tactical plan for development, investment, higher level government assistance, and corporate sponsorship that can achieve it.

Proponents with proven experience and expertise in the provision of Economic Viability Studies or Master Plans are invited to submit Proposals setting out how they propose to meet the goals, objectives, and other requirements of this RFP. The goal is to receive Proposals that meet or exceed the mandatory requirements of this RFP, evaluate the submitted proposals and form an agreement for the execution of the services laid out herein.

The Town intends to award a Proponent who submits a Proposal which represents the best overall value to the Town. As part of the Town’s commitment to Social Procurement, the Town will include Social Value Criteria in evaluation of proposals as determined by the completion of the Social Value Questionnaire in Appendix G.

1.2 Terminology

The following terms will apply to this RFP:

“Town” means the Corporation of the Town of Creston;

“Closing Date and Time” means the date and time provided on the cover page of this RFP;

“Contract” means the written agreement resulting from this RFP;

“Proponent” means an individual, Supplier or company that submits or intends to submit, a proposal in response to this RFP;

“Proposal” means a submission by a Proponent in response to this RFP;

“RFP” means this Request for Proposals;

“Specifications” means the description of the goods or services to be procured set out in Schedule 1;

“Submission Location” means the address provided on the cover page of this RFP and;

“Successful Proponent” means the Proponent selected by the Town.

“Consultant” means the Successful Proponent who enters into the Contract with the Town.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Review and Interpretation of Proposals

Each Proponent is solely responsible for examining all the RFP documents, including any addenda issued during the RFP period and for independently informing itself with respect to any and all information contained therein, and any and all conditions that may in any way affect the Proposal before the Proposal is submitted.

2.2 Inquiries and Clarifications

All questions and requests for clarification relating to the RFP (*Request for Proposal*) will be directed to Marsha Neufeld, Executive Assistant, at (250) 428-2214 (120) or marsha.neufeld@creston.ca, email is the preferred method of contact.

2.3 Non-Solicitation

Proponents and their agents will only contact the Town representatives listed in this RFP and will not contact any other staff members or members of the Town Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP. The Town may reject the Proposal of any Proponent that makes any such contact.

2.4 Addenda

The Town reserves the right to modify the terms of the RFP at any time at its sole discretion up to the Closing Date and Time. Written addenda are the only means of varying, clarifying or otherwise changing any of the information contained in this RFP. It is the sole responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP. If required, an addendum will be published on the following websites:

- a) BC Bid:
- b) Town's website: www.creston.ca

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the Town's website and BC Bid and deemed to have considered the information inclusion in the Proposal submitted. The Town, its agents and employer will not be responsible for any information given by way of oral or verbal communication.

2.5 Omissions or Discrepancies

Should a Proponent find discrepancies in, or omissions from the RFP, or should they be in doubt as to their meaning, they should at once notify the Town who may send a directive to all Proponents. No oral interpretations will be made to any Proponent as to the meaning of any part of the RFP Documents. Every request for an interpretation will be made in writing and submitted to the Town.

2.6 Proposal Requirements

For a Proposal to be considered responsive, it must meet all requirements described in Section 3.0.

2.7 Modification or Withdrawal of Proposals

Modification to Proposals already submitted will only be allowed if submitted in writing prior to the Closing Date and Time unless requested by the Town for purposes of clarification.

Submitted Proposals may be withdrawn by written notice provided such notice of withdrawal is received prior to the Closing Date and Time.

2.8 Opening of Proposals

Proposals will NOT be unsealed and reviewed in public. Proposals may be opened by the Town at any time after the closing date and time.

2.9 Sub-Contracting

Using a Sub-Consultant (who should be clearly identified in the Proposal) is acceptable. This includes a joint submission by Proponents having no formal corporate links. However, one of these Proponents must be prepared to take overall responsibility for the successful interconnection of the two product or service lines, and this should be defined in the Proposal. Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Town's opinion, give rise to a conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP. Where applicable, the names of approved sub consultants listed in the Proposal will be included in the contract. No changes or additions to the list will be permitted without the written consent of the Town.

2.10 Insurance

Where required, the Successful Proponent will, without limiting its obligations or liabilities, and at its own expense, provide and maintain liability insurance in a form acceptable to the Town and provide proof of coverage to the Town upon request.

2.11 Registration with WorkSafe BC

The Successful Proponent and any approved sub-consultants must be registered with *WorkSafeBC*, in which case *WorkSafeBC* coverage must be maintained for the duration of the contract. Prior to receiving any payment, the Consultant may be required to submit a *WorkSafeBC Clearance Letter*, indicating that all assessments have been paid. The Consultant will abide by all provisions of the *Workers Compensation Act of British Columbia*.

3.0 SUBMISSION REQUIREMENTS FOR PROPOSAL

3.1 Mandatory Requirements

All requirements described in this Section 3.0 are mandatory requirements and must be met for a Proposal to be considered responsive.

3.2 Content

Each proposal must contain:

- 1) A completed and signed Proposal Submission Form as per Schedule 2.
- 2) An executive summary including an overview and summary of how your company will assist the Town in achieving the goals outlined in this RFP.
- 3) A proposed methodology that summarizes the technical approach and steps required for completing the work, with a focus on the Town's requirements as laid out in Schedule 1.
- 4) A proposed schedule summary that highlights the key features of the Proponents proposed timeline.
- 5) Additional information may be included to complement other elements of the Proposal. The inclusion of additional information is optional and should be relevant to the work.
- 6) A budget table.

3.3 Signatures

The Proposal Submission Form must be signed by an authorized representative of the Proponent.

3.4 Delivery

Proposal submissions must be received by the Town before the Closing Date and Time at the Submission Location.

Proposals submitted by mail must be posted in sufficient time to be received by the Town prior to the Closing Date and Time.

Proposals submitted electronically must be completed and submitted, no later than the RFP Closing Date and Time. The RFP Closing Date and Time will be determined by the email system web clock.

Proposals submitted electronically must be submitted via email to marsha.neufeld@creston.ca. Email submissions must not exceed 100MB in total file size.

Late proposals will not be accepted.

3.5 Prices

All prices must be in Canadian funds for the entire services described in Schedule 1 with options shown separately, where permitted. Net price will be shown on the Proposal Form with GST and PST shown separately. All other taxes, levies, and fees must be included in the net price.

3.6 Proposal Validity

Proposals should remain open for acceptance for at least 90 days after the closing date to provide the Town with sufficient time to evaluate the Proposals and award a contract.

4.0 EVALUATION and SELECTION

4.1 Evaluation of Proposals

Proposals will first receive a preliminary evaluation to determine if they meet all submission requirements described in Section 3.0. Proposals determined to not meet the submission requirements will be deemed unresponsive and not evaluated further, subject to the Town's right to waive minor deficiencies.

No totals, weights, prices or scores will be provided to any Proponent.

The Town may elect to short list some of the Proponents and require short listed Proponents to provide additional information or details. This information would be incorporated to complete the evaluation.

Responsive Proposals will be evaluated and scored on the following basis:

Evaluation Criteria	Maximum Points Possible
PROPONENT'S QUALIFICATIONS	60
Company Profile and Experience	10
Proposed methodology and schedule	25
Technical Qualifications and Experience	10
References	Pass/Fail
SOCIAL VALUE CRITERIA	10
FINANCIAL OFFERING	30
Cost to the Town	30
TOTAL	100

4.2 Selection

The Proponent with the highest score will be invited to enter into a Contract containing terms and conditions substantially in the form set out in Schedule 4. If the invited Proponent fails to enter into the Contract in a reasonable period, the next highest-scoring Proponent will be invited to enter into the Contract, and so on.

5.0 TERMS AND CONDITION OF RFP

5.1 Acknowledgment

By submitting a Proposal, each Proponent acknowledges that it has read, understood, and agrees to be bound by all terms and conditions contained in this Section 5.0.

5.2 Preparation of Proposal

All Proponents will be solely liable for all costs incurred in the preparation of proposals in response to this RFP. This RFP does not commit the Town to award a contract, to pay costs incurred in the preparation of a proposal or to contract for the goods and/or services offered.

5.3 Conflict of Interest

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the Town to create a conflict.

5.4 Interpretation

In the case of any inconsistency or conflict between the provisions of the RFP, the provisions of such documents and addenda thereto will take precedence in governing in the following order: 1) Addenda, 2) RFP, 3) all other documents referenced in RFP.

5.5 No Claim

Except as expressly and specifically permitted in this Request for Proposal (RFP) no Proponent will have any claim for any compensation of any kind whatsoever, relating to this RFP and by submitting a Proposal each Proponent will be deemed to have agreed that it has no claim.

5.6 Not a Tender

This is a Request for Proposal and not a tender call or call for quotations. No contractual, tort or other legal obligations are created or imposed on the Town or any other individual, officer or employee of the Town by the Request for Proposal documentation or by submission or consideration of any proposal by the Town.

5.7 No Obligation to Proceed

Though the Town fully intends at this time to proceed through the RFP, in order to select the services, the Town is under no obligation to proceed to the Contract, or any other stage. The receipt by the Town of any information (including submissions, ideas, plans, drawings, models, or other materials communicated or exhibited by any intended Proponent, or on its behalf) will not impose any obligations on the Town. There is no guarantee by the Town, its officers, employers, or managers that the process will be 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 Town for the purchase of goods or services.

5.8 Town's Reservations

The Town reserves the right to:

- a) amend, cancel, delay, suspend, terminate, or withdraw this RFP at any time;
- b) re-advertise the RFP or to commence a new procurement process in any other form;
- c) after the Closing Date and Time, to not evaluate any Proposal;
- d) waive any minor defect or minor irregularity in a Proposal;
- e) after evaluation of Proposals has been performed, to not award the RFP to any Proponents ; and
- f) amend or negotiate terms of the agreement including contents of Schedule 1 with one or more Proponents.

5.9 Applicable Law

The law applicable to this RFP will be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this RFP will be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia

5.10 Freedom of Information and Protection of Privacy Act

Information received by the Town will be held in confidence and will become the property of the Town. The Town is however, bound by the provisions of the Freedom of Information and Protection of Privacy Act, and all parties are advised that submissions will be treated as public documents and their contents disclosed if required to do so, pursuant to the Act.

Schedule 1 SPECIFICATIONS OF REQUIRED SERVICES

Project Background

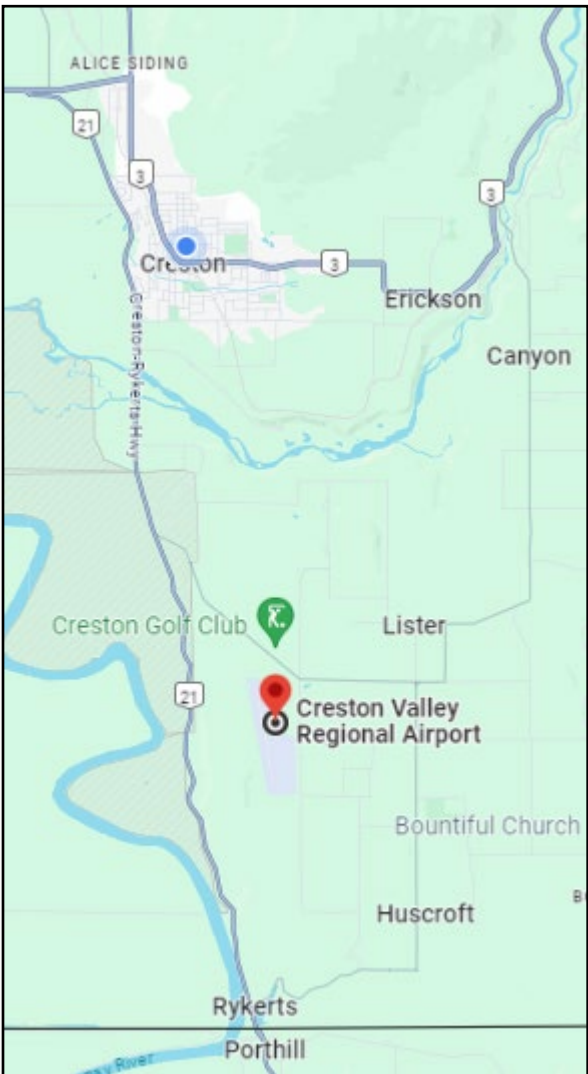
The Town of Creston and the Creston Valley is located south of Kootenay Lake in the Central Kootenay Regional District (RDCK), southeast British Columbia. The Town of Creston is the only incorporated municipality in the valley, with a population of 5,583. The current population of the Creston Valley and east shore of the Kootenay Lake is approximately 14,500 people, inclusive of the Town of Creston.

The economic base supporting the Town of Creston includes agriculture, forestry, mining, tourism, manufacturing, and health care. Creston is well-known for Columbia Brewery, the makers of Kokanee beer, and its cherry orchards. Creston is a retirement community, with 38.5% of the population over the age of 65 which is nearly twice that of the provincial statistic. These are all bolstered by the mild climate and natural beauty of the area.

The municipality has asset management plans for the replacement and maintenance of core infrastructure (water, sewer, roads, and facilities) that balance current service levels and options for expanded service delivery. Through asset management their maintenance and renewal are prioritized and achieved. Similarly, services such as those at the Creston Valley Regional Airport (CVRA) necessitate careful planning. This planning should be inclusive of cost/benefit analyses and contemplation of the scope and nature of the municipality’s obligations and services that are provided to residents through its operation.

From one perspective, the CVRA represents a depreciating and low return facility, benefiting a niche population. It requires consistent annual operating fund and poses a risk of liability to the organization given the limited capacity and no significant capital renewal ability. Foreseeable economic expansion seems unlikely to occur, and the social and economic impact of the facility as is remains unknown.

To local elected officials and the public, notionally having such a facility has some positive attributes. The BC Ambulance provides medivac services to hospitals outside of the region improving access to emergency health care. BC Wildfire uses the CVRA strategically during wildfire season. The CVRA is the base of operations for the local Air Search and Rescue team that supports search activities within the area and the CVRA plays a supporting emergency management effort following a natural disaster.



A better understanding of the social and economic value of the CRVA now and into the future is required to rationalize continued investment by local government. To keep the airport, elected officials (Town Council and RDCK rural Directors) must understand:

- A measure of the social and economic value;
- Its beneficiaries;
- How local government can feasibly achieve a sustainable business case for it;
- Potential funding sources (e.g., local taxpayers, higher levels of government and private sector investments).

To that end, this study must identify the economic and social value of maintaining and operating an airport to facilitate informed decision making regarding capital expenditures and further investment into airport operations. This includes providing a clear rationale for investment (relevant to the local taxpayer) and a benefit proposition by existing and potential users and uses for the future. There needs to be a clear understanding of existing and future revenue opportunities, as well as prioritized capital projects to increase airport opportunities.

The study must consider the governance of the CVRA. At present the Town of Creston owns all the land and assets. The Creston Valley Regional Airport Society (the “Society”) operates the airport on behalf of the Town of Creston through an agreement. Operational funding is provided through the RDCK as a shared valley service. There are several identified legal liabilities that require attention by the Town of Creston, which should be addressed through this study.

In the event there is an insufficient rationale for maintaining the facility as is, this plan will focus on either a.) The facility’s devolution into a reduced or more focused need for the community or b.) Its eventual divestiture as an asset in preparation for alternate land development as a better investment return for the community.

Project Details

The Town of Creston is seeking proposals from qualified consulting firms or consortiums with experience and expertise in airport infrastructure, economic development, and private investment, to undertake comprehensive analyses of as many factors deemed relevant including, but not limited to:

- trends now influencing the aviation industry, associated technological progression, societal expectations, commercial opportunities, innovations, and private investment potential in a local, regional, provincial and national context;
- current state of service infrastructure and business occurring at CVRA;
- scope and nature of aircraft movements at CVRA;
- positions of representatives from relevant organizations, private interests, and institutions on CVRA;
- local, regional, provincial, national geopolitical importance of CVRA;
- appropriate comparisons of CVRA to other similar airports including best practices;
- financial and administrative requirements of the municipality relative to airport operations and capital development, including the full life cycle costs of municipally owned capital infrastructure;
- costs and practicalities associated with typical airport developments necessary for continuity;

- potential and forecasted use CVRA by key agencies, organizations and the private sector under current and expanded business models;
- review of undeveloped land at the airport for revenue generation and development potential.
- consultancy’s own experiences, observations, and expert opinions; and
- value of alternative uses of the lands from an assessment and taxation perspective.

From these analyses determine and produce:

1. An economic impact report and assessment of the Creston Valley Regional Airport, from a dynamic geographical spectrum perspective and commentary on its viability and potential.

If the consultancy recommends the continuation of CVRA as is, modified, or expanded in scope and nature:

2. A comprehensive and structured palate of business case options aligned and costed with requisite levels of infrastructure, business development, and service provision appropriate for the community, and the projected results for the facility and the community over a 5–10-year timeline.
3. Clear and defensible rationales and commentaries to recommend a specific business case from the options listed in the above deliverable to keep the airport functional and cost effective (or not).
4. Assuming a recommended business case for facility continuity, a comprehensive, realistic, and costed strategy and tactical plan to:
 - 4.1. Continue or modify operations incorporating best practices for administrative tactics, regulatory bylaws, and maintenance regimes;
 - 4.2. Achieve specific facility needs for renewal, development, and investment; and
 - 4.3. Provide avenues, examples, possibilities and clear rationales for acquiring:
 - 4.3.1. Administrative Federal and Provincial level government assistance.
 - 4.3.2. Capital funding at a regional government level.
 - 4.3.3. Direct political assistance from both government levels.
 - 4.3.4. Private investment and corporate sponsorship.
5. Recommended best practices for governance and operation of the shared service that considers the needs of two local governments and other airport stakeholders.

The Town of Creston expects in any submitted proposals there to be a chart of activities in delivering this project, phasing as appropriate, reviews, engagement listings, prioritizing, comparisons with other airports, and value added propositions from the proponent.

In the interests of exploring s.4.3, meaningful opportunities including municipal staff to travel to and participate in interviews and engagements to achieve such goals are acceptable.

The result shall be a final report presented in-person to Town Council, RDCK Electoral Area Directors and Creston Valley Regional Airport Society that is highly presentable, readable, understandable, informative, and can be used as a stand-alone document.

Background Information About the Creston Valley Regional Airport

The Creston Valley Regional Airport (the “Airport”) is a registered airport located 3.5 nautical miles (6.5 km) south of Creston and just 4 km north of the Canada / USA border. The airport is situated on a bench approximately 1.5 km east of the Kootenay River, and about 100 m in elevation higher than the floor of the valley.

The Airport, originally established around 1980, has had one Airport Master Plan completed in April 1990 by Associated Engineering to focus on asset improvements at that time.

The Airport is owned by the Town of Creston but is operated through an operating agreement with a Society. An annual operating grant is provided by the RDCK to the Society.

Land Tenure

The Airport site is owned by the Town of Creston. The Airport lands cover an area of approximately 100 hectares. Adjoining properties north and south of the Airport are under private ownership. The property to the north is developed as a golf course, property to the south is farmed. Air easements are in place.

Land Uses

The airport is zoned M4, Industrial airport. The zoning permits airport-related activities and site developments.

Airport Infrastructure

The airport comprises of a paved 1200 meter x 23 meter (3950 feet x 75 feet) runway, a 15-metre-wide paved midfield taxiway, a 2700 square meter paved apron, and a 9000 square meter graveled parking area behind the apron.

In recent years, Airport improvements have included Precision Approach Path Indicator (PAPI), taxiway/apron lights, Automated Weather Observing System (AWOS), and 24/7 Cardlock fuel.

A newer terminal building with a pilot’s lounge and washroom facilities was constructed to assist with the medivac flights from the community.

There are 19 private hangers on the property with leases between the owner of the building and the Town of Creston.

There is a newer caretaker residence on the property.

Municipal Services

There are no municipal utility services provided to the property.

Water is from a drilled well on the property providing domestic water to the caretaker residence and the small terminal building.

Buildings with septic are served by a septic tank / tile field sewage disposal system.

Fire protection is provided by Creston Valley Fire Department from a fire hall located approximately 3 km away.

Project Schedule

The Project should be completed no later than December 31, 2024.

Project Budget

The total budget for this project is \$80,000, inclusive of all costs associated with consultants, advertising, stakeholder engagement and travel.

Schedule 2 PROPOSAL SUBMISSION FORM



PROPOSAL SUBMISSION FORM

Town of Creston
REQUEST FOR PROPOSAL

CRESTON VALLEY REGIONAL AIRPORT ECONOMIC VIABILITY STUDY

Submitted by: _____
(firm name)

1.0 Description and Price

All Rates submitted will be in Canadian funds for the services described in Schedule 1 and;

- Inclusive of all costs
- Applicable taxes to be shown separately

Town of Creston	
Quoted price	\$
Disbursements (to be detailed in proposal)	\$
Total Proposal Price (excluding applicable taxes)	\$
Applicable GST	\$
Applicable PST	\$
Total Proposal Price (including applicable taxes)	\$
ANY ADDITIONAL COSTS	\$
ANY ADDITIONAL COSTS	\$

Proponent will submit additional pricing information as an attachment including rate information and terms.

2.0 Period of Acceptance of Proposal

The quoted price will remain firm to this date: _____

3.0 Locations

3.1 Head Office

Address:	
Phone:	
Fax:	
Website, Email:	

3.2 Local Office (if different from Head Office)

Address:	
Phone:	
Fax:	
Website, Email:	

4.0 Value Added

Proponents are to provide information on what makes your firm innovative, what is your competitive advantage, and what other services and value added your firm provides that would assist or be of benefit to the Town:

- Add as an attachment.

5.0 References

Please provide four (4) references, three (3) or more will be a municipal or government office, that the Town may contact to verify successful performance of services with which you are currently or have recently provided which are similar to that which you are proposing.

Company for whom the service was Provided	
Basic Job Description	
Reference Contact	
Telephone and Email	
Date of services provided	

Company for whom the service was Provided	
Basic Job Description	
Reference Contact	
Telephone and Email	
Date of services provided	

Town of Creston
CRESTON VALLEY REGIONAL AIRPORT ECONOMIC VIABILITY STUDY
Submission Form

Company for whom the service was Provided	
Basic Job Description	
Reference Contact	
Telephone and Email	
Date of services provided	

Company for whom the service was Provided	
Basic Job Description	
Reference Contact	
Telephone and Email	
Date of services provided	

Proponents may submit additional information on references as an attachment.

6.0 Addenda

We acknowledge the receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued	Date Received

7.0 Authorization

We hereby submit our Proposal for the services described in this RFP and confirm that price, and other information contained in this Proposal are correct, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to make this Proposal.

Company Name	
Street Address	
City, Province, Postal Code	
Tel No.	
Fax No.	
Email	
GST Registration No	
Name and Title (please print)	
Signature	

Schedule 3: SOCIAL VALUE QUESTIONNAIRE

The Town of Creston's Procurement Policy, as it relates to Social Procurement includes consideration of social value, sustainability and environmental and ethical responsibility. Integrity, best value, open and fair procurement processes and inclusive, equitable and social values are values that guide the Town's procurement decisions.

Instructions to bidders:

Complete the following questionnaire as a means for the purchaser to assess the social value component of your bid. Each question asks for a yes or no answer. If you answer "yes" you may be required to submit along with your bid the documentation that supports or verifies your answer. Documentation could include proof of 3rd Party Certification, a copy of your corporate policy on social procurement, or a link to your website where the policy is described.

The Town reserves the right in all circumstances to ask for further verification or for proof of fulfillment of the activity and commitment in relation to this contract.

This Questionnaire weighting as a percentage of the whole proposal can be found in the summary of evaluation.

The Town reserves the right to verify the information reported in the Social Value Questionnaire by the successful proponent.

Town of Creston
CRESTON VALLEY REGIONAL AIRPORT ECONOMIC VIABILITY STUDY
Submission Form

Company Name: _____

Date questionnaire completed: _____

(YYYY-MM-DD)

RFP #: _____

	Procurement Practices	Yes	No	Describe or provide supporting documentation
1	<p>Does your organization currently have strategies or policies around inclusive employment practices to ensure the provision of employment opportunities for equity deserving groups or persons facing barriers to employment?</p> <p><i>(Examples of equity deserving groups include youth (16-29), Indigenous, racialized minorities, people with disabilities and people experiencing homelessness)</i></p>			
2	<p>Does your organization practice social procurement?</p> <p><i>(Social procurement is intentionally seeking to leverage social value from your supply chain. This could be by buying from small businesses, diverse-owned businesses, social enterprises etc.)</i></p>			
3	<p>Does your organization have an apprenticeship, paid internship or paid work experience program?</p> <p><i>(Details should include how many apprentices or individuals have participated.)</i></p>			
4	<p>Do you provide extended health and dental benefits to your employees?</p> <p><i>(If yes, please indicate provider)</i></p>			
5	<p>Does your organization work with social enterprises in any manner?</p>			

**Town of Creston
 CRESTON VALLEY REGIONAL AIRPORT ECONOMIC VIABILITY STUDY
 Submission Form**

	Procurement Practices	Yes	No	Describe or provide supporting documentation
6	Does your organization have written policies in place respecting hiring, salary, benefits, termination and/or retirement practices to prevent discrimination on the basis of age, gender, gender identity/expression, race, ethnicity, religion, or sexual orientation?			
7	Does your organization have a recycling program to reduce or eliminate pollution and waste in its operations?			
8	Do you use renewable energy in your facilities or to support your operations?			
9	Does your organization have a formal environmental policy in place?			
10	Does your organization track, report and manage the use of energy?			

Scoring

Yes with documentation/description – 1 points

Yes with no documentation/description – 0 points

No – 0 points

Definitions

Apprentices: Employment Social Development Canada definition: An apprentice is a paid employee, registered with the regional apprenticeship authority, who works under the supervision of a certified journeyperson to learn their skilled trade and fulfill all requirements established by their province or territory.

Certifications: Third party verified designations that confirm social and/or environmental practices.

Diverse-owned Business: A business that is majority owned, operated, and controlled by a member of one of the following diverse groups: Indigenous community; members of a visible minority group; immigrants and refugees; people with recognized disabilities; racialized communities; women; members of the 2SLGBTQ+ community or others.

Equity-deserving Groups: Groups who have historically been denied equal access to employment, education, and other opportunities and includes, without limitation, the following: members of an Indigenous community; members of a visible minority group; immigrants and refugees; people with recognized disabilities; racialized communities; women; members of the 2SLGBTQ+ community; low-income residents; people with mental or physical health barriers; people facing employment barriers, unemployment or underemployment; and others experiencing barriers to economic opportunity and participation.

Indigenous Businesses: A business that is 51% or more owned, managed and controlled by an Indigenous Person(s).

Living Wage: The hourly wage necessary for a full-time employee to meet their basic needs. Needs are defined to include food, housing, and other essential needs such as clothing. Each community has a different living wage calculation.

Person Experiencing Homelessness: Employment and Social Development Canada, *Reaching Home: Canada's Homelessness Strategy Directives* definition: Homelessness is the situation of an individual or family who does not have a permanent address or residence; the living situation of an individual or family who does not have stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

Person with a Disability: Self-identified; Disability in Canada is indicated by one or more of the following; being blind, being markedly restricted in at least one of the basic activities of daily life, being significantly restricted in two or more of the basic activities of daily life (including vision impairment) or by requiring life-sustaining therapy. Daily life activities are speaking, hearing, walking, eliminating (bowel or bladder functions), feeding, dressing or mental functions necessary for everyday life.

Racialized Minorities: Self-identified.

Recent Immigrants: Self-identified; Statistic Canada definition: refers to a person who obtained a landed immigrant or permanent resident status up to five years prior to a given census year. In the most recent Census in 2016, this period is January 1, 2011, to May 10, 2016.

Small- or medium-sized enterprise (SME): A small business has 1–99 paid employees. A medium-sized business has 100–499 paid employees.

Social Enterprise: A business that sells goods or services, embeds a social, cultural or environmental purpose into the business, and reinvests the majority of profits into their social mission.

Socially Inclusive Business: A business who seeks to create economic opportunities for groups who have historically been denied equal access to employment, education, and other opportunities and includes; members of an Indigenous community; members of a visible minority group; immigrants and refugees; people with recognized disabilities; racialized communities; women; members of the 2SLGBTQ+ community; low-income residents; people with mental or physical health barriers; people facing employment barriers, unemployment or underemployment; and others experiencing barriers to economic opportunity and participation.

Social Procurement: Every purchase has a social, economic, and environmental impact. Social procurement is about using your existing purchasing to capture those impacts to achieve overarching institutional, governmental, or individual goals that helps shape inclusive, vibrant and healthy communities.

Veterans: Any former member of the Canadian Armed Forces who successfully underwent basic training and is honorably released.

Women: Self-identified.

Youth: Youth Policy – Government of Canada, Privy Council Office definition: young workers up to age 29.