



# Sunshine Coast Regional District

# Request for Proposal

**Number: 235002**

**for**

## **Official Community Plan and Zoning Bylaw Comprehensive Review**

**Issue Date:**

**November 21, 2023**

**Closing Date of**

**December 19, 2023 at 3:00 PM local time**

**OPTIONAL/MANDATORY SITE MEETING:** A mandatory site meeting will not be held.

**CONTACT:** All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by December 5, 2023 and directed, in writing, to [purchasing@scrd.ca](mailto:purchasing@scrd.ca), who will respond if time permits with a Q&A on BCBid by December 12, 2023. 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 or otherwise distributed to prospective Proponents.

**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

**BC Bid Electronic Submission:** Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

**Email Submission:** Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to [submissions@scrd.ca](mailto:submissions@scrd.ca) in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

**OR**

**Hard Copy Submission:** Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

### **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 of 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 has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROONENT NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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## 1. GENERAL TERMS & CONDITIONS

### 1.1. DEFINITIONS

Throughout this Request for Proposal, 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 <https://www.bcbid.gov.bc.ca/> ;

**"Closing Location"** includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

**"Closing Time"** means the closing time and date for this RFP as set out on the cover page of this RFP;

**"Contract"** means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

**"Contractor"** means the successful Proponent to the RFP who enters into a Contract with the Regional District;

**"Must"**, or **"mandatory"** means a requirement that must be met in order 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;

**"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 the Regional District by Addenda; and

**"Should"**, **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

**"SCRD"**, **"Regional District"**, **"Organization"**, **"we"**, **"us"**, and **"our"** mean Sunshine Coast Regional District.

### 1.2. FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

### 1.3. SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:

- (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
  - (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
  - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
  - (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
  - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
  - d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
  - e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
  - f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not

limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.

- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
  - (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

#### **1.4. SIGNATURE REQUIRED**

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

#### **1.5. CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES**

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division  
Sunshine Coast Regional District  
1975 Field Road, Sechelt, BC V7Z 0A8  
[purchasing@scrd.ca](mailto:purchasing@scrd.ca)

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

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.

#### **1.6. WITHDRAWAL OR REVISIONS**

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

#### **1.7. CONDUCT OF THE CONTRACT**

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to [purchasing@scrd.ca](mailto:purchasing@scrd.ca). No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

#### **1.8. CONFLICT OF INTEREST/NO LOBBYING**

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District'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 Regional District involved in preparation of the RFP, participating on the evaluation committee 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 Regional District 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.
- (b) 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 Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

#### **1.9. CONTRACT**

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in [www.scrd.ca/bid](http://www.scrd.ca/bid) and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

#### **1.10. SUSTAINABLE PROCUREMENT**

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

#### **1.11. INVOICING AND PAYMENT**

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

#### **1.12. PRICING, CURRENCY AND TAXES**

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

#### **1.13. IRREVOCABLE OFFER**

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

#### **1.14. TIME IS OF THE ESSENCE**

Time shall be of the essence in this contract.

#### **1.15. ASSIGNMENT**

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

#### **1.16. OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION**

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to [http://www.cio.gov.bc.ca/cio/priv\\_leg/index.page](http://www.cio.gov.bc.ca/cio/priv_leg/index.page).

#### **1.17. AWARD OF CONTRACT**

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall 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 Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or

service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

#### **1.18. COST OF PROPOSAL**

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out of submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

#### **1.19. PROPONENT'S RESPONSIBILITY**

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

#### **1.20. EVALUATIONS**

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

#### **1.21. ACCEPTANCE OF TERMS**

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

#### **1.22. MANDATORY REQUIREMENTS**

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

#### **1.23. INSURANCE & WCB**

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than

\$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.

- (c) Error & Omissions Insurance – not less than \$500,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

#### **1.24. COLLUSION**

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

#### **1.25. CONFLICT OF INTEREST**

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

#### **1.26. LIABILITY FOR ERRORS**

While the Regional District has used considerable efforts to ensure an accurate representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

#### **1.27. TRADE AGREEMENTS**

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

#### **1.28. LAW**

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

#### **1.29. REPRISAL CLAUSE**

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

#### **1.30. FORCE MAJEURE (ACT OF GOD)**

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

#### **1.31. CONFIDENTIAL INFORMATION OF PROPONENT**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

#### **1.32. DISPUTE RESOLUTION**

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

#### **1.33. DEBRIEFING**

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

## 2. INTRODUCTION

The SCRD is seeking a qualified Consultant to update seven Official Community Plans (OCPs) and two zoning bylaws. The outcome of this project is anticipated to be harmonized OCP policies and harmonized zoning regulations for five electoral areas, perhaps in a single OCP bylaw and zoning bylaw. The consultant will also prepare an implementation plan.

Engagement and bylaw development processes should apply an equity lens for community building. Areas of content focus are climate and economic resilience, housing, natural asset protection, reconciliation, mobility, and financial sustainability in the delivery of public services and amenities related to growth.

The work will include delivery of presentations to the public, committees, and Board.

## 3. SITUATION/OVERVIEW

### 3.1 Background

#### *Regional Context*

SCRD is the regional government serving the residents of the lower Sunshine Coast, extending from Port Mellon to Egmont. The SCRD is located within the shíshálh Nation swiya (lands, world, birthplace, “territory”) and Skwxwú7mesh Úxwumixw (Squamish Nation) territory. Some areas including foreshore and water areas are also within the consultation areas of additional First Nations. The Sunshine Coast is 3,767 square kilometres and is home to approximately 32,000 residents with a population density of 8.5 people per square kilometre. The population is spread over small communities located along rocky coastlines, towering forests, and the coastal mountain range. The Town of Gibsons, District of Sechelt, shíshálh Nation Government District, and Islands Trust each have separate land use planning frameworks implemented by their jurisdiction.

The SCRD was formed in 1967 and is governed by a Board of Directors made up of elected officials from each electoral area and member municipality within the region. Member jurisdictions include:

- Area A – Pender Harbour / Egmont
- Area B – Halfmoon Bay
- Area D – Roberts Creek
- Area E – Elphinstone
- Area F – West Howe Sound
- District of Sechelt (DOS)
- shíshálh Nation Government District (sNGD)
- Town of Gibsons (TOG)

The Sunshine Coast is a ferry access only region. Key challenges our region is facing include housing affordability, steep topography, many watercourses, 500+ km of shoreline, climate impacts, inconsistencies in water supply, aging infrastructure, and a transitioning economy (to name a few).

#### *SCRD OCPs and Land Use Framework*

The SCRD has seven OCPs that guide the land use of the five electoral areas in the region. The OCPs range from five to twenty-eight years old, all of which require updates to meet current provincial and federal legislative requirements, and best practices. The seven OCPs include:

- Egmont / Pender Harbour OCP (2018)
- Elphinstone OCP (2008)
- Halfmoon Bay OCP (2014)
- Hillside / Port Mellon OCP (1995)
- Roberts Creek OCP (2012)
- Twin Creeks OCP (2005)
- West Howe Sound OCP (2011)

#### *SCRD Zoning Bylaws*

The SCRD has two zoning bylaws which regulate the use of land, buildings, and structures in the Regional District Electoral Areas. Zoning Bylaw 722 establishes the zoning and subdivision districts for Electoral Areas B (Halfmoon Bay), D (Roberts Creek), E (Elphinstone) and F (West Howe Sound). Zoning Bylaw 337 establishes the zoning and subdivision districts for Electoral Area A (Egmont / Pender Harbour).

Zoning Bylaw 337 was adopted in 1990.

Zoning Bylaw 722 was adopted on October 13, 2022. Bylaw 722 is largely based on the previous zoning bylaw (No. 310) which was over 30 years old.

#### *Development Approvals Process Review*

In 2023, the SCRD completed a Development Approvals Process Review (DAPR) aimed to identify opportunities to increase the quality of the development application process, as well as ensure efficiency and ease in processes. Improving existing policy frameworks was one of 10 key recommends of the DAPR that SCRD Board supported.

Learn more at: <https://letstalk.scrd.ca/dapr>

#### *Regional Growth Framework – Baseline Research*

SCRD does not have a Regional Growth Strategy. From 2021 to 2023 a baseline of information was gathered to inform future regional planning opportunities. The outcome of the data gathering is the Growth Baseline Research Report. This report is the culmination of work completed to set the foundation for future research on regional growth. It consolidates a significant amount of data and information across local governments in the region and identifies principles and recommendations to consider. The report is supported by a set of maps synthesizing the data inputs into constraints and opportunities, and a set of strategic recommendations for future planning efforts.

Learn more at: <https://letstalk.scrd.ca/growth>

#### *Sunshine Coast Housing Needs Report*

SCRD, TOG and DOS partnered to undertake a regional housing needs assessment in 2019. The outcome of the collaboration is the Sunshine Coast Housing Needs Report (2020) which can be used to better understand the current and anticipated future housing needs by municipality / electoral area.

#### *Community Climate Action Plan*

The SCRD is in the process of completing a Community Climate Action Plan. The plan will address both mitigation and adaptation areas at the community level. Completion and adoption are anticipated to occur during the OCP Comprehensive Review.

Learn more at: <https://letstalk.scrd.ca/climate>

### **3.2 Project Objectives**

The SCRD's primary objective is to modernize OCP policies and Zoning Bylaw regulations.

SCRD seeks recommendations for the most appropriate implementation tools to efficiently and effectively administer land use policy to achieve the region's goals.

Key objectives of this project are to:

- Develop harmonized and modernized OCP policies
- Policies and regulations will define and enhance the unique character of the different Electoral Areas / communities, with consideration given to local area and/or neighbourhood plans
- Establish a new land use framework that is simplified, modern, and easy to understand and consistent across Electoral Areas
  - Establish land use designations that include density targets, reflect development capacity accurately, and have appropriate zones associated.
- Develop an OCP that aligns with legislation and responds to public input and technical expertise.
- Develop an OCP that provides clear and consistent guidance and direction for the Board, staff, and the community.
- Update spatial data associated with the new land use framework.
- Update Development Permit Area policy framework and implementation strategy that will result in Development Permit Areas (DPA) and guidelines that are clear, accurate (data-driven), consistently applied across the region and meet/exceed best practices.

- The process of renewing and harmonizing OCP policy and land use regulation is intended to build trust in the community as well as build community and organizational capacity to continuously improve and implement OCP goals.

Implementation objectives include:

- Develop harmonized zoning regulations to implement OCP policies.
- Provide user-friendly and legislatively correct documents.
- Create an implementation plan to achieve the goals and objectives of the OCP policies.

Anticipated policy objectives include:

- Embed an equity lens in policy.
- Complete and sustainable communities that are conceived from the ability to provide sustainable delivery of public services and amenities.
- Conserve and protect natural assets of the region by managing for ecosystem functions, connectivity, biodiversity and resilience.
- Improve housing diversity and livability by supporting a broad mix of housing types.
- Support sustainable mobility options that meet a variety of demographic needs.
- Build resilience to mitigate climate impacts and decrease greenhouse gas emissions.
- Embed reconciliation in land use / planning policy.
- Anticipate future opportunities.

### **3.3 Scope**

SCRD has certain core requirements associated with renewing and harmonizing OCP and zoning policy that a consultant will accomplish.

### **3.4 Core Requirements**

- Prepare a project plan, including a communications strategy and engagement strategy.
- Conduct community engagement.
- Conduct research including a land use framework review.
- Prepare harmonized OCP policies and supporting documents.
- Prepare harmonized Zoning Bylaw regulations.
- Prepare an implementation plan, which at a minimum includes:
  - A policy framework and detailed strategy for future updates to Development Permit Areas to implement community vision and policies.
  - Identify any Special Study Areas, including a description for each.
  - A detailed plan of work to be done to implement OCPs with a proposed timeline, and which includes:
    - Review of/consideration of amendments to bylaws related to tree cutting, delegation, development cost charges, subdivision servicing, procedures and fees, and sewage treatment facilities.
    - Strategy for redevelopment of Development Permit Areas
  - A proposed 10-year maintenance / update plan for land use bylaws.
  - Strategy for amendments to, or development of new Strategies, Master Plans such as Parks, Recreation, Culture Master Plan, Land Acquisition Strategy

### **3.5 Optional and Potential Work Related to the Core Requirements**

- Completion of an updated housing needs assessment, as mandated by the province of British Columbia.
- Updates to development permit areas.
- Coordination of intergovernmental policy harmonization with member municipalities and First Nations.
- Preparation of local area plans.
- Specific studies associated with redevelopment of Development Permit Areas.
- Related planning studies as may be requested.

### **3.6 Community and Stakeholder Consultation**

This project will include significant consultation with SCRD staff, stakeholders, and the public. Consultation planning will be a shared undertaking between SCRD staff and the Consultant, while delivery of the consultation activities will be primarily led by SCRD staff, with support from the Consultant as needed. SCRD would lead the public hearing process, with expectation that consultant would attend and lead or support presentation.

### **3.7 First Nations Consultation**

Consultation with the shíshálh Nation, Skwxwú7mesh Úxwumixw, and other interested Nations will be led by SCRD staff, with support from the consultants as needed. The overarching goal of the discussions with the local First Nations is to develop a new land use framework that is mutually beneficial while respecting the rights, worldviews, guiding principles, lifeways, knowledge, and cultural heritage of the shíshálh Nation, Skwxwú7mesh Úxwumixw and other interested Nations.

The consultant will assist in the development, with SCRD staff leading and in collaboration with First Nations, a First Nations Engagement Strategy designed to facilitate two-way dialogue with First Nations where SCRD OCP jurisdiction overlaps their First Nations SOI or consultative areas. The goal of the First Nations Engagement Strategy is to build trust and co-create constructive, collaborative dialogue and process on any First Nations priority components of the project and future implementation.

### **3.8 General Project Milestones**

- Initiation: February 2024, or sooner
- Draft OCP introduction: June 2025
- Draft zoning and implementation plan: September 2025
- OCP adoption: December 2025
- Final zoning bylaw and implement plan: January 2026
- Zoning bylaw and implementation plan adoption: March 2026

### **3.9 Responsibility of the Regional District**

The Regional District proposes to conduct the following activities:

- Provide data as requested, when available.
- Provide a list of known issues with OCPs and zoning bylaws.
- Provide access to the SCRD GIS team, who will provide significant support to the Consultant throughout the project. The GIS team will work closely with the consultant to:
  - Assist with review of existing map schedules, including but not limited to: correct alignment of current OCP layers to serve as a base for new OCP layers and identify a common set of data to develop a new common set of map schedules.
  - Develop baseline statistics and community profiles, supported with map, table and data visualization.

- Develop maps required for public consultation materials.
- Support any update to the region's Development Permit Areas with mapping.
- Provide meeting space for meetings with the Board, Advisory Committees, and for public and stakeholder consultation.
- Staff will lead all small-scale public and stakeholder consultation, with the Consultant providing support for all large-scale consultation activities.
- Commission a comprehensive legal review of the final draft OCP, zoning bylaw, and any other related bylaws that undergo amendment or rewrite.
- Develop all staff reports that bring forward technical updates and summaries to the Board at key intervals in the project with information and deliverables provided by the Consultant. There will be times when then Consultant may be required (in person or virtual) to present to the Board or Advisory Committees.
- Review the draft and final deliverables and provide feedback.

The SCRD has the following staff available to work with the Consultant on the implementation of these activities:

<b>Role in Project</b>	<b>Position Title</b>
Sponsor	General Manager, Planning & Development
Project Manager	Manager, Planning & Development
Project Assurance	Manager, Planning & Development
Project Lead (Consultant contact & over see the day-to-day coordination of the project)	Senior Planner
Project Team	Senior Planner Planner II
GIS Support Team	GIS Coordinator GIS Technician
Communications and Engagement Lead	Manager, Communications & Engagement Communications Officer

## 4. CONTRACT

### 4.1 General Contract Terms and Conditions

Proponents should carefully review the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at [www.scrd.ca/bid](http://www.scrd.ca/bid).

### 4.2 Term

The contract should be completed on or before March 31, 2026. The anticipated start date for this contract would be on February 1, 2024, or as soon as possible after that date.

### 4.3 Award of Additional Phases

The SCRD reserves the right to request additional phases beyond the base scope of work described in the RFP. Additional phases may be required to enhance, expand, or otherwise modify the project based on changing needs or unforeseen circumstances.

The decision to award additional phases rests solely with the SCRD. The SCRD may choose to exercise this option at any time during the term of this Contract.

In the event the SCRD decides to pursue additional phases, the parties shall negotiate in good faith to determine the scope, deliverables, schedule, and compensation for the additional work.

#### 4.4 Service Requirements

The Contractor's responsibilities will include the following:

- Attend project kick-off meeting with SCRD staff.
- Meet the project objectives in Section 3.2.
- Provide labour, supervision, material and supplies to perform the services assigned to the Consultant in Section 3.
- Obtain and review all relevant documentation to perform the services.
- Organize and provide minutes of all meetings between Regional District staff and Contractor and third parties.
- Provide draft copies of all deliverables to the SCRD for review.
- Present the final OCP, Zoning Bylaw, and summary of other project deliverables to the SCRD Board (in-person or virtual).
- Delivery of one (1) MS Word electronic copy, and one (1) digital (PDF) copy of the final deliverables.

#### 4.5 Related Documents

- [Board Strategic Plan](#)
- [Egmont / Pender Harbour OCP Bylaw 708](#)
- [Elphinstone OCP Bylaw 600](#)
- [Halfmoon Bay OCP Bylaw 675](#)
- [Hillside / Port Mellon Industrial Area OCP 370](#)
- [Roberts Creek OCP Bylaw 641](#)
- [Twin Creeks Area OCP Bylaw 711](#)
- [West Howe Sound OCP Bylaw 640](#)
- [Zoning Bylaw 722](#) (Electoral Area B, D, E and F) (2022)
- [Zoning Bylaw 337](#) (Electoral Area A) (1990)
- [Sunshine Coast Housing Needs Report](#) (2020)
- Sunshine Coast Housing Needs Implementation Strategy (2021)
- [Subdivision Servicing Bylaw 320](#)
- [Procedures and Fees Bylaw 522](#)
- [Development Cost Charges Bylaw 693](#)
- [Tree Cutting Bylaw 350](#)
- [Sewage Treatment Facilities Bylaw 428](#)
- [\(Draft\) Comprehensive Regional Water Plan](#)
- Development Approvals Process Review (DAPR) [Final Report](#) (2023)
- Regional Growth Baseline Reports
  - [Phase 1 Report](#) – Present & Future Data (2022)
  - [Phase 2 Report](#) – Policy Review (2022)
  - [Phase 3 Report](#) – Data Synthesis & Strategy Recommendations (2023)
- [Climate Science Report](#) (2021)
- [Climate Change Vulnerability & Risk Assessment Report](#) (2022)
- (draft) Community Climate Action Plan (2023)
- Corporate Carbon Neutrality Plan (2023)
- [Delegation Bylaw 710](#)
- Bylaw Enforcement Bylaws
  - [Notice Enforcement Bylaw 638](#)

- [Municipal Ticket Information Bylaw 558](#)
- Transit Future Plan (2013)
- Transit Future Action Plan (2022)
- Parks Regulations Bylaw 356
- Bylaw Enforcement Policy
- Board Policies
- SCRD Background Package. Examples of package content include:
  - Summary of land use designations per OCP, including comparative analysis and some recommendations for future framework;
  - Summary of current zoning, including comparative analysis and some recommendations for future framework;
  - Compiled data sets, such as: sensitive ecosystem inventory; topographical data (LiDAR, contours, streams, geology, soils, imagery, etc.); administrative data (OCP boundary, parcels, existing DPAs, roads, etc.), etc.;
  - Draft framework to harmonize the DPAs across OCPs;
  - Summary of known issues with OCPs and zoning bylaws;
  - Summary of early engagement to inform equity lens; and
  - Summary of previous SCRD engagement themes that inform OCP renewal.

## 5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

### 5.1 Capabilities

The Proponent will need to demonstrate that they have capability to perform the services by providing a comprehensive list of projects with related experience and expertise, including example/demonstration of past work, specifically related to successfully adopted local government process improvements, involving comprehensive collection, dissemination/ communication of data, key goals and findings through visual tools and intuitive and simple language reporting.

### 5.2 Relevant Experience

The Proponent should have a minimum of 10 years within the past 15 years providing services of a similar scope and complexity. Proponents should provide at least one (1) example report that demonstrates their experience specifically related to OCP and Zoning Bylaw development within British Columbia regional district contexts as well as development of BC local government procedures, policies, and bylaws. The example should be less than five years old and the proponent should be the lead author.

Proponents should provide an overview of both the firm and proposed project staff’s qualifications and experience of previous successful performance in comparable work. Specifically, please outline.

### 5.3 Corporate Qualifications & Experience

Proponents should include a summary of their company’s background, area of expertise as it relates to this RFP, and number of employees. The project will require a multi-disciplinary team of professionals to ensure that all aspects of this project are covered.

- Proponents should provide a summary of their company’s experience in the following competencies:

- Re-development of land use frameworks.
  - Planning for OCP designations for ecosystem resilience and connectivity and/or zoning and regulatory bylaws in support of ecological function and connectivity
  - Plan and Policy development and implementation through an equity lens.
  - Climate mitigation and adaptation.
  - Natural asset protection, with experience in connectivity, ecosystem biodiversity and resilience.
  - Economic development.
  - Collaborative reconciliation and relationship building with First Nations.
  - Facilitation of inclusive, large-scale community engagement events and activities.
  - Rural / coastal / island community policy development.
  - Asset management (septic, sewers, water, parks, trails, ports, halls, etc.).
  - Graphic design, data visualization and video development.
  - Public engagement (i.e., IAP2 preferred but not required)
  - Local knowledge or work experience on the Sunshine Coast.
  - Please identify any project team members who are Registered Professional Biologists (RPBio), and please indicate number of years working with coastal and forest ecosystems to support habitat connectivity, ecosystem biodiversity and resilience.
- Proponents should summarize firm work experience / familiarity with the Sunshine Coast.
  - Proponents should list any subcontractors or sub-consultants they intend to use and provide a similar summary. Joint submissions must identify a lead proponent who assumes responsibility for the proposal as well as for the professional standards, actions, and performance for all proponents, if awarded the work.
  - Proponents should include at least three (3) project abstracts that clearly outline previous projects with similar services that have been successfully completed by their company within the past five (5) years. The project abstracts shall clearly note the project value, a comparison of budget versus actual costs incurred, project constraints, location, client names, and references.

#### **5.4 Project Team Qualifications & Experience**

- Proponents should provide a list of all project team members that will be directly involved in the project, including subconsultants.
- A brief resume shall be provided for all project team members and include a summary of relevant experience, qualifications, credentials, notable achievements in their key scope of work areas of this RFP and include the location of their home office.
- Proponents shall provide a project organization chart and 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.
- Please identify any project team members with degrees, certifications, or relevant experience related to the competencies listed in the Corporate Qualifications and Experience section.

The Consultant will not change project team members without the prior written permission of the Regional District. The Regional District reserves the right to request reasonable changes to key team members to suit the requirements of the project.

#### **5.6 References**

Proponents need to provide a minimum of three (3) references (i.e., names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

## **5.7 Sustainable Social Procurement**

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
  - a. promoting a Living Wage
  - b. Using fair employment practices
  - c. Increase training and apprenticeship opportunities
- b) Local expertise knowledge by:
  - a. Being locally owned
  - b. Utilization of local subcontractors
- c) Environmental Cost of Ownership
- d) Energy efficient products
- e) Minimal or environmentally friendly use of packing materials
- f) Reducing hazardous materials (toxics and ozone depleting substances).

## **5.8 Approach**

Proponents need to provide an approach that addresses, at minimum, the following:

- a) Provide a narrative that illustrates an understanding of the SCRD contexts and project requirements.
- b) Clearly describe the proposed methodology for undertaking the project.
- c) Describe the proposed program management approach, including work planning, managing milestones and deliverables, and a detailed timeline.
- d) Describe any proposed augmentation to the scope of work, such as additional tasks or processes, that may improve the project outcome and explain why such tasks or processes are recommended.
- e) Describe any risks, issues, and assumptions made when explaining the proposed approach and methodology.

Clearly describe your expectations of SCRD staff with respect to time and provision of materials.

## **5.9 Price**

Proponents need to submit a fee proposal that sets out the separate costs of each project phase described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Proponents should provide a "level of effort" table that identifies all personnel to be used on the project, each individual's charge out rate, and the number of hours each will be involved in the work activities, together with the total fee for each person and each activity. Disbursements are to be broken down and shown by work activity. Include sub-totals by hours and by fees for each sub-Consultant firm involved, if any. Sub-totals should be provided for all tasks.

Prices quoted will be deemed to be:

- in Canadian dollar
- inclusive of duty, FOB destination, and delivery charges where applicable
- exclusive of any applicable taxes

## **5.10 Budget**

The all-inclusive budget for this project is \$675,000 including all taxes excluding GST.

SCRD may provide additional funding through grants, etc. to increase the optional scope of the project as described in Section 3.5 under optional and potential related work up to a maximum of \$1,000,000.

## 6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e., the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

## 7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

### 7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

<b>Mandatory Criteria</b>
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

## 7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

<b>Weighted Criteria</b>	<b>Weight (%)</b>
<b>Capabilities – Relevant Qualifications &amp; Experience</b> This criterion considers the Contractor's qualifications, experience, expertise, references, and record of success in providing similar services.	30
<b>Sample Work</b> As outlined in section 5.3	10
<b>Approach</b> This criterion considers the understanding of the project's objectives, service provision, methodology, and timeline.	30
<b>Sustainable Social Procurement</b>	10
<b>Price</b>	20
<b>TOTAL</b>	<b>100</b>

## 7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal\* total points available for price.