

<b>Request for Proposals (RFP) – Data Sheet</b>	
<b>Name:</b>	<b>Project:</b> OCP Master Planning @ Canada Education Park <b>RFP Name:</b> OCP Master Planning @ CEP
<b>RFP #</b>	<b>2024RFP-002</b>
<b>RFP issued by Client:</b>	<b>UFV Properties Trust</b> (the “Client”) doing business as Campus Communities.
<b>The Trustee:</b>	The Client is a trust and is managed by UFV Properties Development Corporation (the “Trustee”).
<b>The Landlord:</b>	University of the Fraser Valley (“UFV”).  For greater clarity, UFV is the land owner and landlord of the Sites. However, UFV is not the Client and its role is limited to landlord. Proponent will always report to the Client.
<b>Issue date:</b>	<b>October 11, 2024</b>
<b>Site Meeting:</b>	None.
<b>Closing date/time:</b>	14:00 hours (2:00 pm) Pacific Time on: <b>October 29, 2024</b>
<b>Client Contact Information and Questions:</b>	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to the following email address: <a href="mailto:procurement@campuscommunities.ca">procurement@campuscommunities.ca</a> referencing the RFP number in the subject line of the email. Client will respond if time permits.
<b>Delivery of proposals:</b>	Please email proposals to <a href="mailto:procurement@campuscommunities.ca">procurement@campuscommunities.ca</a>
<b>Short Listed Proponents:</b>	The Client will contact all Short-Listed Proponents by end of business day <b>three (3) weeks</b> after the closing date. No notice will be given to those Proponents who <b>have not</b> been short-listed.

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## 1. Summary of the Requirement

UFV Properties Trust (the “**Client**” doing business as “**Campus Communities**”) is planning for the development of four (4) parcels at the Canada Education Park (CEP), Chilliwack with a combined area of 23.4 acres. The Client requires the support of a leading architectural/design firm for the Official Community Plan (OCP) process as well as ongoing development approvals in later years.

### 1.1 Summary of the Development Lands

The “Development Lands” are composed of the following four (unsubdivided) parcels :

- a. **Vedder Block “A”**: An 8.1 acre rectangular parcel fronting on Vedder Road to the east to Dieppe Street to the west and Petawawa Road to the south. Development most likely to include residential (condo and rental) plus possibly some mixed-use commercial/retail along Vedder if supported by economics.
- b. **Caen Block “B”**: An 8.6 acre mostly rectangular parcel bounded by Dieppe Street to the east, Caen to the north and Petawawa Road to the south contiguous to UFV’s campus lands to the west. Development most likely to include mixed-use with an emphasis on waterfront-orientated residential along Petawawa Road as well as possibly technology/agri-tech users along Caen Road.
- c. **Surrounding Lands Parcel “C1”**: An irregular-shaped parcel surrounding the “C2” Mess Hall lands with a current size of 5.0 acres (such dimensions may be updated) that may excluded from the analysis or possibly may be used for two-storey residential uses.
- d. **Mess Hall Parcel “C2”**: An irregular 1.7 acre parcel including the Mess Hall building currently licensed to the RCMP. It is anticipated these lands will continue to be used by the RCMP.

See Appendix “F” for location of the Development Lands on campus.

### 1.2 Participation in City’s OCP Amendment Process

The Development Lands require an OCP amendment to allow for development of residential market housing and tech/commercial space. **The Client has tentatively agreed with the City of Chilliwack to follow the City’s current OCP amendment process** (the City currently plans to align with the Provincially mandated OCP updates by the end of 2025). Client understands ThinkSpace is managing the process for the City. The City has indicated the following schedule for its OCP process:

- a. **Listening & Learning Phase**. September to early 2025. City will consult with landowners (including the Client) for information gathering on development expectations and plans (plus perform demographic and trends analysis).
- b. **Community Concept Baseline Consultation**. City will define land use changes and conduct a public engagement process in early/mid 2025.
- c. **Drafting and Adoption**. City to finalize the OCP amendments for council adoption by the end of 2025.

**Key goal:** It is important the *preliminary* master planning work described herein is completed and submitted to the City for inclusion in the Listening & Learning phase of the OCP amendment process.

### 1.3 Territorial Acknowledgement

Long before Canada was formed, the Stó:lō (People of the River) occupied the land on which UFV Properties Trust is located. They lived in the Fraser Valley and lower Fraser Canyon of British Columbia and they spoke Halq’eméylem, also known as the upriver dialect.

UFV Properties Trust recognizes and honours the contribution that Indigenous Peoples have made — and continue to make — to our community. UFV Properties Trust supports Indigenous businesses, entrepreneurs, tradespeople and professionals, and seeks ways for Indigenous Peoples to participate in our business initiatives.

#### 1.4 Scope of Work

See Attachment “A” for a narrative description of the scope of work. The scope is generally as follows:

##### Phase 1:

- Preparation of a summary “Preliminary Master Plan” (generally by year-end or January 2025).
- Stakeholder consultations during first-quarter 2025.
- Update of Client’s Design Guidelines and Community Design Guidelines by mid-2025.
- Density/massing studies by mid-2025.
- Updated Master Plan by mid-2025.

##### Phase 2:

- Refresh of density/massing studies
- Refresh of Client’s Design Guidelines and Community Design Guidelines.
- Rezoning/subdivision of sites including required public consultations and stakeholder consultations during 2026/27.

For greater clarity, the Client does not anticipate developing sites itself. Detailed design and building permit application support are not a requirement of this RFP. Instead, upon completion of rezoning and subdivision the Client will enter 99-year prepaid ground leases with qualified developers who will then define their own development plans and submit their own development permit application. The Design Guidelines will be used to guide and manage such developments. Some oversight and compliance review work in later stages may be needed from the Design Team.

#### 1.5 Tech Park & Agri-Tech

It is important for the Design Team to have knowledge and experience of combining “technology parks” (e.g. agri-tech, technology hubs and possibly healthcare or veterinary research and development land uses) with residential community designs – managing boundaries of each use and integrating both into a coherent master plan as described in the Scope.

#### 1.6 Leadership in Community-Friendly Design

A unique aspect of Client’s plans will be the use of Community Design Guidelines to enhance community connections and “social sustainability” among future residents. The site planning process will be inspired by Client’s goal of building an *intentional community* on the Sites. It is important for respondents to this RFP to demonstrate an understanding of the intentional community goals of Client.

#### 1.7 The Design Team

The Client’s core team is anticipated to be composed of the following:

- a. **Architect/Designer with Tech Park Experience.** As described in Appendix “A”.
- b. The Client is in discussion with [Happy Cities](#) for them to lead the community design elements of the residential components of the master plan and prepare a set of “Community Design Guidelines” (similar to what has been prepared for the Client’s Abbotsford projects).
- c. Planning and development management support by local planning and development management firm **OTG Developments Ltd.**

If a team member is not available for a task then it is hoped the Architecture/Design team has the resources and “bench depth” to provide resources to fill-in for such team member. All such discussions, if any, to be managed as a change request from the Client.

**1.8 Collaborative Team Approach**

Client is seeking a team that is comfortable collaborating with the other professional firms described above. It is anticipated the general allocation of scope of work will be as follows:

	<b>Campus Communities (Client)</b>	<b>Tech Park Architect / Design Firm</b>	<b>Happy Cities</b>	<b>OTG</b>
<b>Primary<sup>1</sup> Focus in Phase 1</b>	<ul style="list-style-type: none"> <li>Stakeholder outreach</li> <li>Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Tech Park plans</li> <li>Integration of tech with residential</li> <li>Preparation of content for Master Plan and Design Guidelines.</li> <li>Lead density/massing study (both tech and residential).</li> </ul>	<ul style="list-style-type: none"> <li>Residential community input</li> <li>Stakeholder consultation logistics (arranging meetings, minutes).</li> <li>Consolidation of all team materials into coherent master plan package.</li> <li>Support density/massing study.</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder outreach</li> <li>Workshop oversight (with Client)</li> <li>Planning support</li> <li>Local in-person outreach.</li> <li>Support density/massing study.</li> </ul>
<b>Phase 2 focus</b>	Coordination	<ul style="list-style-type: none"> <li>Leads rezoning and subdivision</li> </ul>	<ul style="list-style-type: none"> <li>Supports</li> </ul>	<ul style="list-style-type: none"> <li>Leads planning and development management</li> <li>May co-lead public consultations and City outreach.</li> </ul>
<b>Reporting</b>		Reports directly to Client	Reports directly to Client	Reports directly to Client

**1.9 Payment Terms**

It is anticipated the Scope of Work for Phase 1 will be performed by a successful proponent on a time and materials basis.

The parties will work to define a more detailed scope and schedule at the beginning of Phase 2 along with a mutually agreed budget for the phase 2 (including clarifying roles/responsibilities of other advisors). Such scope, schedule and budget will be used to define a target maximum upset price at the beginning of phase 2. If a mutually satisfactory budget cannot be established by the parties before phase 2 then the Client and the Proponent shall have the right to terminate the engagement.

**1.10 High Profile Sites & High Expectations**

The Sites are sensitive in the community. There are high expectations for outstanding projects to be built on the lands. The Client intends to deliver projects that will meet these high expectations and is seeking a leading design team to be the public face and voice for the development plans.

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<sup>1</sup> These roles/responsibilities are tentative and subject to further input and discussion among the final team members. The team will review all roles/responsibilities prior to and during the kick-off meeting to ensure alignment with the goal of confirming the party best able to perform the work leads on the relevant work package.

## 2. Background & Goals

Client is a property trust similar to other property trusts across BC including UBC Properties Trust and SFU Communities Trust (aka UniverCity). Client has a mandate to develop approximately 6 acres of land at UFV's Abbotsford Campus plus an additional 23.4 acres of land at UFV's Chilliwack campus.

Client's goals:

- build community – enhance campus life and the educational experience with a wider variety of amenities and housing options in pedestrian-friendly neighbourhoods,
- integrate the residential community with surrounding academic and tech park users,
- establish new sources of funding including ongoing recurring revenue sources,
- broaden accommodation/housing options for students, faculty and staff, and
- control development form and character of projects on the lands through design guidelines.

In future after rezoning and subdivision is complete, Client plans to work with reputable developers who can deliver on these goals, and develop projects with the following attributes:

- Live/work “zero-commute” homes,
- Cozy “pocket” neighbourhoods and cohousing-like projects,
- Intergenerational housing,
- Student-friendly housing,
- Rental housing including elder-friendly homes for aging-in-place,
- Niche commercial (cafes, entrepreneurial “incubator” hosting, dental/health services),
- Flexible designs including the possibility rental suites within units, and
- Where feasible, commercial and technology park space (most likely in Chilliwack).

More information on Client can be found at [www.campuscommunities.ca](http://www.campuscommunities.ca). Please see the document entitled “*Envisioning the Future*” on the website for information on the Client's vision for developments. The Client is governed by members of the board of directors who collectively bring decades of experience in Fraser Valley community development and financial management.

## 3. Services & Responsibilities

### 3.1 Design Team Composition and Responsibilities

The Design Team are anticipated to be composed of professional designers including but not limited to:

- a. Lead technology park advisor,
- b. Density/massing lead advisor,
- c. Lead stakeholder consultation person, and
- d. Such other consultants Design Team deems required for the work.

### 3.2 Client Team

The Client will generally retain key advisors and engineers directly including Happy Cities for residential advisory and OTG Developments Ltd for local planning and development management.

**4. Outline Schedule**

Client anticipates the following milestones. Timing will be updated from time to time as project work progresses.

PHASE 1:

<b>Activity</b>	<b>Approximate Timing</b>
Kick-off calls	ASAP
Preliminary Master Planning work	November
Key Stakeholder Consultations (CEPCO & UFV)	November/December
Preliminary Master Planning document	December/January
Support responses to City inquiries	Ongoing
Broader Stakeholder Feedback	Q1 2025
Design Guidelines & Community Design Guidelines	Q1 2025
Density/Massing study for site	Q1/Q2 2025
Updated Master Plan	Q2 2025
Delivery of Updated Plan	May/June 2025

PHASE 2:

To be discussed with proponent after OCP process completes.

**5. Evaluation**

The mandatory and desirable criteria against which proposals will be evaluated are identified in Appendix “D”. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated.

Client anticipates establishing an evaluation committee for selection, comprised of Client executives, board members and/or professional advisors.

The Client may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may request written clarifications from proponents or may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such an event, the evaluation committee may consider such clarifications in evaluating proposals.

**5.1 Evaluation Scoring**

Proposals will receive a preliminary evaluation based upon the evaluation criteria below and weighting of such criteria.

<b>Evaluation Criteria</b>	<b>Weight</b>
Corporate Criteria	20%
Experience with “Tech Park” Design	25%
Experience in Chilliwack and Sensitive Stakeholder Consultations	25%
Hourly Rates & Effort/Budget Estimate (see Appendix “E”)	20%
Indigenous Participation Plan <sup>2</sup> (“IPP”)	10%
	100%

See Appendix “D” for the detailed evaluation criteria and proposal requirements.

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<sup>2</sup> UFV Properties Trust hereby acknowledges, credits and thanks the *First Nations Health Authority* for creation of the general approach to procurement using a participation plan that inspires the usage here.

**5.2 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	
a.	Experience working in the City of Chilliwack and knowledge of the Canada Education Park and/or its stakeholders.
b.	Proponent must have more than one partner/principal and demonstrate sufficient “bench depth” to oversee the entirety of this project. Small firms interested in participating in this project are encouraged to partner with larger firms for their proposal.

**5.3 Evaluation of the Indigenous Participation Plan (“IPP”)**

To assist proponents in the preparation of proposals, the following overview of the evaluation criteria and weighting of IPPs is provided:

**5.3.1 Key Areas**

The above 10% Weighting in the Evaluation Scoring table for the IPP row will be allocated equally across the four Key Areas of the IPP for each proposal. The four Key Areas are described in detail in Appendix “D” and include:

- a. Business Development & Joint Venture Collaborations,
- b. Employment,
- c. Training and Skills Development, and
- d. Cultural Awareness, Participation and Reporting/Stewardship.

Thus each of the four Key Areas can receive a maximum of 2.5% evaluation points (for a total of up to 10% per the table above).

**5.3.2 Local First Nations**

Procurement teams including Local First Nations (as defined in Appendix “D”) members and businesses within the four Key Areas of the IPP will receive double the point allocations within each Key Area up to the maximum noted above for each Key Area points. It is hoped this encourages proponents to consider more Local First Nations members and businesses in plans.

**5.3.3 Identification of Indigenous Businesses**

Proponents are encouraged to explore the links and business directories in Appendix “G” to identify potential Indigenous business suppliers, training programs and/or sub-contractors to include as part of the proposal.

**6. Short-Listed Proponent Meeting and Evaluation**

After the evaluation a short-list of Proponents will be created by Client. The short-list will comprise the highest-ranked Proponents based on the weightings for the criteria as identified in this RFP. The short-list will comprise of up to three (3) of the highest-ranked Proponents. Short-listed Proponents may be requested to interview in person, and/or teleconference, and/or make a presentation to the evaluation committee, to discuss aspects of their submitted proposal. Client will update the evaluations based upon such interviews and use such information to make a selection of a preferred proponent.



## 7. Proposal Format

Client requests proponents use the following as a table of contents/guide to preparing and ordering a proposal. This will facilitate assessment and scoring. Provide concise, relevant and succinct information that demonstrates the Proponent's ability (financial and technical) and willingness to undertake and address the Requirements listed herein.

- (a) Proposal Response Cover Page in Appendix "C".
- (b) Pricing and Financial Submission form in Appendix "E1" and "E2" (updated as needed by Proponent).
- (c) Appendix "D" which is a guide to preparing and ordering your proposal. Proponents are instructed that submissions should be **[20] pages or less (including the Proposal Form and any additional pages attached to it)** including charts but excluding supporting information such as corporate information, reference sheets for prior projects, resumes, presentation boards, etc. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective statement of qualifications are neither required nor desired.
- (d) Any information the Proponent considers to be relevant, but not specifically applicable, may be provided as an appendix to the Proposal.

## 8. RFP Terms & Conditions

The terms and conditions applicable to this RFP are identified in *Appendix B – Definitions and Administrative Requirements*. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions that are included in this RFP, and any addenda subsequently issued by the Client.

## 9. Contract for Services Terms & Conditions

The parties will jointly prepare a contract for services after selection of the preferred proponent by the Client.

The Client reserves the right in its sole discretion to negotiate further with any Proponent(s) prior to an award pursuant to the RFP.

## Appendix A – Narrative Description of Key Deliverables

The following provides a narrative description of the key deliverables in the Scope of Work (“SOW”).

This SOW will be updated based upon feedback from City or other factors (e.g. surprises during site due diligence work or delays in community consultations). Thus some flexibility and collaboration is anticipated in the project as work unfolds.

### Phase 1: OCP Process

- a) **Preliminary Master Plan.** The Design Team will prepare a preliminary Master planning concept document (the “**Preliminary Neighborhood Plan**”) for submission to the City during the Listening & Learning Phase (prior to end of 2024). This document will define, at a very high level:
  - i. **Zones.** The overall plan for the Development Lands comprised of residential development zones (market rental and condominium), mixed use zones (residential/commercial) and possibly some technology park zones.
  - ii. **Rational.** Provide a rational for why such plans are needed at CEP.
  - iii. **Compatibility.** Describe the compatibility of such plans to the surrounding area and CEP.
  - iv. **City Benefits.** Define benefits of the plan to the City.
  - v. **Support.** Include supporting images/examples.
  - vi. **Tech Park Integration.** Importantly, the Preliminary Neighborhood Plan will include a description and vision for how “tech park” zone(s) can be integrated with surrounding residential zones and the UFV campus (or how such space can be separated from residential zones).
  - vii. **Optimal Tech Park Location & Flexibility.** The Design Team will advise the Properties Trust on tech park planning and provide early stage commentary on these topics:
    - A. When reviewing the entire UFV CEP campus (all 85 acres) including the recent [2024 campus master plan](#), where are the anticipated preferred locations that a tech park building owner would prefer to locate (and not locate)?
    - B. How much land should realistically be allocated for tech park use at CEP? What is minimum/maximum parcel size for a commercial “tech park” building? Is there a role for mixed use residential/commercial space for tech park zones (or should such zones be separate from residential space)?
    - C. What special services do tech park buildings/zones require? For example fibre optic etc. A high-level commentary on such matters based on the varying possibilities of tech park users would be sufficient (e.g. separating wet lab space from more pure commercial office users).
    - D. Should UFV and the Properties Trust dedicate a specific section of campus for tech park uses now, or, should the parties remain flexible and wait until such users have been identified (seeking consultations with the user on their preferred building location and their preferred academic/campus integration approach)? It is currently believed a flexible approach may be more successful in attracting tech park users than forcing/dedicating zones for tech park space.
- b) **Chilliwack Economic Partners Corporation (CEPCO) & UFV Input into Preliminary Master Plan.** It is anticipated two key stakeholders will provide input into the Preliminary Master Plan prior to submission: CEPCO and UFV.
- c) **Stakeholder Consultation Strategy & Workshops.** A series of confidential, non-public stakeholder workshops are anticipated to engage with the CEP stakeholders (CEPCO, City, UFV, RCMP and the Canada Border Security Agency (CBSA), possibly some local city councillors, and ultimately the Client’s board of directors. Design Team will prepare a strategy for consultations (with the support of Client’s Planning Team) and the plan is anticipated to be rolled out during first quarter of 2025 to allow for further reporting to the City and their OCP process. Client anticipates resistance to its development plans and thus professional and well-planned stakeholder meetings are essential.
- d) **Community Design Guidelines.** Update the Client’s Design Guidelines and Community Design Guidelines with the new Master
- e) Design Team will integrate the Client’s work on community building into the Preliminary Master Plan. Such work is anticipated to be provided by [Happy Cities](#).

- f) **Density/Massing Study.** Elaborate on the Master Plan for phasing and roll-out of developments including density/massing.
- g) **Updated Master Plan.** Combine the feedback from stakeholders into an Updated Preliminary Master Plan to be submitted to the City during their OCP process Community Baseline timing (before June 2025).
- h) **Two Submissions.** At this time the Client anticipates at least two submissions to the City during the OCP process: A Preliminary Master Plan prior to the end of 2024, followed by an updated Master Plan in Spring 2025.

In light of the tight timelines, Client does not anticipate performing additional engineering studies. However a basic civil concept plan is available along with arborist and detailed Phase 3 environmental<sup>3</sup> studies.

### **Phase 2: Density/Massing and Rezoning Process**

After the OCP is adopted by the City at the end of 2025, the Design Team will use the approved OCP plans for the following during 2026:

- i) **Final Master Plan.** Update the plan with feedback from the City's OCP process.
- j) **Refresh the Density/Massing Study.** Elaborate on the Master Plan for phasing and roll-out of developments including density/massing.
- k) **Capture Our Community-Building Vision in the Plan.** The Design Team will take our Community Design Guidelines and translate this vision into reality in the master planning process – defining a physical manifestation of the community goals. Prepare updated Design Guidelines and Community Design Guidelines.
- l) **Rezoning and Subdivision.** The design team will then lead the rezoning and subdivision process for each site working closely with the Client's local planning advisors. Some development permit support may also be required (to extent required for rezoning). The Design Team will update the Client's Design Guidelines using the work.

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<sup>3</sup> The site is a decommissioned army base and extensive remediation of the site has been performed.

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## Appendix B – RFP Definitions and Administrative Requirements

### 1. Terms and Conditions

The issuance of this RFP does not constitute an offer by the Client. No contract results from the issuance of the RFP Proposals or receipt of a Proposal from any proponent, except that submission of a proposal in response to this RFP indicates acceptance of all terms that follow and that are included in any addenda issued by the Client. No duties or obligations on the part of Client will be implied. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

### 2. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Client, if any. If the Client elects to reject all proposals, the Client will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### 3. Client Discretion

Client may accept the proposal ultimately judged to be the most beneficial and advantageous to Client, or that would be or provide overall "best value", or the overall "best proposal", or the "best prospect for successful satisfactory completion of the project", as described and set out in this RFP. Client is not obligated to select the lowest cost proposal.

Client is not bound by industry custom or practice in exercising any of its discretions, in formulating its opinions and considerations, or in discharging its functions under or in connection with this RFP. Client's decision, in its discretion, as to whether or not a Proposal is acceptable to Client will be final.

### 4. Reservation of Rights

In addition to any other right or privilege granted to Client under this RFP, Client reserves the right, in its discretion, to:

- (a) amend the scope of the services, and/or modify, cancel or suspend the RFP process at any time for any reason;
- (b) accept or reject any proposal based on Client's evaluation of the Proposals and in particular Client is not obliged to select the proposal with the lowest proposal cost;
- (c) waive a defect, irregularity, non-conformity or non-compliance in or with respect to a proposal or failure to comply with the requirements of this RFP and accept that proposal;
- (d) reject all proposals and re-advertise for new proposals to this or a modified RFP, or enter into negotiations for work or services of a similar nature to those requested under this RFP;
- (e) make any changes to the terms of the business opportunity described in this RFP;
- (f) give one or more proponents an opportunity to clarify its proposal and is not obligated to offer the same opportunity to the other proponents;

- (f) negotiate any aspects of a preferred proponent's proposal, and if negotiations do not lead to a contract for the services, reject the proposal from the leading proponent and commence negotiations with the next ranking proponent and
- (g) extend, from time to time, any date, time period or deadline provided in this RFP,

and in each case without any obligation, compensation or reimbursement to any proponent or any of its proponent team members.

### 5. Ownership of Proposals

Proposals submitted to the Client become the property of the Client. Client may reproduce any of the proposals and supporting documents for internal use or for any other purpose required or permitted by law.

### 6. No Collusion

Except as specified within its Proposal, the Proponent declares that no other person, either natural or corporate, has or will have any interest or share, directly or indirectly, in their Proposal or in the proposed contract which may be awarded. Except as are declared within the Proposal: (i) there is no collusion or arrangement, formal or informal, between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this RFP; (ii) the Proponent has no knowledge of the contents of any other Proposal; and (iii) the Proponent has made no comparison of figures, agreement or arrangement, express or implied, with any other party in connection with the making of its Proposal.

### 7. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Client or UFV, including the evaluation committee and any officials of the Client or UFV, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the Client.

### 8. Withdrawal of Proposals

Proposals may be withdrawn by a Proponent at any time upon written notice to Client.

### 9. No Assignment

Unless otherwise expressly stipulated, this RFP may not be assigned in whole or in part by the Proponent without the prior written approval of Client.

### 10. Applicable Laws and Jurisdiction

The laws and the Courts of British Columbia will apply and have exclusive jurisdiction over the subject matter of this RFP.

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**Appendix C – Proposal Response Cover Page Template**

**Proponent Section**

**To be completed by proponent and included as the “cover page” of the Proponents Response.**

This proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal we agree to all of the terms and conditions of this RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

Signature of Authorized Representative:

Legal Name of Proponent (and Doing Business As Name, if applicable):

Printed Name of Authorized Representative:

Address of Proponent:

Title:

Date:

Authorized Representative email address (if available):

Authorized Representative phone, fax (if available):

## Appendix D – General Proposal Requirements and Evaluation Criteria

Please include the information identified below in your proposal to allow for more efficient evaluation of proposals.

Enter N/A in this section if not applicable.

### Corporate Criteria:

ID	Criteria
1	Description of the Proponents' organization, size and structure including an indication of the ability of your firm to manage a project of this scale (with appropriate administrative and project management support, <b>identifying in-house resources versus external resources</b> ). Indicate, if applicable, whether the Proponent is a small or minority owned business.
2	Include a minimum of <b>three (3) client references</b> that have recently used your services of similar scope to validate your firm's ability to achieve the desired outcome outlined herein including direct comment to the strengths and capabilities Proponent brings to this opportunity.  Include entity's name, contact person and title, address and phone number.
3	<ul style="list-style-type: none"> <li>• Full legal name of business;</li> <li>• GST number;</li> </ul>
4	Include information for corporate social responsibility including people of colour, all genders, 2SLGBTQ+ and persons with disabilities.
5	<p><b>Mandatory Pass/Fail Review: Number of partners/principals in the Firm.</b></p> <ul style="list-style-type: none"> <li>• Experience working in the City of Chilliwack and knowledge of the Canada Education Park and/or its stakeholders.</li> <li>• Small firms with only one partner/principal will be deemed too small for this project.</li> <li>• Firms missing this criteria are encouraged to partner with bigger firms that can satisfy the requirements when making a proposal.</li> </ul>

### Experience with “Tech Park” Design:

ID	Criteria
6	Experience in planning of technology parks, innovation parks and similar master plans – especially if such work included a residential component. Where possible identify the people on the team that will work on this project and their experience with tech parks (rather than broad company experience by people not working on the project).  Provide examples of work and projects, and details of the role of the team member.
7	Description of the team member proposed to complete this work. Provide brief resumes and define the role of each team member and the commitment of each to the project as a percentage of total effort required for the work.

### Experience in Chilliwack with Stakeholder Consultations:

ID	Criteria
8	Experience working on projects in Chilliwack and the Canada Education Park.
9	Experience and/or knowledge of the Canada Education Park and its stakeholders.
10	Experience working on sensitive stakeholder consultations (particularly non-public consultations with neighbouring industry stakeholders and city stakeholders).

11	Description of the team member proposed to complete this work. Provide brief resumes and define the role of each team member and the commitment of each to the project as a percentage of total effort required for the work.
12	Comment on the client engagement process planned and your approach specific to the project (with examples from other projects).

### Hourly Rates & Effort/Budget Estimate Criteria:

ID	Criteria
13	<ol style="list-style-type: none"> <li>1. Please provide your hourly rates for all the people anticipated to work on the project.</li> <li>2. Please provide a high-level estimate of effort of key people on the project for each phase (round off the budget estimate to the nearest \$25,000 for phase 1 and 2 to allow for Client budget planning). The Client acknowledges such an estimate is highly speculative at this stage and will generally be used simply to assess realism of plans and for budgeting purposes by the Client. Please use the format described in this RFP (Appendix “E1” and “E2”). For greater certainty, the Client will work with the Preferred Proponent to define the scope and set a mutually agreed anticipated budget for the phase 2.</li> <li>3. GST to be on a separate line.</li> <li>4. Where applicable, provide a breakdown of fee structure by sub-consultants, if any.</li> </ol>

### Indigenous Participation Plan (“IPP”):

ID	Criteria
16	<p><b>A. Business Development &amp; Joint Venture Collaborations</b></p> <p>The IPP should include a summary that describes how the Bidder/Contractor intends to include the use of Indigenous firms and/or Local First Nations firms for the fulfillment of the objectives and activities of the contract. The summary should:</p> <ul style="list-style-type: none"> <li>• Identify the work intended to be carried out by Indigenous/Local First Nations firms, as well as an approximate estimate of the dollar value of the work,</li> <li>• Identify the estimated duration of the Indigenous/Local First Nation firm's deployment throughout the contract (and if part of the work will “flow through” the firm to different parties (e.g. as an agent) then please clarify the work to be actually performed by the Indigenous/Local First Nation firm versus work outsourced or sub-sub-contracted to different parties).</li> </ul>
17	<p><b>B. Employment</b></p> <p>The IPP encourages the use of Indigenous/Local First Nation Employment. The Proponent is asked to demonstrate how Indigenous/Local First Nation employment will be included and provide details pertaining to recruitment and retention strategies and related job activities by the firm:</p> <ul style="list-style-type: none"> <li>• Provide the strategies to recruit and retain additional Indigenous/Local First Nation employees.</li> <li>• Provide number of Indigenous/Local First Nation team members with the firm (and percentage of total firm employment).</li> <li>• Identify the Indigenous/Local First Nation team member's title/role currently within the firm who will work on this project <ul style="list-style-type: none"> <li>○ Include details on the work to be carried out for each position proposed to be filled by Indigenous/Local First Nation personnel.</li> </ul> </li> </ul>
18	<p><b>C. Training and Skills Development</b></p> <p>The Proponents are encouraged to demonstrate how training opportunities and skills development will be included for Indigenous/Local First Nation persons such as how they intend to provide on-the-job training, in-house training as well as succession plans.</p> <p>The Skills Development Plan should:</p> <ul style="list-style-type: none"> <li>• Provide details on the type of training being offered and how it is relevant to the project, such as: <ul style="list-style-type: none"> <li>○ Internship;</li> <li>○ On-the-job training;</li> <li>○ In-house training;</li> <li>○ Graduate on-boarding;</li> <li>○ Scholarships; and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Other opportunities.</li> <li>• Identify the number of Indigenous/Local First Nation personnel to be trained,</li> <li>• Identify what the “on-the-job-training” will consist of and the duration of the work.</li> </ul>
19	<p><b>D. Cultural Awareness, Participation and Reporting/Stewardship</b></p> <p>Please provide examples of other programs, initiatives and Indigenous engagement activities your firm participates in or supports. For example describe how your organization is supporting the Indigenous population and Canada’s commitment to <i>Truth and Reconciliation Commission of Canada: Calls to Action</i>.</p>
20	<p>For the purpose of the IPP the following definitions shall apply:</p> <p>a) <b>Indigenous Individual:</b> an individual who falls within the definition of the <i>Canadian Constitution Act</i> (1982) section 35, subsection (2) including <i>Indian, Inuit</i> and <i>Métis</i> peoples of Canada.</p> <p>b) <b>Indigenous Business(es):</b> a business or Service Provider that is at least 51% owned or controlled by Indigenous Individual(s) including:</p> <ul style="list-style-type: none"> <li>• a sole proprietor;</li> <li>• a limited company;</li> <li>• a co-operative;</li> <li>• a partnership;</li> <li>• a not-for-profit organization;</li> <li>• a social enterprise; or</li> <li>• a joint venture consisting of two or more Indigenous businesses or an Indigenous business and a non-Indigenous business(es), provided that the Indigenous business(es) has at least 51% ownership and control of the joint venture.</li> </ul> <p>c) <b>Local First Nation Individual:</b> an Indigenous Individual who is a member or affiliated with one of the local First Nations communities listed in Appendix “H”.</p> <p>d) <b>Local First Nation Business(es):</b> a business or Service Provider that is at least 51% owned or controlled by Local First Nations individual(s), and, is a member or affiliated with one of the local First Nations communities listed in Appendix “H”, including:</p> <ul style="list-style-type: none"> <li>• a sole proprietor;</li> <li>• a limited company;</li> <li>• a co-operative;</li> <li>• a partnership;</li> <li>• a not-for-profit organization;</li> <li>• a social enterprise; or</li> <li>• a joint venture consisting of two or more Local First Nation businesses or a Local First Nation business and a non-Local First Nation business(es), provided that the Local First Nation business(es) has at least 51% ownership and control of the joint venture.</li> </ul>



**Appendix E1 – Hourly Rates & Effort/Budget Estimate**

**Proponent’s Budget Estimate – Phase 1 only**

The phase 1 Contract will be awarded on a time and materials basis. However the Client seeks an approximate estimate of the anticipate effort for the Phase 1 and 2 work below. Client acknowledges such estimate will depend upon a variety of non-controllable factors including the responsiveness of the City and stakeholders. Round off the budget estimate to the nearest \$25,000 for phase 1 and 2.

For evaluation purposes please provide an approximate estimate of the effort and cost for your team to complete the Scope of Work.

**PHASE 1 & 2:**

	<b>Description</b>	<b>Est. Hours</b>	<b>% of Total Hours</b>	<b>Est. Price</b>
1.	Preliminary Master Plan			
2.	Stakeholder Engagement			
3.	Updated Master Plan			
4.	Other fees, as required			
5.	<b>TOTAL PHASE 1</b>	Total here should reconcile to below		

**Team Member Rates – Phase 1 (and inflated Phase 2 rates assuming work in 2026 and 2027).**

This section should include all individuals and roles that will be working on the Project.

<b>Discipline, Individual Name, Title</b>	<b>Amount of time allocated to Project</b>	<b>Hourly Rate (\$/Hour)</b>
Person a		
Person b		
Person c		
Etc.		

**Project Disbursements:**

1. See Schedule E1 for Reimbursable Expenses

## Schedule E2 – Reimbursable Expenses

The *Client* shall pay to the *Architect* *Reimbursable Expenses* on the basis described in this Schedule B - REIMBURSABLE EXPENSES. Probable costs, where indicated, are the *Architect's* estimate of the total amount, excluding *Value Added Taxes*, of *Reimbursable Expenses* that may become payable for each item. Except where *Reimbursable Expenses* are indicated as payable on an "E3" basis, the *Architect* does not represent nor warrant that the Reimbursable Expenses will be less than or equal to the probable costs indicated.

The following designations are used to indicate the method of remuneration applicable to each line item, or the non-applicability of an item to the contract:

- E1** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts. An administrative charge of \_\_\_\_ % will be added to these items.
- E2** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts, but without any added administrative charge.
- E3** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined fixed amount, regardless of actual costs incurred. This amount is indicated in the probable cost column but shall not be exceeded. It shall be apportioned to the phases of the *Services* as stated in Article A13 of the agreement and is payable accordingly.
- E4** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined percentage of the *Architect's* fee for *Services*, regardless of the method of fee calculation and regardless of actual costs incurred. The percentage is \_\_\_\_ %, which amount shall be added to each invoice.
- E5** Indicates that these items are deemed to **not** be *Reimbursable Expenses* that are separately payable by the *Client* to the *Architect*. They are deemed to be included in the *Architect's* fee for *Services*.
- N/A** N/A (or an item left blank) indicates that, on the date the agreement is made, it is anticipated that these *Reimbursable Expense* items will not be incurred.

ITEM	REIMBURSABLE EXPENSE	BASIS OF PAYMENT	PROBABLE COST
1	General reproduction graphic services including: 1. Small format (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files. 2. Large format (greater than ledger sized sheet) colour or black and white photocopying of original hard copies or printing of digital files. 3. Scanning original hard copies to create digital files. 4. Printing and binding of reports and specifications. 5. Printing and binding of construction drawings.	E2	
2	Special reproduction graphic services including: 1. High-quality colour or black and white printing of digital files. 2. Mounting or framing of prints. 3. Production of marketing or presentation materials.	E2	
3	Delivery costs including: 1. Couriers 2. Registered or express mail 3. Postage	E2	
4	Local transportation including: 1. Taxis 2. Use of personal vehicles at rate of [\$0.50/km][        ] 3. Automobile rental 4. Parking	E2	

ITEM	REIMBURSABLE EXPENSE	BASIS OF PAYMENT	PROBABLE COST												
5	Other Transportation including: 1. Air fare, rail fare, intercity bus fare 2. Use of personal vehicles at rate of [\$0.51/km] [     ]	E2													
6	Meals: 1. Allowance as follows: <table border="1" data-bbox="269 411 1065 636"> <thead> <tr> <th colspan="2">Meal Allowances:</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>\$15.75</td> </tr> <tr> <td>Lunch</td> <td>\$15.10</td> </tr> <tr> <td>Dinner</td> <td>\$42.00</td> </tr> <tr> <td>Full Day</td> <td>\$72.85</td> </tr> <tr> <td>Incidentals</td> <td>\$17.30</td> </tr> </tbody> </table>	Meal Allowances:		Breakfast	\$15.75	Lunch	\$15.10	Dinner	\$42.00	Full Day	\$72.85	Incidentals	\$17.30	E2	
Meal Allowances:															
Breakfast	\$15.75														
Lunch	\$15.10														
Dinner	\$42.00														
Full Day	\$72.85														
Incidentals	\$17.30														
7	Travel time of <i>Architect's</i> and <i>Architect's Consultant's</i> personnel when attending in-person meetings and workshops at Abbotsford campus.	E3 at 50% of hourly rates													
8	Communications charges including: 1. Long distance telephone and facsimile charges 2. Internet services 3. Video and teleconference services 4. Collaborative project-specific internet sites 5. Project web camera 6. Cell phone charges	E5													
9	Local <i>Project</i> office	E5													
10	Commissioned presentation materials including: 1. Renderings 2. Physical models 3. Computer models 4. Computer animations	E2													
11	Internet based services 1. Virtual storage 2. FTP site 3. <i>Project</i> management file sharing service	E5													
12	Miscellaneous	E2													

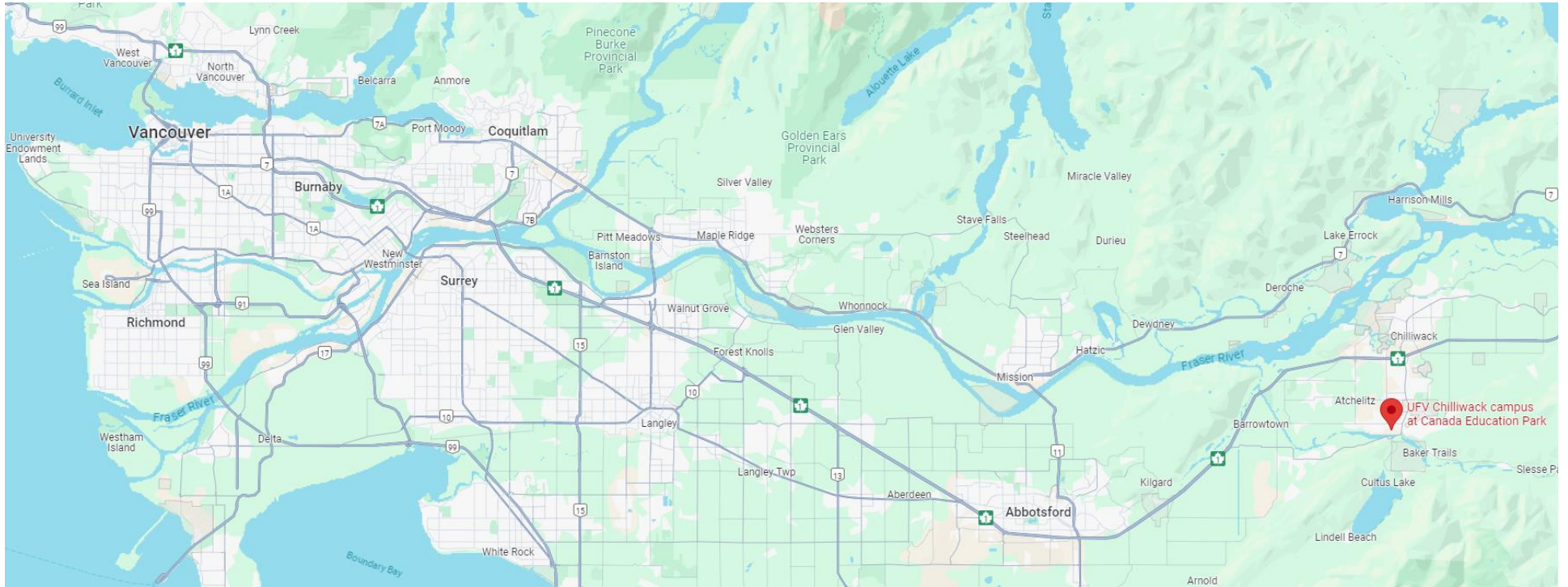
Notwithstanding the above, the following schedule describes the various costs which are to be paid to the Consultant as part of the professional fee for basic services or as reimbursable expenses (disbursements):

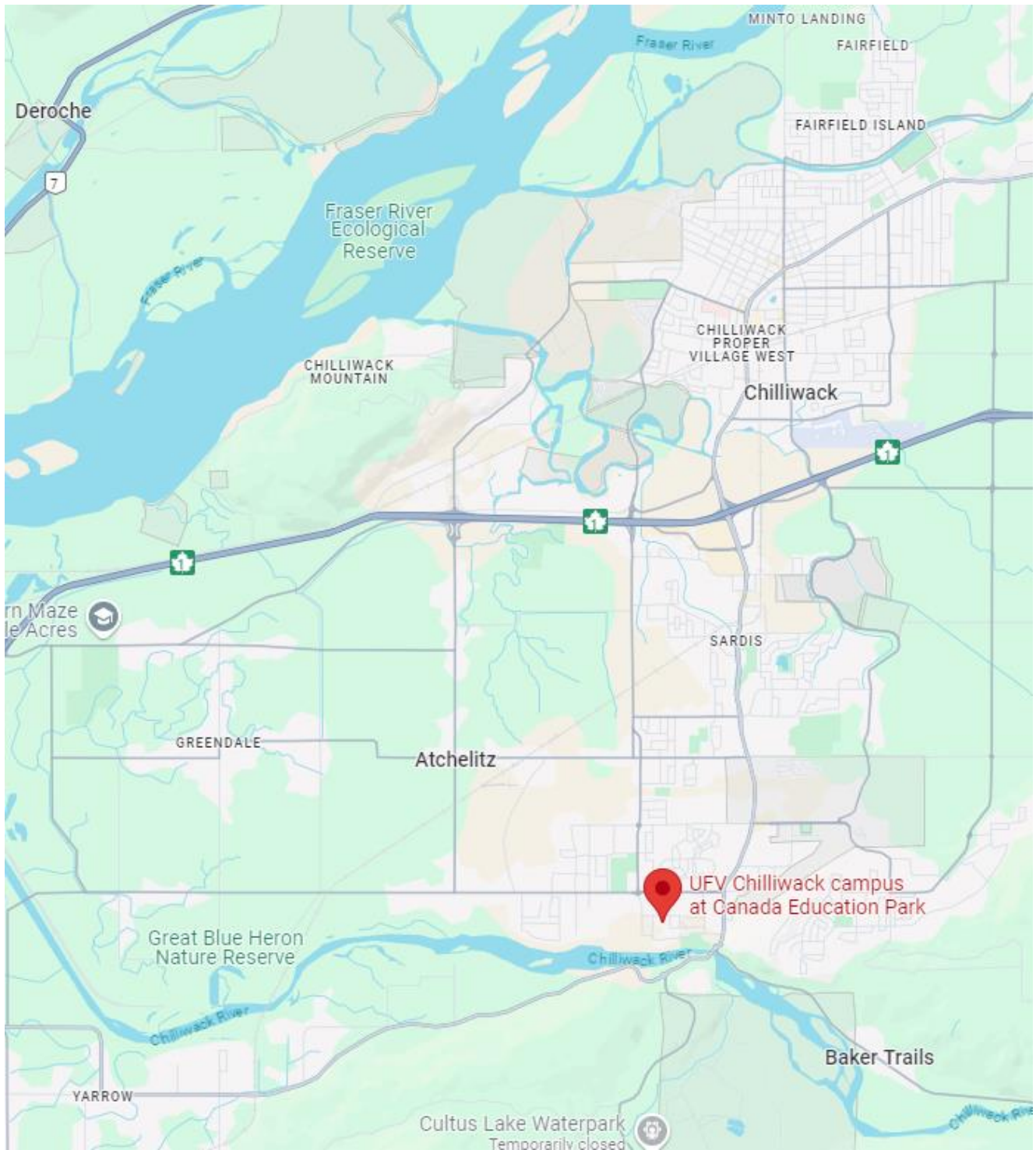
ITEM	PROFESSIONAL FEES FOR BASIC SERVICES	PAID BY CLIENT AS A REIMBURSABLE EXPENSE
Advertising for tender and substantial completion notices		X
Clerical 1. Typists 2. Word processing 3. Correspondence/photocopying 4. Mail (local and long-distance)	X X X X	
Computer Use	X	
Courier & Freight Charges		X
Drafting 1. AutoCAD and similar 2. Manual 3. Supplies	X X X	
Facsimile 1. Local 2. Long Distance	X X	
Permits, Licenses / Consents / Authorizations		X
Model Building 1. Study Models (in house) 2. Presentation Model if requested by CLIENT	X	X
Parking (also see Travel) 1. At CLIENT offices or site 2. Consultant's offices etc.	X	X
Photography 1. Job site photos for CLIENT benefit		X
Copying 1. Correspondence 2. Consultant in-house copying and draft reports	X X	
Reprographics 1. Consultants in-house drawings reproduction 2. Review drawings and specifications for CLIENT review 3. Feasibility, geotechnical, schematic design, design development, systems design, quantity survey reports, including binding & collating for submission to CLIENT. 4. Review drawings and specifications, reports for Subconsultant 5. Contract documents / specifications / tender documents	X   X	X X  X

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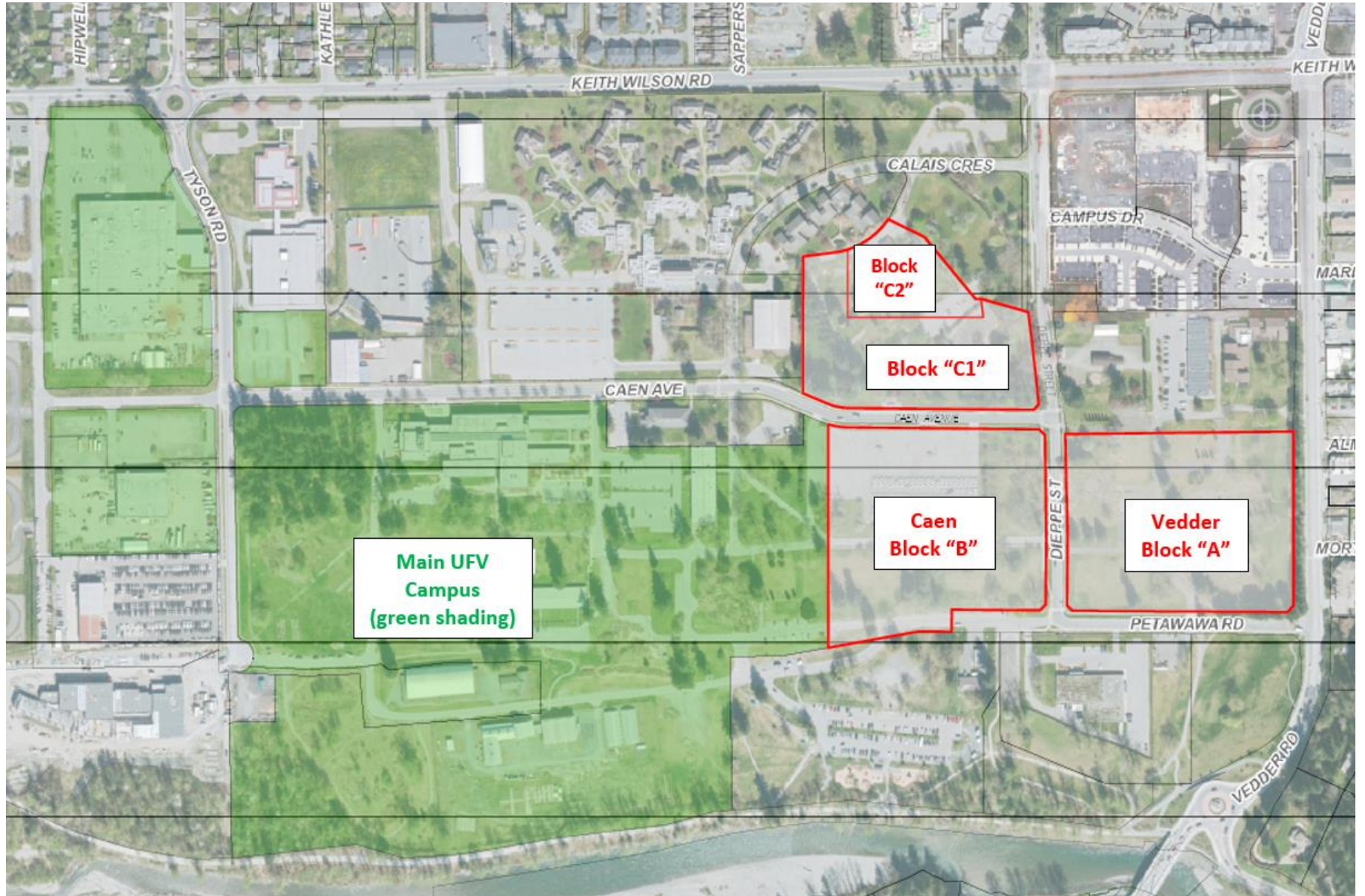
## Appendix F – Site Location

The sites are located on UFV's Chilliwack campus at the Canada Education Park.





The UFV Canada Education Park Lands, Chilliwack (Properties Trust lands are outlined in red).



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## Appendix G – Identification of Indigenous Businesses

### Local Fraser Valley Business Associations and Directories:

- Skowkale Aitchelitz Yakweakwoose (SAY) [links here](#).
- Stó:lō [business directory](#)

### Local First Nations Communities Near Abbotsford and Chilliwack:

1. Aitchelitz First Nation
2. Shxwh:y Village
3. Skowkale First Nation
4. Squiala First Nation
5. Tzeachten First Nation
6. Yakweakwoose First Nation
7. Kwaw-Kwaw-Apilt
8. Skwah First Nation
9. Popkum First Nation
10. Shxw'ow'hamel First Nation
11. Seabird Island Band
12. Soowahlie First Nation
13. Skawahlook First Nation
14. Peters First Nation
15. Sumas First Nation
16. Matsqui First Nation
17. Kwantlen First Nation
18. Semiahmoo
19. Leq'a:mel First Nation

These communities are local to either Client's Abbotsford or Chilliwack projects (or both). The above list is taken from Province of British Columbia databases. If a community is missing then please contact [procurement@campuscommunities.ca](mailto:procurement@campuscommunities.ca) with details and we will happily add to the list for the next procurement.

### Business directories and sources of Indigenous business and services across Canada:

- ACCESS (Aboriginal Community Career Employment Services Society). Link [here](#).
- Indigenous Business Directory (IBD). Try [here](#).
- Canadian Council for Indigenous Business. Link [here](#).
- BC Ministry of Indigenous Relations and Reconciliation. Link [here](#).

UFV Properties Trust is seeking to expand this list of Indigenous business leads. If you have suggestions or want your business or services added to this list for future procurements then please email [procurement@campuscommunities.ca](mailto:procurement@campuscommunities.ca) Thank-you.