



Request for Proposal

Economic Impact Study

Date of Issue: May 8, 2026

Response due by: June 1, 2026 2:00pm Pacific Time

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DEFINITIONS

The following definitions apply:

“Airport” means the Victoria International Airport. “Airport”, “Victoria International Airport”, and “YYJ” shall have equivalent meanings.

“Authority” means Victoria Airport Authority. “Authority”, “Airport Authority”, and “VAA” shall have equivalent meanings.

“Authority’s Authorized Representative” means the person designated by the Authority from time to time to act as the Authority’s representative for the purposes of this RFP, or his/her designate.

“Catalytic” impacts refer to broader economic activity enabled by the airport, including tourism, business connectivity, trade facilitation, and investment attraction that would not occur in the absence of the airport.

“Contract” has the meaning ascribed to it under Section 4.0 of this RFP and a draft of which Contract is attached to this RFP at Appendix A.

“Must”, “mandatory”, “required”, or “shall” means a specific criteria or requirement essential to be met for the Proposal to receive and continue to receive consideration.

“Proponent” means the person, firm or corporation receiving and responding to this RFP.

“Proposal” means the Proponent’s response to this RFP.

“RFP” means this Request for Proposals and includes any modifications or additions made by addenda (if any) issued by the Authority prior to the closing date and time.

“Should” or “desirable”, “or preferred” means a requirement having a specific or significant degree of importance to meet the RFP objectives

1.0 OVERVIEW

1.1 ABOUT VICTORIA INTERNATIONAL AIRPORT

Victoria, the provincial capital of British Columbia, is located on the southern tip of Vancouver Island off Canada's Pacific Coast and enjoys one of Canada's mildest climates. Almost half of Vancouver Island's population of approximately 870,000 lives in the Victoria region and at the southern end of the Island.

The Authority respectfully acknowledges that its operations take place on the traditional territories of the WSÁNEĆ people, whose deep connection to this land endures to this day. The Authority has entered into a Friendship Agreement with the WSÁNEĆ Nations, reflecting a shared commitment to collaboration, respect, and long-term partnership. The Authority is committed to fostering strong relationships with the Tseycum First Nation, Tsartlip First Nation, Tsawout First Nation, and Pauquachin First Nation, including seeking meaningful opportunities to partner in all aspects of the airport's operations and future development, ensuring mutual benefits and shared success.

Victoria International Airport (YYJ) is operated by the Victoria Airport Authority (the "Authority"), a not-for-profit corporation responsible for the safe, secure, and efficient management and development of the airport. YYJ serves the Greater Victoria region and surrounding areas and is primarily an O&D (origin and destination) airport. It is the third busiest airport in British Columbia by passenger volume, after Vancouver and Kelowna, handling nearly 1.99 million passengers in 2025, and is the eleventh busiest airport in Canada.

YYJ is the largest airport on Vancouver Island and serves the capital city of British Columbia, Victoria, as well as the broader Capital Regional District (CRD), which has a rapidly growing population currently estimated at approximately 460,000 and projected to grow to 524,000 by 2046. In line with other federal, provincial and local strategic initiatives, the Authority's corporate strategy is positive, future-focused and growth oriented to match anticipated needs.

1.2 PURPOSE OF RFP

Victoria Airport Authority is issuing this Request for Proposals (RFP) to retain a qualified consultant to conduct an Economic Impact Study of Victoria International Airport (YYJ) in 2026.

YYJ is a key economic driver on Vancouver Island, and as critical transportation infrastructure, serves as an economic multiplier and enabler supporting regional prosperity, connectivity, tourism, trade, and business growth. This study will quantify YYJ's role in regional economic activity, employment, taxation, output, and broader catalytic economic contributions, including tourism and business connectivity.

The study will support the Authority's strategic objective of enhancing engagement with all levels of government and the broader community. Consistent with the Authority's goal of being

an airport engaged with the community, the results will provide clear, evidence-based analysis to demonstrate YYJ's role as a critical economic driver and contributor to regional prosperity.

The findings will be used to support marketing, government relations, business development, and public engagement efforts, while helping to build awareness, foster collaboration, and support informed decision-making among municipal, provincial, and federal partners, as well as the communities served by the airport.

1.3 INVITATION

The Authority invites Proponents to submit a detailed Proposal in response to the scope as defined under Section 3.0 of this RFP.

1.4 KEY TARGET DATES

Following are the Key Target Dates and Events with respect to this RFP process. Such dates are not guaranteed and may change based upon circumstances.

A. Request for Proposals issued:	Friday, May 8, 2026
B. Receipt Confirmation Form	on or before Wednesday, May 13, 2026
C. Deadline for Questions:	Monday, May 18, 2026
D. Question Response Deadline:	Friday, May 22, 2026
E. Closing Date for Submission of Proposals:	Monday, June 1, 2026
F. Award to Successful Proponent (if any):	Monday, June 22, 2026

1.5 ISSUING OFFICE / AUTHORITY REPRESENTATIVE

Victoria Airport Authority
201 – 1640 Electra Boulevard
Sidney, BC V8L 5V4

Attention: Sherri Brooks, Commercial Development Officer
Phone: (250) 953-7588
E-mail: sherri.brooks@yyj.ca

1.6 INQUIRIES

All inquiries and other communications relating to this RFP and any subsequent contract are to be directed in writing only to the above-named person, who is the Authority's Authorized Representative.

Depending upon the nature of the inquiry, the Authority may respond to the inquirer in writing or if appropriate, issue a written addendum to the RFP to all Proponents.

The Authority shall have no responsibility for, and the Proponent agrees not to rely upon communications, representations or statements from any other person regarding this RFP, its subject matter, or any subsequent contract.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 PROPOSAL SUBMISSION DETAILS

Each Proponent shall, before submitting its Proposal, thoroughly examine and assess the Proposal documents and materials needed to carry out and perform the services. The Proponent must also be knowledgeable of all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour market, and other circumstances, which may affect the Proposal. Submission of a Proposal constitutes a representation by the Proponent that it is familiar with and accepts all of the foregoing.

The Proponent must submit one (1) fully executed digital proposal of its completed Proposal including applicable schedules prior to the closing date and time, by email to sherri.brooks@yyj.ca BY 2:00 p.m. local time (PST) on Monday, June 1, 2026.

It is the Proponent's responsibility to ensure that their Proposal submission meets the deadline stipulated above, the time stamp in the Authority's email inbox will be the official time received.

The Proponent's Proposal must be signed by an authorized signatory of the Proponent.

The Proponent must note in the email subject line that the Proposal is for "2026 YYJ Economic Impact Study RFP".

Hard copy Proposals will not be accepted.

Proposals sent by facsimile will not be accepted; mis-delivered Proposals may not be accepted.

The Authority reserves the right to make additional copies of all or part of the Proponent's Proposal for internal use or for any other purpose required by law. Proposals will NOT be publicly opened. The Proponent will be advised of the results after evaluations of all Proposals received are complete.

The Authority reserves the right in its sole discretion to extend the closing date prior to the closing date and time and will endeavor to notify the Proponent as soon as practically possible in the event of any extension of the closing date.

Proposals received after the closing date and time will not be accepted.

2.2 PROPOSAL COSTS

This RFP does not obligate the Authority to pay any costs the Proponent may incur in the preparation of their Proposal. All costs and expenses with respect to the submission of a Proposal pursuant to this RFP shall be the sole responsibility of the Proponent and the Authority assumes no liability whatsoever for any Proponent costs and expenses.

2.3 OWNERSHIP

All Proposals and supporting material will become the property of the Authority.

2.4 WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn prior to the closing date and time only. Withdrawal notification must be in written form and may be attached to an email to the Authority's Representative and received by the Authority prior to the closing date and time.

2.5 ADDENDUM

The Authority may, at any time prior to the closing date and time, issue additional information, clarifications, or modifications to the RFP by written addenda issued by the Authority's Representative or his/her designate only. Any addenda shall be considered an integral part of the RFP.

To receive any addenda, the Proponent must complete and submit a copy of the completed *Schedule One- RFP Receipt Confirmation Form* to the Authority as set out therein.

The Authority will post addenda to its website and will otherwise use reasonable efforts to notify Proponents of any such addenda, but it is the Proponent's sole responsibility to ensure receipt of all addenda before submitting their Proposal.

2.6 OMISSIONS AND DISCREPANCIES

If the Proponent is in doubt as to the meaning or interpretation of anything in the RFP, find any discrepancies in, or find omissions from the RFP, the Proponent should immediately contact the Authority's Representative.

The Proponent shall be solely responsible for any error, omissions, discrepancies or misunderstandings resulting from the Proponent's failure to examine thoroughly the RFP and from the Proponent's failure to enquire further with the Authority.

2.7 INTERPRETATION

No oral interpretation of this RFP by anyone, whether or not employed by the Authority, shall be effective to alter or modify any of the provisions in the RFP.

Every request for interpretation of the meaning of any of the requirements of the RFP shall be made in writing to the Authority's Representative only.

2.8 PARTNERING / STRATEGIC ALLIANCES

The Proponent may partner with other third parties in order to fulfill all of the requirements set out in this RFP, provided that all partners, joint venturers and the like:

- sign the signatory page of the Proposal,
- provide similar company profiles for each organization, and any other documents as may, from time to time, be required by the Authority.

Proposals that include partnerships must include how the partnership will function within the delivery of the services. It is expected that the prime consultant identified in the proposal will manage and assume responsibility of the sub-consultant.

2.9 NO COLLUSION

Except as specified within its Proposal, the Proponent declares that no other person, either natural or corporate, has or will have any interest or share, directly or indirectly, in this Proposal or in the proposed Contract, which may be awarded. By submitting a Proposal, the Proponent warrants that there is no collusion or arrangement, formal or informal, between the Proponent and any other actual or prospective Proponent in connection with its Proposal submitted for this RFP; the Proponent has no knowledge of the contents of any other Proposal; and the Proponent has made no comparison of figures, agreement or arrangement, express or implied, with any other party in connection with the making of its Proposal, except as declared within the Proposal.

2.10 DISCLOSURE OF INTEREST

The Proponent is required to fully disclose in its Proposal:

- a) Any relationship the Proponent may have with any employee, officer or director of the Authority; and
- b) The nature of that relationship.

Failure to disclose, or false or insufficient disclosure of the nature and extent of the relationship the Proponent may have with an employee, officer or director of the Authority shall be grounds for termination of any Contract with the Authority in the Authority's sole discretion without further liability or notice.

2.11 SELECTION PROCESS

Following the closing date and time, it is the intention of the Authority to evaluate all Proposals received in accordance with the evaluation criteria described in the RFP documents.

In addition to Section 2.23 of this RFP - *Reserved Rights of the Authority*, the Authority further expressly reserves the right in its sole discretion to:

- a) Clarify any Proposal received without becoming obligated to offer the same opportunity to any or all of the other Proponents.

- b) Negotiate with one or more Proponents prior to award without becoming obligated to offer the same opportunity to any or all other Proponents.
- c) Waive any minor or technical non-compliance by a Proponent with the requirements of this RFP without becoming obligated to waive any other non-compliance by any other Proponent; and
- d) Accept any Proposal(s) which in the Authority's opinion offers best overall value or are the most advantageous Proposal(s) for the Authority.

The Authority shall not be bound by this RFP to accept any or all Proposals and may cancel this RFP in whole or in part at any time without any liability whatsoever.

2.12 EVALUATION CRITERIA

The Authority will evaluate all Proposals based on overall value and the extent to which the Proposal demonstrates the ability to successfully deliver the services described in this RFP. Evaluation considerations may include, but are not limited to, the following:

- Experience with airport or regional economic impact studies
- Firm qualifications and references
- Project team and key qualifications
- Project methodology and deliverable plan
- Project schedule and timeline
- Project budget and overall value
- Quality and clarity of the Proposal submission

The evaluation process may include a short list based on the stated criteria. Short-listed Proponents may be asked to respond to questions and to provide additional information with respect to their Proposal.

The Proposal with the best financial offer or score will not necessarily be accepted. The Authority reserves the right to accept the Proposal that it deems most advantageous for the Authority and the right to reject any or all Proposals for any reason. The Authority has the right to negotiate a best and final offer. The Authority will not disclose the ratings of the Proposals.

2.13 WAIVER OF NON-COMPLIANCE

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions may be disqualified or rejected. The Authority may, however, in its sole discretion, retain, for its consideration, evaluation and potential award, Proposals which are non-conforming because they do not contain the content or form required by the instructions in this RFP or because the Proposal does not comply with the process for submission set out in the instructions in this RFP.

2.14 CONFIDENTIALITY

Notwithstanding anything contained herein, the Proponent agrees that it will not exploit any information, whether delivered to the Proponent by the Authority, or whether retrieved by the

Proponent by any other means and will make no direct or indirect disclosure to any other party of said information without the prior, express written agreement of the Authority.

2.15 APPLICABLE LAW

The laws and courts of British Columbia shall apply and have exclusive jurisdiction over this RFP and any subsequent Contract which may be awarded.

2.16 COMPLIANCE WITH LAWS

The Proponent with whom the Authority chooses to enter into a Contract, if any, shall comply with all federal, provincial, and local laws, regulations, requirements and orders applicable to the performance of any Contract which may result from this RFP process.

2.17 NO LIABILITY

By submitting a Proposal, the Proponent agrees that in no event will the Proponent claim damages for any amount whatsoever for any cost incurred by the Proponent in preparing its Proposal or for matters relating to any agreement or matters concerning the competitive process, and, the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

Any information contained in this RFP and attachments is provided to assist the Proponent in the preparation and submission of its Proposal. The Authority assumes no responsibility for the use of this information for any other purpose.

2.18 CONSENT TO INVESTIGATION

In order to allow the Authority to properly determine the qualifications and capabilities of a Proponent, the Authority reserves the right in its sole discretion to conduct such investigations of a Proponent's business experience, financial capability and business practices as it deems necessary, and the Proponent agrees to permit and cooperate with such investigations.

2.19 ALTERING DOCUMENTS

Proponents must not electronically alter any portion of this RFP with the exception of adding the information requested. To do so, will invalidate the Proponent's Proposal or response.

2.20 DISCLAIMER

While precautions have been taken to ensure that this file will not interfere with or cause damage to your system or its existing data, the Authority accepts no responsibility for damages that may be caused by this file and makes no other warranty or representation, either expressed or implied with respect to this file. This file is provided "as is" and you, as the user, assume the entire risk when you use it.

2.21 WAIVER

Due to the vagaries of electronic transmissions, the Authority does not guarantee, nor will it be liable for the accuracy of what is read or what is downloaded in this file.

2.22 OWNERSHIP

All Proposals and supporting material will become the property of the Authority.

2.23 RESERVED RIGHTS OF THE AUTHORITY

The Authority reserves the right to request clarifications and/or additional information as is necessary to properly evaluate a Proposal, negotiate with any Proponent or with another Proponent or Proponents concurrently. The Authority is not required to offer any modified terms to other Proponents. The Authority shall incur no liability to any Respondents as a result of such negotiations or modifications.

The Authority reserves the right to cancel this RFP, to reject any or all Proposals; to re-advertise for Proposals if necessary; to waive minor irregularities and formalities; and to accept the Proposal which offers, in the Authority's sole judgement, the best overall value for the Authority. All expenses incurred by the Proponents will be solely at its own cost.

This RFP does not constitute an offer. No Contract shall result upon submission of Proposals. The Authority is not under obligation to enter into a Contract with anyone in connection with this RFP or responses received, nor pay for any costs incurred in the preparation of Proposals submitted in response to this RFP.

The Authority will consider past performance of the Proponent on other agreements in terms of quality of work and compliance with terms and conditions of those agreements. The Authority may also utilize other available resources to determine the Proponent's record of past performance.

3.0 PROPOSAL

3.1 PROJECT SCOPE

The Economic Impact Study will include the following:

- **Quantitative assessment of direct, indirect, and induced economic impacts.**
 - Clear definition and distinction between economic output, GDP (value-added), labour income, and business revenues. Analysis shall be updated to current-year dollars using CPI adjustments.
 - Include employment, wages, GDP contribution, and economic output.
- **Benchmarking**
 - Benchmarking analysis comparing YYJ's economic impacts to similar Canadian airports and, where appropriate, regional transportation infrastructure assets, including per-passenger metrics and other normalized indicators where data is available and reasonably comparable.
- **Disaggregation by activity**
 - Disaggregation of economic impacts by major activity segments, including but not limited to passenger aviation, cargo operations, airport tenants, groundside commercial activities, and capital development.

- **Taxation impact analysis**
 - Breakdown of federal, provincial and local taxes generated by airport operations, land tenants, sub-tenants, commercial activities and capital investments, including major tax categories such as income, sales, fuel, and property taxes.
- **Capital expenditure economic impacts**
 - Analyze impact of major capital projects within the past five years and project impacts for upcoming investments.
- **Future economic impact modeling**
 - Forecast low, medium, and high economic impact scenarios based on YYJ's passenger and cargo projections, as well as anticipated growth in airport-related commercial activities, including operations associated with airport land tenants and non-aeronautical development.
- **Visitor economy linkage**
 - Assess YYJ's contribution to regional tourism, hotel occupancy, and rental vehicle usage.
 - Evaluate broader catalytic (enabled) impacts, including business connectivity, trade facilitation, and economic activity enabled by air service access.
- **Geographic breakdown**
 - Provide economic impact results at multiple geographic levels, including local (Greater Victoria/CRD), regional (Vancouver Island), and provincial (British Columbia), where data permits.
- **Sensitivity analysis**
 - Identification of key economic drivers and sensitivity analysis demonstrating how changes in passenger volumes, air service levels, cargo activity, and capital investment influence economic outcomes.
- **Indigenous participation**
 - Consideration of economic participation and opportunities related to First Nations, including employment, contracting, and partnership impacts where feasible and supported by available data.
- **Land development impacts**
 - Assessment of current and potential economic impacts associated with airport lands and commercial development opportunities, including groundside mixed-use and non-aeronautical revenue-generating uses.
- **Community and sustainability linkage**
 - Provide a brief narrative connecting YYJ's economic contribution to the Authority's community and sustainability commitments. This shall include employment quality metrics and may incorporate stakeholder perspectives from community partners, tourism organizations, and business groups.

3.2 DELIVERABLES

The consultant must provide the following:

- A comprehensive final report with methodology, findings and interpretations.
- A standalone executive summary suitable for general audiences.
- Infographic summary (1-2 pages) for external distribution.
- Development of key messaging statements and narrative summaries suitable for government relations, stakeholder engagement, and public communications.
- Two PowerPoint presentation decks summarizing key findings: one intended for internal use, and one intended for external use.
- Comparative charts and visuals illustrating YYJ's economic impact relative to peer airports and regional benchmarks.
- Clear visual representation of low, medium, and high growth scenarios, including key assumptions and drivers.
- All underlying data files (Excel/CSV) and source documentation.
- Electronic copies of all written materials and editable graphics.
- Presentation of findings to Authority staff and/or Board representatives.

3.3 PROPOSAL REQUIREMENTS

Proposals will be valid and open for acceptance by VAA for sixty (60) days after closing.

Specific detailed requirements are contained in each of the Schedules attached to this RFP. The Proponent's Proposal must include, but is not limited to:

- **Schedule One- Receipt Confirmation Form**
In order to receive any addenda, the Proponent is asked to complete and submit the receipt Confirmation Form by email to the Authority by Wednesday, May 13th, 2026.
- **Schedule Two- Submission Checklist**
This form is provided to assist the Proponent to ensure all Schedules have been submitted.
- **Schedule Three- Proposal Response Document**
In order to evaluate all Proposals received, a standard response document is required. To assist the Proponent in the submission, each section of the Proposal Response Document is listed in Schedule Three along with the content required. Written responses are to be made in the same sequence as indicated in Schedule Three using the same headings and numbers.
- **Schedule Four- Proponent's Declaration**
Proponents must sign declaration.

4.0 CONTRACT INFORMATION

4.1 NEGOTIATIONS

The Authority intends to negotiate and conclude a Contract with the most qualified and responsible Proponent offering the best overall value and quality and most advantageous Proposal.

In the event a Proponent and the Authority fail to reach agreement, negotiations may be terminated by the Authority, without any compensation whatsoever payable to the Proponent. An alternate Proponent may then be invited to participate in the negotiation process.

The process may be repeated as often as necessary.

4.2 REJECT AND RE-NEGOTIATE

The Authority may reject all Proposals received and re-advertise for Proposals if necessary. Such cancellation of the RFP process does not preclude the Authority from subsequently meeting with any Proponent to negotiate a Contract that best suits the needs of the Authority.

4.3 NO CONTRACTUAL OBLIGATION

The Authority shall not be obligated in any manner to any Proponent whatsoever until a written Contract has been negotiated and duly executed related to any Authority accepted Proposal.

4.4 CONTRACT OFFER

Any offer for a Contract at the Airport shall be made in writing only by the Authority's Authorized Representative.

4.5 FORM OF CONTRACT

The successful Proponent will be required to enter into a Professional Services Contract with the Authority in a form substantially similar to the form of Contract attached to this RFP at Appendix A (the "Contract"). The Authority reserves the right to negotiate, modify, and/or add any contract terms and conditions to the Contract.

Proponents are encouraged to carefully review the Form of Contract and must identify in their Proposal any objections to the terms and conditions, as well as any requested changes or clarifications. Any such exceptions must be clearly stated.

Failure to identify any exceptions in the Proposal will be deemed to constitute the Proponent's acceptance of the Form of Contract in its entirety.

The Proponent must satisfy itself in all respects as to the risks and obligations to be undertaken under any Contract entered into as a result of this RFP.

All or part of this RFP and all or part of the Proposal may be incorporated into and form an integral part of the Contract.

4.6 PROPOSAL AS PART OF CONTRACT

All or part of this Proposal may be incorporated into and form an integral part of the Contract.

4.7 INSURANCE

The successful Proponent will be required to obtain and maintain for the term of the Contract, the insurance requirements set out in the Contract, a copy of which is attached hereto as Appendix A.

The Proponent shall submit as part of its Proposal a letter from its insurer confirming that if successful, the Proponent will be able to meet such insurance requirements.

SCHEDULE ONE - RECEIPT CONFIRMATION FORM/INTENT TO SUBMIT A PROPOSAL

Proponents intending to submit a Proposal in response to this Request for Proposal must complete this form and return it on or before Wednesday, May 13, 2026, to receive any further distributed information about this Request for Proposal.

Submission of this form does not bind the Proponent in any way. Please submit this form by email as follows:

Sherry Brooks – Commercial Development Officer
Victoria Airport Authority
Email to: sherry.brooks@yyj.ca

This form acknowledges that:

- WE WILL BE submitting a Proposal for the above-noted RFP**
- WE WILL NOT BE submitting a Proposal for the above-noted RFP**

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ **PROVINCE:** _____ **POSTAL CODE:** _____

MAILING ADDRESS (IF DIFFERENT THAN ABOVE):

PHONE NUMBER: (____) _____

CONTACT PERSON: _____

TITLE: _____

E-MAIL ADDRESS: _____

SCHEDULE TWO - SUBMISSION CHECKLIST

Proponents are advised that Proposals that do not include all of the following documents will be considered incomplete and may be rejected.

Documents to be Submitted	Due Date	Included?
Schedule One - Receipt Confirmation Form/Intent to Submit a Proposal	On or Before May 13, 2026	<input type="checkbox"/>
Schedule Two – Submission Checklist	June 1, 2026	<input type="checkbox"/>
Schedule Three – Proposal Response Document	June 1, 2026	<input type="checkbox"/>
Schedule Four – Proponent’s Declaration	June 1, 2026	<input type="checkbox"/>

SCHEDULE THREE- PROPOSAL RESPONSE DOCUMENT

The Authority expects the Proponent, as a qualified expert, to identify within the Proposal the most appropriate methodology, data sources, analytical framework, and deliverables required to undertake a comprehensive Economic Impact Study for Victoria International Airport (YYJ).

1. INTRODUCTION AND SUMMARY

Provide a letter of introduction including your company name, brief corporate history, general description of the corporation, location of your offices and number of full-time employees.

Provide details of any partnerships or associations made concerning the Proposal submission. Certify that the information and financial details provided in the Proposal are accurate and will remain valid for a period of sixty (60) days after the date of closing.

The letter of introduction must be signed by a representative of the company who is authorized to sign on behalf of the company and legally bind the Proponent contractually.

2. CONTACT SUMMARY

Provide the name, address, telephone number and email address of the primary contact who will be responsible for the execution of the Contract responsibilities. Provide similar information for a designated alternate contact in the case of absence of the primary contact.

3. TABLE OF CONTENTS

List in table format, by page numbers, all sections, sub-sections and appendices of the Proposal.

4. QUALIFICATIONS AND COMPETENCY

Provide references for comparable economic impact studies completed for airports, transportation infrastructure assets, tourism organizations, public agencies, or other similar institutions, preferably within Canada. Include contact names and contact information for references familiar with the Proponent's performance, methodology, and quality of work.

Provide information for any subcontractors, subconsultants, or specialist advisors proposed to participate in the study, including a description of their role, qualifications, and relevant experience related to economic analysis, aviation, tourism, transportation, or public engagement.

Identify the key personnel proposed for this assignment, including their qualifications, areas of expertise, and experience conducting airport, transportation, tourism, or regional economic impact studies, including benchmarking, catalytic impact analysis, and stakeholder engagement.

5. CONFIRMATION OF ACCEPTANCE OF INSURANCE REQUIREMENTS

Confirm acceptance of the Insurance Requirements as per Section 4.7 of the RFP.

6. SCHEDULE

Proposed timeline and key milestones.

7. TECHNICAL PROPOSAL

7.1 Proposed Methodology and Analytical Approach

Describe the proposed economic modeling approach, analytical framework, and data sources to be used in completing the Economic Impact Study, including the treatment of direct, indirect, induced, and catalytic impacts. Proponents should identify how their methodology aligns with recognized economic modeling frameworks, industry standards, and best practices.

The Proposal should clearly describe how the Proponent intends to address the requirements identified in Section 3.1- Project Scope of this RFP.

The Proposal shall identify the proposed input-output model to be used including the applicable reference year and the methodology proposed for inflation and Consumer Price Index (CPI) adjustments.

Proponents should clearly identify any data requirements or information expected to be provided by the Authority.

7.2 Employment Survey and Data Collection Approach

Describe the proposed approach to direct employment and economic activity data collection, including whether a primary employer survey will be conducted.

The Proposal should identify the proposed survey population, including but not limited to:

- Airport terminal tenants
- Land tenants
- Sub-tenants; and
- Off-airport dependent firms

Proponents should also describe the methodology proposed for estimating employment and economic activity associated with non-responding firms.

7.3 Deliverables and Communications Approach

Describe the proposed approach to developing and presenting the deliverables identified in Section 3.2 of this RFP, including the use of visuals, infographics, benchmarking graphics, presentation materials, and communication tools intended for both internal and external audiences.

Include representative examples of previous report layouts, infographics, presentation materials, or other visual communication tools from comparable projects.

8. Financial Proposal

Provide a detailed financial proposal identifying all proposed fees, disbursements, subcontractor costs, optional services, and applicable taxes.

The budget should clearly identify:

- Project phases
- Staff roles and hourly rates
- Estimated hours by task
- Major deliverables; and
- Any assumptions affecting project costs.

9. Assumptions, Risks and Value-Added Services

Identify any assumptions, constraints, or risks associated with the proposed methodology, schedule, or data availability.

Proponents may also identify any additional value-added services, insights, benchmarking approaches or analytical enhancements that may benefit the Authority.

SCHEDULE FOUR- PROPONENT’S DECLARATION

The Proponent confirms it has obtained and carefully examined all documents comprising this Request for Proposal (RFP) including all addenda issued by the Victoria Airport Authority (Authority).

The Proponent, having reviewed all of the RFP, hereby undertakes and agrees to offer to the Authority to supply the services as described in the RFP.

Except as specified within its Proposal, the Proponent declares that no other person, either natural or corporate, has or will have any interest or share, directly or indirectly, in this Proposal or in the proposed Contract which may be awarded. There is no collusion or arrangement, formal or informal, between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this RFP; the Proponent has no knowledge of the contents of any other Proposal; and the Proponent has made no comparison of figures, agreement or arrangement, express or implied, with any other party in connection with the making of its Proposal, except as are declared within the Proposal.

The Proponent hereby declares that it has no relationship with any employee, officer or director of the Authority.

EXECUTED THIS _____ DAY OF _____, 2026 AT _____ (Company Location)

LEGAL SEAL OF CORPORATION (IF REQUIRED)

WITNESS SIGNATURE

PROPONENT AUTHORIZED SIGNATURE

WITNESS NAME

NAME OF PROPONENT SIGNING OFFICER

ADDRESS

LEGAL NAME OF PROPONENT

CITY, PROVINCE/STATE, POSTAL CODE/ZIP CODE

ADDRESS OF PROPONENT

CITY, PROVINCE/STATE, POSTAL CODE/ZIP CODE

CONTACT TELEPHONE NUMBER

CONTACT FAX NUMBER

E-MAIL ADDRESS

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APPENDIX A - SAMPLE SERVICE CONTRACT



Professional Services Contract
– Short Form –

Contract No: VAA-CO-202__-__

Date of Contract: ___ day of _____, 20__

Title: [INSERT DESCRIPTION OF SERVICE]

Between:

Victoria Airport Authority
(the “Authority”)
201 – 1640 Electra Boulevard
Sidney, BC V8L 5V4

and _____
(the “Consultant”)

Contact:

Contact:

Phone #: (250) 953-7500

Phone #:

Fax #: (250) 953-7509

Fax #:

Email:

Email:

TERMS AND CONDITIONS

The parties hereto agree as follows:

1. In this Contract (including each Schedule attached to this Contract), the following terms will have the meanings expressed below:

Consultant: means [INSERT CONSULTANT LEGAL NAME], as listed above and any of its executors, administrators, successors, or permitted assigns. “Consultant” also includes any directors, officers, servants, employees, agents or sub-contractors of the Consultant and any other individual, company, corporation, partnership, firm, trust, sole proprietorship, authority or entity whosoever designated or constituted, for whom the Consultant may be responsible in law.

Consultant's

Proposal: means the Consultant's response to the RFP, dated _____, **20...**, annexed to this Contract at Part 2 of Schedule "A" – *Statement of Services*.

Contract: means the undertakings imposed by the parties to perform their respective duties, responsibilities and obligations as set forth in this Contract including Schedules "A" and "B", and any ancillary documents attached thereto.

Contract

Documents: The Contract Documents consist of (a) these Terms and Conditions, (b) the RFP; and (c) the Included Provisions, each of which forms an integral part of the Contract.

Fees &

Expenses: Fees and Expenses are as set out in Schedule "B" – *Statement of Fees* attached hereto. Any approved Expenses or Disbursements will be charged at cost.

His Majesty:

His Majesty the King, in Right of Canada, represented by the Minister of Transport and all His successors and assigns.

Included

Provisions: means those portions of the Consultant's Proposal relating to the performance of the Services, including but not necessarily limited to the scope of work, deliverables, methodology, project team, timelines, and pricing, but excluding any terms and conditions, terms of service, general conditions, or other standard provisions of the Contractor, which shall not form part of this Contract and shall have no legal effect.

**Intellectual
Property:**

means inventions, designs, discoveries, creations, developments, programs, software, algorithms, schematics, codes, drawings, sketches, plans, works, specifications, compilations of information, analysis, experiments, data, formulae, compounds, chemicals, methods, processes, procedures, techniques, equipment, prototypes, samples, tools, materials, and other technical information, technical data, and technology.

RFP:

means the Authority's Request for Proposals issued the ____ day of _____ 20__ requesting proposals from qualified Consultants for the _____, a copy of which RFP is annexed to and forms an integral part of this Contract at Schedule "A" – *Statement of Services*.

Services:

means the _____ to be done, delivered, and performed

by the Consultant and any Sub-Contractors as described in the Contract Documents.

Sub-Contractor any registered/licensed professional engaged by the Consultant in connection with the Contract Documents or otherwise with the Authority's prior written consent.

Term: is that period commencing the _____, 20__ and expiring upon completion and delivery of the Services, which shall be on or before _____, 20__ (the "Term").

Work Product: means the deliverables and all other documentation, reports, data, brochures, specifications, drawing, diagrams and manuals developed, prepared or produced by the Consultant or any Subcontractor, provided in a time, manner and form as stipulated by the Authority in connection with the provision of the Services under this Contract.

2. In the event of a conflict, the order of priority of the Contract Documents, from highest to lowest, will be:
 - a. these Terms and Conditions;
 - b. the RFP; and
 - c. The Included Provisions.

Amended or later dated documents shall govern over earlier documents of the same type.

3. The Consultant represents and warrants to the Authority that the Consultant has the necessary qualifications including knowledge, skills, expertise and experience necessary to perform and complete the Services in accordance with this Contract and in a competent, diligent, and professional manner. The Consultant hereby agrees to perform and complete the Services in accordance with this Contract and in a competent, diligent, and efficient manner to the full satisfaction of the Authority.
4. In performing the Services, the Consultant will use only personnel, employees or Sub-Contractors identified in the Included Provisions or otherwise approved by the Authority, in writing, who have the requisite professional qualifications, skill, and experience to enable the Consultant to competently provide the Services in accordance with this Contract.
5. In carrying out its obligations under this Contract, the Consultant, including any Sub-Contractor, shall at all times, be an independent Consultant and not an employee or agent of the Authority, and the scope of the Consultant's duties in respect of this Contract are limited to those expressly

described in the Contract Documents.

6. Each month, or at the time intervals set out in Schedule “B” – *Statement of Fees*, the Consultant will submit an invoice to the Authority containing the following information:
 - a) amount of Fees charged by the Consultant, setting out the dates and hours during which the Services were rendered by each person including the equipment used in performing the Services, provided that in no event will the amount of Fees charged by the Consultant under this Contract exceed the maximum amount set out in Schedule “B” – *Statement of Fees*;
 - b) amount of any expenses which are preapproved by the Authority and claimed by the Consultant, attaching receipts or vouchers for each expense claimed; and
 - c) the amount of Goods and Services Tax “GST” charged and the Consultant’s GST registration number.
7. Subject to verification by the Authority of the amount of the Fees and Expenses, the Authority will pay the amount of approved Fees and Expenses within thirty (30) days of the receipt of the invoice described in Clause 6.
8. The Consultant, its employees or personnel and any Sub-Contractor, will treat as strictly confidential all Intellectual Property, and any information contained in the Intellectual Property, which is provided to or obtained by the Consultant as a result of this Contract or in the performance of any Services, whether or not such Intellectual Property is provided by the Authority. The Consultant, its employees or personnel and any Sub-Contractor, further agrees not to publish, release, or disclose any Work Product, Intellectual Property, or other information to any third party at any time during or after the Term. Originals and copies of all Intellectual Property must be returned to the Authority upon the earlier of termination of this Contract or at the request of the Authority, other than those required to be kept by Consultant in Consultant’s professional capacity.
9. The Consultant provides herewith an irrevocable non-expiring royalty-free license to the Authority and His Majesty for any copyright of the Work Product and inventions produced by the Consultant in connection with this Contract and the Services provided and that such Work Product and inventions shall be used by the Authority and His Majesty, at any time, for any purpose or purposes related to this Contract and the Services provided herein without further consent of the Consultant or further payment by the Authority or His Majesty to the Consultant. The Consultant further agrees to execute any documents or do any acts, which the Authority may reasonably require to perfect such license.
10. The Consultant shall indemnify and hold harmless His Majesty from costs in connection with the preparation of the Work Product and inventions in connection with this Contract and the Services

provided herein.

11. Prior to the end of the Term, the Authority may terminate this Contract by written notice to take effect immediately upon receipt of it by the Consultant if:
 - a) the Consultant breaches any of its obligations under this Contract;
 - b) the Consultant becomes insolvent, bankrupt or has a receiver appointed or makes any proposal under the *Bankruptcy Act*; or
 - c) the Consultant comes under the direct or indirect control of any corporation or person who does not control it at the date of execution of this Contract.

The Consultant will not be entitled to compensation for any Services provided after the date of termination.

12. Notwithstanding anything to the contrary in this Contract, the VAA may terminate this Contract for any reason at any time during the Term by giving thirty (30) Days prior written notice to the Consultant.
13. The Consultant and any Sub-Contractor shall respectively purchase, maintain and provide to the Authority, the following insurance coverage:
 - a) project errors and omissions professional liability insurance in the amount of not less than Two Million (\$2,000,000) Dollars. Such insurance shall be in the name of the Consultant (or Sub-Contractor) and shall include the following: (a) thirty (30) days prior written notice of any cancellation to the Authority; (b) remain in force from the date of execution of this Contract and for one (1) year after the date of substantial performance of the Services.
 - b) Commercial general liability insurance (including bodily injury, death and property damage) in the amount of not less than Five Million (\$5,000,000) Dollars per occurrence. Such insurance shall be in the name of the Consultant (or Sub-Contractor) and shall include the following: (a) provide for the Authority as an additional insured with thirty (30) days prior written notice of any cancellation to the Authority; and, (b) remain in force from the date of execution of this Contract and for two (2) years after the date of substantial performance of the Services
 - c) "All Risk" equipment insurance for full replacement cost/actual value covering owned and non-owned mobile equipment, property & construction or testing tools and machinery and equipment used by the Consultant under this Contract and in the performance of the Services.
 - d) automobile insurance with respect to owned and non-owned automobiles which are used

directly or indirectly for this Contract and in the performance of the Services, covering liability for bodily injury, death and damage to property in an amount of not less than Five Million (\$5,000,000) Dollars per occurrence.

The aforementioned insurance coverage shall contain the following: (a) waiver of subrogation in favour of the Authority; and (b) be primary and no-contributing to any other insurance available to the Authority, except for automobile insurance as noted above.

14. The Consultant and any Sub-Contractor assumes all risks incidental to its performance of this Contract and shall indemnify and hold harmless the Authority, its directors, officers, employees, agents, successors, assigns, and His Majesty from any and all claims, damages, losses, expenses and demands by reason of any loss, bodily injury or damage to person or property resulting from the fault or negligence of the Consultant, its directors, officers, employees, agents or Sub-Contractors in the performance or non-performance of any of their obligations under this Contract.
15. Prior to commencement of the Services and upon the placement, renewal, amendment or extension of all or any part of the above insurance, the Consultant shall promptly provide the Authority with confirmation of coverage and, if required, a certified true copy of the policy certified by an authorized representative of the Insurer together with copies of any amending endorsements. All insurance and policies shall be with insurers approved and in a form acceptable to the Authority.
16. WORKERS' COMPENSATION
 - a) It is the Consultant's responsibility to determine if coverage is required under the *Workers' Compensation Act of British Columbia*, R.S.B.C. 1996 c 492, as amended, (or any replacement statute). The Consultant unconditionally guarantees to the Authority full compliance with the conditions, regulations and laws relating to Workers' Compensation by the Consultant.
 - b) Any penalties, fines, financial assessments and the like resulting from any failure on the part of the Consultant to comply with the provisions of the *Workers' Compensation Act* will be paid by the Consultant when due. The Consultant agrees to indemnify and save harmless the Authority and Her Majesty with respect thereto.
17. The Authority shall provide for and maintain Airport Operators Liability Insurance coverage on a per occurrence basis, covering legal liability for bodily injury, personal injury, death, and damage to property arising out of the operations of the Authority. Subject to policy deductibles which shall be paid by the party found to be at fault with respect to any claim or claims.
18. The Consultant shall not assign, sub-contract or transfer any part of this Contract without the prior written consent of the Authority, which consent may be arbitrarily withheld. In the event of an assignment, sub-contract or transfer of any part of this Contract, the Consultant shall preserve and

protect the rights of the Authority and His Majesty under this Contract and the performance of the Services and shall incorporate the terms and conditions of this Contract into any assignment, transfer

or sub-contract. The Consultant shall remain liable to the Authority for acts and omissions of any Sub-Contractor.

19. The Contract Documents represent the entire Contract between the Authority and the Consultant. There are no warranties, representations, or agreements between the parties in connection with that subject matter except as specifically set forth or referred to in the Contract Documents. No party has relied on any representation, opinion, advice or assertion of fact made by other party or that other party's directors, officers, or agents, and no terms and conditions, terms of service, general conditions, or other standard provisions set out in the Consultant's Proposal (except as incorporated in the Included Provisions) or in any other document, will bind the Authority.
20. This Contract constitutes all of the agreements between the Consultant and the Authority and supersedes all prior written or oral agreements, representations, negotiations, and discussions between the parties, unless otherwise attached hereto and forming an integral part of this Contract. No modification of this Contract will have any effect unless the modification is in writing and signed by both the Consultant and the Authority.
21. This Contract will be governed in accordance with the laws of British Columbia and the laws of Canada. The Consultant will perform its obligations under this Contract in compliance with all statutes, by-laws, regulations or other laws in force in British Columbia during the Term.
22. If any provision in this Contract is found to be invalid or unenforceable, that provision shall be severed from the Contract and the remainder of the Contract shall remain in full force and effect.
23. The Consultant acknowledges that it has been informed and confirms its understanding of the policy statement adopted by the Authority with respect to conflict of interest, and covenants and agrees that strict compliance with the policy by the Consultant and its employees is a fundamental condition to this Contract, and any breach thereof shall entitle the Authority, at its sole discretion, to terminate this Contract, whereupon:
 - a) the Consultant shall reimburse the Authority for any loss which it incurs as a result of the termination, and
 - b) the Consultant waives any right of recourse or claim for compensation arising from such termination.
24. No waiver by the Authority of any breach by the Consultant of any provision of the Contract shall be a waiver of any subsequent breach. No forbearance by the Authority to seek a remedy for any

breach by the Consultant shall be a waiver of any rights and remedies with respect to the breach or any subsequent breach.

- 25. Any notice which either party may desire or be required to give the other may be delivered by hand or may be sent by facsimile or prepaid mail to the address marked to the attention of the Contact. Such notice shall be deemed to have been given upon the date of delivery of the notice for the third business day following the mailing of the notice by prepaid mail, as the case may be.
- 26. This Contract shall enure to the benefit of and be binding upon the successors and permitted assigns of each of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as at the date first above written.

Victoria Airport Authority

and **[Consultant Name]**

Elizabeth M. Brown
President and CEO

Name:
Title:

Schedule "A"

Statement of Services

The Consultant will provide to the Authority, in accordance with this Contract, the Services as set out in detail in the:

1. RFP; and
2. the Included Provisions.

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Schedule "B"

Statement of Fees

The Authority shall during the Term pay the Consultant Fees for performance of the Services in accordance with Section 6 of this Contract and the Included Provisions.

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