



**TOWN OF OLIVER**

**REQUEST FOR PROPOSALS**

**OLIVER MUNICIPAL AIRPORT MASTERPLAN**

**MAY 15, 2023**

**TOWN OF OLIVER**  
**REQUEST FOR PROPOSALS FOR AN OLIVER MUNICIPAL AIRPORT**  
**MASTERPLAN**

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**DEFINITIONS**

“**CONTRACTOR**” means the Proponent whose Proposal has been accepted by the Town and enters into an agreement with the Town to carry out the Work.

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**TOWN**” means the Town of Oliver.

“**RFP**” means this Request for Proposals.

“**WORK**” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

**1. INTRODUCTION**

**1.1. PURPOSE**

The Town of Oliver is requesting submission of Proposals from contractors or consultants for the development of a masterplan for the Oliver Municipal Airport.

**1.2. BACKGROUND**

The Town of Oliver owns and operates the Oliver Municipal Airport (CAU3). With a 3,355 feet runway, the Airport is overseen by the Oliver Airport Advisory Standing Committee, with final decision making and governance overseen by Oliver Town Council. The Airport services a core group of users.

The Oliver Airport Strategic Plan/Land Use Plan was developed in 2012. The Town of Oliver is looking for a **new** strategic plan for the Oliver Municipal Airport. The Airport has the potential to serve more residents and the surrounding communities. It is anchored by two commercial helicopter tenants, supports BCEHS air ambulance transfers, law enforcement, and search and rescue. Additionally, the Province has used the airport as a staging base for helicopters and personnel responding to wildfires over the last six years.

The 2021 Nk'Mip Creek Wildfire After Action Review, and the recently completed Airport Risk Assessment (both documents can be made available to the Successful Proponent) both identified improvements that could be made to the Airport. These include best practices, opportunities for improvement, and recommendations for use. The Airport Risk Assessment specifically identified the importance of developing an Oliver Municipal Airport masterplan to ensure the Airport is being used to its full potential.

The purpose of the masterplan is to identify opportunities for the airport to be used to its full potential. The Town wants the Airport to continue to serve as a social, emergency, economic, and environmental asset to the community and region.

Additional information and specifics are included in Appendix A.

#### SUPPORTING DOCUMENTS

- Scope of Work (Appendix A)

## **2. INSTRUCTIONS TO PROPONENTS**

### **2.1. SUBMISSION OF PROPOSALS**

Proposals will be accepted in hardcopy and/or by email. If submitting by hardcopy please enclose two (2) copies.

Hardcopy Proposal submissions and their envelopes should be clearly marked with the name and address of the Proponent, the RFP program title, and be addressed as follows:

**Public Works Department  
Town of Oliver  
5971 Sawmill Road  
Oliver, BC V0H 1T0**

Email Proposal submissions should include the RFP program title in the subject line, and be sent to the project contact:

**Kelly Mercer** [kmercerc@oliver.ca](mailto:kmercerc@oliver.ca)

Proposals must be received on or before the **Closing Time** of:

**TIME: 2:00:01 PM local time**

**DATE: Friday, June 16, 2023**

The Proponent is responsible for ensuring its Proposal is received at the address or email set out above by the Closing Time.

Proponents wishing to make revisions to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy as listed above.

Proposals received after the Closing Time will not be considered and will be returned.

### **2.2. PROPONENT'S BRIEFING MEETING**

There will be no mandatory or optional Briefing Meeting for this RFP.

### **2.3. ENQUIRIES**

Proponents must carefully examine the RFP documents and the project site to fully understand existing conditions, site limitations, and any other factor that may affect the Work. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to undertaking of the Work.

Proponents finding discrepancies or omissions in this RFP, or having doubts as to the meaning or intent of any provisions therein, should immediately notify the Town project contact. If there are any changes, additions, or deletions to the RFP, Proponents will be advised by means of an Addendum issued by the Town. All Addenda will become part of the RFP. Receipt of Addenda should be acknowledged by the Proponent in their submission.

Verbal discussions between the Proponent and the Town (including Town directors, management), shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

All project enquiries must be submitted by **Friday, June 2, 2023 at 2:00:01 PM local time.**

### **3. GENERAL TERMS OF PROPOSAL PROCESS**

#### **3.1. PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of a Proposal are to be borne by the Proponent. The Town shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that may or may not result in acceptance of the Proposal and award of a contract.

#### **3.2. PROPOSAL EVALUATION**

A Proposals evaluation criteria is included in Appendix C. The evaluation team may consider other criteria that, at their discretion, is relevant to the evaluation process. Any additional criteria considered will be used in the evaluation of all Proposals.

The Town, at its sole discretion, reserves the right to:

- reject any or all Proposals whether complete or not,
- reject any Proposal it considers not in its best interests,
- waive any minor irregularity or insufficiency in any Proposal submitted,
- not be liable for misunderstandings or errors in the Request for Proposals,
- issue addenda to the Request for Proposals,
- contact references provided by the Proponents,
- retain independent persons or contractors for assistance in evaluating Proposals,
- request points of clarification to assist the Town in evaluating Proposals,
- negotiate changes with the successful Proponent,
- select a Proposal with a higher price if it offers greater value,
- award separate contracts for separate work components, and
- withdraw the Request for Proposals.

#### **3.3. PROPOSAL CONFIDENTIALITY**

All Proposal submissions become the property of the Town and will not be returned. The Town reserves the right to make copies of Proposals for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Town is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. **If the Proponent**

**believes any of the information provided by them in their Proposal is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.**

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.4. CONFLICT OF INTEREST**

Proposals must disclose any actual or potential conflicts of interest and existing business relationships the Proponent may have with the Town, its elected or appointed officials or employees. The Town may rely on such disclosure.

### **3.5. NO COLLUSION**

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. By submission of a Proposal, the Proponent certifies that there is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

### **3.6. LITIGATION**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Town in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

### **3.7. NO CONTRACT**

This RFP is not a tender and does not commit the Town in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Town by this RFP or submissions prior to the acceptance of a Proposal and the execution of a formal written contract.

### **3.8. ACCEPTANCE OF PROPOSAL**

The acceptance of a Proposal will be made in writing from the Town, and will be sent to the successful Proponent at the address given in the submitted Proposal. Following acceptance, the

Proponent is expected to enter into a contract with the Town to perform the works or services set out in their Proposal.

### **3.9. PROPOSAL CONTENT**

The Proponent shall address all the information requested in this RFP. Content to be included in the Proposal:

- Proponent Information: Full name, address and telephone number of the submitting office of the Proponent.
- Proposed Project Team: The Proposal shall list key individuals/subcontractors who will have major responsibilities for the performance of the Work. Describe the task to be performed by each and their qualifications and substantive experience directly related to the proposed project.
  - Project Manager: Specifically for the Project Manager, the Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the Town. State his/her position and professional discipline. Describe the work to be performed by the project manager, his/her qualifications and substantive experience directly related to the proposed Work.
  - Engagement Lead: Specifically for the individual(s) leading the engagement portion of the project, the Proposal shall identify their specific experience(s) related to engagement for projects involving municipal governments, airports, Indigenous communities and First Nations, community partners, and similar groups/projects.
- References: The Proposal shall provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.
- Project Approach, Schedule and Work Plan: Provide your overall approach to completing the project's Scope. Additionally, provide a preliminary Work Plan, including preliminary schedule. See section 4 and Appendix A for further details.
- Fee: Including fees, travel, and all and any other costs. Please see Section 8 for project budget information.

### **3.10. NO SUBSTITUTIONS**

The project manager and sub-contractors listed in the Proposal may not be changed without the written consent of the Town.

### **3.11. SAFETY REQUIREMENTS**

N/A

### **3.12. WORKERS COMPENSATION ACT**

The Proponent, and any proposed sub-contractor(s), should provide a Workers Compensation

Board Registration Number in the Proposal and shall at the time of signing a contract, provide proof of having an account that is active and in good standing with Work Safe BC.

#### **4. SCOPE OF WORK AND SCHEDULE**

##### **4.1. SCOPE OF WORK**

The Contractor will provide all equipment, materials, travel, facilities, and services required to complete the masterplan. See Scope of Work document in Appendix A.

##### **4.2. PRELIMINARY SCHEDULE**

The Work shall commence by July 15, 2023 and must be completed no later than February 29, 2024. An earlier completion date is preferred.

##### **4.3. WORK PLAN**

Upon acceptance of a Proposal, the Proponent shall prepare a written plan outlining tasks, schedule and responsibilities from start to finish for the Work.

##### **4.4. SAFETY PLAN**

N/A

##### **4.5. INSURANCE AND BONDING REQUIREMENTS**

N/A

#### **5. COMMUNICATIONS AND REPORTING**

Weekly status updates to the Town project contact are required throughout the project. These may be in the form of a short email update.

The Consultant will provide the Town copies of all documents for applications, permits and reporting related to the project.

#### **6. MAINTENANCE PERIOD**

N/A

#### **7. CONTRACT TERM**

N/A

#### **8. FEES AND DISBURSEMENTS**

The Proposal shall specify a maximum cost for all labour, materials, travel, services, fees, equipment, permits, and all other expenses necessary to complete the Work. Any costs incurred by the Consultant above the submitted maximum cost will be the sole responsibility of the Consultant unless pre-approved by the Town in writing.



The maximum budget available for this project is \$80,000.00 plus GST. Proposals above this amount may be excluded from further consideration and review.

All prices quoted are to be in Canadian dollars and exclusive of GST.

## APPENDIX A – Scope of Work

Unless generally agreed to by the Town in writing, the new masterplan should guide infrastructure, facility, uses, and business development programs in an effective and efficient manner. The masterplan will not focus on just aeronautical, or just social, or just economic opportunities – it must focus on all three. Specifically the masterplan should look at:

- Existing reviews/plans for the airport (e.g., Airport Operations Manual, Nk'Mip Creek Wildfire After Action Review, Airport Risk Assessment, 2012 strategy),
- The Airport's role and mission (e.g., local and regional priorities),
- Regulatory requirements (e.g., certified standards),
- New land opportunities with unused lands within the airport's boundaries (e.g., new leases, new residential opportunities, new developments, new uses, new industries, new rental hangars),
- Links to local and regional economic opportunities and business development opportunities,
- Links to the Penticton Airport,
- Local demographics (e.g., population growth, growing healthcare needs),
- Financial model (e.g., hangar leases, revenue from emergency events, fuel sales, new revenue streams, increasing revenue streams, future dividends to the Town),
- Existing uses (e.g., Air Cadets, Search and Rescue, Fire Department Training Grounds, Provincial wildfire responses, Radio Control Flying Club, Glider Training),
- Existing infrastructure, and necessary infrastructure improvements and infrastructure needs (e.g., runways, lighting, fencing, terminal building needs, on-site infrastructure, airport operational infrastructure, safety, business development opportunities infrastructure, infrastructure for industrial opportunities, and runway infrastructure),
- Increasing aircraft use (e.g., leases, movements, types of aircraft),
- Amenities necessary to support air traffic (e.g., FBO, re-fueling stations, parking, 24/7 airport access),
- Innovative other uses and revenue opportunities (e.g., use during wildfire season, festivals, mass evacuation centre),
- Study commercial airline opportunities,
- Increasing the economic, social, and environmental impact of the airport,
- Review the existing airport governance and staffing models, and
- Links to existing Town documents (e.g., 2023-2026 strategic priorities of Council, Official Community Plan, Asset Management Plan, Five Year Financial Plan, Ten Year Capital Plan, Grow Oliver, Oliver Airport Advisory Committee Terms of Reference).

The masterplan should be organized in sequential and logical phases. The masterplan should increase the Town's competitiveness for various federal and provincial aviation funding programs (e.g., Transport Canada's Airports Capital Assistance Program, BC Air Access Funding Program) by clearly showing the rationale and research that informed findings and recommendations, as well, as setting up the municipality and community to achieve the masterplan's recommendations.

Other Material Considerations:

- The masterplan should have a 20-year outlook
- The Town has Airport Operations Manual and Winter Maintenance Plan
- This is a masterplan for the municipality, so should be written from this perspective

The Consultant will be responsible for all research, engagement, writing of the masterplan, and getting approvals from the Town (Administration, Committee, and Council). At a minimum, the development of the masterplan should include:

- Project initiation meeting
- Final workplan approved by the Town
- Site visit(s)
- Community and partner engagement (e.g., tenants, BCHES, Osoyoos Indian Band, current users, local businesses, BC Wildfire Service, regional district)
- Public engagement, such as, a public open house(s), survey, one-to-one interviews, focus groups, pop-up engagement tables at public events
- Overall framework
- Prioritization process involving groups such as the Town, community, and partners
- Council update, and final Council presentation
- Connection points with the Advisory Committee, and a final recommendation/review from the Committee prior to the final presentation to Council
- Touch points with the Town's project manager on this project

The final masterplan should include local and regional context, background, the process used to develop the masterplan (e.g., research, engagement), priorities, actionable recommendations, and implementation sections. The Town is seeking actionable recommendations that can be actioned over the shorter, more medium, and longer terms. Recommendations will be focused on specific actions, and generally, should not include a recommendation(s) for more/additional studies or master plans.

## APPENDIX B – Proposal Evaluation Criteria

|  |  |                 |        |
|--|--|-----------------|--------|
| Proponent's Name: _____                                |  |                 |        |
| Project Title:     Oliver Municipal Airport Masterplan |  |                 |        |
| Evaluation Date: _____                                 |  |                 |        |
| Evaluator: _____                                       |  |                 |        |
| Step 1:  |  | YES             | NO     |
| Mandatories  | Proposal received prior to closing   |                 |        |
|  | Project Manager identified   |                 |        |
|  | Proposed schedule included   |                 |        |
|  | Reference List   |                 |        |
|  | Complete proposal as requested   |                 |        |
| Step 2:  |  | Assigned Points | Points |
| Proponent (35 points)                                  | Qualifications of firm and project team members  | 20              |        |
|  | Past Performance/references  | 10              |        |
|  | Previous experience with the Town of Oliver  | 5               |        |
| Proposal (35 points)                                   | Schedule/Work Plan   | 35              |        |
| Price (25 points)                                      | Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (25% weight) | 25              |        |
| Value Add Ons (5 points)                               | Value add ons  | 5               |        |
| Total Score  | Proponent + Proposal + Price Scores  | 100             |        |