



Sunshine Coast Regional District

Request for Proposal

Number: 2665004

for

Engineered Structure Assessment Services – Bridges and Retaining Walls

Issue Date:

March 12, 2026

Closing Date of

April 17, 2026 at 3:00 PM local time

CONTACT: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by April 2, 2026 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BC Bid by April 10, 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 PROPOSALS: Proposals 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 RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals 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. Proposals 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 RFP.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals 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 Proposal, 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 Proposal;
- 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.

PROONENT 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 Request for Proposal, the following definitions apply:

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

"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 RFP, or BC Bid, as applicable;

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

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

"Contractor" means the successful Proponent to the RFP 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 RFP;

"Proposal" means a written response to the RFP that is submitted by a Proponent;

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

"Should", **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

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

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal 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 Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

a) Proposals must be submitted before Closing Time to the Closing Location using one of the

submission methods set out on the cover page of this RFP. Proposals 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 Proposal, including all attachments or enclosures, before the Closing Time.

b) For electronic submissions (BC Bid or email), the following applies:

(i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, 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.

c) 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.

- d) 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 RFP number and the project or program title.
- e) 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.
- f) The Proponent bears all risk associated with delivering its Proposal 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.
- g) 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

Proposals 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

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals 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 Proposal 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 RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, 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 RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP 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. Proposals will be considered not only on the total cost of services, but Proposals 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 Proposal must be irrevocable for 90 days from the Proposal 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 Proposal 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 Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal 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 RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP 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 submitting a Proposal 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 RFP, 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

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

If only one Proposal is received, the Regional District reserves the right to open the Proposal 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 Proposal is received from the same Proponent, the last Proposal received,

as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

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

1.22 MANDATORY REQUIREMENTS

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

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance – not less than \$2,000,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

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 Proposal 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 RFP 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.
- c) Canada-European Union Comprehensive Economic and Trade Agreement

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province 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 RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal 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.

1.33 DEBRIEFING

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

2. INTRODUCTION

2.1 Purpose

The Regional District invites proposals from qualified professionals for the engineered structural assessments, summary reports, and maintenance schedules for multiple bridges and retaining walls for various Regional District Park assets. The purpose of this assessment is to evaluate the current condition of the structures, identify structural deficiencies, and provide recommendations for a repair and maintenance program, or replacement to ensure compliance with applicable codes and standards (e.g. CSA S7-23, CSA S6-19, BC Bridge Standard and Procedures Manual).

The Regional District has a project budget of approximately \$50,000 to complete the structural assessment, the Regional District anticipates that not all structures may be assessed within the project budget. We are seeking proposals to complete as many assessments as possible that prioritizes critical structures (high-use, high risk, and/or potential for immediate closure) and to align within the approximate project budget.

3. SITUATION/OVERVIEW

3.1 Background

The Regional District manages 43 bridges constructed out of several types of materials such as timber, logs, aluminum, or steel. These bridges are primarily for pedestrian, cycling, horse, and ATV's, however several have load ratings suitable for larger vehicles (Appendix A). The Regional District is also responsible for 16 retaining walls located on trails and MOTI ROW's (Appendix B).

3.2 Project Objectives

These assets require a comprehensive structural assessment to prioritize maintenance and guide future investments in asset renewal. By establishing a current baseline, the Regional District aims to develop a schedule for ongoing inspections, assessments, and maintenance to meet best practices and regulatory requirements, ensure public safety, and plan for capital renewal. The most recent detailed structural inspection conducted by a qualified engineer was in 2016-2017. Several bridges were assessed in 2023 and 2024 as part of separate projects

3.3 Scope

Initial Review of Existing Documentation:

The Contractor will review available historical assessments, drawings, and inspection reports for each engineered structure to inform the initial site visits and determine baseline conditions. Historical bridge assessments are included in Appendix C. Where available, historical retaining wall assessments and/or engineering design documents are included in Appendix D.

Site Assessments:

The Contractor's professional engineer will conduct an on-site assessment for each engineered structure to document current conditions. The Contractor will categorize each structure based on usability, safety, and remaining lifespan.

Detailed Structural Assessment:

The Contractor will perform a detailed inspection for each engineered structure, identifying immediate and potential safety concerns.

Asset Condition Rating:

The Contractor will assign each asset a condition rating using the following rating system based on current best practice standards.

Rating		Commentary	Maintenance Priority
9	Very Good	New condition.	No repairs in foreseeable future.
8		Almost new condition.	No repairs in foreseeable future.
7	Good	Could be upgraded to new condition with very little effort.	No repairs necessary at this time.
6		Generally good condition. Functioning as designed with no signs of distress or deterioration.	No repairs necessary at this time.
5	Adequate	Acceptable condition and functioning as intended.	No repairs necessary at this time.
4		Below minimum acceptable condition.	Low priority for repairs.
3	Poor	Presence of distress or deterioration. Not functioning as intended.	Medium priority for replacement, repair, and/or signing.
2		Hazardous condition or severe distress or deterioration.	High priority for replacement, repair, and/or signing.
1	Immediate Action	Danger of collapse and/or danger to users.	Asset closure, replacement, repair, and/or signing required as soon as possible.
N	Not Accessible	Element cannot be visually inspected.	
X	Not Applicable	Element not applicable to this asset.	

The rating system reflects the priority or urgency for maintenance. The urgency for maintenance also depends heavily on the importance of the element relative to the safe function of the

structure. As a general guideline the ratings that the Contractor uses needs to be related to the following priorities:

Rating	Priority
4	Low Priority
3	Medium Priority
2	High Priority
1	Immediate Action

Bridges:

For bridge structures, the Contractor will provide load-bearing assessments with recommended usage limits and an estimation of the remaining lifespan. The Contractor will use industry best practice methodology and the above asset condition rating system to evaluate the structural integrity of key bridge components. The Contractor will be required to complete certified wood grading for species verification and size documentation.

Retaining Walls:

For retaining walls, the Contractor will provide performance criteria assessments, including identification of any remedial measures. The Contractor will use industry best practice methodology and the above asset condition rating system to evaluate the structural integrity of key retaining wall components.

Repair and Replacement Recommendations:

The Contractor will provide prioritized repair recommendations for all structures. This will include order-of-magnitude cost estimates for recommended repairs, replacements, and any ancillary work (e.g., environmental protection measures). The Contractors recommendations for repair or replacement will meet contemporary federal and provincial standards and regulations for the type of structure assessed.

Maintenance and Budget Forecast:

The Contractor will develop routine maintenance guidelines as well as a five (5) year forecast for maintenance needs for all structures.

The Contractor will prepare operational and capital budget estimates to assist the Regional District for ongoing maintenance and renewal.

Inspections and schedules:

The Contractor will develop inspection tools/guidelines and schedules that can be implemented by the Regional District to meet regulatory and best practice requirements.

4. CONTRACT

4.1 General 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.

4.2 Term

The term of the contract will be for a period to complete the statement of work with the option to renew up to an additional two (2) years to complete additional work.

4.3 Service Requirements

The Contractor's responsibilities will include but are not limited to:

- Hosting Project Meetings – which will include:
 - A project kick-off meeting,
 - regular project update meetings, and
 - a project close-out meeting.
- Provision of an initial review report that summarizes the existing documents and findings.
- Provision of a site visit summary report that provided details about the initial observations with classifications of structures.
- Completion of a comprehensive assessment report that includes full documentation for each structure, including photos, load ratings, condition ratings, and detailed observations.
- Provision of a repair and replacement prioritization report; this report needs to provide a ranked list of structures based on criticality, timelines for required actions and cost estimates.
- Provision of routine maintenance guidelines and a five (5) year maintenance forecast with budget planning support.
- Ensuring that the condition ratings should be consistent with industry best practices and Regional District standards; these findings need to be supported by comprehensive documentation and images.
- Ensuring that the load assessments are precise and verified, especially for wooden log stringer bridges.
- All reports and deliverables will adhere to the agreed project schedule.

4.4 Standards

The Contractor will ensure that their services comply with all regulations, laws and industry best practices which include but are not limited to:

- Canadian Highway Bridge Design Code (CHBDC) CSA S7-23, CSA-S6:19.

- BC Ministry of Transportation and Infrastructure (MOTI) Bridge Standards and Procedures Manual.
- BC Ministry of Forests Bridge Standards Manual (for projects on Forest Service Roads).
- Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads, as applicable.
- Engineers and Geoscientists BC (EGBC) Professional Practice Standards.
- Retaining Wall Design Professional Practice Guidelines.
- British Columbia Building Code.

4.5 Additional Work

4.5.1 Tendering and Construction Administration Support

The Regional District may request the Contractor to perform additional engineering services for one (1), some, or all of the structures, at the sole discretion of the Regional District. The work would include but is not limited to:

- Creation of Issued for construction Tender documents (drawings and specifications).
 - The Regional District will provide the front-end documents and administrator the tender.
- Assistance with the solicitation of the construction services which includes but is not limited to:
 - Attendance at a tender site visit.
 - Responding to request for information.
 - Evaluating tender responses in accordance with the Regional Districts process, which includes:
 - Attendance at a pre-evaluation meeting – approx. time 15 to 30 minutes
 - Individual review of the responses
 - Attendance at a group evaluation meeting – approx. time one (1) to one (1) and a half hours.
 - Creation of Issued for Construction specifications and drawings
- Construction administration services with will include but is not limited to:
 - Progress payment
 - Change order recommendations.
 - Attendance at a pre-construction meeting and progress meeting
 - Inspections
- Provision of record drawings, definitely lists, certificates of completion.

4.5.2 Additional Site Inspection and/or Design

Subject to available budget the Regional District may request the Contractor to perform additional engineering site inspection and or design services for:

- Kleindale two (2) Bridge, value approximately for the project including planning and design is \$110,000 work is anticipated to occur between October of 2026 to December 31 of 2027.

- Vinebrook Bridge, value approximately for the project including construction is \$510,000 work is anticipated to occur between October of 2026 to December 31 of 2027.

4.6 Project Schedule

The tentative project schedule for this project is:

- | | |
|---|------------|
| • Contract initiation and kickoff meeting | Week 1 |
| • Review of existing documentation | Week 2-4 |
| • Site assessments and initial findings | Week 5-8 |
| • Submission of Site Visit Summary Report | Week 9 |
| • Detailed structural assessments | Week 10-12 |
| • Submission of Comprehensive Assessment Report | Week 13 |
| • Preparation of prioritization report and maintenance forecast | Week 14-15 |
| 1. Final review session and submission of all final documents | Week 16 |

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 RFP.

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 RFP. 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

5.1.1 Qualifications

Proponent and any subcontractors of the Proponent included in its proposal should have the following qualifications.

- Professional Engineering Licensed within British Columbia with EGBC.

Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of five (5) years within the past 10 years providing services of a similar scope and complexity. Similar scope and complexity is defined as

- Structural Assessment of:

- Pedestrian bridge structures.
- Retaining walls.
- Vehicular bridge design and assessments.
- Experience meeting BC Ministry of Transportation and Infrastructure (MoTT), highway engineering standards and industry best practices.
- Conducting conditions assessments on property, bridges, trails and all associated assets and infrastructure.
- Professional engineering assessments, conceptual designs, cost plans.
- Working on streamflow management within riparian areas.
- Knowledge and experience of in-stream and riparian areas regulatory framework.
- Knowledge and experience incorporate climate change scenarios.

5.1.2 Project Team

Proponents should provide curriculum vitae for all key members of the project teams providing evidence of their qualifications and experience.

5.1.3 References

Proponents need to provide a minimum of three (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:

- a) Contribute to a stronger local economy by:
 - promoting a Living Wage
 - Using fair employment practices;
 - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
 - Being locally owned;
 - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;

- d) Energy efficient products; and
- e) Minimal or environmental friendly use of packing materials.

5.3 Approach and Methodology

Proponents should describe its methodology, approach, and outline the process to complete the services. This needs to include but is not limited to

- the proposed methodology for condition assessment, (example: load-rating techniques, NLGA wood grading, and resistograph coring).
- Provision of a clear breakdown of what you believe can be completed within the current project budget. Specifically, it would be helpful if you could outline:
 - A prioritization plan for the assessments, identifying:
 - Which assessments will be included.
 - Which assessments may not be included.
 - Which assessments could be included only if additional funding becomes available.

5.3.1 Additional Work

Proponents should describe its methodology, approach, and outline the process to complete the additional work requested.

5.3.2 Standards

Proponents should provide details on how they will adhere to all regulations, laws and industry best practices which include but are not limited to:

- Canadian Highway Bridge Design Code (CHBDC) CSA-S6:19.
- BC Ministry of Transportation and Infrastructure (MOTI) Bridge Standards and Procedures Manual.
- BC Ministry of Forests Bridge Standards Manual (for projects on Forest Service Roads).
- Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads, as applicable.
- Engineers and Geoscientists BC (EGBC) Professional Practice Standards.
- Retaining Wall Design Professional Practice Guidelines.
- British Columbia Building Code.

5.4 Project Schedule

Proponents project approach should include a Gantt Chart depicting the key milestone dates and timeline. The project schedule should meet or exceed the project timeline and milestone deadlines

5.5 Value Added

Proponents should include features of their services that give them a competitive advantage which could include Optional enhancements which will include but is not limited to:

- accelerated timelines,
- additional reporting,
- innovative assessment techniques, or
- other.

Value added services are deemed to be additional features provided as part of the Proponents submission that are at no additional cost to the Regional District.

5.6 Price

Proponents need to submit a fee proposal that sets out the separate costs of each type of structure (Bridge and Retaining Wall) described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

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

Proponents need to provide their unit rates, expenses and disbursement rates for any additional work that may be requested during the optional renewal term.

Bidder's will provide a list of all major suppliers and manufacturers involved in the contract, including their country of origin and whether they are based in the United States.

Proponents are encouraged to provide a detailed breakdown of costs per structure.

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP 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.

Proposals will be assessed in accordance with the entire requirement of the RFP, 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 Proposal, 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 Proposal.

7.1 Mandatory Criteria

Proposals 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 RFP
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 RFP

7.2 Weighted Criteria

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

Weighted Criteria	Weight (%)
Capabilities	20%
Approach and Methodology	25%
Project Schedule	15%
Value Add	15%
Sustainable Social Procurement	5%
Price	20%
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal 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 List of Parks Engineered Structures - Bridges

Structure Name	Park / Trail Name	Location	Specifications	Use	Last Assessed
Zone 1 Area A – Pender Harbour/Egmont					
Klein Creek	Suncoaster Trail	N 49° 43' 22" W 123° 57' 40"	8m x 8m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons *Bridge closed
Ruby Bluff Marsh	Suncoaster Trail	N 49° 43' 07" W 123° 57' 51"	2.8m x 2.5m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Sakinaw 0	Suncoaster Trail	N 49° 42' 04" W 123° 57' 41"	4.2m x 2.3m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Sakinaw 1	Suncoaster Trail	N 49° 42' 04" W 123° 57' 42"	1.8m x 2.3m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Sakinaw 2	Suncoaster Trail	N 49° 42' 05" W 123° 57' 42"	1.8m x 2.3m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Overkill	Suncoaster Trail	N 49° 41' 47" W 123° 57' 42"	8.8m x 2.3m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Myers Creek	Suncoaster Trail	N 49° 38' 54" W 123° 57' 45"	18.4m x 1.8m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Kleindale 1	Suncoaster Trail	N 49° 38' 42" W 123° 57' 52"	9.1m x 1.8m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Kleindale 2	Suncoaster Trail	N 49° 38' 40" W 123° 57' 49"	12.1m x 1.8m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Owl's Friend / Secret Cove	Suncoaster Trail	N 49° 33' 45" W 123° 57' 31"	5m x 1.57m beam bridge with timber deck	Pedestrian / Horse / ATV	2017- Parsons
Lone Owl	Suncoaster Trail	N 49° 33' 44" W 123° 57' 30"	17.6m x 1.8m beam bridge with timber deck	Pedestrian / Horse / ATV	2017 – Parsons
Lion's Sport Field	Lion's Park	N 49° 38' 54" W 123° 58' 08"	13.8m x 3.8m steel box girder	Pedestrian / Vehicle	2017 – Parsons 2016 – Coaststructural

Structure Name	Park / Trail Name	Location	Specifications	Use	Last Assessed
Zone 2 Area B - Halfmoon Bay					
Homesite Creek	Suncoaster Trail	N 49° 33' 39" W 123° 57' 29"	Dirt over logs placed directly in creek, channel width 5m – 8m (2m north of crossing)	Pedestrian / Horse / ATV	NA
Big Tree	Big Tree Recreation Site	N 49° 30' 06.5" W 123° 49' 49"	6m x 1.2m beam bridge with timber deck	Pedestrian	NA
Circle Trail	Redrooffs Trail	N 49° 30' 44" W 123° 54' 28"	7.3m x 1.6m aluminum bridge	Pedestrian	2017 – Parsons
Noble Road Lot X	Noble Road Beach Access	N 49° 30' 33" W 123° 54' 26"	9.5m x 1.22m beam bridge with timber deck	Pedestrian	2017 – Parsons
Lohn Road	Lohn Road Park Trail / Frog Pond Trail	N 49° 28' 22.5" W 123° 52' 11.5"	2.7m x 1.5m timber	Pedestrian	NA
Zone 3 Area D - Roberts Creek					
Hunter Road	Hunter Road Beach Access Trail	N 49° 26' 16" W 123° 40' 50"	30m x 0.6m log bridge with timber railing	Pedestrian	NA
Clack Creek	Cliff Gilker	N 49° 25' 56" W 123° 38' 18"	21.7m x 0.66m beam bridge with timber deck	Pedestrian	2017 – Parsons
Grey Trail	Cliff Gilker	N 49° 25' 53" W 123° 37' 48"	12.4m x 3.5m steel bridge with concrete deck and steel floor beam	Pedestrian / Vehicle	2017- Parsons
Red Backstop (1)	Cliff Gilker	N 49° 25' 54" W 123° 38' 28"	2.4m x 1.2m span bridge with timber deck	Pedestrian	2017 - Parsons
Red Backstop (2)	Cliff Gilker	N 49° 25' 54" W 123° 38' 28"	3.9m x 1.2m span bridge with timber deck	Pedestrian	2017 – Parsons
Blue Grey Trail	Cliff Gilker	N 49° 25' 44" W 123° 38' 00"	16.7m x 1.07m beam bridge with timber deck	Pedestrian	2017 – Parsons

Structure Name	Park / Trail Name	Location	Specifications	Use	Last Assessed
White Trail	Cliff Gilker	N 49° 25' 50" W 123° 37' 27"	6.2m x 1.2m beam bridge with timber deck	Pedestrian	2017 – Parsons
Roberts Creek	Cliff Gilker	N 49° 25' 53" W 123° 38' 03"	19.5m x 1.04m beam bridge with timber deck	Pedestrian	2017 – Parsons 2016 – Coaststructural
Cal	Cliff Gilker	N 49° 25' 52" W 123° 38' 05"	11.9m x 0.81m beam bridge with timber deck	Pedestrian	2017 – Parsons
Purple Trail	Cliff Gilker	N 49° 25' 37" W 123° 38' 12"	14m x 0.9m log bridge with timber deck	Pedestrian	2017 – Parsons
Coop / Co-Housing	Emery Road Park	N 49° 25' 37" W 123° 38' 23"	8.6m x 1.2m beam bridge with timber deck	Pedestrian	2017 – Parsons 2016 – Coaststructural
Blackburn Trail	Blackburn Road Connector Trail	N 49° 25' 19" W 123° 37' 51"	10.9m x 1.22m beam bridge with timber deck	Pedestrian	2017 – Parsons
Robinson Trail	Robinson Road Connector Trail	N 49° 25' 13" W 123° 37' 29"	12m x 1.52m beam bridge with timber deck	Pedestrian	2017 – Parsons
Roberts Creek Pier	Roberts Creek Pier Beach Access	N 49° 25' 10" W 123° 38' 33"	3.6m x 1.2m log bridge with timber deck	Pedestrian	NA
Metcalfe	Metcalfe Road Beach Access	N 49° 25' 02" W 123° 37' 40"	8.4m x 1.04m beam bridge with timber deck and steel I girder	Pedestrian	2017 – Parsons
Sullivan Trail	Sullivan Road Connector Trail	N 49° 24' 28" W 123° 34' 26"	6.2m x 1.02m beam bridge with timber deck	Pedestrian	2017 – Parsons

Structure Name	Park / Trail Name	Location	Specifications	Use	Last Assessed
Zone 4 Area E - Elphinstone					
Chaster House	Chaster House	N 49° 23' 23" W 123° 34' 26"	4.7m x 2.29m beam bridge with timber deck and two steel I girders	Pedestrian / Vehicle	2024 – ISL
Zone 5 Area F - West Howe Sound					
Grantham Trail	Grantham Trail	N 49° 24' 53" W 123° 29' 43"	2.1m x 1.07m beam bridge with timber deck	Pedestrian	2017 – Parsons
Cedar Grove	Soames Hill	N 49° 25' 08" W 123° 29' 43"	6.5m x 1.04m beam bridge with timber deck	Pedestrian	2017 – Parsons
Esperanza	Soames Hill	N 49° 25' 10" W 123° 29' 49"	20m x 1.07m beam bridge with timber deck	Pedestrian	2017 – Parsons 2016 – Coaststructural
Rock Face	Soames Hill	N 49° 25' 13" W 123° 29' 32"	11.2m x 1.32m beam bridge with timber deck	Pedestrian	2017 – Parsons
West Creek	Sir Thomas Lipton Park (Gambier)	N 49° 28' 17" W 123° 24' 17"	14.3m x 2.7m steel girders and cross bracing with timber deck	Pedestrian / Vehicle	2014 – ISL
MacDonald Creek	Sir Thomas Lipton Park (Gambier)	N 49° 28' 20" W 123° 24' 07"	22.7m x 2.7m steel girders and cross bracing with timber deck	Pedestrian / Vehicle	2016 – ISL
East Creek	Sir Thomas Lipton Park (Gambier)	N 49° 28' 19" W 123° 24' 00"	12.7m x 2.7m steel girders and cross bracing with timber deck	Pedestrian / Vehicle	2016 – ISL
Forbes Trail	Smith Road Connector Trail	N 49° 26' 24" W 123° 28' 22"	2.6m x 0.9m 6ft x 6ft wood post stringers with timber deck	Pedestrian	NA

Appendix B List of Parks Engineered Structures – Retaining Walls

Structure Name	Park Name	Location	Specifications	Last Assessed
Zone 1 Area A – Pender Harbour/Egmont				
Pender Harbour Sports Field 5	Lions Park	N 49° 38' 57.5" W 123° 58' 10.5"	West retaining wall: 80m South retaining wall: 60m 6m tall at highest point; rock	NA
Ranger Station (1)	Pender Harbour Ranger Station	N 49° 37' 19" W 124° 01' 31"	Approx. 9m x 1m rock	NA
Ranger Station (2)	Pender Harbour Ranger Station	N 49° 37' 17.6" W 124° 01' 29"	Approx. 10m x 1m Concrete wall with chain link fence	NA
Zone 2 Area B – Halfmoon Bay				
Redrooffs Road B1	Redrooffs Road Bike Lane	N 49° 30' 46.5" W 123° 54' 34.5"	5m x 0.5m rock stack wall (on top of existing rock stack wall) at culvert outlets @ O'Brien Rd	NA
Redrooffs Road B2	Redrooffs Road Bike Lane	N 49° 29' 33" W 123° 54' 30.5"	21m x 2.5m cement lock blocks @ Sail Road	NA
Redrooffs Road B3	Redrooffs Road Bike Lane	N 49° 29' 33" W 123° 54' 30.5"	58m x 1.5m cement lock blocks, timber fencing bolted to lock blocks @ Cutlass Road	NA
Redrooffs Road B4	Redrooffs Road Bike Lane	N 49° 28' 45" W 123° 51' 55"	30m x 1.2m delta-lok retaining wall system, cedar posts with chain	NA
Redrooffs Road B5	Redrooffs Road Bike Lane	N 49° 28' 47.5" W 123° 51' 38"	17m x 1.5m Stacked sand-filled bags, cedar posts with chain	NA
Coopers Green	Coopers Green	N 49° 30' 14.7" W 123° 54' 33.5"	8m x 1.2m concrete	NA
Conner Park	Conner Park	N 49° 28' 56" W 123° 53' 17"	13.7m x 1.2m rock	NA

Conner Park (1)	Conner Park	N 49° 28' 57" W 123° 53' 19"	Approx. 30m x 3m terraced lock blocks	NA
Structure Name	Park Name	Location	Specifications	Last Assessed
Zone 3 Area D – Roberts Creek				
Cliff Gilker	Cliff Gilker	N 49° 25' 37" W 123° 38' 20"	10m 4ft x 4ft timber post	NA
2863 Lower Road	Lower Road Bike Path	N 49° 25' 10" W 123° 37' 39.8"	10m x 3m concrete lock block	NA
Zone 4 Area E – Elphinstone				
Chaster House	Chaster House	N 49° 23' 23.5" W 123° 33' 18.8"	Concrete revetment wall	2024 – ISL
1025 Gower Point Road	Gower Point Road Bike Lane	N 49° 23' 18" W 123° 31' 05"	27m x 1.5m concrete lock block	NA
Zone 5 Area F – West Howe Sound				
Anavets Park	Anavets Park (Gambier)	N 49° 26' 34" W 123° 25' 53.5"	Approx. 20m wooden retaining wall	NA

Appendix C 2014 Inspection Report Sir Lipton Park (provide as separate documents)

Appendix D 2014 Load Rating Report Sir Thomas Lipton Park

(provide as separate documents)

Appendix E 2016 Bridge Review
(provide as separate documents)

Appendix F 2016 Inspection Report Sir Thomas Lipton Park (provide as separate documents)

Appendix G 2017 Trail Bridge Inspections (provide as separate documents)

**Appendix H 2024 Chaster Park Pedestrian Bridge and
Revetment Wall Planning Options and Cliff Gilker Park
Bridges and Trail Recovery**
(provide as separate documents)