



Sunshine Coast Regional District

Request for Proposal

**Number: 2640001
for**

Design and Engineering Services – Inground and Columbaria Spaces

Issue Date:

May 8, 2026

Closing Date of

June 8, 2026 at 3:00 PM local time

OPTIONAL SITE MEETING: A site meeting will be held on May 21, 2026 at 3:00 pm local time at eat Seaview Cemetery, 1706 Lower Road, Roberts Creek, BC V0N 2W6. Proponents need to RSVP by May 20, 2026 to purchasing@scrd.ca if no RSVPs are received the site meeting may be cancelled.

CONTACT: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by May 22, 2026 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BC Bid by May 29, 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.

OR

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.

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

2.0 Purpose

The Regional District is seeking a Landscape Architect to lead a team for design which will include engineering for the Seaview Cemetery (Cemetery) for final buildout planning for new inground burial spaces and columbaria spaces. The Regional District budget for the work is approximately \$100,000.

3. SITUATION/OVERVIEW

3.1 Background

The Regional District operates, administers, and manages three (3) community cemeteries: Seaview, Kleindale and Elphinstone cemetery. These properties vary considerably in their purpose, amenities, combined assets, and levels of use.

The [Cemetery](#) is located within the community of Roberts Creek at 1706 Lower Rd, Roberts Creek, BC V0N 2W6. The property is bordered on the north by Sunshine Coast Highway, on the south by Lower Road and on the west by a privately owned property. It is triangle-shaped, 2.3 hectares in size, and contains approximately 2,500 interments including casket burials, in-ground cremations, and above-ground columbarium niches. The earliest recorded interment at the Cemetery dates from 1937. The Regional District assumed operations of the Cemetery in 1976 and provides direct services for plot sales, coordinates interments, installs memorials, as well as performs ongoing maintenance activities. Plot excavation services and some property maintenance duties are conducted through contracted services.

In 2021 the Regional District procured the services of E. Lees & Associates Consulting Limited to complete a Cemetery Master Plan (Plan). Although still in draft form, the Plan is intended to guide the development of the Cemetery over the next 20-25 years; however, full implementation of the plan will be driven by demand for services. A conceptual plan, priorities, and capital cost estimates have been provided in the Plan.

The Regional District completed a design and construction project in 2026. The Cemetery's current available inventory is approximately 200 casket lots, 35 columbaria niches, and 220 in-ground cremation lots.

During the 2026 project the following technical reports were completed and which, along with the cemetery master plan, form the foundation upon which this project is based:

- Arborist Report.
- Geotechnical Report.
- Qualified Environmental Professional Report.
- 50% Design Drawings for Columbaria Garden.
- 50% Design Drawings for Southwest Area Option 1.

- Cost Estimates (Class D).

3.2 Project Objectives

In order to continue to provide cemetery services to the Residents of the Sunshine Coast at the Cemetery, the Regional District requires buildout planning for new inground burial spaces and columbaria spaces. The work will include design services which include pre-design to final design (for a portion of the work) as well as optional tendering support and construction management services as required for the final buildout of the Cemetery. The work will not include any public engagement.

3.3 Scope

The Contractor's work will be delivered through two distinct phased project approaches, which include but are not limited to the following components:

- Columbaria Garden:
 - Pre Design Services.
 - 75% Design Development Services.
 - 85% Pre Final Design Services.
 - 95% Final / Pre Issuance Design Services.
 - Additional Work (as required):
 - 100% Issued for Tender Final Design Services.
 - Tendering Support and Issued-for-Construction Documentation.
 - Construction Administration and Project Management.
 - Development Permit Area Requirements.
 - Site Build Out Services.
- Southwest Area:
 - Pre Design Services.
 - 75% Design Services including a limited level of engineering sufficient to advance the landscape and site design to an enhanced conceptual stage without undertaking detailed engineering.

3.3.1 Pre-Design Services

The Contractor will work with the Regional District to discuss the vision for the cemetery final build out and planning services. During a project kick off meeting with the Regional District the Contractor will explore known issues, concerns, constraints and will incorporate learnings from previous cemetery projects as well as operational

practices. The Regional District intends to provide any existing technical background reports or relevant information to the Contractor prior to the meeting. The Contractor will be required to take meeting minutes of the discussion and provide them to the Regional District within seven (7) days of the meeting.

The Contractor will perform a background review and complete research to inform them of the cemetery design, best practices in the industry to perform final build out planning services, provincial and municipal legislation and bylaw requirements to perform the work both in design and construction in the future, the design should adhere and meet the draft Cemetery Master plans vision.

The Contractor will undertake a site analysis and assessment of the site to determine any site constraints and identify any areas of interest that may need to be taken into consideration for the design and future construction, the work could include but is not limited to reviewing background information, existing site for existing plots, buildings, yards, paths and circulation, roads, services (water, drainage electrical, grades and hydrology) and within the area of the site. In addition the Regional District would like consideration given to accessibility, parking, washroom and trails in alignment with the [Sunshine Coast Regional Accessibility plan](#) and best practices.

The Contractor will meet with the Regional District to discuss their findings and discuss any relevant information with the Regional District before proceeding with the design.

3.3.2 Design Services

a) 75% Design Phase

The Contractor will complete an interim design at 75% that will represent all major milestones where preliminary concepts are refined to actionable, construction able and cost estimated plans. The work will include but is not limited to:

- Site Engineering and Infrastructure – grading and earthworks, drainage and stormwater management, utilities, roadways and access as applicable.
- Burial and Landscape layout – intermittent section, defined interment mixed areas, columbaria integration, landscape design (as required), buffer zones with options for phased development approaches where applicable (ex. In the columbarium garden section purchasing the columbarium as needed).
- Architecture and structures, such as amenities which include but is not limited to accessibility, parking, washroom facilities and permanent placement of the existing Cemetery Sign that is currently being stored off site.
- Technical Specification and documentation – such as a preliminary budget cost estimate such as “Class B” or “Pre-tender”, Phasing plan, regulatory

compliance information to address zoning, environmental reviews, setbacks and all other requirements.

- For the Southwest Area Option 1 the minimal amount of engineering will be completed to bring the landscape and design to the most advanced level possible without doing detailed engineering. The Regional District anticipates returning to this phase of the project at a longer time horizon 4-8 years to finalize engineering and design works and bring this to market.

The Contractor will focus on incorporating Cemetery best practices, sustainability, accessibility, operational efficiency and capacity maximization into the design.

b) Pre-Final Design (85% Design Phase)

The Contractor will incorporate the feedback from the Interim Design into the Pre-Final Design and will develop a set of documents. The Contractor will be required to complete a detailed design that incorporates all civil engineering, landscape architectural and operational requirements into this phase of the work, the design for the Columbaria Garden Only, the work will include but is not limited to:

- Civil Engineering and Grading:
 - Finalized earthworks to ensure proper water management that may include but is not limited to culverts, drain tiles, surface water management.
 - Detailed layouts of the internal roads, pathways, parking areas.
 - Utility infrastructure for water service extensions for irrigation (if applicable) and amenities.
- Burial Sections
 - Detailed, dimensional plans breaking down the new sections into rows, lots, and interment plots.
 - Specific lot sizes with precise spacing between the interments or columbaria's for maintenance access.
- Landscape and Buffering
 - Detailed planting plans will incorporate trees, ornamental plants, and shrubs arranged to create clean, efficient mowing lines and enhance overall site aesthetics. Plant selections will prioritize low-maintenance native species that are well-suited to the local environment, helping to reduce long-term landscape maintenance needs and associated costs.
 - Landscaping or fencing details to provide privacy and to reduce noise from highway.

- Memorial feature locations.
 - Material specifications that will be used for walkways, walls and landscaping as required.
- c) Submit an updated “Class B’ or “Pre-tender” cost estimate for the Columbaria Garden only.

The Contractors design package will be reviewed by the Regional District and external stake holders as required prior to making final adjustments to the 95% design phase.

- d) Final /Pre Issuance Design (95%) for the Columbaria Garden only.

The Contractor will incorporate the feedback from the Pre-Final Design into the Final / Pre Issuance Design and will develop a set of ready for use documents for the Columbaria Garden only. The Contractors work will only require final, minor revisions prior to tender and construction, the Contractors plans will integrate all the requirements of the scope of work and will include a comprehensive layout that includes precise plot mapping, infrastructure and landscaping, the design will include but is not limited to:

- Site Layout and Plotting
 - Finalized detailed site plan of new sections, roads, pedestrian pathways and columbaria where applicable.
 - Finalized locations for benches, fencing or amenities.
- Engineering and Civil Design
 - Detailed grading and drainage plan to ensure proper runoff, prevent flooding and managing storm water as required.
 - Groundwater management solutions as required for underground drainage systems to prevent flooding.
 - Detailed construction drawings for site access roads, parking areas and maintenance vehicle routes.
 - Installation plans for irrigation systems, water access points and lighting (if required).
- Landscape Design
 - Detailed planting plans that at a minimum will include the selection of native trees and shrubs suited to the local climate, designed to foster a serene park-like environment.
 - Detailed Landscaping or fencing plans as required.

- Technical Specification and documentation
 - Final Detailed written technical requirements for construction that include materials, methods and quality standards for work.
 - Environmental plans for protection during construction include erosion, sediment control and any archaeological requirements.
 - Digital high precision G.I.S mapping to aid the Regional District in tracking plot ownership, burial locations and future capacity.
- Compliance
 - Plans that meet all local, provincial and federal requirements that include but are not limited to zoning, environmental and health regulations.
- Submit an updated "Class A' or "Construction" cost estimate.

The drawings will be 95% shelf ready design plans for the two (2) areas and separated into phases as required.

e) Additional Work (Anticipated for 2028)

Upon written request by the Regional District, the Contractor may be required to provide additional professional services for the completion of the Columbarium Garden. These optional services may include, but are not limited to, the following:

- Final Design (100% Issued for Tender)

The Contractor may be required to prepare the Final Design (100% Issued for Tender) documents and specifications for the Columbaria Garden. This work includes:

- Updating the 95% design package to a complete Final Design suitable for public tender.
 - Incorporating any changes required to comply with updated legislation, regulations, bylaws, building codes, standards, or industry best practices.
 - Providing all drawings, specifications, schedules, and supporting documents necessary for tendering.
 - Upon acceptance of the Final Design by the Regional District, the Regional District will issue a construction tender for the applicable section or phase of the project.
- Tendering Services and Construction Drawings

The Contractor may be required to support the Regional District during the tendering process. Services may include, but are not limited to:

- Attendance at a tender site meeting.
- Responding to Requests for Information (RFIs) from bidders.
- Evaluating tender submissions in accordance with the Regional District's procurement procedures, including:
 - Attendance at a pre-evaluation meeting (approximately 15–30 minutes).
 - Individual review and scoring of tender submissions.
 - Attendance at a group evaluation meeting (approximately 1–1.5 hours).
 - Preparation and issuance of Issued for Construction (IFC) drawings and specifications following award of contract.
- Construction Administration and Project Management

The Contractor may be required to provide construction administration and project management services consistent with industry best practices and standard construction contract frameworks (e.g., CCDC). Services may include, but are not limited to:

- Construction administration services consistent with applicable CCDC contract requirements and professional standards.
- Review, certification, and issuance of progress payment recommendations.
- Review and recommendation of change orders.
- Attendance at pre-construction meetings and regular construction progress meetings.
- Site inspections at intervals appropriate to the stage of construction and the Contractor's professional obligations.
- Preparation and submission of record documents, including record drawings (as-constructed), deficiency lists, certificates of completion, and other close-out documentation required.

3.3.3 Development Permit Area Requirements.

The work performed by the Contractor is located within a Development Permit Area on the Sunshine Coast. The Contractor will be required to review the requirements

of the Development Permit Area and determine all requirements for performing the work. The work may include but is not limited to:

a) Environmental / Riparian Assessment

The Contractor may have to engage with a Qualified Environmental Professional (QEP) and should base this off information in the attached QEP report.

b) Geotechnical Engineering

The Contractor will engage the services of a Geotechnical Engineer (P.Eng.) or a Geoscientist (P.Geo) to advance the information in the Geotech Report, and may need to further assess the area of site for potential hazards which include but are not limited to steep slopes, erosion or flood potential and all other geotechnical hazards to advance the 75% design plans.

c) Landscape / Site Planning

Landscape plan to comply with previous reports, site plans, all environmental regulations, land usage law and to ensure proper and sustainable long-term site design is met for the areas under consideration.

This area of Roberts Creek is within the Skwxwu7mesh Traditional. Previous contact with the Nation indicated that "Chance Find" was to be used on sight during ground disturbance activities as per their chance find procedures ([Squamish Nation Chance Finds Procedures 2020.pdf](#)) The Regional District acknowledges that there will be no construction performed during this phase of the work, however the Contractor will need to ensure that the drawings and plans meet current requirements for the site if required.

d) Other disciplines

The Contractor will be required to obtain and hire any and all other disciplines to complete the services to comply with all regulations, laws and industry best practices.

3.3.4 Site Build Out

The Contractors work will be developed for a phased build out over time and will need to account for growth as the cemetery reaches expansion.

The Regional Districts intend that the Columbaria Garden part of the plan will be implemented within the next two (2) to three (3) years and the Southwest Area Option 1 parts of the plan may be implemented on a longer time horizon but is requiring the technical inputs, as much as possible, to be already in place.

3.3.5 Schedule

The Regional District anticipates the following tentative project schedule for completing the work

- a) Contract Award– June 2026
- b) Background Review and Studies – July 2026
- c) 75% through to Final Deliverables – August - October 2026

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 Service Requirements

The Contractor's responsibilities will include the following:

- a) Plan and design new inground burial spaces and columbaria spaces for the cemetery's buildout.
- b) Provide design services from predesign through final design (for a portion of the work) as well as tendering and contract administration as requested.
- c) Work with the Regional District to define and refine the requirements for the cemetery.
- d) Conduct a comprehensive review of all available documentation and consider operational practices and long-term maintenance implications.
- e) Ensure all design work aligns with the draft Cemetery Master Plan vision.
- f) Perform a detailed assessment of the site.
- g) Consider additional priorities such as: Accessibility improvements, Parking needs, Washroom facilities, Trails and site connectivity.
- h) Design the project in alignment with recognized industry best practices and standards.
- i) Identify implications, constraints, and opportunities and find solutions that meet the Regional District's need before advancing into next phases of the design.

4.3 Standards

The Contractor's design will have to at a minimum meet the following standards as part of their engineering services:

- a) Provincial and National Building Codes and regulations.
- b) Municipal and Provincial Legislation for planned works.
- c) *Cremation Interment and Funeral Service Act*.
- d) *Cremation Interment and Funeral Services Regulation*.
- e) [Bylaw No.689](#).
- f) Industry Best Practices.
- g) All other relevant laws and bylaws.

4.4 Related Documents

- Appendix 1 - Site Map
- Appendix 2 – Geotechnical Report
- Appendix 3 – Environmental Overview Assessment
- Appendix 4 – Site Survey
- Appendix 5 – Arboricultural Inventory and Report
- Appendix 6 – Existing Seaview Cemetery Expansion 50% Design and CA Southwest Area Option 1
- Appendix 7 – Existing Seaview Cemetery Expansion 50% Design and CA Cremation Garden
- Appendix 8 – Cemetery Master Plan (Draft)

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

The Proponents team needs to be led by a BC Registered Landscape Architect with expertise in cemetery design.

The Proponents team may need to include:

- a) Professional Engineer.
 - a. Civil Engineer.
 - b. Geotechnical Engineer.
- b) Qualified Environmental Professional.
- c) Arborist.

Proponents should list in the proposal which professional team members will be involved in the project and the scope and duration of their involvement.

5.1.1 Relevant Experience

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 are defined as:

- a) The planning, design, site preparation, construction, and alteration of cemeteries.
- b) Experience with local governments (Regional District or municipalities) would be preferred.

Proponents need to provide key team members curriculum vitae.

5.1.2 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.

5.1.3 Environmental Requirements

Proponents shall describe in detail their approach to identifying, addressing, and integrating all relevant environmental requirements and considerations into the cemetery design. This includes, but is not limited to, environmental protection measures, regulatory compliance, ecological sensitivity, and long-term sustainability.

Proponents shall provide information on how they will incorporate any First Nations requirements, input, cultural considerations into the design, where applicable.

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; and
 - Increase training and apprenticeship opportunities.
- b) Local expertise knowledge by:
 - Being locally owned; and
 - Utilization of local subcontractors.
- c) Environmental Cost of Ownership.
- d) Energy efficient products.
- e) Minimal or environmentally friendly use of packing materials.

5.3 Approach

Proponents are requested to provide a detailed description of their proposed approach for delivering all phases of the work outlined in this RFP. The approach should clearly describe how the proponent will align the planning and design process with the draft Cemetery Master Plan vision; carry out predesign through final design activities; and manage project coordination, communication, and risk throughout the assignment. Proponents should also outline their methodology for addressing provisional items and describe their process for collaborating with the Owner and other stakeholders to identify issues, constraints, and opportunities that may influence the final buildout plan.

5.4 Value Add

Proponents should summarize any value-added services they will provide to enhance the project, including advanced site engineering or infrastructure improvements (such as optimized drainage, grading strategies, or Geographic Information System mapping), environmental sustainability measures (such as stormwater management, soil preservation, or erosion control), and enhancements to community or gathering spaces (such as distinctive landscaping, accessible pathways, or community-focused features). All value-added services will be considered part of the base scope and included in the base price unless clearly identified as optional, with corresponding descriptions and itemized pricing.

5.5 Price

Proponents need to provide a fee proposal that clearly separates fixed prices for all work completed or included in the current scope from the rates for any additional services that may be required in the future. The proposal must include a detailed breakdown of the fixed prices, including labour time, travel, hourly billable rates, and material costs used to calculate those amounts, as well as a separate schedule of hourly rates, material costs, and any other applicable unit rates for future or as-needed work. Proponents should also identify how future rates will be determined, which may include annual escalators or a defined methodology for calculating rates at the time the additional services are requested.

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.

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.

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	30
Approach	25
Value Add	5
Sustainable Social Procurement	10
Price	30
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 1 Site Map
(provided as a separate document)

Appendix 2 Geotechnical Report

(provided as a separate document)

Appendix 3 Environmental Overview Assessment (provided as a separate document)

Appendix 4 Site Survey
(provided as a separate document)

Appendix 5 Arboricultural Inventory and Report (provided as a separate document)

Appendix 6 50 % Design and CA South West Area Option 1
(provided as a separate document)

Appendix 7 50 % Design and CA Cremation Garden (provided as a separate document)

Appendix 8 Cemetery Master Plan
(provided as a separate document)