



Town of Creston

REQUEST FOR PROPOSAL (“RFP”)

For

CRESTON CLIMATE ADAPTATION STRATEGY

Proposal submissions marked **CRESTON CLIMATE ADAPTATION STRATEGY** will be received at the Town of Creston

Issue Date:	August 17, 2026
Town Hall Address:	238-10 th Avenue North Box 1339 Creston, BC V0B 1G0
Closing Date and Time:	Proposals must be received at Town Hall by postal mail, or the e-mail set out at paragraph 3.4 prior to: 3:00 pm (15:00 hrs.) Pacific Time, Sept 7, 2026
Questions and Inquiries to be sent to:	Asha DeLisle, Emergency Management & Climate Readiness Coordinator Email: asha.delisle@creston.ca Before the close of August 31, 2026

All RFP documents may be obtained from the Town’s website or BC Bid. It is the sole responsibility of proponents to check the Town’s website and/or BC Bid for any updated information and addenda before the Closing Date and Time.

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 proposal.

Should there be any discrepancy in the information provided, the Town’s original file copy will prevail. There will be no public opening of proposals.

Kirsten Dunbar
Corporate Officer
Town of Creston

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CRESTON CLIMATE ADAPTATION STRATEGY

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1.0 GENERAL INFORMATION

1.1 Request

The Town of Creston (the “Town”) is requesting Proposals from qualified consultants (the “Proponent”) with expertise in the development and preparation of Climate Adaptation Plans.

Proponents with proven experience and expertise in the provision of Climate Adaptation Plans are invited to submit Proposals, which set out how they propose to meet the goals, objectives, and other requirements of this RFP. The Town’s goal is to receive Proposals that meet or exceed the mandatory requirements of this RFP, evaluate the submitted proposals, and enter a Contract with a Proponent for the execution of the services laid out herein.

The Town intends to select a Proponent who submits a Proposal which meets the Town’s goals and represents the best overall value to the Town.

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 the Contract with the Town.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Review and Interpretation of Proposals

Every Proponent bears exclusive responsibility to thoroughly review all the Request for Proposal (RFP) materials, including any supplementary documents issued throughout duration of the RFP. It is their obligation to understand all of the information and any terms that could impact the Proposal in any manner prior to its submission.

2.2 Inquiries and Clarifications

Any questions and requests for clarification relating to this RFP may only be directed to Asha DeLisle, Emergency Management & Climate Readiness Coordinator at (250) 402-3255 or asha.delisle@creston.ca; **email is the preferred method of contact.**

2.3 Non-Solicitation

Proponents and their agents may 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 at its sole discretion 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. Information given by way of oral or verbal communication shall in no way be binding upon The Town for the purpose of this RFP.

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 in writing who may send a written directive to all Proponents. No oral interpretations will be given by the Town to any Proponent as to the meaning of any part of the RFP Documents.

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. The Town reserves the right to request and receive modifications after the Closing Date and Time 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 opened 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 is acceptable, provided they are clearly identified in the Proposal. This includes joint submission by Proponents having no formal legal relationship. However, one of these Proponents must be prepared to take overall responsibility for the of the project, and this should be defined in the Proposal. Sub-contracting 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*, R.S.B.C. 2019, c. 1..

3.0 SUBMISSION REQUIREMENTS FOR PROPOSAL

3.1 Mandatory Requirements

All requirements described in 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 the Proponent will advance the Town's 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) A fee matrix that includes:
 - Specific team members roles, rates, and hours assigned to each task
 - Calculated cost per phase and total for the project
 - Additional services not in the scope of work
 - i. 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.

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 or by email.

Proposals submitted by mail must be posted in sufficient time to be received by the Town prior to the Closing Date and Time. The obligation to ensure this falls solely upon the Proponent.

Proposals submitted by email 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 email must be sent to kirsten.dunbar@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 Dollars 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, surcharges, and other 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 shortlist some 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
Profile and experience	25
Proposed methodology	20
Community and Indigenous Engagement	15
Workplan, Timeline, & Feasibility	20
Cost Proposal & Fee Structure	20
References	Pass/Fail
TOTAL	100

Profile & Experience

Proposals will be evaluated based on the Proponent's demonstrated qualifications, relevant experience, and ability to successfully complete the work. Consideration will be given to:

- Demonstrated past success developing municipal or regional climate adaptation, climate resilience, emergency management, or related plans.
- Experience translating climate risk, hazard, vulnerability, and climate projection information into practical actions.
- Expertise in climate science, climate risk assessment, hazard analysis, vulnerability assessment, socio-economic analysis, adaptation planning, and implementation planning.
- Qualifications, roles, and relevant experience of proposed team members, including any sub-consultants.
- Demonstrated ability to prepare clear, accessible, public-facing reports and presentations.

Proposed Methodology

Proposals will be evaluated based on the clarity, appropriateness, and practicality of the proposed approach.

Consideration will be given to:

- Understanding of the project objectives, scope, budget, and expected deliverables.
- A practical approach to reviewing existing Town plans, policies, and dataset and using the Town's HRVA as a foundational document without duplicating analysis.
- A method to identifying, evaluating, and prioritizing adaptation actions.
- A clear approach to developing an implementation framework, including planning-level cost estimates, funding opportunities, staff capacity considerations, timelines, and KPIs.
- Alignment with the Town's budget and available project information.

Community & Indigenous Engagement

Proposals will be evaluated based on the Proponent's approach to inclusive, accessible, and targeted engagement.

The Proposal should include:

- Experience engaging with Indigenous governments, community organizations, equity-deserving groups, and the broader public.
- Proposed methods for seeking input from identified community partners, including the Lower Kootenay Band, Creston Climate Action Society, Creston Valley Youth Network, Valley Community Services, and Wildsight Creston.
- Consideration for developing a community survey.
- Accessibility measures for engagement materials and activities, including plain language, multiple formats where possible, and reduced barriers to participation.
- Method for documenting, summarizing, and incorporating engagement feedback into the final Strategy.

Workplan, Timeline & Feasibility

Proposals will be evaluated based on whether the proposed workplan is realistic, complete, and achievable.

Consideration will be given to:

- A clear project schedule that closely aligns with the Town's desired timeline.
- Logical sequencing of tasks, milestones, review points, and deliverables.
- Clarity regarding Town staff input, review periods, and decision points.
- Identification of key assumptions and risk.

Cost Proposal & Fee Structure

Proposals will be evaluated based on overall value to the Town. Proponents should submit a fee matrix including:

- Specific team members roles, rates, and hours assigned to each task
- Calculated cost per phase and total for the project
- Additional services not in the scope of work

Consideration will be given to:

- Total proposed cost in relation to the available project budget.
- Clarity and completeness of the fee structure.
- A task-level budget breakdown showing the level of effort allocated to major project components.
- Identification of disbursements, taxes, assumptions, exclusions, and optional additional services.
- Whether the proposed level of effort appears realistic for the methodology, workplan, engagement approach, and deliverables.
- Qualifications of the team, quality of the proposed approach, and usefulness of the final deliverables.

References

- References will be evaluated on a pass/fail basis. Proponents must provide references that demonstrate successful completion of similar projects. Failure to provide satisfactory references may result in

unsuccessful proposal.

Proposed Methodology

4.2 Selection

The Proponent with the highest score will be invited to enter a Contract containing terms and conditions. If the invited Proponent fails to enter a binding contract in a reasonable period, the next highest-scoring Proponent will be invited to enter 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 currently intends to fully proceed through the RFP, 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) to not evaluate any Proposal after the Closing Date and Time,;
- d) waive any minor defect or 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. No action in respect to this RFP may be brought or maintained in any court other than in a court of competent 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

Background

The Town of Creston is located within the Regional District of Central Kootenay (RDCK), south of Kootenay Lake, on the east side of the Kootenay River Valley, and between the Selkirk and Purcell Mountain ranges. The population of Creston is approximately 5,600. The natural environment is a vital part of Creston's identity and supports the community's health, economy, and livability. Climatic conditions in the Creston area have been changing over the last century. Mean annual temperature has increased by about 1°C since 1913, and the rate of warming has increased to approximately 2.5°C per century over the last 50 years.

Emergency Management Creston (EMC) is seeking a professional to develop a Climate Adaptation Strategy that will use the Town's Hazard, Risk, and Vulnerability Assessment as a foundational document. The primary objective is to translate HRVA findings into prioritized, actionable adaptation strategies, including risk reduction measures, implementation pathways, and monitoring frameworks.

The Strategy will consider community engagement methods to engage with community members, particularly those from equity-deserving groups, to ensure that climate adaptation efforts are inclusive and equitable. The Town's previous climate planning work focused primarily on greenhouse gas mitigation. This project is intended to develop a climate adaptation and resilience strategy that focuses on understanding and addressing climate risks, vulnerabilities, and impacts to municipal services, infrastructure, and the community.

The Strategy will include updated emissions data, climate adaptation actions, and an implementation plan with measurable targets and a financial framework. It will also be used as a tool to educate the public, staff, and Council on current climate data and projections, and guide the Town in making tangible changes to positively impact the community and contribute to climate action.

Lastly, the Strategy will provide specific recommendations for integrating climate adaptation into Town policies, procedures, and decision-making practices.

Project Scope & Deliverables

The Town is seeking proposals from qualified proponents to develop a Climate Adaptation Strategy that translates existing climate risk, hazard, vulnerability, and emissions information into prioritized, practical adaptation actions for the Town of Creston.

The successful proponent will prepare a Strategy that includes the following:

- Climate Adaptation Strategy suitable for public release
- Technical appendix documenting assumptions, data sources, methods, and limitations
- Implementation framework with prioritized actions, indicative costs, funding opportunities, staff capacity considerations, timelines, and KPIs
- Engagement summary
- Editable source files for all graphics, tables, and public-facing materials.

The successful proponent will prepare a Strategy that includes the following scope components:

Background review and analysis:

- Use the HRVA as the foundational evidence base for this project
 - i. Validate and interpret HRVA findings as needed for adaptation planning
 - ii. Build upon (not duplicate) the analysis of climate hazards, vulnerabilities, and risks
- Clearly identify any additional analysis required to support adaptation planning and justify why it is necessary. Review and analyze the Town's existing plans, policies, strategies, and initiatives related to this project, including but not limited to:
 - i. HRVA
 - ii. DRAFT Climate Action Plan
 - iii. Official Community Plan
 - iv. Trails Master Plan
 - v. Parks Master Plan
 - vi. Community Wildfire Resiliency Plan
 - vii. Climate & Hydrological Projections (2023)
 - viii. IDF Curve Report (2015)
- Review and analyze relevant regional, provincial, and federal plans, policies, legislation, programs, and funding frameworks, and explain how they may influence the Town's adaptation priorities, implementation options, and partnership opportunities.

Community and Corporate Emissions Analysis:

The Town previously completed emissions inventory, modelling, and climate action planning work in 2023, including a Community Energy and Emissions Inventory (CEEI) analysis and draft Climate Action Plan. Given this prior work, proponents are expected to update, validate, and build on existing data and analysis; Proponents are not asked to create a new emissions inventory or mitigation plan.

The primary focus of analysis should be on:

- Incorporating relevant existing datasets
- Updating key datasets where newer information is available (e.g., most recently available CEEI data)
- Understanding climate impacts and risks
- Assessing vulnerabilities across systems, services, and populations
- New data collection should directly support adaptation decision-making.

Adaptation Actions

- Use the Town's Hazard, Risk, and Vulnerability Assessment (HRVA) as the baseline to identify adaptation actions
- Evaluate actions based on hazard likelihood, exposure, and corporate/community adaptive capacity
- Integrate the specific needs of vulnerable populations into prioritization processes

- Identify when adaptation actions also have potential to reduce greenhouse gas emissions

Implementation Framework including Financial Considerations

- Provide planning-level cost estimates or ranges for priority adaptation actions
- Analyze staff capacity to execute projects
- Provide a short-term to long-term implementation timeline for actions
- Set clear targets or KPIs to measure actions
- Provide a timeline for plan monitoring and update

Accessibility & Community Engagement

- The Climate Adaptation Strategy will align with and build on the goals set out in the Town's Accessibility Plan. It will apply accessibility standards in public engagement, ensuring materials are clear, concise, and available in multiple formats, where possible.
- The Proponent will work with the Town to achieve targeted and scalable engagement. This will include seeking feedback from:
 - i. Creston Climate Action Society
 - ii. Creston Valley Youth Network
 - iii. Lower Kootenay Band
 - iv. Valley Community Services
 - v. Wildsight Creston
- The Proponent will work with the Town to develop a community survey to seek feedback from the broader community.

Design Standards

- The final Strategy and public-facing materials must be prepared in an accessible format suitable for posting on the Town's website. Proponents should describe how they will address plain-language writing, readable layout, colour contrast, alternative text for visuals, and accessible tables. The final Strategy must be modern, intuitive, and visually engaging.

Council Presentation

- After the final Strategy has been delivered, the Proponent will deliver a 15-minute project presentation to Council.

Project Schedule

Activity	Proposed Start Date
Project kickoff and timeline	Oct 1, 2026
Climate research, data collection, and analysis. Draft vision and objectives.	Nov 1, 2026
Develop and prioritize adaptation actions	Dec 1, 2026
Public, stakeholders, Indigenous and Equity group engagement	Jan 11, 2027

Town of Creston
Creston Climate Adaptation Strategy

Develop implementation framework including financial considerations for actions	Feb 15, 2027	
Develop draft Adaptation Strategy, including design, for review	Mar 15, 2027	
Staff review of draft Strategy	April 5, 2027	
Develop final Adaptation Strategy	May 3, 2027	
Consultant and staff - Council presentation	June 1 or 8, 2027	

Project Budget

The available project budget is \$46,000, inclusive of \$45,000 for project completion and \$1,000 for honoraria to support feedback from the Lower Kootenay Band. Proponents should provide a work plan that is achievable within this budget and should clearly identify any assumptions, exclusions, or optional additional services. The Town expects proponents to rely primarily on existing data, plans, and previous analysis, with new analysis or data collection limited to targeted updates or gap-filling that directly supports adaptation decision-making.

- \$45,000 for project completion
- \$1,000 honoraria to seek feedback from local First Nations (Lower Kootenay Band)

TOTAL: \$46,000 including PST

Schedule 2 PROPOSAL SUBMISSION FORM



PROPOSAL SUBMISSION FORM

Town of Creston
REQUEST FOR PROPOSAL

CRESTON CLIMATE ADAPTATION STRATEGY

Submitted by: _____
(Proponent
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 services 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 must originate from a municipal or government office. The Town may contact these referees to authenticate your effective execution of services Proposed or akin to those Proposed.

- The Proponent may add as an attachment or fill out the form below.

Recipient of Services	
Basic Job Description	
Reference Contact and Title	
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 CLIMATE ADAPTATION STRATEGY
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 signatory 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	
PST Registration No	
Name and Title (please print)	
Signature	

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.