



REQUEST FOR PROPOSAL

Sunshine Coast Housing Needs Assessment

(RFP No. PLN-2019-02)

Prepared by : Town of Gibsons
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Date Issued : October 21, 2019
Submission Deadline : November 12, 2019 at 12:00
pm local time



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1.0 AN INTRODUCTION TO THE SUNSHINE COAST

The Sunshine Coast Regional District (SCRD) is the regional government serving the area's approximate 30,000 year-round residents. Bordered by rugged mountains and the Salish Sea, the Sunshine Coast is situated on a peninsula in the traditional territory of the shishálh and Skwxwú7mesh First Nations. Offering a rare blend of natural beauty, rural ambience, and proximity to urban amenities, the region is both a popular tourist destination and a great place to live.

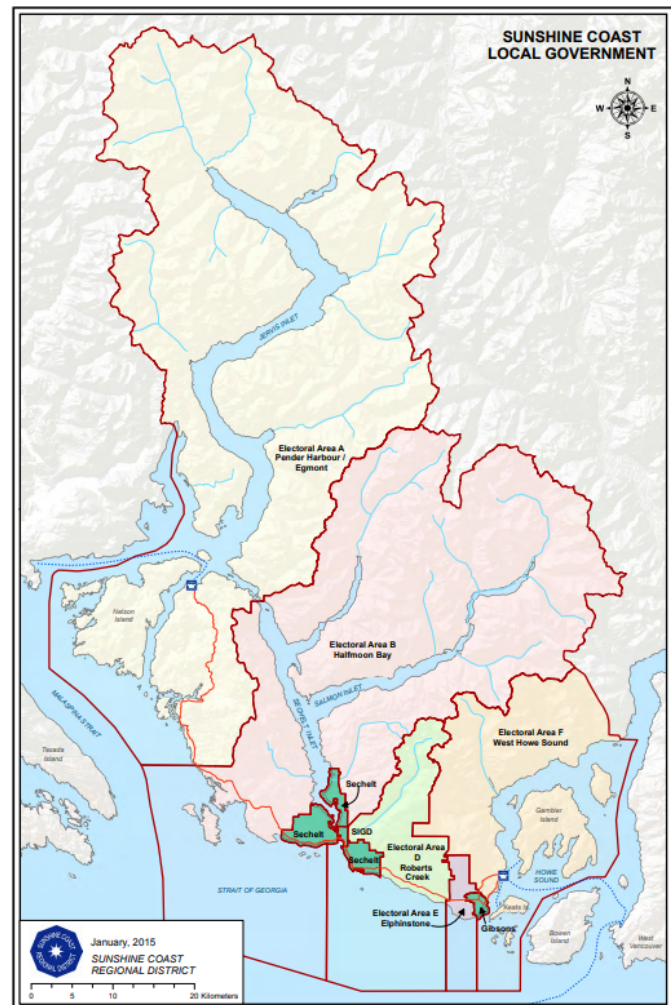
SCRD has five rural electoral areas: Egmont/Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone and West Howe Sound.

SCRD member municipalities include the Town of Gibsons, District of Sechelt and Sechelt Indian Government District (SIGD).

Town of Gibsons is located 40 minutes by ferry from Horseshoe Bay, a vibrant growing community of 4,200 residents. Gibsons is known for its natural beauty, small craft harbour, coastal climate and the numerous special events that are held throughout the year for locals and visitors. Boating, fishing, hiking, camping, mountain biking, paddling and sunset beach walks are just some of the activities that are enjoyed daily by residents of Gibsons and our neighbouring coastal communities.

The District of Sechelt is a growing seaside community on BC's beautiful lower Sunshine Coast. Less than two hours travel from the Lower Mainland, Sechelt offers the advantages of life in a smaller community with easy access to the services of a major metropolitan area. Sechelt is the central service community for the lower Sunshine Coast, offering a wide range of retail, health care and education services, a vibrant cultural community and ample outdoor marine and land based recreation opportunities.

SIGD was created by Bill C 93 Sechelt Indian Band Self Government Act and established as a local government in BC by Bill 4 Sechelt Indian Government District Enabling Act in 1987.





2.0 INVITATION TO PROPONENT

The Town of Gibsons, (hereinafter referred to as “the Town”) managing the regional housing needs assessment, in partnership with the District of Sechelt and Sunshine Coast Regional District, invites consulting firms (hereinafter referred to as the “Proponent”) to submit a proposal for the provision of a Sunshine Coast Housing Needs Assessment as set out in this Request for Proposal (RFP No. PLN-2019-02) documentation (“Proposal”).

Description:	Housing Needs Assessment
Date Issued:	October 21, 2019
Submission Deadline:	November 12, 2019, at noon, local time.
Submission Location:	Town Hall, 474 South Fletcher Road, Gibsons, BC V0N 1V0 Attention: Lesley-Anne Staats, Director of Planning Email: lstaats@gibsons.ca

This Request for Proposal does not commit the Town to award a contract or pay any costs incurred by the Proponent in the preparation of a Proposal or attendance at a meeting with Town Council or Administration.

Proposal Documents may be obtained from BC Bid at www.bcbid.gov.bc.ca.

3.0 INSTRUCTION TO PROPONENT

3.1 Inquiries and Clarifications

3.1.1 Inquiries

It is the responsibility of the Proponent to satisfy itself as to the full requirements of this RFP. Inquiries are to be in written form only, emailed to the following contact person:

- Lesley-Anne Staats, Director of Planning, lstaats@gibsons.ca.

3.1.2 Clarifications

The Town shall not be obligated to respond to any such inquiries. If the Town deems it appropriate, the Town may issue an addendum to this RFP to all Proponents. All Addenda issued by the Town shall be incorporated into and become part of the Proposal Documents.

No oral explanation, interpretation, or clarification of the Proposal Documents by any person whatsoever shall bind the Town in the interpretation of the Proposal Documents.



3.2 Proposal Submission

3.2.1 Process Participation

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP prior to the signing of a formal written Contract.

3.2.2 Submission Requirements

The Proponent shall submit one (1) hard copy of its Proposal and an electronic copy (in pdf) with all accompanying schedules, appendices or addenda in a sealed package marked with the Proponent's name and the RFP title up to the Submission Deadline at the Submission Location.

- a. Proposal submissions shall be marked with the Request for Proposal name and addressed to Lesley-Anne Staats, Director of Planning and delivered to the Submission Location.
- b. Proposals must be received at the Submission Location at or prior to noon on the Submission deadline. Proposals received late will not be considered for this Request for Proposal.
- c. The time of Proposal Closing shall be established by the time shown on the clock used by the Town for that purpose.
- d. The submission of a Proposal constitutes the agreement of the Proponent to be solely responsible for any and all costs and expenses incurred by it in preparing and submitting its Proposal, including any costs incurred by the Proponent after the Proposal Closing.
- e. The Proponent is responsible for ensuring the Town has received the proposal. The Town of Gibsons is not responsible for the timeliness or delivery of Proposals, amendments to Proposals, notices of withdrawal or any other documents to be delivered by the Proponents to the Town pursuant to this RFP.
- f. Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response are not required and unless specifically requested in the solicitation the inclusion of elaborate art work, corporate brochures and lengthy narratives is discouraged.

3.2.3 Receipt of Proposal

Upon submission of the Proposal, the envelope will be date and time stamped and remain sealed until after the Closing Time. Proposals received after the Closing Time or in locations other than the Submission Location will not be accepted. The Town may elect to extend the Closing Time.



3.2.4 Amendments

Amendments to a Proposal may be submitted if delivered in writing to the Submission Location prior to the Closing Time in a sealed envelope or package, marked with the Proponent's name and the RFP title.

3.2.5 Proponent Withdrawal

Proposals may be withdrawn by written notice only, provided such notice is received at the Submission Location prior to Closing Time.

3.2.6 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals and for any meetings, negotiations or discussions with the Town of Gibsons, its representatives and consultants, relating to, or arising from this RFP. The Town of Gibsons, its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims including, but not limited to; costs, expenses, losses or damages, loss of anticipated profits, or for any other matter incurred by the Proponent in preparing and submitting a Proposal, participating in negotiations for a contract, or other activity related to or arising out of this RFP.

3.3 Bid Rigging

The Proponent's attention is directed to the Competition Act which provides that bid-rigging as defined in the Act is an indictable offence punishable upon conviction by a fine or imprisonment or both.

A Proponent will be required to complete and submit to the Town a Certificate of Independent Bid Determination in the form attached to this RFP prior to an award of all or any portion of the Work to that Bidder by the Town.

3.4 Solicitation

If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to any councillor, officer or employee of the Town with respect to the Proposal, whether before or after the submission of the Proposal, the Town shall be entitled to reject or not accept the Proposal.

3.5 Proposal Opening

Proposals received by the Town at the specified place prior to the Proposal Closing will be opened in public as soon as reasonably possible after the Proposal Closing. Information made public at the Proposal opening will be done to ensure the integrity of the Proposal process and shall not be construed as an indication of the acceptability of any Proposal nor should such information be used for comparative evaluation. All Proposals properly received and opened are subject to review and evaluation by the Town.



4.0 PROPOSAL FORMAT AND REQUIREMENTS

4.1 Proposal Format and Requirements

Proposals shall adhere to the following format and provide response to the criteria as outlined below.

4.1.1 Cover Letter

A cover letter, dated and signed by an official authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal.

4.1.2 Executive Summary

An Executive Summary will identify pertinent points in the proposal you wish to highlight over and above Requirements.

4.1.3 Corporate Profile

A brief corporate profile will cover the company's history, office location(s), individual(s) who will be assigned to the project team including the same for any sub-consultant services.

4.1.4 Proponent's Team

Proponents are to clearly identify each member on the project team ("Team Member") and describe the involvement they have on the team. Each Team Member will include a personal resume complete with their experience. It is expected that the identified members of the team will remain the consultant representatives for the duration of the contract. Should any individual leave the consulting firm, the Town reserves the right to select a replacement.

4.1.5 Proponent's Experience and Expertise

The Proponent will provide a comprehensive list of projects with related experience and expertise for the past five (5) years starting with the most recent.

4.1.6 Local Context

The Proponent will provide a brief perspective on the following:

- a. The Sunshine Coast, BC and its current issues and pressures
- b. The Proponents and Team Member's involvement on the Sunshine Coast and within the Province of BC

In addition, identify experience on projects with the Town of Gibsons, District of Sechelt, and/or SCRD and familiarity with local conditions, contractors and suppliers.



4.1.7 *Ability to Comply with Identified Requirements*

Proponents will identify and detail their ability to satisfy all aspects as outlined in the “Scope of Work and Requirements” section of this RFP, or specifically describe any aspects of the Project Scope which they cannot satisfy and are excluded from the Proposal.

4.1.8 *Methodology*

Proponents will identify and detail how the project requirements outlined in section 5.4 will be met.

4.1.9 *References*

The Proponent shall include a list of three (3) relevant references with their proposal package (at least two (2) shall be from a local government or first nations). Each of the references shall include the complete client name and contact person with title and phone number including area code.

4.1.9 *Insurance, Professional License(s) and Affiliations*

The Proponent shall include a Certificate of Insurance issued by their insurance broker. The Proponent shall provide under their letterhead, dated and signed, a list of all registered professional licenses and affiliations to other organizations.

5.0 SCOPE OF WORK AND REQUIREMENTS

5.1 Purpose and Description

Like many communities in British Columbia, the Sunshine Coast is experiencing significant housing challenges, respecting both affordability and availability. The Sunshine Coast contains the highest proportion of renters in BC paying more than 50% of their income on housing, according to BC Non-Profit Housing Association. This project is intended to update the 2014 report "Housing on the Sunshine Coast: Trends, Needs, and Directions", providing vital information to the Town of Gibsons, District of Sechelt, and Sunshine Coast Regional District for planning purposes, and to provide other stakeholders with up-to-date information on the housing needs and demands in the region.

This Assessment will provide the Sunshine Coast local governments with a thorough understanding of housing needs in the Town of Gibsons, District of Sechelt, and Sunshine Coast Regional District; it will examine the diversity of the existing stock, identify housing gaps and the factors causing them through an analysis of newly collected and existing data.

The final report should prioritize areas of significant need and provide direction for development of strategic housing policy with an emphasis on a variety of market and non-market affordable housing.

The primary objectives of the study are to:



- a. Support a strategic approach to land use planning and implementation;
- b. Identify the current and emerging housing needs on the Sunshine Coast;
- c. Evaluate the housing supply to identify gaps in housing across the Housing Continuum;
- d. Compare housing supply with housing demand to determine the ability to meet future needs; and
- e. Meet the legislated provincial requirements for Housing Needs Reports.

5.2 Local Government Planning Team

The Town of Gibsons, District of Sechelt, and Sunshine Coast Regional District together are referred to as “the local government planning team”. The local government planning team will involve, engage and share information with the shíshálh Nation (including the Sechelt Indian Government District) and Skwxwú7mesh First Nation as possible/as those Nations would like.

5.3 Scope of Services

The scope of work is to be framed by BC Housing’s Housing Need and Demand Study Template (the most recent version), Provincial legislation and build on past and present housing related studies developed in the region. It is expected that this project will draw on housing-related information from both quantitative and qualitative sources. Quantitative information may come from available statistics, and the qualitative information may be obtained through stakeholder consultation. Both sources should be cross-examined in order to evaluate the housing supply against the Housing Continuum to identify gaps relative to income and household size and any other related issues within the region.

The analysis is to include, but is not necessarily limited to the following focus areas or themes:

5.3.1 General Demographic Information

An analysis of demographic information, population and household projections over next 25 years, household characteristics, composition and economic indicators. Discrete data is required.

5.3.2 Housing Market Indicators

An analysis of the current housing market including such items as a comparison of historic sales values and reported dwelling values, inventory by structure type, age of housing stock, housing starts and completion, average rental rates and average vacancy rates by type.



5.3.3 *Housing Supply Indicators*

An analysis that considers the supply of housing, including such items as home purchase and rental options, estimated number of occupied units, vacant units, units under construction, and units demolished within previous 12 months. This information maybe reported broadly and by population sub-groups based on unique circumstances and/or special needs.

5.3.4 *Housing Needs Indicators*

A descriptive analysis of the current housing needs of residents that includes such items as shelter to income ratio, shelter need by household type and tenure.

5.3.5 *Housing Challenges and Gaps Along the Housing Continuum*

Identify key underlying themes contributing to housing affordability and explore current policies and alternative policy options to address the housing needs and gaps (by income group) in the Town, District of Sechelt, and SCR.D.

5.3.6 *Community Stakeholder Consultation*

Representatives of social service organizations, developers, housing related non-profits, local governments and other applicable stakeholders are to be contacted and invited to provide input and insights by telephone interview or online survey. The local government planning team will help to identify stakeholders and facilitate introductions between stakeholders and the consultant(s).

5.4 **Project Study Area**

The Housing Needs Assessment will cover the lower Sunshine Coast areas:

- Town of Gibsons
- District of Sechelt
- Sunshine Coast Regional District Electoral Areas A (Egmont/Pender Harbour), B (Halfmoon Bay), D (Roberts Creek), E (Elphinstone), and F (West Howe Sound).

5.5 **Project Requirements**

The project must include:

- a. an initial kick-off meeting with the local government planning team
- b. project management and coordination
- c. background research and data collection (from public agencies and/or other data sources/costs). Data may be accessed on the Ministry of Municipal Affairs and Housing website: <https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports#report>
- d. compilation and analysis (in addition to the data made available via the Ministry link above)



- e. research specific to the Sunshine Coast development of a housing needs report
- f. community engagement such as a focus group of local stakeholders, community surveys, and engagement activities
- g. collaboration with neighbouring local governments, first nations and partner organizations

5.6 Report Requirements

The final report should be written in plain language, and where possible, illustrate meaning with charts, tables, and figures. A concise executive summary must be provided in addition to the full report as a handout to general public and stakeholder groups.

The report must:

- a. explain the issues impeding the access to affordable, attainable, suitable housing;
- b. indicate which housing types are in the greatest demand or oversupply;
- c. indicate which groups are currently experiencing the greatest core housing need, and which are projected to be in greatest need in the next five to ten years;
- d. identify factors contributing to the gaps or oversupply in housing options;
- e. provide examples of best practices in communities similar in character, or population to the Sunshine Coast communities. Identify why these regions have been selected as referential and provide examples of best practices in zoning, incentives, and cross-sector partnerships that could be considered;
- f. complete an outline of the housing continuum from emergency and transitional housing on the low end, through market affordable and market high end, highlighting the demand and supply in each category, as well as (where possible) the age, quantity, condition, and number of bedrooms for each;
- g. provide numbers of households experiencing, or projected to experience, core housing need;
- h. include a summary of recent and forecasted housing trends;
- i. make recommendations on where the research indicates that each local government needs to focus housing investment and policy responses (note that a climate-adaptation lens is valued);
- j. meet the requirements of the *Local Government Act* in relation to the development of a housing needs report;
- k. include policy recommendations on how to address identified market distortions; and

The final report with recommendations will be provided to the Project Manager and local government planning team for review in advance of an in-person presentation to the local government's Council's (Town of Gibsons, District of Sechelt) and Board (Sunshine Coast Regional District).

5.7 Existing Information

The following is a list of documents and information available to the bidders.

1. Documents from the Town of Gibsons



- [Official Community Plan Bylaw No. 985, 2005 \(Smart Plan\)](#)
- [Zoning Bylaw No. 1065, 2007](#)
- 2. Documents from the Sunshine Coast Regional District
 - [2014 Housing on the Sunshine Coast](#)
 - [Zoning Bylaws](#)
 - <https://www.scrd.ca/Affordable-Housing>
 - [Egmont/Pender Harbour OCP](#)
 - [Halfmoon Bay OCP](#)
 - [Roberts Creek OCP](#)
 - [Elphinstone OCP](#)
 - [West Howe Sound OCP](#)
 - [Twin Creeks OCP](#)
 - [Hillside / Port Mellon OCP](#)
- 3. Documents from the District of Sechelt
 - [Zoning Bylaw No. 25, 1987](#)
 - [Vision Plan, 2007](#)
 - [Official Community Plan Bylaw No. 492, 2010](#)
 - [Age-Friendly Community Plan, 2017](#)

5.8 Project Completion date

The project must be completed no later than June 15, 2020.

5.9 Final Report available to the Public

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

6.0 BUGDET AND EXPENSES

6.1 Budget

The proposal must be within the amount of \$110,000 plus GST.

6.2 Expenses

Prospective proponents are solely responsible for their own expenses in preparing a proposal and in subsequent negotiations with the Town.

The Town in its sole discretion reserves the right to modify the terms of the RFP at any time.



6.3 Non-Resident Withholding Tax

Regulation 105(1) of the Canadian Income Tax Act requires that payments to non-residents for any services performed in Canada are subject to a Non-Resident Withholding Tax of 15%. Exemptions from this withholding tax are available in some circumstances, but you must apply directly with Canada Customs and Revenue Agency (CCRA), at least 30 days before commencing work. Please call the CCRA at (604) 587-2215 if you have any questions or to receive a copy of the application form.

7.0 EVALUATION OF PROPOSAL

Proposals will be evaluated in by a review of all proposals and a short list of Proponents will be selected. Proposals not considered complete will be rejected.

Proposals will be evaluated on the basis of the overall best value for the project, including relevant experience, the quality of submission and overall price. The Town has no obligation to select the cheapest proposal.

A selection committee may interview the top evaluated Proponents before the Town makes a final decision.

Criteria	Point Weighting
Proponent's experience and expertise with the ability to comply with all identified requirements within the Scope of Work	40
Methodology	30
Local Context – Team Member Experience and Knowledge	15
Quality of the Proposal (i.e. consistency, comprehensiveness and appropriateness)	10
Budget	5

8.0 ACCEPTANCE AND REJECTION OF PROPOSALS

This RFP is not a tender and does not commit the Town of Gibsons, in any way, to select a preferred Proponent, to proceed to negotiations or to award any contract. The Town reserves the complete right to, at any time, reject all Proposals and terminate this RFP process.

Notwithstanding any other provision in the Proposal documents, the Town has in its sole discretion, the unfettered right to:

- a. accept any Proposal;
- b. reject any Proposal;
- c. reject all Proposals;
- d. accept a Proposal which is not the lowest priced Proposal;



- e. accept a Proposal that deviates from the Requirements or the conditions specified in this RFP;
- f. reject a Proposal even if it is the only Proposal received by the Town;
- g. accept all or any part of a Proposal;
- h. award all or a portion of the Work to any Proponent; and
- i. cancel this RFP at any time for any reason (with or without commencing a new RFP process in its place).

8.1 Irrevocability Of Offer

All Proposals shall be irrevocable and remain open for acceptance for at least sixty (60) days after the Closing Time, whether or not another Proposal has been accepted. If a Proponent's Proposal is accepted by the Town, the Proponent agrees to enter into a SOA with the Town in accordance with that Proponent's Proposal.

8.2 A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the Requirements of this RFP may be rejected by the Town in whole or in part.

8.3 All Proposals and accompanying documentation received in response to this RFP will become the property of the Town and will not be returned.

8.4 The Town shall be under no obligation to give reasons for its decision accepting or rejecting any Proposals.

8.5 The Town shall be entitled to negotiate the terms of a SOA with the selected Proponent, if any, and shall incur no liability to any other Proponent as a result of such negotiation.

9.0 TIMELINES

OUTLINE	DUE DATE
Date Issued:	October 21, 2019
Submission Deadline:	November 12, 2019 at 12:00 pm (local time)
Recommendation in report to Council:	December 3, 2019
Council meeting to Award:	December 3, 2019
Start of Services:	December 4, 2019 (negotiable)

10.0 CONFLICT OF INTEREST

To avoid a conflict of interest, the successful Proponent of the RFP will not be permitted to engage in private development within the Town of Gibsons. A sufficient amount of time will be given to the successful Proponent to close off existing private development work.



11.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

By submitting a Proposal, the Proponents acknowledge that the Town is subject to the *Freedom of Information and Protection Privacy Act*, and that this statute could apply to the collection, storage and disclosure of information relating to this RFP, including information collected by the Town and information collected by or provided to the Proponents.

The Proposal Documents, or any portion thereof, may not be used for any purpose other than submission of Proposals.

The successful Proponent must agree not to divulge or release any information that has been given to or acquired by it on a confidential basis during the course of carrying out the Work or performing its services.

12.0 DISCLAIMERS/LIMITATIONS OF LIABILITY

Neither acceptance of a Proposal nor execution of an Agreement shall constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or bylaw. It is the responsibility of the Proponent to obtain such prior to commencement of the Work.

The Town, its councillors, officers, servants, employees, agents, and Proponents expressly disclaim any and all liability for representations, warranties, express or implied or contained in, or for omissions from this Proposal or any written or oral information transmitted or made available at any time to a Proponent by or on behalf of the Town. Nothing in this Proposal is intended to relieve a Proponent from forming their own opinions and conclusions in respect of this Proposal.

The Proponent, by submitting a Proposal, agrees that it will not make a claim against the Town, for whatever reason, relating to the Proposal, the Proposal Documents or the competitive Proposal process, in excess of an amount equivalent to the reasonable costs actually incurred by the Proponent in preparing its Proposal and the Proponent, by submitting a Proposal, waives any claim or recovery for loss of profits or any prospective damages whatsoever if no Agreement is entered into with the Proponent.