



REQUEST FOR PROPOSALS:

**SMITHERS DEVELOPMENT PROCESS
IMPROVEMENT PROJECT**

RFP Number: DEV2026-PL01

Request Issue Date: Monday, September 21, 2026
Closing Date: 2:00 pm, Tuesday, October 20, 2026

Contact Person:
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DEFINITIONS

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

- “*BC*” means the province of British Columbia.
- “*BC Building Permit Hub*” is a digital platform that standardizes and streamlines the submission and review of building permit applications across participating local governments and First Nations.
- “*CMHC*” means the Canada Mortgage and Housing Corporation, a federal Crown corporation and Canada’s national housing agency, with a mandate to help support a stable, affordable, and resilient housing system across Canada.
- “*Housing Design Catalogue*” means a collection of standardized, pre-developed housing plans intended to help builders, homeowners, and municipalities build homes more quickly and cost effectively.
- “*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.
- “*LGDAP*” or “*DAP*” means the UBCM Local Government Development Approvals Program
- “*MOH*” means Ministry of Housing (and Infrastructure)
- “*MOTT*” means the Ministry of Transportation and Transit
- “*OCP*” means the Town’s Official Community Plan Bylaw Number 1935, revised March 2025.
- “*OoW*” means Office of the Wet’suwet’en
- “*Project*” means the review and implementation of a new Local Government Development Approvals Program for the Town of Smithers.
- “*Project Manager*” means the Town staff member appointed to coordinate the project.
- “*Proponent*” means Consulting firms responding to this RFP.
- “*RDBN*” means Regional District of Bulkley-Nechako
- “*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.

1. PURPOSE

The Town of Smithers is seeking proposals from qualified consulting firms to undertake Smithers Development Process Improvement Project, to review and recommend improvements to the development approval processes, and assist with their implementation -- including through the development of an implementation framework, public-facing resources, and internal documents, and staff training. This project aligns with the Province of British Columbia's initiative to streamline local government development approvals by adopting the various guidelines outlined in the Local Government Development Approvals Program (LGDAP) guide. The successful consultant will identify opportunities to improve efficiency, reduce application processing times, enhance customer service, and modernize development review procedures while ensuring continued compliance with applicable legislation, municipal bylaws, and Council policies.

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 Gitdumden "Bear Clan" and the Wet'suwet'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, retail, tourism and transportation. 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.

The Town of Smithers currently relies primarily on paper-based development application and approval processes, with limited opportunities for electronic application submissions. While the Town has implemented a number of process improvements over time -- including updates to policies, bylaws, application guides, and checklists -- resource constraints have limited its ability to adopt the digital tools, workflow automation, and process improvements that are increasingly common in larger local governments. The Town anticipates that implementing the Local Government Development Approvals Program (LGDAP) will improve the efficiency of its development approval processes and provide benefits to both the municipality and the community. The project will be built on in-house expertise, best practices, and feedback from the development industry and the broader community. Once completed, the project will establish an efficient, customer-friendly, forward-looking, and legally complying development approval framework for the Town, benefiting all categories of development, with special emphasis on housing creation.

3. OBJECTIVE

The objectives of the proposal should include:

- i. Streamline development approval processes, supporting efficiency and enhancing clarity and consistency of application requirements and review procedures;
- ii. Strengthening linkages between the Town's development priorities and the role of the development approval process in implementing them;
- iii. Modernize the development approval process through the adoption of automation and digital service delivery tools;
- iv. Enhance customer service through reduced processing time, where possible, and improved communication and guidance materials;
- v. Strengthen internal and external collaboration and referral processes involved in the development approval process;
- vi. Develop resources and guidance for implementing the recommendations, through updated procedures, templates, and staff training; and
- vii. Align the Town's development approval practices with provincial best practices and LGDAP objectives.

4. SCOPE OF WORK

Overall, the development approval review process will enhance all aspects of the application approval process -- entailing a detailed review and update of workflows, steps, timelines, tools, standards and associated guidelines and policies -- helping to maximize operational efficiencies, enhanced customer service, and strengthened professional relationship with the local development industry and other agencies / interest holders involved in the development approval process. The scope of the project can be summarized as follows:

4.1 Land Use Policy Review and Recommendations for Development Approval Streamlining

- a) Review Development Procedures Bylaw, Building Bylaw, Zoning Bylaw and other land use Bylaws to identify updates to improve development approval processes.
- b) Identify the strengths, weaknesses, and opportunities for enhancing the development approval process.
- c) Explore the delegation of authority to staff for specific items and explore feasibility of minor and major DP categories.
- d) Review the existing minor Development Variance Permit provisions and identify opportunities for improvement.
- e) Review the Town's Fees and Charges Bylaw to evaluate whether existing fees align with resource costs.
- f) Review the community engagement requirements associated with development approval processes and identify opportunities for improvement while ensuring

compliance with legislated requirements.

4.2 Preparation of Resources / Documents to support Development Approval Processes

- a) Develop / update application forms, staff checklists, and internal / external procedure flow charts, as necessary.
- b) Conduct in-person staff training on new materials prepared and as necessary to support the implementation of the recommendations.
- c) Develop complementary guides/templates/communication materials for applicants to clearly communicate the requirements and regulations and reduce staff time needed for responding to development inquiries. Materials developed will be designed to help support integration with the Building Permit Hub by aligning terminology and forms.

4.3 Modernization of Permit Approval and Alignment with Building Permit Hub

Should the Town determine, after reviewing and adopting recommendations related to the integration of its building permitting process, that the Building Hub platform is the appropriate permitting framework and workflow, the Consultant will;

- a) Analyze the technology context in terms of development approvals and records management and explore opportunities to support their modernization and alignment with the LGDAP objectives.
- b) Based on the information available from the Town's permit approval / record management service provider, update development procedures and prepare guidance resources for staff on new digital processes and records management.
- c) Support the Town in integrating its digital building permitting software with the functions offered through the Province of British Columbia's Building Permit Hub platform. The consultant will have the expertise to analyze, understand, and facilitate the integration process and liaise with the digital permitting service provider and Town staff to prepare the necessary policy and document support to facilitate the initial Building Permit Hub set up.
- d) Change management and/or staff training on permit mapping tools and integration with Building Permit Hub.
- e) Work with the Town's permit approval platform provider to establish an online development activity map showing active development approval applications and their status.
- f) Update building permit application package and supporting documents to integrate the new changes.

The consultant is not responsible for purchasing, developing, upgrading or implementing new development approval digital software / platforms intended to streamline the Town's development approval process.

4.4 Customization of CMHC/ Modular Home housing designs

- a) Analysis of CMHC / MoH Housing Design Catalogue predesigns to determine potential

for design customization.

- b) Analysis of current lots in Smithers to determine design options best suited to the local development standards in Smithers.
- c) Undertake a review of setback and siting provisions to determine whether amendments to the Zoning Bylaw are required to support the implementation of pre-designed buildings (partially overlaps with Section 4.1).

4.5 Engagement

Consultants shall describe their proposed approach to public and stakeholder engagement. At a minimum, the proposal shall identify:

- a) The objectives and principles guiding the engagement approach.
- b) Key stakeholders and community groups to be engaged, including the development community, project partners, and relevant Town staff, and the rationale for their involvement, these should include but not limited to;
 - i. Town of Smithers Staff
 - ii. Local Development Industry
 - iii. Smithers Chamber of Commerce
 - iv. Office of Wet'suwet'en (OoW)
 - v. Regional District of Bulkley-Nechako (RDBN)
 - vi. Ministry of Transportation and Transit (MOTT)
 - vii. Broader Community
- c) Proposed engagement methods, which may include:
 - i. Interviews with members of the development community and cross-departmental staff to understand the applicant experience, identify development approvals bottlenecks, and explore opportunities for improvement.
 - ii. Workshops with cross-departmental staff to review updated development procedures, clarify roles and responsibilities, and improve coordination and workload management.
- d) The anticipated timing and sequencing of engagement activities.
- e) How the Consultant will ensure that the engagement is conducted in an inclusive and meaningful manner, while respecting the time and resource constraints.
- f) How feedback will be documented, analyzed, and incorporated into project recommendations.
- g) Proposed engagement deliverables, including engagement summaries, reports, presentation materials, or other outputs.
- h) The respective roles and responsibilities of the Consultant and the Town.
- i) Any recommended digital engagement tools or platforms.
- j) The anticipated level of effort and costs associated with the proposed engagement.

Consultants are encouraged to identify innovative and cost-effective approaches that can

increase participation, improve the quality of feedback received, and ensure that community and stakeholder perspectives are meaningfully considered in the project.

4.6 Additional Activities

Consultants may propose additional eligible activities, deliverables, or services that are consistent with the objectives of the Local Government Development Approvals Program (LGDAP) and enhance the overall value and outcomes of the project.

5. DELIVERABLES

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

5.1 Submit an Inception Report including:

- a) Engagement Plan.
- b) Finalized work plan and project schedule.

5.2 Development Procedures Review Summary

- a) Baseline Report – A summary of current procedures, including key strengths, weaknesses, gaps, and opportunities for improvement.
- b) Digital Application Framework – A proposed framework for the future development and implementation of a digital development application process.
- c) Implementation Roadmap – A prioritized roadmap outlining recommended improvements, implementation phases, timelines, responsibilities, and key considerations for transitioning to the proposed development procedures and digital application framework.

5.3 Engagement Analysis Report(s) and Review

- a) The Consultant shall prepare Engagement Analysis Report(s) that documents, analyzes, and evaluates engagement activities undertaken at various stages in the project. The engagement program shall include, at a minimum, the stakeholders outlined in Section 4.5(b).
- b) The report(s) shall summarize the engagement activities undertaken, participation and feedback received, key themes and issues identified, and how the input informed the project. The Consultant shall also identify any outstanding concerns, areas requiring further engagement, and recommend next steps.

5.4 OCP and Zoning Review Report (with recommended updates)

- a) Draft policy for minor / major DPs.
- b) Recommended changes to the minor DVP provisions.
- c) Recommended amendments to the Zoning Bylaw.
- d) Recommend amendments to the Development Procedures Bylaw.

- e) Recommend amendments to the Building Bylaw.
- f) Recommended changes to development approval-related public engagement.
- g) Fees & Charges Update Recommendations.

5.5 Digitalization of Approval Process

- a) Support creation of a centralized Repository for New Applications.
- b) Updated Digital Procedures & Staff Guidance.
- c) Facilitate Integration of the Building Permitting program with Building Permit Hub, including the initial set-up.
- d) Online Development Activity Map (public or internal).
- e) Staff Training & Change Management Materials.
- f) Standardized Building Permit Application Package.

5.6 Customization of CHMC / MoH housing designs

- a) Review of the CMHC / MoH predesigned housing plans available and recommendations for customization.
- b) Parcel level analysis to determine suitable lots for predesigned buildings.
- c) Evolve recommendations for policy/bylaw changes identified as necessary to support the adoption and use of the customized housing designs.

5.7 Preparation of New / Modernization of Existing Supporting Documents

- a) Development Approval Process Resources for internal use (e.g., checklists and standard procedures to guide internal review and inter-agency referral process).
- b) Updated / creation of new application guides.
- c) Updated / creation of new application Templates.

5.8 Final Project Report and Implementation Plan

- a) The Consultant shall prepare and submit a Draft Project Report and Implementation Plan for Town Staff review and comment. The Consultant shall address and incorporate Staff feedback, as appropriate, into the Final Report and Implementation Plan.
- b) The Consultant shall prepare and submit a Final Project Report and Implementation Plan (both in PDF and editable Microsoft Office formats) with detailed recommendations to facilitate implementation. The Report will include an executive Summary, analysis on various themes covered under the project scope, key recommendations, implementation priorities, and supporting documents added as appendices to the report. The appendices may include, but not limited to:
 - i. Development Procedures Review Summary (Section 5.2)
 - ii. Digital Modernization Summary (Section 5.5)
 - iii. Engagement Analysis Review & Report (Section 5.3)
 - iv. OCP and Zoning Review Report with recommended updates (Section 5.4)

- v. Integration and Training Review for Town Staff and Systems (Section 5.5)
 - vi. CMHC/MoH Housing Design Customization Summary (Section 5.6)
 - vii. Public-facing resources created / updated (section 5.7)
- c) Electronic copy of the following:
- i. Detailed financial summary that specifies the actual expenditures for completing the various tasks included within the scope of the Smithers LGDAP project in the format prescribed by the funder.
 - ii. Completed Development Approvals Program grant Final Report Form and supporting documents, in the format prescribed by the funder.
- d) Photos of funded activities and/or completed projects.
- e) Links to media directly related to the funded project.
- f) Project Report and Implantation Presentation to Town Council.

6. TIMELINE

Provided below is the anticipated timeline for completing this Project:

Request for Proposal Issuance	Monday September 21, 2026
Deadline for Submission of Proposals	2:00 pm, Tuesday October 20, 2026
Inquiries and Addenda	4:00 p.m. Tuesday, October 13, 2026
Proponent Selection/Contract Award	Tuesday November 24, 2026
Project Commencement	December, 2026
Draft Report Submission	June, 2027
Final Report	October 2027
Project Completed and Council Presentation	December, 2027

7. PROJECT BUDGET

The total project budget is up to a maximum of **\$200,000.00**. This amount is inclusive of all project-related costs, including professional fees, travel and accommodation, community engagement activities, advertising and public notification, legal review, software-related expenses (if applicable), and any other costs necessary to complete the project and deliver the required scope of work. The Town will cover all the engagement / promotion related costs, from the approved project funding. In order to avoid cost overruns, the Town recommends that the Consultant allocate at least \$10,000 toward engagement activities, promotion, and contingencies.

The project budget is subject to the requirements of the Town's Purchasing Policy, which shall apply to the procurement, award, and administration of the resulting contract.

Payments will be made in accordance with the terms and conditions of the Professional Services Agreement to be entered into between the Consultant and the Town. The Consultant shall be responsible for all costs associated with the completion of the Project except for items explicitly

stated in this document. The consultant is not responsible for purchasing, developing, upgrading or implementing new development approval digital software / platforms as part of this Project. No additional fees or expenses beyond the Consultant's approved proposal will be reimbursed unless they have been authorized in writing by the Town in advance. The Consultant shall be solely responsible for the effective delivery and implementation of the Project.

8. PROPOSAL CONTENTS

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

8.1 Cover Letter that includes all the following information:

- a) Proponent's name, address, phone number, email, and website.
- b) A purpose statement describing the Proponent's understanding of the required services.
- c) 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.
- d) A statement affirming the Proponent's ability to comply with the contract provisions as outlined in the Town's RFP.
- e) Signature: The cover letter must be signed by a person or persons authorized to bind the Proponent to all commitments made in the Proposal.

8.2 Proponent Qualifications and Experience

- a) Proponents shall demonstrate their qualifications and experience by providing the following information.
- b) A summary of the firm's experience assisting municipalities, regional districts, First Nations, or other local governments with the implementation of Local Government Development Approvals Program (LGDAP) initiatives or similar development approvals modernization projects.
- c) Curriculum vitae for all key personnel assigned to the Project, demonstrating their qualifications and experience relevant to the scope of work, including applicable education, professional designations, licenses, and certifications.
- d) Descriptions of at least three (3) projects of similar scope and complexity completed within the past five (5) years by the proposed project team or key personnel. Each project description shall include:
 - i. client's name
 - ii. a brief description of the project and services provided
 - iii. project completion date
 - iv. outcomes achieved
 - v. a client reference, including the contact person's name, title, telephone number, and email address
- e) Summary profiles of supporting team members, outlining their relevant experience, qualifications, and areas of expertise. Proponents shall identify any proposed subcontractors or sub-consultants and provide comparable information describing their qualifications, experience, and anticipated role in the Project.

8.3 Work Plan: A comprehensive Work Plan that will enable the Proponent to meet the Project objectives. The Work Plan will include the following:

- a) A description of the overall methodology and approach to the Project, including the objectives and scope of work to be performed, and how the proposed approach would meet the Project requirements.
- b) 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.

8.4 Project Schedule that will:

- a) Illustrate how tasks fit within the Project timeline and relate to appropriate milestones and Project deliverables.
- b) Include details on estimated labour hours and time requirements for completing each task; and
- c) Be mindful of the Town's considerations and financial constraints.

8.5 Proposed Project Fee: In addition to the overall project costs, the Consultant must submit:

- a) Detailed costs for each task and subtask identified in the work plan.
- b) All costs, including disbursements, must fit within the budget listed in Section 7. Eligible disbursements include the costs of printing and reproducing, drawings, reports, travel, accommodation costs, and any other expenses incurred towards implementing the Proposal.
- c) Any reasonable costs incurred to the Town – including those pertaining to organizing and promoting engagement activities -- should be deducted from the Project fee and identified as part of the contingency cost.
- d) Provide approximate costs associated with organizing consultation activities.
- e) Contingency cost will not be a part of the proposed Project fee.

8.6 Additional Information

You may include any additional 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.

9. MINIMUM REQUIREMENTS

The Town's preference is that the successful Proponent possesses the following qualifications:

- Demonstrated experience providing consulting services to municipalities or other local governments -- preferably within British Columbia or the Northwest region -- on completing LGDAP projects in the past.
- A valid Town of Smithers business License upon contract award and maintained for the duration of the Project.

- The capacity and availability to complete all required work and submit invoices within the specified project schedule and approved budget.

10. 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 dchandran@smithers.ca, with the subject line “**Local Government Development Approvals Program**”. Alternatively, hardcopy proposals for this RFP may be submitted to:

Deepa Chandran
Manager of Planning and Climate Readiness
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 “**Local Government Development Approvals Program**”.

- b) Received no later than **2:00pm on Tuesday, October 20, 2026**.
- c) Not more than 30 numbered pages in length, exclusive of the front cover, back cover, table of contents, cover letter, references, and Curriculum Vitae.
- d) All pages of the document shall be Letter sized (8.5” x 11”).

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

11. PROPOSAL MODIFICATIONS, WITHDRAWALS, AND LATE SUBMISSIONS

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.

12. EVALUATION AND SELECTION CRITERIA

Following the deadline, staff will screen all submitted proposals to verify that they are complete and comply with the minimum requirements of this RFP. Subsequently, all the complete, eligible proposals will be reviewed by an Internal Review Committee comprising at least 3 staff members.

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

- i. Project understanding and methodology (20 points)

- ii. Proponent's work experience and past work performance (20 points)
- iii. Project timeline and availability (15 points)
- iv. Knowledge of Local Government Development Approval Program (20 points)
- v. Proposal Quality (10 points)
- vi. Fees and Value (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.

13. 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.

14. CONFLICT OF INTEREST

It is the responsibility of the Proponent to identify current and proposed conflicts of interest that the firm, or individuals in the firm, has. The Proponent must outline a strategy to effectively mitigate the conflicts 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.

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 or employee.

15. 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 Deepa Chandran, Manager of Planning and Climate Readiness, email: dchandran@smithers.ca. Requests for clarifications or corrections must be submitted before **4:00 p.m. (PST), Tuesday, October 13, 2026**, with the subject line **“Questions: Smithers Local Government Development Approvals Program”**.

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.

16. 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.

Notwithstanding any other provision of this document, the requirements of the Town's Purchasing Policy shall apply and govern all aspects of this procurement 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
- 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 subcontracted, transferred or assigned to another firm, person, or company without the prior written authorization of the Town.

SCHEDULE A: PROPOSAL ASSESSMENT CRITERIA

Assessment Criteria		Points
Project Understanding and Methodology (20)	Understanding of the Town's context and project objectives	10
	Proposed methodology and work plan	5
	Innovation and process improvement approach	5
Experience and Qualifications (20)	Qualifications and experience of the project team	10
	Successful completion of comparable projects and quality of client references	10
Project Schedule and Availability (15)	Realistic project schedule and milestones	10
	Availability of key personnel and commitment to in-person and virtual meetings	5
Relevant Local Government Experience (20)	Experience with development approvals modernization, permitting, and land use planning	10
	Experience delivering similar projects for local governments within the last 5 years	10
Quality of Proposal (10)	Clarity, organization, and completeness of the proposal	5
	Responsiveness to the RFP requirements	5
Fees and Value (15)	Overall project cost and value for money	10
	Budget appropriateness and cost breakdown	5
TOTAL		100