

City of Terrace

Request for Proposals

Complete Communities Assessment

Issue Date: October 25, 2023



Closing Date: November 17, 2023

City of Terrace
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Terrace, BC V8G 1B3

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1. INTRODUCTION

The City of Terrace (the City) is a vibrant 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, and is known for its natural beauty and ease of access to outdoor recreation.

Terrace's population is approximately 12,500 with an additional five to seven-thousand population in the immediately adjacent rural areas. The community and surrounding areas have been growing for about the past decade, coinciding with significant regional developments in sectors such as liquified natural gas transmission, rail and marine shipping, mining and mineral exploration, and many others. Terrace's reputation as a scenic and livable community paired with employment and educational opportunities is attracting growth through in-migration from other parts of the province, country and beyond. According to the 2021 Statistics Canada Census, the population of Terrace grew by over 3% from 2016-2021. BC Stats has forecasted that Terrace's population will continue to increase in the coming years, potentially by as much as 8% by 2030.

In anticipation of continued growth, and to address current and emerging needs in the community, the City is preparing to commence a review of the Official Community Plan (OCP) in 2024. The City's present OCP was last updated in 2017-2018 and in 2009-2011. As a precursor to the OCP update, the City is endeavoring to undertake a Complete Communities Assessment to analyze Terrace's built form through the lenses of housing, transportation, daily needs, and infrastructure. The intent of the project is to establish a baseline and scenarios for the OCP update, through the identification of community strengths, opportunities, challenges, and potential actions for implementation. This work is to be based on and guided by best practices as outlined in the new [Ministry of Housing 2023 Complete Communities Guide](#).

The City of Terrace was recently awarded a grant through the Union of BC Municipalities (UBCM) Complete Communities Program to undertake the Complete Communities Assessment. The project is scheduled to be undertaken approximately over the next six months, coinciding with the launch of the OCP update in 2024. At this time, the City is requesting proposals from qualified consulting firms with proven experience to provide geospatial, communications, engagement, and other related services for the Complete Communities Assessment. The Project Requirements are detailed in Section 2.



2. PROJECT REQUIREMENTS

2.1 Overview

The City has secured funding from UBCM in the amount of \$100,000 to undertake a Complete Communities Assessment. The project will assess the four complete community lenses of housing, transportation, daily needs, and infrastructure, and produce a report that sets out key assessment findings (i.e., strengths, opportunities, and challenges to increase community completeness) and an implementation plan. The project scope, budget, and background resources are outlined in sections 2.2-2.4 below.

2.2 Project Scope

The scope of work is to encompass, but is not necessarily limited to, the steps within the required consulting services outlined in Phases 1-3 below. The scope of the project should closely follow the guidance for Complete Communities Assessments as outlined in the [Ministry of Housing 2023 Complete Communities Guide](#) and illustrated in the diagram in Figure 1.

(a) Phase 1 - Prepare

- Review community context and identify community goals that support complete communities, with a focus on relevant City of Terrace planning documents completed in the last 5 years.
- Review existing data, including City of Terrace spatial data and relevant data available online such as the 2023 Spatial Access Measures dataset and 2021 Proximity Measures Database. As part of the review of existing data, a gap analysis should be undertaken to identify data needs to support measurement of indicators outlined in the Complete Communities Guide.
- Collect and compile new data to address identified data gaps.
- Undertake early community and stakeholder outreach and engagement, including engagement with the Kitsumkalum and Kitselas First Nations.

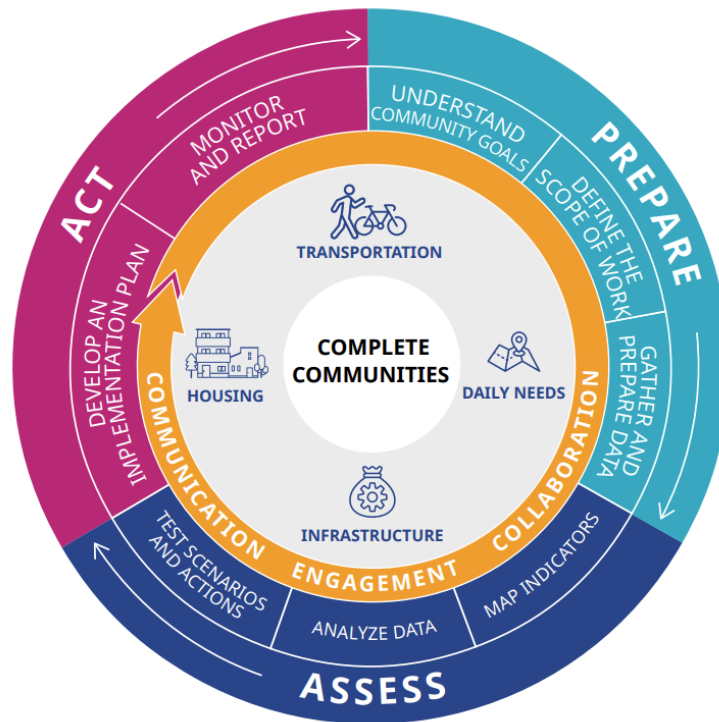
(b) Phase 2 – Assess

- Undertake spatial analysis of housing, transportation, daily needs and infrastructure lenses individually and in relation to each other.
- Conduct assessment of strengths, opportunities and challenges to becoming a more complete community.
- Determine potential actions to becoming more complete, create scenarios to test potential actions, and analyze and summarize trade-offs between different scenarios and actions.
- Present analysis and gather comment/feedback from community and stakeholders.

(c) Phase 3 – Act

- Develop final report including implementation plan with recommended strategic directions / next steps, identifying policy that can be incorporated through the OCP update process in 2024.
- Project wrap up and reporting out to Council and engagement participants.

Figure 1 – Complete Communities Assessment Scope of Work Diagram



2.3 Project Budget

As noted above, the City was recently awarded a grant through the UBCM Complete Communities Program to undertake the Complete Communities Assessment. The total project budget has been established at \$100,000 which is to include all consultant/contractor costs and honoraria related to outreach and engagement. To this end, the proponents’ approach and fees will be considered in the proposal evaluation process. The City of Terrace will provide an in-kind contribution to the project budget through staff time and by covering meeting room, hospitality, advertising, and printing expenses.

An estimated budget breakdown table is included in Attachment 1; this table was submitted to UBCM as part of the City’s grant application and may be used by proponents as a guide for proposed project budgets. Proponents should consider and allocate time and budget resources as they develop a workplan and methodology to address all required steps and actions.

2.4 Project Schedule

It is expected that the successful consultant will commence work immediately following award of the contract. The successful consultant is required to specify a work schedule that results in a completion date for all final deliverables of no later than June 28, 2024, as indicated in Table 1 below. Deadlines are non-negotiable and the successful consultant must commit to delivering all project components as per the schedule.

Table 1 – Key Dates

Milestone	Date
RFP Circulation	October 25, 2023
Closing Date	November 17, 2023
Proposal Evaluation and Contract Award	November 20-24, 2023
Final Deliverables	June 28, 2024

2.5 Resources

The following City of Terrace background documents and information are available online and may be used to inform proposals for the Complete Communities Assessment:

- [Official Community Plan, Bylaw No. 2142-2018](#)
- [Zoning Bylaw No. 2069-2014](#)
- [Transportation Master Plan, 2017](#)
- [Active Transportation Plan, 2009](#)
- [Parks and Recreation Master Plan, 2016](#)
- [Downtown Action Plan, 2018](#)
- [Greater Terrace Housing Needs Report, 2020](#)
- [Greater Terrace Population Survey and Projections, 2020](#)
- [Terrace Community Housing Profile, 2020](#)



3. REQUEST FOR PROPOSALS PROCESS

3.1 Proposal Preparation

Evaluation of proposals is facilitated when proponents respond in a similar manner. Each proposal should be submitted with the following information and in the order set out as follows:

- a) A work plan and methodology, which provides clear description of the tasks proposed to carry out the various aspects of the work identified in the scope of services. This work plan should clearly show the level of effort planned and time commitment for all members of the consulting team on each part of the project.
- b) A timetable/schedule for the completion of all tasks. Included in this timetable should be an indication of when meetings will be required with the City's project team.
- c) Rates and pricing broken down by the activities listed in the work plan.
- d) A total upset fee to complete the assignment as outlined above and any additional services deemed necessary by the proponent, including disbursements.
- e) At least one sample of similar work.
- f) Confirmation of each member of the consulting team complete with resumes and a schedule of hourly rates.
- g) An estimate of the level of commitment by the City's project team.

3.2 Enquiries

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

Primary Contact: Ryan Beaudry, Planner III

Telephone: (250) 615-4041

Email: rbeaudry@terrace.ca

Secondary Contact: David Block, Director of Development Services

Telephone: (250) 615-4028

Email: 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's discretion.

3.3 Closing Date and Submission Requirements

Proposals to be considered by the City of Terrace must be received by **4:00 p.m. PST on November 17, 2023**. Proposals are to be submitted in electronic format via e-mail to rbeaudry@terrace.ca, to the **attention of Ryan Beaudry, Planner III**. Proposals received after the closing date and time will not be accepted and the proponent will be notified.

3.4 Proposal Submission and Amendment Specifications

- a) Proposals should be delivered in an electronic format (PDF file format preferred). Proponents are entirely responsible of ensuring that their proposals are successfully delivered to the City.
- b) Addenda may be issued during the proposal period via BC Bid.
- c) Amendments to the submitted proposals will be accepted, if received prior to the closing date and time and must be signed by an authorized signatory of the proponent.
- d) Project budget cost to exclude GST.
- e) Proponents are requested to submit information in the order requested (see Section 3.1) as this will assist the evaluation team in their review.
- f) Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed.

3.5 Evaluation and Selection Process

Evaluation of proposals will be by an internal committee of the City. The committee will review proposal content and check that all mandatory criteria are met. Proposals not meeting mandatory criteria may be rejected without further consideration at the sole discretion of the City. Proposals accepted for further evaluation will be evaluated using a scoring method applied to mandatory and desirable criteria. Evaluation criteria will include but not necessarily be limited to:

- Capacity of the proponent to complete the work in a timely manner as specified above
- Expertise and experience of the consulting team, and quality of references
- Quality of the proposal, including format, clarity, completeness, and methodology
- Proposed work plan and schedule
- Consultant fee and hourly rates

The City reserves the right to accept any proposal or reject any or all proposals. The City reserves the right to waive informalities in or reject any or all proposals or accept the proposal deemed most favorable in the interest of the City. Proponents agree, by submission of a proposal, that the City's evaluation and selection will be final.

4. SPECIAL CONDITIONS

4.1 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 fee, 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 award letter or 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.

4.2 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 Proposals.

4.3 Ownership of RFPs and Freedom of Information

All proposal documents submitted to the City of Terrace for the purposes expressed in this Request for Proposals 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.

4.4 Use of Request for Proposals

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

4.5 Confidentiality of Information

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

4.6 Indemnity

If a negligent act, wrongful act or omission by a party (“Indemnifying Party”) results in liabilities, actions, damages, claims, losses, orders, fines, penalties, costs or expenses (“Claims”) being brought against, or suffered or incurred by the other party, its officials, officers, employees, agents, contractors, successors and assigns (“Indemnified Parties”), the Indemnifying Party will indemnify, release and save harmless each of the Indemnified Parties to the extent the Claim arises from the negligence, wrongful act or omission of the Indemnifying Party.

4.7 Insurance

The successful consultant 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.



Attachment 1 - Estimated Budget Breakdown (from UBCM grant application)

Complete Communities Assessment City of Terrace 2023-07-21				
Phases and Tasks	Eligible Expenses		Total	% of Project
	UBCM Expense	City of Terrace Expense		
Phase 1 - Prepare				
a. Prepare scope of work and undertake procurement process (request for proposals) to hire consultant	-	\$5,000 (in-kind: incremental staff time)	\$5,000	4%
b. Review community context and identify community goals that support complete communities, with a focus on relevant City planning documents completed in the last 5 years	\$5,000 (consultant/contractor costs)	-	\$5,000	4%
c. Data collection and compilation (e.g., spatial data/mapping/digitalization), including but not limited to data that supports measurement of indicators outlined in the Complete Communities Guide	\$15,000 (consultant/contractor costs)	\$1,000 (in-kind: incremental staff time)	\$16,000	13%
d. Early outreach and engagement with indigenous communities, provincial agencies, local governments and others	\$10,000 (consultant/contractor costs, honoraria)	\$2,000 (in-kind: incremental staff time, meeting room and hospitality, printing, advertising)	\$12,000	9%
Subtotal	\$30,000	\$8,000	\$38,000	30%
Phase 2 - Assess				
a. Spatial analysis of selected lenses (Housing, Transportation, Daily Needs and Infrastructure) individually and in relation to each other	\$7,500 (consultant/contractor costs)	\$2,000 (in-kind: incremental staff time)	\$9,500	8%
b. Assessment of strengths, opportunities and challenges (SWOT analysis) to becoming a more complete community	\$5,000 (consultant/contractor costs)	\$1,000 (in-kind: incremental staff time)	\$6,000	5%
c. Determine potential actions to becoming more complete, create scenarios to test potential actions, and analyze and summarize trade-offs between different scenarios and actions	\$20,000 (consultant/contractor costs)	\$3,500 (in-kind: incremental staff time)	\$23,500	19%
d. Engagement with indigenous communities, provincial agencies, local governments and others	\$17,500 (consultant/contractor costs, honoraria)	\$5,000 (in-kind: incremental staff time, meeting room and hospitality, printing, advertising)	\$22,500	18%
Subtotal	\$50,000	\$11,500	\$61,500	50%
Phase 3 - Act				
a. Develop Implementation Plan. This document will summarize work completed in Phases 1 and 2 and provide an Action Plan with recommended strategic directions, with an emphasis on actions that can be implemented through the Official Community Plan Update process to be commenced in 2024.	\$15,000 (consultant/contractor costs)	\$2,000 (in-kind: incremental staff time)	\$17,000	14%
b. Reporting out to Council, indigenous communities, provincial agencies, local governments and others and project wrap up	\$5,000 (consultant/contractor costs, honoraria)	\$2,500 (in-kind: incremental staff time, meeting room and hospitality, printing, advertising)	\$7,500	6%
Subtotal	\$20,000	\$4,500	\$24,500	20%
Total	\$100,000	\$24,000	\$124,000	