

# City of Terrace

## Request for Proposals

### Update of Downtown Plan & Downtown Design Guidelines

**Issue Date: November 3, 2017**



**Closing Date: December 1, 2017**

City of Terrace  
5003 Graham Avenue  
Terrace, BC V8G 1B3

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## INTRODUCTION

The City of Terrace is a vibrant and growing community, centrally located in Northwest British Columbia and is the regional nexus for highway, rail, and air transportation routes. Terrace hosts many of the region's business, retail, post-secondary, medical and government services. The population of the City of Terrace is approximately 12,000. In addition, there is an approximate population of 7,000 in the adjacent semi-urban areas of the Regional District of Kitimat-Stikine (Electoral Areas C and E) and the First Nations communities of Kitselas and Kitsumkalum.

The City of Terrace has identified the need for a comprehensive review and update of both the Downtown Plan (2008) and Downtown Design Guidelines (1999)<sup>1</sup>. This is required in order to better reflect Terrace's community vision and the supporting policy and planning efforts made in recent years including, but not limited to the Downtown Parking Study (2017), Transportation Master Plan (2017), Economic Development Strategy (2016), Parks and Recreation Master Plan (2016) and an updated Zoning Bylaw (2014).

The City of Terrace is also currently undertaking a comprehensive review and update to our Official Community Plan (OCP). As Appendices to the OCP, the Downtown Plan and the Downtown Design Guidelines play a key role in development, revitalization and economic development in the downtown. A review and update to these two documents will ensure that the policies related to downtown development continue to support the vision of the OCP and other related planning documents.

## BACKGROUND, REQUIREMENTS AND PROJECT SCOPE

### *a) Background*

The City has expended a significant amount of time and resources into the development of planning documents with a sustainability focus, including the update to the OCP (anticipated adoption December 2017) and Zoning Bylaw. Recent work has been prompted by anticipated growth and demand generated by proposed regional industrial activity. We are now at the point of needing to complete a comprehensive update of the Downtown Plan and Downtown Design Guidelines in order to reflect these planning efforts.

Updated Plan and Design Guidelines documents will assist in directing future development and redevelopment in the Downtown area. As Appendices to the OCP, these two policies play a key role in the revitalization and economic development in the downtown. Reviewing and revising the Downtown Plan and Downtown Design Guidelines will ensure policies related to development and revitalization in the downtown area reflect the overall vision as defined in the OCP and are consistent with the Zoning Bylaw.

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<sup>1</sup> The Downtown Design Guidelines were revised and updated in 2011 to coincide with the adoption of the new Official Community Plan (Bylaw No. 1983-2011).

**b) Budget**

The budget for the review and update of both the Downtown Plan and Downtown Design Guidelines has been established at **\$57,500 (including taxes)**. The Proponent shall provide a detailed breakdown and work plan for the completion of both components.

Expenses related to the project(s) for meeting room rentals and audio visual equipment will be the responsibility of the City of Terrace and are outside the established budget. The City will provide service at its cost to print materials and to plot and mount any public meeting or open house presentation panels prepared by the successful Proponent for the project(s).

**c) Objectives**

The Downtown Plan will:

- Be consistent with the community vision and direction of the Official Community Plan and supporting planning documents such as the Zoning Bylaw and Downtown Design Guidelines (as revised), among others.
- Build on and expand the vision and goals for the downtown area as well as more detailed directions on streetscape, gateways, downtown theme, building and property improvements, signage, parking and traffic.
- Provide direction for future development and redevelopment of the downtown in order to facilitate economic success and to accommodate the current and forecasted growth of the City.
- Provide strategies and direction/supporting rationale to encourage new development on vacant commercial parcels within the downtown.
- Provide strategies that encourage mixed-use development and the commercial use of adjacent public spaces (sidewalks and plazas) in order to increase the vitality, safety and attractiveness of the downtown core.
- Build on the work completed through the Downtown Parking Study in order to develop strategies to support the goal of a walkable pedestrian-oriented downtown core.
- Support the desire to establish welcoming and attractive public spaces / urban parks in order to help different interest groups create stronger ties within the community and increase their personal stake in the downtown.
- Prioritize any specific recommended actions and provide high level cost estimates for all capital investments, if proposed.

The Downtown Design Guidelines will:

- Be consistent with the community vision and direction of the Official Community Plan and supporting planning documents such as the Zoning Bylaw, Downtown Plan (as revised) and Wayfinding Strategy.
- Promote a high quality sense of place and identity at key entry points to the Downtown.

- Incorporate a mix of landscaping and high quality building design features in order to enhance the overall character and image of the Downtown.
- Provide clear, concise and unambiguous direction for site design, building character and orientation, signage, site landscaping and open spaces.
- Promote and identify features which may be used to provide shelter in inclement weather.
- Address and encourage pedestrian movement both between individual sites and throughout the downtown.
- Include aspects of sustainable design and best practices when identifying opportunities for development within the downtown.
- Address on-site parking design and location.

#### **d) Goal**

The Official Community Plan is the City's over-arching policy document that guides decision-making and will provide direction for the review and update of the Downtown Plan and Downtown Design Guidelines. A City's downtown is vital to the success of the local economy and enhancement of business, social, cultural, government and residential activities.

The City of Terrace's OCP outlines several objectives that will be considered when revising the Downtown Plan and Downtown Design Guidelines:

1. Develop a thriving downtown.
2. Promote sustainability through mixed land use in downtown. Consider neighbourhood commercial developments, residential density, and housing location.
3. Provide appropriate and accessible parking in the downtown.
4. Support accessibility and mobility in the downtown core.
5. Maintain and promote natural park areas and greenways.

The updated documents will assist in providing direction for new development and the redevelopment of the downtown. They will ultimately be incorporated as guidelines for Development Permit Area No. 4 (Downtown), to ensure that future development meets the intent of these policies and appropriate design character.

#### **e) Consultation & Engagement**

Identify, inform, consult, and engage with Council, City staff, residents and key stakeholders to ensure comprehensive feedback is incorporated into both the Downtown Plan and Downtown Design Guidelines. The successful Proponent is responsible for facilitating open houses, stakeholder meetings, and presentations to Council, and work will include but is not limited to the following:

- Consult and Communicate directly with key stakeholders such as property and business owners and employees, Terrace Downtown Improvement Area Society (TDIA), Kermodei Tourism

Society, Terrace and District Chamber of Commerce, Terrace Business Resource Centre, as well as the public.

- Conduct questionnaires targeted towards specific user-groups and utilize social media to conduct general surveys targeted towards as many members of the general public as possible.
- Summarise data into a report and input relevant findings from the engagement process into the Downtown Plan and Downtown Design Guidelines.

**f) Study Area**

The Downtown Plan and Downtown Design Guidelines will focus on the area located within the boundaries of downtown Terrace as defined in the Official Community Plan (OCP) Schedule “B” – Future Land Use.

Where appropriate, the planning process will consider areas beyond these boundaries where historical, interpretative, recreational amenities/facilities or other attractions can be linked to the study area.

**g) Background Review and Site Familiarization**

Provide a comprehensive background review of current Downtown Plan and Downtown Design Guidelines. Conduct necessary site visits to make observations, verify information, and conduct analysis. Review, summarize, and provide key findings on, including but not limited to, the following:

- Evaluate all relevant data such as existing policies, regulations, zoning requirements, reports, and planning documents. Identify gaps and deficiencies and collect new data where required.
- Identify strengths and opportunities based on best practices in downtown planning and urban design for small communities.

**h) Review Past Work**

The following documents and information will be made available to the successful Proponent and should be included as part of the background review (above):

- Zoning Bylaw No. 2069-2014<sup>2</sup>
- Official Community Plan Bylaw No. 1983-2011<sup>3</sup>, and all schedules and appendices
- Downtown Plan (2008)
- Downtown Design Guidelines (1999)
- Wayfinding Strategy (2010)
- Economic Development Strategy (2016)
- Parks & Recreation Master Plan (2015)
- Active Transportation Plan (2009)

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<sup>2</sup> The City of Terrace is currently updating the Zoning Bylaw and anticipates completion by early 2018.

<sup>3</sup> The City of Terrace is currently updating the Official Community Plan and anticipates adoption by December 2017.

- Transportation Master Plan (2017)
- Downtown Parking Study (2017)
- Street and Traffic Bylaw No. 1313-1993
- Terrace Population Survey and Projections (2015)

***i) Analysis of the current Downtown Plan and Recommendations***

Analyze the following and make recommendations regarding the downtown including, but not limited to, the following:

- Review and update the Vision Statement, Goals and Objectives for the downtown.
- Identify opportunities to enhance the sense of place and identity within the downtown.
- Identify strategies to promote economic growth and regional attraction to the downtown and the retention of existing businesses.
- Identify opportunities to improve and increase parks and open spaces in the downtown.
- Identify and evaluate areas that are underutilized (ie. Brownfield sites, vacant lots) and outline opportunities for redevelopment.
- Identify gaps and opportunities for improvement in areas such as beautification and streetscaping, public safety, parking and traffic calming and signage.

***j) Analysis of the current Downtown Design Guidelines and Recommendations***

Analyze the following and make recommendations regarding the downtown design guidelines including, but not limited to, the following:

- Identify opportunities to improve the existing downtown streetscape and intersections to reinforce the importance of pedestrian mobility and retail vitality.
- Identify opportunities to improve the overall visual quality of the downtown, including aspects of sustainable design.
- Address building form and character to ensure a unique but consistent design for development and redevelopment within the downtown.
- Review and update document graphics where required.

***k) Lakelse Avenue 4600 Block Canopy Retrofit***

Currently, the City of Terrace is working with a project committee comprised of property owners and businesses on the Lakelse Avenue 4600 Block. The objective of this committee is to review options to retrofit the existing canopy, which was installed in the mid-1980s, and is need of structural and aesthetic improvements. The Project Committee (as Project Managed by the City) will be retaining a consultant to complete a conceptual design and preliminary construction value costing of the canopy retrofit. This design project will be completed as a distinct contract separate from this RFP. The timeline for this project is to have a Conceptual Design and Preliminary Costing completed by January 2018.

The successful Proponent will be required to work with this Project Committee where and if appropriate, and shall incorporate this concept design process and outcomes into the larger downtown plan and design guidelines updates.

***1) Mapping & Concept Designs***

The City of Terrace GIS Department will provide the successful Proponent with base maps and other related mapping support. The successful Proponent will be responsible for developing maps, figures and conceptual designs to support both the Downtown Plan and Downtown Design Guidelines.



## REQUEST FOR PROPOSAL PROCESS

### **a) Enquiries**

All enquiries related to this Request for Proposals are to be directed, by email or phone, to the following:

**Tara Irwin**, City Planner  
Telephone: (250) 615-4026  
Email: [tirwin@terrace.ca](mailto:tirwin@terrace.ca)

For enquiries related specifically to the Downtown Design Guidelines component:

**Ken Newman**, Planner III  
Telephone: (250) 615-4032  
Email: [knewman@terrace.ca](mailto:knewman@terrace.ca)

Alternative Contact:

**David Block**, Director of Development Services  
Telephone: (250) 615-4028  
Email: [dblock@terrace.ca](mailto:dblock@terrace.ca)

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the City of Terrace's option.

### **b) Submission**

- i. Proponents are requested to submit a project schedule, including work plan, milestones/timeline, project meetings, progress reports and final plan/report.
- ii. Proposals should be delivered in an electronic format (PDF file format preferred).
- iii. Addenda may be issued during the proposal period.
- iv. Amendments to the submitted proposals will be permitted, if received prior to the closing date and time.
- v. Proponents are advised that all taxes relating to the services shown herein will be included in the stipulated pricing.
- vi. Proponents are requested to submit information in the order requested (see PROPOSAL PREPARATION). This will assist the evaluation team in their review.
- vii. Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed.

### **c) Closing Date**

Proposals to be considered by the City of Terrace must be received by **4:30 p.m. on Friday December 1, 2017**.

## PROPOSAL PREPARATION

Evaluation of proposals can be completed most efficiently and fairly when the Proponents respond in a similarly-structured manner. The proposal must be submitted with the following information:

- i. A **work plan and a methodology**, which provides a clear description of the tasks proposed to carry out the various aspects of the work and to fulfill the objectives. The Proponent shall provide a detailed breakdown and work plan, for the completion of both components. This work plan should clearly show the level of effort planned and time commitment for all members of the project team on each part of the project.
- ii. A **timetable/schedule** for the completion of all tasks. Included in this timetable should be an indication of when meetings will be required with staff, stakeholders and general public. It is anticipated that a minimum of two interim project meetings and two community consultation meetings will be required. A presentation to Mayor and Council should be included at the final draft project submission stage.
- iii. A **total upset fee to complete the assignment** as outlined above and any additional services deemed necessary by the Proponent, including disbursements.
- iv. **Confirmation of each member of the project team complete with resumes.** A schedule of hourly rates for all personnel who might be utilized on the project must be included.
- v. The Proponent must define, in detail, **what level of commitment by the City of Terrace staff will be necessary** for each activity identified in the work plan. An expectation of the type of information and assistance required by the Proponent at the various stages in the project is to be itemized.
- vi. **At least one sample of similar work for each document**, preferably the most recent Downtown Plan and Downtown Design Guidelines, prepared for comparable sized municipalities in the Province of BC, must be included in the proposal.

## SPECIAL CONDITIONS

### ***a) Acceptance of Proposals and Award of Contract***

Proposals will remain open to acceptance for a period of thirty (30) days after the closing date. The City is not bound to accept the lowest cost, or any proposal of those submitted. Notice sent to a Proponent confirming the acceptance of its proposal by the City and the subsequent full execution of a written agreement will constitute a contract for service. No Proponent will acquire any legal or equitable rights or privileges relative to the service until the occurrence of both such events. Any contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with any Federal, Provincial, or Municipal statutes, regulations and/or Bylaws. After the selection process, the City will advise all Proponents of its selection prior to entering into a contract.

### ***b) Liability for Errors***

While the City of Terrace has made efforts to ensure an accurate representation of information in this Request for Proposals, the information contained in this document is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is

it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

***c) Ownership of RFPs and Freedom of Information***

All proposal documents submitted to the City of Terrace for the purposes expressed in this RFP shall become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

***d) Use of Request for Proposals***

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

***e) Confidentiality of Information***

Information pertaining to the City of Terrace obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City of Terrace.

***f) Indemnity***

The Proponent must indemnify, save and hold harmless the City from and against all claims, actions, loss, damage, expense and costs, made by any person, arising directly or indirectly and whether by reason of negligence of the contractor in the performance of requested work under the terms of this agreement.

***g) Insurance***

The Proponent must, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract in the forms and amounts acceptable to the City of Terrace. If, in the opinion of the City, the project contains added risks, the City reserves the right to increase the limit required. All required insurance will be endorsed to provide the City of Terrace with 30 days advance written notice of cancellation or material change. The Proponent will provide the City of Terrace with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the contract. The City of Terrace is to be added as Additional Named Insured.

## DELIVERABLES

At its completion, both the final Downtown Plan and Downtown Design Guidelines must be provided in a manner that reflects the goals and objectives of the Official Community Plan and other relevant policies and bylaws and will be suitable for proceeding to City of Terrace Council for endorsement. Digital copies, in an accepted format, of the final deliverables must be submitted. The final Downtown Plan, Downtown Design Guidelines and all drafts and supporting items prepared by the successful Proponent will be owned solely and copyrighted by the City of Terrace.

## PROPOSED PROJECT SCHEDULE

It is expected that the successful Proponent will commence work upon award of the contract. The successful Proponent is required to specify a work schedule with a completion date as soon as practical.

**Key dates are outlined below:**

### Downtown Plan & Downtown Design Guidelines

<b>KEY DATES</b>	<b>DATE</b>
<i>RFP Circulation</i>	<i>November 3, 2017</i>
<i>Closing Date</i>	<i>December 1, 2017</i>
<i>Proposal Evaluation</i>	<i>December 4-8, 2017</i>
<i>Proposed Contract Award</i>	<i>December 11, 2017</i>
<i>Initial Kick-off Meeting / Teleconference</i>	<i>December 18-22, 2017</i>
<i>Final Deliverables / Plan</i>	<i>June 15, 2018</i>

