



**REQUEST FOR PROPOSALS:
UTILITY MASTER PLANS UPDATE**

**For the
Town of Smithers**

RFP Number: DevServ2026-05

RFP Issue Date: Thursday, May 14, 2026

Closing Date: 2:00 pm, Thursday, June 11, 2026

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DEFINITIONS

Throughout this Request for Proposal, the following definitions will be used:

“BC” means the province of British Columbia.

“Civic” in the context of this RFP means structures the Town does or could own (or partner in), which could be managed by a non-profit organization, used to provide public services and amenities to the community. These can include buildings like libraries, childcare centres, community centres, cultural centres, art galleries, museums, cold weather shelters, visitor centres, etc.

“Consultant” means the person(s), firm(s), or corporation(s) appointed by the Town to carry out all duties, obligations, and services outlined in this RFP. Both *“Consultant”* and *“Proponent”* are complementary in terms of duties, obligations, and responsibilities at the RFP stage, through the evaluation process and performance of the services.

“Council” means the elected officials representing the Town of Smithers.

“IAP2” means the International Association for Public Participation.

“OCP” means the Town’s Official Community Plan Bylaw Number 1935, revised March 2025.

“Project” means the Lands Needs Assessment Project Phase 1 and reporting project.

“Project Manager” means the Town staff member appointed to coordinate the project.

“Proponent” means Consulting firms responding to this RFP.

“Review Committee” means the internal review committee consisting of a minimum of three (3) staff from the Town’s Development Services Department, determined by the Town to review and score shortlisted proposals.

“RFP” means this Request for Proposal.

“Shall” “Must” “Will” means a requirement that must be met.

“Town” means Town of Smithers.

“Town Boundary” means the Town’s physical boundaries of the Bulkley River, Hudson Bay Mountain, and the CN Railway as defined in the Town’s OCP.

1. PURPOSE

The Town of Smithers is inviting proposals from qualified consulting firms to provide updates to its utility master plans for their water, sanitary, and storm systems.

2. BACKGROUND

Set against the backdrop of Hudson Bay Mountain, the Town of Smithers is a small mountain community in the Bulkley Valley Region of Northwest British Columbia. The Town is located approximately midway between Prince George and Prince Rupert and forms part of the Gidimt'en Clan and the Witsuwit'en people's traditional ancestral territory. Smithers is a “Town for all Seasons” and has a reputation as an exceptional place to live and work and play. The Town's pedestrian-friendly streets, unique natural settings, and vibrant community culture present a remarkable example of a thriving northern community, drawing thousands of visitors every year.

With a compact downtown core and a population of 5,400, Smithers is the Bulkley Valley Region's economic, recreation and cultural hub, serving a regional population of approximately 15,000 people. Census statistics and recent studies highlight that Smithers has a diversified economy, including the sectors of forestry, mining and exploration, health and wellness, government services, forestry, retail, tourism and transportation. These diversified sectors provide opportunities for cluster development and a transferable regional labour base. The variety of businesses in the community, along with ample public spaces and commercial nodes, places Smithers as a top destination for business and resident relocation in Northern BC. The Town and Airport are regional hubs supporting provincial and federal government services; mineral exploration and mining; and tourism.

In 2008, the Town conducted water, storm, and sanitary system studies, completed by Dayton & Knight Consulting Engineers Ltd. These studies identified areas where capacity constraints existed based on zoning bylaws and per-capita flow rates of the day.

The Town updated the Zoning Bylaw in 2024 to align with Provincial Legislation (Bill 44) promoting densification. To facilitate this work, the Town received a grant from the Province for the work updating the Zoning Bylaw, and to conduct utility infrastructure studies/master plans to identify where adequate capacity does and does not exist to support the increased density.

3. SCOPE OF WORK

The successful consultant will utilize the data compiled in the 2008 reports, combined with information on network changes provided by the Town, and recalculate the network capacities compared to current zoning bylaw densities and per-capita flow rates. The consultant shall review and compare maximum densities allowed under the current Zoning Bylaw (#1987) and the previous Zoning Bylaw (#1403) to determine the increased densities (PDFs of these documents are included for reference). The Consultant will also be expected to review per capita flows listed in the Town of Smithers Subdivision and Servicing Bylaw (#1800), and MMCD per capita flow rates for calculating system demands. Note that the plan updates are limited to the current Town boundary and will not include the potential boundary expansion development areas identified in the 2008 reports.

3.1 Water System

The 2008 water system study was conducted utilizing a WaterCAD water model. The successful proponent will be required to:

- Update the water model with information provided by the Town on changes to the distribution network.
- Analyze the existing water system using this model, modelling average day, peak day, peak hourly, and fire flow scenarios for future development based on current zoning densities.
- Determine areas with deficient capacity and upgrade plans.

3.2 Sanitary System

The 2008 sanitary system study was completed utilizing manual calculations to determine capacity and flow rates based on population and utilizing influent flow data at the wastewater treatment plant.

- Determine the sewage flows due to existing demands, inflow and infiltration, and potential demands based on infill development.
- Analysis of the capacity of the Town's sewage lift stations.
- Identify areas of limited capacity and recommend upgrades.

3.3 Storm System/Stormwater Management Plan

- Determine the storm drainage flows from existing catchment areas, and potential demands based on infill

development.

- Analysis of the capacity of the Town’s storm pipe network.
- Identify areas of limited capacity and recommend upgrades.

4. DELIVERABLES

The successful Proponent will be responsible for providing the Town with the following items (but not limited to):

4.1 Project Kick-off & Inception Report

- a. Attend a kick-off meeting (virtual or in-person) with Town staff to review project objectives, timelines, key stakeholders, and data availability.
- b. Submit an Inception Report including:
 - i. Finalized work plan and project schedule.
 - ii. Report requirements and list of information needed from the Town.

4.2 Background Review & Data Collection Summary

Conduct a thorough review of:

- 2008 Water and Sanitary Sewer System Studies.
- Review Water System and Wastewater Treatment Plant Influent volume data.
- Review all applicable bylaws to calculate system demand based allowable infill development and MMCD per-capita demand.

5. TIMELINE

Provided below is the anticipated timeline for completing this Project:

Request for Proposal Issuance	May 14, 2026
Deadline for Submission of Proposals	2:00 pm, June 11, 2026
Proponent Selection/Contract Award	June 23, 2026
Consultant Draft Report to staff	March 2027
Consultant Final Presentation to Council	May 2027

6. PROJECT BUDGET

This is a grant funded project, with a project budget of \$105,000. This amount is inclusive of all categories of expenses, including travel costs, advertisements and legal review of the documents.

Payments will be made in accordance with the terms and conditions of the Professional Service Agreement to be entered between the Consultant and the Town. The Consultant shall be solely responsible for effectively implementing the Project; as such, all costs that the consultant will incur shall be included in the fee estimate provided in their proposal.

7. PROPOSAL CONTENTS

RFP submissions must contain the following information in the order and format listed below:

- a. **Cover Letter** that includes all the following information:
 - i. Proponent's name, address, phone number, email, and website;
 - ii. A purpose statement describing the Proponent's understanding of the required services;
 - iii. The name, title, address, phone number, and email address of the person or persons authorized to represent the Proponent regarding all matters related to this RFP;
 - iv. A statement affirming the Proponent's ability to comply with the contract provisions as outlined in the Town's RFP; and
 - v. Signature: The cover letter must be signed by a person or persons authorized to bind the Proponent to all commitments made in the Proposal.
- b. **Proponent Qualifications and Experience** that includes:
 - i. A summary of the company/Proponent's background, area of expertise, and relevant background experience in conducting similar projects;
 - ii. Curriculum Vitae of key personnel, demonstrating expertise in relation to the scope of potential work; including relative degrees, licenses, and certifications;
 - iii. Abstracts and references for at least three (3) past projects similar in scope of this Project. Only include projects that were substantially completed either by the same team or key team member(s) within the past five (5) years; and
 - iv. Summary profiles of supporting team members indicating relevant experience, qualifications, and notable professional achievements. Proponents shall list any subcontractors or sub-consultants they intend to work with on this Project and provide a similar summary.
- c. **Work Plan:** A comprehensive Work Plan that will enable the Proponent to meet the Project objectives. The Work Plan will include the following:
 - i. A description of the overall methodology and approach to the Project, including the objective and scope of work to be performed and how the proposed approach would meet the Project requirements;
 - ii. Description of the proposed consultation approach that will be implemented in completing this Project and explain how the recommended approach will meet the objectives of this Project. Including a high-level consultation plan sample is strongly recommended; and
 - iii. A description of the work that will be undertaken to meet the project objectives, including a description of the proposed consultation approach to be completed and the list of deliverables at various stages.
- d. **Project Schedule** that will:
 - i. Illustrate how tasks fit within the Project timeline and relate to appropriate milestones and Project deliverables;
 - ii. Include details on estimated labour hours and time requirements for completing each task; and
 - iii. Be mindful of the Town's considerations and financial constraints.
- e. **Proposed Project Fee:** In addition to the overall project costs, the Consultant must submit:

- i. Detailed costs for each task and subtask identified in the work plan;
 - ii. All costs, including disbursements, must fit within the budget listed in Section 6. Eligible disbursements include the costs of printing and reproducing, drawings, reports, travel, accommodation costs, and any other expenses incurred towards implementing the Proposal;
 - iii. Contingency cost - this amount will not be a part of the proposed Project fee; and
 - iv. Approximate costs associated with organizing consultation activities.
- f. **Other details:** Any other necessary information that may assist Town staff in evaluating the proposal submitted. For instance, the Proponent may identify the types of information, data, staff resources, and assistance expected from the Town over the term of this Project.

8. MINIMUM REQUIREMENTS

The Town’s preference is to hire a local consulting firm for this project. The consultant should possess the following:

- Knowledge of the community;
- Valid Town of Smithers business license upon contract award and for the duration of the Project;
- Availability to complete and invoice the project within the specified timeline.

9. GENERAL PROPOSAL SUBMISSION REQUIREMENTS

The electronic version of the Proposals submitted via email in PDF format must meet the following general submission requirements:

- a. Emailed to devserv@smithers.ca, with the subject line **“RFP for Utility Master Plans Update”**. Alternatively, hardcopy proposals for this RFP may be submitted to:
 Mark Allen, Director of Development Services
 Town of Smithers
 PO Box 879,
 1027 Aldous Street Smithers, BC V0J 2N0

 Hard copy submissions must include one (1) copy of the proposal in a sealed envelope marked **“RFP for Utility Master Plans Update”**.
- b. Received no later than **2:00 pm (PST) on Thursday, June 11, 2026;**

It is the sole responsibility of the Proponent to ensure that the Town receives their Proposal prior to the closing time and date.

10. PROPOSALS MODIFICATION, WITHDRAWAL, & LATE SUBMISSION

Modifications to submitted proposals may be allowed only if a written request is provided to the Town prior to the proposal submission deadline, or when requested by the Town for technical reasons.

Proponents may withdraw submissions by written request up to 24 hours after the deadline stated in section 9 of this RFP.

Proposals and modifications received after the stated submission deadline shall not be considered for evaluation. The Town is not responsible for late deliveries due to technical issues or other unexpected circumstances.

11. EVALUATION AND SELECTION CRITERIA

Staff will conduct a screening of all proposals properly received after the deadline to ensure that they are complete and meet the minimum requirements of this RFP. Subsequently, all the complete, eligible proposals will be reviewed

by the Review Committee.

Proposals will be evaluated based on the criteria provided on Schedule “A” of this document. The six key assessment criteria are:

- Project understanding and methodology (20 points)
- Proponent’s work experience and past work performance (20 points)
- Project timeline and availability (15 points)
- Previous experience on similar projects (20 points)
- Proposal quality (10 points)
- Fees (15 points)

Note that the Project fee is only one of the several factors to be considered; as such, proposing the lowest project fee does not guarantee success in the evaluation process.

Where more than one proposal receives the highest score, the Town may request Proponents to submit additional information to help in determining the most suitable Proponent for this Project.

The Review Committee will shortlist and rank proposals in the order of scores secured and recommend to Town Council, in writing, to award the Project’s contract to the Proponent with the highest score.

The decision taken by Council shall be final. Staff shall notify all Proponents of the Council decision, within two (2) business days after the open Council meeting.

12. PROFESSIONAL CONSULTING SERVICE AGREEMENT

The successful Proponent will enter into a Professional Service Contract with the Town that outlines the mutually agreed scope of work, project cost, and other terms related to the services provided by the successful Consultant.

The Town will have the right to negotiate with the successful Proponent over the final terms and conditions of the contract in the best interest of the Town and the community. The primary objective of the negotiations is to maximize the Town’s ability to obtain the best value, based on the requirements and evaluations relating to this RFP. If an agreement cannot be reached between the successful Proponent and the Town, the negotiations will be terminated, and similar negotiations will occur with the next-ranked Proponent on the list.

13. CONFLICT OF INTEREST

It is the responsibility of the Proponent to identify current and proposed conflict of interests that the firm, or individuals in the firm, has. The Proponent must outline a strategy to effectively mitigate the conflict of interest issues identified over the course of the Project for which this RFP is issued.

The Town reserves the right to disqualify a Proposal on the grounds of an existing or potential conflict of interest regarding the Proponent and the intended Project.

The Proposal submitted to the Town shall have original content, prepared by the Proponent (and team) in a fair manner, without collusion or fraud.

The successful Proponent shall work in the best interests of the Town and ensure the successful and timely completion of the Project.

Gifts and Donations:

Proponents will ensure that no representative of the Proponent will offer or extend any entertainment, gift, gratuity, discount, or special service, regardless of value, to any Town Council member or employee.

14. INQUIRIES AND ADDENDA

If a Proponent has any questions about this RFP, including the proposed scope of work, or finds an error, inconsistency, or ambiguity in any of the RFP content, the Proponent must submit a request for clarification or correction, by email, to Jill Barrowman, Economic Development Officer, at email: ecdev@smithers.ca. Requests for clarifications or corrections must be submitted before **4:00 pm (PST), May 29, 2026**.

Clarifications and corrections on the RFP will be made by addendum posted on the Town's webpage and BC Bid; any addendum published will be regarded as part of the RFP and will be incorporated therein. It is the responsibility of the Proponents to review and address any addenda posted on the BC Bid webpage prior to the submission of the final proposal.

15. OTHER INFORMATION

The issuance of this RFP and the acceptance of a Proposal do not constitute an agreement by the Town to pay for the costs incurred in the preparation of a proposal submitted in response to this request and, where applicable, to cover costs associated with the subsequent negotiation process.

Proponents are responsible for reviewing all sections of this RFP and are expected to make all necessary inquiries and reviews prior to submitting a Proposal.

Proponents are responsible for ensuring that they receive any and all addenda that the Town may issue in conjunction with this RFP from time to time.

All proposals submitted to the Town in response to this RFP will become the property of the Town.

All proposals are confidential and will be so treated. The information outlined in this RFP must be held in confidence by recipient firms.

All proposals must be firm offers and valid for sixty (60) calendar days following the last day to accept proposals.

The Consultant will be required to hold a valid Town of Smithers business license for the duration of the project and will be required to produce a copy of the business license on or before the commencement of the project.

The Town reserves the right to:

- Reject any or all proposals;
- Decline to go forward with this RFP or reissue the RFP;
- Extend the proposal submission deadline;
- Request more information from any/all Proponents;
- Reject any Contractor or subcontractor proposed by the Proponent; and
- Accept the proposal deemed most favorable in the interest of the Town.

Unless specifically outlined in the proposal, the services or any part thereof may not be sub-contracted, transferred or assigned to another firm, person, or company without the prior written authorization of the Town.

SCHEDULE A: PROPOSAL ASSESSMENT CRITERIA

Assessment Criteria	Description	Score
Project Understanding and Methodology	<ul style="list-style-type: none"> • Demonstrated understanding of the Town’s context, and infrastructure assessment needs. • Clear articulation of the project’s purpose and outcomes. • Inclusion of meaningful methods for infrastructure evaluation. 	10
		5
		5
Work Experience and Past Work Performance	<ul style="list-style-type: none"> • Demonstrated expertise of key personnel in relation to the scope of this Project. • Past Projects (mostly) completed by the same team. • Recent references from comparable Projects. 	10
		5
		5
Project Timeline and Availability	<ul style="list-style-type: none"> • Proposed schedule/timeline and availability to complete the Project within the given timeline (including times that the Proponent would not be available and will be involved in other projects that could potentially interfere). • Availability to attend in-person or virtual meetings and consultation sessions. 	10
		5
Previous Experience with Similar Projects	<ul style="list-style-type: none"> • Demonstrated experience with similar utility infrastructure assessments and municipal projects. • Quality and relevance of past work. 	10
		10
Quality of Proposal	<ul style="list-style-type: none"> • Professionalism, clarity, and completeness of the proposal. • Logical structure, attention to detail, and ease of understanding and responsiveness to RFP requirements. 	5
		5
Fees	<ul style="list-style-type: none"> • Project cost within budget. • Value of proposed services, including cost breakdown by tasks and personnel. • Proposed budget for the project. 	5
		5
		5
TOTAL		100