

Request for Proposals: Sea to Sky Inter-Regional Transit Stops



Issue Date: Aug 17, 2026

Closing Date: Sep 11, 2026

Contact: Ali Chapple, achapple@slrd.bc.ca

Section 1 – Administrative Requirements

A. Definitions

Throughout this RFP, the following definitions apply:

“Contract” means the written agreement resulting from this RFP executed by the SLRD and the Contractor;

“Contractor” means the successful Proponent to this RFP who enters into a written Contract with SLRD;

“must”, or “mandatory” means a requirement that must be met in order for a Proposal to receive consideration;

“Proponent” means an individual or company that submits (or intends to submit) a Proposal;

“Proposal” means the document submitted by the Proponent;

“SLRD” means the Squamish-Lillooet Regional District;

“RFP” means the process described in this document;

“should” or “desirable” means a requirement having a significant degree of importance to the RFP.

B. Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms herein and that are included in any addenda issued by the SLRD. Provisions in Proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

C. Acknowledgment Form

The Proponent is advised to complete and return the Acknowledgment Form attached hereto as Schedule A. This form may be delivered by fax or email and will facilitate the further receipt by the Proponent of any addenda to the RFP.

D. Addenda

Whether or not the Proponent has returned the Acknowledgment Form, the Proponent is required to regularly check the SLRD website for any updated information and addenda issued before the closing date. If there is any discrepancy in the RFP documentation, the SLRD's original file will prevail.

E. Late Proposals

A Proposal will be marked with its receipt time at the closing location. Only a Proposal received and marked before the closing time will be considered to have been received on time. A Proposal received after the closing time may not be considered. In the event of a dispute, the receipt time of the Proposal email as recorded by the SLRD will prevail. The Proponent is advised to verify prior to the closing time that the SLRD has received the Proposal.

F. Eligibility

A Proposal may not be evaluated if the Proponent's current or past corporate or other interests may, in the SLRD's opinion, give rise to a conflict of interest in connection with the project described in this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent is advised to consult with the Contact Person prior to submitting a Proposal.

G. Evaluation

The evaluation of the Proposal will be by staff of the SLRD but may include consultants/contractors of the SLRD. The SLRD intent is to enter into a Contract with the Proponent who has been evaluated as having the most desirable proposal.

The SLRD may, at its discretion, request clarifications or additional information from a Proponent(s) with respect to any Proposal(s), make such requests to only selected Proponents, and consider such clarifications or additional information in evaluating the Proposals.

H. Negotiation/Negotiation Delay

The SLRD reserves the right, prior to awarding the Contract, to negotiate changes to the scope of work (including pricing to meet budget) with the successful Proponent without advising any other Proponent or allowing any other Proponent to vary their Proposal as a result of the changes to the scope of work or to the contract documents and the SLRD may enter into a changed or different contract with the successful Proponent without liability to Proponents who were not awarded the Contract.

If a Contract cannot be negotiated within 14 days of notification of the successful Proponent, the SLRD may, at its sole discretion at any time thereafter, terminate negotiations with such Proponent and either negotiate a Contract with the next qualified Proponent, reissue the RFP, or terminate the RFP process and not enter into a Contract with any of the Proponents.

I. Request for Debriefing

Unsuccessful Proponents may request a debriefing with the SLRD, which may, at the SLRD's option, be conducted via telephone or email. However, the SLRD will not provide information regarding other Proposals.

J. Alternative Solutions

If alternative solutions are to be offered, the Proponent should consult with the Contact Person prior to submitting the Proposal.

K. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon closing time, all Proposals become final. The Proponent may not change the wording of the Proposal after closing and no words or comments will be added to the Proposal unless requested by the SLRD for purposes of clarification.

L. Proponents' Expenses

The Proponent is solely responsible for their own expenses in preparing the Proposal and in subsequent negotiations with the SLRD, if any. Regardless of whether or not the SLRD elects to reject all Proposals, the SLRD will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with any final Contract, or any other cause of action whatsoever.

M. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a Proposal, agrees that it has no cause of action, for any reason whatsoever, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing the Proposal and the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

N. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing time. The accuracy and completeness of the Proposal shall be the sole responsibility of the Proponent and any errors or omissions shall be corrected at the Proponent's expense.

O. Firm Pricing

Prices will be firm for the entire Contract period unless this RFP specifically states otherwise.

P. Currency and Taxes

Prices quoted are to be:

- in Canadian dollars;
- inclusive of all fees;
- exclusive of disbursements, for which a detailed estimate shall be provided by the Proponent; and
- inclusive of all applicable taxes, broken out.

Q. Completeness of Proposal

By submitting the Proposal, the Proponent warrants that, if this RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the Proposal or will be provided by the Contractor at no charge.

R. Subcontracting

The use of a subcontractor(s) (who should be identified in the Proposal) may be acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be defined in the Proposal.

However, a proposed subcontractor whose current or past corporate or other interests may, in the SLRD's opinion, give rise to a conflict of interest in connection with the subject-matter of the RFP may not be acceptable. This includes, but is not limited to, a subcontractor involved in the preparation of this RFP. If a Proponent is in doubt as to whether a proposed subcontractor may give rise to a conflict of interest, the Proponent should consult with the Contact Person prior to submitting a Proposal.

Where applicable, the names of approved sub-contractors listed in the Proposal will be included in the Contract. The addition of new subcontractors, or any other changes to the subcontractor list, as set out in the Contract will not be allowed without the written consent of the Regional District.

S. Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The SLRD is not bound to enter into a Contract with the Proponent who submits the lowest priced Proposal or with any Proponent. The SLRD will assess Proposals in light of the evaluation criteria. The SLRD is under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of the Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

T. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire

any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

U. Contract

By submitting a Proposal, the Proponent agrees that should its Proposal be successful the Proponent will enter into a Contract with the SLRD in substantially the terms set out in Schedule D, "Draft Services Agreement".

V. Liability for Errors

While the SLRD has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for the Proponents. The information is not guaranteed or warranted to be accurate by the SLRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

W. Modification of Terms

The SLRD reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

X. Ownership of Proposals

All Proposals submitted to the SLRD become the property of the SLRD. They will be received and held in confidence by the SLRD, subject to the provisions of this RFP and the *Freedom of Information and Protection of Privacy Act*.

Y. Use of Request for Proposals

Any portion of this document, or any information supplied by the SLRD in relation to this RFP may not be used or disclosed, for any purpose other than for the submission of the Proposal. Without limiting the generality of the foregoing by submission of the Proposal, **the Proponent agrees to hold in confidence all information supplied by the SLRD in relation to this RFP.**

Z. Reciprocity

The SLRD may consider and evaluate a Proposal from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar Proposal from a British Columbia supplier.

AA. No Lobbying or Solicitation

The Proponent must not attempt to communicate directly or indirectly with any employee, contractor or representative of the SLRD, including the members of the evaluation team and any elected officials of the SLRD, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the SLRD herein or otherwise.

BB. Collection & Use of Personal Information

The Proponent is solely responsible for familiarizing itself and for ensuring that it complies, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires the Proponent to provide the SLRD with personal information of employees or subcontractors who have been included as resources in response to this RFP, the Proponent will ensure that it has obtained written consent from each of those persons before forwarding such personal information to the SLRD. Such written consents are to specify that the personal information may be forwarded to the SLRD for the purposes of responding to this RFP and use by the SLRD for the purposes set out in the RFP. The SLRD may, at any time, request the original consents or copies of the original consents from the Proponent, and upon such request being made, the Proponent will immediately supply such originals or copies to the SLRD.

Section 2 – Instructions to Proponents

Proposal Format and Evaluation

Proponents shall, at a minimum, submit all basic information requirements described below, together with a pricing schedule. Failure to respond to any of the information requirements, or to fully complete a pricing schedule, may result in the Proposal being considered incomplete and not given consideration in the assessment process.

Proponents are encouraged to provide information demonstrating an understanding of the SLRD's, BC Transit's, and MoTT's goals and objectives for the corridor, and to describe an appropriate work plan. The SLRD is open to innovative or alternate approaches that may be presented by Proponents, provided the approach can accommodate the required coordination and approval-in-principle process described in Section 3.

Project Understanding

- Demonstrate a clear understanding of the SLRD's, BC Transit's, and MoTT's objectives, requirements, and needs for the Sea to Sky inter-regional transit Stops Project, and the Proponent's approach to meeting those objectives.
- Identify opportunities and challenges specific to the Sea to Sky Highway corridor (e.g., highway geometry, seasonal weather and snow loading, limited right-of-way, wildlife and environmental considerations, multi-jurisdictional approvals) and the Proponent's plans to mitigate those challenges.

Proposed Solution

- Describe the approach and methods for communicating, planning, scheduling, and managing the design, permitting, and cost-estimating services for the Project, including the proposed approach to coordination with BC Transit and MoTT and the approval-in-principle process described in Section 3.
- Describe the methodology for confirming or refining the candidate stop locations identified through the design process, including the criteria to be applied (ridership potential, sightlines, right-of-way availability, pedestrian access, safety, and accessibility).
- Describe the design approach for each stop typology anticipated along the corridor (e.g., highway shoulder stop, dedicated pull-out, park-and-ride style stop).
- Identify the specific employees, engineers (P.Eng. or P.Tech. as applicable), and subcontractors who will be involved in each phase of the Project.
- Provide cost control procedures and describe the Proponent's method for monitoring project timeframe, quality, and budget, including the approach to producing the construction cost estimate for each stop..
- Describe the Proponent's approach to identifying applicable permits, approvals, construction standards, and funding/grant opportunities.
- Describe any additional value-added services, warranty terms, or post-design support offered.

Firm Qualifications and Experience

For the Proponent and any subcontractors:

- Provide a list of relevant transit infrastructure, highway, or municipal infrastructure design projects completed in the last five years.
- Provide project descriptions for the three most relevant projects in terms of staff and scope. Ideally, experience will include rural or highway-corridor transit infrastructure, multi-agency coordination (e.g., with a transit authority and a provincial ministry), and work in mountain or remote communities. Include a reference with phone number for each project.
- For Proponent teams, identify experience working together on relevant projects.

Proposed Project Team

Provide resumes for all management, supervisory, and technical staff (including subcontractor staff) who will be involved in the Project, clearly identifying their role.

Pricing

Phase 1: Provide a cost for the Site Assessment & Location Confirmation Report and associated coordination with BC Transit and MoTT, broken out from the remaining phases.

Phase 2: Provide a cost for preliminary (30%) design and the per-stop preliminary cost estimates, broken out by stop.

Phase 3: Provide a cost for detailed design per stop, the Class B construction cost estimate for each stop, the permitting matrix and application support, and the funding/grants memorandum.

Phase 4: Provide a cost for incorporating BC Transit and MoTT review comments and producing final, issued-for-construction drawings for each stop.

Optional items and pricing must be clearly identified.

The SLRD is looking to secure pricing for the duration of the Project. We understand that prices can be subject to fluctuation, but all prices in the pricing schedule shall remain firm for the period of the Contract.

Project Schedule

Provide a project timeline outlining major tasks, phases, timeframes, and milestones, including anticipated review periods required for BC Transit and MoTT approval in principle at each design stage. Identify any tasks that may be constrained by seasonal highway conditions.

Queries

Queries and requests for clarification related to this RFP are to be submitted, in writing (via e-mail only), to the Contact Person:

Ali Chapple, Project Manager, Squamish-Lillooet Regional District

E-mail: AChapple@slrd.bc.ca

The Regional District will determine, at its sole discretion, whether queries require responses, and such responses will be made available to all Proponents by issue of addenda posted on the Regional District's website (www.slrd.bc.ca) and BC Bid. No verbal conversation will affect or modify the terms of this RFP.

Terms of Payment

The successful Proponent will be required to invoice on a monthly basis unless otherwise agreed, in accordance with percentage completion of each phase or as otherwise agreed with the SLRD.

Evaluation

Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

- Proposals must be received within the submission deadline.
- The Proposal must include a cover page signed by an authorized representative of the Proponent.
- Proposals must be submitted to the Regional District in electronic form via e-mail to AChapple@slrd.bc.ca. Paper documentation will not be accepted. Submissions must be less than 15 MB; any submission greater than 15 MB must be separated into two e-mails.

- The proposed schedule must conform to the completion date identified herein, or the Proponent must clearly justify and propose an alternative schedule.
- The Proposal must confirm the Proponent's understanding of, and commitment to, the BC Transit/MoTT approval-in-principle process described in Section 3, including that no design will be issued as final until written approval in principle has been obtained from both agencies.

Weighted Criteria

Weighted Criteria	Weight (%)
Project Understanding	20
Proposed Solution	25
Firm Qualifications and Experience	25
Proposed Project Team	10
Pricing	20

Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal / price of this proposal × total points available for price.

Section 3 – Project Details

Introduction

The SLRD, in coordination with BC Transit and the Ministry of Transportation and Transit (MoTT), is requesting proposals from qualified and experienced consulting firms for the design of regional transit stop infrastructure along the Sea to Sky Highway (Highway 99) corridor within the Squamish-Lillooet Regional District, in Electoral Areas C and D.

The scope of this Project is to identify appropriate stop locations, design each stop, prepare construction cost estimates, identify the permits and approvals required for construction, identify applicable grant and financial assistance programs, and compile relevant construction standards — all in coordination with BC Transit and MoTT, with each stop design approved in principle by both agencies before being finalized.

Proponents must submit a solution that meets the full scope of the Project as described below. If teaming is required to meet the objectives outlined in this RFP, firms are encouraged to form partnerships. The Proposal must clearly identify the Prime Consultant who will be responsible for the overall performance of the Contract, including the performance of any subcontractors.

Corridor Overview

The Sea to Sky Highway (Highway 99) is a provincially owned and maintained highway connecting Metro Vancouver to the Resort Municipality of Whistler and the communities of the Squamish-Lillooet Regional District beyond, including Pemberton, Mount Currie, D'Arcy, and Birken. Within the SLRD, the corridor passes through Electoral Area D (generally Squamish-area rural communities including Brackendale, and Garibaldi Highlands/Black Tusk) and Electoral Area C (generally the Pemberton Valley).

The corridor is characterized by two-lane and divided highway sections with limited shoulder width in many locations, seasonal weather including significant snow and ice, and a mix of rural residential, recreational, and First Nations community access points. There is currently limited dedicated transit infrastructure along the rural sections of the corridor outside of the municipal transit systems operated within Squamish, Whistler, and Pemberton.

This Project is intended to provide safe, accessible, and weather-appropriate shelter and waiting areas and related boarding infrastructure at key locations to support current and future regional and inter-regional bus service along the corridor.

Scope of Work

The scope of work is divided into four phases as described below. All work shall conform to the technical requirements of this Scope of Work, applicable MoTT and BC Transit design standards, the BC Building Code, and CSA accessibility standards.

Phase 1 – Site Assessment & Location Confirmation

The Consultant shall:

- Review the candidate stop locations identified in Candidate Stop Locations table and conduct field reconnaissance of each location.
- Evaluate each candidate location against criteria including highway geometry and sightlines, available right-of-way, safe pedestrian access, proximity to population/ridership generators, drainage and grading conditions, utility conflicts, and environmental or archaeological sensitivities.
- Recommend confirmation, relocation, or addition of stop locations, with supporting rationale, for review by the SLRD, BC Transit, and MoTT.
- Initiate early coordination with BC Transit and MoTT regarding the candidate location list and obtain preliminary agency feedback prior to advancing to preliminary design.
- Identify any First Nations consultation or referral requirements applicable to specific locations and coordinate with the SLRD on next steps.

- Identify any strata consultation applicable to specific locations and coordinate with the SLRD on next steps.

Phase 2 – Preliminary Design (30%) & Preliminary Cost Estimate

The Consultant shall:

- Prepare a preliminary design concept for each confirmed stop location
- Submit the preliminary design package to BC Transit and MoTT for review and obtain written approval in principle for each stop prior to proceeding to detailed design. No stop shall advance to Phase 3 without documented approval in principle from both agencies.
- Incorporate review comments from the SLRD, BC Transit, and MoTT and resubmit as needed to secure approval in principle.

Phase 3 – Detailed Design, Cost Estimating, Permitting & Funding Review

The Consultant shall:

- Prepare detailed design drawings for each stop, including site plan, grading and drainage plan, structural details for the shelter and passenger pad, signage and wayfinding layout, lighting layout, and accessibility details.
- Prepare a detailed (Class B) construction cost estimate for each stop, itemized by major cost component, including contingency.
- Prepare a permitting matrix identifying all permits and approvals required for construction of each stop, including the issuing authority and anticipated timeline.
- Prepare a funding and grant opportunities memorandum identifying programs applicable to the Project, including eligibility criteria, funding share, and recommended application sequencing.
- Submit the detailed design package, cost estimates, permitting matrix, and funding memorandum to the SLRD, BC Transit, and MoTT for review.

Phase 4 – Final Design & Issued-for-Construction Drawings

The Consultant shall:

- Incorporate all review comments received from the SLRD, BC Transit, and MoTT into the detailed design.
- Obtain written approval in principle from BC Transit and MoTT confirming that each stop design is acceptable to proceed to final, issued-for-construction status. No design shall be submitted, stamped, or labelled as final until this written approval in principle has been received from both agencies.
- Prepare and submit final, issued-for-construction (IFC) drawings and specifications suitable for tendering construction for each stop.
- Provide a summary memorandum confirming that all design comments have been addressed and that approval in principle has been obtained and documented for each stop.

Candidate Stop Locations

The following table identifies the general candidate stop locations to be reviewed, confirmed, or refined by the Consultant under Phase 1. This list is illustrative and based on preliminary identification of communities along the corridor; the Consultant is expected to apply professional judgment, conduct field review, and consult with the SLRD, BC Transit, and MoTT to confirm, relocate, add, or remove specific locations as warranted.

#	Candidate Stop Name	Electoral Area	Direction(s)
1	Pinecrest/Black Tusk	D	Northbound & Southbound
2	Britannia Beach	D	Northbound & Southbound

#	Candidate Stop Name	Electoral Area	Direction(s)
3	Furry Creek	D	Northbound & Southbound
4	Wedgewoods	C	Single stop, within Wedgewoods

Design Requirements – Components per Stop

Each stop design shall, at a minimum, consider the following components, scaled appropriately to the ridership, right-of-way, and site conditions at each location. Not every component will be applicable or feasible at every stop; the Consultant shall identify which components apply at each location and provide rationale where a standard component is omitted.

#	Component	Minimum Requirement
1	Bus Shelter	Weather-protected shelter with transparent panels, bench seating, and snow-load-rated structure suitable for regional winter climate
2	Concrete Pad & Pull-Out	Reinforced concrete passenger pad and paved bus pull-out / bay where highway geometry and right-of-way permit
3	Accessibility Features	Curb ramps, clear path of travel meeting accessibility requirements, and other features where appropriate
4	Signage	BC Transit-standard flag/pole signage, route and schedule information frame, regional transit wayfinding signage
5	Lighting	Solar or grid-connected pedestrian-scale lighting at shelter and crossing approach
6	Pedestrian Access	Safe pedestrian connection from adjacent road, trail, or community access point to the stop
7	Drainage & Snow Storage	Grading and drainage design to prevent ponding; designated snow storage/clearing area outside of the passenger waiting zone where practical
8	Cyclist / Park-and-Ride Amenities	Bicycle parking and informal park-and-ride area at higher-demand stops, subject to available right-of-way

BC Transit & MoTT Coordination and Approval in Principle

All design work under this Project shall be carried out in close coordination with BC Transit and MoTT throughout every phase. At a minimum, the Consultant shall:

- Establish a coordination protocol with the SLRD, BC Transit, and MoTT at the outset of the Project, including points of contact, review timelines, and meeting cadence.
- Submit design packages at the end of Phase 2 (preliminary design) and Phase 3 (detailed design) to BC Transit and MoTT for formal review.
- Obtain and document written approval in principle from both BC Transit and MoTT before any design is advanced to the next phase, and specifically before any design is finalized, stamped, or issued as final/issued-for-construction.
- Maintain a log of all review comments received and the corresponding design response, to be included in the Approval-in-Principle Record deliverable.
- Flag promptly to the SLRD any instance where BC Transit and MoTT provide conflicting direction, so that the SLRD can facilitate resolution.

For clarity, “approval in principle” means written confirmation from the applicable agency that the design, as submitted, is acceptable to proceed to the next stage, subject to any noted conditions.

Permits and Approvals

The Consultant shall identify, for each stop, the permits and approvals required for construction.

Grants and Financial Assistance Programs

The Consultant shall identify grant and financial assistance programs that may be applicable to the construction of the stops, and shall summarize eligibility, funding share, and application timing in the Funding & Grant Opportunities Memorandum deliverable.

Assumptions and Clarifications

- The SLRD does not currently operate a transit system; this RFP addresses the design of roadside transit infrastructure only and does not include transit service planning, vehicle procurement, or operations.
- Final stop locations, quantities, and typologies may differ from the illustrative list in Section 3, subject to Phase 1 field review and agency input.
- Construction of the stops is not included in this RFP; this RFP covers design, cost estimating, permitting support, and funding identification only. A separate procurement process will be carried out for construction.
- MoTT, as the highway authority, retains final approval authority over any work within the highway right-of-way, independent of approval in principle granted under this Project.
- BC Transit's review and approval in principle relates to transit infrastructure design standards and operational suitability, and does not replace the statutory permitting process administered by MoTT or other authorities.
- Where a candidate location falls within or adjacent to First Nations reserve lands or traditional territory requiring referral, the SLRD will lead the referral process with consultant technical support.

Project Schedule

Activity	Date
RFP Issued	Aug 17, 2026
Deadline for Questions	Sep 4, 2026
RFP Closing Date	Sep 11, 2026
Anticipated Evaluation Completed	Sep 18, 2026
Anticipated Award and Notice to Proceed	Sep 25, 2026

General Conditions

Insurance

The Proponent must have the following insurance coverage:

- Commercial general liability insurance providing coverage for death, bodily injury, property loss and damage, and all other losses arising out of or in connection with the provision of the Services in an amount not less than three million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) in the aggregate, naming the SLRD as additional insured;
- Automobile liability insurance providing coverage on all vehicles owned, operated, or licensed in the name of the Proponent in an amount not less than two million dollars (\$5,000,000) per occurrence for bodily injury, death, and damage to property;

- Professional liability (errors and omissions) insurance in an amount not less than two million dollars (\$2,000,000), given the engineering design nature of the Services.

WorkSafeBC

The Proponent must provide proof of WorkSafeBC coverage (or, if applicable, proof that WorkSafeBC coverage is not required).

Compliance

The work to be carried out must comply with and be in accordance with all federal, provincial, and local government laws, permits, regulations, and policies, including those of MoTT and BC Transit.

Indemnity

Except to the extent arising out of the negligent acts or omissions of the SLRD and its directors, officers, employees, volunteers, contractors, agents, successors, and assigns, as determined by a court of competent jurisdiction, the Proponent/Contractor shall release, indemnify, and save harmless the SLRD and its directors, officers, employees, volunteers, contractors, agents, successors, and assigns from and against any and all liabilities, actions, damages, claims, losses, costs, and expenses whatsoever arising out of or caused, in whole or in part, by the Proponent/Contractor in the performance of the Services. This release and indemnity shall survive the completion or termination of this Agreement.

Section 4 – Schedules

Schedule A – Acknowledgment Form

Issue Date: Aug 17, 2026

Closing Time and Date: Sep 11, 2026 @ 4:30PM PST

QUERIES

Queries and requests for clarification related to this Request for Proposals (“RFP”) are to be submitted, in writing, to the following contact person (the “Contact Person”).

Ali Chapple, Project Manager, Squamish-Lillooet Regional District
Box 219, Pemberton, BC, V0N 2L0
E-mail: AChapple@slrd.bc.ca

The Squamish-Lillooet Regional District (“Regional District” or “SLRD”) will determine, at its sole discretion, whether a query requires a response, and such responses will be made available to all Proponents by issue of addenda posted on the Regional District’s website (www.slrd.bc.ca). No verbal conversation will affect or modify the terms of this RFP.

This Request for Proposals consists of the following: This Page; Section 1 – Administrative Requirements; Section 2 – Instructions to Proponents; Section 3 – Project Details; Section 4 – Schedules; and Section 5 – Appendices.

PROPONENT SECTION:

(A person authorized to sign on behalf of the Proponent must complete and sign below and submit this page as part of the Proposal)

The accompanying Proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of the Proposal, the Proponent agrees to the terms and conditions of the Request for Proposals and agrees that any inconsistent provisions in the Proposal will be as if not written and do not exist.

The Proponent has carefully read and examined the Request for Proposals (including the Administrative Requirements) and has conducted such other investigations as were prudent and reasonable in preparing the Proposal. The Proponent agrees to be bound by statements and representations made in the Proposal.

Legal Name and Address of Proponent (include “Doing Business As” name, if applicable):

Phone Number of Proponent: _____

Email Address of Proponent: _____

Signature of Authorized Representative: _____

Name and Title (i.e. President, Director, etc.): _____

Schedule B – Deliverables Schedule

The following table summarizes the deliverables required under this RFP. Refer to Project Details section for the full description of each deliverable and the phase to which it relates.

#	Deliverable	Description
1	Site Assessment & Location Confirmation Report	Review of general candidate locations identified in Section 3, confirmation or revision of specific locations based on traffic, sightline, right-of-way, utility, and accessibility analysis, with rationale for any changes.
2	Preliminary (30%) Design Package	Conceptual layout, typical cross-sections, and preliminary cost estimate for each stop, submitted to BC Transit and MoTT for review and approval in principle prior to advancing detailed design.
3	Detailed Design Drawings (per stop)	Stamped drawings including site plan, grading and drainage plan, structural details for shelter and pad, signage layout, and accessibility details for each of the stops identified in the location list.
4	Class B Construction Cost Estimate (per stop)	Itemized construction cost estimate for each stop, broken out by major cost component (site prep, concrete works, shelter supply/install, signage, lighting, accessibility features, contingency, and soft costs).
5	Permitting Matrix and Application Support	A complete list of permits, approvals, and authorizations required for construction of each stop, including the issuing authority, estimated timeline, and any application materials the Contractor will prepare.
6	Funding & Grant Opportunities Memorandum	Summary of grant programs and cost-sharing opportunities applicable to the Project, including eligibility, funding share, intake timing, and recommended sequencing relative to the design and construction schedule.
7	Approval-in-Principle Record	Documented record of BC Transit and MoTT review comments and written approval in principle for each stop design prior to the Contractor finalizing any design as final/issued-for-construction.
8	Final, Issued-for-Construction (IFC) Drawings	Final stamped drawing set and specifications for each stop, incorporating all BC Transit and MoTT review comments, suitable for tendering construction.

Schedule C – Pricing Schedule

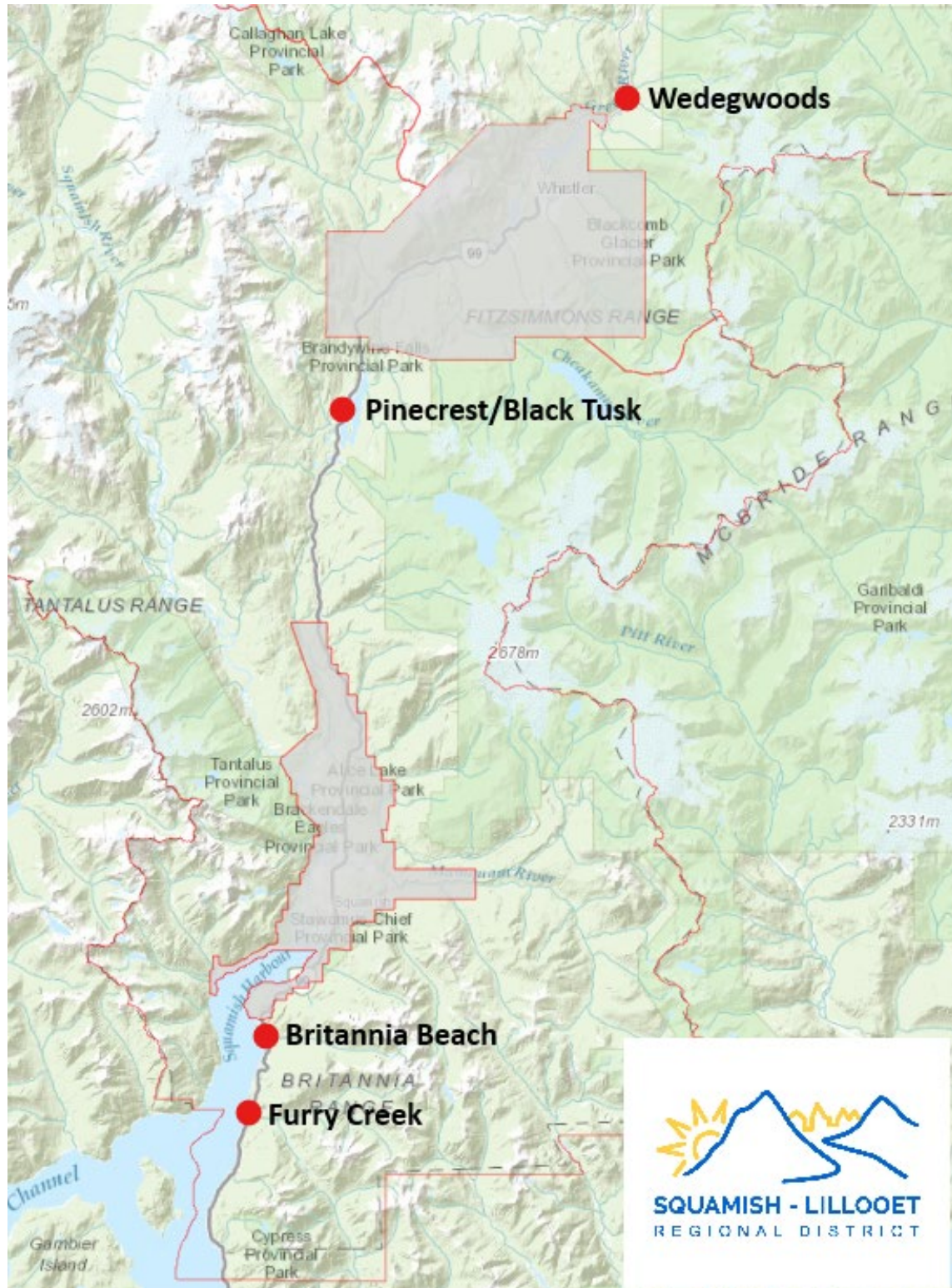
Proponents shall complete the following pricing schedule per stop. All prices are to be in Canadian dollars, exclusive of GST, and inclusive of all disbursements unless otherwise noted.

Phase / Item – Stop X	Price (\$)	GST (\$)
Phase 1 – Site Assessment & Location Confirmation		
Phase 2 – Preliminary Design (30%) & Cost Estimates		
Phase 3 – Detailed Design, Cost Estimates, Permitting Matrix & Funding Memorandum		
Phase 4 – Final Design & Issued-for-Construction Drawings		
TOTAL		

Section 5 – Appendices

Appendix 1 – Corridor Map

A corridor overview map showing the approximate location of the candidate stops identified in Section 3, the SLRD electoral area boundaries, and adjacent municipal boundaries.



Appendix 2 – Contact Directory

Organization	Role	Contact
Squamish-Lillooet Regional District	Project Manager / Contact Person	Ali Chapple, AChapple@slrd.bc.ca
BC Transit	Infrastructure Planning – Sea to Sky Region	To be confirmed at contract award
Ministry of Transportation and Transit (MoTT)	Highway District – South Coast Region	To be confirmed at contract award

Appendix 3 – Draft Services Agreement

DRAFT SERVICES AGREEMENT

THIS AGREEMENT dated _____ is

BETWEEN:

SQUAMISH-LILLOOET REGIONAL DISTRICT

(the "Regional District")

AND:

NAME doing business as **NAME**

(the "Contractor")

GIVEN THAT the Regional District wishes to engage the Consultant for design of the Sea to Sky Inter-Regional Transit Stops Project, the scope of such services and each of the service locations are specified in the Terms of Reference (as defined below); and

The Contractor wishes to provide such services to the Regional District in accordance with the terms and conditions of the agreement;

This Agreement is evidence that in consideration of the promises exchanged below, the Regional District and the Contractor agree with each other as follows:

Definitions

1. In this Agreement, in addition to the words defined above,
 - a. **"Terms of Reference"** means the terms of reference for performance of the Services attached here as Schedule "A" which forms part of this Agreement; and
 - b. **"Services"** means the acts, services and work described in the Terms of Reference and all acts, services and work necessary to achieve the objectives set out in the Terms of Reference.

Services to be Performed by the Contractor

2. The Contractor agrees to perform the Services during the Term, in accordance with the Terms of Reference, on the terms and conditions of this Agreement.

Term and Renewal

3. The term of this Agreement commences on or about DATE and ends on the earlier of the completion of the Services or DATE (the **"Term"**), unless terminated earlier in accordance with this Agreement.

Warranty as to Quality of Services

4. The Contractor represents and warrants to the Regional District that:

a. it will perform the Services with that degree of care, skill, and diligence normally applied in the performance of services of a similar nature and magnitude to those contemplated by this agreement at the time and place the Services are rendered;

b. it will perform the Services in accordance with sound current professional practices;

c. the Contractor and any of its employees which undertake the Services have the education, training, skill, experience and resources necessary to perform the Services;

d. the Services will be performed in accordance with all applicable enactments and laws and in compliance with all relevant codes, rules, regulations and standards of any relevant professional or industry organization or association; and

and the Contractor acknowledges and agrees that the Regional District has entered into this Agreement relying on the representations and warranties in this section.

Remuneration and Reimbursement

1. The Regional District must pay the Contractor for the Services in the amount provided in the Terms of Reference in accordance with this Agreement.

Invoice

2. Not more than once each month, the Contractor may deliver an invoice to the Regional District, in respect of the immediately preceding month, setting out the aggregate amount of fees claimed for Services performed in that preceding month for each of the service locations specified in the Terms of Reference. For greater clarity, the invoice must clearly break out the fees claimed for Services delivered in respect of each of the service locations set out in the Terms of Reference.

Payment by the Regional District

3. The Regional District must, to the extent it is satisfied the fees are for Services reasonably and necessarily performed by the Contractor and subject to section 8 and subject to any right of set-off that the Regional District may have, pay the Contractor the fees claimed in the invoice delivered in accordance with section 6, within 30 days after delivery of the invoice to the Regional District.

Termination or Suspension at the Discretion of the Regional District

4. Despite any other section of this Agreement, the Regional District may, in its sole discretion, terminate or suspend all or any part of the Services by giving the Contractor notice of termination or suspension, as the case may be, with such effective date of termination or suspension so noted thereon. If the Regional District terminates or suspends all or part of the Services under this section, then the Contractor is entitled to deliver an invoice to the Regional District for the period between the end of the time period for which the last invoice was delivered by the Contractor under section 6 and the effective date of termination or suspension. The Regional District must, to the extent that it is satisfied the fees and disbursements are for Services reasonably and necessarily performed by the Contractor, pay the Contractor the fees and disbursements claimed in such invoice, within 30 days after delivery of such invoice to the Regional District. The Contractor is not entitled to, and irrevocably waives and releases, damages or compensation for

costs incurred, loss of profit, or loss of opportunity, directly or indirectly arising out of termination or suspension of all or any part of the Services.

Termination for Breach

5. The Regional District may, by giving the Contractor notice of termination, immediately terminate all or any part of the Services, if the Contractor:

- a. **is in breach of this Agreement and within 5 days of receiving notice of such breach from the Regional District, the Contractor has not cured the breach or is not, to the satisfaction of the Regional District in its sole discretion, diligently pursuing a cure for the breach; or**

- b. **becomes bankrupt or insolvent, a receiving order is made against the Contractor, an assignment is made for the benefit of the Contractor's creditors, or the Contractor takes the benefit of any enactment relating to bankrupt or insolvent debtors.**

Without limiting any other right or remedy available to the Regional District, if the Regional District terminates all or any part of the Services under this section, the Regional District may arrange, upon such terms and conditions and in such manner as it considers appropriate, for performance of any part of the Services remaining to be completed, and the Contractor is liable to the Regional District for any expenses reasonably and necessarily incurred by the Regional District in engaging the services of another person to perform those Services. The Regional District may set off against, and withhold from amounts due to the Contractor such amounts as the Regional District determines, acting reasonably, are necessary to compensate and reimburse the Regional District for the expenses described in this section.

Confidential Information

6. Except as required by law, the Contractor must not, during or after the Term, divulge or disclose any secret or confidential information, or divulge or disclose any information that the Contractor receives or observes in connection with this Agreement and the performance of the Services which in good faith or good conscience ought not to be disclosed.

Records

7. The Contractor must:
 - a. keep proper accounts and records of its performance of the Services, including invoices, receipts and vouchers, which must at all reasonable times be open to audit and inspection by the Regional District, which may make copies and take extracts from the accounts and records;
 - b. keep reasonably detailed records of performance of the Services by the Contractor, which must at all reasonable times be open to inspection by the Regional District, which may make copies and take extracts from the records;
 - c. afford facilities and access to accounts and records for audit and inspection by the Regional District and must furnish the Regional District with such information as the Regional District may from time to time require regarding those documents; and

- d. preserve and keep available for audit and inspection, all records described in section 11(a) through (c) for at least two years after completion of the Services or termination of this Agreement, whichever applies.

Delivery of Records

8. If the Regional District terminates all or part of the Services under this Agreement, the Contractor must immediately deliver to the Regional District, without request, all Services-related documents in the Contractor's possession or under its control as well as all keys issued to the Contractor by the Regional District.

Agreement for Services

9. This is an Agreement for the performance of services and the Contractor is engaged under the Agreement as an independent contractor for the sole purpose of providing the Services. Except as is otherwise expressly prescribed in this Agreement, neither the Contractor nor any of its employees, contractors and representatives is engaged by the Regional District as an employee or agent of the Regional District. The Contractor is solely responsible for any and all remuneration and benefits payable to its employees, contractors and representatives, and all payments or deductions required to be made by any enactment, including those required for Canada Pension Plan, employment insurance, workers' compensation and income tax. This Agreement does not create a joint venture or partnership, and the Contractor has no authority to represent or bind the Regional District in any way.

Assignment of Agreement/Subcontracting of Services

10. The Contractor must not assign this Agreement (or any part thereof) or subcontract any or all of the Services to be performed under this Agreement without the prior written consent of the Regional District, such consent may be unreasonably withheld. The Regional District may refuse its consent if, among other reasons, it is not satisfied that the proposed assignee or proposed subcontractor, as the case may be, has the education, training, skill, experience or resources necessary to perform the Services. Any assignment or subcontract duly consented to by the Regional District does not relieve the Contractor from any obligation already incurred or accrued under this Agreement or impose any liability upon the Regional District.

Time of the Essence

11. Time is of the essence of this Agreement.

Release and Indemnification

12. Except to the extent arising out of the negligent acts or omissions of the Regional District and its directors, officers, employees, agents, successors and assigns, as determined by a court of competent jurisdiction, the Contractor must release, indemnify and save harmless the Regional District and its directors, officers, employees, agents, successors and assigns from and against any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever (including, without limitation, the full amount of all legal fees and disbursements) in any way directly or indirectly arising out of or caused, in whole or in part, by the Contractor, its employees, agents, or assigns in the performance of the Services herein, as determined by a court of competent jurisdiction.
13. The indemnity provided in section 16 by the Contractor to the Regional District will not in any way be limited or restricted by the insurance set out in section 19 or by limitations on the amount or

type of damages, compensation or benefits payable under the *Workers' Compensation Act* or any other similar statute.

14. The indemnity provided in section 16 by the Contractor to the Regional District will survive notwithstanding the completion of all Services and the obligations and duties under this Agreement; for clarity, the release and indemnity shall survive the expiry or the termination of this Agreement for any reason.

Insurance Requirements

15. The Contractor must obtain and maintain throughout the Term Professional liability (errors and omissions) insurance in an amount not less than two million dollars (\$2,000,000), given the engineering design nature of the Services.
16. The Contractor must obtain and maintain throughout the Term automobile liability insurance on all vehicles, owned, operated or licensed in the name of the Contractor in an amount not less than \$5,000,000 per occurrence for bodily injury, death and damage to property (or such higher amount as is customary for a provider of landscaping services) as well as appropriate contractor's equipment insurance in all-risks form covering equipment used for the performance of the Services.
17. The Contractor must obtain and maintain throughout the Term commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services in an amount not less than \$5,000,000 per occurrence and shall meet the following requirements:
- a. **name the Regional District as additional insured;**
 - b. **include blanket contractual liability coverage, cross liability, and severability of interest;**
 - c. **be issued by an insurance company entitled to carry on the business of insurance under the laws of British Columbia;**
 - d. **be primary without right of contribution from any insurance carried by the Regional District;**
 - e. **stipulate that it shall not be cancelled or materially changed without first providing 30 days written notice to the Regional District;**
 - f. **include a deductible not greater than \$5,000 per occurrence; and**
 - g. **be on other reasonable terms acceptable to the Regional District.**

The Contractor must provide the Regional District with certificates of insurance confirming the placement and maintenance of such insurance at the signing of the Agreement and thereafter as requested to do so from time to time by the Regional District. If the Contractor's insurance shall expire or terminate before the end of the Term, the Contractor shall deliver a new certificate of

insurance evidencing the new policies of insurance not less than ten (10) days before the new policies go into effect.

The above insurance requirements do not in any way reduce the Contractor's obligations to release and indemnify the Regional District as set out in section 16 of this Agreement.

WorkSafeBC

18. The Contractor must:

- a. provide proof of WorkSafeBC coverage (or if applicable, proof that WorkSafeBC coverage is not required) within 5 days of signing this Agreement and as may be required by the Regional District from time to time throughout the Term;
- b. remain current with all assessment reporting and payments due thereunder and shall comply in every respect with the requirements of the Workers Compensation Act and Regulations; and
- c. be responsible for all fines, levies, penalties and assessments made or imposed under the Workers Compensation Act and regulations relating in any way to the Services.

19. The Contractor must take all precautions reasonably necessary to ensure the safety of the Contractor's personnel and all persons employed, contracted or subcontracted by the Contractor to perform the Services.

20. The Contractor is designated as the prime contractor on site.

Compliance

21. The Contractor must comply with all laws, rules and regulations applicable to the performance of the Services under this Agreement.

Severability

22. If any term or provision of this Agreement is illegal or invalid for any reason whatsoever as determined by a competent court of law, such term or provision shall be severable and the same shall not affect the validity of the remainder of this Agreement.

Notice

23. Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement must be in writing and delivered personally or by courier or sent by e-mail, addressed as follows:

a. **To the Regional District:**

Squamish-Lillooet Regional District
1350 Aster Street, Box 219
Pemberton, B.C. V0N 2L0
E-mail Address: achapple@slrd.bc.ca
Attention: Ali Chapple, Project Manager

b. To the Contractor:

NAME
ADDRESS
Phone Number:
E-mail Address:
Attention:

or to such other address, or e-mail address of which notice has been given as provided in this section.

Any notice, direction, demand, approval or waiver delivered is to be considered given on the next business day after it is dispatched for delivery. Any notice, direction, demand, approval or waiver sent by e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent.

Interpretation and Governing Law

24. In this Agreement:

- a. reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- b. reference to a particular numbered section or Schedule is a reference to the correspondingly numbered section or Schedule of this Agreement;
- c. the word "enactment" has the meaning given to it in the *Interpretation Act* (British Columbia) on the reference date of this Agreement;
- d. reference to any enactment is a reference to that enactment as amended, unless otherwise expressly provided;
- e. reference to a month is a reference to a calendar month; and
- f. section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement.

25. This Agreement is governed by, and is to be interpreted according to, the laws of British Columbia.

Binding on Successors

26. This Agreement enures to the benefit of and is binding upon the parties and their respective executors, successors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.

Entire Agreement

27. This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

Waiver

31. Waiver of any breach by a party must be express and in writing to be binding on that party, and a waiver of a particular breach does not operate as a waiver any future breach, whether of a like or different character.

Freedom of Information and Protection of Privacy Act

32. The Contractor understands that the Regional District is subject to the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165 and agrees that this Agreement and the information it contains, and any information supplied by the Contractor to the Regional District in connection with this Agreement, is not implicitly confidential for the purposes of that enactment.
33. The Contractor understands that this Agreement, and the information it contains, may be the subject of an access to information request made to the Regional District under the Freedom of Information and Protection of Privacy Act and the Regional District may be obliged by that enactment to disclose all or part of this Agreement and the information it contains and all or part of any information the Contractor supplied to the Regional District in connection with this Agreement, whether or not the Contractor has expressly stipulated that the information in question is confidential for the purposes of that enactment.

Counterparts

34. This Agreement may be signed in as many counterparts as may be necessary, each of which so signed will be deemed to be an original and each copy sent by email or electronic facsimile transmissions will be deemed to be an original, and such counterparts together will constitute one and the same instrument and notwithstanding the date or dates of execution will be deemed to bear the date as set forth below.

As evidence of their agreement to be bound by the above terms and conditions of this Agreement, the parties have executed this Agreement below, on the respective dates written below.

**SQUAMISH-LILLOOET REGIONAL
DISTRICT** by its authorized signatory:

Heather Paul
Chief Administrative Officer

Date

NAME:
by its authorized signatory:

Name:

Date

