



DISTRICT OF 100 MILE HOUSE

Request for Expression of Interest 100 Mile House Sign Bylaw Development

Please submit Expressions of Interest before **2:00 p.m. local time, April 7th, 2025**, to the attention of:

Joanne Doddridge
Director of Economic Development & Planning
Municipal Office
#1-385 Birch Avenue
Box 340
100 Mile House, BC V0K 2E0
Email: jdoddridge@100milehouse.com

The District of 100 Mile House is interested in obtaining contractor services for development of a new Sign Bylaw. The current sign bylaw dates from 2008 and no longer meets the District or the community's needs.

<https://www.100milehouse.com/government-bylaws/bylaws-policies/sign-bylaw>

The new sign bylaw will be practical, clear, and focused on ease of use and administration. It will include photographs or graphics to depict different signage types and regulations. Proposals that include strong business engagement are preferred.

Expressions of interest should include:

- a) A high-level proposal of approach and methodology, including at least one in-person visit to the community
- b) A timeline for completing the bylaw development, including initial review, public engagement, drafts and staff review, Council presentation(s), readings and adoption.
- c) A cost estimate to complete the work
- d) Your experience with similar projects, including samples if applicable.

Expressions of interest will be accepted by email, postal mail, courier, or hand delivery.

Qualified contractors who submit an expression of interest may be invited to submit a full proposal or participate in a more detailed conversation via MS Teams to discuss the project and make refinements to their proposals based on the discussions.

The issuance of this Request for Expression of Interest, the submission of a response and the acceptance of such response by the District of 100 Mile House does not obligate the District in any manner. The District is free to negotiate with any of the respondents. The District is not contractually bound to any matters until such time as the District has negotiated a separate contract that is totally independent of the Expression of Interest process.

Questions about matters relating to the Expression of Interest must be directed in writing, and not orally, to the District's representative listed on page 1 of this Expression of Interest, before April 4th, 2025.