



March 4, 2024

**Request for Proposals No. 2024-04 Orthophotography and Lidar and Tree Analysis**

**Invitation**

This Request for Proposals (the “RFP”) is an invitation by the District of North Cowichan (“North Cowichan”), on behalf of the Regional District of Nanaimo (“RDN”), and the Town of Ladysmith (“Ladysmith”) the “Partners”, to prospective proponents to submit proposals for orthophotography, lidar and tree analysis.

**Bidding System Registration**

All proponents must have a vendor account with North Cowichan’s electronic bidding system at: <https://northcowichan.bonfirehub.ca/portal> and must be registered as a plan taker for this opportunity. This will enable the proponent to download the solicitation document, to ask questions, to receive addenda email notifications, download addenda, and submit their proposal electronically through the bidding system.

**RFP Contact**

To contact North Cowichan and Partners in relation to this RFP, proponents must initiate the communication electronically through the bidding system. North Cowichan and Partners will not accept any proponent’s communications by any other means except as specifically stated in this RFP.

For the purposes of this procurement process, the “RFP Contact” will be:

Rowena Tansley  
Manager, Business Solutions  
rowena.tansley@northcowichan.ca