



Tsleil-Waututh Nation **səlilwətał**



Requests for Proposals

Tsleil-Waututh Nation Evacuation Planning

TWN Community Safety

RFP–IP for Tsleil-Waututh Nation Evacuation Planning

Project Title: Tsleil-Waututh Nation Evacuation Planning

Closing Time: Proposals must be received **before** 5:00 Pacific Time on Friday
September 12th, 2025.

DELIVERY OF PROPOSALS:

Proposals may be submitted by either email or hard copy to the addresses listed below and in accordance with the instructions found in section 4 of this Request for Proposal (“RFP”).

Email Submissions: Proposals submitted by email must be submitted to communitysafety@twnation.ca; and cc: gtimney@twnation.ca.

Hard Copy Submissions: Proposals submitted by hard copy must include one hard copy and one electronic copy (e.g. thumb drive) and be submitted by hand or courier to:

Attention: Grace Timney
Tsleil-Waututh Nation
3178 Alder Court
North Vancouver, BC
Canada V7H 2V6

Regardless of submission method, proposals must be received before Closing Time to be considered.

TWN Department Contact: Enquiries related to this RFP, including any requests for information or clarification may be sent by e-mail to both following persons who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. The cut-off for submitting any questions related to this RFP to the Tsleil-Waututh Nation (TWN) Department Contact will be 2 days before the Closing Time. Questions received after this time may not be answered.

Send to: Grace Timney – Emergency Program Coordinator, gtimney@twnation.ca
Cc: Community Safety Manager, communitysafety@twnation.ca
Please reference “Evacuation Planning” in the email subject

Environmental Considerations for Proposal Delivery:

The TWN encourages Consultants to consider submitting an electronic proposal. When submitting in hard copy, the TWN encourages Consultants to consider environmental stewardship, as per the following:

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- Hard copy proposals should be double side printed on paper that is post-consumer recycled content or forest stewardship certified;
- Thin proposals should be stapled rather than bound;
- Binding, where required, should be comb-type rather than plastic or wire spiral for ease of separating to shred and recycle; and
- Binders, where required, should be free from adhered labels (for ease of re use), and/or be made of post-consumer recycled content.

*****PLEASE READ THE “IMPORTANT NOTES” IN SECTION 6*****

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1. Introduction

TWN is seeking the services of a professional consultant to submit proposals to work collaboratively with the TWN Emergency Program to complete an Evacuation Plan for the Tsleil-Waututh community.

2. Project Summary

A. Project Details:

The purpose of this project is to facilitate planning workshop engagement and write an Evacuation Plan for the TWN Emergency Program. The specific planning scope is detailed below in “3. Scope of Service”.

TWN does not have a complete Evacuation Plan for the community. Planning considerations include that the community is surrounded by municipal roadways, has shoreline access but no docks from reserve land, and neighbouring jurisdictions have independent evacuation plans that should be aligned with. This plan must also integrate with TWN’s current emergency plans and meet UBCM CEPF deliverable requirements.

The Consultant is expected to understand the unique cultural, operational, and legal context of emergency management within First Nations communities, and to incorporate cultural safety considerations into the Project Proposal.

B. Project Term:

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The project is expected to begin in September 2025 and be completed within **12 months**, by September 2026. A draft plan is expected by Month 9, with final deliverables submitted by Month 12.

C. Work Plan:

A proposed work plan is outlined below:

Phase	Timeline	Key Activities
1. Project Initiation	Month 1–2	Kick-off meeting, document review, stakeholder plan
2. Hazard & Route Assessment	Month 2–5	Route inventory, hazard scenarios, mapping
3. Engagement	Month 5–7	Consultations with community and partners
4. Draft Plan Development	Month 7–9	Develop draft evacuation plan, route maps
5. Final Plan & Reporting	Month 10–12	Final edits and presentation, UBCM reporting

The proponent may propose changes or enhancements to the above work plan. The fulsome work plan should account for the full scope of service detailed below.

3. **Scope of Service**

The successful proponent will be responsible for the following scope of services:

1. Review existing TWN and regional emergency plans, evacuation studies and existing planning, and risk assessments.
2. Conduct a risk-based assessment of key hazards and likely evacuation scenarios.
3. Create an engagement strategy and facilitate multiple engagement workshops with the Tsleil-Waututh community, emergency responders, and regional partners.
4. Identify and map potential evacuation routes, including primary, secondary, and contingency options, and multimodal options. Mapping must align with processes used by the TWN Emergency Program (kmz/kml files), or alternative formats approved by the Emergency Program.
5. Assess route viability in various conditions (e.g., bridge/water crossing vulnerabilities and other chokepoints, including road traffic conditions).
6. Identify potential evacuation constraints for vulnerable groups.

7. Recommend signage, communications strategies, and physical improvements to enhance evacuation route usability.
8. Provide spatial/GIS data and maps to support emergency operations.
9. Develop an evacuation route plan that is actionable, scalable, and UBCM reporting compliant. Include activation protocols, route decision flowcharts, and checklists

The final project deliverable is one Evacuation Plan for the TWN Emergency Program, accounting for the Area of Interest described in Appendix A.

This project must include multiple planning/engagement workshops with key groups, including Tsleil-Waututh community members, Tsleil-Waututh staff, and partner agencies (including police and fire, and neighbouring emergency management programs).

The Evacuation Plan should follow the provincial Evacuation Operational Guidelines, and account for UBCM Evacuation Route Plan requirements.

4. Submission of Proposals

- A. Proposals must be submitted before Closing Time to the appropriate location in accordance with the method of submission indicated on page 2. The Consultant is solely responsible for ensuring that, regardless of the submission method selected, the TWN receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- B. The Proposal must be in English.
- C. For email submissions, the following applies:
 - 1.1. The Consultant is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - 1.2. The proposal should be submitted as Adobe PDF. The maximum size of each attachment must be 10 MB or less (Consultants are solely responsible for ensuring that the email proposal submissions comply with any size restrictions imposed by the Consultant's internet service provider);
 - 1.3. Consultants should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Consultant may make multiple submissions to reduce the

attachment file size to be within the maximum applicable size. Consultants should identify the order and number of emails comprising the complete proposal submission (e.g. “email 1 of 3, email 2 of 3...”);

- 1.4. For email proposal submissions sent through multiple emails the TWN reserves the right to seek clarification or reject the proposal if the TWN is unable to determine what documents constitute the complete proposal;
 - 1.5. Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. The TWN may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.
- D. For email proposal submissions, the subject line of the email and any attachment should be clearly marked with the name of the Consultant and “Evacuation Planning”.
- E. The Consultant bears all risk associated with delivering its Proposal by email submission, including but not limited to delays in transmission between the Consultant's computer and the TWN's email system.

5. Form of Proposal

The proposal should include the following information:

A. General Requirements

The following format, sequence and instructions should be followed in order to provide consistency. All pages should be consecutively numbered.

- Cover Page with Project Title.
- Table of contents, including page numbers.
- A short (one or two page) summary of the key features of the Proposal.
- The body of the proposal (i.e., the “Consultant Response”) to a maximum of ten (10) pages total.
- Appendices, appropriately tabbed and referenced.
- Identification of Consultant (legal name).
- Identification of Consultant contact and contact information – address, phone number and email address.

B. Proposed Subcontractors (If applicable)

TWN will be selecting one Consultant for this project. If subcontractor(s) are required, please include the subcontractor(s) that will be used to provide the services described in the RFP. If subcontractors will be used but are not yet identified, indicate this. This information will not be evaluated separately from any evaluation of information relating to experience provided in this proposal.

C. Project Understanding

Consultants' responses should include the following information:

- Describe how the Consultant will approach providing services to TWN.
- Describe how the Consultant's approach addresses TWN's objectives and circumstances.
- Number of expected hours required to complete the scope of services.

D. Experience & Qualifications

The Consultant and any subcontractors of the Consultant included in its proposal should have significant experience within the last three (3) years providing services of similar scope and complexity as the components of the review that the Consultant is submitting to provide.

This section should include headings and provide the following:

- Any information pertaining to the applicable experiences as described above;
- Any certifications and/or formal education that the named individual(s) has;
- Two examples of relevant projects that the Consultant and/or proposed subcontractor(s) have completed within the past three years that includes the following information:
 - Project Name;
 - Start & end dates;
 - Scope of the project;
 - How this project constitutes relevant experience for the purpose of this proposal; and
 - Consultant's role within the project, including activities performed.

E. Price

The Consultant must detail the total project costs, including hours in which they would be able to perform their services, the rate they would charge, any disbursements, including mileage, which would be charged to TWN and any other relevant information.

Please provide hourly charge-out rates for additional services if services beyond the identified scope of works are required.

F. Value Added

In addition to the information provided in the sections above, Consultant responses should include details on the following:

- Knowledge of the TWN, its functions and context;
- Experience working with First Nations, particularly for projects on reserve lands;
- Commitment to employment of qualified Indigenous personnel where possible;
- Any other value-added services that would enhance the Consultant/firm's ability to deliver the services; and
- TWN encourages internships or work experience opportunities with those who identify as Indigenous.

6. Important Notes to Consultants

- TWN reserves the right to:
 - Reject any or all Proposals received;
 - Not accept the lowest or any tender at all;
 - Disqualify or reject any Proposal which contains qualifying conditions or otherwise fails to conform to the instructions
 - In its sole discretion, reject or retain for its consideration Proposals which are nonconforming because they do not contain the content or form required by this RFP or for failure to comply with the process for submission set out in this RFP;
 - Enter into negotiations with Consultants on any or all aspects of their Proposal;
 - Accept any Proposal in whole or in part without prior negotiation;
 - Award one or more Review Consultant contracts; and
 - Retain all Proposals submitted in response to this RFP.
- TWN is not obligated to proceed with any response or Proposal to fill these position(s). In its absolute discretion, it may elect to terminate this RFP at any time. It may also consider expressions of interest or proposals outside of this RFP and may extend the date to receive responses or otherwise modify this RFP in its absolute discretion.
- TWN, in its discretion, may reject any or all Proposals, accept one or more Proposals, conduct post-Proposal discussions, including negotiations, with one or more Consultants, and decline to conduct such discussions with any or all Consultants. TWN further reserves the right to terminate such discussions with any Consultant at any time. Discussions with more than one Consultant may be conducted concurrently, in whole or in part, but will not necessarily be concluded

at the same time. TWN is not obligated to disclose, or offer, to any Consultant terms and conditions offered to any other Consultant or accepted by TWN from any other Consultant. TWN will keep all communications confidential.

- TWN is not responsible for any costs incurred in the preparation of Proposals. All costs incurred by interested parties for preparing Proposals or otherwise arising out of this RFP are to be borne by them.
- TWN assumes no legal obligation whatsoever in respect of this RFP, the filling of the position(s) or any Proposals unless and until it enters into a legally binding contract which it may or may not do entirely in its absolute discretion. No obligations in contract, tort or administrative law are owed to any party and TWN shall have no liability for any claims or losses to any party howsoever arising.
- TWN makes no representation whatsoever as to the accuracy or completeness of the information set out in this RFP or any other background or reference information or document prepared by any party that may be relied upon by any other party. All Consultants should make their own independent assessment of the same.
- All drawings, plans, specifications, reports, are confidential and used exclusively for the preparation for the Request For Proposal for the IP Review for the project are not to be shared to or used on any other project work.

Appendix A: Area of Interest



The Area of Interest includes all of Tsleil-Waututh reserve land (“IR3”), including Tsleil-Waututh community and leased land.