



CORPORATION OF THE VILLAGE OF HAZELTON

REQUEST FOR PROPOSALS

Village of Hazelton Evacuation Route Planning

**BACKGROUND**

The Village of Hazelton ("The Village") received a grant through the Union of BC Municipalities' Community Emergency Preparedness Fund to undertake an Evacuation Route Planning process ("the Planning Process") to develop a detailed Evacuation Route Plan ("the Plan") for both the Village of Hazelton and the District of New Hazelton; the Plan will provide support for future emergency management planning and will inform both communities' safe and efficient evacuation in the event of an emergency.

**DETAILS**

The Village is issuing a Request for Proposals to obtain a consultant to undertake the Planning Process and to develop the Plan, which will provide prescriptive and procedural detail on how evacuations will occur in the event of an emergency in or near the District of New Hazelton and or the Village of Hazelton.

**The Planning Process includes:**

- Consultation with all relevant agencies and organizations (ie. neighbouring jurisdictions, First Nations, local emergency responders, relevant utility companies, Ministry of Transportation and Infrastructure);
- Identification of key extant and potential evacuation route corridors, which are reflective of the context of the emergency (ie. fire vs. flood) and the direction that evacuees are being evacuated;
- Exploration of different methods of evacuation, depending upon the context of the emergency (ie. speed of progression, danger to life and safety, infrastructure location and criticality);
- Consideration of both:
  - i) evacuations out of the District and the Village, and
  - ii) evacuations from neighbouring communities that flow through or into the District or the Village;
- Evacuation considerations for those with special needs (ie elderly, individuals with mobility challenges, school children, property owners with livestock);
- Communication/notification plan for evacuations (ie development of communications materials, development of notification procedures for Evacuation Orders);
- Identification of roles and responsibilities of different groups and agencies (ie RCMP, BC Wildfire Service) along with procedural checklists for the EOC Director and Sections Chiefs;
- Preparation of maps, spatial data and metadata for evacuation routing; and

- Presenting the outcomes of the Evacuation Route Planning process to Hazelton Village Council and District of New Hazelton Council.

Special consideration should be made to alternative route planning for Highway 16 and Highway 62 corridors.

The Planning Process shall be consistent with the CEPF Evacuation Route Planning 2018 Program Guide, and shall follow the Provincial Evacuation Operational Guidelines (2009) and will cover all critical elements of an evacuation planning process outlined in Section 5 of the guidelines.

### **GENERAL DELIVERABLES**

completed Evacuation Route Plan that includes photos, maps, spatial data and metadata, and is in alignment with the Provincial Evacuation Operational Guide;

- Maps need to identify evacuation routes and alternate routes, potential traffic control points, evacuation zones, key locations, assembly areas, transportation sites, and any other critical information recommended in the most recent Provincial Evacuation Operational Guide;
- The completed Evacuation Route Plan shall be provided to the Village with:
  - Four hard copies of the Evacuation Route Plan;
  - Two USB drives with electronic copies of the Evacuation Route Plan; and
  - A PowerPoint Executive Summary presentation of the Evacuation Route Plan which is to be added to the USB drives (noted above), and which will be prepared and presented by the consultant to District of New Hazelton Council and Hazelton Village Council.
- Project must be completed by February 18, 2022

### **REQUIREMENTS FOR SUBMISSIONS**

Interested proponents should submit the following (weighted score listed in brackets; must achieve at least 75% in each section in order to qualify):

1. Proposal (50%)
  - a. Proposed methodology and work tasks for the Planning Process and development of the Plan;
  - b. Proposed work schedule and milestones;
  - c. Team members and roles; and
  - d. Project management process to assure quality and timely completion
2. Qualifications and References (50%)
  - a. Two (2) references from organizations for which the proponent has provided services of a similar nature; and
  - b. An example of prior written work within the field of evacuation route planning or emergency management.
3. Cost (Pass/Fail)
  - a. Confirmation that the proponent is able to deliver the project at an all-in cost not to exceed \$50,000 (including travel and disbursements).

## **INQUIRIES**

Please direct all inquiries to:

Lina Gasser, Chief Administrative Officer

[Lgasser@hazelton.ca](mailto:Lgasser@hazelton.ca)

250-842-5991

## **CLOSING DATE AND TIME**

July 16, 2021 at 12:00 pm.

Proposals may be submitted electronically to [lgasser@hazelton.ca](mailto:lgasser@hazelton.ca) or mailed to the Village of Hazelton at P.O. Box 40, Hazelton, BC V0J 1Y0.

## **TERMS AND CONDITIONS**

The following terms and conditions shall apply to this Request for Proposal:

1. Verbal discussion, instructions or explanations between Village staff members, agents, employees, or representatives and an interested proponent shall not become a part of or otherwise modify the Request for Proposal Document unless confirmed by written Addendum;
2. Responses to inquiries may be distributed to all interested proponents at the Village's option;
3. The Village may accept or reject any or all proposals for any reason, and may negotiate with a potentially successful proponent;
4. The Village may reissue, amend, cancel, or extend this Request for Proposal at its sole discretion, and reserves its right to defer, change, or phase awarding of the work;
5. As part of its evaluation process, the Village may request further information from interested proponents at its sole discretion;
6. Under no circumstances shall this Request for Proposal be understood as a commitment for work, a contract, or a tender. The Village is not responsible for costs incurred by interested proponents in preparing a proposal;
7. The Village does not, by issuing this Request for Proposal, incur any duty of care or contractual obligation to any interested proponent;
8. Interested proponents are strictly prohibited from engaging in any form of lobbying in relation to the Request for Proposal or with a view to influencing the outcome of this process;
9. Use of a subcontractor or assignment of the work may only occur with the written permission of the Village, unless such use is explicitly referenced in the proposal;
10. The Village is subject to the provisions of the Freedom of Information and Protection of Privacy Act ("the Act") and all information submitted to the Village become records in its care and custody for the purposes of the Act;
11. All interested proponents and the Village acknowledge that all proposals are supplied in confidence and may reveal technical information of a third party. The scoring matrix and total cost for each scored proposal may be made publicly available;
12. Interested proponents shall disclose in their proposal any actual, potential, or perceived conflicts of interest it may have with the Village, including its elected or appointed officials, employees, or agents acting on behalf of the Village;

## **SUPPLEMENTAL LINKS**

UBCM Community Emergency Preparedness Fund – Evacuation Route Planning Program Guide:

<https://www.ubcm.ca/assets/Funding~Programs/LGPS/CEPF/CEPF-2020-Evacuation-Routes-Program-Guide.pdf>

Provincial Evacuation Operational Guide:

[https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/evacuation\\_operational\\_guidelines.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/evacuation_operational_guidelines.pdf)