

# Sustainable Community Plan

## *Request for Proposals – Information Package*

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### **Background**

The Village of New Denver has been incorporated for over 80 years, and has seen many changes during this time. Despite its geographical isolation, New Denver's history has been significantly affected by outside forces, and the village must continue to respond to external influences. Currently, rising fuel prices, increasing housing costs, the impacts of climate change, and economic shifts related to global market events are testing the community's resiliency. These combined 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.

In 2005, New Denver signed an agreement between the federal government, the province and UBCM, which outlined the terms for the transfer of Federal Gas Tax Revenue to the municipality. As part of this agreement, the municipality has agreed to develop an integrated community sustainability plan, also known as a Sustainable Community Plan. The purpose of the plan is to provide a comprehensive look at local issues of economic, environmental, social and cultural sustainability in an integrated fashion, as compared with more traditional "single-issue" plans.

### **Project Description**

The Village of New Denver is inviting proposals for the development of a Sustainable Community Plan (SCP) for the municipality. The project will lead to the identification of gaps, overlaps and inconsistencies amongst existing plans and policies, and the development of feasible implementation strategies which support financial decision-making related to infrastructure investment.

The successful proponent will work closely with village staff, elected officials and key stakeholders in the development of the SCP. The SCP will include a review of sustainability initiatives already under way in the community and an extensive public process designed to elicit stakeholder input. The SCP will also identify and prioritize key actions in areas of economical, environmental, social and cultural sustainability, as well as provide indicators for measuring implementation success.

### **Deliverables and Objectives**

A comprehensive Sustainable Community Plan (SCP) which will gather public input to guide Council's strategies for ensuring the economic, environmental, social and cultural sustainability of the community of New Denver. The resulting plan will identify existing

initiatives and potential future projects in each of the above areas, priorities and required actions for implementation, as well as indicators or other measurement criteria that can be used to evaluate success.

## **Scope of Services**

The project will require the consultant to work closely with staff, elected officials, and key stakeholders to develop a SCP which fulfills the requirements of the Federal Gas Tax Revenue Transfer agreement. The project will consist of three phases, explained in more detail below:

### **Phase 1 – Review of existing documents**

Staff will provide the consultant with copies of relevant studies, plans, reports and other documentation. The consultant will perform a document review and will identify successful projects as well as any gaps in the municipality's sustainability planning activities to date. This information will be used to set the stage for Phase 2.

### **Phase 2 – Gathering public input**

The consultant will work with staff to identify key stakeholders and develop a public outreach and communication strategy for the project. Using the template developed by the Ministry of Community Services, the consultant will gather feedback from the public regarding the best ways to ensure the economic, environmental, social and cultural sustainability of New Denver.

### **Phase 3 – Preparation of final report**

Using the information assembled during the first two phases of the project, the consultant will prepare a report that outlines past accomplishments and future strategies for community sustainability in New Denver. Key opportunities for action as well as indicators of success will be identified. It is anticipated that at least three drafts will be required. A comprehensive public review will be required prior to adoption by Council. The final report will be adopted by April 15, 2010.

## **Submission Requirements**

In response to this Request for Proposals, interested parties should present the requested information in the following format:

### **Project Team**

Provide a brief overview of your organization, including completed projects, principal officers, and current staffing and functional resources. Provide abbreviated resumes for key personnel who may be associated with this project. Provide descriptions of roles and responsibilities of each team member.

### **Approach to Sustainability Planning**

Provide a detailed description of the project plan. Elements to consider include: approach to public process, principles of sustainability planning, communications and reporting strategy.

### **Project Schedule**

Provide proposed timeline for each phase of the project as well as estimated time required to complete each phase.

### **Project Costs**

Provide total project costs, including all fees and disbursements, broken down by phase. 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 copy, in electronic format or in print, clearly marked “Village of New Denver – Sustainable Community Plan Project”, must be received by the Village Office, PO Box 40, 115 Slocan Avenue, New Denver, BC, V0G 1S0, no later than 4:00 p.m. local time on September 4<sup>th</sup>, 2009. Any proposals received after this time will not be considered.

### **Selection Criteria**

Proposals will be reviewed by the Village of New Denver selection committee.

Evaluations will be based on the following:

- Consultants’ demonstrated ability to provide a full range of relevant services
- Demonstration of expertise in 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
- Consultants’ familiarity with the Village of New Denver
- Qualifications and experience of the 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.

### **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 Village of New Denver. Invoice amounts in excess of the agreed price will not be accepted. If the project costs exceed the original agreed

price, then a formal request must be submitted and subsequently approved by the Village of New Denver, prior to commencing such extra works.

### **Business Licence**

The successful consultant will be required to obtain a Village of New Denver business licence.

### **Enquiries**

For further information regarding this proposal contact:

Catherine Allaway, Confidential Secretary

Phone: 250-358-2316

Email: [newdenver@netidea.com](mailto:newdenver@netidea.com)

### **Obligation to Award**

Publication of this Request for Proposals and the resultant receipt of any submission does not imply a reciprocal obligation on the part of the Village of New Denver to award the work to any of the proponents.

The Village of New Denver or its agents will not accept any responsibility for costs or expenses incurred in replying to this Request for Proposals.

The Village of New Denver reserves the right to cancel this Request for Proposals for any reason without any liability to any proponent, or to waive irregularities at its own discretion.

Proposals shall be irrevocable until the Village of New Denver awards this contract, or cancels this Request for Proposals, whichever occurs first.

The Village of New Denver reserves the right to reject any or all proposals, to negotiate with any firm submitting a proposal and to accept the proposal deemed most favourable to the interests of the Village of New Denver.

### **Freedom of Information**

The Village of New Denver is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As such, the Village of New Denver can not guarantee that any information provided to the Village of New Denver can be held in confidence.