

VILLAGE OF TELKWA
Request for Proposal (RFP)

For

**Integrated Community Sustainability Planning Process with an Official Community
Plan and Zoning Bylaw Update and Rewrite**

Key Proponent Information

Date of RFP Issue: December 22nd, 2009

1. Closing Date for Response: **February 1st, 2010** by (no later than) **3:30 pm** local time, (Pacific Standard Time)
2. Send two complete copies of each proposal. Alternatively proposals may be electronically submitted by means of attached electronic files i.e. PDF documents
3. Contract Name: OCP – ICSPanning
Contracting Agency: Village of Telkwa
Contact Person: Kim Martinsen, Chief Administrative Officer
Address: Box 220
Telkwa, BC V0J 2X0
Telephone Number: (250) 846-5212
Fax Number: (250) 846-9572
Email: administrator@telkwa.com
4. Please use the above RFP description on all related correspondence.

**Village of Telkwa
Terms Of Reference
Integrated Community Sustainability Planning Process with an Official Community
Plan and Zoning Bylaw Update and Rewrite**

Purpose

The Village of Telkwa is inviting proposals for the preparation of an Integrated Community Sustainability Planning (ICSPanning) process for updating the existing Official Community Plan (OCP) and Zoning Bylaw for the Village. This project will review Telkwa's current OCP and require a comprehensive and innovative community engagement process. The final document should articulate residents' long-term vision for their community's future, position the community to adapt to future trends, and serve as a primary guiding document for all municipal decision making.

Background

The Village of Telkwa is located in the Bulkley Valley along Highway 16 (Yellowhead Route) in northwestern British Columbia. The community is located approximately midway between Prince Rupert and Prince George and provides one of the many beautiful stops for travelers on route to and from Alaska and the Yukon.

The Village is nestled on the banks of the Bulkley and Telkwa Rivers and is bordered by Tyhee Lake Provincial Park. The picturesque community has a population of 1400 residents and provides Smithers with a strong labour pool.

The Village boasts an abundance of historical buildings and the oldest community site in the Bulkley Valley (Aldermere). The walking trail system could be argued to be the best in the Valley and covers all of the historical locations and park areas around the community. The Telkwa BBQ is one of the oldest consecutive events being held in British Columbia.

The business and residential growth has been limited due to the water infrastructure being limited in servicing fire suppression and any further major subdivisions. There are potential subdivisions ready to be approved once the water distribution system is expanded to meet future demand. The current OCP requires updating as many of the plans and policies have been met and the demographics and residents' needs have changed. Land use requires some amending and review to determine what the residents want the community to look like in the future.

Project Description

The Village of Telkwa is inviting proposals to develop a Village of Telkwa Integrated Community Sustainability Planning process for review and revision of the existing OCP. The project will provide the basis for ensuring consistency within existing plans and policies by determining current gaps and inconsistencies.

The OCP review and development under an ICSPanning process will include public engagement through consultations (and other methods) with Council members, Village of Telkwa staff, key stakeholder groups and community members in general.

The OCP will re-assess the community's values concerning issues such as servicing, land use, water expansion & conservation, affordable housing, recreational parks and trails, heritage strategies, the municipality's identity within the Regional District of Bulkley Nechako Area "A", environmental protection, climate change, rural-wildland interface, greenhouse gas emission reduction strategies and targets, etc.

The ICSPanning process will identify key actions in areas of economic, environmental, social and cultural sustainability and will provide indicators for measuring implementation success.

Project Deliverables

- A practical and feasible OCP based on an ICSPanning process that reflects public input to guide Council's strategies for ensuring the economic, environmental, social and cultural sustainability of the Village of Telkwa;
- Identification of initiatives and potential future projects in the areas of economic, environmental, social and cultural sustainability. The Plan will include required actions for implementation and benchmarks/indicators of success;
- The legislative requirement date of May 31st, 2010 must be met for including GHG reduction targets, policies and actions in the OCP; and
- A Zoning Bylaw upgrade

Project Process

Applicants are asked to describe the framework they would recommend for completing the following phases of the project:

1. Review of Existing Documents and Background Information

Staff will provide the consultant with all relevant background information including reports, studies and plans. The consultant will perform a document review to become familiar with the existing OCP and Zoning Bylaw.

The following is a sample selection of the documents available as background information:

- Village of Telkwa Official Community Plan Bylaw No. 513, 2002
- Village of Telkwa Water System Study 2006
- Village of Telkwa 2008 Strategic Plan and Mission Statement
- Village of Telkwa 2008 Annual Report
- Bulkley Valley – Lakes District Airshed Management Plan 2004
- Bulkley Valley Housing Needs Assessment 2002
- Village of Telkwa Comprehensive Development Planning Report 1998
- Village of Telkwa Water Use Efficiency Study 2004

- Village of Telkwa DCC Bylaw 439, 1998
- Village of Telkwa Zoning Bylaw 514 2001
- Village of Telkwa Building Bylaw 533, 2003
- Village of Telkwa Trail Development Plan 1997
- Village of Telkwa Community Business Development Plan 2002
- Telkwa Active Communities Survey 2009
- Omineca Beatle Action Coalition Strategies
- Village of Telkwa Strategic Plan 2010

2. Gathering Public Input

The consultant will work with staff, elected officials and key stakeholders/groups to develop a unique outreach and communication strategy for the project. The consultant will gather feedback from the community regarding the best ways to ensure economic, environmental, social and cultural sustainability in the Village of Telkwa. The consultant may have to conduct some preparatory work so that participants understand the concept of sustainability within this process.

3. Summary and Analysis of Public Input Information and Revision of the Existing Village of Telkwa OCP and Zoning Bylaw

The consultant will summarize and analyze the information collected throughout the public input process and will compare results with policies and strategies from the existing Village of Telkwa OCP.

Community sustainability goals should arise from this phase and goals should be consistent with other relevant plans and policies eg. Climate Change Action Charter, GHG Reduction Targets for the Village of Telkwa etc...

4. Draft OCP and Zoning Bylaw

The draft OCP and draft amendments to the Zoning Bylaw will be presented to the Village of Telkwa Council.

Council input will be considered and changes to the draft Plan will be made.

The finalized Plan will be presented to Council for First, Second and Third Readings.

5. Presentation of the OCP and Zoning Bylaw to the Community at a Public Hearing

The consultant will present the OCP and Zoning Bylaw to the community at a public hearing.

Any further significant input may require inclusion into the OCP.

The finalized OCP will be presented to Council for adoption.

QUALIFYING CRITERIA

The Village of Telkwa Integrated Community 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:

Proven experience in;

- conducting integrated community sustainability planning processes
- conducting OCP reviews
- integrating OCP requirements with the principle of integrated community sustainability planning
- on time, on budget delivery of projects of a similar nature

Demonstrated ability to provide the complete range of professional skills necessary for successful execution of the project.

Demonstrated knowledge and experience working with rural communities in British Columbia, preferably, northern communities.

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

SUBMISSION REQUIREMENTS

Proposals will be received up until 3:30 pm on February 1st, 2009. Please submit three (3) copies and one (1) digital copy of your proposal in a sealed envelope marked "Proposal for the Village of Telkwa OCP Review" addressed to:

Kim Martinsen, CAO
Village of Telkwa
PO Box 220
Telkwa, BC V0J 2X0

Contents of the submission are left to the discretion of the applicant but must include details as outlined in the Terms of Reference as a minimum.

All proposals will become the property of the Village of Telkwa.

All proposals must be firm offers, and valid for sixty (60) calendar days following the last day to accept proposals. If a proposal is accepted by the Village of Telkwa, expenditures up to the amount proposed, or as otherwise agreed, will be provided by the consultant. Advanced notice for any increase in the total remuneration or extensions to the time required to complete the service is obligatory. No over-expenditure or extension of time will be permitted without prior authorization in writing.

The Village reserves the right to waive informalities in or reject any or all proposals, or to accept the proposal deemed most favourable in the interest of the Village. The lowest fee, or any proposal may not necessarily be accepted.

In no event will the Village of Telkwa be responsible for the costs of preparation and submission of a proposal.

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.

SELECTION CRITERIA

Proposals will be reviewed by the Village of Telkwa'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
- Creative approach
- Accessibility and responsiveness
- Compliance with Request for Proposals documents
- Overall quality and detail of the proposal Request for Proposals

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 Telkwa. 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 Village, prior to commencing such extra work.

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 Village of Telkwa to award the work to any of the proponents.

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

The Village of Telkwa 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 Village of Telkwa awards this contract, or cancels this Request for Proposals, whichever first occurs,

The Village of Telkwa 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 in the interests of the Village of Telkwa.

RETURNS

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

FREEDOM OF INFORMATION

The Village of Telkwa 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 Village of Telkwa cannot guarantee that any information provided to the Village of Telkwa can be held in confidence.