



Contract 3825P

Environmentally Sensitive Areas Management Strategy Update

1. Introduction

The City of Richmond proposes to engage the services of a consultant (the Successful Proponent) to prepare an *Environmentally Sensitive Areas (ESA) Management Strategy Update*.

The objective of this request for proposal (RFP) is to provide the City with qualified Proponents capable of carrying out the work herein defined. The subsequent Proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

One (1) soft copy (on CD – Rom or memory stick) and five (5) hard copies of proposals marked “**Environmentally Sensitive Areas Management Strategy Update Contract 3825P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 2:00 pm, on Monday, January 4, 2010. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a proposal.

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

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis

Telephone: 604-276-4135

Buyer II - Contracting Specialist

E-mail: purchasing@richmond.ca

Purchasing Department

City of Richmond

3.2 Technical clarification shall be directed to:

Technical

June Christy

Telephone: 604-276-4188

Senior Planner

E-mail: jchristy@richmond.ca

Planning & Development Dept

City of Richmond

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Negotiations

4.1 The award of the contract is subject to negotiations with the Proponent that offers, in the City's opinion, the best value Proposal (the "Lead Proponent"). Such negotiations include, but are not limited to, the following:

- a) changes or work refinements in the service requirements or scope of work proposed by the Lead Proponent;
- b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent and
- c) specific contract details as deemed reasonable for negotiation by the City of Richmond.

4.2 If a written contract cannot be negotiated within 30 days of notification to the Lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the Lead Proponent and either enter into negotiations with the

next qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.

5. Project Background

The City is updating its *1999 Official Community Plan (OCP)* with a new time horizon to 2041. A major component of the OCP will be the development of an *Environmentally Sensitive Areas Management Strategy Update*. A map of the ESA's included with the OCP is included with Attachment 1 of this RFP.

6. Project Description

See Attachment 1 – Terms of Reference, appended to this RFP.

7. Duties of the Successful Proponent (Consultant)

See Attachment 1 – Terms of Reference appended to this RFP.

8. City Provided Items

- a. City ESA information (mapped and text);
- b. information regarding the Ecological Features and Functions Approach (EFFA) of the Fraser River Estuary Management Program (FREMP);
- c. aerial photographs
- d. data on zoning, land use, guidelines and designations that pertain to the study ESA's;
- e. co-ordination of meetings as required, and

Other materials and resources will be determined by the City, in conjunction with the Successful Proponent.

9. Deliverables

During the progress of the work, the Successful Proponent will submit to the City:

- a. Two (2) copies each of the Environmentally Sensitive Areas Management Strategy (various drafts, and final version) and one (1) electronic copy of each in original software format (not PDF). This must be submitted to the City for approval.
- b. Formal presentations of the ESA Management Strategy to the City Staff Team, the Advisory Committee on the Environment (ACE), and the Agricultural Advisory Committee (AAC) as well as progress updates to the City;

- c. All background, research and resource lists, and any applicable database in original software format (unless otherwise mutually agreed), minutes of meetings and workshop results, survey summaries and analyses, etc.

10. Budget

It is anticipated that the project budget (including submission of a final report and all associated costs) should not exceed \$75,000. If the proposed fees exceed \$75,000, the proponent should clearly identify:

- a. what tasks can be completed for \$75,000;
- b. the cost of tasks which can not be completed for \$75,000 and ramifications of not completing the tasks; and
- c. other options for completing the project for \$75,000.00

11. Project Timeline

January 2010	-	Consultants Retained
January 2010	-	Kick-off Meetings
January/March 2010	-	Phase 1 – Getting the ESA Strategy right
March/April 2010	-	Phase 2 – Spring fieldwork, Inventorying, Mapping
July/August 2010	-	Phase 3 – Draft <i>ESA Strategy Update</i>
August/September 2010	-	Completion of <i>ESA Strategy Update</i>
September 2010	-	Staff Report to Council

Note: The above-noted timeline may be adjusted based on the Successful Proponent's proposal and the availability of City staff, its Committees and required stakeholders (particularly during the 2010 Olympics).

12. Proposal Submissions

All Proponents are required to provide the following information with their submissions, and in the order that follows:

- a. provide a corporate profile of their firm outlining its expertise, history, philosophy and target market;
- b. identify the specific staff to be assigned to this project and their relevant experience and qualifications to this project;
- c. provide a work plan, complete with main tasks and associated deliverables, milestones, timelines and budget/time allotment corresponding with each task. This work plan will form the basis for payments to the Successful Proponent;

- d. submit a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed;
- d. specify the number of proposed meetings (e.g., with City staff, Advisory Committee on the Environment, Agricultural Advisory Committee, and others as identified by the City, other as necessary), and
- e. A minimum of three (3) client references from projects of a similar size and scope.

13. Working Agreement

The Successful Proponent will enter into a City contract for services with the City based upon the information contained in this Request for Proposal and the Successful Proponent's submission and any modifications thereto. A sample City contract can be provided to proponents upon request.

Proponents may include their standard terms of engagement.

14. Evaluation Criteria

Proposals will be evaluated to determine the best value offered to the City against conformance to the following criteria:

- a. previous relevant experience of the consultants;
- b. the extent to which the proposal demonstrates an understanding of the scope of the work required to complete the project;
- c. qualifications, availability and experience of the team members;
- d. clarity/presentation of proposal;
- e. proposed work program and methodology(s);
- f. proposed costs;
- g. ability to meet the work program objectives/tasks and conform to the evaluation criteria;
- h. ability of the consultant to meet the project schedule;
- i. compliance with all Federal, Provincial and Municipal regulations;
- j. references; and
- k. interview(s), if necessary.

ATTACHMENT 1**November 25, 2009**

**City of Richmond
Terms of Reference
Environmentally Sensitive Areas Management Strategy Update**

1. Purpose

The purpose of the Environmentally Sensitive Areas (ESA) Management Strategy Update is to update Richmond's existing 1999 Official Community Plan (OCP) ESA inventory, policies and mapping, and to develop a more comprehensive strategy and implementation program for better managing the ESA's over time. The Strategy will establish policies, regulations and guidelines for a more effective identification and management approach to ESA's (e.g., best practises, incentives, partnerships, regulatory tools) and establish clear policies for development and retention.

2. BackgroundImportance of ESA's

Richmond believes in the importance of protecting ESA's as, in addition to containing valuable habitat for birds, fish and other wildlife, ESA's contribute to healthy ecosystems, and are recognized as contributing to the quality of life (through cleaner air and water), providing opportunities for active living through recreational pursuits and creating a diverse vibrant urban community.

ESA Protection in Richmond

Richmond has been protecting its natural areas since the 1960's when the 300 acres of bog and bog forest (the Richmond Nature Park) were acquired by the City. Throughout the 1980's and 1990's, various City-wide inventories of Richmond's natural areas were developed. The current OCP ESA map and Development Permit guidelines were adopted in 1999 and are the legal tools currently used in Richmond to manage the potential impacts of development on ESA's. In the last few years, the City and a consultant modified and adapted an inventory system developed by the Fraser River Estuary Management Program (FREMP) for classifying and inventorying shoreline habitats. The system is based on an Ecological Features and Functions Approach (EFFA) and Richmond adopted EFFA for assessing its Environmentally Sensitive Areas in the upland areas behind its dykes. The ESA update will not duplicate FREMP, Provincial and Federal environmental policies but will build on them.

Need for An Update of the ESA

Richmond's current ESA inventory needs to be updated to assess the current situation and its OCP policies improved to better meet the full range of needs related to the management of

ESA's. More information on the ecological features and functions within the ESA's is needed and several original OCP ESA areas have undergone changes and their environmental characteristics and values may have changed. As well, there is new environmental legislation, tools and best practices that could be utilized in the protection of ESA's in Richmond. As well, more clarity is needed regarding whether or not identified ESA's should be retained as is and/or the degree to which they may be modified.

ESA's within Agricultural Areas

Many of Richmond's ESA's lie within or adjacent to the ALR. Current OCP policies on ESA's do not directly limit agricultural cultivation and farmers may clear areas of ESA for farming purposes, and in the past, large forest clearings have taken place within the ALR without any prior notice. Farmers have also expressed concern that the existence of an ESA may have an impact on the economic viability of farm operations and have identified several issues (as cited in the Agricultural Viability Strategy). These issues will be addressed in the scope of work.

ESA's Within Non-Agricultural Areas

A significant amount of Richmond's ESA are within its industrial areas. Many industrial operations require large cleared areas of land for operations such as truck parking, storage, warehousing and manufacturing processes. In the past, there has been illegal activity such as clearing land containing ESA's for industrial use without prior notification to the City. Issues such as limited staff resources for enforcement and inspections also hinder the preservation of Richmond's ESA's.

Over the years, there has been a slow decline in the significant habitat in Richmond and more resistance by developers to protect ESA's.

What is Needed?

ESA's need a better classification criteria and a clearer strategy to manage them on private and public lands (e.g., development versus conservation). The current ESA approach identifies the ESA but does not specify to what degree it should be protected during site-specific development. More clarity and a better approach to the management of ESA's are needed.

3. Scope

The Study Area will be the entire City of Richmond, including its watercourses, wetlands, riparian areas, forests, and potential sensitive wildlife locations and habitat features (e.g. nest, roosts, burrows, travel corridors). The study is not to duplicate existing provincial (e.g., riparian) and federal environmental areas and policies.

The strategy will:

1. Contain a vision, principles, policies, objectives, guidelines, maps, models and facts;

2. Identify best practices most suitable for Richmond and use a modified Ecological Features and Functions approach (EFFA), and other best practises developed by the Fraser River Estuary Management Program (FREMP) or others;
3. Update a Geographic Information System (GIS) based, OCP Environmentally Sensitive Areas (ESA) Map;
4. Recommend a more effective management approach to ESA's (e.g., a clear philosophy, best practises, degree of conservation versus degree of development allowed, any incentives, partnerships and other regulatory tools);
5. Propose a program for ongoing monitoring, protecting and enforcing ESA's over time; and
6. Establish clear guidelines and possible incentives for the management of ESA's within agricultural areas, industrial areas and urban areas.

4. Major Study Components

Phase 1 (January 2009 to March 2010) – Getting the ESA Strategy Right

1. Preliminary Consultation with Agricultural Advisory Committee (AAC), Advisory Committee on the Environment (ACE), FREMP, etc.;
2. Hire Consultant;
3. Review existing ESA data, ESA inventories and ESA mapping for their accuracy;
4. Review Watercourse Classification and Sensitive Habitat Inventory Mapping and various Provincial, Regional and City environmental studies;
5. Analyze and confirm existing information and identify gaps in data or information.
6. Review and select “best ESA management practices”;
7. Develop and confirm a criteria, Environmental features and functions (EFFA) and methods for ESA inventory and assessment;
8. Propose a spring (2010) work program for field work inventorying and mapping;
9. Stage 1 Progress Report summarizing:
 - a. ESA purpose, philosophy, policy needs and framework, and flexibility;
 - b. Existing data gaps and needs;
 - c. A modified Ecological Features and Functions approach; and
 - d. The Spring 2010 work program.
10. Presentation to Staff Steering Committee (include interim progress report);
11. Presentation to Advisory Committee on the Environment and the Agricultural Advisory Committee; and
12. Present to Planning Committee and then Council for the approach of the ESA Strategy.

Phase 2 (March 2010 to June 2010) – Spring Field Work, Inventorying and Mapping

Fieldwork

1. Utilize geographic information systems database software, 2009 aerial photographs, and published data;
2. Selective field inventory and “ground-truthing” (use remote sensing information, if possible) in the field;

3. Use the EFFA approach and identify each ESA feature and/or function and justify why each ESA feature and/or function is important;
4. Summarize findings and meet with City staff for confirmation;
5. Through mapping and inventory, specifically identify what part of each ESA feature and/or function is important to manage (all? some? little?);
6. Identify how important and why, it is to manage each ES feature and/or function (high? medium? or low?);
7. After establishing the importance (high, medium or low) and the amount (all, some, little) of each ES feature and/or function, identify the extent and location if any, that new development (e.g. buildings, site clearing, industrial storage, cultivation) can take place on designated ESA portions of a property;
8. Adjust ESA designations as necessary;
10. Progress Meeting/Workshop with Staff ESA Steering Committee to review the maps and supporting data;
11. Second round presentations on findings to ACE and AAC (and other stewardship and community groups); and
12. Update to Planning Committee and Council.

Inventorying and Mapping

1. City-wide inventory and mapping, including Federal, Provincial and FREMP areas:
 - a. Watercourse, wetland and riparian areas, rated for significance and integrity;
 - b. Vegetation communities, forests, fields rated for significance and integrity;
 - c. Slopes, soils, surficial geology, aquifers rated for sensitivity to disturbance; and
 - d. Identify potential sensitive wildlife locations and habitat features (nests, roosts, burrows, travel corridors, etc); and
2. Deliver a set of City-wide ESA Inventory maps in electronic (GIS) and hard copy in a shape file format, INAD 83 (specifications to be confirmed by City of Richmond).

Phase 3 (July 2010 to August 2010) – Draft ESA Strategy

General

1. Goals, and Options;
2. For each identified ES feature and/or function:
 - a. What OCP ESA policy is needed?
 - b. The degree of ESA development versus its conservation;
 - c. What OCP ESA designation is needed?
 - d. What OCP ESA development permit guidelines are needed? and
 - e. What ESA regulations are needed? (e.g., zoning, covenant, caveats, performance requirements).

Land Use and Density:

For each identified ES feature and/or function, what urban or agricultural land uses, if any, should the City allow the owner to develop on the site?

1. To what Degree?
2. How?
3. Conditions?
4. What possible incentives?

Project Deliverables

1. ESA Management Strategy and Implementation Program;
2. A modified EFFA model and EFFA inventory methodology; and
3. A detailed inventory and database and a model for updating Richmond's upland ESA inventory.

A Data Base:

1. Maps, inventory data, digital site photographs where possible, and detailed site use guidelines and procedures for each of the ESA sites analyzed and of the existing and potential ecological characteristics associated with each ESA site; and
2. A description of the criteria, uses and the justification for the significance ratings associated with the ESA Maps.

5. Roles

Consultant

The consultant will:

1. Assemble a team with the skills including:
 - a. Environmental assessment;
 - b. GIS mapping;
 - c. Urban lands economics, planning and regulation;
 - d. Other, to be determined by the consultant and City;
2. Perform services necessary to achieve the work set out in the proposed work program;
3. Perform the work within the budget and work program timeframe; and
4. Attend meetings with the City Team, the Agricultural Advisory Committee (AAG) and the Advisory Committee on the Environment (ACE).

City Team

The study will be led by Policy Planning with staff from:

1. Policy Planning;
2. Development Applications;
3. Environmental Programs;
4. Parks, Recreation and Culture;
5. Engineering; and
6. Sustainability.

Policy Planning Staff will:

1. Manage the consultant contract, work program and the City Team;
2. Consult with Advisory Committee on the Environment (ACE) and the Agricultural Advisory Committee (AAC);
3. Provide available City data, reports, and maps;
4. Make final decisions regarding consultant selection, work program, and report revisions; and

5. At City expense:
 - a. Provide central copying/printing service;
 - b. Make available meeting space; and
 - c. Provide mail service.

The Advisory Committee on the Environment (ACE) and the Agricultural Advisory Committee (AAC)

1. Review and provide input into the study at selected stages of the process (at least 2 structured meetings/workshops with each committee) through review and evaluation of the study at key points;
2. Speak from their own expertise and interest;
3. Reflect diverse perspectives;
4. Maintain awareness of the study, and be informed; and
5. Review draft and final report.

6. Other Consultation

1. Federal, provincial, and non-government organizations (e.g., Department of Fisheries and Oceans, Canadian Wildlife Service, FREMP, Agricultural Land Commission, and YVR Airport Authority);
2. Community and stewardship groups; and
3. Open Houses as per the OCP process.

7. Time Frame

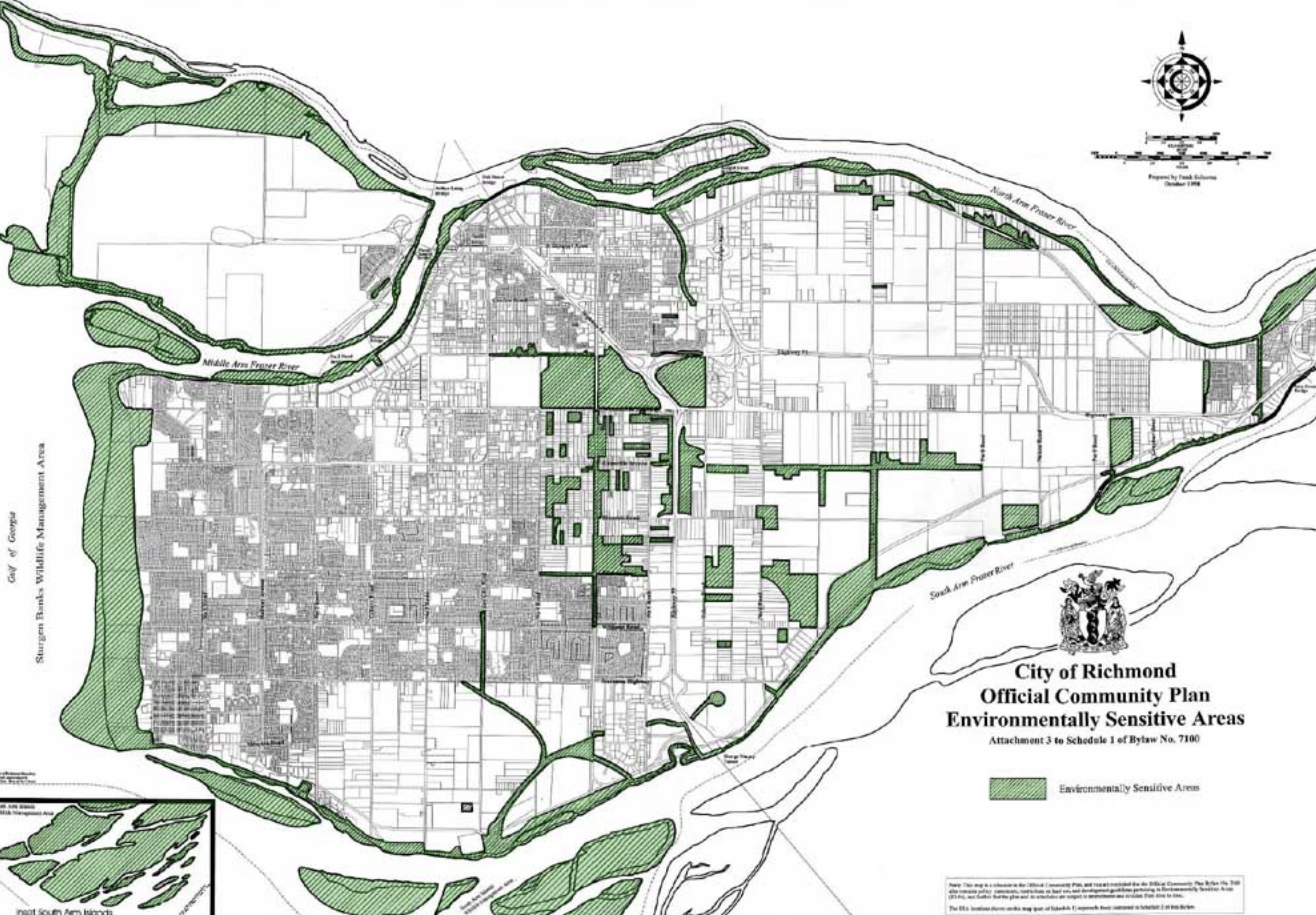
It is anticipated that the study will commence in January 2010 and will be completed by August 2010.

8. Mapping Scales

A variety of City mapping scales will be used (e.g., City-wide OCP Scale, site details will vary to show ESA details clearly).




Prepared by Frank Salzman
October 2008



City of Georgia
Sturgen Banks Wildlife Management Area



City of Richmond
Official Community Plan
Environmentally Sensitive Areas
Attachment 3 to Schedule 1 of Bylaw No. 7100

 Environmentally Sensitive Areas



Note: This map is a schedule to the Official Community Plan, and is not intended to be an Official Community Plan Bylaw No. 7100. The map is for informational purposes only and does not constitute a guarantee, warranty, or endorsement of any product or service by the City of Richmond. The City of Richmond is not responsible for any errors or omissions in this map. The City of Richmond is not responsible for any errors or omissions in this map. The City of Richmond is not responsible for any errors or omissions in this map.



City of Richmond
Business & Financial Services Department

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

3825P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	



December 22nd, 2009
File: 3825P

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for Proposal 3825P: Environmentally Sensitive Areas Management Strategy Update – Addendum 1

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your proposals:

I. Questions and Answers

- Q.1 Please explain what is required of the successful proponent (consultant) with respect to the meetings with Advisory Committees listed in Section twelve (12), page five (5) of the Request For Proposal.
- A.1 The consultant will be expected to meet with the Advisory Committee on the Environment (ACE) and with the Agricultural Advisory Committee (AAC) at least 3 times each. The consultant will be expected to be in attendance when update reports on the study are presented to Planning Committee and to Council - at least twice to Planning Committee and twice to Council.
- Q.2 Was *LIDAR* utilized in the 1999 ESA update?
- A.2 No.
- Q.3 Is *LIDAR* used routinely in the City of Richmond?
- A.3 Not routinely.
- Q.4 Has an aquifer survey been done for Richmond?
- A.4 No.
- Q.5 Will aerial photographs used in previous updates be available (to the successful proponent)?
- A.5 Yes, including the 2009 aeriels.
- Q.6 Will Richmond's south islands need to be included?
- A.6 All areas should be dealt with. A methodology for considering/observing the islands should be proposed.
- Q.7 Should the study consider climate change?
- A.7 Proponents are invited to consider climate change aspects in their proposals.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: June Christy, Senior Planner



December 23rd, 2009
File: 3825P

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for Proposal 3825P: Environmentally Sensitive Areas Management Strategy Update – Addendum 2

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your proposals:

I. Questions and Answers

- Q.1 Under item six (6), on page 11 of the RFP, please clarify what is meant by "Open Houses as per the OCP process".
- A.1 A second round of public consultation for the OCP will be taking place in April/May 2010. Similar to the first round which has just been completed, there will be several open houses and there may be another public survey. The successful proponent (consultant) may be asked to provide some display board material for the open houses or for a newsletter or the OCP website. It is not anticipated that the consultant will be required to attend the public open houses.
- Q.2 Can the closing date be extended?
- A.2 Due to the project timeline, the closing date cannot be extended.

PLEASE NOTE: Due to the City Hall closure from December 25th to January 3rd, no further questions related to this RFP will be answered.

Yours truly,

Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: June Christy, Senior Planner