

**REQUEST FOR PROPOSAL**  
**FOR THE NORTHERN ROCKIES REGIONAL MUNICIPALITY**  
**TO MEET ITS LEGISLATIVE REQUIREMENTS UNDER BILL 27**  
**BY MAY 31, 2010 TO INCLUDE GHG REDUCTION TARGETS,**  
**POLICIES AND ACTIONS IN**  
**THE NRRM OFFICIAL COMMUNITY PLAN**

The Northern Rockies Regional Municipality (NRRM) is seeking the services of a qualified consulting firm that is a leader in community energy and GHG planning to provide expert training, direction and guidance with regard to Bill 27 and the changes required to our OCP in order to identify GHG reduction targets, policies and plans.

**1 digital copy in PDF format of the proposal is to be delivered, no later than Friday, January 29<sup>th</sup> at 3:00 pm (local time) to:**

Heather Cosman, Corporate Manager  
Northern Rockies Regional Municipality  
[admin@northernrockies.ca](mailto:admin@northernrockies.ca)

**A hard copy should follow, postmarked no later than Friday, January 29<sup>th</sup> and addressed to:**

Heather Cosman, Corporate Manager  
Northern Rockies Regional Municipality  
PO Bag Service 399  
5319 – 50<sup>th</sup> Ave South  
Fort Nelson, BC V0C 1R0

**NOTES:**

1. Responses are to be in sealed envelopes or packages marked “Northern Rockies Regional Municipality GHG OCP update proposal” with the Respondent’s Name.
2. NRRM reserves the right to reject any or all proposals and to accept the proposal deemed most favorable to the interests of the municipality.
3. NRRM will not entertain any claims for costs related to the preparation and/or presentation of the proposal.
4. NRRM is NOT contractually bound to any matters until such time as NRRM has negotiated a **separate contract** that is totally independent of the RFP process.

**Inquiries regarding this proposal may be directed to:**

**Jack Stevenson**

Director of Community Development and Planning

Phone: 250.774.2541 ext 261 | Fax: 250.774.6794 | [jstevenson@northernrockies.ca](mailto:jstevenson@northernrockies.ca)

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## 1. Project Overview and Background

The purpose of this Request for Proposal is to solicit submissions from qualified consultants that will ensure that the NRRM meets its legislative requirements under Bill 27 by May 31<sup>st</sup>, 2010 that will include GHG targets, policies and actions to be included in the NRRM Official Community Plan. We see this as a Phase I project with a further phase or phases being directed at producing an energy plan for the municipality.

The NRRM became the first regional municipality in BC in February 2009. The last three years have seen an increase in industrial development as a result of the unconventional natural gas finds in the Horn River Basin which is immediately northeast of Fort Nelson. We project significant growth in Fort Nelson over the next three to five year time frame. It is important that the impact of this be reviewed as part of the proposal study.

The current NRRM OCP (formerly Town of Fort Nelson Northern Rockies Regional District) has been in place since 2006, with no amendments to date. We are planning to begin the process of rewriting the OCP in 2010.

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## 2. Overall Objectives of the Study

The overall objective of the NRRM is for the development of an updated OCP that reflects the requirements of Bill 27 with regard to GHG reduction targets as well as initial policies and plans to support.

This project is intended to:

- Define potential targets for inclusion in the OCP
- Define key strategies and actions to meet this requirement
- Propose draft OCP text
- Provide an opportunity for Staff and Mayor/Council to learn more about Bill 27, the issue of GHG reduction and the overall implications to the NRRM as we move forward in the coming years with increased industrial and residential growth.

### 3. Scope of Work

The planned area for the proposal is the NRRM which covers the same land area as the former Northern Rockies Regional District (NRRD). The Community Energy & Greenhouse Gas Emissions Inventory (2007) was for the NRRD. The area of the NRRM is 85,148.87km<sup>2</sup>. The 2006 Census indicated that 6,147 persons lived within the NRRM. At least 80% live within the Fort Nelson Rural Area.

### 4. Resources

The NRRM will provide as a minimum the following information to Respondents:

- The OCP Bylaw No. 707, 2006
- Maps of the NRRM as available
- Relevant Infrastructure Information as available
- General Development Information

NRRM staff will be available to the selected Consultant to provide any other readily available information.

### 5. Submission Requirements

***Only complete submissions will be accepted. Partial submissions will not be considered.*** Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the closing date.

- In order to receive full consideration during evaluation, proposals should include a detailed response to the following:
- Proposed work plan: Proposals should elaborate how the proponent will implement the proposed methodology in order to accomplish the proposed objectives: Work plans should be innovative, realistic and provide a thoughtful approach.
- Deliverables and timelines: Proposals should include a detailed account of anticipated deliverables and projected timelines for completion.
- Proponent's experience: Proposals should include a detailed account of the company's past experience in the field of GHG studies, geographically-based knowledge and experience, experience with local government energy plans, Municipal Planning, Community development, and implementation plans. These past experiences should be placed within the context of projects similar (preferably identical) to this one.
- References: Provide the names and contact information of at least two references that are familiar with the proponent's previous work on projects similar (preferably identical) to this one.
- Project team: Proposals should profile the applicable skills within the project team.
- Contract Price: All proponents should quote an all-inclusive price for completion of the study with detail on hours of work planned for members of the team, along with hourly rates of team.

## 6. Budget

A total amount of \$15,000, excluding GST is available for this assignment. This will be a fixed price contract that includes all fees and disbursements.

## 7. Evaluation of Proposals

Selection will be made by evaluating the criteria listed in 5.0, Submission Requirements. The Regional Municipality shall be the sole judge of a proposal, and its decision shall be final.

### Point System for Criteria

Consultant Qualification and Experience	50 points
Work Plan, and Schedule	30 points
Price (not to exceed \$15,000)	10 points
Quality of Proposal including format	<u>10 points</u>
Total:	100 points

## 8. Projected Deliverables

The NRRM requires the following project deliverables:

- Review the CEEI Inventory and Create a GHG Emissions Forecast
- Staff and Council Workshops
- Suggested OCP Revisions
- Work with NRRM to address potential areas of contention and provide required revisions
- Delivery of a Public Forum on GHGs, the proponent's project, and what the NRRM is doing to fulfill its legislated responsibilities.

Please note that this list of deliverables is not exhaustive. The proponent is encouraged, as part of their work plan, to list additional deliverables that they believe need to be a part of the project in order to accomplish its objectives.

Consultant should anticipate the following project meetings:

- Start up meeting with CAO;
- Regular updates (minimum bi-monthly) with NRRM planning staff via video (preferable) or teleconference

The NRRM reserves the right to negotiate with all of the proponents: to increase or reduce specific components in each proposal; without penalty. These deliverables may be refined or re-defined as part of the review and acceptance of the successful Proponent's proposed work program.

## 9. Project Timetable

The NRRM anticipates that the project will proceed along the following timetable:

ACTIVITY	EXPECTED DATE
1. Deadline for 'Request for Proposal' Responses	January 29, 2010
2. Phone and/or web-based Consultant Interviews Completed ( <i>If Necessary</i> )	February 3, 2010
3. RFP Awarded	February 4, 2010
4. Completion of project – presentation to Council	May 10, 2010

Time is of the essence for the completion of the project, and an aggressive schedule is encouraged.

## 10. Notice to Proponents

### a) Liability

The Proponent shall ensure that the NRRM, its officers and employees, are saved harmless from any liability whatsoever arising out of Proponent's performance or non-performance of the term of this Proposal.

### b) Proponents' Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP.

No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

By submitting its proposal to the NRRM each Proponent represents and warrants to the NRRM that the information in its proposal is accurate and complete. This RFP does not impose on the NRRM any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the NRRM is expressly permitted or required by this RFP to "act reasonably", the NRRM is entitled to act in its sole, absolute and unfettered discretion.

### c) Confidentiality and Freedom of Information of Proposals

All Submissions submitted to the NRRM become the property of the NRRM, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the NRRM, subject to the specific exceptions in that right set out in the Act. The NRRM will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the NRRM does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any

information a proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the NRRM.

## **11. Deadline for Submission**

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