



REQUEST FOR PROPOSAL

LOGAN LAKE CONSTRUCTED WETLANDS

**INVASIVE PLANT INVENTORY AND
INTEGRATED MANAGEMENT PLAN UPDATE**

CONTRACT No. RFP-2026-08

Issued:	September 3, 2026
Optional site meeting:	September 16, 2026
Inquiries close:	October 9, 2026
Proposal closing:	October 30, 2026
Anticipated award:	February 2027

Prepared by:

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District of Logan Lake

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SECTION 1 - INVITATION AND INSTRUCTIONS TO PROPONENTS

1.1 Executive Summary

The District of Logan Lake (the "District") invites proposals from qualified environmental consulting firms or teams to complete a current invasive plant inventory, geospatial baseline, and updated integrated invasive plant management plan for the Logan Lake Constructed Wetlands and associated riparian and disturbed upland areas.

The Project Area is the same constructed wetland complex addressed by the 2017 Combined Plan for Noxious Weed Management at Logan Lake Constructed Wetlands. The assignment will confirm present conditions, document change since the earlier work where comparison is possible, and provide a practical, prioritized and costed five-year management and monitoring program.

Base assignment

The base assignment is inventory, assessment, mapping and planning. It does not include pesticide application, mechanical treatment, plant removal, biocontrol release or other on-the-ground control work. The District may negotiate optional follow-up services after the plan is accepted.

RFP number	RFP-2026-08
Project title	Logan Lake Constructed Wetlands Invasive Plant Inventory and Integrated Management Plan Update
District representative	Wade Archambault, CAO, cao@loganlake.ca
Optional site meeting	September 16, 2026, 4:00 pm PST, Golf Course Clubhouse
Inquiries deadline	October 9, 2026, 4:00 pm PST
Closing deadline	October 30, 2026, 4:00 pm PST
Proposal validity	90 calendar days after closing
Contract term	February 2027 to December 2027

1.2 Term of Contract

The Successful Proponent is expected to begin work promptly following contract execution and complete the services within the schedule in Section 2.8. The District may extend the contract for optional monitoring, implementation support or related services, subject to satisfactory performance, available budget and mutual written agreement.

1.3 Request for Proposal Terminology

- **"Contract"** means the written consulting services agreement resulting from this RFP and executed by the District and the Successful Proponent.
- **"Contractor"** means the Successful Proponent after execution of the Contract.
- **"District"** means the District of Logan Lake.
- **"District Representative"** means the person appointed by the District to administer the Contract.

- **"Mandatory" or "must"** means a requirement that must be met for a Proposal to be considered compliant.
- **"Project Area"** means the Logan Lake Constructed Wetlands and associated riparian, shoreline, access-road and disturbed upland areas shown in Appendix A.
- **"Proponent"** means a person, firm or team that submits a Proposal in response to this RFP.
- **"Proposal"** means a submission made in response to this RFP.
- **"RFP"** means this Request for Proposal, including its appendices and all addenda issued before closing.
- **"Successful Proponent"** means the Proponent selected by the District to enter negotiations and, if negotiations are successful, execute the Contract.

1.4 Proposal Documents and Addenda

The RFP documents consist of this RFP, its appendices, the reference materials identified in Section 2.6, and any addenda issued by the District. Proponents are responsible for confirming that they have received and reviewed all documents and addenda before submitting a Proposal.

Only written addenda issued by the District may modify or clarify the RFP. Information obtained from any other source is not official and should not be relied upon.

1.5 Intent to Submit

Proponents intending to submit a Proposal should email an Intent to Submit to [insert procurement email]. The email should identify the Proponent, primary contact, telephone number and email address. An Intent to Submit is not mandatory and does not obligate a Proponent to submit; however, it assists the District in distributing notices and addenda.

1.6 Inquiries and Site Meeting

Questions must be submitted in writing to the District Representative no later than the inquiries deadline shown in Section 1.1. The District may circulate questions and responses to all registered Proponents without identifying the source of the question.

An optional site meeting is anticipated at the date and location shown in Section 1.1. Proponents are strongly encouraged to attend because access conditions, wetland boundaries and survey logistics are important to the assignment. Attendance does not replace the Proponent's obligation to form its own conclusions regarding the work.

1.7 Proposal Submission

Proposals must be received by the closing deadline identified in Section 1.1. Proposals may be submitted by email as follows:

Email	cao@loganlake.ca
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Faxed Proposals will not be accepted. A Proponent submitting by email is responsible for confirming receipt before the closing deadline and for managing file-size limitations. Proposals received after closing may be rejected at the District's sole discretion.

1.8 Ownership, Confidentiality and Freedom of Information

All Proposals become the property of the District and may be copied for evaluation and contract administration. Proposals will be handled in confidence, subject to the Freedom of Information and Protection of Privacy Act and other applicable law. A Proposal, evaluation summary or contract award recommendation may be disclosed to Council in a public meeting where required or appropriate.

Confidential information provided by the District must not be disclosed or used for any purpose other than preparing the Proposal or performing the Contract. This obligation survives completion or termination of the procurement and Contract.

1.9 Rights of the District and Nature of Process

The lowest-priced Proposal or any Proposal will not necessarily be accepted. The District may, in its sole discretion:

- accept any Proposal, reject any or all Proposals, or cancel and reissue the RFP;
- waive minor irregularities, seek clarification, verify information or request supplemental information;
- negotiate scope, schedule, price, personnel, deliverables and contract terms with one or more Proponents;
- accept all or part of a Proposal, split the work, or add or remove optional services;
- reject a Proposal that is incomplete, conditional, misleading, unbalanced or otherwise not in the District's best interests; and
- conduct reference checks, interviews or presentations before making an award decision.

This RFP is not intended to create, and will not create, a formal legally binding bidding process or a Contract A. No legal rights or obligations arise until the District and the Successful Proponent execute a written Contract.

1.10 Proposal Costs, Validity and Withdrawal

Proponents are responsible for all costs of preparing and submitting a Proposal, attending meetings and participating in evaluation or negotiations. Proposals must remain open for acceptance for 90 calendar days after closing. A Proposal may be amended or withdrawn by written notice received before the closing deadline.

1.11 Conflict of Interest, Anti-Collusion and Ethical Conduct

Proponents must disclose any actual, potential or perceived conflict of interest involving the Proponent, its team members, subcontractors, District employees or elected officials. The District may reject a Proposal or impose conditions to manage a conflict.

Proponents must not collude, communicate Proposal prices to competitors, offer improper benefits, or engage in fraud, corruption or other conduct that undermines a fair procurement process. A breach may result in disqualification or contract termination.

1.12 Form of Contract, Insurance and WorkSafeBC

The Successful Proponent will be required to enter a consulting services agreement in a form acceptable to the District and to provide, before commencing work:

- a current WorkSafeBC clearance letter or evidence of exemption;
- commercial general liability insurance of not less than \$2,000,000 per occurrence, naming the District as an additional insured;
- professional liability/errors and omissions insurance of not less than \$1,000,000 per claim;
- automobile liability insurance of not less than \$2,000,000 where vehicles are used in performing the work; and
- any additional licences, permits, authorizations or insurance reasonably required for the approved work plan.

The District may require different or higher limits before contract execution. The Contractor is responsible for all staff, subcontractors, equipment, transportation, safety, environmental protection and incidentals needed to complete the work.

SECTION 2 - PROJECT SPECIFICATIONS

2.1 Project Background and Site Context

The Logan Lake Constructed Wetlands were established as a wetland restoration project along the Dumois Creek corridor. The 2017 management plan focused on the constructed wetlands and adjacent disturbed areas, with attention to the potential effects of invasive plant management on wetland, riparian and stream values.

The historic planning estimate was approximately 5 hectares: about 3 hectares around the constructed wetlands and 2 hectares along their boundaries and adjacent disturbed lands. The current Project Area will be defined by the owner-approved map in Appendix A and verified during project start-up. The historic estimate is provided only to assist Proponents in estimating effort.

The 2017 work identified or discussed Canada thistle, sow-thistle, bull thistle, wild or tumble mustard, spotted knapweed and nearby blueweed, among other weeds. It also documented prior control trials and considered manual, mechanical, barrier, revegetation, biological and chemical approaches. The new assignment must determine current conditions and must not assume that historic species lists, treatment recommendations, pesticide registrations, label directions or regulatory interpretations remain current.

Project intent

Create a defensible and repeatable current baseline, then translate the findings into a practical integrated management program that protects wetland and riparian values, limits downstream and roadside spread, and can be implemented and monitored by the District over five years.

2.2 Project Objectives

- Confirm the current extent, composition and condition of invasive plant infestations throughout the Project Area.
- Map each invasive plant occurrence and management unit at a scale suitable for treatment planning, budgeting and future monitoring.
- Establish repeatable survey tracks, photo points and permanent monitoring locations that can be revisited in future years.

- Document enough native and desirable vegetation information to assess competition, restoration progress, non-target risks and opportunities for revegetation.
- Identify new or emerging invasive plants and areas where priority species were searched for but not detected.
- Assess evidence of historic treatment effectiveness where records or field indicators permit, and clearly state limitations in comparison with the 2017 narrative baseline.
- Prepare a current, location-specific integrated invasive plant management plan with prevention, treatment, restoration, monitoring and adaptive-management actions.
- Provide GIS, tabular, photographic and report deliverables compatible with District systems and, where requested, InvasivesBC.

2.3 Scope of Services

2.3.1 Phase 1 - Start-up and Desktop Review

- Attend a start-up meeting and site orientation with the District Representative and designated project advisors.
- Review the 2017 management plan, available treatment and planting records, historic photographs, relevant GIS data, current aerial imagery and available InvasivesBC records.
- Confirm access, land tenure, safety constraints, sensitive areas, field timing and communication protocols.
- Prepare a concise work plan and field protocol describing survey coverage, seasonal timing, crew composition, transects or plots, photo monitoring, GPS/GIS methods, data fields, quality assurance, biosecurity and safety procedures.
- Identify any information gaps or scope refinements that should be resolved before fieldwork.

2.3.2 Phase 2 - Field Inventory and Site Condition Assessment

The Proponent must complete a systematic and repeatable inventory of terrestrial, riparian, emergent and accessible aquatic invasive plants within the Project Area. At minimum, the base Proposal must include one peak-growing-season inventory visit and one late-season validation visit. The Proponent may propose a different seasonal design if it provides equal or better detectability and explains the rationale.

The field program must combine complete reconnaissance or meander coverage with permanent transects, plots and/or photo points sufficient to represent the constructed wetland cells and principal wetland, riparian, shoreline, access-road and disturbed upland vegetation zones. Remote sensing may supplement, but must not replace, field verification.

Data group	Minimum information	Purpose / notes
Survey effort	Date, observer, start/end time, GPS track, area searched, access limitations and weather.	Demonstrates coverage and supports repeat surveys and negative search records.
Species	Accepted common and scientific name, relevant synonym, regulatory or regional status, and confidence of identification.	Voucher photographs or specimens only where appropriate and authorized.
Occurrence	Point or polygon geometry, GPS accuracy, footprint area, abundance, density, distribution, percent cover and count/estimate where practicable.	Use current InvasivesBC-compatible categories where available.
Phenology	Life stage, flowering or seed status, evidence of reproduction and likely seasonal treatment window.	Supports treatment timing and follow-up requirements.
Habitat	Wetland/riparian/upland zone, substrate, moisture, canopy/shade, bare ground, disturbance, proximity to water and sensitive features.	Supports risk assessment, non-target protection and restoration planning.
Vectors and constraints	Road, trail, water, mowing, fill, wildlife, construction or other spread vectors; access and treatment constraints.	Supports prevention and prioritization.
Biocontrol	Evidence of established biological control agents where relevant and safely observable.	No collection, release or transfer without prior approval and applicable authorization.
Photo monitoring	Georeferenced overview and close-up photos with photo point, direction, date, subject and file identifier.	Establish or re-establish permanent points suitable for future comparison.

Data group	Minimum information	Purpose / notes
Native vegetation	Dominant native/desirable species, approximate cover, species richness, bare soil/litter/water and survival or canopy development of restoration plantings where evident.	A focused condition assessment, not a full rare-plant or regulatory wetland delineation unless separately authorized.

Incidental observations of invasive animals, pathogens or other species of concern must be reported, but detailed fauna, pathogen, fish, wildlife, rare-plant or species-at-risk surveys are outside the base scope unless expressly added by the District.

2.3.3 Phase 3 - Analysis, Mapping and Prioritization

- Compare current findings with the 2017 report and any available treatment records, clearly distinguishing measured change from observations that cannot be compared quantitatively.
- Delineate practical management units based on species, infestation pattern, habitat, proximity to water, access, non-target vegetation, treatment feasibility and spread risk.
- Rank species and management units using a transparent priority matrix that considers regulatory status, ecological risk, distribution, spread vectors, treatment urgency, likelihood of success, cost and risk to wetland or riparian values.
- Identify areas where prevention, containment, eradication, suppression, monitoring-only or revegetation is the appropriate objective.
- Identify urgent findings that should be communicated to the District before the final report, including new high-priority species or imminent seed/propagule spread.

2.3.4 Phase 4 - Updated Integrated Invasive Plant Management Plan

The Contractor will prepare an updated, site-specific integrated management plan with a five-year planning horizon. Recommendations must be evidence-based, feasible for the site and consistent with current law, pesticide registrations and labels, land tenure and District direction.

- management goals, measurable objectives, treatment thresholds and success indicators;
- prevention and biosecurity practices for staff, volunteers, contractors, equipment, fill, seed and construction activities;
- species-specific and management-unit-specific options using appropriate combinations of cultural, manual, mechanical, barrier, biological, restoration and chemical tools;
- recommended timing, sequencing, frequency, follow-up and decision points, including an upstream-to-downstream strategy where this reduces reinvasion risk;
- non-target plant, wetland, riparian, open-water, wildlife, public-use and worker-safety considerations;
- weed material handling, cleaning, transport and disposal requirements;
- revegetation, seeding, planting, mulching, erosion-control and canopy-development actions to improve long-term competition and site resilience;
- current licences, certificates, permits, use authorizations, notification, signage, pesticide-free zones, buffer requirements and other approvals that would apply to any recommended treatment;
- a five-year schedule identifying Year 1 priority actions, seasonal work windows, follow-up visits and annual monitoring;
- a cost estimate by year, species or management unit, including unit rates, mobilization, labour, materials, monitoring, reporting and reasonable contingency;
- recommended roles for qualified contractors, certified applicators, District staff, stewardship groups and volunteers; and
- an adaptive-management framework explaining how monitoring results will change treatment choices, intensity or timing.

2.3.5 Optional Services

Proponents must price the following optional services separately. Optional services will not be included in the base fee unless expressly authorized in writing:

- drone-derived orthomosaic or other high-resolution remote-sensing product, including all required permissions and ground control;
- a third seasonal field visit, such as an early-spring rosette or biocontrol survey;
- entry or validation of observation records in InvasivesBC on behalf of the District;
- preparation of treatment specifications or a separate implementation tender package;
- treatment contractor procurement support, field supervision or post-treatment inspection; and
- annual monitoring and management-plan updates in Years 2 through 5.

2.4 Standards, Regulatory Review and Professional Practice

The Contractor must perform the work in accordance with applicable federal, provincial and local requirements and current professional practice. The work plan and final report must identify the current requirements relevant to recommended management actions. Reference frameworks include, as applicable:

- the British Columbia Weed Control Act and Weed Control Regulation;
- the British Columbia Integrated Pest Management Act and Integrated Pest Management Regulation;
- the federal Pest Control Products Act and current Pest Management Regulatory Agency registrations and product labels;
- the Water Sustainability Act and other requirements governing work in or about streams and wetlands, where applicable;
- current InvasivesBC guidance, observation fields, data definitions and reporting requirements;
- current provincial wetland identification, classification or delineation guidance where used for the focused site condition assessment;
- WorkSafeBC requirements and the Contractor's field safety procedures; and
- the ethical and quality-assurance requirements of the applicable professional regulatory body.

2.5 Required Qualifications

The proposed team must collectively demonstrate the following:

- a qualified environmental professional or equivalent senior technical lead who is registered and in good standing with an appropriate professional body and who accepts responsibility for the work;
- at least five years of relevant experience in invasive plant inventory and integrated management planning in British Columbia, preferably in Interior wetland and riparian environments;
- advanced identification skills for invasive and native vascular plants and the ability to identify uncertain specimens through appropriate verification;
- experience designing repeatable vegetation monitoring, photo points, transects and/or plots;
- GIS and field data management capability, including creation of polygons, points, maps, metadata and InvasivesBC-compatible records;
- knowledge of treatment methods, restoration, biological control and the regulatory framework applicable to invasive plant management near water;
- experience preparing concise, implementable technical reports, work plans, cost estimates and presentations for local government or land managers; and
- the capacity to complete fieldwork and reporting within the proposed schedule.

2.6 Owner-Provided Information

The District expects to provide the Successful Proponent with the following, where available:

- Combined Plan for Noxious Weed Management at Logan Lake Constructed Wetlands (2017), including its appendix;
- the owner-approved Project Area map and available GIS layers;
- available treatment, planting, construction, monitoring and photo records;
- available information on access, land tenure, site contacts and known safety considerations; and
- reasonable staff support for project start-up, site orientation and review of draft deliverables.

The District does not warrant that existing information is complete or accurate. The Contractor remains responsible for field verification and professional conclusions.

2.7 Deliverables

No.	Deliverable	Minimum content / format	Timing
1	Start-up work plan	Final field protocol, schedule, staffing, safety and biosecurity approach, survey design, data fields, QA/QC and confirmation of Project Area. PDF and editable Word.	[10 business days after award]
2	Urgent findings notice	Prompt written notice of new high-priority species, imminent spread or other findings requiring action before the draft report.	As required
3	Field inventory database	GeoPackage or file geodatabase; points/polygons; survey tracks; permanent monitoring locations; metadata; CSV/XLSX export; common and scientific names; all required attributes.	TBD
4	Map package	11 x 17 and letter-size PDF maps: project overview; survey coverage; species distribution; priority/management units; photo points and monitoring locations. KML/KMZ and editable GIS data.	TBD

No.	Deliverable	Minimum content / format	Timing
5	Photo library and log	Original geotagged JPEGs, organized folders, file naming convention and spreadsheet/photo log showing location, direction, date and subject.	TBD
6	Draft technical report	Executive summary, methods, limitations, results, comparison with 2017, maps, priority assessment, species and management-unit prescriptions, regulatory review, five-year schedule, monitoring program and cost estimate.	October 29, 2027
7	Review meeting / presentation	Presentation to District staff and designated project advisors; response matrix documenting how comments were addressed.	November 16, 2027
8	Final report and action plan	Accessible PDF plus editable Word; consolidated five-year action table and budget; final maps, data, photos and presentation files; complete project archive.	December 18, 2027

2.8 Milestone Schedule

Proponents may recommend refinements to the schedule, but must preserve field timing needed to detect target species and must meet the final completion date. The anticipated schedule is:

RFP issue	September 3, 2026
Optional site meeting	September 16, 2026, 4:00 pm PST, Golf Course Clubhouse
RFP closing	October 9, 2026, 4:00 pm PST
Anticipated award and start-up	February 2027
Peak-growing-season inventory	late June to mid-July
Late-season validation inventory	late August to mid-September
Draft report and data	October 29, 2027
Review meeting / presentation	November 16, 2027
Final report and complete archive	December 18, 2027

2.9 Project Budget and Pricing Basis

The District's available budget is [insert maximum budget excluding GST, or delete this sentence if the budget will not be disclosed]. Proponents must submit a fixed fee for the complete base scope using Appendix C, with a clear breakdown by phase, professional hours, rates, travel, disbursements and taxes.

Optional services must be priced separately and will not be considered part of the base Contract unless authorized. The District may negotiate scope to align the work with available funding, provided the core inventory, mapping and management-plan objectives are preserved.

2.10 Project Management, Communications and Data Ownership

- The Contractor will communicate through the District Representative and will provide brief progress updates at least every two weeks during active fieldwork and report preparation.
- Changes to key personnel, methodology, schedule, Project Area or deliverables require prior written approval.
- All field data, photographs, GIS files, maps, spreadsheets, reports and other project materials produced under the Contract become the property of the District upon payment.
- The Contractor may retain working copies for professional recordkeeping but must protect sensitive information and may not publish or distribute project materials without written District approval.
- Final digital files must be free of restrictive passwords, proprietary dependencies or licensing terms that prevent normal District use.

SECTION 3 - PROPOSAL SUBMISSION AND EVALUATION

3.1 Proposal Format

The Proposal should be clear, concise and organized in the order below. The technical Proposal should not exceed 20 single-sided pages, excluding the cover letter, table of contents, resumes, project examples, insurance certificates and completed appendices. Pages should be consecutively numbered.

3.2 Proposal Content

- **Cover letter and executive summary:** Identify the Proponent, authorized signatory, primary contact, acceptance period and key features of the Proposal.
- **Understanding of the assignment:** Describe the site, objectives, key risks, data limitations and the Proponent's interpretation of a successful outcome.
- **Methodology and field effort:** Provide a detailed work plan, seasonal timing, survey coverage, proposed transects/plots/photo points, data attributes, GPS/GIS approach, InvasivesBC approach, comparison methods, priority framework, QA/QC, safety and biosecurity. Include a table showing planned person-days and field visits.
- **Project team:** Identify the project manager, senior technical lead, field botanists, GIS staff, report authors and subcontractors. Provide roles, availability, resumes, professional registrations and relevant certifications.
- **Relevant experience:** Provide at least three comparable projects completed within the last seven years, including client, location, scope, year, key personnel, value, deliverables and reference contact.
- **Schedule and project management:** Provide a task schedule, critical path, review periods, communication plan and strategy for maintaining continuity if key staff become unavailable.
- **Deliverables and data management:** Confirm all required formats and describe data validation, naming, metadata, map production, document accessibility and final archive procedures.
- **Pricing:** Complete Appendix C and identify all assumptions, exclusions, optional services, rates and taxes.
- **Corporate and contractual information:** Disclose conflicts, litigation relevant to the work, proposed contract exceptions, insurance capability and WorkSafeBC status.
- **Completed forms:** Submit signed Appendix B and completed Appendix C.

3.3 Mandatory Requirements

- Proposal received by the closing deadline and in an accepted submission format.
- Signed Proposal Submission Form in Appendix B.
- Completed base-scope pricing in Appendix C.
- Named senior technical lead meeting the qualification requirement in Section 2.5.
- Confirmation of availability for the proposed field and reporting schedule.
- Confirmation that required insurance and WorkSafeBC documentation can be provided before contract start.
- Disclosure of conflicts of interest and material contract exceptions.

The District may waive a minor omission if it does not provide an unfair advantage; however, Proponents should assume that failure to satisfy a Mandatory requirement may result in disqualification.

3.4 Evaluation Process and Criteria

The District will evaluate compliant Proposals on best overall value. The anticipated criteria and weightings are shown below and in Appendix D:

Criterion	What the District will consider	Points
Project team and relevant experience	Qualifications, wetland/riparian and invasive plant experience, Interior BC knowledge, comparable assignments, references and availability.	25
Technical methodology	Survey design, seasonal coverage, repeatability, data quality, GIS/InvasivesBC approach, regulatory understanding, prioritization and integrated management planning.	30
Work plan, schedule and project management	Realistic effort, schedule, communication, safety, biosecurity, QA/QC, risk management and continuity.	15
Deliverables and communication	Clarity, practical usefulness, mapping, data formats, reporting, presentation and ability to support future monitoring.	10

Criterion	What the District will consider	Points
Price and overall value	Fixed fee, completeness, level of effort, reasonableness, disbursements, optional rates and value relative to deliverables.	20
TOTAL		100

Price points are expected to be calculated as: (lowest evaluated base price / Proponent's evaluated base price) x 20. The District may adjust or reject pricing that is incomplete, materially unbalanced or inconsistent with the proposed methodology.

3.5 Clarifications, Interviews and References

The District may request written clarification, interview shortlisted Proponents, ask for a presentation, verify professional standing, contact references or request a best and final offer. Information received may be considered in the final evaluation. The District is not required to provide the same clarification or negotiation opportunity to every Proponent where differences in Proposals reasonably require different discussions.

3.6 Award and Contract Finalization

The District intends to select the Proposal considered most advantageous and enter negotiations with that Proponent. If the parties do not finalize a Contract within a reasonable time, the District may end negotiations and negotiate with another Proponent or cancel the procurement. No work may begin until the Contract is executed and the District has issued written authorization to proceed.

APPENDIX A - PROJECT AREA DESCRIPTION AND MAP

For RFP purposes, the Project Area is the same constructed wetland complex and adjacent disturbed area addressed by the 2017 Logan Lake wetland weed management plan. The historic description indicates a sequence of constructed wetland areas along the creek corridor, beginning near Meadow Creek Road, across from the Ministry of Transportation and Infrastructure gravel pit, and extending southeast along the access road. The 2017 planning estimate was approximately 5 hectares, including wetland margins, riparian areas and adjacent disturbed uplands.



A.1 Project Area Information to Confirm Before Issue

Legal owner / tenure	District of Logan Lake
Authoritative area	Approximately 11.5 Ha
Access and parking	On-site
Public-use constraints	Active Golf Course
Known sensitive areas	To be confirmed at start-up
Existing GIS format	TBD available upon request
Site contact	Wade Archambault, 250-523-6225

APPENDIX B - PROPOSAL SUBMISSION FORM

Complete and sign this form. Attach it to the front of the Proposal.

Legal name of Proponent	
Business address	
Primary contact	
Telephone	
Email	
Professional lead	
WorkSafeBC account / status	
GST number	

B.1 Proponent Confirmations

- ☐ We have reviewed the RFP, appendices and all addenda received.
- ☐ The Proposal is open for acceptance for 90 calendar days after closing.
- ☐ The individuals named in the Proposal are available to perform the work as proposed.
- ☐ We can provide the required insurance and WorkSafeBC documentation before commencing work.
- ☐ The base price in Appendix C includes all labour, equipment, travel, disbursements and incidentals except GST, unless expressly identified otherwise.
- ☐ We have disclosed all actual, potential or perceived conflicts of interest and all material exceptions to the proposed Contract terms.
- ☐ The information in our Proposal is accurate and the undersigned is authorized to bind the Proponent.

B.2 Conflicts, Exceptions and Addenda

Conflict of interest disclosure:

Material contract exceptions:

Addenda acknowledged (list numbers and dates):

Authorized signature

Date

Printed name

Title

APPENDIX C - PRICING FORM

Provide a fixed fee for the complete base scope. Add rows if needed, but preserve the phase totals. Prices are in Canadian dollars. GST is shown separately.

No.	Base-scope phase / deliverable	Hours	Rate(s)	Fixed fee
1	Start-up, desktop review and field protocol			
2	Peak-growing-season field inventory			
3	Late-season validation field inventory			
4	Data management, QA/QC and GIS mapping			
5	Analysis, prioritization and five-year management plan			
6	Draft report, maps and cost estimate			
7	Review meeting / presentation and response matrix			
8	Final report, editable files and complete project archive			
9	Travel and disbursements			
BASE-SCOPE SUBTOTAL				\$
GST				\$
TOTAL BASE PROPOSAL PRICE				\$

C.1 Optional Services

Optional service	Unit	Unit rate	Estimated total
Drone orthomosaic / remote sensing	Lump sum	\$	\$
Third seasonal field visit	Day / lump sum	\$	\$
InvasivesBC data entry and validation	Hour / lump sum	\$	\$
Treatment specification or tender package	Lump sum	\$	\$
Implementation procurement / supervision	Hour / day	\$	\$
Annual monitoring - Year 2	Lump sum	\$	\$
Annual monitoring - Year 3	Lump sum	\$	\$

Optional service	Unit	Unit rate	Estimated total
Annual monitoring - Year 4	Lump sum	\$	\$
Annual monitoring - Year 5	Lump sum	\$	\$

C.2 Rates and Pricing Assumptions

Project manager / senior professional	\$_____ per hour
Field botanist / environmental professional	\$_____ per hour
GIS / data specialist	\$_____ per hour
Technician / field assistant	\$_____ per hour
Mileage	\$_____ per kilometre or included in fixed fee
Other disbursements	Describe: _____

Pricing assumptions / exclusions:

END OF REQUEST FOR PROPOSAL