Trail Regional Airport Master Plan 2026-7400-9500
Addendum #2

To: Proponents responding to the Request for Proposal

From: Enrico Moehrle, Airport Manager on behalf of the City of Trail

Re Addendum #2 to Request For Proposal #2026-7400-9500

This addendum shall be read in conjunction with and considered as an integral part of the referenced request. Revisions supersede the information contained in the original drawings, specifications or previously issued Addendum. Specification items in this Addendum and having an influence on the Drawings are so deemed to modify the Drawings, similarly, drawing items in the Addendum and having an influence on the Specifications, are so deemed to modify the Specifications.
No consideration will be allowed for any extras due to any Respondent not being familiar with the contents of this Addendum.

1. Cover page **- Summary of Key Information** is hereby deleted in its entirety and replaced with the following:

Request Number	2026-7400-9500
Issued:	November 02, 2026
Enquiries/Questions deadline	November 16, 2026
Anticipated Latest Issue of Addendum Date:	November 20, 2026
Closing Time and Date:	14:00:00 hours Pacific Time; November 30, 2026
Closing Location:	Provide one electronic copy in .PDF format via email, refer to Section 3.1, or two printed copies in a sealed opaque envelope with the request number and title noted on the envelope exterior to: 1394 Pine Avenue1394 Pine Avenue TRAIL, BC V1R 4E6
Contact Person:	Enrico Moehrle , Airport Manager emoehrle@trail.ca

Proposals will be opened in private shortly after closing

Interested Parties should complete and return the confirmation of intent form on receipt

2. Section - **5.1 EVALUATION** is hereby deleted in its entirety and replaced with the following:

Proposals will be assessed in accordance with the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Proponent. The City is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.

Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

The City may consider and evaluate any proposals from other jurisdictions on the same basis that the City purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

In the event of a tie score for leading Proponent the Proponent offering the lowest price will become the leading Proponent.

3. Section – **6.0 Appendix A: SIGNATURE AND RESPONSE FORM** is hereby deleted in its entirety and replaced with the following:

6.0 APPENDIX A: SIGNATURE AND RESPONSE FORM

Complete this section and enclose it with your response.

RFP Project Title:	Trail Regional Airport – Airport Master Plan
RFP Reference No:	2026-7400-5900
Legal Name of Proponent:	_____
Contact Person and Title:	_____
Business Address:	_____
Telephone:	_____
E-Mail Address:	_____

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addendums, and having full knowledge of the Site(s), and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, we have allowed for these conditions and submit this Proposal in response to the RFP.

The undersigned further agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted and within the terms and conditions as identified in Request for Proposal #2026-7400-5900. This Offer is valid and enforceable for at least Ninety (90) days following the closing date.

This proponent further warrants that this proposal is made without collusion with any other party except those expressly disclosed in this proposal and that the Proponent has no conflict of interest.

The undersigned warrants that they have the authority to bind the company to this contract.

I/We confirm that this proposal is accurate and true to best of my/our knowledge.

I/We confirm that, if I/we am/are awarded the Agreement, I/we will at all times be the "prime consultant" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another consultant at the place(s) of the Services has been designated as the "prime consultant", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.

This Proposal is submitted this _____ day of _____, 2026

I/We have the authority to bind the Proponent.

(Name of Proponent)	(Name of Proponent)
(Signature of Authorized Signatory)	(Signature of Authorized Signatory)
(Print Name and Position of Authorized Signatory)	(Print Name and Position of Authorized Signatory)

4. Section 15.0 – **SCHEDULE B: RATES, FEES, EXPENSES** is hereby deleted in its entirety and replaced with the following:

   Provide proposed fees, inclusive of disbursements, based on the Scope of Work and requirements outlined in this RFP. Indicate applicable mark-ups for disbursements, methods of calculating fees for various project phases, and disbursement items (mileage, meals and accommodations).

   Provide fees for all consultants as per the following schedule.

Task	Rate	Fees	Fees
Consultation	Lump Sum	$	$
Project Management/ Administration	Lump Sum	$	$
Site Visit	Lump Sum	$	$
Document Submission	Lump Sum	$	$
Disbursements	Lump Sum	$	$
Additional Works	Hourly	$	$
Totals		$	$

Statements of Account: In order to obtain payment of any fees under this Agreement for a period from and including the 1st day of a month to and including the last day of the month (each a "Billing Period"), you must deliver to us on a date after the Billing Period (each a "Billing Date"), a written statement of account in a form satisfactory to us containing:

a. Your name, address and tax registration number;
b. The date of the statement, and the month to which the statement pertains;
c. Your calculation of all fees claimed for the month, including a declaration by you of all units or deliverables provided during the month for which you claim fees and a description of the applicable fees rates;
d. A chronological listing, in reasonable detail, of any expenses claimed by you for the month with receipts attached, if applicable;
e. A description of this Agreement;
f. A statement number for identification;
g. A list of days worked and
h. Any other billing information reasonably requested by us.

Billing Address: Invoices are to be emailed to accountspayable@trail.ca and reference Contract Number

5. Section 21.0 - **APPENDIX D: CONFIRMATION OF INTENTION** is hereby deleted in its entirety and replaced with the following:

21.0 APPENDIX D: CONFIRMATION OF INTENTION

Request for Proposal #2026-7400-5900; Trail Regional Airport – Airport Master Plan Please complete this form and e-mail immediately to City:

Attention: Enrico Moehrle, Airport Manager

emoehrle@trail.ca

Failure to return this form may result in a termination of communication regarding this Request.

Company Name _____

Address _____

_____ City _____ Postal Code: _____

Contact Person _____ Phone _____ Fax _____

E-Mail _____

I have received a copy of the above noted Request for Proposal

☐ Yes I will be responding to this request for proposal.

I authorize City to send further correspondence that it deems to be of an urgent nature by the following method:

☐ Courier Collect ☐ Facsimile ☐ E-Mail

☐ No, I will not be responding to the Request. I understand that if I do not submit a proposal, this will not affect our company's status as a potential proponent to City in the future.

Signature: _____ Title: _____

Date: _____

Question 1. The cover and Addendum 1 show 2026-7400-9500; the page headers and Appendix A show 2026-7400-5900; the Appendix A declaration refers to 2026-7100-5290; and Appendix D shows 2026-7400-59000. Could the City please confirm the number to use on the response form and in the email subject line?

Addendum #2 has corrected Appendix A and D to reflect 2026-7400-9500 as the Request Number.

Question 2. Addendum 1 adds Fees and Expenses as a 15-point criterion. Could the City please confirm the following:

- The required fee format (lump sum, or hourly rates to an upset limit);

  Addendum #2 identifies the required fee format in Section 15.0 – SCHEDULE B: RATES, FEES, EXPENSES

- Whether disbursements and travel are to be included in the evaluated amount;

  Disbursements and travel are to be included in the evaluated amount.

- How points will be allocated;

  The evaluation team will apply the Low-Price Proportional (Ratio) Method.

- Whether a project budget can be shared.

  The project budget will not be shared.

Question 3. Appendix 1 (Allowable Expenses, p. 45) is blank. Could it be issued?

Appendix 1 is not intended to establish a separate schedule of reimbursable expenses. Proponents are to identify and include all anticipated disbursements and travel costs in Schedule B – Rates, Fees, Expenses, as required by Addendum No. 2. No additional expenses will be reimbursed unless expressly approved in writing by the City.

Question 4. Could the City please confirm the email address to which electronic proposals are to be sent, and whether submission through BC Bid is also accepted?

The electronic proposals are to be sent to the Airport Manager - Enrico Moehrle emoehrle@trail.ca and BC Bid submission instruction are outlined in Section 3.1

Question 5. The Closing Date of November 29, 2026 falls on a Sunday. Could the City please confirm the date, and how a proponent should reach the City Contact that day if an email submission is not acknowledged within 30 minutes (ref. Section 3.1, p. 8)?

Addendum #2 identifies November 30, 2026 as the adjusted Closing Date.

Question 6. Could the City please define Substantial Completion for May 31, 2027 (Section 7.5, p. 23)? For example, does it mean delivery of the Draft Master Plan or Council approval of the Final Master Plan?

Substantial completion at minimum should be delivery of the Draft Master Plan.

Question 7. Could the City please confirm whether criterion 5 will be scored against the dates in Section 7.5 or against the proponent's proposed schedule?

Criterion 5 will be scored primarily against dates in Section 7.5 however, a Proponent's schedule will be taken into consideration.

Question 8. Could the City please make available the 2011 to 2031 Airport Master Plan, and list the other information it will provide to the successful Proponent? For example: traffic and passenger statistics, lease and tenant information, financial statements, pavement and survey data, zoning and obstacle surveys, and the dates and scope of the runway extension and other works completed since the City acquired the airport.

The City will provide the successful Proponent with relevant information in its possession that is reasonably available and applicable to the preparation of the Master Plan, including the previous Airport Master Plan and available airport data, studies, surveys and records of completed works. The City does not warrant that every category of information identified in the question exists or is available

Question 9. Could the City please confirm its expectations under Section 7.3 (p. 22): which First Nations and stakeholders the City expects to be engaged, whether the City will make the introductions, and the anticipated number of public events and Council presentations?

The City can assist with introductions to relevant First Nations, stakeholders and community representatives. Proponents should identify a proposed consultation approach, including anticipated events and presentations, in their methodology and schedule. The final approach will be confirmed with the successful Proponent.

Question 10. Could the City please confirm the number of hard copies of the Final Master Plan required (Section 7.4, p. 23)?

2 hard copies and 1 digital copy of the Final Master Plan will be required.

Question 11. Could the City please confirm whether there is a page limit for proposals?

The Proponent will submit a detailed proposal, maximum of thirty (30) pages in total, for the work described in this RFP. Cover pages, CV's and corporate brochures do not count towards page limit.

Question 12. Could the City please confirm whether fees are to appear in the same PDF as the technical proposal or in a separate document, and whether taxes are to be shown separately? Could the City also confirm the applicable tie-break rule, as Section 5.1 refers to the highest revenue share while Section 5.1.3 refers to the lowest price?

Fees are to appear in the same PDF as the technical proposal including taxes. Addendum #2 has updated Section 5.1 to reflect that in the event of a tie score for leading Proponent the Proponent offering the lowest price will become the leading Proponent.

Question 13. Section 4.1 states that submitting a proposal indicates acceptance of the RFP terms, while Sections 5.1.5 and Appendix C invite proponents to identify contract terms for negotiation. Could the City please confirm that such items may be listed in the proposal and how they will be treated in evaluation? Schedules A, C and F are blank; could the City confirm that the successful Proponent's proposal, including its stated assumptions, will form Schedule A?

Proponents may identify any proposed exceptions to, or terms requiring clarification or negotiation in relation to, the pro-forma contract in their submissions. Any such items will be considered by the City in accordance with the RFP, including the post-closing negotiation provisions. The identification of an exception or assumption does not constitute acceptance by the City. Schedule A – Services will be finalized as part of the written agreement with the successful Proponent and will reflect the scope agreed to by the parties; the successful Proponent's proposal will be considered but will not automatically become Schedule A in its entirety.

Question 14. Section 8.1 specifies $1 million in professional liability coverage, while Schedule D sets limits by contract value. Could the City please confirm the governing professional liability requirement, and that the additional-insured condition applies only to commercial general liability?

The required Professional Liability coverage for the Consultant is $1 million each claim, as set out in the insurance requirements in the RFP. The City's intention is that the City be named as an additional insured under the Commercial General Liability policy. Professional Liability insurance is to be maintained at the stated limit.

Question 15. The Signature and Response Form (Appendix A) includes a declaration of site knowledge, while the site visit follows award (Section 7.5). Could the City please confirm that proponents may rely on published and available site information when signing Appendix A?

The site visit identified in Section 7.5 is scheduled to occur following award. For the purposes of the Appendix A declaration, proponents may rely on the information included in the RFP, addenda and other information made available by the City, together with their own review of publicly available information. A pre-submission site visit is not required. The declaration does not represent that proponents have undertaken a physical inspection of the airport before submitting a proposal.

Question 16. Could the City please confirm the number of references and recent previous contracts to be provided under Sections 6.2.2.1 and 6.2.2.2, and the period intended by "recent"? Do the table rows represent a required quantity or only space for responses?

Proponents are not limited to provide a specific number of references and previous contracts.

Question 17. Section 7.5 shows award on December 14, 2026 and a site visit in January or February 2027. Could the City please confirm the anticipated contract execution date, whether work may begin on notice of award, and whether the site visit may be held earlier? Could the City also confirm which meetings it expects to be in person and whether progress meetings may be held virtually?

The notice of award and contract execution date will be determined after Proponent selection. Meetings can be held in person or virtually.

Question 18. Could the City please describe the roles of the Trail Regional Airport Advisory Committee and Council in reviewing and approving the Master Plan, the number of presentations expected to each, and the anticipated number and duration of City review cycles?

The Trail Regional Airport Advisory Committee is a Select Committee established in accordance with Section 142 of the Community Charter. The mandate of this Committee is to serve in an advisory capacity to Council by providing insight, make recommendations, and foster new partnerships to improve services, facilities and advancements at the Trail Regional Airport. The Advisory Committee provides advice and recommendations to Council. Final consideration and approval of the Master Plan rests with Council. The number of presentations and anticipated duration of City review cycles will be determined based on the selected Proponent's proposal.

Question 19. Does the City expect interim deliverables or review points before the Draft Master Plan, such as a baseline report or a forecast and options memorandum?

The Proponent should identify appropriate interim deliverables and review points in its proposed methodology and schedule. These may include a baseline assessment and preliminary demand forecast/options analysis. The specific format and timing will be confirmed with the successful Proponent.

Question 20. Could the City please confirm the intended planning horizon for the updated Airport Master Plan and the number or types of development and demand scenarios expected?

A Master Plan with a 20-year forecasted planning horizon is required. Developments and demand scenarios will need to be established.

Question 21. For the Passenger Leakage Considerations and Demand Assessment (Section 7.1), does the City anticipate a desktop review of existing market data, or primary research such as passenger surveys or purchased origin-destination data?

Any proposed surveys, purchased origin-destination data or other primary research should be identified separately in the proposal, including associated costs, and will not be assumed to be authorized unless agreed by the City.

Question 22. Has the City identified current or target design aircraft and anticipated service categories, or should the consultant develop these through the demand assessment? The airport has an existing design aircraft type.

The Proponent should review the existing design basis and assess whether it remains appropriate in light of the demand assessment and anticipated future growth. Recommendations regarding future design aircraft and service categories should form part of the Master Plan.

Question 23. Could the City please confirm the expected format of consultation sessions and of the public exhibition of the Draft Master Plan, including whether in-person events are expected, who is responsible for invitations and coordination, and whether the City can provide a venue, public notices and logistical support?

The Proponent is responsible for proposing and carrying out the consultation approach required by Appendix B, including meaningful engagement with First Nations, tenants, airport users, local industry and the public, and a public exhibition of the Draft Master Plan. The proposal should identify the recommended format, anticipated number of sessions or events, facilitation and logistical requirements, and associated costs. The City can assist with introductions and coordination with relevant local contacts. The specific arrangements, including use of City facilities where available, will be confirmed with the successful Proponent.

Question 24. For the Site Inspection, Facilities and Property Gap Analysis and Environmental Considerations (Section 7.1), is the expected assessment limited to a visual site review and a planning-level review of available records and environmental information, or does the City anticipate condition inspections, measured surveys, field assessments or sampling? Please advise of relevant airside-access arrangements.

The RFP anticipates a site inspection and a planning-level review of airport facilities, property and available environmental information sufficient to inform the Airport Master Plan. The City is not seeking intrusive investigations, environmental sampling, geotechnical testing, detailed engineering condition assessments or new measured surveys as part of the base scope unless specifically identified and approved by the City. Proponents should identify any additional investigations they consider necessary, explain the rationale and provide separate pricing. Airside access and any required escort or operational arrangements will be coordinated with the Airport Manager following award.

Question 25. Could the City please confirm the expected level of detail for the Airport Land Use Plan, the preferred electronic deliverable formats, and whether editable GIS, CAD or other source files are required in addition to the Master Plan report?

The Airport Land Use Plan is to be included as a component of the Airport Master Plan at a level of detail appropriate to a long-range planning document. The final Master Plan is to be provided in PDF and hard-copy formats as set out in the RFP. Editable GIS, CAD or other native source files are not specifically required by the RFP unless such files are developed as part of the agreed scope. Proponents should identify any proposed digital mapping or source-file deliverables in their methodology and pricing.

Question 26. Could the City please clarify the expected level of cost estimate detail and accuracy (Sections 7.1 and 7.4), and whether expenditures are to be prioritized and phased by short-, medium- and long-term periods?

The RFP requires a detailed cost estimate of planned expenditures and a budgetary analysis to support the Master Plan's recommendations. The estimates are intended for long-range airport planning and prioritization, based on the information reasonably available at the time; they are not construction-ready estimates. The Proponent should identify the basis, assumptions, exclusions and anticipated level of accuracy of its estimates. Recommendations should be prioritized and organized into practical short-, medium- and long-term implementation phases.

Question 26. Is WSIB (Workplace Safety and Insurance Board) an acceptable alternate means of meeting the workplace safety coverage requirements of the RFP?

The City would be prepared to consider an Ontario-based company's WSIB coverage as an alternative to WorkSafeBC registration, provided the company can demonstrate that it maintains valid workers' compensation coverage and that its proposed operations in British Columbia comply with applicable WorkSafeBC requirements. Please provide a current WSIB clearance certificate and confirmation that your proposed consulting activities in British Columbia are covered under your existing WSIB coverage, or that you will obtain any additional coverage required by WorkSafeBC. The City reserves the right to request further documentation to confirm compliance with applicable workers' compensation requirements prior to entering into a contract.

Thank you for your attention to this.

Confirm receipt of this addendum in your response. End of Addendum #2