



**Request for Proposals (RFP No. 25-1126, BCBid-222255)
Consulting Service for Community Evacuation Plan**

Issued: November 26, 2025

Closing: December 18, 2025, 4:30pm PST

Contact: Ross Blackwell

Email: cao@lionsbay.ca

1. Introduction

1.1 The Village of Lions Bay (“Village”) is seeking proposals from qualified emergency planning consultants (“Proponents”) to develop a comprehensive, risk-informed Community Evacuation Plan. The successful Proponent (“Consultant”) will prepare an actionable, scalable, and provincially compliant plan that enhances community safety and resilience through robust analysis, mapping, and engagement.

2. Background

2.1 The Village of Lions Bay is a small coastal community within the Metro Vancouver Regional District, characterized by steep topography, limited road access, and proximity to forested lands and natural hazards. The Village is exposed to a range of potential emergency events, including wildfires, landslides, flooding, and seismic activity. Existing emergency planning documents require updating and integration into a dedicated Community Evacuation Plan that aligns with current Provincial Evacuation Operational Guidelines, *Emergency Program Act*, and UBMC reporting requirements.

3. Objectives

3.1 The primary objective of this project is to develop a comprehensive Community Evacuation Plan that identifies viable evacuation routes and scenarios under multiple hazard conditions, supports decision-making during emergencies through practical, field-usable tools, incorporates community input, and aligns with regional and provincial emergency management frameworks.

4. Scope of Services

4.1 The Consultant is expected to perform the following services:

- a) Review existing Village and regional emergency management documents, evacuation studies, and hazard/risk assessments;
- b) Identify key hazards and develop realistic evacuation scenarios based on local vulnerabilities and infrastructure capacity;
- c) Develop and implement an engagement strategy and facilitate multiple workshops with stakeholders;

- d) Identify, analyze, and map primary, secondary, and contingency evacuation routes including multimodal options;
- e) Assess potential evacuation constraints for vulnerable populations;
- f) Provide recommendations for signage, communication strategies, and physical improvements to enhance route effectiveness;
- g) Provide all mapping and spatial data in GIS-compatible formats (ESRI shapefiles or geodatabase);
- h) Prepare a detailed Community Evacuation Plan including activation protocols, flowcharts, roles, maps, and checklists;
- i) Ensure compliance with BC Evacuation Operational Guidelines, UBMC reporting standards, and Emergency Management BC requirements.

5. Deliverables

5.1 The Consultant is expected to complete the following deliverables:

- a) Community Evacuation Plan (draft and final versions);
- b) GIS-compatible spatial data and route maps;
- c) Engagement summary report;
- d) Flowcharts, checklists, and visual decision aids;
- e) Presentation to Council and/or community.

6. Proposed Schedule

Milestone	Target Date
RFP Issued	See Page 1
Questions Deadline	December 10, 2025
Proposals Due	See Page 1
Evaluation & Interviews	January 12, 2026
Council Award	February 3, 2026
Project Kick-Off	February 9, 2026
Draft Plan Submission	March 9, 2026
Final Plan Submission	March 23, 2026

7. Submission Requirements

7.1 All submissions must include the following elements:

- a) Brief description of the Proponent's organization, size, services provided and areas of expertise;
- b) Project understanding and methodology:

- (i) the Proponent's understanding of the Village's needs and the scope of services; and
 - (ii) the Proponent's approach to providing the services required by the RFP;
 - (iii) innovative or value-added work that would be included;
 - (iv) project constraints/challenges; and
 - (v) resource requirements from the Village;
- c) Qualifications and experience:
- (i) biographies of Proponent's personnel indicating education, experience or other qualifications relevant to the scope of services;
 - (ii) descriptions of at least three projects where services similar to those listed above were provided by the Proponent, including a client reference for each.
- d) Engagement and communication strategy:
- (i) how Proponent will carry out engagement with the Village and stakeholders; and
 - (ii) how collaboration with the Emergency Planning Coordinator will be handled;
- e) Work plan identifying proposed timelines and project objectives including completion dates; and
- f) Proponent's total proposed cost to complete the services, including a breakdown of such cost between major components of the services.

7.2 Submissions must be submitted in the form of an electronic PDF file. Hard copy submissions will not be accepted.

7.3 Submissions will only be accepted by email submitted to the following:

Email: cao@lionsbay.ca

ATTN: Chief Administrative Officer, Village of Lions Bay

7.4 The email submission should contain the following subject line: "RFP: Consulting Service for Community Evacuation Plan".

7.5 Submissions must be received no later than the closing date and time provided on page 1 of this RFP.

8. Evaluation and Contracting

8.1 Proposals will be evaluated based on the following weighted criteria:

Evaluation Criteria	Weight
Understanding of Project and Methodology	25%
Relevant Experience and Qualifications	25%
Engagement and Communication Strategy	20%
Quality of Work Plan	20%
Cost	10%

8.2 The Village intends to invite the Proponent who scores the highest to enter into a contract with the Village.

9. Terms and Conditions

9.1 By tendering a submission, each Proponent agrees to be bound by the following terms and conditions:

- a) The Village reserves the right, to be exercised in the Village's sole discretion, to:
 - (i) waive non-compliance of a submission with requirements set out in this RFP if such non-compliance is not in relation to an essential requirement set out in the RFP and is not significant with respect to the evaluation of the submission;
 - (ii) cancel this RFP at any time before a contract is entered into;
 - (iii) if this RFP is cancelled, then issue another solicitation on the same or different terms do nothing further;
 - (iv) rely on information from credible third parties to assess a Proponent with respect to evaluation criteria, even if such third parties have not been nominated as a reference by the Proponent;
 - (v) disqualify a Proponent in the following circumstances:
 - (a) the Proponent attempts to influence the outcome of this RFP process in any manner other than by tendering a submission;
 - (b) the Proponent or its proposed sub-contractor is currently, or was within the past three years, engaged in a dispute or litigation with the Village; or
 - (c) it is known to the Village with reasonable certainty through its own experience or through that of credible third parties that the Proponent



has acted in a commercially unreasonable manner or unlawful manner within the last five years;

- (vi) negotiate the terms of the contract with one or more Proponents who are ranked the highest in the evaluation process and enter into a contract with each such Proponent; and
- (vii) enter into a contract for only a part of the scope or deliverables anticipated in the RFP.

10. Inquiries

10.1 All inquiries must be directed in writing via email to:

Ross Blackwell, Chief Administrative Officer

Email: cao@lionsbay.ca

Phone: 604-921-9333

Responses to inquiries may be shared with all registered proponents.

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