



Prince George Air Quality Management Plan- (2025 – 2035)

REQUEST FOR QUOTE

Date Issued:

Closing Location:

Fraser Basin Council Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8

Closing Date and Time:

**Friday December 13, 2025
10:00 am (Pacific Standard Time)**

Inquiries:

Email Patience Rakochy at prakochy@fraserbasin.ca

PART 1: GENERAL

1. Introduction

The Prince George Air Improvement Roundtable (PGAIR) invites written quotes from qualified consultants to provide a final design for the Prince George Air Quality Management Plan (2025-2035).

Quotations will be received until 10:00 a.m. local time, Friday December 13, 2024, by email to info@pgairquality.com

Qualified contractors must complete and submit the **Schedule of Prices and Goods & Services Tax Information**. All applicable taxes will be shown separately.

Quoted prices must remain in effect for thirty (30) days after the closing date and time.

All inquiries relating to this Invitation to Quote must be directed to:

Patience Rakochy, General Manager PGAIR
Fraser Basin Council
Email: prakochy@fraserbasin.ca

2. Award of Contract

The PGAIR Air Quality Management Plan (AQMP) Committee intends to award this quotation based on compliance with the Scope of Work and all specifications herein.

The Consultant will provide the required documentation verifying required insurance coverage and WorkSafeBC coverage upon notification of the accepted quote.

The PGAIR AQMP Committee reserves the right to disqualify any quotation that fails to meet any requirement of this Invitation to Quote.

The PGAIR AQMP Committee reserves the right to not award this quotation, at its sole discretion.

3. Insurance

Upon contract award, the Consultant must provide proof of and maintain throughout the term of the Contract, Commercial General Liability in an amount not less than \$1,000,000.00 with insurers licensed in the Province of British Columbia in a form acceptable to PGAIR.

4. Duration of Contract

The duration of the Contract will be from December 20, 2024, to June 1, 2025.

5. Payment

The Consultant may provide an invoice to PGAIR at the end of each four-week period during the term of the contract. The final invoice must be submitted within one week of the Contract completion date. The Consultant will identify taxes separately on each invoice.

6. Reference

As part of the response to this RFQ, the Consultant must provide evidence of past work as reference to the experience and expertise required to complete the scope of work as well as a reference contact for an organization or business for which the Consultant completed work of a similar nature and any other information the Consultant wishes PGAIR to consider in its deliberations.

In preparing a response to this RFQ, the Consultant is encouraged to review past work of PGAIR: <https://www.pgairquality.com/>

PART 2: SCOPE OF WORK

[PGAIR's 2022-2026 Strategic Plan](#) contains the goals, objectives and strategies needed to help PGAIR achieve its vision of a Prince George airshed in which air quality contributes positively to human and environmental health while supporting social well-being and economic success. The plan emphasizes action and collaboration on air quality from all sectors and highlights the importance of monitoring progress against PGAIR's strategic objectives.

The following 5-Year Goals are outlined in the 2022 – 2026 strategic plan:

- Improve air quality through plans and action;
- Engage and inform the community about air quality and PGAIR; and,
- PGAIR is an effective, action-oriented and collaborative organization.

As illustrated in the following 'clip', one of the objectives identified is the development of an air quality management plan.

GOAL 1: IMPROVE AIR QUALITY THROUGH PLANS AND ACTION			
Objective	Strategy	Timeline	Measurables
Develop an AQMP	<ul style="list-style-type: none"> • Develop an action-oriented plan with actions that everyone (residents, businesses, governments) in the airshed can do take to reduce emissions from various sources • Build on the draft content generated during the strategic planning process 2020-21 • Secure funding to implement the AQMP for PGAIR and other parties to implement actions 	<ul style="list-style-type: none"> Immediate Immediate Medium 	<ul style="list-style-type: none"> • Creation of plan • Number of objectives, strategies used • Amount of funding secured

7. Activities and Deliverables:

PGAIR seeks a consultant that has expertise in communications and design, including presenting findings in a compelling and engaging way to produce a new AQMP for the Prince George airshed.

The PGAIR AQMP Committee will develop the base content of the plan and will work closely with the consultant to:

- 1) facilitate use of our existing knowledge, plans/documents and graphics;
- 2) professionally write, edit and proofread the Plan; and,
- 3) design and produce a draft and final Plan that contains agreed to messaging, charts, photos and graphics.

The AQMP Committee is targeting a succinct, accessible and aesthetically appealing AQMP (~20-30 pages) with associated appendices.

Target Audiences:

- PGAIR Board and member organizations
- General public
- Businesses and industrial organizations
- Governments (Federal, Provincial, Municipal, Regional and First Nations)

Deliverables:

1. Initial Draft - work closely with the PGAIR AQMP Committee to review the content of the information provided by the Committee to create a design for the draft of the AQMP that can be taken to the PGAIR Board for review on March 1, 2025.
2. Final Draft- continue to work with the PGAIR AQMP Committee to refine the content and design of the draft AQMP to create a Word and PDF final document that will be utilized by the PGAIR Board, posted to the website, and utilized in social media by June 1, 2025.

SCHEDULE OF PRICES

Design of the Draft and Final PGAIR Air Quality Management Plan	Number of Hours	\$
	GST	\$
TOTAL PRICE PER SERVICE (including tax)		\$

Consultant Signature

Date

LIST OF ATTACHMENTS

	Item
<input type="checkbox"/>	Example of past work of a similar nature
<input type="checkbox"/>	Reference name and contact
<input type="checkbox"/>	<i>Other -</i>
<input type="checkbox"/>	<i>Other -</i>

GOODS AND SERVICES TAX INFORMATION

The following must be completed:

Supplier:

NAME

ADDRESS

CITY

PROVINCE

POSTAL CODE

PHONE NUMBER

FAX NUMBER

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

Supplier qualifies as a small supplier under Section 148 of the legislation

Other: Specify _____

SIGNATURE OF AUTHORIZED PERSON

PRINT NAME

TITLE

DATE