



REGIONAL DISTRICT OF CENTRAL KOOTENAY

REQUEST FOR PROPOSALS

SMART PLANNING FOR COMMUNITIES – INTEGRATED COMMUNITY SUSTAINABILITY PLAN

1.0 Invitation and Instructions:

The Regional District of Central Kootenay (RDCK) invites proposals from experienced and qualified consultants to develop a coordinated public process and summary document that satisfies the Provincial and Federal gas tax obligation for a Smart Planning for Communities – Integrated Community Sustainability Plan (ICSP).

A complete copy of your proposal must be submitted in a sealed package labeled “RFP (4720-39) – Regional District of Central Kootenay Smart Planning for Communities – Integrated Community Sustainability Plan” to Ramona Mattix, General Manager Development Services, no later than 2:00 p.m. local time, **August 31, 2009**. The proponent’s name and return mailing address must be clearly marked on the outside of the proposal submission package. Late proposals will not be accepted and will be returned unopened, to the proponent. **Facsimile proposals and electronically submitted proposals are acceptable.**

Ramona Mattix, General Manager Development Services
Regional District of Central Kootenay
Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4
rmattix@rdck.bc.ca
Phone: (250) 352-8191
Fax: (250) 352-9300

Questions concerning the project may also be directed to the aforementioned individual.

The Regional District reserves the right to waive informalities in proposals, negotiate any proposal and reject any or all proposals. The Regional District will not be responsible for costs incurred by the proponent in submitting a proposal.

Proposal prices must be firm for a period of 60 days after the closing date of August 31, 2009. The Regional District shall not be obligated in any manner to any proponent until a written agreement has been duly executed by both parties.



Copies of the RFP may be obtained as follows:

- a.) In PDF (public document format) file format from the Regional District's website www.rdck.bc.ca, or
- b.) In hard copy from the Regional District Administrative Department, 202 Lakeside Drive, Nelson, BC between 8:30 am to 4:30 pm Monday through Friday.

2.0 Introduction and Background

The Regional District of Central Kootenay is working to respond to commitments made through the gas tax agreement, Climate Action Charter and Bill 27. The District's commitment to develop an ICSP by the end of the Gas Tax Agreement period in 2010 was a corner stone of the 2009 budget and Development Services Work Plan. At the regular Board meeting in June of 2009, the Board voted to approve in principle, the development of standard procedures, guiding principles, and policies to be included in an RDCK Official Community Plan template, including integration of the recommendations and outcomes of the Provincial Smart Planning for Communities Initiative.

The RDCK has finished the first step in the process by completing a Community Assessment. As part of the Community Assessment, a survey was conducted via the web and two public open houses were held by the consultant, CTQ and staff. The top three Community Aspect priorities identified to move the community towards sustainability were as follows:

1. Food
2. Water
3. Transportation / Natural Areas / Economic Development / Health & Social

The least important community aspects with respect to sustainability were:

1. Recreation & Leisure
 2. Arts, Culture & Heritage
 3. Build Environment
- Using sustainability principles, the RDCK hopes to incorporate various elements into an OCP Toolkit, into its Carbon Neutral Action Plan, and into a Climate Adaptation Plan. Policy options to consider would include items such as residential development options, protection of agricultural lands, protection of the natural environment, green house gas emission targets, recycling, etc.



3.0 Project Description

The proposed consultant activities in this process will be to research best governance practices for sustainability with a focus on the six priority areas and development of a white paper for Board review. Additional responsibilities will include development of a communications plan to keep area residents informed of the process and conduct a workshop with interested residents half way through the Plan process. Selkirk College has offered the services of their Integrated Environmental Planning students to work with RDCK staff and the consultant on developing further possible options, recommendation, and strategies.

Public Open Houses will be held in various areas at key points in the process to gauge public opinion. The purpose of these open houses will be to present the proposed direction that the RDCK is taking in meeting the targets of the sustainability framework and on-going planning projects.

The deliverables that will form the basis of the Smart Planning for Communities Initiative would be:

- A standard RDCK- OCP template that addresses how the Guiding Principles of sustainability could be achieved by the Board.
- Creation of an OCP Tool Kit for community use.
- Water and Wastewater Sustainability Plan.
- Carbon Neutral Action Strategy.

Purpose and Key Objectives

Goal:

To prepare a package of Guiding Principles, OCP language and ICSP strategies that meets the approval of Provincial Smart Planning for Communities Initiative and the RDCK Gas Tax Agreement.

Objectives:

1. To assist RDCK staff in development a Water and Wastewater Sustainability Plan.
2. To complete the Carbon Neutral Action Plan currently underway for the Kootenay Regional Districts.
3. To develop an OCP Tool Kit that can be used in both Electoral Areas and with smaller, rural municipalities that will meet the intent of Bill 27 and the ICSP. The



Tool Kit will also include the recently adopted OCP procedure policy and recommend a consistent communications strategy in the OCP process.

4. To enhance the capacity of the RDCK to effectively engage and address the challenge of Climate Change.

4.0 Scope of Work

The scope of work is described in the attached Terms of Reference.

Timeline

The project is expected to be completed by September 30, 2010.

Key Dates & Deliverables

Contract Award	September 18, 2009
November 2009	Communication Plan and Inventory Work completed.
January 2010	Present the Draft Water and Wastewater Sustainability Plan and Carbon Neutral Action Plan and OCP Tool Kit to the Regional Board and to the public.
March 2010	Present to AKBLG. Presentation will include Sustainability Guiding Principles and recommendations to meet Bill 27 along with sample OCP targets for the Tool Kit and summary of the key elements of the Water and Wastewater Sustainability Plan and Carbon Neutral Action Plan.
Feb. – Aug. 2010	Deliver 4 community presentations for public input through the process
Fall 2010	Present to Union of British Columbia Municipalities (UBCM), if requested
September 15, 2010	Submit an ICSP to the Province in the form of a package of the deliverables to Provincial Smart Planning for Communities Initiative.
September 30, 2010	Project Complete



5.0 Consultant Information

Consultants submitting proposals to provide these services are required to indicate the following:

Qualifications and Experience

The proponent must include in the proposal, a list of the personnel on the project team, their project role and a curriculum vitae for each member of the team. Sub-consultants, if any, must be identified. The proponent must include a statement of qualifications and relevant experience in support of the proposal.

Qualifications

- Demonstrated familiarity with the Provincial Smart Planning for Communities Initiative.
- Demonstrated experience conducting an outstanding Communications Plan for the project and engaging and consulting with the public.
- Ability to make recommendations about sustainable guiding principles based on the expectations of the provincial Climate Action Charter and Bill 27.
- Familiarity with climate change issues.
- Ability to develop unique responses to meet ICSP commitment on behalf of local government.
- Demonstrated ability to effectively communicate complex issues and develop education and communication strategies that are appropriate for various audiences.
- Knowledge and experience in the development of Official Community Plans.

The proponent should include in the proposal, a minimum of three references from former clients and/or work experience with a brief description of the project completed.

6.0 Work Plan and Schedule

The proponent must provide a work plan setting and a clear methodology and timeline for completing scheduled tasks. The proponent may wish to outline tentative dates for public meetings and site visits which are convenient to the proponent and will allow sufficient time before the September 2010 deadline for completion of deliverables.

7.0 Fee Structure

The proponent must specify in the proposal the fees required to satisfy the terms of reference for the project, the work plan and the methodology. The proponent must clearly identify and detail all costs. The budget for the project is \$75,000.



8.0 Proposal Format

Proponents are asked to respond in a similar manner. The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a.) Title Page – including Request for Proposal title and number, proponent's name and address, telephone number, fax number, email address and contact representative
- b.) Table of Contents including page numbers
- c.) An Executive Summary of the key features of the proposal
- d.) The Body of the proposal, including pricing, i.e. the 'proponent's response'
- e.) Additional information that a proponent may choose to provide

9.0 Documents

The successful proponent will produce and provide to the Regional District of Central Kootenay, draft and final documents concerning the completion of the project in two electronic formats (Word and PDF). The proponent will also provide one hard copy of draft and final documents to the Regional District.

10.0 Project Manager

Questions should be directed to the project manager:

Ramona Mattix, Development Services General Manager
Regional District of Central Kootenay
PO Box 590, 202 Lakeside Drive
Nelson, BC V1L 5R4
(250) 352-8191
rmattix@rdck.bc.ca

11.0 Evaluation of Proposals

Consideration will include the professional qualifications, experience, local knowledge, work plan methodology and schedule, price and quality of proposal. The proposal submission should be clear, concise and complete. The Regional District shall be the sole judge of a proposal and its decision shall be final.



**Request for Proposals
Smart Planning for Communities –
Integrated Community Sustainability Plan
RFP (4720-39)**

Team	30%
Methodology	30%
Experience with Similar Initiatives	5%
Project Schedule	15%
Local Capacity	10%
Budget Allocation / Level of Effort	<u>10%</u>
Total	100%

12.0 Ownership of Proposals and Freedom of Information

Proposals will be received and held in confidence by the Regional District of Central Kootenay, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for individual proponents at their request to the *Freedom of Information and Protection of Privacy Act*.