

REQUEST FOR PROPOSAL
RFP P&R NO 25-04

Recreation Strategic Plan

DATE OF ISSUE: October 6, 2025

TABLE OF CONTENTS

Contents

1. Introduction:	3
2. Project Objectives:	3
3. Scope of Work:	4
4. Proposal Submission:	4
5. Selection Criteria:	4
Scoring Rubric – Recreation Strategic Plan RFP.....	5
6. PROPOSED SCHEDULING:	6
Timeline.....	6
7. PROPOSAL ENQUIRIES:	7
8. PROPOSAL REQUIREMENTS:	7
9. ADDITIONAL INFORMATION:.....	8
10. GENERAL INSTRUCTIONS FOR PROPONENTS:.....	8
All Proposals must be submitted to the Parks and Recreation Department by email to the following:	9

APPENDICES

A: Professional Services Agreement Template

1. INTRODUCTION:

The Township of Esquimalt is a vibrant and growing medium-sized community located in British Columbia. We are seeking qualified consultants to develop a comprehensive Recreation Strategic Plan that will guide the development, enhancement, and management of our recreational facilities over the next 15 years. The plan will serve as a strategic roadmap to ensure that our community's recreational spaces align with the evolving needs of our residents.

The most recent comprehensive Parks and Recreation Strategic Plan was developed in 2004 and covered the period to 2013. Esquimalt leadership and staff have created an effective community engagement process that has led to continued investment and development in recreation service provision.

2. PROJECT OBJECTIVES:

The primary objectives of this Recreation Plan are as follows:

- a) **Changing Population and Demographics.** Analyze and investigate impacts of growth on current services and how trends and changes in recreation will impact service delivery in the future. A Development Capacity Study is currently under way, and a growth scenario model will be available after December 1, 2025.
- b) **Needs Assessment:** Conduct a thorough analysis of the current facilities, programs, and services within the Township and surrounding region to identify strengths, weaknesses, gaps, and opportunities.
- c) **Community Engagement:** Engage with residents, stakeholders, local organizations, and user groups through surveys, public meetings, workshops, and other relevant methods to gather input and ensure that the plan reflects the desires and priorities of the community.
- d) **Facility Enhancement and Development:** Develop recommendations for the enhancement of existing facilities and the creation of new recreational amenities, including recreation facilities, and community centers.
- e) **Inclusivity and Accessibility:** Ensure that the strategic plan promotes inclusivity and accessibility for people of all ages, abilities, backgrounds, and interests, fostering an environment where everyone can participate in recreational activities.
- f) **Environmental Sustainability:** Incorporate sustainable design practices, green initiatives, and strategies for conservation to minimize the ecological impact of new developments and ongoing operations.
- g) **Operational and Financial Sustainability:** Provide actionable strategies for the efficient operation, maintenance, and funding of recreational facilities, programs and services, including potential partnerships and revenue generation opportunities.
- h) **Shovel Ready Projects:** Identify projects that align with grant funding opportunities.

3. SCOPE OF WORK:

The selected consultant will be responsible for the following key tasks:

- a) **Data Collection and Analysis:** Gather and analyze data related to existing facilities, demographics, trends, and best practices in the field of recreation planning.
- b) **Community Engagement:** Develop and implement a comprehensive community engagement plan to solicit input and feedback from a wide range of stakeholders. Present this plan to the Environmental, Parks and Recreation Advisory Committee in January 2026 for feedback
- c) **Needs Assessment:** Conduct an assessment of current and future recreational needs based on community input and industry standards.
- d) **Facility and Program Recommendations:** Develop a prioritized list of recommendations for the enhancement, expansion, and creation of recreational facilities and programs.
- e) **Implementation:** Provide a detailed action plan outlining steps, timelines, responsible parties, and estimated costs for implementing the plan's recommendations of a minimum of 5 short term, 5 medium term, and 5 long term goals.
- f) **Final Plan Document:** Prepare a comprehensive and visually engaging plan document that outlines the findings, recommendations, and strategies in a clear and accessible manner. Present this plan to the Township of Esquimalt Council in April 2026.

4. PROPOSAL SUBMISSION:

Interested consultants are invited to submit their proposals by 3:00pm local time, November 17, 2025. The proposal should include the following:

- a) **Project Approach:** A detailed explanation of how the consultant intends to approach and complete the project, including methodologies for community engagement, data collection, and analysis.
- b) **Qualifications:** Information about the consultant's experience in developing similar plans, including relevant expertise and team composition.
- c) **Work Plan and Timeline:** A clear work plan outlining the tasks, milestones, and timeline for completing the project.
- d) **Budget:** A comprehensive budget estimate that includes all costs associated with the project, including but not limited to consultant fees, travel expenses, and any other relevant costs, not to exceed \$70,000 Canadian dollars.
- e) **References:** Contact information for at least three references from similar projects completed within the past five years.

5. SELECTION CRITERIA:

The selection of the consultant will be based on the following criteria:

REQUEST FOR PROPOSAL

CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

- a) **Experience and Qualifications:** Relevance of the consultant's experience and qualifications to the project's scope.
- b) **Project Approach:** Clarity, innovation, and feasibility of the proposed project approach.
- c) **Community Engagement Strategy:** Strength and comprehensiveness of the proposed community engagement strategy.
- d) **Understanding of Esquimalt's Context and Priorities**
- e) **Timeline and Budget:** Are realistic and appropriate.
- f) **References:** Quality of references provided and the success of similar projects.

Submission Deadline and Contact Information:

Proposals must be submitted by 3:00pm local time, November 17, 2025, to:

Jeff Byron

jeff.byron@esquimalt.ca

Scoring Rubric – Recreation Strategic Plan RFP

Evaluation Criteria	Description	Weight (%)	Score (0–5)	Weighted Score
Relevant Experience & Qualifications	Demonstrated experience in municipal recreation planning and strategic projects	20%		
Understanding of Esquimalt's Context	Depth of understanding of local needs, priorities, and regional dynamics	15%		
Methodology & Work Plan	Clarity, feasibility, and innovation in approach; alignment with project goals	20%		
Community Engagement Strategy	Inclusiveness, creativity, and effectiveness of proposed engagement methods	10%		
Grant-Readiness & Implementation Planning	Identification of shovel-ready projects and funding alignment	5%		
Proposed Schedule and budget	Value for money, clarity of budget, and justification of costs	30%		

Scoring Guide (0–5 Scale):

5 – Excellent: Exceeds expectations; outstanding quality and relevance.

4 – Good: Meets all expectations; solid and well-developed.

REQUEST FOR PROPOSAL
CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

- 3 – Satisfactory: Adequate; meets most expectations with minor gaps.
- 2 – Fair: Some concerns; lacks clarity or depth in key areas.
- 1 – Poor: Significant concerns; does not meet expectations.
- 0 – Not Addressed: Missing or not applicable.

Formula for Weighted Score: (Score × Weight) ÷ 100

The successful bidder (Consultant) will enter into the Professional Services Agreement (sample in Appendix A) with the Township of Esquimalt.

For additional details, see **section 3. Scope of Work**
The Consultant will work under the direction of the Manager of Recreation Services, Township of Esquimalt.

6. PROPOSED SCHEDULING:

This is the Township’s preferred scheduling. Proponents are suggested to align their submissions as closely as possible to the schedule below. Full marks in the ‘Proposed Schedule’ scoring will be provided if the proposed schedule is met. Marks will be reduced if the project schedule is beyond the preferred. The Township encourages proponents that feel the timeline is unattainable to request a new completion date as a written question while the RFP is open for questions. The schedule is based on awarding the project on **November 21, 2025**.

Timeline

- RFP issued on October 6, 2025
- RFP closes on November 17, 2025, at 3:00 P.M. local time
- Notice of award on November 21, 2025
- Project starts in December 2025
- Draft Plan Submission March 2026
- Final Plan Presentation April 2026

An overview of the anticipated entire project schedule for the Scope of Work, provided below, outlines the general structure and timelines of the Project:

Milestone	Date
Outline submitted	TBD
Public consultation Plan approved	TBD
Public consultation Plan completed	TBD
75% Design Review	TBD
Substantial Completion	April 2026
Total Completion	May 2026
Project and Invoicing Complete	TBD

It is the Township’s expectation that work will progress in an organized and timely manner.

7. PROPOSAL ENQUIRIES:

All enquiries should be directed via email to:

Jeff Byron
Manager of Recreation Services
Email: jeff.byron@esquimalt.ca
Telephone: 250-412-8517

Only emailed enquiries will be responded to. All responded to inquiries will be provided via addendums on the Township's website, Civic Info, and BC Bid for all proponent's information. It is the proponent's responsibility to account for addendums in their proposals.

Inquiries can be made up to 2:00 p.m. local time on November 3, 2025.

8. PROPOSAL REQUIREMENTS:

Proposals are to be submitted by email to the email address indicated above in the Proposal Enquiries Section. Proposals will be clearly laid out to address the items listed below:

- **Title page:**
 - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- **Table of Contents**
- **Section 1 – Understanding and Methodology:**
 - The Proponent will outline their understanding of the scope of work and how they will deliver this work, including the following:
 - Clear understanding of the objectives and expected deliverables
 - Proposed methodology for each phase of the deliverables
 - Preference will be given for Proponents that demonstrate an understanding of the Township's specific challenges
 - Innovation and value-added services will be considered an asset
- **Section 2 – Schedule:**
 - Provide a schedule that shows completion of the work based on the work plan and methodology provided
 - Preference will be given to Proponents that meet the Township's proposed timeline described above
- **Section 3 – Key Staff Qualifications and Roles:**
 - The Proponent shall provide information on key individuals that will be undertaking this Work and their capacity to complete this Work. This information should highlight how the various individuals will be involved in the Project and their relevant experience. Preference will be given for individuals with directly related experience.

REQUEST FOR PROPOSAL

CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

- Capacity of key staff and level of involvement of specialists and experts will be a consideration during scoring.
 - If a sub-consultant/contract is to be utilized, this information should also be supplied.
 - The Consultant shall also provide a brief corporate profile, covering the company's history, office location(s,) the corporate operating philosophy, etc.
- **Section 4 – References:**
- Provide a minimum of 3, maximum of 5 selected projects. Preference will be given to Proponents that demonstrate past projects that are similar to this project and demonstrate the Proponent's suitability.
 - Each reference shall contain the following:
 - Name of the contact person
 - Position of contact person held in the previous project
 - Phone number and email address
 - Project name/description/cost of project
 - Name and role of relevant key staff listed in Section 3
- **Section 5 – Fee Proposal:**
- Provide a fee proposal for the required scope of work that is broken down by deliverable, including rates for the personnel identified in Section 3, a breakdown of hours, and information on all additional rates such as office charge, administration, disbursements, travel (etc.).
- **Section 6 – Insurance:**
- Provide information that details the Proponent's ability to secure insurance that meet the requirements of the request for proposal

9. ADDITIONAL INFORMATION:

The following information has been attached as Appendix A:

- Professional Services Agreement Template

10. GENERAL INSTRUCTIONS FOR PROPONENTS:

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

The Corporation of The Township of Esquimalt expressly reserves rights to the following:

1. To accept any Proposal;
2. To reject any and/or all irregularities in the Proposal submitted;
3. To reject any and/or all Proposals;
4. To accept a Proposal that is not the lowest cost;
5. To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances.
6. To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of The Township;
7. To cancel or re-issue the RFP.

All Proposals must be submitted to the Parks and Recreation Department by email to the following:

Jeff Byron
Manager of Recreation Services
Email: jeff.byron@esquimalt.ca
Telephone: 250-412-8517

No hard copy proposals will be accepted.

The Proposal is to be saved as an email attachment in PDF file format. Do not include your fee in the body of the email, as the attachments will not be opened until after the Proposal closing time.

1. Email submissions could be delayed or rejected by the Township's email security system. The onus is on the Proponents to make sure the Township receives the email submission.
2. A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
3. Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
4. Telephoned or faxed Proposals will not be accepted.
5. Modification of a Proposal after RFP closing date will result in the return of the Proposal.
6. Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.
7. It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.
8. While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).
9. Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.
10. All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.
11. Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.
12. The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.

REQUEST FOR PROPOSAL

CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

13. If the Proponent is a company, the Proponent warrants that none of its officers, directors, or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.
14. In this section “Immediate Relative” means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.
15. If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer, or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.
16. The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.
17. Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.
18. Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.
19. The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss, or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township’s property or facilities.
20. The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township’s property or facilities.
21. The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township’s property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.
22. The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.
23. The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

Insurance

1. The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:
2. Comprehensive General Liability Insurance \$2,000,000.00
3. Professional Liability \$1,000,000.00
4. The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of

REQUEST FOR PROPOSAL

CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

\$1,000,000 inclusive per occurrence, for bodily injury, death, and property damage.

Such policy shall include:

5. The Township and its officers, employees, officials, agents, representatives, and volunteers as Additional Insured
6. Cross liability and a waiver of subrogation or recourse against The Township
7. Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.
8. The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.
9. The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.
10. The Township shall be under no obligation to verify that the coverage outlined in Clause 9.25.2 is adequate for the needs of the Proponent
11. The successful Proponent will enter into a contract in the format as in the attached in Appendix C, including all conditions included in the RFP.
12. All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

BEST OFFER

1. The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.

A contract is formed only when the owner and the selected Proponent execute the professional service agreement in Appendix A.

Appendix A

PROFESSIONAL SERVICES AGREEMENT

Dated this [Click here to enter date.](#)th day of [Click here to enter month.](#), [Click here to enter year.](#)

BETWEEN:

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
1229 Esquimalt Road
Esquimalt, BC V9A 3P1

(“The Township”)

OF THE FIRST PART

AND:

[Click here to enter text.](#)
[Click here to enter text.](#)
[Click here to enter text.](#)
[Click here to enter text.](#)

(“Consultant”)

OF THE SECOND PART

- A. The Township wishes to retain services of the Consultant, for the [Click here to enter text.](#) as specified in the attached Schedule “A”.
- B. The Consultant, in order to perform the services as described in the attached Schedule “A”, has the skill, training, and technical knowledge expected of a properly qualified and experienced person in a work environment.

REQUEST FOR PROPOSAL
CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

- C. The Consultant is willing to provide the services as described in Schedule “A” for the fees as outlined in Schedule “B”.

The Parties agree as follows:

1.0 **AGREEMENT**

- 1.1 Attached hereto and forming part of this Agreement are:

1. Schedule A – Services
2. Schedule B – Terms of Payment
3. Schedule C – Certificates of Insurance

2.0 **DEFINITIONS**

In this Agreement:

- 2.1 “**Fees**” means the fees to be paid by The Township to the Consultant as set in the Terms of Payment, Schedule “B”.
- 2.2 “**Services**” means those services to be provided by the Consultant in accordance with Schedule “A”.
- 2.3 “**PSAB**” means Public Sector Accounting Board.

3.0 **TERM**

- 3.1 This Agreement commences on [Click here to enter text.](#) and ends upon completion of the Services to the full satisfaction of The Township, which completion shall not be later than [Click here to enter text.](#).

4.0 **SERVICES**

- 4.1 The Consultant shall provide the Services described in the attached Schedule “A” entitled [Click here to insert name of project.](#) (the “**Project**”).
- 4.2 The Consultant shall comply with all reasonable requirements established by The Township for the performance of the Services, including but not limited to value, security, safety, emergency procedures, and access.
- 4.3 The Consultant shall exercise the degree of care, skill, and diligence normally provided by professional consultants in the performance of services in respect of projects of a similar nature to those services required under this Agreement.
- 4.4 The Township and the Consultant, by agreement in writing, may from time to time, make changes to the Services by altering, adding to, or deducting from the scope of the Services. The time for completion of the Services shall be adjusted accordingly. All Services shall be executed under the conditions of this Agreement.

5.0 **INVOICING**

- 5.1 Invoices are to be addressed to the Financial Services Department, The Township of Esquimalt, 1229 Esquimalt Road Esquimalt B.C., V9A 3P1.
- 5.2 The purchase order number must be shown on all related invoices, shipping papers, transportation bills, packages, packing lists and correspondence.
- 5.3 **Taxes must be shown separately** on the invoice.
- 5.4 The invoices must conform to The Township’s *PSAB* requirements.

6.0 **PAYMENT**

REQUEST FOR PROPOSAL

CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

- 6.1 The Township agrees to pay the Consultant in accordance with the provisions of Schedule “B”.
- 6.2 The Township shall not pay any amount exceeding [Click here to enter text.](#) (excluding applicable taxes) in Canadian funds, unless prior written authorization has been obtained by the Consultant from The Township.
- 6.3 Where changes have been made to the Services in accordance with Clause 4.4, The Township and the Consultant may adjust the payment schedules accordingly.

7.0 CONSULTANT

- 7.1 The Parties acknowledge that the Consultant is an independent contractor and is not the agent, servant, or employee of The Township. The Consultant shall pay for any required Workers' Compensation coverage for any employee employed by it in the performance of Services under this Agreement and shall be solely responsible to remit any amounts that may be owing to the Government of Canada for GST, Income Taxes, Employment Insurance and Canada Pension Plan contributions.

8.0 SUB-CONSULTANTS

- 8.1 The Consultant may not hire any Sub-consultant without the prior approval of The Township. The Township shall be entitled to inquire as to the credentials and qualifications of the Sub-consultant and satisfy itself that the Sub-consultant is a suitable party to provide services in connection with this Agreement.
- 8.2 The Consultant shall be responsible for all services under this Agreement even if the Sub-consultants are approved by The Township.
- 8.3 For Sub-consultants retained by the Consultant and approved by The Township, the Consultant shall bind the Sub-consultant to the terms of this Agreement.

9.0 INFORMATION AND PROPRIETARY RIGHTS

- 9.1 The Township agrees to provide the Consultant with such information as may be reasonably required by the Consultant in the performance of the Services.
- 9.2 Any information collected or generated by the Consultant in the course of the performance of the Agreement is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), as well as all other regulation requirements governing the management of personal information.
- 9.3 The Consultant agrees that all data, information, and material provided to the Consultant by The Township are and shall be confidential, both during and after the term of this Agreement. The Consultant acknowledges that this is a fundamental term of this Agreement and the Consultant and its officers, directors, and employees will not directly or indirectly disclose or use at any time any confidential information acquired in the course of performing this Agreement. All provided data, reports, and material shall be returned to The Township upon termination of the Agreement.
- 9.4 All material prepared or assembled by the Consultant in connection with this Agreement and the Services shall be the property of The Township. This includes all reports, drawings, sketches, designs, plans, specifications, media copy, logos, questionnaires, tapes, computer applications, photographs, and other materials of any type whatsoever. Proprietary software supplied by the Consultant is excluded.
- 9.5 Copyright and all such material shall belong exclusively to The Township and, whenever requested by The Township, the Consultant shall execute any and all applications, assignments, and other instruments which The Township deems necessary in order to apply for and obtain the copyright to any part of the work produced by the Consultant and in order to assign to The Township the sole and exclusive copyright in such work.

10.0 LEGAL REQUIREMENTS

- 10.1 The Consultant shall ensure that the Services comply with all relevant legislation, including codes, bylaws, and regulations, as well as The Township's policies and procedures. Where there are two or more laws, bylaws, ordinances, rules, regulations or codes applicable to the services, the more restrictive shall apply.

11.0 INDEMNITY AND INSURANCE

- 11.1 The Consultant shall indemnify and save harmless The Township, its officers, agents, and employees against all third-party claims, demands, actions, losses, expenses, costs or damages of every nature and kind whatsoever which they may incur or suffer as a result of the negligence of the Consultant or its officers, agents, or employees in the performance of this Agreement.
- 11.2 The Consultant shall maintain, in full force and effect with insurers licensed in the Province of British Columbia the following insurance:
1. Comprehensive General Liability Insurance in respect to the services and operations of the Consultant for bodily injury and/or property damage with policy limits of not less than \$2,000,000 per occurrence. The Township shall be added as an additional insured.
 2. Professional Liability Insurance in respect to the services provided by the Consultant with policy limits of not less than \$1,000,000 per claim.
 3. Certificates evidencing the existence of the policies shall be provided to The Township by the Consultant upon request and evidence of renewal shall be provided to The Township not less than thirty (30) days prior to the expiry dates of the policies.
 4. The Consultant shall be responsible for the payment of all premium and deductible amounts relating to the said insurance policies and the Consultant shall maintain the required insurance during the term of this Agreement.
 5. If The Township wishes, because of its particular circumstances, or otherwise to increase the amount of coverage of the aforementioned insurance policy, or to obtain other special insurance coverage, then the Consultant will cooperate with The Township to obtain increased or special coverage at The Township's expense.

12.0 BREACH OF CONTRACT

- 12.1 Where The Township determines that the performance by the Consultant of the obligations in this Agreement is not in accordance with this Agreement, The Township may require the Consultant by written notice to remedy such deficiency at the Consultant's sole expense and within seven (7) days of the giving of notice.
- 12.2 If such deficiency is not remedied to the satisfaction of The Township, The Township shall have the right, but shall be under no obligation, to remedy the deficiency to its satisfaction at the sole expense of the Consultant.
- 12.3 The Consultant shall be liable for all costs incurred by The Township to remedy such deficiency including, but not be limited to, all legal fees and disbursements on a solicitor and own client (full indemnity) basis.

13.0 SUSPENSION OF AGREEMENT

- 13.1 The Township may suspend the Consultant's services at any time upon seven (7) days written notice.
- 13.2 The Township shall pay all Fees due to the Consultant accrued to the time of suspension, but payment of all other Fees may at The Township's sole discretion be suspended.
- 13.3 The Township shall not be responsible to pay any fees incurred by the Consultant during the period of any suspension unless the Consultant satisfies The Township, before incurring any such fees, of the necessity for the same and provides The Township with such documentation as may be required by The Township in support of the claim for fees.

14.0 TERMINATION OF AGREEMENT

- 14.1 The Township may terminate this Agreement by giving seven (7) days notice in writing, if the Consultant
 - 1. fails to fully complete the Services within the time limited by the Agreement, or
 - 2. fails to complete the Services to the satisfaction of The Township, or
 - 3. becomes insolvent, or
 - 4. commits an act of bankruptcy, or
 - 5. abandons the Project, or
 - 6. assigns the Agreement without the required written consent, or
 - 7. has any conflict of interest that may, in the opinion of The Township, have an adverse effect on the Project.
- 14.2 The Township may terminate this Agreement upon seven (7) days written notice to the Consultant if funds are not available for completion of the Services or if The Township abandons the Project.
- 14.3 The Township shall, in the event of termination of this Agreement, pay to the Consultant all amounts for completed work due to the Consultant in accordance with this Agreement, as well as all reasonable fees incurred up to the date of termination. The Township shall have no further liability of any nature whatsoever to the Consultant for any loss of profit or any other losses suffered, either directly or indirectly, by the Consultant as a result of the termination of this Agreement.
- 14.4 The Consultant may terminate this Agreement upon seven (7) days written notice to The Township if any invoice payable by The Township to the Consultant for services in accordance with the terms of this Agreement remains unpaid for a period in excess of sixty (60) days upon receipt.
- 14.5 The Consultant agrees that termination or suspension of this Agreement or a change to the Services to be provided under this Agreement in accordance with clause 4.4 does not relieve or discharge the Consultant from any obligation under the Agreement or imposed upon it by law with respect to the Services or any portion of Services that it has completed.

15.0 TERMINATION FOR CONVENIENCE

- 15.1 The Township may terminate this Agreement at any time upon thirty (30) days written notice to the Consultant, whereupon The Township shall be liable for any Consultant's fees and expenses for satisfactorily completed work up to the date of termination and not thereafter.

16.0 DISPUTE RESOLUTION

- 16.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach may, upon the agreement of both parties, be referred to either:
1. Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties;
 - or
 2. Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the *Commercial Arbitration Act*, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the choice shall be referred to the British Columbia Supreme Court for decision. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the *Commercial Arbitration Act* of British Columbia.

17.0 FORCE MAJEURE

- 17.1 Neither party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, embargo, governmental actions, act of public authority, Act of God, or to any other cause beyond its control except labour disruptions.
- 17.2 In the event force majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause.
- 17.3 Should force majeure event last longer than thirty (30) days either party may terminate this Agreement by notice in writing without further liability, expense or cost of any kind.

18.0 NOTICES

- 18.1 Any notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if sent by mail, fax or email, addressed as follows:

The Corporation of the Township of Esquimalt

Attention: [Click here to enter name.](#)

1229 Esquimalt Road

Esquimalt BC V9A 3P1

Phone: (250) [Click here to enter phone number.](#) Fax: (250) [Click here to enter fax number.](#)

Email: [Click here to enter email address.](#)@esquimalt.ca

To the Consultant at:

Click here to enter text.
Click here to enter text.
Click here to enter text.
Click here to enter text.

18.2 Such notice shall conclusively be deemed to have been given on the fifth business day following the date on which such notice is mailed, or the day following the day the notice is sent by fax or email.

18.3 Either party may, at any time, give notice in writing to the other of any change of address or other contact information.

GENERAL

19.0 ASSIGNMENT

19.1 The Consultant shall not, without the prior written consent of The Township, which consent may be withheld at the discretion of the Township, assign the benefit or in any way transfer the obligations of this Agreement.

20.0 TIME OF ESSENCE

20.1 The Services must be provided within the time limits as herein specified.

21.0 GOVERNING LAW

21.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of British Columbia. The Courts of British Columbia shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

22.0 PURCHASE ORDER

22.1 Purchase Order does not supersede and take precedence over the terms and conditions in this Agreement.

23.0 SEVERABILITY

23.1 Should any term or portion of this Agreement be found to be invalid or unenforceable the remainder shall continue to be valid and enforceable.

24.0 WAIVER

24.1 The Township may at any time insist upon strict compliance with this Agreement regardless of past conduct or practice with this or any other consultant.

REQUEST FOR PROPOSAL
CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

25.0 **EXECUTION**

- 25.1 No work shall be performed by the Consultant until the Agreement has been executed by both parties hereto.

26.0 **ENTIRE AGREEMENT**

- 26.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

The parties hereto have executed this Agreement as of the day, month and year first above written.

[Click here to enter consultant name.](#) Corporation of the Township of Esquimalt

Per: _____ Per: _____

[Click here to enter name.](#)

[Click here to enter name.](#)

[Click here to enter title.](#)[Click here to enter title & name of department.](#)

Per: _____

Corporate Officer

REQUEST FOR PROPOSAL
CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

Schedule “A”

Services

REQUEST FOR PROPOSAL
CONSULTANT/PROJECT MANAGEMENT SERVICE – Recreation Strategic Plan

Schedule “B”

Terms of Payment

Schedule "C"

Certificate of Insurance