



**TOWN OF VIEW ROYAL  
REQUEST FOR PROPOSALS 2021/P02  
Community Climate Action Strategy**

**ISSUE DATE**

June 21, 2021

**CLOSING TIME**

July 12, 2021 at 4:00 PM (local time)

**CLOSING LOCATION**

Town of View Royal  
45 View Royal Avenue  
Victoria, BC V9B 1A6

**CONTACT**

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## TABLE OF CONTENTS

1	Introduction.....	4
1.1	Background/Summary of Opportunity .....	4
1.2	Reference Material .....	5
2	RFP Process Rules .....	6
2.1	Definitions .....	6
2.2	Acceptance of Terms and Conditions .....	6
2.3	Submission of Proposals .....	6
2.4	Additional Information.....	7
2.5	Late Proposals .....	7
2.6	Proposal Validity.....	7
2.7	Firm Pricing .....	7
2.8	Currency and Taxes .....	7
2.9	Completeness of Proposal.....	7
2.10	Changes to Proposals .....	7
2.11	Conflict of Interest/No Lobbying.....	7
2.12	Subcontractors .....	8
2.13	Evaluation .....	8
2.14	Contract.....	8
2.15	Insurance Certificate.....	8
2.16	Contract Finalization Delay.....	8
2.17	Debriefing.....	9
2.18	Proponents' Expenses.....	9
2.19	Limitation of Damages.....	9
2.20	Liability for Errors.....	9
2.21	No Commitment to Award.....	9
2.22	No Implied Approvals .....	9
2.23	Legal Entities.....	9
2.24	Reservation of Rights .....	10
2.25	Freedom of Information .....	10
2.26	Use of Document.....	10
2.27	Confidentiality of Information .....	10
3	Submission Requirements.....	11
3.1	Proposal Submission.....	11
3.2	Environmental Considerations.....	11
3.3	Proposal Content.....	11

3.4	Enquiries .....	12
3.5	Addenda.....	13
3.6	Disclaimer .....	13
3.7	References.....	13
3.8	Fixed Price Bid .....	13
3.9	Evaluation Criteria .....	13
3.10	Interviews .....	14
3.11	Specifications and Scope of Work .....	14
<b>4</b>	<b>Contract Conditions .....</b>	<b>14</b>
4.1	Compliance with Laws.....	14
4.2	Laws of British Columbia .....	14
4.3	Confidentiality.....	14
4.4	Right to Terminate Services .....	14
4.5	Indemnity.....	15
4.6	Insurance .....	15
4.7	Registration with WorkSafeBC.....	15
<b>5</b>	<b>Proposal Form.....</b>	<b>16</b>
	Appendix 1 .....	17

## 1 Introduction

### 1.1 Background/Summary of Opportunity

The Town of View Royal is a growing community of over 11,000 people located within the Capital Regional District. As a largely residential community it boasts a high standard of living supported by a wealth of natural amenities including Esquimalt Harbour, Portage Inlet, Thetis Lake Regional Park, the mouth of both Craigflower and Millstream Creeks, and numerous pockets of rare Garry Oak and Arbutus ecosystems. First Nations history is threaded throughout View Royal, and the neighbouring Esquimalt and Songhees Nations are strong, valued friends of the Town. View Royal also hosts historic settlements and structures, the most notable being Craigflower Manor. View Royal is home to the regionally critical Victoria General Hospital and a growing development node supporting health care and services in the Capital Regional District.

View Royal is the westernmost municipality of the five Core Capital Region District (CRD) municipalities, yet is also the transition to, and geographically part of the West Shore. Residents enjoy recreation services through West Shore Parks and Recreation and the Island Highway Business Corridor straddles the municipal border shared with the City of Colwood.

Four major transportation corridors – Trans Canada Highway, Island Highway, the Galloping Goose Regional Trail and the E & N Railway – travel through and bisect the municipality. Regional traffic congestion continues to have real impacts on View Royal residents, businesses and greenhouse gas (GHG) emissions. For this reason, View Royal has been a strong proponent of promoting investments in non-vehicular transportation modes and infrastructure including the Galloping Goose Regional Trail and the new E & N Trail, as well as use of the E & N corridor for commuter rail. Continued growth in neighbouring municipalities and future investments in rapid transit infrastructure will have a significant impact on, and provide new opportunities for, the future of View Royal.

The Town's Climate Action Strategy is comprised of the following:

1. *2012 Community Climate Action Plan* – to address community-wide greenhouse gas emissions.
2. *2012 Corporate Energy and Emissions Plan* – to address greenhouse gas emissions from the Town's corporate operations.

The Climate Action Strategy was developed to meet Bill 27, 2008 - *Local Government (Green Communities) Statutes Amendment Act, 2008* requirements and the Town's voluntary commitments to the *2007 BC Climate Action Charter*.

Since the *Community Climate Plan* and *Corporate Energy and Emissions Plan* were endorsed, the Town of View Royal has transformed from a place with a quiet, small town feel into a vibrant community that is integral to the larger urban region. Still, one of the most valued aspects of View Royal is its high quality of life brought by proximity to parks, shoreline and open space and the connection to nature that it provides. It is one of the fastest growing municipalities in the province, but the Town no longer has a large supply of greenfield properties available for development. Future growth will come from intensifying existing urban areas and will require a balance of effective stakeholder engagement strategies and realistic, sustainable development standards to manage this growth in a way that will lower the Town's impacts on global climate change.

The Town of View Royal has joined nearly 1,500 jurisdictions around the world in declaring a climate emergency. This declaration necessitates a very strong policy response through the Climate Action Strategy to the *Official Community Plan* which reflects the gravity of such a declaration and appropriately addresses the crisis of global climate change. View Royal embraces the concept of a triple-bottom line approach to sustainability, which balances social, economic and environmental issues. Now, more than ever before, the Town and its residents know that future sustainability and prosperity depends on the decisions we make in the near term.

As a signatory to the *BC Climate Action Charter*, View Royal has committed to action on green house gas reduction. The *Community Climate Action Strategy* is a key part of the Climate Action Strategy that will establish View Royal's GHG reduction targets and supportive policies in the *Official Community Plan* to guide long term sustainable growth.

## 1.2 Reference Material

The new *Community Climate Action Strategy* will be informed by plans and documents that include the following:

- View Royal Community Climate Action Plan (2012)
- View Royal Corporate Energy and Emissions Plan Action Plan (2012)
- View Royal 2011 Official Community Plan (under review)
- View Royal *Strategic Plan* (2019-2022)
- Capital Regional District *Regional Growth Strategy* (2018)
- Capital Regional District *Climate Action Strategy* (2017)
- Climate Action Plans from neighbouring municipalities and First Nations Leadership Council (in progress)
- *BC Climate Action Charter* (2007 - under review)
- CleanBC (2018)
- *Victoria Region Transit Future Plan* (2011)
- Capital Region District – Municipalities and Electoral Areas -2007 Base Year and 2018 Reporting Year Energy & GHG Emissions Inventory (2020)
- Global Protocol for Community-Scale GHG Emission Inventories – An Accounting and Reporting Standard for Cities (World Resources Institute, 2014)
- Canadian Supplement to the International Emissions Analysis Protocol (PCP)

## **2 RFP Process Rules**

### **2.1 Definitions**

Throughout this Request for Proposals, the following definitions apply:

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“BC Bid” means the BC Bid website located at [www.bcbid.ca](http://www.bcbid.ca);

“Closing Location” includes the location for submissions indicated in this RFP;

“Closing Time” means the closing time and date for this RFP as set out in this RFP;

“Contract” means the written agreement resulting from the RFP executed by the Town and the successful Proponent;

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the Town;

“Government Contact” means the individual named as the contact person for the Town in the RFP;

“must”, or “mandatory” means a requirement that must be met for a proposal to receive consideration;

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“Proposal” means a written response to the RFP that is submitted by a Proponent;

“RFP” means this Request for Proposals;

“Request for Proposals” or “RFP” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by View Royal by Addenda;

“should”, “desirable”, “may” or “weighted” means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and

“Town” or “View Royal” means The Town of View Royal.

### **2.2 Acceptance of Terms and Conditions**

The terms and conditions applicable to this Request for Proposals are contained within this document. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any Addenda issued by View Royal.

Proposals must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent’s proposal. A completed *Proposal Form* (Section 5) must include the signature of an authorized representative of the Proponent that confirms the Proponent’s acceptance of all terms and conditions of this RFP and his/her intent to be bound.

### **2.3 Submission of Proposals**

Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out in this RFP. Proposals must not be sent by email or fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Town receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

## **2.4 Additional Information**

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

## **2.5 Late Proposals**

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not be opened. In case of a dispute, the proposal receipt time as recorded by the Town at the Closing Location will prevail whether accurate or not.

## **2.6 Proposal Validity**

Proposals will be open for acceptance for at least 90 days after the Closing Time.

## **2.7 Firm Pricing**

Prices will be firm for a minimum period of 90 days.

## **2.8 Currency and Taxes**

Prices must be quoted in Canadian dollars and exclusive of taxes.

## **2.9 Completeness of Proposal**

By submitting a proposal, the Proponent warrants that all components required to complete the requirements of this RFP have been identified in the proposal or will be provided by the Contractor at no additional charge.

## **2.10 Changes to Proposals**

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the Town for purposes of clarification.

## **2.11 Conflict of Interest/No Lobbying**

A Proponent may be disqualified if the Proponent's current or past corporate or other interests, may, in the Town's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Town involved in preparation of the RFP, participating on the Evaluation Team or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Government Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the Town, including members of the evaluation committee and any elected officials of the Town, or with the media, may result in disqualification of the Proponent.

## **2.12 Subcontractors**

If subcontractors are to be used, they must be clearly identified in the proposal. Joint submissions in the form of a partnership or consortium are acceptable including joint submissions by proponents having no formal corporate links. However, each proposal must identify the legal entity which is to be responsible for the overall performance of the work which constitutes the project and the responsibility for ensuring that all requirements of the contract are fulfilled.

The Town will enter into a Contract with the successful Proponent only. Any subcontractors not identified in the proposal must be approved in writing by the project manager.

## **2.13 Evaluation**

Proposals will be evaluated by View Royal based on the criteria identified herein. The intent of the Town is to enter into a contract with the Proponent whose proposal represents the best value to the Town based on the Town's evaluation of the proposals received. The Town will be under no obligation to receive further information, whether written or oral, from any Proponent. The Town is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.

Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

The Town may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

## **2.14 Contract**

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Town with terms and conditions to be finalized to the satisfaction of the Town, if applicable.

Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or 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.

## **2.15 Insurance Certificate**

The Proponent will provide View Royal with evidence of the required insurance prior to the commencement of any agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to View Royal. The Proponent will, on request from View Royal, provide certified copies of all the Proponent's insurance policies providing coverage relating to the services, including without limitation any professional liability insurance policies and valid WorkSafeBC coverage (if applicable). The Proponent will be responsible for deductible and premium amounts applicable to the insurance coverage. All the Proponent's insurance policies will be primary and not require the sharing of any loss by View Royal or any insurer of View Royal.

## **2.16 Contract Finalization Delay**

If a written Contract cannot be finalized with provisions satisfactory to the Town within thirty days of notification of the successful Proponent, the Town may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

## **2.17 Debriefing**

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Town.

## **2.18 Proponents' Expenses**

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal and for subsequent finalizations with the Town, if any. The Town will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

## **2.19 Limitation of Damages**

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, more than an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

## **2.20 Liability for Errors**

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

## **2.21 No Commitment to Award**

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Town in any way to award a Contract.

## **2.22 No Implied Approvals**

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

## **2.23 Legal Entities**

The Town reserves the right in its sole discretion to:

- a) disqualify a proposal if the Town is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the Town that the Proponent has the power and capacity to enter into the Contract;
- c) not to enter into a Contract with a Proponent if the Proponent cannot satisfy the Town that it is the same legal entity that submitted the Proponent's proposal; and
- d) require security screenings for a Proponent who is a natural person and key personnel before entering into a Contract and decline to enter into a Contract with a Proponent or key personnel that fail to pass the security screenings to the Town's satisfaction.

## **2.24 Reservation of Rights**

In addition to any other reservation of rights set out in the RFP, the Town reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;
- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the Town, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

## **2.25 Freedom of Information**

Proposals are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* which provides that all information contained therein, with some exceptions, is subject to access by the public. Information that is confidential or proprietary in nature should be clearly noted as such. The Town cannot guarantee that any information contained within a proposal will remain confidential if a request for access is made.

## **2.26 Use of Document**

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

## **2.27 Confidentiality of Information**

Information pertaining to View Royal obtained by a Proponent as a result of participation in this RFP process, other than information that is generally available as part of the public record, is to be treated as confidential and must not be disclosed without prior written authorization from the Town.

### 3 Submission Requirements

#### 3.1 Proposal Submission

Proponents must submit for each proposal three (3) printed copies and one (1) digital copy in PDF format with one copy of the signed and dated *Proposal Form* (Section 5). The deadline for receipt of proposals is 4:00 pm (local time) on Monday July 12, 2021 at the following location:

Town of View Royal  
45 View Royal Avenue  
Victoria, BC V9B 1A6

Proposals must be submitted in a sealed package with the name and address of the Proponent and the RFP title clearly marked on the outside.

#### SAMPLE LABEL

Name of Proponent Address of Proponent
<b>CONFIDENTIAL – DO NOT OPEN</b>
<b>RFP 2021/P02 Community Climate Action Strategy</b>
Town of View Royal 45 View Royal Avenue Victoria, BC V9B 1A6

Faxed and emailed submissions will be disqualified.

Late proposals will be disqualified.

Proposals that are unsealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the discretion of View Royal, be disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP **must execute** the *Proposal Form* (Section 5). Unsigned proposals will be disqualified.

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 provided herein and View Royal will accept no responsibility for documents delivered to any other location.

#### 3.2 Environmental Considerations

When submitting printed proposals, the Town encourages Proponents to consider environmental stewardship, as per the following:

- a) Printed proposals should be double-sided and printed on paper that is post-consumer recycled content or forest stewardship certified;
- b) Proposals should be stapled rather than bound;

#### 3.3 Proposal Content

##### a. Cover Letter & Signature

The Proposal should include a cover letter summarizing the Proposal and indicate why the Town should select your firm.

**b. Corporate Qualifications and Experience**

- Include a brief summary of the company's background and area(s) of expertise.
- List any sub-consultants proposed and provide a similar summary as above.
- Provide at least three (3) project abstracts that clearly outline previous experience with similar projects. The projects shall be of similar or greater magnitude and have been successfully completed by the company within the past three (3) years. The project abstracts shall clearly note the project value, project constraints, location, Project Manager, key staff members, client names, client references and their current contact details. Project references may be contacted, and their response may be used to form part of the evaluation score.

**c. Experience, Depth, and Breadth of Project Team**

- Provide the resume of the Project Manager and all other project team members that would be directly involved in the project. Relevant experience, qualifications, credentials, and notable achievements in each area of the work should be detailed.
- Provide a table clearly indicating what role and responsibility each team member will play, the anticipated hours of each, and the total role and project hours.

**d. Approach and Methodology**

- Provide an overview of the project to confirm understanding of the scope of work and clearly define and describe how the proposed approach would meet those requirements. At a minimum, the Proponent should identify the project constraints and challenges, the sequence and timing of milestones, the respective expertise involved, and their time allocation for each.
- Submit a schedule of key tasks and milestones with dates and sufficient detail for the Evaluation Team to assess the reasonable ability of the Proponent achieving the results in the time stated.
- Indicate when work would commence and approximately how long it would take to complete the assignment. Proposed start dates, progress meeting dates, milestones, other key events, and major project deliverables shall be clearly identified on the project schedule. The schedule shall identify the critical path, delineate what resources will be required, and when they will be required.
- Indicate post-project completion, if support and de-brief offered.

**3.4 Enquiries**

Enquiries related to this RFP, including any requests for information or clarification may only be directed **in writing** to the following Government Contact who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid.

All enquiries related to this RFP are to be directed, in writing or by email, to:

Lindsay Chase, MCIP, RPP  
Director of Development Services  
Email: [planning@viewroyal.ca](mailto:planning@viewroyal.ca)

The cut-off for submitting any questions related to this RFP to the Government Contact will be 14 days before the Closing Time. Questions received after this time may not be answered.

### 3.5 Addenda

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of View Royal. Addenda will be in written form posted on BC Bid. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by Proponents when responding to this RFP. Verbal communications will not be binding unless confirmed by written addenda.

### 3.6 Disclaimer

Each Proponent is responsible to review and understand the terms and conditions of this RFP and the scope of the work being requested. View Royal makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and Proponents are solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit their proposals. View Royal will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or lack of completeness associated with this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of any Proponent.

### 3.7 References

Proponents should identify a minimum of three (3) local government clients for which the firm has performed a similar engagement and research project in the last five (5) years, complete with the name of the organization's Director of Planning and Development and contact information.

### 3.8 Fixed Price Bid

A fixed price bid must be submitted in Canadian dollars. Based on your proposed methodology, consultation and program, include a budget indicating the hours allotted to each team member and all costs associated with completing the project.

The fixed price bid must include all direct and indirect costs, disbursements and/or administrative fees.

### 3.9 Evaluation Criteria

Proposals will be evaluated against the following criteria:

Proposals will be evaluated on a 100-point scale based on the following criteria, noting that a proposal will be discounted if the scope exceeds that described within Section 5 of this document.

- Qualifications, including resumes, of the Project Manager and all members of the proposer's team **(20 points)** This includes knowledge, skills, abilities and experience.
- Provide a minimum of three (3) satisfactory or better references from clients to whom you have provided a similar service **(5 points)**
- Completion of the conflict-of-interest declaration **(yes/no)**
- Evidence of the proposer's familiarity and knowledge of:
  - Community climate action plans and policy development
  - Sustainability best-practices
  - Skills necessary to complete the proposed methodology.
  - Submit a portfolio of previous work that demonstrates competencies in these areas. **(20 points)**
- Methodology – An explanation of how the proposer anticipates conducting and completing the work necessary to meet the project scope, including:
  - overall approach
  - description of how various work components will be completed

- indication of the time commitment including an allotment of the hours of work and by which team member
- clarity and completeness of the proposal methodology. **(20 points)**
- Public and stakeholder engagement process:
  - A description of the public and stakeholder consultation methods and the timing of public engagement
  - Evidence of proponent's ability and experience in conducting public engagement processes and making presentations. **(20 points)**
- An explanation of the makeup of the net total cost for this project including:
  - a breakdown of the costs as it relates to each of the major work components
  - list of disbursements
  - all applicable taxes, including GST. **(10 points)**
- Timelines – Provide a proposed work schedule indicating major project milestones and anticipated completion dates. The project must be concluded by February 2022. **(5 points)**

### 3.10 Interviews

If required, a short list of Proponents may be established to be contacted by View Royal. The purpose for contacting a Proponent at this stage would be to gain a greater understanding of the Proponent's proposal as submitted. Depending on the nature of the questions to be answered an interview may also be arranged to facilitate a more in-depth understanding of the proposal.

### 3.11 Specifications and Scope of Work

Terms of Reference that outline the scope of the project and the expected deliverables is attached as Appendix 1.

## 4 Contract Conditions

By submitting a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with View Royal that, subject to negotiation, may include the following selected contract clauses:

### 4.1 Compliance with Laws

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work and provide written confirmation that the Contractor personnel are fully certified to perform the work. The Contractor will comply with all laws, regulations and requirements of authorities having jurisdiction applicable to the work or performance of the contract.

### 4.2 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 in the Province of British Columbia.

### 4.3 Confidentiality

The successful proponent will comply with all restrictions regarding disclosure of information pursuant to the *Local Government Act*, the *Community Charter* and the *Freedom of Information and Protection of Privacy Act* in accordance with professional standards and codes of conduct.

### 4.4 Right to Terminate Services

View Royal may terminate any or all services upon 5 days written notice. If such notice is given, View Royal will pay only for time and expenses incurred by the proponent up to the termination date and for

any reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner.

#### **4.5 Indemnity**

Notwithstanding the provision of insurance coverage by the Contractor, the Contractor hereby agrees to indemnify and save harmless View Royal, 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, related to, occasioned by or attributable to the activities of the Contractor, its servants, agents, and subcontractors in providing the services and performing the work of the Contract, excepting always liability arising solely out of the negligent act or omission of View Royal.

#### **4.6 Insurance**

Any Contract resulting from this RFP will require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term professional liability insurance in an amount not less than \$2,000,000 insuring the Contractors' liability resulting from errors and omissions in the performance of professional services under the Contract.

#### **4.7 Registration with WorkSafeBC**

The Contractor shall abide by all provisions of the *Workers Compensation Act* and its regulations and may be required to sign a WorkSafeBC Safety Covenant in the form provided by View Royal. The contractor and any approved subcontractors must always be registrants in good standing with WorkSafeBC, for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WorkSafeBC Clearance Letter confirming all assessments have been paid and the Contractor is in good standing.

**5 Proposal Form****REQUEST FOR PROPOSALS****Community Climate Action Strategy– RFP 2021/P02****CLOSING TIME: 4:00 PM (LOCAL TIME) on Monday July 12, 2021****This form must be completed, signed and included with each proposal submission.**

The undersigned confirms that its submission is in response to the above noted RFP.

The Proponent acknowledges receipt of Addenda # \_\_\_\_\_ through Addenda # \_\_\_\_\_.

Name of Proponent \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

All fees quoted below are in Canadian dollars net of any applicable taxes:

<b>Item</b>	<b>Amount</b>
Total fees	\$
Hourly rate for additional services (attach separately if necessary)	
Other charges (attach separately if necessary)	

**Confirmation of Proponent's Intent to Be Bound**

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal, the Proponent agrees to all the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent declares that no conflict of interest exists
- c) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- d) The Proponent agrees to be bound by the statements and representations made in its proposal.

Name of authorized representative \_\_\_\_\_

Signature of authorized representative \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 1

### **TERMS OF REFERENCE**

#### **PURPOSE**

To create a new Community Climate Action Strategy that:

1. Provides community Green House Gas emissions (GHGe) inventory forecasts
2. Sets Green House Gas emission reduction targets
3. Develops an action plan to meet targets for emissions reductions and achieve carbon neutrality
4. Increases community awareness and encourages action by individuals to reduce community Green House Gas emissions including an online personal GHG calculator that can model the impacts of scenarios over time (e.g. annual impact of riding a bicycle one day a week instead of driving).
5. Establishes strategies for regular monitoring and progress reporting

#### **TIMELINE**

The Community Climate Action Strategy shall be started by the consulting team in July 2021 with a completion date of February 2022.

#### **SCOPE OF WORK AND DESIRED OUTCOMES**

##### **1. Startup**

- a. Consult with Director of Development Services or their designate so that the relationship of the Community Climate Action Strategy to other Town initiatives including the Official Community Plan review is understood
- b. Review local, regional and GHGe targets, including the Town's target for carbon neutrality
- c. Preparation of a detailed work plan and schedule for the Community Climate Action Strategy with refinements done in consultation with staff
- d. Develop a detailed engagement strategy for approval by staff and identify key opportunities for public involvement

##### **2. Analysis and modeling of Green House Gas emissions (GHGe)**

- a. Provide an analysis of root causes of and historic trends in the Town's GHG inventory.
- b. Develop pathway modeling to forecast community GHGe to 2030 and beyond using industry best practices to compare a business as usual (BAU) forecast to different scenarios and consider:
  - i. Town's recent declaration of a Climate Emergency
  - ii. Regional and provincial targets
  - iii. commitments under the BC Climate Action Charter.

##### **3. Prioritize actions to address targets**

- a. Develop and prioritize recommended actions to address targets

#### 4. Consult and Facilitate Input

- a. A robust engagement strategy and program is required; considering the ongoing COVID-19 public health concerns, the strategy must be flexible, adaptable and should take advantage of virtual communications technologies whenever possible.
- b. Prepare all communications and engagement materials including comment sheets, advertising, mapping and displays.
- c. Attend and facilitate all public meetings.
- d. Establish actions and priorities on the identified and statutory topics in conjunction with Town staff, Council, and the public for inclusion in the draft plan.
- e. Provision of publicly accessible print and web summary documents to accompany the draft plan.

#### 5. Make Recommendations

- a. Present amended GHG emission targets and policies that may be incorporated into the Official Community Plan.

#### 6. Prepare Draft Plan

- a. Prepare a draft plan with regard to the Deliverables described in the following section.
- b. Develop a monitoring and implementation strategy.
- c. Identify future policy work and studies required that will support full implementation of the Plan
- d. Seek public input on draft and work with Town Staff to make amendments as needed

### DELIVERABLES

The consultant will provide one hard copy plus digital versions of all deliverables. Digital files will become the property of the Town, to be used for future additions and changes (word-processing DOCX files and GIS mapping files) plus digital prints (PDF format) for printing and electronic distribution.

1. “Business as Usual” GHG emission forecasts by sector for local, regional, and provincial target dates
2. Pathway to achieve GHG emission reduction targets with prioritized actions by sector
3. Set of recommended actions including the following considerations:
  - a. prioritized strategies with actions for the short, medium and long term by key sector using a systems approach and considering triple bottom line impacts
  - b. GHG emissions reduction potential
  - c. co-benefits
  - d. strategies to address climate impacts to Town infrastructure
  - e. a funding and implementation strategy
4. Methodology for simple monitoring and reporting of actions and GHG emissions including for each of the key sectors using existing tools that will be available to the Town
5. Strategy for ongoing communication with the public to build awareness and knowledge about opportunities for individual, household and corporate actions to reduce GHG emission, including not limited to:
  - a. Online accessible resource guide that would help to increase community awareness and encourages action by individuals, households or other establishments to reduce community Green House Gas emissions

- b. An online personal GHG calculator that can model the impacts of scenarios over time (e.g. annual impact of riding a bicycle one day a week instead of driving).

## **PROJECT TEAM**

The Community Climate Action Strategy will be conducted by an interdisciplinary team with direction and assistance from staff. The team must include qualified professionals with expertise in:

- Climate adaptation and mitigation planning including GHG emission modelling
- Planning principles
- Policy development
- Public engagement
- Communication
- Plan monitoring

The Project Team will develop a detailed work plan and schedule based on their Request for Proposal submissions, which shall be included in the Project Team's contract and form the basis for the monthly update meetings with Town staff.

## **TOWN OVERSIGHT**

View Royal staff will meet on at least a monthly basis to direct Project Team inquiries to the correct Town staff member and to facilitate staff review of the plan content, draft plan and final document. While COVID-19 limitations are evolving it is anticipated that these meetings will primarily be online. More frequent online meetings, discussions or collaborations may be warranted.

## **COMMUNITY ENGAGEMENT**

View Royal residents and business owners must be involved in creative, efficient, and effective participation throughout the planning process. The public should be given an opportunity to help identify important climate action planning issues and shape the Town's strategies for its future. The engagement process should include public education to increase understanding of the planning challenges, proven best-practices and likely trade-offs. A most important role for the public will be to indicate the community priorities with consideration to feasibility, capacity and the allocation of finite resources and funding.

A community engagement strategy must be developed for approval by the Town of View Royal that meets View Royal's statutory obligations, while also forging productive relationship with important stakeholders. While staff does not anticipate having a formalized community steering committee, broad community involvement in the development of the plan is essential.

The community will be involved through a comprehensive public engagement process to ensure that their ideas, concerns, and feedback are incorporated into the action plan. A significant objective of the community engagement is to increase awareness of the challenges to come and to build support for the proposed strategies. A strategy incorporating remote and socially distanced engagement in light of the ongoing COVID-19 environment is essential.

The engagement strategy must be developed for approval by the Town of View Royal that meets View Royal's statutory obligations, while also forging productive relationship with key stakeholders. The stakeholder engagement strategy should indicate the appropriate timing and recommended staff and/or Mayor and Council involvement in any stakeholder engagements.

## **BUDGET**

**The total budget for the project is not to exceed \$70,000.00.**