

CITY of WILLIAMS LAKE, B.C.

REQUEST FOR PROPOSALS

FOR THE

CITY OF WILLIAMS LAKE

INTEGRATED COMMUNITY SUSTAINABILITY PLANNING

1. BACKGROUND

The community of Williams Lake is situated in central British Columbia and is facing the approaching implications of the Mountain Pine Beetle (MPB) epidemic, raising gasoline prices from peak oil, effects of climate change, affordable housing considerations, increasing crime and economic shifts like many other towns in the province. These increasing challenges have a multitude of social, environmental, cultural and economic impacts which need to be addressed through an integrated approach at the local government level. Further, the community of Williams Lake is situated in the centre of the Northern Shuswap Tribal Council (NSTQ) traditional lands. The NSTQ treaty process is close to the Agreement in Principle. This timing creates an opportunity for the local governments to create stronger partnerships and collaboratively build high level strategies for intergovernmental communication with the First Nations Governments.

As a local government we can begin to address these challenges through bylaws, policies and action by integrating and balancing social, cultural, environmental and economic interests and objectives to ensure the quality of life for current and future generations. This planning project will be instrumental in integrating our existing socio-economic-environmental infrastructure, as well as our community's resilience to change. Best practice indicates that the most critical element for communities to meet challenges such as these is to develop a vision and plan for responding to the challenges and moving through the impacts of these types of issues. We intend that this planning process and integration of multiple sectors will be focused on creating and implementing a collaborative vision for the future of our community.

2. PROJECT DESCRIPTION

The City of Williams Lake is inviting proposals for facilitating the development of an Integrated Community Sustainability Plan (ICSP) for the city, which will incorporate an Official Community Plan review and identification of key strategies for the city to achieve targets set in the ICSP. Compliance with the Local Government Act requirements for OCP's, incorporation of integrated community sustainability objectives, and coordination with existing city strategies and initiatives is required.

The consultant will work in partnership with a staff team and substantial community engagement will be required. As well, the project will require a strategy for engagement with First Nations, particularly the Williams Lake Indian Band and Northern Shuswap Tribal Council as they are in treaty negotiations.

Work is to commence as soon as the contract is awarded. The scope of the work is detailed in the document below.

3. DELIVERABLES AND OBJECTIVES

A comprehensive, integrated community sustainability plan which will guide the City's strategies for sustainability, future development and adaptation strategies for a resilient and integrated community. The plan will set targets and be used as a tool in tracking measurable results to report back to the community on successes and areas of identified improvements.

Objectives:

- To develop an Integrated Community Sustainability Plan (ICSP) for the City of Williams Lake
- To review the OCP and restructure it within the principles of integrated community sustainability planning.

- To identify key strategies for development to meet the goals outlined in the ICSP
- To engage local First Nations Government, community groups, citizens and stakeholders in the development of the ICSP

4. SCOPE OF SERVICES

This project is focused on the review of the Official Community Plan and development of a new Integrated Community Sustainability Plan which incorporates the requirements of the OCP. The City has established a Community Vision Task Force, made up of staff responsible for strategic and planning activities. The task force has developed a framework for the Integrated Community Sustainability Plan which incorporates the integration of land use planning with economic, environmental and social sustainability.

The consultant will work with staff to develop the Integrated Community Sustainability Plan. We envision this being a three phase process which will include gathering, reviewing and consolidating existing strategy and planning documents and updating the community vision in the first phase; developing a high level vision and gathering stakeholder input in the second phase; and developing the final version of the plan, and conducting public engagement and reviews prior to adoption in the third phase.

Substantial community visioning, assessment, background and strategic documents have been developed over the past three years (both internally by the City and externally by a number of community organizations) which will provide the initial community input to a smart planning process. City staff will assist the consultant to gather, consolidate and review the available documents, bylaws, policies and other material in preparation for launching the planning process. The consultant will perform a document review, conduct staff visioning sessions and incorporate Council visioning results in developing a community vision for a sustainable community. City staff will work closely with the consultant to guide this process and provide the necessary information and structure to the process and the plan itself.

In the second phase, the consultants will draft a high level plan that incorporates principles of sustainability and integration, sets community goals, identifies strategies, and establishes planning approaches for each component of the planning document. Community stakeholders will then be invited to participate in a review of the document and to provide input into the specifics of each component of the plan. Based on the input gathered, along with staff direction, the consultants will work with the Community Vision Task Force to draft the Integrated Community Sustainability Plan.

The third phase of the project will finalize the ICS Plan and conduct a comprehensive formal public review of the document prior to adoption by Council. We expect to have document ready for adoption by Council by September 2010.

Phase 1 Document review

Phase 2 Draft high level vision

- Staff visioning sessions
- Council visioning
- Community engagement and sector review

Phase 3 Draft ICS Plan

- Establish indicators and benchmarks
- Identify key strategies
- Conduct formal Public Review
- Finalize Document
- Adoption by Council

5. MINIMUM QUALIFYING CRITERIA:

The City of Williams Lake’s Integrated Sustainability Planning Project requires familiarity with ICSP principles and experience facilitating integrated community planning processes.

In order to ensure that sufficient abilities and experience can be brought to bear by the firm selected to provide consulting services, the following minimum qualifying criteria will apply:

- a) Verifiable experience in conducting integrated community sustainability planning processes.
- b) Verifiable experience in conducting Official Community Plan Reviews.
- c) Verifiable experience in working to integrate OCP requirements with the principles of integrated community sustainability planning.
- d) Demonstrated ability to provide, the complete range of professional skills necessary for successful execution of the project.
 - e) Verifiable record of “on time, on budget” delivery of projects of a similar nature.
 - f) Demonstrate knowledge and experience gained by working with rural communities in British Columbia.

Firms not meeting these requirements may be disqualified from further consideration.

6. SUBMISSION REQUIREMENTS:

Content and Format

Firms responding to this Request for Proposal should present the requested information in the following format:

Corporate Profile

Provide a complete and brief overview of your company.

- Company history
- Principal Officers
- Integrated community sustainability planning and OCP review experience
- Current staffing and functional resources

Approach to Integrated Community Sustainability Planning

Provide a detailed description of the proponent’s approach to each of the following project-related issues:

- Project team (roles and responsibilities of each team member and related experience)
- Project planning

- Principles of integrated community sustainability planning
- Communications and reporting
- Project timeline
- Project budget management

Qualifications and References

Provide abbreviated resumes for key personnel who may be associated with this project.

Provide at least two references for related work.

Project Schedule

Provide and proposed start date and estimated time to complete the project.

Project Costs

Provide total project costs, including all fees and disbursements broken down into the project phases noted above. All prices provided in the proposal shall be in Canadian Dollars and shall be open for acceptance without increase for a period of sixty (60) calendar days after the closing date.

Submissions

One bound copy of the proposal, clearly marked “City of Williams Lake – Integrated Community Sustainability Planning Project”, shall be submitted to the City of Williams Lake, 450 Mart Street, no later than 2:00 p.m. local time, December 15, 2008. Any proposals received after this time will not be considered.

7. SELECTION CRITERIA

Proposals will be reviewed by the City of Williams Lake’s selection committee. Evaluations will be based on the following:

- Consultants demonstrated ability to provide a full range of relevant services.
- Integrated community sustainability planning experience of the firm.
- Demonstration of land use planning expertise in the research, evaluation and writing necessary for the preparation of all text, graphics, display materials and mapping required for the drafting of such a plan
- Consultants experience with sustainability principles and planning.
- Ability to work with the City of Williams Lake.
- Qualifications and experience of proponent’s staff.
- Accessibility and responsiveness.
- Reference checks.
- Compliance with Request for Proposals documents.
- Overall quality and detail of the proposal.

During the evaluation process any or all of the Proponents may be invited to give written or oral presentations and/or participate in interviews with the selection committee.

8. BUDGET AND SCHEDULE OF PAYMENT

A letter of acceptance for the project will be issued to the successful Consultant based on the proposal submitted and final price agreed to for a fixed price, time bound, deliverable based project by the City of Williams Lake. Invoice amounts in excess of the agreed price will not be accepted. If the project costs exceed the original agreed price than a formal request must be submitted and subsequently approved by the City, prior to commencing such extra works.

9. BUSINESS LICENSE AND LIABILITY INSURANCE:

The successful contractor will be required to obtain a City of Williams business license and provide general liability insurance in an amount not less than \$3,000,000.

10. ENQUIRIES:

For further information regarding this proposal contact:
Annie Burrill, Manager of Social Development
Phone: 250-392- 8480 or email at aburrill@williamslake.ca
OR

Liliana Dragowska, Planner
Phone: 250-392-1770 or email ldragowska@williamslake.ca

11. INFORMATION SOURCES AVAILABLE ONCE WORK COMMENCES

Planning Documents

Official Community Plan – 2000
Zoning Bylaw 2002
Subdivision Servicing and Development Servicing Bylaw 2000
Downtown Business Revitalization Plan
Food Security Council Action Plan (WL Food Policy Council)
Cariboo-Chilcotin Beetle Action Coalition Final Report

Social development documents

CCBAC Social Development and Arts and Culture Strategies
Affordable Housing document
Homelessness Action Plan - DRAFT
Health Professional Recruitment Plan (Interior Health) - DRAFT
Community Vitality Assessment Report

Recreation and parks documents

River valley trail plan
Draft parks master plan 2004
Cycling network plan 1999
Active Community Plan 2007
Botanio Park master plan
Stampede Ground master plan
Scout Island Plan
Healthy Communities Plan
Greater Williams Lake Area Recreation Master Plan 2002

Geotechnical Studies

Environmental Plans and strategies

Water Advisory Council Report
Airshed Mgmt. Plan
Fire Interface Plan
CCBAC Conservation Strategy
Invasive plant management strategy
Idle free policy for all municipal vehicles
Water committee report
Water utility business plan

Economic Reports

Economic Development Strategy 2003
CCBAC Economic Development Strategy
Beef cluster plan
Tourism strategy 2003
Economic development corporation strategy 2005 – UNDER REVIEW

Demography

Community Profile

Building/ permit statistics

Variety of GIS Information (ArcView and CAD)

12. OBLIGATION TO AWARD

Publication of this Request for Proposal and the resultant receipt of any submission does not imply a reciprocal obligation on the part of the City of Williams Lake to award the work to any of the proponents.

The City of Williams Lake or its agents will not accept any responsibility for costs or expenses incurred in replying to this Request for Proposals.

The City of Williams Lake reserves the right to cancel this Request for Proposals for any reason without any liability to any proponent, or to waive irregularities at their own discretion.

Proposals shall be irrevocable until the City of Williams Lake awards this Contract, or cancels this Request for Proposals, whichever first occurs,

The City of Williams Lake reserves the right to reject any or all proposals, to negotiate with any firm submitting a proposal and to accept the proposal deemed most favorable in the interests of the City of Williams Lake.

13. RETURNS

Proponents should indicate whether submissions should be returned or destroyed on completion of the selection process.

14. FREEDOM OF INFORMATION

The City of Williams Lake is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interest, the City of Williams Lake cannot guarantee that any information provided to the City of Williams Lake can be held in confidence.