



Development Services/ Economic Development

**Request for Quotations
No. 2025-DS-01**

**Mountain Bike Trail Network Planning and
Feasibility Study**

For further information
please contact:

Jake Belobaba
Director of Development
Services
250-245-6405
jbelobaba@ladysmith.ca

RFQ Issue Date: **May 29, 2025**
RFQ Closing Date: **June 18, 2025 1:30 pm,**
RFQ Opening: **June 18, 2025 1:45 pm,**
Location of Bid Opening: **Ladysmith City Hall**



1. Introduction

The Town of Ladysmith is seeking quotes from qualified firms to complete a plan and feasibility study for a mountain bike trail network on lands within and adjacent to the Town.

Developing a mountain bike trail network is identified as a high priority project in the Town's [Official Community Plan](#), [Economic Development Strategy](#) and [2023-2026 Strategic Plan](#).

Ladysmith and the surrounding mountainous terrain provide an ideal venue for a world-class mountain biking destination. Ladysmith is located 88 km north of Victoria and 23 km south of Nanaimo, (just 9 km from Nanaimo Airport). A large mountain ridgeline and foothills formed by the massifs of Mount Brenton (1,200m), Coronation Mountain (1,319 m), and Mount Hall (1,312m) form the Town's western backdrop, and the region enjoys the warmest winter temperatures in Canada, providing the potential for year-round trail access, even at higher elevations.

Unsanctioned mountain bike trails have already been developed in the area. However, most of the lands where existing and future trails are, or will be, located are owned by Mosaic, or are crown woodlots over which the Stz'uminus First Nation holds the harvesting license (see Schedule A).

Success in building a world-class mountain biking destination, first requires a funding-ready plan for a trail network agreeable to all landholders.

The Town has received \$59,798 in funding from the Province's Rural Economic Diversification Investment Program and contributed a further \$21,760 to produce:

1. A feasibility and conceptual trail network plan
2. Land use agreements
3. An economic impact assessment.

2. Required Project Deliverables

The Town is seeking a qualified consultant to produce items 1 and 2. A separate request for Quotations (RFQ) will be issued for item 3 in 2026.

REDIP funding is subject to a tight schedule, **and the Town intends to complete the project by June of 2026.** The project has the following milestones:

Milestone:	Completion Date
Milestone 1. Data acquisition and organization. Obtain data including, but not limited to, planned and existing cut blocks and roads, topography,	June-July 2025

Milestone:	Completion Date
environmentally/culturally sensitive areas, and POIs. Some fieldwork may be warranted to collect unmapped features (e.g. historic rail beds). Organize and file in appropriate formats.	
Milestone 2. Opportunities and constraints mapping and initial landowner/stakeholder engagement. GIS analysis to determine areas that are suitable, ideal, and unsuitable for trail development based on physical, land use, logistical and regulatory parameters. Stakeholder/landowner engagement to determine preferred locations for field reconnaissance and further analysis.	July 2025-September 2025
Milestone 3. Field reconnaissance. Evaluate trail locations for suitability. Ground truthing of POIs, access routes, terrain, assess for undocumented opportunities (e.g. appealing natural features) and constraints (e.g. hazards, environmentally sensitive areas etc.)	August-September 2025
Milestone 4. Present preliminary findings and concepts for trail network design. Initial assessment to determine if identified areas are viable and acceptable to stakeholders/landowners.	September 2025
Milestone 5. Secondary field reconnaissance (if required). If results of preliminary findings and concepts are unworkable or if initial field reconnaissance has been hindered by wildfire risk etc.	September-October 2025
Milestone 6. Present preliminary findings (if required): See Milestone 4	October 2025
Milestone 7. Prepare final draft of trail network concept.	October-November 2025
Milestone 8. Stakeholder/Landowner Engagement. Present final draft to Town and Stz'uminus Councils, Mosaic executives etc. Refine and present again as required. Finalize trail network concept.	December 2025-January 2026
Milestone 9. Economic Impact Assessment work with economist and industry experts to determine tourism draw of proposed trail network (Note: Milestone 9 is not in scope for this RFQ.)	January 2026
Milestone 10. Presentation of final report, execution of agreements, celebration and applications for construction funding. (Note: Milestone 10 is not in scope for this RFQ.)	February-May 2026

The budget for Milestones 1-8 (i.e. the scope of this RFQ) is a **maximum of \$51,000**. The Town will be issuing a separate RFQ for the Economic Impact Assessment in Milestone 9 for which the successful proponent will be eligible to bid on. Drafting land use agreements will be undertaken by the Town's solicitor and is also out of scope for this RFQ, however, the successful bidder is expected to provide technical expertise and support when terms for these agreements are negotiated.

3. Response Content

All respondents should include the following information in their submission

1. A list of team members with a description of their qualifications (max 200 words/team member). Each response must list hourly rates for each team member.

2. Project budget broken down by project milestone. At minimum, the budget must include: staff time, total number of hours per team member, travel and meals, incidentals, disbursements and administration fees. Proponents should also highlight services not included in their submission that are available on an on-call, added-cost basis (e.g. specialists, or special services) and the cost for such services.
3. Comparable Experience. Submissions should describe comparable projects completed by the proponent. Experience must span both forestry and mountain bike trail development. Preference will be given to proponents with extensive experience working with First Nations, First Nations Forestry Organizations, Outdoor Enthusiasts (specifically mountain bikers) and Owners of Private Managed Forest Lands. An intricate and contemporary understanding of the sport of mountain biking is also required. Preference will be given to proponents who demonstrate extensive experience riding and trail planning/building in coastal British Columbia, and familiarity with other regions where mountain biking has been a major catalyst for economic development.
4. A summary of technological proficiencies and capabilities. Proponents must be able to produce GIS data compatible with ArcGIS Pro.
5. A summary of the proponent's skills and equipment available for backcountry travel and fieldwork. The successful proponent must be capable of safely travelling to remote areas using 4x4 or ATVs, on foot and by mountain bike or e-bike.
6. A minimum of three references.

4. Enquiries

All enquiries related to this RFQ are to be directed to:

Jake Belobaba, Director of Development Services
jbelobaba@ladysmith.ca
250-245-6405

5. RFQ Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (www.ladysmith.ca/city-hall/bid-opportunities) and on BC Bid.

6. Quote Submission

Proponents are requested to submit their quotes and supporting materials **no later than 1:30pm on June 18, 2025** to the attention of:

Sue Bouma, Manager of Corporate Services
Town of Ladysmith
410 Esplanade - PO Box 220
Ladysmith, BC V9G 1A2
Email: bid@ladysmith.ca

Quotes must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of quotes via email or facsimile will be cause for rejection of a quote.

All submissions must be clearly marked "Request for Quotations No. 2025-DS-01" and be **no longer than 5 pages in length, excluding appendices and attachments.**

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured
- Federal, provincial and municipal permits when and where applicable

Submissions in response to this RFQ will be opened publicly at the Town of Ladysmith City Hall on **June 18, 2025 at 1:45pm.**

7. Evaluation

The Town will evaluate quotes based upon but not limited to, the following:

- Qualifications and demonstrated experience of the proponent (75%)
- Fee quote (20%)
- Reference checks (5%)

The Town reserves the right to accept or reject any or all quotes either whole or in part at any time, or waive formalities in, or accept a quote either whole or in part which is deemed most favorable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted quote and, should it decide to abandon the same, it may, at any time, invite further quotes for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFQ will not necessarily be accepted. Submissions will be considered on their merits, and it is not the intention of the Town to buy on price alone.

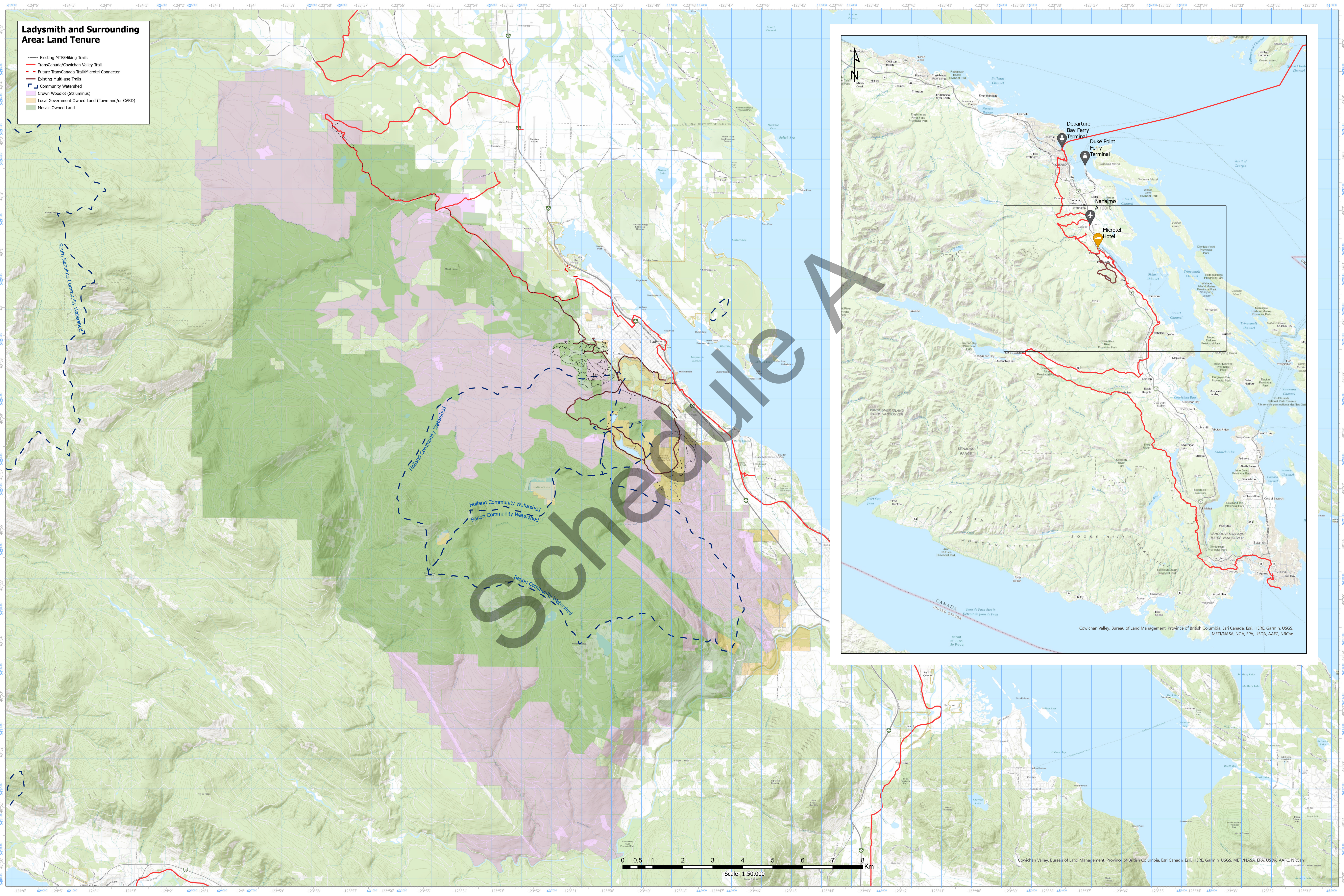
8. Ownership of Quotes and Related Information

All quotes and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The quotes will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This RFQ and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

Ladysmith and Surrounding Area: Land Tenure

- Existing MTB/Hiking Trails
- TransCanada/Cowichan Valley Trail
- Future TransCanada Trail/Microtel Connector
- Existing Multi-use Trails
- Community Watershed
- Crown Woodlot (Stz'minus)
- Local Government Owned Land (Town and/or CVRD)
- Mosaic Owned Land



Cowichan Valley, Bureau of Land Management, Province of British Columbia, Esri Canada, Esri, HERE, Garmin, USGS, METI/NASA, NGA, EPA, USDA, AAFIC, NRCan

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