

Agenda No: 6.2 a)

Mtg. Date: Jan. 26, 2009



Development & Environmental Services

1450 K.L.O. Road
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www.regionaldistrict.com

DEVELOPMENT & ENVIRONMENTAL SERVICES DEPARTMENT REPORT

For the Regional Board January 26, 2009

TO: Chair & Members of the Regional Board

FROM: Ron Fralick, Planner 1

DATE: January 16, 2009

SUBJECT: Consultant Contract Award – Environmental Policy & Guideline Update for North Westside Official Community Plan Bylaw No. 785

RECOMMENDATION:

THAT CTQ Consultants Ltd. be awarded the Consultant Contract for the Environmental Policy & Guideline Update for North Westside OCP Bylaw No. 785 in the amount of \$29,195 (plus GST).

BACKGROUND:

In accord with direction from the Governance and Services Committee on October 9, 2008, staff proceeded with the Request for Proposal (RFP) process in order to secure a suitable consultant for the Environmental Policy & Guideline Update for the North Westside OCP. On November 13, 2008 an RFP was issued for Consulting Services. Three submissions were received by the stated deadline.

Details pertaining to the Consultant scope of work and deliverables are identified in the attached Schedule 'B' Request for Proposal document.

EVALUATION:

The RFP closed on November 28, 2008 with three (3) submissions received including bids as follows;

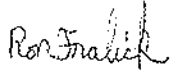
1. Golder Associates Ltd. \$27,305
2. CTQ Consultants Ltd. \$29,195
3. EBA Consulting \$29,623

The consultant submissions were evaluated based on technical criteria and submitted fee resulting in the proposed award of contract to CTQ Consultants Ltd. for the upset amount of \$29,195 (plus GST). An overview of the criteria for evaluation is located on Page 10 of the Request for Proposals. The recommended proponent received the highest technical score and had the second lowest submitted bid.

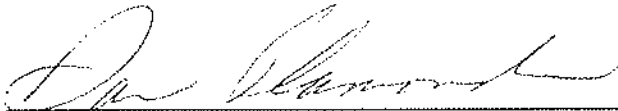
PLANNING STAFF COMMENTS:

Planning staff of the Development & Environmental Services Department recommend that CTQ Consultants Ltd. be awarded the Consultant Contract for the Environmental Policy & Guideline Update for North Westside Official Community Plan Bylaw No. 785 for the amount of \$29,195 (plus GST).

Respectfully submitted,



Ron Fralick, MCIP
Planner 1



Dan Plamondon, Manager Development & Environmental Services

Attachment

RF/jt

SCHEDULE 'B'



Regional District of Central Okanagan

Environmental Policy and Guideline Update for the North Westside OCP Bylaw No. 785 of Electoral Area (Central Okanagan West)

Request For Proposal

The four copies of the proposal must be in a closed envelope with the consultant(s) contact information printed on the front.

**All proposals must be received no later than
4:00 PM on Friday, November 28, 2008**

Questions about the content of this RFP should be directed to the Project Coordinator, Ron Fralick, Planner I, at (250) 469-6227(phone); (250) 762-7011 (fax); or ron.fralick@cord.bc.ca

Once complete all proposals must be submitted to the:

**Development & Environmental Services Department
Regional District of Central Okanagan
1450 KLO Road
Kelowna, BC, Canada
V1W 3Z4**

**Phone: (250) 469-6227
Fax: (250) 762-7011**



Environmental Policy and Guidelines Update for the North Westside of Electoral Area "Central Okanagan West"

TERMS OF REFERENCE

1. PURPOSE

The Regional District of Central Okanagan requires an update of environmentally related (sensitive aquatic ecosystems, sensitive terrestrial ecosystems, hillside, and wildfire) policies and guidelines for part of Electoral Area "Central Okanagan West" (not including the Brent Road and Trepanier areas) and Crystal Mountain.

New maps for environmental factors as well as the incorporation of the new Westside District Municipality provide an opportunity to update environmental policies and guidelines in the North Westside Official Community Plan, as well as consolidate policies and guidelines pertaining to Crystal Mountain into the North Westside Official Community Plan. "Figure 1 – Context Map" indicates the two areas being considered in the project; Crystal Mountain currently under Westside Official Community Plan Bylaw No. 1070, and, North Westside Official Community Plan Bylaw No. 785.

In general, the purpose of this project is to:

- incorporate updates in environmental mapping, protection and policy from other documents such as Official Community Plans and development permit guidelines in the Regional District.
- update and incorporate wildfire, hillside, and sensitive terrestrial development policies and development permit guidelines.
- incorporate development permits related to environmental information in the Crystal Mountain area into the appropriate bylaw.
- move land use, environmental policies, and development permit guidelines related to Crystal Mountain to the North Westside Official Community Plan (Note: this will involve expanding the boundaries of the current North Westside Official Community Plan).

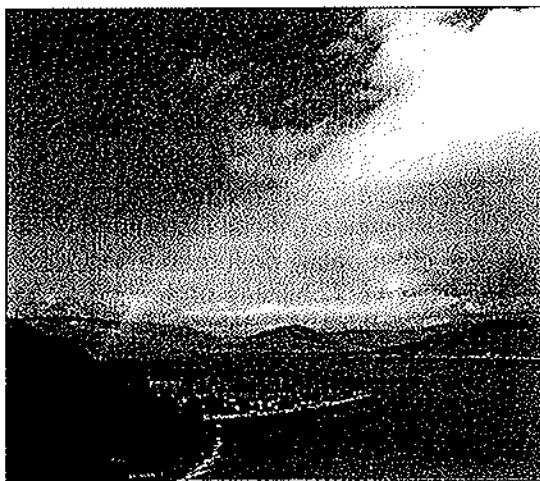


2. BACKGROUND

The North Westside of Electoral Area "Central Okanagan West" is located along the western shores of Lake Okanagan bounded on the south by the new municipality of the Westside District Municipality and bounded to the north by the northern edge of the Regional District of Central Okanagan.

Crystal Mountain is a new resort and ski hill development related to the existing Last Mountain ski hill. Crystal Mountain is supported by policy; however, those policies are located within the Westside Official Community Plan Bylaw No. 1050 that covers land that is now largely located within the new Westside District Municipality. Crystal Mountain is not located within the boundaries of the new municipality. Policies and maps related to Crystal Mountain need to be consolidated into a bylaw under the jurisdiction of the Regional District of Central Okanagan.

The policy and development permit document for North Westside of Electoral Area "Central Okanagan West" is the North Westside Official Community Plan Bylaw No. 785, which was adopted in 1999. Since 1999, progress in environmental mapping and development permits in the Regional District has been extensive. There have been changes in provincial legislation most notably the Riparian Area Regulation. There were recent environmental updates to the North Westside Official Community Plan including an update of sensitive aquatic area development permit area mapping and requirements but there is a need for some additional updating.



A key objective is to provide for continuity throughout the Regional District. A common methodology has been used to develop environmental mapping, interpret the information, and develop useable, effective, and efficient policies and development permit guidelines. The Regional District of Central Okanagan is recognized as one of the provincial leaders on environmental mapping, interpretation, and using environmental information in land use considerations. The intention is to bring the environmental policies and development permit guidelines up to date in the North Westside area and ensure the area benefits from the years of experience elsewhere in the Regional District.

The three development permit areas requiring a more in-depth review are wildfire, hillside, and sensitive terrestrial policies and development permit guidelines. The wildfire policies were created to deal with the topic of wildfire in the early 1990's when the authority for that task fell with the approving officer but provincial legislation did not allow for the use of development permits for wildfire hazard abatement. Revisions are necessary to reflect the different legislative context that now supports

development permits as the main mechanism to deal with wildfire. Hillside policies and development permit areas can benefit from the experience the Regional District has with current policies and guidelines as well as the experience of other municipalities and Regional Districts.

The consultant team will be expected to work closely with Regional District staff, especially staff of the Development & Environmental Services Department. Consideration and continuity with current Regional District policies and practices is important and so a good working relationship between staff and the consultant will ensure an efficient and cost effective process.

3. GOALS

The Environmental Policy and Guideline Update for the North Westside is intended to achieve the following goals:

- a. To clarify environmental protection (sensitive aquatic ecosystems, sensitive terrestrial ecosystems, hillside and wildfire) by incorporating environmental policies into the North Westside Official Community Plan consistent with other policy documents of the Regional District;
- b. To clarify wildfire protection by incorporating wildfire policies into the North Westside Official Community Plan reviewed and updated in consideration of other policy documents and wildfire mapping of the Regional District;
- c. To clarify hillside protection by incorporating hillside policies into the North Westside Official Community Plan reviewed and updated in consideration of other policy documents and slope mapping of the Regional District and in consideration of the processes of other municipalities ;
- d. To incorporate sensitive aquatic ecosystems, sensitive terrestrial ecosystems, hillside, and wildfire development permit areas and development permit guidelines. This will be consistent with other development permit documents of the Regional District, except that hillside and wildfire will require some additional review and updating;
- e. To incorporate policies, development permit guidelines, and all maps and development permit areas associated with Crystal Mountain into the North Westside Official Community Plan Bylaw No. 785 from the Westside Official Community Plan Bylaw No. 1050. New sensitive aquatic ecosystem and sensitive terrestrial ecosystem development permit areas for Crystal Mountain have been developed as a revision to that now shown in the Westside Official Community Plan. That portion of the update will be based upon this new information.
- f. Expansion of the boundaries of the North Westside Official Community Plan to include Crystal Mountain and consideration of renaming the document in light of the inclusion of Crystal Mountain, and, in light of current Regional District discussions underway about renaming the electoral area which encompasses the lands contained within the North Westside Official Community Plan.

4. OBJECTIVES

The consultant will:

- a. Identify all sensitive aquatic ecosystem, sensitive terrestrial ecosystem, hillside and wildfire policies and development permit areas and guidelines requiring updating in the current North Westside Official Community Plan and Crystal Mountain;
- b. Identify all sensitive aquatic ecosystem, sensitive terrestrial ecosystem policies and development permit areas from current Regional District documents to be considered for inclusion in the current North Westside Official Community Plan;
- c. Identify all wildfire and hillside development permit areas from current Regional District documents to be considered for inclusion in the current North Westside Official Community Plan. There will be consideration for review and updating to policies and development permit guidelines;
- d. Utilize sensitive aquatic ecosystem, sensitive terrestrial ecosystem, hillside and wildfire mapping as provided by the Regional District of Central Okanagan;
- e. Identify all policies (land use, environment, etc.) in the Westside Official Community Plan Bylaw No. 1070 related to Crystal Mountain and how those can be appropriately relocated into the North Westside Official Community Plan Bylaw No. 785;
- f. Identify all development permit areas and development permit guidelines in Westside Official Community Plan Bylaw No. 1070 related to Crystal Mountain and how those can be appropriately relocated into the North Westside Official Community Plan Bylaw No. 785;
- g. Identify a boundary expansion for the North Westside Official Community Plan to incorporate Crystal Mountain;
- h. Identify and make a specific recommendation regarding a name change to the North Westside Official Community Plan Bylaw No. 785 in light of the inclusion of the Crystal Mountain area and in light of Regional District discussions regarding changing the name of the electoral area;
- i. Develop and incorporate a public process including meeting with the advisory planning commission, a meeting with the Governance and Services Committee, and a meeting to present the final document to the Regional Board;
- j. Work closely with Regional District staff, with specific focus on the Environmental Planner, to ensure policy and development permit compatibility. Staff should be consulted at key intervals, when key decisions are being made, and regarding the public meeting;
- k. Participate in the interpretation of base map information with staff and provide input and recommendations regarding its use such as identifying development permit areas.

The objectives should be considered within the context of the following:

- Relevant sections of the Westside Official Community Plan Bylaw No. 1050, 2005, and, the North Westside Official Community Plan Bylaw No. 785, 1999, and, the Regional District Zoning Bylaw No. 871, 2000;
- Maps for sensitive aquatic ecosystems, sensitive terrestrial ecosystem, hillside slope categories, and wildfire risk areas provided by the Regional District;
- Provincial legislation including the Local Government Act and the Riparian Areas Regulation;
- Wildfire and hillside policy and development permit procedures for other Regional District's or municipalities.

5. REQUIRED STAGES AND DELIVERABLES

Stage 1 Report - Background, Needs, and Proposed Changes

Time frame - 3 months (Initiated December 2008)

The purpose of this initial Stage 1 report is to provide context, indicate why the changes are important, and finally outline the proposed changes and what those would mean to the community.

The intention is that this Stage 1 report would be the foundation for a community meeting intended to inform the community, indicate what the changes mean, answer questions, and obtain input.

A draft of this Stage 1 report will be presented by the consultant to RDCO staff. The input of the Regional District will then be considered prior to the final version of the Stage 1 report and the public consultation. As part of the review of the draft the consultant will be required to attend a meeting of the Governance and Services Committee and make a brief presentation.

Stage 2 Public process and feedback

Time frame - 1 month (1 public meeting)

The purpose of this stage is to prepare for a public meeting including advertising, hold the meeting, and to allow an opportunity for public feedback. The Regional District will provide support (advertising, booking location, set up) and the consultant will be required to provide a presentation to the public, answer questions, and prepare and tally an exit survey.

During this time frame the Stage 1 report will be provided to the Advisory Planning Commission for feedback. The consultant is required to attend the Advisory Planning Commission meeting.

Discussion and input regarding a new name for the North Westside Official Community Plan should form part of the public process.

Stage 3 Report - Final Submission of Bylaw Amendments

Time frame --- 2 months

The final submission should include a brief outline of the results of the Stage 2 public process.

All final recommendations should be in the form of actual bylaw amendments that can be adopted as changes to existing bylaws just as they are submitted by the consultant.

The consultant will be required to attend a meeting of the Regional Board and make a detailed presentation to each.

6. ROLES AND RESPONSIBILITIES

Regional District

The Regional District will be responsible for advertising, notifications, and room rental and room set up costs associated with information distribution and meetings.

The Regional District will provide all mapping of sensitive terrestrial and aquatic environments, wildfire risk and slope analysis.

The Regional District will, after staff of the Regional District and the consultant have worked together to delineate development permit areas, provide the drafting of the development permit area maps as well as any drafting services that may be necessary to prepare or amend such maps.

The Regional District will provide the reproduction and circulation of drafts, and supporting material. The consultant will provide software compatible or reproducible originals of material and drafts throughout the process.

Material to be provided by the Regional District

The Regional District will provide the following information:

- cadastral mapping on ARCINFO (available on RDCO website),
- orthophotos (2005) includes contour information at 2 m ci (available on RDCO website),
- contour information at 2 metre contour intervals (available on RDCO website) as well as slope maps by slope category,
- copies of relevant planning policy and bylaw documents including, but not limited to the Regional District's Westside Official Community Plan, Zoning Bylaw, North Westside Official Community Plan,
- wildfire hazard level mapping for the North Westside Official Community Plan area,
- Sensitive Ecosystems Inventory and related environmental (aquatic/terrestrial) development permit areas pertinent to the project area,
- a copy of Bylaw No. 1050-18 which was the recent amending bylaw that included policies for Crystal Mountain into the Westside Official Community Plan,
- a copy of the relevant sections of the North Westside Official Community Plan, and Westside Official Community Plan in WORD format.

Consultant

The consultant will be required to provide periodic brief updates of information for the Regional District website (www.regionaldistrict.com) at key points in the process. For any advertised public meetings, a summary of the meeting purpose must be available for the website at least 2 weeks prior to the public meeting date. A summary of the public meeting conclusions must be provided in a timely way following the public meeting.

The consultant will be required to provide a public presentation, including visual presentation, all presentation material, and an exit survey. The consultant will provide a summary of the results of public input.

The consultant is required to attend advisory planning commission meetings, a meeting of the Governance and Services Committee as well as a meeting of the Regional Board. The consultant is required to make presentations at these meetings and respond to all questions.

The consultant will report back to the Project Coordinator on all issues related to project deliverables and timelines.

7. DELIVERABLES

The consultant will deliver information to the Regional District within the following parameters:

- The consultant is expected to utilize the layout and format of the current North Westside Official Community Plan;
- 1 unbound original version of all written material and graphic material in 8.5" x 11" format suitable for reproduction in black and white, or colour;
- 3 bound copies of the document and all accompanying plans and photos;
- 1 digital version in WORD 2003 format;
- All maps should be digital, standard format such as an ESRI shape file, and UTM zone 11 NAD 83 projection;
- All maps must register correctly with our existing line work and polygons must be closed and free of slivers (our existing line work is freely available for consultants to use);
- Copies on computer disc of all site plans (and related information such as land use mapping, concepts, site opportunities and constraints etc.) in ARCVIEW, ARCINFO. *The use of any other computer programs for the production of materials must be preapproved by the Project Coordinator;*
- Copies on computer disc of all drawings and concepts in CORRELLDRAW or POWERPOINT or WORD 2003. *Hand drawings must be provided as good quality scanned files or documents. The consultant may be required to meet with our clerk to clarify report-formatting information. The use of any other computer programs for the production of materials must be preapproved by the Project Coordinator;*
- Copies on computer disc of all presentations and public meeting materials, posters and exit surveys etc., and;
- All original slides, drawings and photos are to be surrendered upon completion of the project.

8. PROPOSAL ASSESSMENT AND BUDGET

The Regional District has budgeted \$25,000 – \$30,000 for this project. Payments are to occur upon achievement of key milestones.

The proposal must include a GANT chart that correlates a weekly time frame, key tasks and milestones, and the time allocation involved by key consultants on a milestone basis. The GANT chart will be used to aid in assessment as well as form the framework of the project.

The following technical criteria will be used in evaluating and identifying the successful candidate(s). The percent score allocated to each criteria is indicated:

40% of evaluated score:

- Qualifications and experience of the project manager/team members;
- Demonstrated knowledge of Official Community Plans, development permit areas and guidelines, (especially related to the environment, wildfire and land use) and the legislative context for those items;
- Past performance with attention to reference checks, monitoring, timeliness and budget constraints;

20% of evaluated score:

- The total hours allocated to the project is adequate;
- The allocation of hours for the key consultants and the allocation of time to achieve each milestone is adequate;

20% of evaluated score:

- The methodology employed is sufficient, logical and meets with proposal requirements;
- The proposed schedule will meet the project requirements and timing;
- Scope of the proposal related to the project requirements;

20% of evaluated score:

- The bid (proposal cost) to undertake the work
- The firm's resources (i.e. staff, equipment);

9. CONSULTANT AND TEAM REQUIREMENTS

The principal consultant must be a member of MCIP and be a recognized professional planner. The consultant team must also include the services of a qualified environmental professional certified in accordance with the requirements of the Province of BC, and a professional forester registered in the Province of BC with experience in wildfire hazard assessment and mitigation.

The consultant(s) should have demonstrated knowledge:

- Of Official Community Plan policy as it relates to the aquatic and terrestrial environments, wildfire, hillsides, and land use;
- Of development permit areas and development permit guidelines as it relates to aquatic and terrestrial environments, wildfire, hillsides, and land use;
- In land use planning as it pertains to local government regulatory jurisdictions and planning processes under the Local Government Act of BC;
- Ability to manage resources that lead to deliverables being received on schedule;
- Working with the public and public consultation.

10. COMMUNICATION

All communication from proponents in respect to this Request for Proposal (RFP) will cease at 12:00 p.m. (noon) on Friday, November 21, 2008, five (5) working days prior to closing of the RFP.

Questions about the content of this RFP should be directed to the Project Coordinator, Ron Fralick, Planner I, at (250) 469-6227 (phone); (250) 762-7011 (fax); or ron.fralick@cord.bc.ca (e-mail).

11. GENERAL TERMS AND CONDITIONS

Proponents shall state the number of addendum received during the proposal period in their submission, and may not submit more than one proposal.

The RDCO has the right to cancel the RFP at any time without liability whatsoever to the proponent; reject any or all proposals; accept any or all proposals, and or; not accept the lowest bid.

This RFP and the proposal in response to the RFP will form the basis for the terms upon which the Regional District and the selected consultant will enter into a "Consultant Agreement" – sample attached.

Proposals shall be delivered to the Regional District in accordance with the instructions, set out herein. **Any proposal submitted after the submission closing date of 4:00 P.M., Friday, November 28, 2008, will not be evaluated and will be returned to the proponent.**

The proposal is to be submitted in a 2 envelope process. *Envelope A* is to contain all technical information related to the submission. It must **not** contain any information on the proponent's bid price. *Envelope B* is to contain the proponents fixed fee only.

Addendums: During the proposal period, proponents may be advised of addenda's pertaining to any required additions, deletions and or revisions to the RFP's requirements. Any addenda items will be distributed to proponents by fax, using the information provided to the RDCO when the proposal was obtained.

Four (4) copies of the proposal must be submitted in a sealed envelope addressed:

**Development & Environmental Services Department
Regional District of Central Okanagan
1450 KLO Road, Kelowna, BC, V1W 3Z4, Canada**

**Purpose: Proposal for Environmental Policy
and Guideline Update – Do Not Open**

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