



Request for Proposal (RFP)

Project Name: Workforce Housing Forum and Report
Closing Date and Time: 3:00 PM, Thursday, [June 25, 2026](#)

PROJECT CONTACT

Name: Amy Reid
Title: Manager of Economic Development & Tourism
Email: areid@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)	Thursday, June 4, 2026
Deadline for Inquiries	Thursday, June 18, 2026
Receive Proposals by	Thursday, June 25, 2026
Award of Contract	Wednesday, July 8, 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.



INTRODUCTION

The City of Quesnel is seeking proposals from Contractors to deliver a workforce housing forum and report. Work required includes consultation (pre-interviews), forum agenda development, forum facilitation, and development of a report to support Workforce Housing Development in Quesnel. The ideal proponent will have experience in both planning and economic development, specifically related to encouraging housing development. The scope of work, proposal requirements, and evaluation criteria are outlined below.

BACKGROUND

Project Purpose

As in many communities, more housing is needed in the City of Quesnel.

The City of Quesnel has recently completed an updated Housing Needs Assessment (completed in partnership with the Cariboo Regional District to include the North Cariboo). In 2023 the City completed a Workforce Strategy, which highlights appropriate housing as one of the key barriers to recruiting employees to fill workforce needs. These documents are linked at the end of this section.

This project builds on these previous reports to further define current and near-term workforce housing needs, quantify the current and anticipated level of demand, clearly identify gaps in housing supply, and outline strategies and tangible actions to improve the housing inventory to meet workforce needs.

Housing Initiatives and Incentives

Over the past decade, the City of Quesnel has implemented a number of housing initiatives and incentives:

- Multi-unit Housing Tax Exemption
- Pre-reviewed Secondary Dwellings
- Land sales
- Housing Solutions Table
- Pre-zoned target properties

203 units have been built with the Multi-unit Housing Tax Exemption since its inception in 2017.

While these rental units have become available in recent years, most housing in Quesnel was built in the 70s or earlier. Many homes have seen few aesthetic upgrades, impacting the desirability of these homes for professionals relocating to the community.

Workforce housing needs vary, and include both short and long-term housing, rental and ownership. Short-term housing is needed for construction and infrastructure projects in the region as well as travelling nurses and locum physicians. Long term housing is needed for most employers, in particular new projects coming online, including Oskiso's Cariboo Gold Project (estimated ~500 jobs in operations) and a new long term care facility to be operated by Providence (estimated ~400 employees).



The City is centered on the confluence of the Fraser River with the Quesnel River and Baker Creek. Neighbourhoods and commercial areas are physically separated by elevation changes between the valley floor and the hillsides limiting the ability to rely on active transportation for commuting to work. This is exasperated by a moderate transit system – that although significantly important in the community with growing ridership has limited trip availability for the workforce.

Population

Quesnel's population is aging. Population projections predict a decline over the next 20 years, however, Quesnel's population has remained relatively stable over the past decade despite industry loss and similar negative projections.

Additional Information

While this project does not target seniors housing, this need has also been identified through previous projects. It should be recognized that new apartments or condominiums for seniors would open up housing stock in single family homes.

The City of Quesnel has identified land parcels that would be appropriate for new multi-unit housing development.

Reference Materials

[City of Quesnel Official Community Plan](#)

[North Cariboo Housing Needs Assessment](#)

[City of Quesnel Workforce Strategy](#)

[Multi-unit housing incentive](#)

[Pre-reviewed secondary dwellings](#)

[Housing Solutions Table Terms of Reference](#)

Infrastructure Master Plan – will be provided to the successful proponent

SCOPE OF WORK

Deliverables

In preparation for a Workforce Housing Forum, the Contractor will conduct pre-interviews and surveys with anticipated participants to support the development of the agenda, panel discussions and breakout sessions. The Contractor will work with City staff to finalize a full-day, in-person Workforce Housing Forum agenda to be held in Quesnel on September 24, 2026.

The Contractor will be responsible for facilitating the Workforce Housing Forum in person, including panels, Q&A and breakout sessions as well as note-taking. At least three City staff will be in attendance to provide a supporting role (welcoming participants, assisting with breakout sessions, logistics).

There will be an estimated 50-75 attendees at the forum. Invitees will include:

- Major employers
- Real estate agents
- Property managers



- Developers and builders
- Mortgage brokers and insurance providers
- Property owners
- Funders and partners
- New residents who have struggled to find housing

City staff will be responsible for invitations, panel speaker confirmation (with input from the Contractor following pre-interviews), and forum venue and catering logistics.

Pre-interviews, survey results, and forum discussions will contribute to a final report that will detail:

- Current and anticipated workforce housing demand
- Current and anticipated workforce housing supply gaps
- Obstacles to accessing appropriate housing
- Housing types missing from supply
- Price points missing
- Detailed opportunities for partnerships between employers and developers to encourage new housing development
- Additional policy changes, incentives, or initiatives which may be taken by the City to encourage workforce housing development, including timelines, cost implications, and other required resources
- An appendix containing a consultation summary of survey and interview responses, and a summary of discussions at the housing forum.

The Contractor will be responsible for development of any print materials distributed to participants at the forum, following the City of Quesnel's Brand Guidelines (to be approved by City staff no later than one week prior to the forum).

The Contractor will complete follow-up correspondence with attendees or those sending regrets, as required to complete the consultation required to inform the final report.

The Contractor will present a draft report to the Housing Solutions Table and a final report to City Council. Both presentations may be made virtually and must include power point slides summarizing the report.

Location

This project focuses on encouraging housing development within the City of Quesnel, but must recognize that people live in the City of Quesnel and work in the surrounding region, and people live in the surrounding region and work in the City of Quesnel.

Timeline

The project is expected to start no later than July 13, 2026, and be completed no later than November 27, 2026.

The Workforce Housing Forum is planned for September 24, 2026.



The final presentation to Council will be no later than the November 24, 2026 Council meeting.

Budget

The total budget for this contract will not exceed \$42,000 including travel and disbursements.

The Contractor is not responsible for costs related to hosting the Workforce Housing Forum (venue, catering, AV, printing). These costs will be covered by the City of Quesnel.

Additional Information

This project will be managed by a three-person staff team including the Director of Development Services, Manager of Economic Development & Tourism, and Local Government Intern.

The Housing Solutions Table may be used as a reference group to inform the forum agenda, participant list, and/or final report.

PROPOSAL CONTENT

Proponents must include:

- Company background and relevant experience
- Project team and experience – highlight experience related to housing strategy development in small communities, housing policy development in small communities, facilitation of large groups/forums, survey and interview style consultation.
- Workplan, methodology and key milestones – including confirmation of availability in late September to travel to Quesnel to facilitate housing forum, dates tied to delivery of draft and final report, and planned communication with City staff throughout the project
- Minimum of three references (preferably municipalities)
- Detailed budget
- Proof of insurance and WCB
- Appendix A - Contractor Acceptance Form
- Appendix B - Non-Acceptance of Conditions Summary Sheet (if applicable)
- Proposals must not exceed 25 pages.



EVALUATION CRITERIA

Criteria	Weight (%)
Relevant Experience	20%
Work Plan and Methodology	25%
Schedule and Completion Date	15%
Pricing	25%
Value-added Services/Warranty	10%
References and Past Performance	5%

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.

APPENDICES

- Appendix A: Contractor Acceptance Form
- Appendix B: Non-Acceptance of Conditions Summary Sheet



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 the overall rating of your Tender.

CONDITION:

EXPLANATION OF NON-ACCEPTANCE: