



District of Lantzville
Incorporated June 2003

Request for Proposals

Consultant for the District of Lantzville Official Community Plan Review and Update 2016

Closing Date & Time for Receipt of Submissions: 4:00 pm (PST), Friday, June 10, 2016

A copy of the RFP document is available on the District's website: www.lantzville.ca

Submission requirement: Deliver Four (4) copies of each proposal in print form and one (1) electronic file (i.e. PDF, USB Flash drive suitable for printing by the District) in a sealed envelope.

Labelled/RFP Name: ***RFP: District of Lantzville OCP Review and Update 2016***

Submitted to: Frank Limshue, Community Planner
District of Lantzville
7192 Lantzville Road, PO Box 100,
Lantzville, BC V0R 2H0

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A. INTENT

The District of Lantzville (“the District”) is seeking Proposals from a qualified Consultant or team with the experience in land use, policy and planning to undertake a comprehensive review and update for the purpose of review and revision of the “District District’s Official Community Plan Bylaw No. 50, 2005”, for all areas within the municipal boundaries, as set out in Part D – Scope of Work, in this Request for Proposal (RFP).

B. DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

1.0 DEFINITIONS

The following definitions shall apply throughout this RFP document:

“Contract” means the written agreement resulting from this Request for Proposal executed by the District and the Consultant.

“Consultant” means the successful Proponent to this Request for Proposal who enters into a written Contract with the District.

“Council” means the municipal Council of the District of Lantzville.

“GHG” means Green House Gas.

“LGA” means *Local Government Act*.

“OCP” means Official Community Plan in conformance with the *Local Government Act*.

“Proponent” means an individual or a company that has been requested to and submits, or intends to submit, a proposal in response to this Request for Proposal.

“Proposal” means a submission in response to this Request for Proposal.

“Request for Proposal” and “RFP” means this Request for Proposal.

2.0 TERMS AND CONDITIONS

The following terms and conditions apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the District.

3.0 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format but as a separate Proposal and clearly marked as an alternative solution.

4.0 CHANGES TO PROPOSALS

By submission of a written notice, a Proponent may amend or withdraw its Proposal prior to the closing date and time.

Upon Closing, all proposals become irrevocable. A Proponent may not change the wording of its Proposal after Closing and no words or comments may be added to the Proposal unless requested by the District.

5.0 PROPONENT'S EXPENSES

Proponents are solely responsible for their own expenses in preparing a Proposal. If the District elects to reject all Proposals, the District will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, costs for returning unopened Proposals, or any matter whatsoever.

6.0 FIRM PRICING

- a) Proponents shall base their Proposal on furnishing everything required to complete this project, including all labour, materials, tools, equipment, advertising, displays, handouts, meeting venue costs and all necessary supplies and incidentals.
- b) Proposals must include a Proponent's maximum fee including sub-consultants to complete this project.
- c) Prices will be firm for the entire Contract period unless this RFP states otherwise.

7.0 CURRENCY AND TAXES

Prices quoted will be in Canadian Dollars and inclusive of duty, delivery charges where applicable, and exclusive of GST and other taxes which shall be shown separately as applicable.

8.0 SUB-CONTRACTING

- a) Using a sub-consultant (who must be clearly identified in the Proposal) is acceptable. This includes a joint submission by a Proponent and sub-consultant who have no formal corporate links. However, the Proponent must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the Proposal.

- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the District’s opinion, give rise to conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.
- c) Where applicable, the names of approved sub-consultants listed in the Proposal will be included in the Contract. No changes or additions to the list will be permitted without the written consent of the District.

9.0 ACCEPTANCE OF PROPOSALS

- a) This RFP must not be construed as an agreement to purchase goods and services. The District is not bound to accept the lowest priced or any Proposal of those submitted. The District is under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of the Contract will constitute approval of any activity contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, municipal statute, regulation or bylaw.
- c) The District reserves the right to reject any Proposal and to accept any Proposal notwithstanding any non-compliance with this RFP. The District may select any Proposal for acceptance or negotiation with the Proponent by selecting the Proposal which the District, in its sole unrestricted discretion and on the basis of such criteria as it considers appropriate, deems to be in the best interest of the District.
- d) The District will evaluate proposal submissions based on the “best value” using the following criteria:

Qualifications/experience working in small community setting	15%
Methodology and work plan (including timeline)	20%
Project understanding and innovation	20%
Community engagement strategy	20%
Cost of Proposal	15%
Proposal clarity and presentation	10%
- e) If a proposal contains a defect or fails to comply with the requirements of the proposal documents, which in the sole discretion of the District is not material, the District may waive the defect and accept the proposal.
- f) No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, whether in respect of

Proposal preparation cost, loss of anticipated profit or any other matter whatsoever, and by submitting a Proposal each Proponent shall be deemed to have irrevocably waived any such claim.

- g) The District reserves the right to cancel this RFP at any time and for any reason, and in so doing to reject all Proposals, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.
- h) The District reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of Services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.
- i) The acceptance of any Proposal is subject to funding and may require approval of the Council.
- j) After acceptance by the District, the successful Proponent will be issued a written Notice of Award.

10.0 DEFINITION OF CONTRACT

Notice in writing to a Proponent of the acceptance of its Proposal by the District and the subsequent full execution of a written Contract will constitute a Contract for the Services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

11.0 LIABILITY FOR ERRORS

While the District has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed on this RFP.

12.0 MODIFICATION OF TERMS

The District reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to Proponents through formal addenda.

13.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including Proposals, submitted to the District become the property of the District. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

The District is subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* and may be required to disclose all or part of a proposal. A Proponent may stipulate that trade secrets included in their proposal are supplied in confidence and the release of which could significantly harm their competitive position, however, the District's disclosure obligations will be governed by the *Freedom of Information and Protection of Privacy Act* and Proponents are advised to review that Act for further information.

14.0 CONFIDENTIALITY OF INFORMATION

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

C. PROPOSAL SUBMISSION REQUIREMENTS

1.0 PROPOSAL SUBMISSION

Proponents are subject to the following requirements when submitting Proposals:

- a) Four (4) copies of the Proposal in print form and one(1) electronic file (i.e. PDF, USB flash drive suitable for printing by the District), must be received no later than 4:00 PM (PST) on Friday, June 10, 2016 (Closing) at the following location, to the attention of:

Frank Limshue, Community Planner
District of Lantzville
7192 Lantzville Road, PO Box 100,
Lantzville, BC V0R 2H0

- b) Proposals must be submitted in a sealed package with the name and address of the Proponent and the Request for Proposal title clearly marked on the outside as follows: ***RFP: District of Lantzville OCP Review and Update 2016.***
- c) Facsimile and electronic submissions will not be considered.
- d) Late Proposals will not be considered and will be returned to Proponents unopened at the Proponent's expense.

- e) Proposal to include the following:
 - a. A schedule for completion of the project broken down by phase and task;
 - b. A description of the tasks to be undertaken and methodologies to be used by the Proponent including how each consultation event will be advertised and programmed;
 - c. List of the lead, team members and sub-consultants;
 - d. Project costing including:
 - i. Proponent maximum fee;
 - ii. a breakdown of project costs by tasks in a manner that allows for easy cross-referencing of task, personnel, timing and costs;
 - iii. total hours and fees per individual, including sub-consultants, to be assigned for the entire project; and
 - iv. the cost to the District should meetings in addition to those noted in the Proposal be required;
 - e. The educational and professional qualifications of each individual to be assigned, including sub-consultants. Include a summary of each individual's work experience with related projects, highlighting comprehensive reviews of and/or creation of new Official Community Plans and sustainable projects;
 - f. A list of references from clients who have engaged the Proponent and sub-consultants to complete similar projects, include the name, address and phone number of references; and
 - g. Assurance that the Proponent and sub-consultant are not in a position which may be perceived as a conflict of interest with respect to undertaking this project.
- f) Proposal format:
 - a. Proposals must be submitted in a sealed package with the name and address of the Proponent and the Request for Proposal title clearly marked on the outside.
 - b. Facsimile and electronic submissions will not be considered.
 - c. Late Proposals will not be considered and will be returned to Proponents unopened at the Proponent's expense.

- d. Proposals will not be opened in public.
- e. Proposals that are unsealed; conditional; illegible; obscure; or contain arithmetic errors; may at the discretion of the District, be declared disqualified.
- f. The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to the RFP must sign the Proposal Form provided herein (Schedule A). Unsigned Proposals will be declared disqualified.
- g. Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein. The District will accept no responsibility for documents delivered to other District's facilities and at the discretion of the Chief Administrative Officer may be declared disqualified.

2.0 ENQUIRIES

- a) All enquiries regarding this RFP should be presented in writing to:
Agency Contact Person: Frank Limshue, MCIP
Address: **District of Lantzville**
7192 Lantzville Road, PO Box 100,
Lantzville, BC V0R 2H0
Fax: 250.390.5188
Email: frank@lantzville.ca
- b) Information obtained from any other source is not official and should not be relied upon.

3.0 ADDENDA

- a) Addenda may be issued during the Proposal period in response to queries received. Addenda will be published on the District website. It is the responsibility of the Proponent to monitor this website to check for updates. All addenda become part of the Contract document and must be considered when responding to this RFP.
- b) Verbal answers are binding when confirmed by written addenda.

4.0 TERM

The Term of the proposed Contract will be for a period of fifteen (15) months beginning with Contract execution (July 11, 2016) and ending on October 31, 2017. The timetable may be altered by mutual agreement between the District and the Consultant.

5.0 DISCLAIMER

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of work being requested. The District makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit its Proposal. The District will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of any Proponent.

6.0 COMMITMENT BY LANTZVILLE

- a) The District will make available, upon request and at no cost to the successful Proponent, any existing maps, plans, reports and copies of relevant bylaws, including hard copy maps of the location of major water, sanitary and sewer mains (existing and proposed) that are not posted on the District website. Cadastral, street addressing, zoning and OCP GIS layers will be available in ArcGIS format.
- b) The successful Proponent may be required to sign non-disclosure, confidentiality or other agreements when access is provided to the District information.
- c) The District meeting rooms, when available, may be used at no charge to the Consultant and are to be arranged through the District administration.
- d) Subject to availability, the District staff will assist during public events.
- e) Subject to resource availability, notices and information in PDF format may be forwarded for posting on the District website free of charge.
- f) Project costs which are the responsibility of the District are limited to the following specified items:
 - a. Legal review;
 - b. Council meetings; and
 - c. Preparation, advertisement and holding of a Public Hearing.

- g) While the District will be responsible for the legal review, the Consultant will be responsible for instituting revisions as directed by the District to address legal concerns.

D.SCOPE OF WORK

1.0 BACKGROUND

The District of Lantzville, with a population of approximately 3,600 people, is situated on the east coast of Vancouver Island, within the Regional District of Nanaimo and immediately north of the City of Nanaimo. The municipality is primarily a residential community with a small commercial node.

The Official Community Plan Bylaw No. 50, 2005 was adopted in September 2005 and has had five amendments. Generally, the OCP and “District of Lantzville Zoning Bylaw No. 60, 2005” are reasonably compliant: lands within the Agricultural Land Reserve are zoned Rural 1, most of the lands contained within the Lantzville Urban Containment Boundary are zoned Residential 1, and the Commercially designated lands in the heart of the District contain a mix of commercial zonings. We anticipate reviewing the Urban Containment boundaries to ensure policies and land use designations are in alignment.

The current OCP sets out objectives and policies for seven specified goals. In some areas, good progress has been made: the 2008 Parks, Trails and Recreation Plan is one example. In others, key tasks are yet to be completed. Change in the Village Commercial Core has been slowed by the unavailability of new water connections (to allow for higher densities of development) and delay on the development of Village Commercial Core Design Guidelines (as any plans would be purely theoretical without the availability of community water).

The current OCP designates two Comprehensive Plan Areas: the Foothills and the Lantzville Projects Lands. The Foothills Project was a major component of the 2005 OCP review, while the Lantzville Projects Lands were included in the development of a Village Commercial Core Improvement Plan (VCCIP), initiated in 2014. The VCCIP has not been formally adopted by Council and we anticipate much of the information contained within the draft is still valid and will be included in the new OCP.

In addition to the OCP update, the District of Lantzville 2016-2018 Strategic Priorities include a branding and economic development strategy; First Nations relationship building; communication, engagement and transparency; and revision of the Lantzville/Nanaimo Water Agreement to provide greater flexibility in community water service expansion.

There is an excellent opportunity to involve the Vancouver Island University (VIU) Masters of Community Planning program with certain aspects of the work plan for the review. Preference will be given to proponents able to work with VIU students on this project. Please refer to Schedule B of this document for further information on possible opportunities.

2.0 STUDY AREA

The study area is comprised of all lands within the District of Lantzville municipal boundaries as identified within the District of Lantzville Official Community Plan Bylaw No. 50, 2005.

3.0 OBJECTIVES

Preferences will be given to the proposals with the following objectives:

- a) Submission of a new OCP bylaw for Council consideration of First and Second Reading which:
 - a. is consistent with legal and administrative limitations;
 - b. is pragmatic;
 - c. utilizes one common framework as opposed to the creation of hierarchies within the Bylaw such as local area plans;
 - d. utilizes plain language and is clear and concise in organization, intent, language and relationship to *Local Government Act* provisions;
 - e. is easy to administer (e.g. in relation to responding to public enquiries and incorporating future amendments);
 - f. is based on principles of sustainability;
 - g. is consistent with the Regional Growth Strategy and related initiatives of the Regional District of Nanaimo (RDN);
 - h. is consistent with Provincial Infrastructure and Planning grant priority evaluation criteria; and
 - i. is consistent with the BC Climate Action Charter.

4.0 SCOPE OF ANALYSIS

Preference will be given to proposals with the following:

- a) Compliance with the District's Public Participation Policy No. 3000-9 and all legal requirements regarding content and process including the *Local Government Act* (LGA) consultation process. The references in this RFP to specific statutory requirements are not a comprehensive listing of all statutory or legal requirements;
- b) Preparation for the District's approval, of a consultation process in accordance with LGA Section 879 and including:
 - a. Identification of a First Nation engagement mechanism;

- b. Participation of the District OCP Review Advisory Committee (if in place), the District Departments, Intergovernmental Agencies, General Public, and Interest Groups;
 - c. Responsiveness to the various ways individuals prefer to receive information and provide input;
 - d. Facilitation of participation and issue identification on a neighbourhood basis (e.g. photo contest; essay contest for kids; outreach at selected events; residents surveys; facilitation 101 sessions for committee members and volunteers to host kitchen meetings; open house meeting times by neighbourhood, etc.); and
 - e. Minimum five stage public consultation with initial stage commencing in September 2016:
 - i. Initial – start of OCP process to introduce project and process, including an analysis of the 2005 OCP with public input through the formation of an OCP Review Advisory Committee;
 - ii. Background and Policy Alternatives Report – obtain input on the desirability and viability of policy alternatives to assist in determining policy direction;
 - iii. Draft OCP Amendments – identification of any outstanding issues for resolution prior to preparation of bylaw for Council consideration;
 - iv. Draft bylaw review prior to public hearing; and
 - v. Public Hearing.
- c) Identification of sustainability principles to be used in the OCP process and which are compatible with the Regional District of Nanaimo Regional Growth Strategy (RGS);
- d) Issue identification and creation of a comprehensive Background and Policy Alternatives Report on OCP content areas including:
- a. review of current OCP in relation to sustainability principles;
 - b. 20 year population projection;
 - c. densification including in the context of
 - i. Infill;
 - ii. Secondary suites;
 - iii. Redevelopment; and
 - iv. Greenfield development.
 - d. environment;
 - e. carbon neutrality;
 - f. climate change adaption;
 - g. village culture and economy;

- h. open space requirements by type and proximity, in relation to housing type and density;
 - i. active transportation planning and the relationship with the built environment;
 - j. identification of opportunities, constraints, and policy alternatives and their pros and cons.
- e) Consistency with the RGS including:
 - a. provision of Regional Context Statement identifying consistency with the RGS and accepted by the RDN Board;
 - b. a 20 year time frame to correspond with that of the RGS;
- f) Review of the Green House Gas (GHG) reduction targets, policies and actions to ensure consistency with provincial criteria for grant eligibility or priority;
- g) Consistency with the BC Climate Action Charter;
- h) Coordination with the Village Core Commercial Improvement Plan;
- i) Review of School District plans – including surplus and future school sites;
- j) Development Permit Areas (DPAs):
 - a. Review and update current DPA guidelines to increase clarity and reflect new environmental information and current interpretation and focus including:
 - i. urban design focus on orientation of buildings to the street and pedestrians, and streets as high amenity, multi-purpose, public space;
 - ii. form and character for multi-family and mixed use buildings;
 - iii. new information on the location of environmentally sensitive areas and environmental Best Management Practices (BMPs); and
 - iv. incorporating Green Shore practices into the coastal protection DP area.
- k) Revision of Draft OCP Bylaw to incorporate results of legal review.

5.0 PROJECT PROCESS AND REPORTING STRUCTURE

- a) The Consultant will be required to liaise with the District staff throughout the project. Staff will be available on an ongoing basis to discuss issues as they arise. Contact with the District will be through the Community Planner, or alternatively the Chief Administrative Officer.

- b) All work must be approved by, and carried out to the satisfaction of the District.
- c) Consultant will be responsible for the cost of preparing one unbound single sided colour copy suitable for photocopying and one electronic copy of all reports, bylaws and submissions to Council. Electronic copies must be in PDF and MS Word Format for text, maps and data delivered as ArcGIS and JPEG formats for graphics.
- d) Preference will be given to the project plan that includes the following phases:

Phase 1 – Orientation and Analysis

- Initial Consultant/Staff/Council orientation meeting;
- Review of draft public consultation plan by staff prior to presentation to Council.
- District approval of the minimum five-stage Public Consultation Plan;
- Review and Analysis of 2005 OCP;
- Public consultation plan introduction and initial opportunity;
- Produce report summarizing input received for distribution to Council, staff and public; and
- Produce an analysis of 2005 OCP with comprehensive background and policy alternatives report on key issues to be addressed in the new OCP including those identified through Phase 1 input to Council.

Phase 2 – Draft Bylaw

- Obtain public input on the background and policy alternative report;
- Analyze and create a summary of inputs for distribution to Council, Staff, OCP Review Advisory Committee and public;
- Formulate policy direction on key issues for discussion with Staff;
- Creation of Draft OCP bylaw amendments. Review draft with staff prior to preparation of revised draft and its presentation to Council; and
- Presentation of revised draft to Council and incorporation of any Council direction.

Phase 3 – OCP Bylaw

- Obtain public input on Draft OCP Bylaw;
 - Analyze and create summary of input for distribution to Council, staff, OCP Review Advisory Committee and public;
 - Formulate policy direction on key issues for discussion with staff;
 - Draft of OCP Bylaw for review by staff;
 - The District referral of OCP Bylaw for legal review;
 - Revision of OCP Bylaw in response to legal review and review of revised Bylaw by staff;
 - Presentation of Bylaw and accompanying report to Council for First Reading, consideration of the OCP Bylaw in relation to the District's financial plan or capital expenditure program and any waste management plan that is applicable in the municipality and incorporation of Council amendments;
 - Referral of the OCP Bylaw to the Provincial Agricultural Land Commission for comment;
 - Referral of the OCP Bylaw to meet the consultation requirements as approved by Council per the LGA;
 - Referral and acceptance of the OCP Regional Context Statement by the RDN Board;
 - Public consultation with results of referral submissions;
 - Submission to Council of results of consultation comments, incorporation of any Council Amendments and Second Reading;
 - Public Hearing;
 - Presentation of Third Reading Report to Council; and
 - Incorporation of any Council amendments, possible second reading, public hearing, third reading and adoption.
- v. Any and all reports, documents, computer software, or other items of any nature whatsoever, created by the Consultants or sub-consultants in the performance of the work for this project, whether completed or not, shall be the sole property of the District, and shall be delivered to the District at the end of the project or upon request, in digital form and four (4) hard copies.

6.0 REMUNERATION AND DELIVERABLES

- a) The total costs including all applicable taxes (excluding GST), expenses and disbursements are not to exceed \$100,000.
- b) Proponents shall be paid hourly for works completed in accordance with work schedule. The District shall hold back 10% until the OCP is adopted.

- c) The revised OCP, in its entirety, will be provided in a digital copy as MS Word document formatted to the District's satisfaction and four (4) hard copies of the final document, including one loose, single-sided copy for photocopying.

7.0 AVAILABLE INFORMATION

- a) Proponents are encouraged to review the following materials to confirm the accuracy and completeness of their proposal prior to submission.
- b) Electronic versions of the following documents are available on the District of Lantzville website www.lantzville.ca:
 - a. District of Lantzville Official Community Plan (consolidated 2014), Bylaw No. 50;
 - b. OCP Maps 1-10;
 - c. Zoning Bylaw No. 60, 2005;
 - d. Zoning and Subdivision Map;
 - e. District of Lantzville Subdivision and Development Bylaw No. 55, 2005.

E. CONTRACT CONDITIONS

By submission of the Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the District based on the RFP, the Proponent's proposal, and any negotiations concluded pursuant to Section B.10.0, which Contract may also include the following contract clauses or clauses to like effect.

1.0 COMPLIANCE WITH LAWS

The Consultant will comply with all laws applicable to the work or performance of the Contract including provisions of the *Local Government Act* and the *Community Charter*.

2.0 LAWS OF BRITISH COLUMBIA

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect of the province of British Columbia.

3.0 INDEMNITY

Notwithstanding the providing of insurance coverage by the Consultant, the Consultant hereby agrees to indemnify and save harmless the District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of related to, occasioned by attributable to the activities of the Consultant, its servants, agents, sub-consultants and sub-operators, in providing the services and performing the work of the Contract, excepting always liability arising solely out of the negligent act or omission of the District.

4.0 INSURANCE

The Consultant will be required to provide and maintain professional liability insurance in an amount not less than \$1,000,000 insuring the Consultant's liability resulting from errors and omissions in the performance of professional services under the Contract. Proof of insurance must be provided to the satisfaction of the District.

5.0 REGISTRATION WITH WORKSAFEBC

The Consultant and any approved sub-consultants must be registered with the WorkSafeBC, in which case WorkSafeBC coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Consultant will be required to submit a WorkSafeBC Clearance Letter indicating that all assessments have been paid.

Attachments

Schedule A Proposal Form

Schedule B VIU Master of Community Planning Program Opportunity

Schedule A

Proposal Form

Consultant for the District of Lantzville Official Community Plan Review and Update 2016

Closing: 4:00 pm (PST) on Friday, June 10, 2016

This form must be completed, signed and included with the submission.

The undersigned confirms that their submission is in response to the Request for Proposal “Consultant for Preparation of the District of Lantzville Official Community Plan Review and Update 2016”, and the Proponent acknowledges receipt of addenda # _____ through addenda #_____.

Name of firm: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Name: _____

Position: _____

Phone: _____ Fax: _____

Email: _____

Authorized Signature

Name and Title (Print)

Date

Schedule B

Potential Role for Vancouver Island University Masters of Community Planning Program in Lantzville's Official Community Plan Project 2016/17

Introduction

- Vancouver Island University launched a new Masters of Community Planning program in 2015. We have successfully completed a full year of the program, and are welcoming in the second cohort of 20 students in fall of 2016. The total student population will now be approximately 40 students over the two year program.
- The program is focused on smaller and island-based communities with a priority of “learning by doing.” As such, partnerships with local communities are an essential part of the program – where students get involved in helping local communities in many ways as a core element of their education.
- The relationship between VIU MCP program and Lantzville was one of the first created – in that the first cohort of students spent their first week in a charrette in September 2015 on Lantzville's downtown. This project was a great experience for all – and will be repeated this fall (2016) with the new cohort of students.
- Lantzville is undertaking an OCP review in 2016-2017 and a commitment to find as many ways as possible for VIU's MCP students and program to support that process has been made. VIU does not intend to compete or take away work from planning consultants but it does look to help local small communities whose challenges are significant but whose resources are highly limited.
- This document outlines a range of opportunities for consideration for how VIU's MCP students can support Lantzville's OCP update.

General opportunities

- There are a range of general opportunities to consider for VIU and Lantzville and their consultants to work together.
 1. The primary opportunity is to take advantage of the offer that various faculty in the MCP program have provided for various elements of the OCP work to be integrated into courses that are being taught in the program – and these are outlined in the next section.
 2. Another important opportunity is to recognize the benefits that having VIU involved in the community offer, including:
 - Consultation exercises (for example, World Cafés or on the street activities) that require many facilitators/note takers can be completed by students;
 - Students can serve as educators on key issues that need addressing by researching required information; and
 - Students have an opportunity to work on a “real life” project of significance with a community.
 3. A third opportunity is to hire students for part time work (single event to longer term roles) - as they already have many skills (especially the students in the second year of the program) and are relatively inexpensive. Students also have access to an entire 2 faculty of “coaches” for where their roles exceed their newly acquired or growing skillsets and knowledge bases.

4. Students could also be involved through their major project or thesis. These intensive research programs would not necessarily have to occur during the lifespan of the OCP Project and could happen at a later date.

Course-connected opportunities

- VIU MCP faculty have conferred on the timing and scope of the Lantzville OCP process and can immediately offer the following course-connected opportunities:

1. Community charrette idea explorations for the downtown

- As noted above, the first week of classes (week of Sept 5th) for the incoming cohort will include a 3 day intensive design charrette –again to be focused on Lantzville’s downtown opportunities and challenges. An opportunity exists to incorporate a community consultation experience into this process on possibly the Thursday evening of that week to engage the community in idea generation and exploration of emerging issues in their downtown.
- If the downtown is not seen as the best focus for such an event, VIU is open to refining the focus of the charrette (within the limits of what makes a good charrette) to look at other issues such as overall growth or other planning/design related issues.

2. Community Consultation skills

- Planning 601 is a first semester course (fall 2016) which teaches the core skills and toolkit of community consultation. Connected to this course, in Sept-Nov 2016, students could be available to assist the OCP public consultation process in facilitation at public meetings, interviewing stakeholders and the public about their concerns and ideas, etc.... bringing this information back into the consulting team and municipality.

3. Policy exploration and development

- In the second semester (Jan-Apr 2017), Planning 606 will focus on community development policies and one of the main projects will be for students to work in pairs or small groups to develop policy papers on a wide range of topics. Lantzville could be the focus of all that work if desired, including students developing white papers / policy recommendations for consideration by the municipality and consultants on topics such as: economic development, rural/urban interface, housing, waterfront development, sustainability and resilience, parks and open space networks, heritage, First Nations, arts and culture, and many others. Some public consultation on these issues would also be valuable to give the students the experience of developing knowledge and expertise and then having to interact with the community on these issues in a meaningful way.
- The student’s work would likely be completed concurrently or nearly at the same time as the release of the first full draft of Lantzville’s OCP in spring of 2017, and as such, it can be used / edited as seems appropriate by the municipality and its consultants.

4. Character and design

- The students are given a full year of urban design training in their first year (Planning 504) and an optional elective course in specialized design issues (Planning 600) in second year. Many of the challenges in Lantzville have a “design element” (e.g.: rural character, specific sites of interest) and there is an opportunity to focus some student work to contribute to these discussions – pending how the municipality and consulting team select to address them.

Next steps

- The municipality and consultants will necessarily evolve the OCP process as it takes shape and many issues are discussed and explored.
- We are excited that Lantzville would consider engaging VIU’s MCP resources. We have constraints within how courses and “grade-able” projects work for the students, but many opportunities to support the OCP update exist – as outlined above – as well as others we may not have identified yet.
- We look forward to future conversations to confirm how VIU can assist.

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