



## TOWN OF LAKE COWICHAN

### REQUEST FOR PROPOSALS

#### Consulting Services for Development Cost Charge Program

The Town of Lake Cowichan (the "Town") is seeking the services of an experienced engineering/planning consultant to review and recommend changes to the Town's Development Cost Charge (DCC) program.

The consultant must be familiar with the respective provisions of the Community Charter and Local Government Act; as well as the latest "Development Cost Charge Best Practices Guide" and "Development Finance Choices Guide" documents, published by the Local Government Department of the Ministry of Municipal Affairs.

All materials submitted regarding this RFP and deliverables from the subsequent contract with the successful consultant will become the property of the Town. The Town is not liable for any costs incurred by entities prior to the execution of the contract. For further details go [here](#).

The Town reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received and accept any proportion of any submission if deemed in the best interest of the project and the Town.

Interested proponents may submit their proposals marked "Contract DCC 2021 – Development Cost Charge Program Review" by no later than 4.00 p.m., September 23<sup>rd</sup>, 2021, which should include schedule of tasks, timelines, and level of effort to complete each task and deliverables and fees by email or hard copy to:

Joseph Fernandez, CAO  
P.O Box 860, 39 South Shore Road  
Lake Cowichan, BC V0R 2G0

[jfernandez@lakecowichan.ca](mailto:jfernandez@lakecowichan.ca)