

# REQUEST FOR INFORMATION 10991

## Mitigation Feasibility Study

### INTRODUCTION

The Village of Zeballos is on the Northwest coast of Vancouver Island where the Zeballos River meets the Zeballos Inlet, gateway to Nootka Sound. It is part of the Strathcona Regional District (SRD) and within the territory of the Ehattesaht Chinehkint First Nation.

Zeballos is the smallest municipality in BC, with just 107 year-round residents living on 1.45 km<sup>2</sup>. It is a remote community, located at the end of a 42 km active logging road, known for its gold mining history, world-class salmon fishing, kayaking, hiking, and other outdoor adventure opportunities. Residents of the Village and surrounding area are primarily employed by the timber industry, though aquaculture and tourism play an increasingly significant role in the local economy.

In the summer of 2018, a wildfire occurred on a known rock fall hazard area adjacent to the Village on the east side. This fire increased the risk of slope failure in that area, further endangering the residents living there. This RFI is to inform the Village's application for UBCM's Community Emergency Preparedness Fund: Flood Risk Assessment, Mapping & Mitigation Planning grant funding to mitigate this hazard.

The most recent Zeballos floodplain map and rock fall hazard reports are available as attachments to this RFI.

This Request For Information is available electronically from BC Bid or the Village's website at:

This RFI is not a call for tender. A contract will not result from this RFI. Submissions should be submitted by **4:00pm on December 19, 2019** and may be submitted via email or in a sealed envelope addressed to:

Meredith Starkey – Chief Administrative Officer

157 Maquinna Ave.

PO Box 127

Zeballos, BC V0P 2A0

250-761-4229

cao@zeballos.com

Submissions should include all requested details. Submissions delivered to Village Office should ensure that the RFI name, number, company name, and return address is labelled on the outside envelope. Submissions via email are to be sent to **cao@zeballos.com**. Ensure to state the RFI name, number and "Submission" in the Subject Line. Emailed submissions are to be consolidated into one (1) Adobe PDF virus free file and should be no larger than 10MB's.

## PURPOSE

The purpose of this Request for Information (RFI) is to collect information from interested parties to participate. Note that the information requested is for information purposes only, and will allow the Village to determine the best method of supply for the required services based on the results from the Village's 2020 Community Emergency Preparedness Fund Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning grant application.

The Village of Zeballos intends to apply for \$150,000 through the 2020 Community Emergency Preparedness Fund Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning grant application to fund a mitigation feasibility study to address the risk to homes above the tolerable risk level shown in Fig. 3-3 on p. 29 of the updated slope assessment completed in April 2019 by BGC Engineering. This risk is based on the assumption of full-time occupancy of those homes. The Village of Zeballos is now concerned with long-term viability of those properties.

The information received through this RFI will influence the Village of Zeballos' 2020 Community Emergency Preparedness Fund Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning grant application. Proponents who submit information for this RFI will be viewed favourably **should** they bid on the tender released **if** the Village of Zeballos' grant application is successful.

## CONDITIONS AND CONSTRAINTS

1. The Village is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, the Village cannot guarantee that any information provided to the Village can be held in confidence. All offer submissions become the property of the Village.
2. This is a Request For Information only and is not a call for tenders. No contractual relationship between the Village and any potential proponent shall arise from the submission of any offer. Except as expressly and specifically permitted in these instructions, no proponent submitting an offer shall have any claim for any compensation of any kind whatsoever, as a result of participating in the request for information and by submitting an offer each proponent submitting an offer shall be deemed to have agreed that it has no claim.
3. If any director, officer or employee agent or other representative of a Proponent makes any representation or solicitation to any Councillor, officer or employee of the Village of Zeballos with respect to the offer, whether before or after the submission of the offer, the Village shall be entitled to reject or not accept the offer.
4. Acceptance of any offer resulting from this request for information may be subject to the Village of Zeballos' approval and/or budgetary considerations.

## **TERMS OF REFERENCE**

Vendors should submit the following:

- 1) A cover letter introducing history of the business, organizational hierarchy etc.
- 2) A cost estimate of the proposed mitigation feasibility study
- 3) The scope of the proposed mitigation feasibility study
- 4) A project timeline of the proposed mitigation feasibility study
- 5) Copies of applicable certifications
- 6) A minimum of three references
- 7) And the attached Offer Form.

## APPENDIX: OFFER FORM

The Proponent declares that all information, which is provided or will be provided to the Village of Zeballos is true and understands and agrees to be bound by the terms and conditions.

Date \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Position with Company \_\_\_\_\_

Contract Administrator: (if different from Authorized Representative)

\_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_