

# Proposal Response Form

## Parks Service Review

RFP No. 2565003

Closing Date of

**July 4, 2024 at 3:00 PM local time**

### Requirements

Complete the following requirements, providing the information request in accordance with the requirements in this RFP. If additional space is required please attach separate documents.

Completed proposals should not be more than 30 pages in overall length using no less than 10 pt. exclusive of any URLs and appendices specifically requested; the Regional District may not evaluate any pages that exceed this maximum page count.

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#### 1. Executive Summary

Proponents **should** provide an Executive Summary of the key points of this proposal:

## 2. Relevant 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.

☐ Yes

☐ No

## 3. References

Proponents **must** provide a minimum of 2 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

### Reference 1

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### Reference 2

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### Reference 3

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

#### **4. Qualifications - Outline per section 5.1**

#### **5. Methodology Approach - Outlined for each phase 3.3**

## 6. Work plan / Project Schedule

## 7. Sustainable Procurement

Proponent **should** identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a) Does your organization contribute to a stronger local economy by:   |                              |                             |
| ➤ promoting a Living Wage?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ➤ Using fair employment practices?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ➤ Increase training and apprenticeship opportunities?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b) Does your organization consider the Environmental Costs of Ownership when procuring or providing services?        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c) Does your organization utilize or provide energy efficient products?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d) Where possible does your organization use minimal or environmental friendly packing materials?                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e) Does your organization limit / reduce the use of any hazardous materials (toxics and ozone depleting substances)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f) Other: please describe:   |                              |                             |

**8. Pricing****9. Detailed Cost Estimate by Team Member**

Team Member Name	Role/Title	Hourly Rate (\$)	Estimated Hours	Total Cost (\$)

**10. Intent to be bound**

**A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.**

**CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal;
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROPONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_