



**Request for Proposals:
City of Quesnel
Extreme Cold Weather Plan**

**Closing Date:
June 29, 2025**

For inquiries and further information, please contact:

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1. Purpose

The City of Quesnel is seeking proposals from qualified consultants to develop a comprehensive Cold Weather Plan that addresses the unique needs and circumstances of the community as it pertains to warming centres and resources for extreme cold weather events. The plan should prioritize the safety and well-being of vulnerable populations, including unhoused community members, seniors, and vulnerable populations.

The selected firm will have experience working with similar sized rural communities in British Columbia, ideally with extensive experience working in Quesnel. The firm will have experience with community and development planning, emergency management, community partnerships, and stakeholder engagement.

2. Background

Quesnel frequently experiences sustained cold and snowy weather during winter months, typically November through March. These severe weather events are particularly dangerous for vulnerable populations, seniors, children, chronically ill individuals, people experiencing homelessness, those who are unsheltered, who often spend prolonged periods of time outside and unprotected from the elements.

Exposure to these cold weather conditions, often with inadequate clothing and supplies, increases the risks of severe weather-related morbidity and mortality. These risks are further increased by a disproportionate burden of underlying medical and mental health diagnoses, which can also increase susceptibility to the dangers of cold and wet exposure. It is vital to formulate activation policies with the intent to mitigate risks for hypothermia and cold weather-related negative health outcomes throughout the region's changing seasons, including temperatures that may not traditionally trigger a larger community-wide emergency response.

The City of Quesnel aims to proactively address extreme cold weather conditions with activation responses and contracting partnerships that keep people safe. Activation ranges from access to life-sustaining supplies and can include opening of warming centres that meet public health and safety guidelines.

Quesnel faces distinct challenges, including community member who are currently unhoused, not enough shelter spaces to meet our unhoused needs, higher than provincial average rates of poverty among residents, particularly among vulnerable populations, a significant proportion of seniors in the community who may be more susceptible to cold weather-related health issues, and limited availability of affordable rental housing, exacerbating housing insecurity.



3. Scope of Work

- a. Conduct thorough community engagement: Consult and engage with local stakeholders, including community groups providing similar or complementary services or resources, service providers and organizations able and willing to contribute to the operation of a warming centre in any way, vulnerable populations, and people with lived experience to identify needs, concerns and gaps in the system, potential solutions, and organizational/community resources available during extreme cold events.
- b. Recommendations for temperature limits: Determine temperature thresholds for activating warming centres, other emergency response measures, and notification alerts. Including potential pros and cons of recommendations (i.e. financial implications of warming centre operations at recommended temperature limits).
- c. Develop a Cold Weather Plan: Create a comprehensive plan outlining strategies for mitigating the impacts of cold weather on vulnerable populations, including:
 - i. Warming Centre operations: Recommendations for temperature limits for opening warming centres, staffing requirements, and amenities.
 - ii. Outreach and support services: Coordination with local service providers to deliver support services, such as food, blankets and other resources.
 - iii. Community Education and Awareness: Create a series of public awareness campaigns to educate residents about cold weather risks and available resources, including social media post templates, brochures, and other educational resources.
- d. Develop an implementation plan: Outline steps for implementing the Cold Weather Plan, including timelines, responsible parties, potential stakeholder relationships, annual planning meeting recommendations, and resource requirements.
- e. Lay the ground work for city policy creation for extreme cold weather and warming centre operations.

4. Deliverables

The consultant will provide:

- a. Conduct community and stakeholder consultation and engagement.
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- b. Community engagement report: A summary of community engagement activities, including feedback and recommendations from stakeholders.
- c. Comprehensive Cold Weather Plan including:
 - a. A detailed plan outlining strategy: A clear and comprehensive plan that outlines the municipality's approach to managing cold weather-related issues.
 - b. Temperature limits: Defined temperature thresholds that trigger specific actions or responses.
 - c. Extreme weather response notification process: A process for opening warming centres, notifying key stakeholders, emergency services, and the public during extreme cold weather events.
 - d. Warming centre activation and deactivation processes: Procedures for activating and deactivating warming centres, including logistics, staffing, and resource allocation.
 - e. Compiled contact list of organizations and resources available: A list of organizations, resources, and emergency contacts available to support cold weather response efforts.
 - f. Risk Assessment and Vulnerability Mapping: Reference the Quesnel Service and Housing Options For Vulnerable Populations report and current Quesnel homeless count done by Homeless Services Association of BC.
 - g. Review and Update Process: A process for regularly reviewing and updating the Cold Weather Plan to ensure it remains effective and relevant.
- d. Implementation plan: A clear plan outlining steps for implementing the Cold Weather Plan.
- e. Optional deliverables that could be included if funding allows are:
 - a. Communication Plan: Strategies for communicating with the public, media, and stakeholders during cold weather events.
 - b. Training and Exercise Plan: A plan for training personnel and conducting exercises to ensure preparedness for cold weather events.

5. Project Budget



The project budget will not exceed \$30,000 inclusive of consulting costs, travel, and expenses of the consulting team, excluding GST.

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

6. Other Requirements

a. Insurance

- i. The proponent shall, at his own expense, provide and maintain to the Municipality until the completion of the contract the following insurance in a form acceptable to the Municipality with an insurer licensed in British Columbia:

1.	Commercial General Liability	\$2,000,000.00
2.	Automobile Liability Insurance	\$2,000,000.00

- ii. The proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

b. Business License

- i. The successful proponent will be required to obtain a City of Quesnel business license and will be required to provide evidence of prior to contract signing. (A City of Quesnel business license is not required to submit a proposal).

c. WorkSafeBC

- i. The proponent must be registered and remain in good standing, throughout the term of this contract with WorkSafeBC and will be required to provide evidence of same prior to signing a contract with the City of Quesnel.

7. Rights Reserved by the City

- a. The City is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews if held. Furthermore, the City shall not be responsible for any liabilities, cost, loss, or damage incurred, sustained, or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.
 - b. The City reserves the right to reject any or all proposals and to accept the proposal deemed most favorable in the interests of the City.
 - c. The City may, in its absolute discretion, reject a proposal submitted by the proponent, if the proponent, or any officer or director of the proponent is or has
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been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to any other Contract for works or services or any matter arising from the City's exercise of its powers, duties or functions.

- d. The RFP process does not commit the City in any way to select a proponent, or award or negotiate any contract. The City reserves the right to cancel this project for any reason whatsoever without any future obligations.

8. 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 the Proponent's understanding of the project and required services.
- c. Summary of the Proponent's background, area(s) of expertise, and that of key personnel who will be assigned to this project; provide an organizational chart that describes the role of each member of the team in completing this project.
- d. Provide at least three examples of past projects similar in scope to this one; include the role of key personnel in this proposal in completing those example projects.
- e. Provide a detailed project plan, including time and resources allocated to the outlined tasks, how and when consultation will occur during the process, how the Advisory Committee will be utilized, key milestones, and any additional products or services that will result from this approach. Also include when and how City staff and/or resources will be utilized.
- f. Detailed project budget, with a breakdown of each task in the project. The budget may include a base cost and any extra costs for additional services.
- g. The proponent may choose to include optional costs for extra services and amenities, additional technical terrain features or provide options for cost savings.
- h. Provide a minimum of three references.

Proposals may be withdrawn by written notice to Lindsay Blair, Senior Community Development Coordinator Services, lblair@quesnel.ca at any time, up to the closing date and time of this RFP.



Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Quesnel. It is the sole responsibility of the potential proponents to check with the City of Quesnel website, and/or BC Bid to ensure all information has been received prior to submitting a proposal.

9. Negotiations

The award contract is subject to negotiations with the proponent that offers, in the City's opinion, the best value proposal. Such negotiations include, but are not limited to, the following:

- a. Changes or refinements in the service requirements or scope of work proposed by the Lead Proponent.
- b. Price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent; and
- c. Specific contract details as deemed reasonable for negotiation by the City of Quesnel.

10. Anticipated Schedule

- a. RFP Issued: June 9, 2025
- b. Proposals Due: June 29, 2025
- c. Interviews Conducted: July 7-10, 2025
- d. Firm Selected: July 10, 2025
- e. Project Start: July 15, 2025
- f. Project Completion: No later than March 14, 2026

11. Proposal Evaluation

The following criteria will be considered in the evaluation of proposals:

Assessment Criteria	Description	Score
Project team and experience	<ul style="list-style-type: none">Experienced team members with demonstrated ability in municipal emergency management and demonstrated experience in extreme heat or cold weather planning.Experience conducting community consultation for projects.Relevant past project examples are provided with references.	20
Community knowledge	<ul style="list-style-type: none">Familiarity with Quesnel's unique challenges and circumstances, working knowledge of community groups and stakeholders.Previous work in the community	10
Methodology	<ul style="list-style-type: none">Addresses all aspects of the Scope of Work with a clear, thoughtful approach.	20



	<ul style="list-style-type: none">• Community consultation is well-outlined.• Requirements of City staff and resources are well-explained and reasonable.	
Timeline	<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.	20
Cost	<ul style="list-style-type: none">• Project cost is within the set budget allocation and provides good value to the City.• Inclusion of optional deliverables in budget allocation.	20
Quality of proposal	<ul style="list-style-type: none">• Proposal is clear and well-organized.• Addresses all RFP requirements.	10
Total		100