



Request for Proposal (RFP)

Project Name: Industrial Lands Inventory and Analysis Project
Closing Date and Time: **Friday June 19th at 4:00pm**

PROJECT CONTACT

Name: Arlene Samuel
Title: Local Government Intern
Email: asamuel@quesnel.ca

SUBMISSION INSTRUCTIONS

Proposals must be submitted in PDF format via email to asamuel@quesnel.ca
The total file size must not exceed 30MB.

Late submissions will not be accepted.
Enquiries regarding this Request for Proposal are to be directed to Project Contact.

KEY DATES

| ACTIVITY | DATE |
|----------------------------------|---|
| Issue Request for Proposal (RFP) | Monday June 1 st , 2026 |
| Deadline for Inquiries | Friday June 12 th , 2026 |
| Receive Proposals by | Friday June 19 th , 2026, at 4:00 pm |
| Award of Contract | Thursday July 9 th , 2026 |

Dates are not guaranteed and may change based upon circumstances. Amendments & cancellations to a Proposal may be submitted prior to the Closing.

By submitting the RFP, the Contractor acknowledges that the City of Quesnel will not be responsible for any costs, losses, or damages resulting from the submission, acceptance, or rejection of the Proposal, or from any contract award decisions made outside the terms of the Proposal documents.

Any changes & inquiries related to the RFP will be issued in the form of a written addendum. Each addendum will be incorporated into and become part of the RFP document. The decision to issue or not issue an addendum is entirely at the sole discretion of the City of Quesnel.

All applicants will be notified of the Request for Proposal outcome via email from the City of Quesnel.



1. DEFINITIONS

Throughout this Request for Proposal, the following definitions will be used:

- a. *"BC"* means the province of British Columbia.
- b. *"BCR"* means Benefit-Cost Ratio.
- c. *"BDO"* means Bioeconomy Development Opportunity Zone.
- d. *"CN"* means the Canadian National Railway.
- e. *"City"* means the municipal corporation, generally known as the City of Quesnel in British Columbia, Canada.
- f. *"Council"* means the elected officials representing the City of Quesnel.
- g. *"Consultant and Contractor(s)"* means an individual partnership, corporation or combination thereof, including joint ventures or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal; who or which is awarded a Contract who enters into a written Contract with the City to perform and to oversee the Work.
- h. *"CRD"* means the Cariboo Regional District.
- i. *"ESA"* means Environmental Site Assessment.
- j. *"GIS"* means Geographic Information Systems.
- k. *"HI"* means Heavy Industry.
- l. *"LI"* means Light Industry.
- m. *"NAICS"* means the North American Industry Classification System.
- n. *"OCP"* means "The City of Quesnel Official Community Plan Bylaw No. 1979 of 2025".
- o. *"PID"* means Parcel Identifier or Property Identification number.
- p. *"Project"* means the analysis of City of Quesnel underdeveloped and underutilized industrial lands.
- q. *"Project Manager"* means the City staff member appointed to coordinate the project.
- r. *"Proposal"* means or "Submission" means a proposal submitted by a Contractor in response to this Request for Proposal.
- s. *"Proponent"* means Consulting firms responding to this RFP.
- t. *"Proposal Closing Date"* means the date outlined in Scope of Work.
- u. *"Proposal Closing Time"* means the time outlined in Scope of Work.
- v. *"PST"* mean Provincial Sales Tax.
- w. *"RFP"* means this Request for Proposal.



- x. *"Shall" "Must" "Will"* means a requirement that must be met.
- y. *"SWOT"* means strengths, weaknesses, opportunities, and threats.
- z. *"Undeveloped/Vacant"* means a designated, undeveloped, or underutilized parcel zoned for industrial activities.
 - aa. *"Underdeveloped"* means parcels zoned for industrial use that are not utilized to their full potential or maximum capacity.
 - bb. *"Underutilized"* means something is not being used to its full capacity, potential, or maximum effectiveness.
 - cc. *"WCB"* means Workers' Compensation Board.



2. INTRODUCTION

The City of Quesnel is seeking competitive proposals from qualified consultants to assist the City in undertaking a comprehensive industrial land inventory and analysis. Currently, industrial land is largely privately owned, with several parcels either are currently vacant or underutilized. This project will develop an inventory of Light industrial (LI) and Heavy industrial (HI) parcels with relevant information including available utilities and services, current use as identified by NAICS, and land ownership, while identifying properties best suited for future industrial development. Information from the inventory will be used to produce marketing materials to engage potential investors and address current and future needs. The scope of work, proposal requirements, and evaluation criteria are outlined below.

3. BACKGROUND

3.1 Project Purpose and Strategic Importance

The Industrial Land Inventory and Analysis will support the City of Quesnel in attracting new industrial development by deepening the City's understanding of available industrial land. The City of Quesnel has historically been one of the most forestry-dependent communities in BC, with the highest concentration of wood product manufacturing facilities in North America. Over the last 20 years, shifts in industry have changed the utilization of industrial land in the community. Through this project, the City will receive a complete, detailed inventory of industrial parcels, an assessment of land available for development, an analysis of investment readiness of those parcels, recommended sub-sectors suitable for investment ready parcels, and a suite of tools to encourage industrial development.

3.2 Location

The City of Quesnel is situated in the central interior of British Columbia and is the most northern community in the Cariboo Regional District (CRD). Quesnel is a vibrant community at the confluence of the Quesnel and Fraser rivers. Located on Highway 97, the major north-south corridor in BC and only 120 km away from Highway 16, the major west-east corridor from the Prince Rupert port to Alberta and beyond, Quesnel is accessible by both road and rail. Over 23,000 people call the Quesnel area home, enjoying the lakes, rivers and forests that surround the community. With affordable real estate, short commutes, and excellent recreation amenities, Quesnel's workforce can experience a balanced lifestyle.

The City of Quesnel recognizes the long-standing and ongoing connection of the Southern Dakelh and Tsilhqot'in Peoples to this region; the Lhtako Dené, Nazko, Lhoosk'uz Dené, and ʔEsdilagh Nations. We are grateful to live, gather, and work in partnership with all Indigenous Peoples, First Nations, Métis, and Inuit, and we honour their cultures, histories, and contributions to our vibrant community.

3.3 Economic Development

A healthy local economy for the city is critical for ongoing fiscal sustainability, growth, and development. This provides the resources required for prosperity, including strong employment and a reliable municipal tax base to support infrastructure and services.



Overall, Quesnel is facing some unique economic challenges associated with the long-term effects of the Pine Beetle epidemic and new and ongoing tariffs placed on wood products shipped to the United States. These will have a profound and long-term impact on the local forestry economy. Conversely, the rise of mining activities in the region will increase local employment in mining and related support services. Stronger diversification into other sectors of the economy will be important for continued prosperity.

3.4 Capitalizing on the Bioeconomy Development Opportunity (BDO) Zone

The City of Quesnel represents a premier, de-risked frontier for bio-based manufacturing. As the province's very first "A" rated BDO Zone for Forest Residues, the region encompasses a highly productive 120-km catchment radius optimized for clean energy innovation. This internationally recognized, investment-grade rating validated the region's robust biomass feedstock supply chains, reliable infrastructure, and deeply experienced forestry workforce.

When recommending industrial land for investment attraction, the BDO Zone designation must be factored into the evaluation.

3.5 Industrial Land Overview

Industrial activities are a key component of the Quesnel economy, providing employment, taxation revenue, supporting businesses and other economic activities. Quesnel's industrial land is concentrated in the Two-Mile Flat area and along Quesnel-Hixon Road, with additional current and former mill sites on North Star Road, Sword Road and Plywood Road. The light industrial zones surrounding these areas are predominantly occupied by small businesses that support the primary industry.

3.6 Zoning

The City of Quesnel's industrial land base is categorized into two main industrial zones:

- M1 - LI areas are locations suitable for industries that typically have minimal local impacts from noise, odour, traffic, or other environmental effects that could affect other nearby land uses. These activities are often compatible with residential and commercial areas, and do not require significant separation. Examples of typical light industrial uses include light manufacturing, warehousing, research, and flex space.
- M2 - HI areas are locations that involve larger-scale industrial operations with significant local environmental impacts related to noise, air quality, traffic, dedicated infrastructure, and other conditions. Because of the externalities related to these activities and their requirements for space, they typically require separation from residential and commercial areas.

3.7 Transportation Network

Quesnel's industrial potential is supercharged by its strategic position within a broader, high-capacity logistics network. Just 120 km south of Prince George, local operations gain rapid access to a massive regional supply hub, specialized labour, and an international air cargo airport. Furthermore, direct highway and CN Rail connections link Quesnel seamlessly to the Port of Vancouver (605 km) and the Port of Prince Rupert (837 km), providing local manufacturers with a high-speed, congestion-free pipeline to major Asian and global markets.



Additional Resources

- [BC Assessment](#)
- [BDO Zone](#)
- [Community Charter](#)
- [Community Profile](#)
- [City Map](#)
- [City of Quesnel Official Community Plan](#)
- [City of Quesnel Zoning Bylaw](#)
- [Economic Development Strategy](#)
- [Local Area Economic Profiles](#)

4.SCOPE OF WORK

4.1 City Responsibilities & Available Data

City staff will facilitate the project by providing a designated Project Manager as a main point of contact and ensuring the consultant has full access to relevant municipal data. Supporting this analysis, the City will provide the consultant with the following shapefiles, geodata layers, documents, and resources (where available):

4.1.1 GIS Mapping & Spatial Data - The City will provide:

- a. Land Administration Data:** A comprehensive panoptic view of the land base, including parcel boundaries, ownership status (municipal, private, Crown), OCP designations, current zoning, aerial photos, and environmental constraints (such as floodplain, hillside hazards).
- b. Infrastructure & Servicing:** Existing data networks for water, wastewater, stormwater, and utility servicing networks at or near parcel boundaries.

5. Deliverables

The successful consultant will be responsible for providing the City with the following items:

a. Industrial Land Inventory

Building from the City's existing light and heavy industrial parcel inventory which covers civic address, PID, owner, current use, parcel size, building size, assessed land value, assessed building value, BC Assessment description, Zone name, OCP name, the Contractor will add utility availability and capacity at each parcel, truck access, rail access, 4-5 digit NAICS code of the current use, categorize each parcel as greenfield, brownfield, underutilized, or active. This will be provided to the City of Quesnel in Excel format.

The City will provide the existing inventory to the Contractor in excel format. There are 204 parcels listed in total which includes 27 parcels owned by CN or former BCR lands.

b. Industrial Land Evaluation

The Contractor will further evaluate those parcels identified as greenfield, brownfield and underutilized to identify those most ready for investment. These parcels will be identified as:



- Tier 1 - (Turnkey): Clean environmental status, structurally clear, utilities fully operational at the property line.
- Tier 2 - (Re-configuration and Update Required): Needs rezoning, foundation removal, minimal environmental clean-up, or likely needs utility capacity upgrades.
- Tier 3 - (Core Legacy System Friction): Requires extensive environmental remediation, extensive raw site clearing/grubbing, or major external service extensions to reach an unserviced parcel.

The Contractor will also complete outreach to property owners (contact information will be supplied where available) to determine if property may be for sale or lease. (Currently only two properties are listed for sale). Tier 1 and 2 properties will be prioritized. Results will be included in the report.

Based on investment readiness, and owner willingness to sell or lease land, the Contractor will recommend properties which are suitable for listing on:

- Canadian National Railway's [Connecting to Rail](#) site
- BC Hydro's [Industrial Properties](#) listing.

The Industrial Land Evaluation will be available provided to the City in excel format.

c. Industry Attraction Analysis

Based on Quesnel's current strengths, economic development aspirations, provincial and federal priorities for industrial growth, and market demand for industrial land, the Contractor will provide recommendations for sub-sector industrial investment suitable for investment-ready parcels (Tier 1 and 2) in Quesnel.

This analysis will outline typical space needs, utility and transportation network requirements for these sub-sector investments and a rationale for their suitability to specific investment-ready parcels in Quesnel.

d. Industrial Land Investment Recommendations

Building on the work completed in a – c, the Contractor will make recommendations on a suite of tools to encourage industrial development, including infill development, greenfield development, and brownfield re-development. Recommendations should include examples of successful use of these tools in communities with similar challenges, preferably in BC. Tools must align with the Community Charter.

- e. The Contractor will provide the City with two versions of the final report. The first will be public facing and will not include any parcel specific information. The second will be confidential and will contain parcel specific information. The reports will include:
- a. Executive Summary
 - b. Methodology
 - c. Industrial Land Evaluation
 - d. Industrial Attraction Analysis
 - e. Industrial Land Investment Recommendations

The Contractor will compile a draft document that will be forwarded by email to Project Manager for review and feedback. The Contractor will make all necessary revisions to the



draft and, on approval by the Project Manager, will be finalized. The final report will be provided to the City in electronic PDF format.

- f. Presentation-ready slide deck summarizing key findings. Deliver a formal presentation of findings to Council, either in person or virtually.

6. Location(s)

Light and heavy industrial parcels within the city limits.

7. Timeline

The expected timeline for completing this Project is below:

| | |
|--------------------------------|---|
| RFP Issued | Monday June 1 st , 2026, |
| Proposal Closing Date and Time | Friday June 19th, 2026, at 4:00 pm |
| Interviews Conducted | Monday June 29th, 2026 |
| Contract Awarded | Thursday July 9th, 2026 |
| Project Start | Monday July 13 th , 2026 |
| Project Completion | No later than Thursday January 28 th , 2027, at 4:00pm |

8. Project Budget:

The total budget for this project of \$80,000 ensures that we will receive a detailed report that will improve our ability to respond to investment inquiries and attract new industrial investment to Quesnel.

Payments will be made periodically through the contract and will be tied to the receipt of deliverables or achieved project milestones.

9. PROPOSAL CONTENT

9.1 Submission Requirements

All proponents are required to submit the following in their proposal:

- a. Identify company name, lead contact, and key personnel that will work on this project.
- b. Identify roles assigned to personnel related to this project, and their background experience/qualifications.
- c. The proposal must be in English, and must not exceed 30 pages.
- d. Describe related experience of the company and provide examples of recently completed related projects. Include examples of outputs at all stages of the project.
- e. Provide a detailed project plan, including time and resources allocated to the outlined tasks, how and when this will occur during the process, a rationale for this approach, key milestones, communication with City staff, and any additional products or services that will result from this approach.
- f. Detailed project budget, with a breakdown of each task in the project. The budget should include a base cost and additional line items for optional add-ons. The budget cannot exceed \$80,000.00, including PST, and all travel expenses.
- g. Provide a minimum of three references (preferably municipalities).
- h. Proof of insurance and WCB.
- i. Appendix A - Contractor Acceptance Form.
- j. Appendix B - Non-Acceptance of Conditions Summary Sheet (if applicable).



10. EVALUATION CRITERIA

| Criteria | Description | Weight (%) |
|--------------------------------------|---|------------|
| Relevant Experience | <ul style="list-style-type: none">• Experience with demonstrated ability to conduct research and consultations for communities.• Experience in public speaking and/or emceeing/facilitating panel and group discussion.• Broad knowledge of local and regional Industrial lands.• Relevant past project examples are provided with references. | 20% |
| Work Plan and Methodology | <ul style="list-style-type: none">• Addresses all aspects of the Scope of Work with a clear, thoughtful approach.• Research methods are well-outlined.• Requirements of City staff and resources are well-explained and reasonable. | 30% |
| Schedule and Completion Date | <ul style="list-style-type: none">• Project will be completed within the timeline set out in this RFP.• Key milestones occur on a realistic timeframe. | 10% |
| Pricing | <ul style="list-style-type: none">• Project cost is within the set budget.• Maximum value for City resources. | 15% |
| Quality of Proposal | <ul style="list-style-type: none">• Proposal is clear, well-organized and meets all RFP requirements.• Realistic approach tailored to City needs. | 20% |
| Value-added Services/Warranty | <ul style="list-style-type: none">• Proponent expertise and experience to provide relevant services and/or deliverables beyond project scope, within the project budget. | 5% |
| Total | | 100% |

11. TERMS AND CONDITIONS

A City of Quesnel business license is required upon signing a contract.

Indemnification

By accepting the contract and purchase order, the successful Contractor agrees to indemnify and hold harmless the City of Quesnel, including its elected officials, employees, and agents, from any losses or expenses resulting from bodily injury (including death) or property damage (including loss of use) arising from the performance of the work outlined in the RFP and any resulting agreement.

Sub-Contractor or Manufacturer

The Contractor shall be responsible for all work or services provided by the manufacturer or Sub- Contractor and the Contractor in no way is relieved from its responsibility for the fulfillment of the work or services provided by a manufacturer or sub-contractor.



Submission format

The City of Quesnel is requesting proposals from Contractors who are both interested and capable of undertaking The Project. The onus is on the Contractor to show their knowledge, understanding and capacity to conduct the work outlined in this Request for Proposals. The responses will be assessed according to how well they assure the City of Quesnel of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

Evaluation of Proposals

The City of Quesnel may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Contractors without having any duty or obligation to advise any other Contractors or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City of Quesnel shall have no liability to any other Contractor as a result of such negotiations or modifications.

Request for Proposal Process

This RFP does not commit the City of Quesnel to purchase any goods or services, award a contract, or begin negotiations. The City of Quesnel reserves full discretion and may:

- Accept non-compliant or higher-cost proposals.
- Accept part or all of any proposal.
- Change the scope or required qualifications.
- Assess and reject proposals based on perceived contractor capacity.
- Cancel or restart the RFP process at any time.
- Reject any or all proposals, even the lowest-priced or sole submission.
- Disregard incomplete or altered proposals.
- Split the requirements & award the contract to multiple contractors if desired.

Opening of Proposals

All proposals received by the closing date and time will be opened in a non-public setting by City staff. No pricing or Contractor information will be disclosed at the time of opening. The City reserves the right to verify any information submitted and may contact Contractors for clarification or additional details as needed.

Contract Award and Formation Process

The selected contractor will enter into a Contract Agreement with the City of Quesnel based on this RFP, their proposal, and any negotiated changes. If a contract cannot be finalized within 30 days of notifying the contractor, the City of Quesnel may end negotiations and either approach the next qualified contractor or cancel the RFP altogether.

A contract award depends on approved funding and authorization by the City of Quesnel. No contract exists until both parties have agreed on terms, a purchase order is issued, and the contract agreement is signed by an authorized City of Quesnel representative.

In case of conflict, the order of precedence is:

- a) The executed Contract Agreement
- b) Purchase Order



c) The Contractor's proposal

Workers' Compensation

The successful Contractor shall abide by all provisions of the Workers Compensation Act of British Columbia and upon request by the City of Quesnel, supply proof that all assessments have been paid.

Insurance and Indemnification Requirements

The successful Contractor shall, at its own cost, obtain and maintain the following insurance coverage for the duration of the Contract, and must provide satisfactory evidence of such coverage to the City of Quesnel:

| Type of Insurance | Minimum Coverage | Requirements |
|------------------------------|---------------------------------|--|
| Commercial General Liability | \$2,000,000 per occurrence | - Name the City as an additional Insured - Include cross liability clause |
| Automobile Liability | \$2,000,000 per accident | Applicable to owned, leased, or hired vehicles used in connection with the work. |
| Professional Liability | \$1,000,000 per claim | Required for professional services or consulting contracts |
| Workers' Compensation (WCB) | As required by law (WorkSafeBC) | Provide proof of WorkSafe BC registration and compliance |

The City of Quesnel is to be provided with 30 days' written notice of cancellation or material change resulting in reduction of coverage. The Contractor's insurance shall respond first for all work performed under this contract. Any insurance or self-insurance held by the City of Quesnel will apply only in excess of, and without contribution to, the vendor's coverage.

Conflict of Interest

Contractors shall disclose any potential conflicts of interest and existing business relationships they may have with the City of Quesnel, its elected or appointed officials or employees. The City of Quesnel may rely on such disclosure. The City of Quesnel may reject a Proposal from any Contractor that the City of Quesnel judges would be in a conflict of interest if the Contractor is awarded a Contract. Failure to disclose or provide false or insufficient disclosure of the nature and extent of any relationship the Contractor may have with any employee, officer or director of the City of Quesnel shall be grounds for immediate termination of any Contract with the City of Quesnel, in the City of Quesnel's sole discretion, without further liability of notice.

Confidentiality

Information about the City of Quesnel obtained by Contractors must not be disclosed unless prior written authorization is obtained from the City of Quesnel. The Contractor agrees that this



obligation of confidentiality will survive the termination of the Contract between the Contractor and the City of Quesnel.

Relationship of the Parties

The Contractor and the City of Quesnel expressly acknowledge that they are independent entities and neither an agency, partnership nor employer-employee relationship is intended or created by submission of a proposal or subsequent contract.

Information Disclaimer Summary

The City of Quesnel is not responsible for any errors, omissions, or inaccuracies in this RFP or any related information provided. Contractors must rely on their own assessments and cannot hold the City of Quesnel or its representatives liable for any information or advice, whether written or verbal, given during the RFP process.

Freedom of Information and Protection of Privacy Act (BC)

Contractors should note that the City of Quesnel is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City of Quesnel's Contractors to protect all personal information acquired from the City of Quesnel in the course of providing any service to the City of Quesnel.

Procurement Protest Procedure

If a contractor wishes to challenge the RFP process, it must provide written notice to the RFP. Contact within ten (10) days of notification of the final outcome of the procurement process, and the City of Quesnel will respond accordingly.

Ownership of Proposals and Deliverables

All proposals, reports, documents, data, and materials submitted to or prepared for the City of Quesnel in connection with this RFP and any resulting Contract shall become the property of the City. The City of Quesnel reserves the right to use such materials for its purposes without restriction or further compensation to the Contractor.



APPENDIX A: CONTRACTOR ACCEPTANCE FORM

Contractors must complete this form and include it with the Proposal Submission. Failure to sign Appendix A will result in rejection of the submission.

| | |
|--------------------------------------|--|
| Vendor Legal Name | |
| Contractor's Main Contact Individual | |
| Full Address | |
| Office Phone: | |
| Cellular: | |
| Email: | |
| GST Account # (if applicable) | |

Contractor

Signature

Date

Note: All forms that require a signature must be signed by a person authorized to legally bind the Contractor to statements made in response to this RFP.

The Contractor hereby acknowledges that:

1. It understands and agrees with the RFP process as described in this RFP; and
2. The information provided in this Proposal is accurate, has been thoroughly reviewed, and complies with the requirements of the RFP, including all applicable addenda and posted questions and answers.



APPENDIX B: NON-ACCEPTANCE OF CONDITIONS SUMMARY SHEET

If a Contractor is unable to comply with one or more of the conditions set out in this RFP, but still wishes to submit a proposal, they must complete Appendix B – Non-Acceptance of Conditions Summary Sheet. This appendix provides an opportunity to clearly identify any conditions the Contractor does not accept, along with explanations and, where possible, proposed alternatives. Submission of Appendix B does not guarantee acceptance of any exceptions by the City of Quesnel. The City reserves the right to reject any proposal that includes material deviations from mandatory conditions, or to negotiate terms with the successful Contractor at its sole discretion. Failure to disclose non-acceptance of any condition at the time of submission may result in disqualification. Bidders are advised that all variations from stated conditions will be reviewed and may negatively impact on the overall rating of your Tender.

CONDITION:

EXPLANATION OF NON-ACCEPTANCE: