



Request for Proposal (RFP COMDEV-2026-01)

Development Approvals Process Review and Standardized Designs

Responses are to be submitted on or before **1:00 P.M., (Monday, August 24, 2026)**, to the attention of:

Robin Beukens, Director of Community Development
District of Hope
3025 Wallace Street, PO Box 609
Hope, BC, V0X 1L0
rbeukens@hope.ca

1. Submission Details

- a. Responses are to be submitted electronically as a pdf to rbeukens@hope.ca with the Respondent's Name and identified as "**Development Approvals Process Review and Standardized Designs RFP COMDEV-2026-01**".
- b. The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c. The District reserves the right to reject any or all proposals and to accept the proposal deemed most favourable to the interest of the District.
- d. The District will not entertain any claims for cost related to the preparation and/or presentation of the proposals.
- e. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

PROPOSALS WILL NOT BE OPENED IN PUBLIC

Queries should be submitted in writing to:

District of Hope
Attention: Robin Beukens, Director of Community Development and Christian Parr,
Planner III
325 Wallace Street, PO Box 609
Hope, BC, V0X 1L0
Email: rbeukens@hope.ca
cparr@hope.ca

2. Scope of Work

The primary aspect of the project is an overall review of the District's development approval process and recommendations stemming from this review. A secondary component of the project is centered around standardized building designs to better facilitate small-scale multi-unit housing development. To these ends, the project will entail:

- a. An overall review of the District's development approvals process from start to finish. This should include, but not necessarily be limited to:
 - i. Internal Development Application Processes and Collaboration
 - 1. Developing updated internal procedures for collaboration on development applications and approvals between the planning department and other District departments.
 - 2. Engage with staff involved in the development review process to determine what works well, challenges, and suggestions for improvement.
 - 3. This includes integration of engineering reviews with a newly established in-house engineering department.
 - ii. Recommendations for communications with applicants during the development approvals process.
 - iii. Development Application Forms and Guidelines
 - 1. Reviewing, amending and generating application forms, guide documents, review templates, and checklists for staff and applicants.
 - iv. Exploring the possibility of delegation of approval authority to staff for some minor development variance permits and technical (geohazard, flood and erosion) development permits.
 - v. Consider recommendations for technology programs and changes to help modernize and streamline the development approvals process.
 - vi. Other suggestions as recommended by the consultant and agreed to by the District.
- b. Review of Existing Bylaws
 - i. Reviewing and recommending updates:
 - i. Development Cost Charges Bylaw (1995)
 - ii. Building Bylaw (1997)
 - iii. Subdivision and Development Servicing Bylaw (2000)*
 - iv. Application Procedures Bylaw (2025)
 - v. Official Community Plan (2025)
 - vi. Zoning Bylaw (substantial update nearing conclusion – expect adoption in 2026)
 - vii. Standard Servicing Agreement template

*An update of the Subdivision and Development Servicing Bylaw is underway but not concluded.

- ii. The expectation is that the newer bylaws will require fewer updates than the older bylaws but should still be reviewed and include recommendations for improving the development approvals process. Review of these bylaws should also consider implementation of standardized designs as further discussed below (section d. Standardized Designs).
 - iii. Other bylaws, policies, or documents relevant to the development approvals process could be reviewed as recommended by the consultant and agreed upon by the District.
- c. Engagement to support the development approvals review process:
 - i. Interviews or other forms of engagement with local and regional developers.
 - i. Overall experience with development approvals in Hope, what works well, challenges, and suggestions for improvements.
 - ii. Meetings with First Nations (expect Chawathil First Nation, Shxw'ōwhámél First Nation, Union Bar First Nation, and Yale First Nation).
 - i. Explore how and when to involve First Nations in the development review and approvals process in Hope.
 - ii. Determine how best the District can work with First Nations on development projects on:
 - 1. Fee simple lands owned by First Nations within the District.
 - 2. Reserve lands within and adjacent to the District of Hope geographic boundaries.
- d. Standardized Designs
 - i. Developing methods to better implement provincial standardized designs for Small-Scale Multi-Unit Housing with a focus on single-family homes with suites, duplexes, 3-4 unit townhouses and detached accessory dwelling units.
 - i. Ensure all District bylaws support the implementation of standardized designs and recommend changes as needed.
 - ii. Explore what would help facilitate implementation of standardized designs (public communication, education materials, builder familiarization, etc.).
 - iii. The use of modern building techniques can be considered.
 - iv. Generating a simple pro-forma to provide a guide detailing anticipated construction cost for property owners and developers seeking to construction Small-Scale Multi-Unit Housing on their property.
 - v. Other suggestions as recommended by the consultant and agreed to by the District.

3. Resources

Community Development Department documents including the Official Community Plan, Zoning Bylaw, subdivision information, development application forms, small-scale multi-unit housing information guide, and building permit information can be found on the following webpages:

[Community Development - Hope, BC](#)

Bylaw Directory:

[Bylaw Directory - Hope, BC](#)

4. Proposal Requirements

Only complete submissions will be accepted. Partial submission will not be considered. Written amendments to submissions will be accepted before the closing date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal, the proponent is to cost these additional items separately.

All proposals must include:

- a. A Corporate Profile, which includes: conception of the company or firm, mission statement, primary clientele base (private, municipal or both) and expertise;
- b. A curriculum vitae demonstrating qualifications and experience that put onus on project of similar caliber and complexity. The specific project manager and team to be assigned to this potential project, and their relevant experience and qualifications to such a project, shall be noted;
- c. A detailed schedule or a work program will be included in the proposal with full project completion by May 12, 2028. This schedule shall include a realistic timeframe for all major tasks and identify milestones. Allowance for an adequate number of meetings with the District for all progressions of this project must be included;
- d. Alongside the schedule or work program, include a fee summary complementing each task with an hourly cost, material costs, type of work being performed and number of staff proposed to be utilized for a specific task. All other forecasted costs should be included in the fee summary inclusively or separately. These rates shall be the basis for adjustments to

the value of the potential contract in the event the scope of work varies from that proposed or on the basis of the District's limited funds. Any applicable taxes shall be included as a line item as it relates to the proposed pricing.

- e. A brief statement is required indicating how you would approach the assignment, particular methodologies, or creative approaches you would use, and what particular skills you would bring to the tasks and issues identified. It should state how the tasks will be carried out and what services or interactions are required by the District. Identify any specialized or unique approaches or cost saving measures which the proponent may use that are relevant to the required work.
- f. The District reserves the right to reject any proposal that may be perceived to be in a conflict of interest.

5. Budget and Fees

The District of Hope has budgeted \$150,000 for this project (inclusive of PST but not GST).

The fee schedule for the work is to be submitted along with the work program. The rates and total fees for each consultant must be identified in the fee schedule.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum upset fee by the District, and any expenditures beyond that amount will require approval by the District, and will only be considered for increases in the scope of the work proposed by or agreed to in advance by the District.

6. Payments

a. Payment for Supplies

Payment for supplies, inclusive of taxes, duty, royalties, wharfage, freight, and delivery charges, will be made to the Contractor after the supplies have been delivered, inventoried, and approved by the Director of Community Development or their designate less a ten percent (10%) holdback for a period of 30 calendar days following final review of the contract work.

b. Payment for Work

Billing will be completed monthly and be based on the amount of the project completed.

7. Evaluation and Selection Criteria

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

- Technical capability and experience of personnel (30%)
- Methodology and approach (30%)
- Engagement plan (10%)
- History of past performance including the ability to complete projects (10%)
- Unique qualifications to deliver the work or innovative approaches used in past projects (10%)
- Value for money (10%)

8. Clarification of this Request for Proposal

This is a request for proposals only and will not give rise to a Contract “A” (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing, and not orally, to the District’s representative at the contact address set out below, no later than **August 17, 2026**. The District’s representative will answer all questions in writing, and will provide a copy of all questions and their answers to each of the Proponents no later than **August 20, 2026**. E-mail responses will be accepted.

Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

9. District Representative

The District’s representatives on this project are Robin Beukens and Christian Parr, and all inquires related to this ‘Request for Proposal’ are to be directed to:

District of Hope
Attention: Robin Beukens, Director of Community Development and Christian Parr,
Planner III
325 Wallace Street, PO Box 609
Hope, BC, V0X 1L0
Email: rbeukens@hope.ca
cparr@hope.ca

10. Notice to Proponents

a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are saved harmless from any liability whatsoever arising out of proponent's performance or non-performance of the term of this Proposal.

b. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District's representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to "act reasonably", the District is entitled to act in its sole, absolute and unfettered discretion.

c. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject to the specific exceptions in that right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

d. Waiver and Allocations of Risk

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

e. Closing Date for Proposals

The closing date for proposals will be **1:00 p.m. on (Monday, August 24, 2026)**. All proposals must be clearly marked with the name of the proponent and the 'Request for Proposal' title. Proponents are responsible for ensuring that digital delivery occurs within the deadline. Late proposals will not be accepted.