



"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

REQUEST FOR PROPOSAL – RDBN FOOD AND AGRICULTURE PLAN 2026 UPDATE

Solicitation # RDBN-AGR-26-01

Regional District of Bulkley-Nechako

Request Issued: March 13, 2026

**Closing Date: Monday, April 13, 2026
4:00 pm (Pacific Standard Time)**

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1 PROJECT SUMMARY

The Regional District of Bulkley-Nechako (the Regional District) is seeking quotes from qualified consulting firms with demonstrated knowledge and experience to update the RDBN Food and Agriculture Plan. The current RDBN Food and Agriculture Plan was published in 2020 and is a five-year assessment of priority action areas and implementation considerations.

The RDBN Food and Agriculture plan is an iterative, strategic document designed to establish a shared vision for the region's food and agriculture sector. It sets out clear goals, objectives, and actions to support that vision, and is developed collaboratively with farmers, the public, and local government. Once finalized, the plan will be endorsed by the Regional District Board of Directors and will subsequently guide both the initiatives undertaken by the RDBN and the allocation of RDBN resources.

The Regional District would like to achieve the following goals in this update:

1. Update high-level, baseline data and information on the food and agriculture sector in the RDBN.
2. Engage stakeholders to renew a shared vision for food and agriculture in the RDBN and use this information to build on the work done under the 2020 Food and Agriculture plan.
3. Recommend updates and actions that reflect new data and information, as well as consumer and producer perspectives.
4. Create a detailed 5-year action and implementation plan to support stakeholder recommendations.

2 BACKGROUND

The Regional District is comprised of seven Electoral Areas and eight municipalities. There are three subregions: Bulkley Valley, Lakes District, and Nechako Valley.

Food and agriculture play a critical and significant role in the history, growth, and development of the Regional District. Agriculture continues to contribute significantly to the economy and character of our region.

The Regional District Agriculture team is defined as Nellie Davis, Manager of Strategic Initiatives and Rural Services, Megan D'Arcy, Regional Agriculture Coordinator, Trevor Tapp, Regional Agriculture Coordinator (East) and other staff as required for the purposes of this project.

3 TERMS AND CONDITIONS

The terms and conditions applicable to this Request for Proposals are contained within this document. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any addenda issued by the Regional District.

4 CANCELLATION OF RFP

The Regional District reserves the right to cancel this Request for Proposals at any time and for any reason and will not be responsible for any direct or indirect loss, damage, cost, or expense incurred or suffered by any Proponent because of such cancellation. The acceptance of any proposal and the subsequent execution of a contract may be subject to funding and approval by the Board of the Regional District of Bulkley-Nechako.

5 SUBMISSION GUIDELINES

The Regional District invites the submission of proposals from qualified and experienced consultants as

outlined in this document.

The Regional District will accept Proposals submitted by email or by direct delivery (in person or by courier/mail) to the Regional District main office at 37 3rd Avenue Burns Lake.

All proposals must be submitted to the Regional District by 4:00 pm (local time) on Monday, April 13, 2026

Proposals submitted by fax will **NOT** be accepted. Any Proposals received after the closing time will be considered disqualified.

By Email

One (1) single PDF file containing your submission must be delivered to the Regional District by email at bid@rdbn.bc.ca. The Regional District will confirm receipt of emails.

By Direct Delivery (Hand Delivered, Mail or Courier)

One (1) complete copy of your submission must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the proposal, as well as on the outside of the courier envelope/box (if sending by courier):

Attention: Asset Management and Procurement Clerk
Regional District of Bulkley-Nechako
37 3rd Avenue Burns Lake, BC V0J 1E0

Regional District of Bulkley-Nechako –
RDBN Food and Agriculture Plan 2026 Update
Request for Proposal
Responding Organization's name and address.

Inquiries regarding the RFP may be directed by email to bid@rdbn.bc.ca.

Please note that questions related to this Request for Proposals will be accepted up to 4:00 pm on Wednesday, April 1, 2026. This will allow the answers to questions asked to be properly distributed to all interested parties via BC Bid.

Proponents shall be solely responsible for the delivery of their proposal in the manner and time prescribed. All submissions must be delivered according to the instructions provided herein and the Regional District will accept no responsibility for documents delivered to any other location.

To ensure your receipt of any answers to questions asked or addendums issued, you must fill out and return the attached reply form to bid@rdbn.bc.ca.

Failure to submit a properly filled out reply form absolves the Regional District of any obligation to provide addendums to Proponents wishing to submit a proposal.

See Appendix A for the Proposal Reply Form

6 ADDENDA

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of the Regional District. Addenda will be in written form posted on BC Bid and the Regional District website. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by Proponents when responding to this RFP.

All final Addenda will be issued and posted on BC Bid and the Regional District website by 4:00 pm on Wednesday, April 8, 2026.

Verbal communications will not be binding unless confirmed by written addenda.

It is the sole responsibility of the Proponent to check for addendums.

7 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format as a standard proposed response but should be clearly marked as an "Alternative Proposal." If a Proponent submits more than one proposal each must be separately and uniquely identified.

8 ARTIFICIAL INTELLIGENCE

Proponents must note in their bid documents if they have used any artificial intelligence in the development of their submission, and if so, confirm they have verified and validated the information received through artificial intelligence prior to including it in their submission.

9 CHANGES TO PROPOSALS

By written notice submitted prior to the closing date, a Proponent may amend or withdraw its proposal. Upon closing, all proposals become irrevocable and may not be amended or withdrawn except where the Proponent and the Regional District have mutually agreed to a change for the purpose of entering into a contract.

Information obtained from any other source is not official and should not be relied upon.

10 PROPONENTS' EXPENSES

The Regional District will not be responsible for any costs incurred by the Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in preparation for the RFP supply of oral or written information to Proponents, review Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

11 CONFIDENTIALITY OF INFORMATION

In accordance with the Freedom of Information and Protection of Privacy Act, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

12 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All Proposals submitted under this RFP become the property of the Regional District and will not be returned to the Proponent. The Regional District advises Proponents that parts or all their Proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and the Community Charter. Proponents who wish to ensure parts of their Proposals are protected from disclosure under the FIPPA Act should specifically identify any information or records provided with their Proposals that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information. The Regional District cannot guarantee that any information contained within a proposal will remain confidential if a request for access is made.

13 ACCEPTANCE OF PROPOSALS

This RFP should not be construed as an agreement to purchase goods or services nor as an invitation to perform any service for the Regional District except as specifically outlined herein. Proposals shall remain open for acceptance by the Regional District for a minimum of 90 days after the RFP closing date.

The Regional District's intent is to enter into a contract with the Proponent who has submitted the best value proposal. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP.

The Regional District reserves the right in its sole unrestricted discretion to:

- a) Reject any and/or all irregularities in a proposal submitted.
- b) Waive any defect or deficiency in a proposal whether that defect or deficiency materially affects the proposal and accept that proposal.
- c) Reject any and/or all Proposals for any reason, without discussion with the Proponent(s); and
- d) Accept a proposal which is not the lowest price proposal.

In addition to any other provision of this RFP, the Regional District may, at its absolute discretion, choose not to consider a Proposal if the Proponent, or any officer or director of the Proponent, is or has been engaged directly or indirectly in a legal action against the Regional District in relation to any matter.

Proponents should not attempt to solicit any members of the elected Board of Directors or employees of the Regional District. Any solicitation may result in the Proponent being removed from consideration.

14 EVALUATION CRITERIA

Proposals will be ranked on a points basis with criteria including cost, qualifications (personnel), availability, experience, and quality of proposal. The Proposal Evaluation Form is a tool to assist in the evaluation process; however, it is not the sole determining factor in the evaluation process.

See Appendix B for the Proposal Evaluation Form

15 CONFLICT OF INTEREST

When submitting a Proposal, the Proponent must complete, sign, and include with their Proposal a Conflict-of-Interest Disclosure Statement (Appendix "C").

The Regional District may reject a Proposal based on an actual, potential, or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a) One or more of the directors, officers, principles, partners, senior management employees, shareholders, or owners of the Proponent, is an officer, employee, or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b) In the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee, or director of the Regional District or a consultant involved in the procurement process or is a member of the immediate family of officer, employee, or director of the Regional District or a consultant involved in the procurement process.

(collectively, "Restricted Parties")

A Proponent who has any concerns regarding whether a current or prospective employee, advisor, or member of that Proponent is, or may be, a Restricted Party, should request an advance decision by submitting to the Chief Administrative Officer (CAO), not less than ten working days (**Thursday, March 26, 2026**) prior to the Closing Time, by email, the following information:

- a) Names and contact information of the Proponent and the person which the advance opinion is requested.
- b) A description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- c) Copies of any relevant documentation

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided. If Proponent has identified an actual, perceived, or potential conflict of interest regarding this RFP process or project, the Proponent must submit a Conflict-of-Interest Disclosure Statement (Appendix "A") to the CAO by **Wednesday, April 1, 2026**.

16 SUBCONTRACTORS

All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Appendix "D."

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Regional District's opinion, give rise to an actual, perceived, or potential conflict of interest in connection with the services described in the RFP. This includes, but not limited to, involvement be the firm or individual in the preparation of the RFP, or a relationship with any employee, consultant representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a proponent is in doubt as to whether a proposed subcontractor might be in conflict of interest, the Proponent should consult with the CAO prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict on interest this is actual, perceived or potential, in respect of the RFP.

17 EXECUTION OF CONTRACT

Following acceptance by the Regional District, the successful Proponent will be provided with written confirmation. A contract will be signed by both parties subject to negotiation between the Regional District and the Proponent.

18 INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the consultant will provide all permits, materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution to the Work described in the RFP documents or as directed by the Regional District and all incidental Work to complete the project.

19 LOCAL CONDITIONS

The consultant will, by personal inspection, examination, calculations, or tests, or by any other means, satisfy themselves with respect to the local conditions to be encountered and the quantities, quality, and practicability of the Work and of their methods of procedure. No verbal agreements or conversation with any officer, agent, or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.

20 MANAGER'S STATUS

The Manager will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the Consultant maintains the site in a satisfactory condition, and for ensuring that the Work has been satisfactorily carried out. The Manager will have the authority to stop the Work whenever such stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

The Consultant will comply with such an order immediately. Neither the giving nor the carrying out of such orders thereby entitle the Consultant to any extra payment and the Regional District will not be held liable for any damages or any breach of laws, bylaws or regulations that may result.

21 CONSULTANT'S PERSONNEL

The Consultant will always keep sufficient personnel to carry out the Work required by the Contract. The Consultant must demonstrate that their organization is adequately staffed and trained to perform the requirements.

All workers must have sufficient knowledge, skill, and experience to perform properly the Work assigned to them and to be tactful and courteous in dealing with the Regional District's staff. Any supervisor or worker employed by the Consultant or Sub-Consultant who, in the opinion of the Manager, does not perform their Work in a competent manner, appears to act in a disorderly or intemperate manner, or is intoxicated or willfully negligent will at the written request of the Manager, be removed from the site of the Work immediately and will not be employed again in any portion of the Work without the approval of the Manager.

The Consultant will comply with all federal and provincial legislation regarding wages and labour regulations including payment of all dues, levies, or charges made under or in relation to the Contract. The Consultant will make proof of payment available to the Manager when requested.

22 ASSIGNMENT OF CONTRACT

The Consultant will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title, or interest therein, or their obligations thereunder without written consent of the Regional District, except for assignment to a bank of the payments to be received hereunder.

23 RIGHT TO TERMINATE SERVICES

The Regional District may terminate any or all services upon 30 days' written notice. If such notice is given, the Regional District will pay only for time and expenses incurred by the Consultant up to the termination date and for any reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner.

24 REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES

Upon failure of the Consultant to perform the Work in accordance with the Contract Documents, and after written notice to the Consultant, or without notice if any emergency or danger to the Work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of Work performed by the Regional District in correcting deficiencies will be paid by the Consultant or may be deducted from monies payable to the Consultant.

25 INDEMNITY

Notwithstanding the provision of insurance coverage by the Consultant, the Consultant hereby agrees to indemnify and save harmless the Regional District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Consultant, its servants, agents, sub-contractors and sub-operators, in providing the services and performing the Work of the Contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

26 INSURANCE

The Consultant, without limiting its obligations or liabilities, and at its own expense, must provide and maintain throughout the Contract term, the following insurances with insurers licensed in the Province of British Columbia in forms acceptable to the Regional District. All required insurance (except Professional Liability Insurance and automobile insurance on vehicles owned by the Consultant) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change.

The Consultant's insurance policies shall include a deductible no greater than \$25,000 for each claim. The Consultant must provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the contract:

- a) Commercial General Liability (CGL), written on an occurrence-based form, in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the contract. The Regional District is to be added as additional insureds. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.
- b) Professional Liability in an amount not less than \$2,000,000 inclusive per occurrence.

- c) Where the Consultant requires the use of automobiles to undertake the Work of the Contract, the Consultant will have the following:
- a. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Consultant in an amount not less than \$2,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.

The Consultant shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above. It is the sole responsibility of the Consultant to determine if additional limits of liability insurance coverage are required to protect them from risk.

27 OCCUPATIONAL HEALTH AND SAFETY

The Consultant will use due care and take all necessary precautions to ensure the protection of persons and property at the Facility and will comply with the Workers' Compensation Act of the Province of British Columbia.

The Consultant must prepare a Health and Safety plan in accordance with the provincial WorkSafe BC. A copy will be submitted to the Regional District prior to commencing the Work.

28 CHANGES IN THE WORK

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Consultant will proceed with the Work as changed and the Work will be executed under the provisions of the Contract. No changes will be undertaken by the Consultant without a written order from the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be valid unless the change was so ordered. The Regional District will entertain no payment for extra work or changes in any Contract unless a "Change Order" form is completed and signed by the Regional District and the Consultant.

If, in the opinion of the Regional District, such changes affect the Contract amount, these will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Contract amount, and the method of determining such value, will be decided by the Regional District. The Regional District will use one or more of the following methods in deciding such value:

- a) by lump sum submitted by the Consultant and accepted by the Regional District.
- b) on a force account basis as specified in these General Conditions.

31 COMPLIANCE WITH LAWS

The consultant will give all the notices and obtain all the licenses and permits required to perform the Work and provide written confirmation that the Consultant (and Sub-contractor's) personnel are fully certified to perform the Work. The Consultant will comply with all laws, regulations and requirements of authorities having jurisdiction applicable to the Work or performance of the contract.

32 LAWS OF BRITISH COLUMBIA

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect in the Province of British Columbia.

33 PROPOSAL FORMAT AND CONTENT

The proponent shall provide one (1) bound copy of its proposal to the Regional District. The content of

the proposal should include (but is not limited to) the following.

- a) A description of the proponent's understanding of the Services.
- b) A description of the proponent's corporate structure and history.
- c) A list of the personnel to be involved in providing the Services, their roles, and the per diem rate for each person or category of personnel.
- d) Staff resumes and relevant experience (including references) of key staff, with details of staff time allocation for each component of the work.
- e) A list of all sub-contractors that will be used to provide the Services along with their costs, company resumes, and administration fees (if applicable).
- f) A detailed work program and timeline for providing the Services, including a description of the following:
 - a. the scope of the background review.
 - b. the stakeholder and community consultation process.
 - c. the factors to be considered in developing the service delivery models proposed; and,
 - d. A list of at least three (3) references, which may be contacted by the Regional District.

34 SCOPE OF WORK

The Regional District of Bulkley-Nechako is interested in updating the current [RDBN Food and Agriculture Plan](#) that was published in 2020.

The Food and Agricultural plan is a strategic planning document that outlines a shared vision for food and agriculture activities amongst farmers, First Nations, the public, and local government within the Regional District, as well as goals, objectives and actions for achieving the vision. Upon completion, the agricultural plan is approved by the Regional District Board of Directors and then used to guide future RDBN staff workplan activities related to agriculture and land use planning. The Regional District intends to use the updated Food and Agriculture Plan to:

- guide both leading and supporting activities that address the priority areas identified,
- ensure that long range planning, and the regulation of land use and development, is managed, and
- Ensure that decisions regarding the use of the RDBN's resources are made in consideration of the recommendations made in the plan.

Project Activities

- Work alongside the Regional District Agriculture team to develop a workplan for the activities associated with updating the RDBN Food and Agriculture Plan.
- Workplan will include collaborative engagement strategies that incorporate continuous feedback loops and active listening.
 - Strategies for engagement should be comprehensive and tailored to the needs of the different stakeholders.
 - Engagement should include both use of virtual tools/resources and in-person interactions.
- Research current agriculture industry within the region to update relevant portions of the RDBN Food and Agriculture Plan Foundations Report (2020).
- Collaborate with the Regional District Agriculture team to advertise RDBN Food and Agriculture Plan

update and implement engagement activities as outlined in the workplan.

- Summarize data and anecdotal information gained from engagement activities.
- Use Foundations Report and engagement summary to update 2020 RDBN Food and Agriculture Plan.
 - Utilize the same format to identify priorities, action areas, and implementation considerations.
- Take part in a delegation to the Regional District Board of Directors to highlight the renewed vision and key priorities in the updated RDBN Food and Agriculture Plan.
- Develop a communications strategy for the updated RDBN Food and Agriculture Plan and co-implement with the Regional District Agriculture team.

APPENDIX A - PROPOSAL REPLY FORM

PROPOSAL REPLY FORM	
Project Title: RDBN Food and Agriculture Plan 2026 Update	
Company Name: _____	
Contact Person: _____	
Contact Information	
Phone	
e-mail	
Mailing Address	

APPENDIX B - PROPOSAL EVALUATION FORM

PROPOSAL EVALUATION FORM			
Proponent's Name: _____			
Project Title: RDBN Food and Agriculture Plan 2026 Update			
Evaluation Date: _____			
Evaluator: _____			
Criteria			
Step 1:		YES	NO
Mandatory Criteria	Proposal received prior to closing		
	List of Key Personnel and References		
	Reply Form		
	Proposed Schedule		
	Detailed All-Inclusive Price Quote		
Step 2:		Max Points	Points Awarded
	1.0 Proponent Qualifications & Experience: Demonstrated relevant experience and qualifications of the firm and key personnel. Proven success in similar recreation or municipal facility design projects. Quality of references and past performance	30	
	2.0 Price: Clarity, Completeness, and competitiveness of proposed fees. Alignment of scope, deliverables, and cost estimate	30	
	3.0 Methodology & Project Approach: Understanding of project objective and the current RDBN Food and Agriculture Plan. Quality and clarity of proposed approach, design methodology, and engagement process.	40	
Total Score		100	

APPENDIX C - CONFLICT OF INTEREST DISCLOSURE STATEMENT

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with (including subcontractors), the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived, or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for conflict of interest:

If an actual, perceived, or potential conflict of interest regarding this procurement process has been identified, the Proponent must submit this document to the CAO by Wednesday, April 1, 2026.

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed