



Sunshine Coast Regional District

REQUEST FOR STANDING ARRANGEMENT

Number: 2611606

for

Electrical Engineering Service

Issue Date:

February 26, 2026

Closing Date of

March 25, 2026, at 3:00 PM local time

OPTIONAL/MANDATORY SITE MEETING: There will be no site visit.

CONTACT: All enquiries related to this Request for Standing Arrangement, including any requests for information and clarification, are to be submitted by March 6, 2026, and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BCBid by March 13, 2026. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF RESPONSES: Responses must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RSO.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Responses must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

Email Submission: Proponents may submit an electronic proposal by email. Responses submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RSO.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Responses submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

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

- a) The Proponent has carefully read and examined the entire Request for Standing Arrangement;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- 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: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this the following definitions apply:

"Addenda" means all additional information regarding this RSO, including amendments to the RSO;

"BC Bid" means the BC Bid website located at <https://www.bcbid.gov.bc.ca/>;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RSO, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RSO as set out on the cover page of this RSO;

"Contract" means the written agreement resulting from the RSO executed by the Regional District and the successful Proponent;

"Contractor" means the successful Proponent to the RSO who enters into a Contract with the Regional District;

"Must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RSO;

"Request for Standing Arrangement" or "RSA" means this solicitation process described on BC Bid, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda.

"Respondent" means a single legal entity with the legal capacity to contract (excluding its parent, subsidiaries, or other affiliates) or natural person with the legal capacity to contract, that submits a Response, (see also "You" and "Your").

"Response" means a written response to the RSA and includes the information and documentation, if any, required by the applicable Response Form(s), including the Appendix B – Response Form and if required, the Appendix C Submission Declaration Form that is submitted by a Respondent (see also "Submission").

"Response Form" means the and if required, the Submission Declaration Form and any other document that is required to be submitted, if any, as part of a Response, including, if applicable, the Submission Declaration Form.

"Should", "may" or "weighted" means a requirement having a significant degree of importance to the

objectives of the Request for Standing Arrangements.

"Standing Arrangement" means the written arrangement resulting from the RSA executed by the Regional District and each successful Respondent in a form substantially similar to Appendix A.

"SCRD", "Regional District", "Organization", "we", "us", and "our" mean Sunshine Coast Regional District.

1.2 FORM OF RESPONSE

This Response must be completed in its entirety. Failure to properly complete this Response form may cause your Response to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Response or to correct minor errors and irregularities.

1.3 SUBMISSION OF RESPONSE

Responses must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RSO. Responses must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Response, including all attachments or enclosures, before the Closing Time. For electronic submissions (BC Bid or email), the following applies:

- (i) The Proponent is solely responsible for ensuring that the complete electronic Response, including all attachments, is received before Closing Time;
- (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
- (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and

number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");

- (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
- (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RSO number and the project or program title.

The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time. The Proponent bears all risk associated with delivering its Response by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid. While the Regional District may allow for email

proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Responses must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8
purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Responses or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Responses withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Standing Arrangement are to be directed to purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RSO. This includes, but is not limited to, involvement by a Proponent in the preparation of the RSO or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RSO, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By

submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RSO.

- (b) A Proponent must not attempt to influence the outcome of the RSO process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in www.scrd.ca/bid and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Responses will be considered not only on the total cost of services, but Responses that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Response must be irrevocable for 90 days from the Response closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS FREEDOM OF INFORMATION

All documents submitted in response to this Request for Standing Arrangement shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Response under that Act.

The requirement for confidentiality shall not apply to any Response that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein,

except those expressly excluded or changed by the Proponent in writing.

The RSO shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RSO does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out of submitting a Response for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RSO, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Responses will be evaluated in private, including proposals that were opened and read in public, if applicable. Responses will be assessed in accordance with the evaluation criteria.

If only one Response is received, the Regional District reserves the right to open the Response in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Response is received from the same Proponent, the

last Response received, as determined by the Regional District, will be the only Response considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Response constitutes the agreement of the Proponent that all of the terms and conditions of the RSO are accepted by the Proponent and incorporated in its Response, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Responses not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 STANDING ARRANGEMENT

The Regional District intends to enter into Standing Arrangements with all Respondents who have met all mandatory criteria, mandatory qualification criteria and minimum scores, if any.

- (a) By submitting a Response, the Respondent agrees that should its Response be successful, the Respondent will enter into a Standing Arrangement with the Regional District on substantially the same terms and conditions set out in Appendix A – Sample Standing Arrangement Agreement and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.
- (b) The Standing Arrangement is an agreement between the Regional District and the successful Respondents to provide the Inspection Services to the Regional District on an as, if and when requested basis.
- (c) In the event that Services are required, the Regional District will issue a Service Request to a Contractor pursuant to the Call Off Process set out in section 4 of the RSA and section 3 of Appendix A – Sample Standing Arrangement Agreement.
- (d) Execution of a Standing Arrangement does not oblige the Regional District to authorize or issue any Service Request against a Standing Arrangement for any or all of the Services. The Regional District makes no

representations or guarantees that the Contractor will receive any Service Requests against the Standing Arrangement and makes no commitments or representations as to the number or value of Service Requests that may be issued over the term of the Standing Arrangement.

- (e) The Regional District will provide written notice to a Respondent that it has been identified as a successful Respondent. The Regional District and the Respondent will subsequently execute a Standing Arrangement, subject to the Respondent satisfying the condition precedents set out in section 4.3 of the RSA. No Respondent will acquire any legal or equitable rights or privileges relative to a Standing Arrangement until the Standing Arrangement is duly executed.
- (f) Respondents should avoid adding content or text to their Responses that means, or could be construed to mean, that the Respondent does not accept Appendix A – Standing Arrangement (or any associated content, Schedules, etc.). If a Response contains content or text that means, or could be construed to mean, that the Respondent does not accept Appendix A – Standing Arrangement (or any associated content, Schedules, etc.), such Response content or text may result in the Response being noncompliant and eliminated from the RSA process.
- (g) If an interested supplier has any questions about the Standing Arrangement, the supplier should pose any questions to the Official Contact before the Closing Date and Time or, if applicable, any Enquiries Deadline.
- (h) In addition, interested vendors and Respondents should carefully review the entire RSA, including these RSA process rules, including sections 6 and 7.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with

proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Response any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RSO is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Regional District of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RSO process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RSO, questions are to be submitted to the RSO Contact.

DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Response or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.32 DEBRIEFING

At the conclusion of the RSO process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District

1.33 PERMIT TO PRACTICE

Where the Contractor is providing professional engineering, geoscience, or architectural services as defined under the *Professional Governance Act*, the Contractor shall hold a valid Permit to Practice issued by the applicable regulatory body, and shall provide the Permit number and Responsible Registrant name prior to commencement of Services. The Regional District reserves the right to verify the validity and standing of the Permit through the applicable regulatory body prior to award.

2. INTRODUCTION

2.1 Purpose

The Sunshine Coast Regional District (SCRD) is seeking a three-year standing agreement for up to three qualified consultants to provide as-and-when needed electrical engineering services to support the Regional District's infrastructure, facilities, and operations on an as-and-when-needed basis. Services may include, but are not limited to: investigations, assessments, Electrical Engineer of Record (EER) services, technical reviews, design development, field support, construction administration, and integration of new or upgraded electrical systems for water, wastewater, and other Regional District assets.

3. SITUATION/OVERVIEW

3.1 Background

Sunshine Coast Regional District owns and operates water and wastewater systems across the lower Sunshine Coast, including 5 water treatment plants, 1 wastewater treatment plants, 15 reservoirs, 10 pump stations, 29 pressure reducing valve stations, and 4 re-chlorination stations. These assets require ongoing electrical engineering support for maintenance, upgrades, and new capital projects.

To address existing challenges and ensure the long-term sustainability and resilience of the infrastructure, the SCRD is seeking a qualified electrical engineering consultant to provide comprehensive as-and-when needed electrical engineering services and technical support.

3.2 Project Objectives

The objective of this Standing Agreement is to provide the SCRD with timely access to qualified electrical engineering services on an as-needed basis. Services may include investigations, assessments, design, technical reviews, PLC/SCADA programming, construction support, and related engineering services. This ensures that capital projects, maintenance activities, and operational requirements are delivered in a safe, compliant, and efficient manner in accordance with applicable standards and Regional District requirements.

3.3 Scope

The Contractor shall provide professional electrical engineering services to support the Regional District's infrastructure, facilities, and operations on an as-and-when-needed basis. Services may include, but are not limited to:

- Investigations, assessments, and technical reviews
- Electrical Engineer of Record (EER) services
- Design development and preparation of electrical engineering drawings
- Field support during construction
- Construction administration
- Integration, programming, and optimization of new or upgraded electrical systems for water, wastewater, and other Regional District assets
- PLC and SCADA support, configuration, troubleshooting, reprogramming, and commissioning
- Production of reports, studies, memoranda, and technical deliverables

The Contractor will provide such services under the following general categories:

- a) Electrical Support Services — including but not limited to condition assessments, testing, technical reports, Arc Flash studies and coordination, and inspection requirements.
- b) Detailed Design & Engineering Support — including preparation of construction documents, specifications, cost estimates, IFC packages, tender support, shop drawing reviews, commissioning, project closeout, and EER sign-off where applicable.

Miscellaneous Consulting Services — including troubleshooting, HAZOP, asset management support, AutoCAD updates, permitting/grant support, meeting attendance, and acting as Owner's Engineer for specific projects when requested by the SCRD.

4. CONTRACT TERM

4.1 Standing Agreement

The Standing Agreement will remain in effect for a period of three (3) years and is subject to the terms and conditions set out in Appendix A.

4.2 General Services Drawdown Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at www.scrd.ca/bid.

4.3 Service Requirements

The Contractor shall perform the Services in accordance with the following requirements:

4.3.1 Standards and Compliance

- All engineering deliverables shall be completed in accordance with applicable codes, standards, regulatory requirements, and Regional District design standards and standardization practices.
- The Contractor shall ensure safety, due diligence, and adherence to WorkSafeBC, electrical safety code, and industry best practice.

4.3.2 Design and Documentation

- Prepare and seal drawings, calculations, reports, specifications, and IFC packages as required.
- Include symbol lists, typical details, one-line diagrams, risers, and discipline-specific plans (PLC/SCADA, lighting, HVAC power, communications, alarm systems) where applicable.
- Maintain drawing cross-referencing, schedules, and record documentation.

4.3.3 Support to Procurement and Construction

- Support tendering, evaluations, and award recommendations.
- Review shop drawings and submittals.
- Provide project management, site review, commissioning, and closeout documentation.

4.3.4 Operational and Technical Support

- Provide PLC/SCADA configuration, programming, optimization, alarm logic, and data logging as required.
- Provide troubleshooting, incident response, condition assessments, feasibility reviews, and asset management inputs.
- Provide training and knowledge transfer to Regional District staff upon request.

4.3.5 Emergency and Response Time Obligations

Provide guaranteed maximum response times for Water and Wastewater PLC/SCADA emergencies, along with the minimum callout duration:

- Regular Business Hours (07:00–16:00)
- After-Hours Weekdays
- Weekends
- BC Statutory Holidays

4.3.6 Administrative and Coordination Requirements

- Attend and/or lead meetings, prepare minutes, and provide technical memoranda.
- Prepare and submit permit and grant applications on behalf of the Regional District when directed.
- Act as Owner's Engineer when requested.

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RSO.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RSO. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

5.1 Capabilities

The Proponent must demonstrate the capability to deliver the Services described in this RFP. At a minimum, the submission shall include:

- The Proponent’s current Permit to Practice number issued by Engineers and Geoscientists BC (EGBC).
- Identification of the proposed project team, including CVs/resumes for key personnel and a description of their respective roles and responsibilities for this assignment.
- Demonstrated availability of qualified staff to provide on-call services on an as-and-when-requested basis, including but not limited to troubleshooting, quality control reviews, PLC programming and integration, and other support activities described in the Scope of Work.
- A description of the Proponent’s technical resources, tools, software, and organizational structure that enable timely and competent delivery of the required services.

5.1.1 Relevant Experience

The Proponent and any subcontractors of the Proponent should provide examples of relevant experience that demonstrate their ability to perform the Services. Submissions should include:

- minimum of 5 years within the past 10 years providing services for comparable projects involving municipal or utility electrical engineering work, including EER services, design, SCADA/PLC integration, commissioning, or construction administration.
- A summary of project scale, complexity, and role performed by the Proponent (e.g.,

Prime Consultant, EER, Owner's Engineer, or Specialty Subconsultant).

- Outcomes achieved, including reliability improvements, operational efficiencies, risk reductions, or system upgrades attributable to the Proponent's work.

5.1.2 References

Proponents need to provide a minimum of 3 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.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

Contribute to a stronger local economy by:

- Promoting a Living Wage.
- Using fair employment practices.
- Increase training and apprenticeship opportunities.

Local expertise knowledge by:

- Being locally owned.
- Utilization of local subcontractors.

Environmental Cost of Ownership:

- Energy efficient products.
- Minimal or environmental friendly use of packing materials.
- Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach

Proponents should describe, in clear and concise terms, how they will deliver the Services. Responses should address, at minimum, the following:

5.3.1 Service Delivery & Technical Methodology

- Describe your methodology for intake, scoping, and execution of assignments.
- Explain how investigations, assessments, design, reviews, PLC/SCADA work, and commissioning will be carried out.
- Describe your internal QA/QC process, including EER review and sign-off.

5.3.2 Responsiveness & On-Call Support

- Explain how you will ensure availability for as-and-when-requested work.
- Describe how urgent and emergency requests will be handled.
- State proposed response times for business hours, after hours, weekends, and statutory holidays.

5.3.3 Staffing & Resourcing

- Identify how qualified personnel will be assigned and back-filled if unavailable.
- Describe surge capacity and ability to support concurrent tasks.
- Identify access to specialized expertise (e.g. Arc Flash, HAZOP, permitting, Owner's Engineer).

5.3.4 Standards, Compliance & Risk Management

- Describe how applicable codes, EGBC guidelines, safety standards, and SCRD standards will be followed.
- Describe how design, constructability, integration, and operational risks will be identified and mitigated.

5.3.5 Communication & Documentation

- Describe how communications with SCRD staff will be managed.
- Explain your approach for producing reports, IFC drawings, reviews, record documents, and meeting minutes.
- Describe your approach to handover, commissioning documentation, and training (where requested).

5.4 Price

Proponents need to submit a fee proposal that should include the following:

Hourly Rates Table:

- A table summarizing the hourly billing rates for all proposed team members and sub-consultants for the years 2025, 2026 and 2027.
- If future year rates are not established, an anticipated annual percentage increase is acceptable.

Rates must include all overhead, administrative costs, and insurance. Any travel or other disbursements should be job specific.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

6. RESPONSE FORMAT

Proponents should ensure that they fully respond to all requirements in the RSO in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Responses will be assessed in accordance with the entire requirement of the RSO, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Response, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Response.

7.1 Mandatory Criteria

Responses not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RSO
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RSO
The Proponent's must provide the Permit to Practice number and the name of the Responsible Registrant with the proposal

7.2 Weighted Criteria

Responses meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Service Delivery & Technical Methodology - Approach to completing assignments, design development, PLC/SCADA work, QA/QC and EER review	25
Qualifications, Responsiveness & On-Call Support - Qualifications, availability, surge capacity, access to specialists, ability to respond to as-needed and emergency work; clarity of response times	20
Communication & Documentation - Communication process, documentation quality, handover/record keeping	15
Sustainable Social Procurement	10
Price	30
TOTAL	100

7.3 Price Evaluation

The lowest priced Response will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.

Appendix A

SAMPLE STANDING ARRANGEMENT AGREEMENT

SAMPLE TERMS AND CONDITIONS

1. DEFINITIONS

In this Standing Offer:

- a) "Contractor" means the Offeror who is in receipt of a Draw Down requesting the Services under this Standing Offer.
- b) "Draw Down" means a written purchase order or agreement issued by a Purchaser to a Contractor under this Standing Offer for a defined quantity of Services at the agreed-upon Prices.
- c) "Goods or Services or Services" means those Goods or Services or Services described in Schedule "A" of this Agreement or as specified in a Draw Down.
- d) "Offeror" means the Contractor who has submitted and been approved under this Standing Offer.
- e) "Offeror's Representative" means the representative by the Offeror to administer the SO;
- f) "Prices" means the rates and fees for the Services as detailed in this Agreement or its Schedules.
- g) "Purchaser" means an authorized representative of the Client who is entitled to issue a Draw Down.
- h) "Regional District" means the Sunshine Coast Regional District;
- i) "Representative" (Regional District means any employee of the Regional District designated to oversee this Standing Offer on behalf of the Regional District;
- j) "Services" means the work, deliverables, or outcomes described in this Schedule "A" of this Agreement or as specified in a Draw Down.
- k) "Standing Offer" or "SO" means this agreement to provide Goods or Services or Services or services on an as-required basis under the terms specified herein.

All references to currency or monetary values refer to Canadian dollars (\$CAD), unless otherwise specified. All references to dollars, currency, and money must mean Canadian dollars (\$CAD).

2. EXPIRY

This Standing Offer will effective for the period of April 2026 to April 2029 unless withdrawn in accordance with section 5.

3. STANDING OFFER – GENERAL TERMS

The Offeror makes the Offer set out in this SO on the following understandings:

- a) A Standing Offer is formed on receipt by the Offeror of the Draw-Down Form;
- b) There is no obligation on either party until a Draw-Down is made. This Standing Offer lays out the terms of the offer, including the terms and conditions that will govern any subsequent Draw-Downs.
- c) A Standing Offer is not a Contract and an Offeror may withdraw from a Standing Offer by providing 30 days written notification to the Regional District. However, all Draw-Downs received by the Offeror prior to withdrawing are legally binding and must be honoured.
- d) No Offeror will acquire any legal or equitable rights or privileges relative to the Goods or Services until the Draw-Down Form is received.
- e) A separate agreement is created each time a Draw-Down is made against the Standing Offer.
- f) The issue and distribution of this Standing Offer does not obligate the Regional District to authorize or order all or any of the Goods or Services or Services, as described in Schedule "A".
- g) A Draw-Down will form a Contract only for those Services in respect of which a Draw-Down has been issued by a Purchasing, provided always that such Draw Down is made in accordance with the provisions of this SO.
- h) The Regional District will pay to the Offeror the prices and any applicable taxes for the Goods or Services or Services that have been specified on the Draw-Down.
- i) The Regional District's liability shall be limited to that which arises from a Standing Offer, made prior to the expiry date described in paragraph 2.
- j) The Regional District reserves the right to procure the specified Goods or Services or Services or Services by any other means it deems necessary including the use of other Standing Offers, standing offers, or by other methods.
- k) The Regional District reserves the right to set aside this Standing Offer, for whatever reason, and not make it available for any Draw-Downs. The Regional District will promptly notify the Offeror of such action.
- l) No change to this Standing Offer will be valid unless it is by way of an addendum signed by both the Offeror and the Regional District.
- m) Additional terms and conditions set out in Schedule "A" if applicable will apply to each Standing Offer.
- n) If the Regional District provides a Draw-Down prior to the expiry of the Standing Offer and receives the Goods or Services or Services, then the Regional District will pay to the Offeror amounts payable as described in Schedule "B" to this Standing Offer.

- o) The Contract will be on the terms and conditions set out in the Regional District's General Services Agreement or Purchaser Order.
- p) Any changes to this SO are to be documented by way of a written addendum between the Offeror and the Regional District.
- q) The Offeror will provide the Regional District's Representative with 60 days written notice of any changes to the list of Services included in this agreement, and the Regional District will determine, at its sole discretion, whether to accept such changes.
- r) This Agreement shall be governed by the laws of the Province of British Columbia and the applicable laws of Canada.
- s) This Agreement, including all Schedules and any Draw Downs issued under it, constitutes the entire understanding between the parties and supersedes all previous communications or agreements.

4. DRAW-DOWN MECHANISM

If there is any conflict between the Draw-Down Form and this Standing Offer, the provisions specifically set out in this Standing Offer will prevail and all else will be as if not written.

The Services may be ordered by various methods, including: in person, telephone, or email, so long as a written Draw Down is presented that includes at a minimum:

- a) the reference number for this SO;
- b) the name of the Regional District representative
- c) a description and the specified quantity of the Services that are being ordered;
and
- d) the maximum amount payable for the Draw Down.

5. NOTIFICATION OF WITHDRAWAL

In the event that the Regional District or the Offeror wishes to withdraw or terminate this Standing Offer, either party shall provide no less than sixty (60) days' written notice to the other party and such withdrawal of Standing Offer shall not be effective until receipt of such notification by the Standing Offer Administrator and the expiry of such notice period.

The Offeror agrees to fulfil any and all Draw-Down requests / orders which may be received before the expiry of such notice period.

6. TERMINATION

The Regional District, in addition to any remedy available to it at law or equity, will terminate this agreement by written notice to the Contractor if the Contractor fails to observe, perform or comply with any provisions of this agreement.

7. CONFIDENTIALITY

Both parties agree to keep all confidential or proprietary information obtained during the term of this Agreement strictly confidential, except as required by law.

8. INSURANCE REQUIREMENTS

The Regional District will require that the Contractor provide evidence of Workers' Compensation Insurance.

The Contractor will provide evidence of liability insurance coverage in such amounts and form as may be specified by the Regional District. Minimum of FIVE MILLION (\$5,000,000.00) DOLLARS inclusive of any one occurrence AND THAT the Regional District is to be noted on the policy as an additional insured.

The Contractor shall indemnify and save harmless the Regional District from and against all claims, losses, costs, damages, duties, delays, proceedings, or actions arising out of, or related to the Contractor's activities in executing the work.