



## SKIDEGATE BAND COUNCIL

PO BOX 1301, SKIDEGATE, BC V0T 1S1

### Request for Proposal (RFP) Submission Checklist SPIRIT LAKE TRAIL STRUCTURES REPLACEMENT

Please provide copies of the following documents. If they are not available or not applicable, note as such. **Incomplete proposals will not be considered.**

1.  Signed Transmittal form – Schedule “A”
2.  Signed Acknowledgement letter – Schedule “B”
3.  Letter of introduction: provide a description of lead staff who will be assigned to the project, and their reporting structure. Provide any additional information deemed relevant to evaluate project personnel (including Biologist), and their experience.
4.  Schedule and Work Plan – provide a statement and details regarding availability, resource coordination, and planned schedule.
5.  Scope of Work – provide description of all components of the scope of work, including use of local materials, equipment, and labour.
6.  Cost of Project – Schedule “D”
7.  References and/or description regarding two similar past projects.
8.  Proof of insurance.
9.  Proof of WCB coverage