

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN (RDOS) REQUEST FOR PROPOSAL

Renewable and Electrification Feasibility Studies

ISSUE DATE: 24th April, 2024

CLOSING DATE: 24th May, 2024 @ 2:00 PM, Local Time

REQUEST FOR PROPOSALS

RENEWABLE AND ELECTRIFICATION FEASIBILITY STUDIES

Summary

The Regional District of the Okanagan-Similkameen (RDOS) is seeking a consultant to:

- Perform energy audits, demand-side reviews, and renewable and electrification feasibility studies on facilities within the Regional District of Okanagan-Similkameen region.
- Examine building energy use and assess feasible pathways towards NetZero through renewable installations with a focus on solar PV arrays, energy use reduction measures, and electrification of building systems.
- Develop a corporate energy and climate action plan to guide implementing measures identified in the studies and develop a climate action pathway for the RDOS.
- Conduct an in-depth assessment of electrifying the Emergency Operations Center building and providing energy backup via a 500kW electrical storage system.
- Provide design for street lighting to electric vehicle charging station conversions in small communities.

The project requires collaboration with academic and indigenous organizations. The selected consortium will support a trainee program, where students from partnered institutions and Indigenous groups assist in project tasks, fostering an inclusive and diverse workforce.

Data gathered from the project results will be widely shared, contributing to the knowledge base of the feasibility of electrification, decarbonization, and renewable energy projects in community buildings in Canada. Furthermore, the data will support the development of projects such as municipal emergency backup power and streetlights to EV charging conversions.

Proposals may be submitted to:

Regional District of Okanagan-Similkameen,
Reception, 101 Martin Street, Penticton BC V2A 5J9
up to 2:00 pm local time on the closing date.

Proposals may also be sent electronically with the subject: "**Name of the Company** - For RDOS Renewable and Electrification Feasibility Studies" to the following email address:

sustainability@rdos.bc.ca

Questions will not be accepted or answered after 10th May 2024 @ 2:00 PM.

***PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

To submit a response to this RFP, the Respondent **MUST** be registered as a Plan taker on the BC BID Website:

<https://www.bcbid.gov.bc.ca/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

Only by being registered, can a Respondent be certain to receive addenda notifications. It is the Respondent's (Plan taker's) responsibility to acknowledge all Addenda.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN - REQUEST FOR PROPOSALS
RENEWABLE AND ELECTRIFICATION FEASIBILITY STUDIES**

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1 RFP Contents

This Request for Proposals (the “RFP”) is organized into the following parts:

- **Part A - Background**
- **Part B - The Services** – full details of the consulting Services required.
- **Part C - The RFP Process** – the process for submissions, evaluation, and award of the Contract.
- **Part D - The Contract** – the Contract the Regional District will enter with the selected Contractor.
- **Part E – RFP Forms** – Sample forms a Respondent should use to submit the information necessary to evaluate the Respondent.

2 Part A - Background


The Regional District of Okanagan-Similkameen serves approximately 80,000 people in the Southern Interior of British Columbia. The constituent communities have a strong commitment to climate action and reducing the Regional District’s carbon footprint in support of the Pan-Canadian Framework on Clean Growth.

The RDOS has received funding from the Natural Resources Canada - Smart Renewables and Electrification Pathways Program to perform a series of demand-side reviews and renewable and electrification feasibility studies on 38 facilities within the Okanagan-Similkameen region. The RDOS represents several smaller communities; and this project will assess facilities within 12 of these communities. Facilities include ice arenas, recreation centres, fire service buildings, and waste management facilities. Several sections of street lighting will also be reviewed for EV charging conversion.

The project will provide the RDOS with the knowledge and resources required to implement solar and other renewable projects within constituent communities, as well as tools and recommendations for reducing total energy use and converting key building systems to electricity. The RDOS represents 12 smaller communities that would not otherwise have the resources to employ the level of energy management and planning services this project provides. The area experiences a high frequency of forest fires, which disrupt the electrical grid. Renewable energy installations will improve the communities’ capacity and resilience to deal with power outages and other effects of climate change, including the ability to provide emergency cooling for the community in extreme heat events.

The project is anticipated to reduce greenhouse gas emissions in the Canadian municipal sector, support the development of new renewable installation projects, and offer hands-on training and experience to the next generation of climate leaders. Through training, knowledge sharing, and advertisement, further development towards electrification and renewables can be made at multiple scales across the diverse Canadian landscape. It is hoped that the results of these studies may provide guidance to overcome gaps in renewable energy installation in regions across Canada and support the future development of renewables and electrification projects in a wide range of municipalities.

2.1 Definitions Used in RFP

	The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out below.
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- 1.1. “**Addenda**” or “**Addendum**” means additional information or amendments to this RFP, issued by the RDOS in Section 4.2.
- 1.2. “**Contract**” means a written contract for the provision of the Renewable and Electrification Feasibility Studies required by this RFP, executed between the RDOS and the successful Respondent.
- 1.3. “**Proposal**” means a Proposal submitted by a Respondent in response to this RFP.
- 1.4. “**RDOS**” or “**Regional District**” means the Regional District of Okanagan-Similkameen.
- 1.5. “**Respondent**” means a person or entity that submits a Proposal to this RFP.
- 1.6. “**RFP Closing Date and Time**” means the date and time that Proposals to this RFP must be received in accordance with Section 4.2.2. The time will be determined by the RDOS web clock.
- 1.7. “**RFP**” means this Request for Proposals (Renewable and Electrification Feasibility Studies), including all forms.
- 1.8. “**Section**” means the numbered section of the referenced part of this RFP.
- 1.9. “**Services**” means the services which the RDOS seeks to be provided by the successful Respondent, as outlined in Schedule A.
- 1.10. “**Sub-Contractor**” means a person, partnership, firm or corporation that the Respondent proposes to contract with to deliver part of the Services, in a subordinate relationship to the Respondent.
- 1.11. “**Renewable and Electrification Feasibility Studies Project**” means the requirement that the RDOS seeks to be provided by the successful Respondent, as outlined in Schedule A.

3 Part B – The Services

3.1 Scope of RFP

The scope of work for this project consists of the following:

1. Conduct data collection (greenhouse gas emissions, renewable energy sources, energy use electrical capacity determination, energy benchmarking, demand-side management assessment of the facility) on up to 47 sites (38 facilities with 9 street lighting areas).
2. Performing energy modelling on select sites (up to 14 identified).
3. Performing an electrification/renewable energy feasibility analysis on up to 21 selected sites focusing on solar PV arrays.
4. Development of a Corporate Energy and Climate Action Plan, including a comprehensive list of actionable energy conservation measures that will achieve cost and carbon emission reduction for selected sites. The Plan should include details on a pathway to Net Zero for the RDOS buildings and climate action for the RDOS.
5. Conduct an in-depth analysis of a 500-kW electrical backup system for the emergency operations centre at 153 Estabrook Street, Penticton.
6. Prepare a solar tender package for up to 39 sites.
7. Preparation of a tender package for up to 9 sites for EV charger conversion of streetlights.
8. Partner with post-secondary institutions and Indigenous Communities to select and hire two trainees for the project. On-site and off-site training with selected trainees, who will shadow the site leaders and be educated on the processes that take place on-site, as well as one-on-one training with the project engineers and technologists

- on how to accomplish desktop analysis and energy modelling tasks, with training on PV Watts, Helioscope, RETScreen, and eQuest energy modelling tools.
9. Partner with AEE and the Project Team to publish a paper highlighting barriers, solutions, and other key findings of studies performed on a wide range of building archetypes across Canada. This paper is to be shared across the AEE platform and in conferences.
 10. Final report development and delivery, with clear & actionable next steps for implementation of renewables. The report will be shared with partner municipalities and Natural Resources Canada.

The energy conservation measures are required to examine all building systems, including mechanical, electrical, lighting, and envelope. This should result in a set of recommendations for each facility to significantly reduce energy use, improve demand-side management and allow the RDOS to ensure an optimal supply-side configuration is considered/installed. This will provide a holistic approach to minimizing energy use and GHG emissions and will ensure that renewable energy systems are designed as efficiently as possible.

The renewable energy feasibility studies should determine the ideal sites, configurations, and costs associated with these projects to drive impactful and informed decision-making throughout the organization, which will ultimately result in more renewables being brought online. This project should focus on potential solar PV array installations and perform analysis on further options such as onsite storage, solar thermal, air source/ground heat pumps, and cogeneration projects. The audits will also examine the cost-effectiveness of utilizing street-lighting EV chargers (as opposed to buildings) in rural municipal settings.

The Corporate Energy and Climate Action Plan will utilize data obtained from the audits and feasibility studies to develop a long-term plan for community-owned buildings and facilities that incorporates further electrification and renewables projects, to achieve facility Net Zero emissions by 2050 and develop a corporate climate action plan for the RDOS.

The trainees working on this project will support data collection, data entry, desktop analysis on renewables and demand-side management, energy modelling support, and report writing. This hands-on, practical experience will provide the trainees with the opportunity to transfer the skills and knowledge learned to further job opportunities, continued education, entrepreneurial ventures, and/or the development of renewables within their communities.

The main project objectives are as follows:

- Determine the feasibility of renewable energy, focusing on solar capacity, at selected facilities within the RDOS, increasing renewable potential within the communities.
- Provide mentorship and training, both on-site and off-site, to students and Indigenous individuals who are studying or engaged in sustainability/renewable projects.
- Provide economic opportunity and support sustainability projects in small Canadian municipalities, increasing resilience against the effects of climate change.
- Baseline all buildings' energy use and GHG emissions and set targets for reduction.
- Identify demand-side management projects and electrification projects that will result in reduced energy demand and lower emissions within these facilities.
- Establish a long-term Net Zero strategy that includes information and data required to install renewable energy systems on select buildings confidently, upgrade building systems to electric, and reduce overall energy use.
- Identify, quantify, and propose solutions for barriers to NetZero pathway implementation.

- Share data obtained from studies in the form of papers, webinars, and conferences, increasing knowledge dissemination with relevant and interested stakeholders.

Further expected project outcomes are detailed below and are critical for project success:

- 1 Indigenous member employed and trained by the consultant in the project team.
- 1 student employed and trained by the consultant in the project team.
- 50% female representation in the project leadership team
- 2 papers published by the consultant in the project team.
- 1 student-led capstone project by the consultant in the project team

The list of sites and facilities to be reviewed as part of this project is found in Appendix 1.

3.2 Proposed Project Schedule

The following is the proposed project schedule. It is expected the Respondent will provide a Gantt chart detailing their proposed schedule.

Table 1 - Milestone Dates for Project

Project Task	Description	Outputs/Results	Completion Date
Request for Proposal Issued			April 24, 2024
Contract Awarded (estimated)			June 13, 2024
Project Kick-Off	<ul style="list-style-type: none"> Meet with stakeholders (partners, consultants, Indigenous Communities, trainees) to discuss project plans, establish a line of communication, and outline requirements, pain points, and schedule. Establish clear next steps for data collection, information gathering, and subsequent site visits. <p>Responsibility: RDOS and the Project Team</p>	Stakeholders will become acquainted, establishing a smooth line of communication for project requirements	June 24, 2024
Trainee Selection, Project Plan Refinement	<ul style="list-style-type: none"> Interviews & resume review of all candidates for training and mentorship. Introduce selected individuals to the project team & supply reference training material. Develop engagement plan & goal planning process. Collaboratively develop tailored training material for these individuals. Individual tasks begin to be deployed (i.e., surveys, inventory, information collection, data collection, etc.). Schedule established for ongoing meetings, and check-ins. <p>Responsibility: The Project Team</p>	<p>2 trainees to be selected for this project and begin their orientation.</p> <p>A contextualized training plan will be developed, the relationship between trainees and partner organizations established, and clear next steps for project tasks communicated.</p> <p>Ongoing training throughout the project.</p>	June 30, 2024

Project Task	Description	Outputs/Results	Completion Date
Desktop Review of all Facilities, Climate Data, Interconnection & Utility	<ul style="list-style-type: none"> • Utility data review. • Climate data review & analysis. • Geographic analysis. • Climate change vulnerability analysis. • Local interconnection and utility agreement review. <p>Responsibility: RDOS and the Project Team</p>	<p>Completed facility baseline profile with location and geography, utility governance, utility analysis, and climate data included</p>	<p>August 31, 2024</p>
Desktop Review and Analysis of Renewables	<ul style="list-style-type: none"> • Determine transmission line capacity and potential upgrade costs for renewable energy development. • Solar PV land identification through land-use maps, Google maps, climate data, and Helioscope/PVWatts. • Review of all rooftop spaces on facilities for solar PV. • Wind power land identification land-use maps, Google Maps, climate data, and WindAtlas (or equivalent). • GeoThermal land identification through land-use maps, Google Maps, climate data and GLD & Looplink software (or equivalent). • Biomass feedstock evaluation through land-use maps, discussion with local Communities, and evaluation of appropriate technologies pending feedstocks. <p>Responsibility: Project Team</p>	<p>Opportunities for renewable opportunities will be identified and the next steps associated with how to gather more information, both on-site and following the site visits.</p> <p>The general feasibility of renewables will be determined.</p>	<p>August 31, 2024</p>
Desktop Review & Analysis of Demand-Side Opportunities	<ul style="list-style-type: none"> • Review of past energy audits. • Review of past building condition assessments. • Review of past contractor quotes. • Meeting with RDOS representatives and Trainees on observed demand-side opportunities. <p>Responsibility: RDOS and the Project Team</p>	<p>Opportunities for demand-side management opportunities will be identified, next steps for how to gather more information, both on-site and following the site visits.</p>	<p>August 31, 2024</p>

Project Task	Description	Outputs/Results	Completion Date
On-site Assessment Management	<ul style="list-style-type: none"> • Work with property managers to develop a schedule/deadline for on-site assessment(s). • Obtain utility data, facility use activities, etc. • Communicate schedule with trainees. • Prepare travel and accommodation requirements for on-site personnel. <p>Responsibility: Project Team</p>	A clear schedule and plan will be created, and property managers and on-site contractors can prepare for assessment to ensure it goes as smoothly as possible	August 31, 2024
On-site Renewables Assessment	<ul style="list-style-type: none"> • Select site Solar PV assessments, guided by the desktop review. This will include measurements, surveying, general observations, SolarPath finder, potential thermal conductivity test, pictures of all potential sites, and samples taken of all biomass feedstocks. <p>Responsibility: Project Team</p>	Will have detailed pictures of each site, measurements of key areas for renewables, samples of any biomass feedstock, measurements and flowrate of any micro-hydro stream, wind measurements, solar measurements (solar pathfinder), and an inventory and pictures of all relevant transmission and distribution infrastructure.	October 31, 2024
On-site Electrification & Energy Efficiency Assessment	<ul style="list-style-type: none"> • Site visits to confirm findings of past BCA & energy audit reports, and to gather more detailed information on larger capital cost projects that warrant further analysis. • Determine ideal locations for EV charging and observe electrical infrastructure. • Walkthrough of facilities to observe the layout/condition, and equipment inventory (HVAC, building envelope, electrical, roof, etc.). • Perform measurements and data collection required to cost and model energy efficiency and electrification projects. • Determine potential electrification projects. • Ongoing mentorship/shadowing of sustainability trainees. <p>Responsibility: Project Team</p>	Will have an accurate inventory of all the information required to cost and determine the feasibility of electrification & demand-side management measures that can be implemented (i.e., lighting inventory, boiler/furnace specification, ducting analysis, building envelope measurements, etc.). Building to be ready for analysis.	October 31, 2024

Project Task	Description	Outputs/Results	Completion Date
Off-site Renewables Analysis	<ul style="list-style-type: none"> Following site visits, begin integrating the site observations and measurements into specific renewable energy models, and begin analysis on each specific renewable that was determined feasibility. Sizing and high-level engineering of each renewable energy source. Costing of each high-level renewable energy source Feasibility study and analysis of each renewable energy source along with financial and environmental impact analysis on each. Comparison of solar thermal and HE boiler design. <p>Responsibility: Project Team</p>	Final models on all viable renewable energy resources will be completed, along with financial feasibility studies, environmental impact analysis, detailed costing of each project type, and a comparative analysis of all projects	December 15, 2024
Off-site Electrification & Energy Efficiency Analysis	<ul style="list-style-type: none"> Following site visits, begin integrating the site observations and measurements into the specific energy models, and begin analysis on each specific electrification & demand-side management measure that was identified in the audit & on-site. EV Charger recommendations and layout design. Seeking contractor pricing on capital projects. Creating cost estimates on low-hanging fruit projects. Financial and environmental impact analysis on all measures. <p>Responsibility: Project Team</p>	<p>Will have a detailed list of demand-side management projects that will be equipped with financial, environmental, and social metrics, such as GHG reduced, capital cost, simple payback, net present value, etc.</p> <p>Contractor pricing on large capital projects</p> <p>Cost estimates on low-hanging fruit projects</p> <p>Financial and Environmental Impact analysis on all projects</p>	December 15, 2024

Project Task	Description	Outputs/Results	Completion Date
Project Identification & Rankings	<ul style="list-style-type: none"> Once all projects have had their environmental, financial, and social impacts quantified, there will be a process of ranking the projects. Determine a ranking matrix that encapsulates the context of respective facilities, including financial, social, and environmental. Rank projects based on a matrix, and include variables such as budget, funding available, timeline, etc. Work with communities and the RDOS to determine priorities. Eliminate project ideas that are not feasible based on the above metrics. <p>Responsibility: Project Team</p>	Development of a Corporate Energy and Climate Action Plan, including a ranked list of all projects, including renewable energy, energy efficiency, electrification & climate-related projects to drive climate action within the RDOS.	January 31, 2025
Scenario Building & Targets	<ul style="list-style-type: none"> Based on the projects that have been identified, with the context of the facility capacity, goals, budget, and available funding, environmental targets will be set for GHG emissions. With these targets in place, scenarios will be modelled with the existing project list to determine the most feasible and cost-effective pathways. <p>Responsibility: Project Team</p>	<p>Several scenarios of how to achieve the set targets, along with the associated financial and energy modelling.</p> <p>A timeline of projects and their associated costs, and next steps.</p> <p>A detailed path forward to implementing the projects.</p>	February 28, 2025
Next Steps & Timeline Development for Plan	<ul style="list-style-type: none"> Following the determination of all demand-side, renewable energy (building integrated, and small, medium, and large scale) infrastructure projects, along with facility sustainability projects, next steps will be determined for the plan to be comprehensive and have clear next steps. Each capital project will be broken into several phases to ensure that all next steps are included, i.e., applying for permits, writing a Request-For-Proposal, geotechnical testing, etc. <p>Responsibility: RDOS and the Project Team</p>	There will be a clear pathway to achieving the facility targets for reducing the facility emissions through implementing renewables and energy efficiency.	March 31, 2025

Project Task	Description	Outputs/Results	Completion Date
Report Writing & Draft Report	<ul style="list-style-type: none"> Develop a first draft of a report with site data, analysis data, and recommendations for actions toward renewables, electrification, and energy reduction measures. <p>Responsibility: RDOS and the Project Team</p>		March 31, 2025
Research Paper Development and Submission	<ul style="list-style-type: none"> Work with trainees and partners to write and submit 2 papers to AEE journals based on findings from project studies. <p>Responsibility: RDOS and the Project Team</p>	Data will be published in national journals, furthering knowledge sharing and dissemination among stakeholders.	May 30, 2025
Presentation Development and Delivery	<ul style="list-style-type: none"> Determine relevant AEE and municipal conferences (early 2022). Create a presentation based on study findings and high-level data. <p>Responsibility: RDOS and the Project Team</p>	<p>Data will be shared across multiple platforms and interested, and relevant stakeholders provided with information to perform their own feasibility/renewable projects.</p> <p>Identified barriers and proposed solutions for renewable and electrification adoption will be shared on a national and international scale</p>	May 30, 2025
Trainee Sign-Off	<ul style="list-style-type: none"> Compare the training plan with tasks completed/learned by trainees and ensure all modules have been completed. Receive sign-off from trainees. <p>Responsibility: RDOS, Trainee program leads and the Project Team</p>	Indigenous individuals and students have been trained & have the next steps determined in their efforts for further training and education. Students will develop and present a capstone project with support from the RDOS and the project team.	June 30, 2025
Final Report	<ul style="list-style-type: none"> Submit the final report to the RDOS and NRCAN (a separate report may be required to ensure NRCAN requirements are met). <p>Responsibility: RDOS and the Project Team</p>	<p>Final report with assessment, analysis, and recommendations submitted.</p> <p>RDOS to review and assess for future actions towards renewable installations.</p>	June 30, 2025

3.3 Project invoicing

The project will follow the invoicing schedule outlined below:

- The payment schedule will be determined during the signing of the contract.

3.4 Form of Services Contract

An example of the basic form of contract the Regional District proposes to enter for the contractor services is attached as **Part D** of this RFP. The Regional District may require modifications to the form of the contract to address the specific requirements of this RFP, the content of the preferred proposal and subsequent negotiations.

3.5 No Contractual Obligations as a Result of RFP or Proposal

This is a request for proposals only, and not a call for tenders or a request for binding offers. Nothing in this RFP is intended to constitute an offer of any kind by the Regional District and no contractual obligations whatsoever (including "Contract A") shall arise because of the submission of a proposal in response to this RFP.

4 Part C – RFP Process

4.1 Proposal Content

4.1.1 Covering Letter

A cover letter signed by an authorized representative of the Respondent, outlining the proposal, and stating that the information contained in the proposal accurately describes the services to be provided.

4.1.2 Respondent's Team

A list of the individuals forming part of the Respondent's team that is to provide the requested Respondent services, including a description of everyone's role and a copy of each team member's resume acting in a supervisory role.

4.1.3 Scheduling

The proposal shall include a schedule for the delivery of the Services which will work within the Milestone Dates provided in Table 1, on page 9.

4.1.4 Fees & Disbursements

The proposal will set out all fees and costs to be charged to the Regional District to complete the Renewable and Electrification Feasibility Studies project. Please refer to the "*Price, Specification and Experience RFP Form*" provided as an RFP Addendum.

4.2 RFP Process

4.2.1 Questions Regarding this RFP

Any question a Respondent has related to this RFP process must be submitted to the RDOS in writing (sustainability@rdos.bc.ca). Questions regarding this RFP must not be submitted to the RDOS via any other method. Answers to questions received will be provided either directly to the Respondent or via an addendum to all Respondents, through the BC Bid

System. Information obtained from any source other than the RDOS through the BC Bid System is unofficial and must not be relied upon as part of this RFP.

All questions regarding this RFP must be submitted before the 'Deadline for Questions' detailed under Section 4.2.2 of this RFP. Questions received after the Deadline for Questions will be addressed if time permits.

The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the RDOS shall not be held responsible for any misunderstanding by the Respondent.

4.2.2 Timetable

This RFP process will run to the following timetable. This timetable may be amended at the RDOS's discretion through the issuance of addenda to this RFP.

Table 2 – RFP Timetable

Event	Date
Issue Date of this RFP	24 th of April 2024
Deadline for Questions	10 th of May 2024, 2 pm PST
Last Day for Issue of Addenda	17 th of May 2024
RFP Closing Date and Time	24 th of May 2024, 2 pm PST
Contract Awarded (estimated)	13 th of June 2024

Proposals may be submitted by hand to:

Regional District of Okanagan-Similkameen,
Reception, 101 Martin Street, Penticton BC V2A 5J9

up to 2:00 pm local time on the closing date.

Proposals may also be sent electronically to the following email address:

Matt Weller – Sustainability Manager
sustainability@rdos.bc.ca

Please Note: Respondents are cautioned that the timing of their proposal submission is based on when the Proposal is received by the RDOS. Proposal submissions can be delayed due to file size, transmission speed and other factors. For this reason, it is recommended that the Respondent(s) allow sufficient time to deliver or email their Proposal, including all attachments and other submission details.

The RDOS assumes no responsibility for the receipt of Proposals where the instructions detailed above have not been complied with.

4.3 Amendment of a Proposal by Respondent

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments may be submitted in the same way as the original Proposal, as detailed in Section 4.2 of this RFP.

4.4 Withdrawal of a Proposal by Respondent

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time. To withdraw a Proposal before the Closing Date and Time, the Respondent must contact the RDOS in writing in the same manner as the original submission. To withdraw a Proposal after the Closing Date and Time, the Respondent shall submit a request in writing to:

Attn:

**Matt Weller
Sustainability Manager**

**Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, B.C. V2A 5J9**

AND/OR sustainability@rdos.bc.ca

4.4.1 Addenda Issued by the RDOS

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the RDOS may issue an Addendum to amend, clarify, or answer questions to this RFP. Each Addendum will be issued through the BC Bid portal. Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the RDOS deems it necessary to issue an Addendum after the Last Day for the Issue of Addenda, as detailed in Section 4.2.2, then the RDOS may extend the RFP Closing Date and Time to provide Respondents with more time to complete their Proposal.

Respondents are required to acknowledge all addenda issued by the RDOS, using the Addenda Acknowledgement form, in Section 6 to be included with the Respondent's submission.

Send General and Technical Enquiries to:

Email: sustainability@rdos.bc.ca

4.5 Evaluation of Proposals & Award of Contract

The RDOS will evaluate Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include RDOS employees and/or Consultants. The RDOS intends to enter a Contract with the Respondent who has met all mandatory criteria and who has the highest overall ranking based, on this evaluation process.

4.5.1 Mandatory Criteria

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

Mandatory Criteria:

The Proposal must be received by the RFP Closing Date and Time, in accordance with the requirements of Section 4.2.2 (timetable) and include the following information requested (see Price, Specification and Experience RFP Form):

- Price, Specifications and Experience form
- Exceptions to the contract form page
- Addenda Acknowledgement form page
- Conflict of interest form page

4.5.2 Scored Criteria

Proposals that meet all the Mandatory Criteria will be further assessed against the following scored criteria.

EVALUATION SCORE SHEET
NOTES:

Project: Renewable and Electrification Feasibility Studies		POOR	MARGINAL	FAIR	GOOD	OUTSTANDING	TOTAL OF 100
Respondent:							
Criteria	Weight	0.4	0.5	0.7	0.9	1	MAX PTS 100
Experience and Qualifications <ul style="list-style-type: none"> • Respondent demonstrates experience on projects with similar scope and needs. • Qualification and experience • Strength of Team proposed. • Reference projects. 	35						
Pricing of Deliverables	45						
Schedule and flexibility in the delivery of the project	20						
EVALUATION TOTAL:							

4.5.3 Scoring Method

The following method will be used to score the criteria:

- Price: Price will be scored relative to other Respondents using the following formula:
 - $\text{Lowest Price} \div \text{Respondent's Price} \times \text{Weighting} = \text{Score}$

Other Criteria: All other criteria (except Price) will be scored by the evaluation committee, which will then be multiplied by the Weighting factor to provide a total weighted score out of 100 which includes price.

4.5.4 Clarifications & Remedy Period

Notwithstanding the requirements for mandatory criteria and scored criteria detailed above, the RDOS will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing submission requirements: If the RDOS finds that a Proposal fails to meet all the submission requirements required of this RFP, then the RDOS may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 48 hours to remedy and supply the requirements. The 48 hours shall commence upon notification by the RDOS to the Respondent. This option to remedy missing requirements shall not apply to Proposals not received by the RFP Closing Date and Time.
- Clarification of Proposals: During evaluation of the scored criteria, the RDOS may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the RDOS may use this information to reassess and/or re-score the Proposal according to the scored criteria.

4.5.5 Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the RDOS. If two or more Proposals have an equal total weighted score, then the Respondent with the Lowest Total Price will be invited to enter a Contract with the RDOS.

4.5.6 Conclusion and Execution of a Contract

Neither the RDOS nor any Respondent shall be legally bound to the other party until the execution of a written Contract or issuance of a Purchase Order. Following an invitation to a Respondent, by the RDOS, to conclude a Contract, it is expected that the RDOS and that Respondent would enter discussions which may include, among other things:

- Clarification or amendment to the requirements, plus any resulting price adjustments, based on items submitted in the Proposal.
- Amendments to the terms and conditions, based on items submitted in the Proposal.

The RDOS would seek to execute a Contract within 10 days of inviting the Respondent to conclude a Contract. If the RDOS and the Respondent do not, for any reason, execute a Contract within this time, the RDOS may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The RDOS may then continue this process until a Contract is executed, or there are no further Respondents, or the RDOS otherwise elects to cancel the RFP process entirely. For clarity,

the RDOS may discontinue discussions with a Respondent if at any time the RDOS is of the view that it will not be able to conclude a Contract with that Respondent.

4.6 Other Terms & Conditions of this RFP Process

The following terms and conditions shall also apply to this RFP:

4.6.1 Proposals in English

All Proposals are to be in the English language only.

4.6.2 Only One Entity as Respondent

The RDOS will accept Proposals where more than one organization or individual is proposed to deliver the service, so long as the Proposal identifies only one entity that will be the lead entity and will be the Respondent with the sole responsibility to perform the Contract if executed. Any other entity involved in delivering the Service should be listed as a Subcontractor. The Respondent may include the Sub-Contractor and its resources as part of the Proposal and the RDOS will accept this, as presented in the Proposal, to perform the evaluation. All Subcontractors to be used in the Service must be clearly identified in the Proposal.

4.6.3 Proposals to Contain All Content in Prescribed Forms

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The RDOS may not consider any information which is not submitted within the Proposal, or the pre-prescribed forms set out in this RFP.

4.6.4 References and Experience

In evaluating a Respondent's experience, as per the scored criteria, the RDOS may consider information provided by the Respondent's clients on the projects submitted in the Proposal and may also consider the RDOS's own experience with the Respondent.

4.6.5 RFP Scope of Work is an Estimate Only

While the RDOS has made every effort to ensure the accuracy of the requirements and/or services described in this RFP, the RDOS makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Services. Respondents must obtain all information they deem necessary, including verification of quantities or measurements to complete a Proposal.

4.6.6 Respondent's Expenses

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the RDOS, if required. The RDOS will not be liable to any Respondent for any claims, whether for costs, expenses, damages, or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

4.6.7 Retention of Proposals and FOIPPA

Proposals submitted to the RDOS will not be returned and will be retained by the RDOS and shall become the property of the RDOS upon submission. Respondents should note that the RDOS may choose to make public any part of this Proposal, or any Proposal and any executed contract-- including the Contractor name and total contract price-- and further that,

regardless of whether and the extent to which the RDOS elects to make anything available to the public, the RDOS would be required to disclose all or part of a Proposal or the executed contract pursuant to a request for disclosure under the Freedom of Information and Privacy Act (FOIPPA). Respondents should be aware of and review the RDOS's obligations under FOIPPA and the RDOS's limited ability to refuse to disclose third-party information under Section 21 of FOIPPA.

4.6.8 Notification and Feedback to Unsuccessful Respondents

Notification of awards shall be made via the BC Bid portal. Unsuccessful Respondents may then request a feedback email or telephone call with an RDOS representative to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results. Details of feedback provided will be at the RDOS's sole discretion to protect the confidentiality of other Respondents and the RDOS's commercial interest.

4.6.9 Conflict of Interest

All Respondents must disclose an actual or potential conflict of interest by completing the Conflict-of-Interest form, included on page 32, that is requested of Respondents when submitting a Proposal. The RDOS may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent's conduct, situation, or relationship (including relationships of the Respondent's employees and RDOS employees) creates or could be perceived to create a conflict of interest.

The RDOS may rescind or terminate a Contract entered if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process.

4.6.10 Confidentiality

All information provided to Respondents by the RDOS as part of this RFP process is the sole property of the RDOS and must not be disclosed further without the written permission of the RDOS.

4.6.11 Ability to Cancel RFP

Although the RDOS fully intends to conclude a Contract because of this RFP, the RDOS may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

4.6.12 Governing Law and Trade Agreements

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

5 Part D – The Contract

SERVICES CONTRACT FOR “EXAMPLE”

THIS AGREEMENT dated the _____ day of _____, 201█.

BETWEEN: REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
101 Martin St
PENTICTON, BC V2A 5J9
(the “District”)

AND: COMPANY
address
(the “Contractor”)

GIVEN THAT the District wishes to engage the Contractor to provide certain services to the District and the Contractor wishes to contract with the District to provide such services to the District, THIS AGREEMENT is evidence that in consideration of \$1.00 paid by each party to the other, and other good and valuable consideration, (the receipt and sufficiency each party acknowledges), the District and the Contractor agree as follows:

1. Definitions

In this Agreement, in addition to the words defined above,

- “Contractor’s Proposal” means the Contractor's written proposal to the District for performance of the Services, dated █, a copy of which is attached.
- “District Representative” means █ or such other person as the District may appoint in writing.
- “Governmental Approvals” means any licenses, permits, consents, authorizations, certificates, operating certificates and other approvals of any kind from any Governmental Authority that are required for or in connection with the performance of the Services.
- “Governmental Authority” means any federal, provincial, local or other government or governmental agency, authority, board, bureau or commission.
- “Personnel” means any individuals identified by name in the Contractor’s Quotation and any individuals employed or otherwise engaged by the Contractor to perform the Services with the prior consent of the District;
- “RFP” means the Request for Proposals for the services issued by the District dated █.
- “Services” means the services and work described in the RFP, including all acts, services and work necessary to achieve the objectives set out in the RFP.
- “Specifications” means the specifications and other requirements for the Services set out in the RFP.
- “Standards” means any and all laws, enactments, bylaws, statutes, regulations, rules, orders, permits, licenses, codes, building codes, professional standards and specifications (including Canadian Standards Association standards) applicable to the

provision of the Services, as they are in force from time to time or in the latest current version, as the case may be.

2. Contractor Services

The Contractor shall perform the Services and shall do so in accordance with the Specifications, all Standards and the terms of this Agreement.

The Contractor shall:

- supply all labour, machinery, equipment, tools, supplies, material, labour and other services and things necessary to perform the Services in accordance with this Agreement;
- obtain, maintain in good standing and comply with the terms of all Governmental Approvals;
- perform promptly and safely all of its obligations under this Agreement;
- be just and faithful in the performance of its obligations under this Agreement, in its dealings with the public and in its dealings with the District and the District Representative;
- promptly pay amounts owing to the District under this Agreement when due; and
- pay all costs and expenses whatsoever associated with performing the Services and its other obligations under this Agreement.

2.1 Project Scope Modifications

The contractor is advised that the District may modify elements of the project scope where these modifications are in the best interests of the District. This may include deletion of certain tasks/deliverables, and/or cancellation of the project. The District will ensure the contractors are paid all eligible fees for works completed to the date of any proposed modification. Where unanticipated delays occur (for any reason) that impact (delay) aspects of the contractors work program, the contractor shall not seek compensation for said delays. Further, no additional works shall be undertaken in relation to this assignment without the prior written approval of District staff.

3. Term

This Agreement shall commence on [REDACTED] and expire on [REDACTED].

4. Contractor Personnel

The Contractor will perform the Services using only the Personnel named in the Contractor's Proposal, unless otherwise approved in writing by the District Representative.

5. Warranty as to Quality of Services

The Contractor represents and warrants to the District that the Contractor and the Personnel have the education, training, skill, experience and resources necessary to perform the Services in accordance with this Agreement and the Contractor acknowledges

and agrees that the District has entered into this Agreement relying on the representations and warranties in this section.

6. Remuneration & Reimbursement

The District shall pay the Contractor for the performance of the Services as follows:

[Identify fees/disbursements or reference schedule or Contractor's Quotation]

7. Taxes

The District shall be responsible for paying any goods and services taxes, harmonized sales taxes and provincial sales taxes payable with respect to the provision of the services to the District.

8. Invoices & Payment

Not more than once each month, the Contractor may deliver an invoice to the District, in respect of the immediately preceding month, setting out the aggregate amount of fees and disbursements claimed for Services performed in that preceding month. The District shall, to the extent the District is satisfied the fees and disbursements are for Services satisfactorily performed by the Contractor, pay the Contractor the fees and disbursements claimed in any invoice delivered in accordance with this section, within 30 days after delivery of such invoice to the District.

9. Hold Back or Set Off

The District may hold back payment or set off against payment if, in the opinion of the District acting reasonably, the Contractor has failed to comply with any requirements of the Contract.

10. District's Representative

The District appoints the District Representative as the only person authorized by the District to communicate with the Contractor in respect of this Agreement. The District shall not be bound to the Contractor by communication from any person other than the District Representative.

11. Indemnity

The Contractor shall indemnify, and save harmless, the District, and its elected and appointed officials, employees, Contractors and agents, from and against all claims, losses, damages, costs, expenses (including legal fees and disbursements), liabilities, actions and proceedings, suffered, made, incurred, sustained, brought, prosecuted, threatened to be brought or prosecuted, in any manner caused by, based upon, occasioned by or attributable to, any willful or negligent act or omission, or other actionable wrong, on the part of the Contractor, its employees, Contractors or agents, connected with the performance or breach of this Agreement by the Contractor. The Contractor's obligations under this section shall survive the expiry or earlier termination of this Agreement

12. Workers Compensation

The Contractor shall, at all times, in providing the Services and otherwise performing its obligations under this Agreement, comply with the *Workers Compensation Act* (British Columbia) and all regulations and orders from time to time in force thereunder, including the Occupational Health and Safety Regulation, and, upon request from the District, provide evidence of any required registration under that Act and evidence of compliance with any requirement under that Act to make any payments or pay assessments.

13. Insurance Requirements

The Contractor shall obtain and maintain during the currency of this Agreement commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services in an amount not less than \$5,000,000.00 per occurrence, or in such a greater amount as may be required by the District Representative from time to time, acting reasonably.

The Contractor shall cause all policies of insurance required to be taken out by it under this Agreement to be with insurance companies satisfactory to the District and to:

- a) name the District as additional insured
- b) include that the district is protected notwithstanding any act, neglect or misrepresentation by the Contractor which might otherwise result in the avoidance of a claim and that such policies are not affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insureds;
- c) be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;
- d) be primary and non-contributing with respect to any policies carried by the District and shall provide that any coverage carried by the District is in excess coverage;
- e) not be cancelled or materially changed without the insurer providing the District with 30 days written notice stating when such cancellation or change is to be effective;
- f) be maintained for a period of 12 months per occurrence;
- g) not include a deductible greater than \$5,000.00 per occurrence;
- h) include a cross liability clause; and
- i) be on other terms acceptable to the District Representative, acting reasonably.

14. Errors & Omissions Insurance

The Contractor shall, at the Contractor's expense, establish and maintain professional errors and omissions insurance to the following minimum requirements:

Minimum Insurance

(a) Contractor Services for projects not exceeding \$500,000 in value -----	\$1,000,000
(b) Contractor Services for projects exceeding \$500,000 in value -----	\$2,000,000

*The Maximum deductible in all categories shall be \$50,000/\$100,000

The Contractor accepts responsibility for the acts and omissions of all Sub-Contractors it may engage in rendering the Service on the Project.

The Contractor's professional errors and omissions insurance shall remain in force for the life of the Project and for twenty-four (24) months after substantial completion, and shall contain the following endorsement to provide the The District with prior notice of changes and cancellations.

"The Insurer and the Insured Contractor shall provide written notice to be delivered by hand, or sent by registered mail to the The District at least thirty (30) days in advance of the activation date of any proposed cancellation, change or amendment restricting coverage under this policy"

15. Insurance Certificates

The Contractor shall provide the District with certificates of insurance confirming the placement and maintenance of the insurance, promptly after a request to do so from time to time by the District.

16. District May Insure

If the Contractor fails to insure as required, the District may effect the insurance in the name and at the expense of the Contractor and the Contractor shall promptly repay the District all costs incurred by the District in doing so. For clarity, the District has no obligation to effect such insurance.

17. Termination at the District's Discretion

The District may, in its sole discretion and without reason, terminate this Agreement upon notice to the Contractor. If the District terminates this Agreement under this section, the Contractor shall be entitled to be paid for all Services satisfactorily performed by the Contractor up to the date of such termination in accordance with this Agreement. The Contractor is not entitled to, and irrevocably waives and releases the District from any and all claims for, any damages or compensation for costs incurred, loss of profit or loss of opportunity, directly or indirectly arising out of termination of this Agreement.

18. Termination for Default

The District may terminate all or any part of, the Services by giving notice of termination to the Contractor, which is effective upon delivery of the notice, if:

- a) the Contractor breaches this Agreement, and the Contractor has not cured the breach, within five days after notice of the breach is given to the Contractor by the District; or
- b) the Contractor becomes bankrupt or insolvent, a receiving order is made against the Contractor, an assignment is made for the benefit of its creditors, an order is made or resolution passed for the winding up or dissolution of the Contractor, or the Contractor takes the benefit of any enactment relating to bankrupt or

insolvent debtors.

Without limiting any other right or remedy available to the District, if the District terminates part or all of the Services under this section, the District may arrange, upon such terms and conditions and in such manner as the District considers appropriate, for performance of all or any part of the Services remaining to be completed, and the Contractor shall be liable to the District for any expenses reasonably and necessarily incurred by the District in engaging the services of another person to perform those Services (including the amount by which the fees, disbursements and other costs payable by the District exceed those that would have been payable to the Contractor for completion of the Services under this Agreement). The District may set off against, and withhold from amounts due to the Contractor, such amounts as the District estimates shall be required to cover the District's costs of correcting any breaches of the Contractor's obligations under this Agreement and to be incurred by the District to complete all or any part of the Services.

19. Records

The Contractor:

- a) shall keep proper accounts and records of its performance of the Services, including invoices, receipts and vouchers, which shall at all reasonable times be open to audit and inspection by the District, which may make copies and take extracts from the accounts and records;
- b) shall keep reasonably detailed records of performance of the Services, which shall at all reasonable times be open to inspection by the District, which may make copies and take extracts from the records;
- c) shall afford facilities and access to accounts and records for audit and inspection by the District and shall furnish the District with such information as the District may from time to time require regarding those documents; and
- d) shall preserve, and keep available for audit and inspection, all records described in this section for at least two years after completion of the Services, expiry of this Agreement or termination of this Agreement, whichever applies.

20. Copyright & Intellectual Property

The Contractor irrevocably grants to the District the unrestricted license for the District to use and make copies of for the District's purposes and activities any work whatsoever generated by or on behalf of the Contractor in performing the Services in which copyright may exist. Without limiting the foregoing, the Contractor irrevocably grants to the District the unrestricted license for the District to use for the District's purposes and activities all technical information and intellectual property, including inventions, conceived or developed, or first actually reduced to practice, in performing the Services. For clarity, the licenses granted by this section shall survive the expiry or earlier termination of this Agreement.

21. Agreement for Services

This is an agreement for the performance of services and the Contractor is engaged under this Agreement as an independent Contractor for the sole purpose of providing the Services. This Agreement does not create a joint venture or partnership. Neither the Contractor nor any of its employees or Contractors is engaged by the District as an agent of the District or has any authority to bind the District in any way whatsoever.

22. Withholding Taxes

The Contractor will be pay and remit, and otherwise be responsible for, all withholding taxes, income taxes, Canada Pension Plan contributions, employment insurance deductions and any other deductions required by the applicable provincial or federal statutes for the Contractor and any of its employees. The Contractor agrees to indemnify and hold harmless the District should the District be required to pay any remittances described above.

23. Assignment

The Contractor shall not assign this Agreement or the benefit hereof without the prior written consent of the District, at its sole discretion.

24. Time of the Essence

Time is of the essence of this Agreement.

25. Alternative Rights & Remedies

Exercise by a party to this Agreement of any right or remedy of that party, whether granted in or under this Agreement or at law or equity, does not limit or affect any other right or remedy of any kind, whatever its source, that the party may have against the other party and does not affect the right of the party exercising the right or remedy to exercise other rights or remedies against the other party.

26. Notice

Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement shall be in writing and delivered personally or by courier or sent by fax or e-mail, addressed as follows:

a) To the District:

The Regional District of Okanagan-Similkameen

101 Martin St

Penticton, BC, V2A 5J9

Fax Number: (250) _____

E-mail Address: _____

Attention: _____

b) To the Contractor:

Fax Number: (250) _____

E-mail Address: _____

Attention: _____

or to such other address, e-mail address or fax number of which notice has been given as provided in this section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand,

approval or waiver sent by fax or e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent. In this section, business day means a day other than a Saturday, Sunday or B.C. statutory holiday.

27. Interpretation & Governing Law

In this Agreement

- a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- b) reference to a particular numbered section or Schedule is a reference to the correspondingly numbered section or Schedule of this Agreement;
- c) the word "enactment" has the meaning given to it in the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
- d) reference to any enactment is a reference to that enactment as amended, unless otherwise expressly provided;
- e) reference to a month is a reference to a calendar month; and
- f) section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.

This Agreement is governed by, and is to be interpreted according to, the laws of British Columbia.

28. Binding on Successors

This Agreement ensures to the benefit of and is binding upon the parties and their respective successors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.

29. Entire Agreement

This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

30. Waiver

Waiver of any default by either party shall be express and in writing to be effective, and a waiver of a particular default does not waive any other default.

As evidence of their agreement to be bound by this Agreement, the parties have executed this Agreement below, on the respective dates written below.

Regional District of Okanagan-
Similkameen
by its authorized signatories:

Jim Zaffino, CAO

Mark Pendergraft, Chair

[IF CONTRACTOR IS AN INDIVIDUAL]

Signed, Sealed and Delivered in the
presence of:

)
)
)
)
)
)
)
)

Name:

Witness:

Address:

Occupation

[IF CONTRACTOR IS A CORPORATION]

by its authorized signatories:

Name:

Name:

6 Part E – RFP Forms

Refer to RFP Addendum, “Price, Specification and Experience RFP Form”, which contains the following:

- Pricing, Specification and Experience Form
- Addenda Form
- Conflict of Interest form
- Exceptions to Contract Form

7 Appendix A – Facility and Building Locations

Table 3 - Facility and Street Lighting Location List

Facility/Location	Address	Data Collection	Street Lighting/EV Conversion	Solar Tender Packages	Energy Modelling	Electrification Study	Renewable Feasibility Analysis
RDOS Office & Community Facilities							
1. Office Building - 101 Martin Street, Penticton	101 Martin Street, Penticton	Yes		Yes	Yes	Yes	Yes
2. Naramata Water Office	214/224 Robinson Ave, Naramata	Yes		Yes	Yes	Yes	Yes
3. Community Services Office/Okanagan Falls Visitor Centre – Okanagan Falls	1109 Willow St, Okanagan Falls	Yes		Yes	Yes	Yes	Yes
4. Sun Bowl Arena	9301 Hummingbird Ln, Osoyoos	Yes		Yes	Yes	Yes	Yes
5. Osoyoos Museum	8702 Main St, Osoyoos	Yes		Yes	Yes	Yes	Yes
6. Naramata Library/OAP/Thrift Store	3580 3 St, Naramata	Yes		Yes			
7. Oliver Hockey Arena + Oliver Pool + Oliver Community Hall/Centre	665 McKinney Rd, Oliver	Yes		Yes	Yes	Yes	Yes
8. Oliver Hall/Bandshell	6359 Park Dr, Oliver	Yes		Yes	Yes	Yes	Yes

Facility/Location	Address	Data Collection	Street Lighting/EV Conversion	Solar Tender Packages	Energy Modelling	Electrification Study	Renewable Feasibility Analysis
9. Kaleden Community Hall/Rec Centre/Library	320 Lakehill Road, Kaleden	Yes		Yes		Yes	Yes
10. Similkameen Recreation Centre	311 9th Street, Keremeos	Yes		Yes		Yes	Yes
11. Similkameen Regional Pool	703 4 St, Keremeos	Yes		Yes	Yes	Yes	Yes
12. Princeton Arena	167 Old Hedley Rd, Princeton	Yes		Yes	Yes	Yes	Yes
13. Riverside Community Centre	140-048 Old Hedley Rd / Merritt Hwy / 148 Old Hedley Rd, Princeton	Yes		Yes	Yes	Yes	Yes
14. Tulameen Ice Rink	132 1ST Princeton Rural Townsite of Tulameen Firehall	Yes		Yes			
15. Campbell Mountain Landfill	901 Spiller Rd, Penticton	Yes		Yes			
16. The Lodge	1655 Reservoir Road, Penticton	Yes		Yes			
Parks Facilities							
17. Kenyon Park includes Kenyon House	5332 8th Ave,	Yes		Yes	Yes	Yes	Yes

Facility/Location	Address	Data Collection	Street Lighting/EV Conversion	Solar Tender Packages	Energy Modelling	Electrification Study	Renewable Feasibility Analysis
	Okanagan Falls						
18. Lions Park Washrooms	6607 Main St, Oliver	Yes		Yes			
19. Oliver Community Park & Buildings	6359 Park Dr, Oliver	Yes		Yes			
20. Rotary Beach Washrooms Oliver	6759 Lakeside Drive (37013 81st)	Yes		Yes			
21. Kinsmen Park Washrooms	255 Park Drive Oliver	Yes		Yes			
22. Mariposa Park, West Bench	394 Vedette Dr, Penticton	Yes		Yes			
23. Hedley Parks & Rec Woodlie Park	Lots 19-23 Scott Ave Hedley	Yes		Yes			
24. Manitou Park - Naramata	Dorothy Rd, Naramata	Yes		Yes			
25. Okanagan Falls Wellness Centre	1134 Cedar Street, Okanagan Falls	Yes		Yes			
26. Okanagan Falls - Lions Park	650 Railway Lane, Okanagan Falls	Yes		Yes			

Facility/Location	Address	Data Collection	Street Lighting/EV Conversion	Solar Tender Packages	Energy Modelling	Electrification Study	Renewable Feasibility Analysis
27. Okanagan Falls - Keogan Park	1525 Cedar St, Okanagan Falls	Yes		Yes			
28. Okanagan Falls - Christie Memorial Park	7th Ave, Okanagan Falls	Yes		Yes			
29. Kaleden Rec - Ponderosa Irrigation	201 Ponderosa Ave, Kaleden	Yes		Yes			
30. Bath House Pioneer Park Kaleden	201 Ponderosa Ave, Kaleden	Yes		Yes			
Fire Halls							
31. Naramata Fire Hall	1096 Lower Debeck Road, Naramata	Yes		Yes		Yes	Yes
32. Tulameen Fire Hall	132 1 st Street, Tulameen	Yes		Yes	Yes	Yes	Yes
33. Keremeos Fire Hall	513 7th St, Keremeos	Yes		Yes		Yes	Yes
34. Kaleden Fire Hall	304 Lakehill Road, Kaleden	Yes		Yes		Yes	Yes
35. Coalmont Fire Hall	Coalmont Rd, Coalmont	Yes		Yes		Yes	Yes
36. Okanagan Falls Fire Hall	5013 11th Ave,	Yes		Yes		Yes	Yes

Facility/Location	Address	Data Collection	Street Lighting/EV Conversion	Solar Tender Packages	Energy Modelling	Electrification Study	Renewable Feasibility Analysis
	Okanagan Falls						
37. Anarchist Mountain Fire Hall	115 Grizzly Rd, Osoyoos	Yes		Yes	Yes	Yes	Yes
38. Apex Fire Hall				Yes			
39. Willowbrook Fire Hall	39450 Willowbrook Rd, Okanagan-Similkameen	Yes		Yes	Yes	Yes	Yes
Street Lighting							
40. Keremeos Street Lights	Schneider Rd, Keremeos	Yes	Yes				
41. Area G - Street Lights	3 Main St, Olalla	Yes	Yes				
42. West Bench & Husula Lights	West Bench Estates & Husula Highlands	Yes	Yes				
43. Heritage Hills Lights	Heritage Hills	Yes	Yes				
44. Naramata Street Lights	Naramata	Yes	Yes				
45. Princeton Arena – Street Lights	167 Old Hedley Rd, Princeton	Yes	Yes				
46. West Bench Street Lights	Westbench Drive, Penticton	Yes	Yes				
47. Osoyoos Lakeshore Lights	Lakeshore Dr #16, Osoyoos	Yes	Yes				

Facility/Location	Address	Data Collection	Street Lighting/EV Conversion	Solar Tender Packages	Energy Modelling	Electrification Study	Renewable Feasibility Analysis
48. Oliver Park - Streetlights	255 Fairview Rd, Oliver	Yes	Yes				
TOTAL		47	9	39	14	21	21