



**Contract 4046P**

**Parks and Open Space Strategy (2011- 2041)**

**1. Introduction**

- 1.1 The City of Richmond (the “City”) requires the services of a Consultant team to develop a comprehensive and sustainable Parks and Open Space Strategy with a clear vision, guiding principles, policies, and a ten (10) year implementation plan.
- 1.2 This Strategy will be used to inform the *2041 Official Community Plan*, corporate priorities such as *PlaceMaking; Richmond: “Small City, Big Destinations”*, and as a working document for critical decision-making within the Parks Division of the Parks and Recreation Department.
- 1.3 The selected Consultant team will have experience and expertise in disciplines such as city and open space planning, recreation, parks operation, community engagement, landscape architecture, and environmental services.
- 1.4 The objective of this Request for Proposal 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. Definitions**

- 2.1 Throughout this Request for Proposal, the following definitions apply:
  - 2.1.1 “BC Bid” means the electronic tendering service maintained by the Province of British Columbia located online at [www.bcbid.ca](http://www.bcbid.ca), or any replacement website;
  - 2.1.2 “City” means the City of Richmond, British Columbia;
  - 2.1.3 “Contract” means the written agreement resulting from this Request for Proposal executed by the City and the Vendor for the Work;
  - 2.1.4 “Lead Proponent” is the Proponent whose Proposal, as determined through the evaluation criteria described in this RFP, provides the best overall value in meeting the requirements of the RFP, and with whom a Contract will be considered;

- 2.1.5 “Proposal” means a proposal submitted by a Proponent in response to this Request For Proposal;
- 2.1.6 “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;
- 2.1.7 “RFP” or “Request for Proposals” means this request for proposals, inclusive of all appendices and any addenda that may be issued by the Owner;
- 2.1.8 “Submission” means a proposal submitted by a Proponent in response to this RFP;
- 2.1.9 “Successful Proponent” means the same as “Vendor”
- 2.1.10 “Vendor” means the Successful Proponent to this Request for Proposal who enters into a written Contract with the City to perform and to oversee the Work and
- 2.1.11 “Work” means the provision of all labour, services, material and equipment, and any action as necessary for the Preferred Proponent to complete and perform its obligations in accordance with the terms and conditions of the Contract.

### 3. Submission Details

- 3.1 Seven (7) copies of proposals marked “ **Parks and Open Space Strategy – Contract 4046P**” 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 2:00pm on Tuesday, October 12, 2010. Submissions received after this time or in locations other than the address indicated, will not be accepted and will be returned unopened.

### 4. Enquiries

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

Purchasing

Kerry Lynne Gillis

Buyer II - Contracting Specialist

Purchasing Section

City of Richmond

E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

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

4.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City of Richmond Staff that affect the Proposal Process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Proponents to check with the following websites to ensure that all available information has been received prior to submitting a proposal:

4.3.1 City of Richmond: <http://www.richmond.ca/busdev/tenders.htm>

4.3.2 BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>

## **5. Terms of this Request for Proposal**

5.1 Proposals shall be open for acceptance for ninety (90) days following the submission closing date.

5.2 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 its own discretion.

5.3 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.

5.4 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.

5.5 Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.

5.6 A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP may be rejected in whole or in part by the City at its sole discretion.

5.7 The City may waive any non-compliance with the RFP, specifications, or any conditions including the timing of delivery of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.

5.8 The City may choose, at its sole discretion, to proceed with all of the components of the Work, none of the components or selected components of the Work.

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

## **6. Negotiations**

6.1 The award of the contract is subject to negotiations with 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.

6.2 If a written contract cannot be negotiated within sixty (60) 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.

## **7. Project Terms of Reference**

7.1 Please refer to Appendix A for the full project terms of reference.

## **8. Consultant Duties**

8.1 The Consultant team will be responsible for the provision of key deliverables as noted in the Scope of Work included with this Request for Proposal in Appendix A.

## **9. City Provided Items**

9.1 The Parks Division of the Parks and Recreation Department will manage this project and will provide the following to the Consultant:

- a) all language translations for public engagement if deemed appropriate,
- b) advertising for public engagement meetings or Open House,
- c) identify and organize the City staff for meetings,

- d) booking of meeting spaces,
- e) access to City photograph collection,
- f) existing base plans for parks as may be necessary,
- g) a list of the relevant corporate strategies, plans and initiatives,
- h) hard copies of documents that are not digitally available, and
- i) hotlinks available for most of the Strategic Plans and documents on the City website (these are provided in Appendix B).

## **10. Project Schedule**

10.1 Please see Appendix A for the anticipated Project Schedule. This schedule may change at the discretion of the City.

## **11. Proposal Submissions**

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

- a) A Corporate profile of their firm outlining its history, philosophy and target market.
- b) Executive Summary – overall approach and a description of the Consultant’s understanding of the project outcomes and how these will be achieved.
- c) A detailed listing of relevant experience in completing long-term parks and open space strategies.
- d) A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- e) Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- f) A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- g) A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
- h) A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.

- i) Provision of a priced methodology complete with a time allotment for each identified task proposed to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with 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.
- j) A minimum of three (3) client references from projects of a similar size and scope.

## **12. Review of Proposals**

- 12.1 The City will review the Proposals submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFP.
- 12.2 The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent's clients regarding any financial and experience issues.
- 12.3 Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:
  - a) Understanding of project objectives/outcomes and vision.
  - b) Project Methodology.
  - c) Team Composition – Experience and Qualifications of those staff to be assigned to the project.
  - d) Public consultation process.
  - e) Project Deliverables.
  - f) Clarity of Proposal.
  - g) Value for Money.
  - h) References.
- 12.4 Proponents may be scheduled for an interview at the discretion of the City.

## **13. Non-Conforming Proposals**

- 13.1 Proposals which fail to conform to the Format Requirements or which fail to conform to any other requirement of this RFP may be rejected by the City. Notwithstanding the foregoing or any other provision of this RFP, the City may at

its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFP except the requirement of delivery of the Proposal prior to Closing Time.

#### **14. RFP Process**

14.1 The City may unilaterally take the following actions, and shall not be liable for any such actions:

- a) amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those requirements;
- b) reject or accept any or all Submissions;
- c) cancel the RFP process at any time and reject all submissions; or
- d) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.

14.2 The Proponent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an agreement and submission of a Request of Proposal by any Proponent does not in any way whatsoever create a binding agreement. The Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the RFP process.

#### **15. Working Agreement**

15.1 The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

15.2 Proponents may include their standard terms of engagement with the Proposals.

#### **16. Information Disclaimer**

16.1 The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to any Proponent pursuant to this RFP.

16.2 The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFP is provisional and will be superseded by other agreement documents.

- 16.3 The City makes no representation, warranty, or undertaking of with respect to this RFP and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFP or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.

## **APPENDIX A: Terms of Reference**

### 2011-2041 Parks and Open Space Strategy

The City wishes to engage a consultant team to develop a comprehensive and sustainable Parks and Open Space Strategy with a clear Vision, Guiding Principles, Policies, and a 10 Year Implementation Plan. The Consultant team will have experience and expertise in disciplines such as city and open space planning, recreation, parks operation, community engagement, landscape architecture, and environmental services. This Strategy will be used to inform the 2041 Official Community Plan, corporate priorities such as *PlaceMaking; Richmond: "Small City, Big Destinations"*, and as a working document for critical decision-making within the Parks Division of the Parks and Recreation Department.

#### **A. Background**

Richmond's Parks and Open Space system consists of 1436 acres owned predominately by the City and Richmond School Board. The majority of the City land holdings are 'parks' that range from small urban plazas to large environmentally sensitive parks like the Richmond Nature Park and the popular dike trail system. These serve the local community and attract visitors for a variety of activities. The system is complemented by open space owned by others (i.e. Metro Vancouver) and publicly accessible open space on private land.

In the last decade, the City has acquired and developed some unique and award winning parks such as Garden City Park, Britannia Heritage Shipyard, Terra Nova Rural Park, Richmond Olympic Oval, Middle Arm Greenway, and Paulik Park.

While the City does not currently have a comprehensive Parks and Open Space Strategy that has been adopted by Council, a hierarchy and typology of parks has been adopted and used as a guideline for acquisition, location, size and general function of parkland. Traditionally, area planning processes and major developments have been the main drivers for implementing the acquisition and development of the majority of the City's parks and open spaces.

In addition, numerous departmental strategies have been written over the last five years that look at components of the system such as the Trails, Urban Forestry, Waterfront, Park Land Acquisition, Heritage and Museum, and Field Sport strategies, and the Parks, Recreation and Cultural Services Master Plan. Web links are available to the majority of these strategies on the City website.

The City wishes to move from these individual initiatives to the development of a strategic plan that addresses City-owned parks and other public open spaces as an interrelated network and establishes priorities for the development and management of the system.

#### **B. The Goal**

Our vision is to be the *best parks and open space system* in Canada. What does that look like?

The goal is the protection and the creation of a sustainable, well-designed and high quality network of parks and open spaces that supports the City's corporate vision of being the "most liveable, appealing

and well- managed community in Canada”. The challenge is to accomplish the goal in the context of a finite land base and a growing city.

### **C. The Issues**

The Consultant team will be expected to address many different topics in creating a comprehensive Parks and Open Space Strategy and a 10 Year Implementation Plan. Many of these topics fall under, but are not limited to, these overarching challenges:

#### ***Sustainability***

The City recognizes that park lands and open spaces will continue to play a vital role in social, environmental and economic sustainability through a focus on sports and wellness, place-making, cultural and heritage conservation and interpretation, ecological health and biodiversity, food security, and major events - all part of building a sustainable community and becoming a destination city.

The City, as outlined in its adopted Sustainability Framework, will need to respond locally to global challenges through greenhouse gas reduction measures, and mitigation and adaptation to climate change. As such city parks lands will have a new role to play corporately in responding to these challenges through carbon sequestration, increased biodiversity and ecological function, and the addition of innovative green infrastructure features such as storm water management, and alternative energy generation (geothermal fields, wind and solar power).

There are also parks operational challenges as the inventory of land increases and the introduction of new premier quality parks and ‘natural’ parks requires a review of maintenance standards and practices. Challenges include reduced funding, changing regulations such as banning of pesticide use, finding a balance between design intent and on-going maintenance, the requirement for new skills and knowledge, and the need to prepare sustainable resource management plans.

#### ***Connectivity***

The 2010 Trails Strategy *Linking people, community and nature* recognized that building social, physical, and ecological links throughout the city are paramount to creating a healthy city. Ultimately, the goal is to create a city-wide network of interconnected communities that are accessible, promote active living styles, and include green functions and programs.

#### ***Placemaking***

Richmond has experienced the magic of place-making during the 2010 Games when Richmond was showcased to the world. How can we capture this ‘magic’ in our public spaces in Richmond? We wish to continue to expand and build upon the recent successes to meet a number of key City placemaking goals such as “Richmond, the premier events destination in Canada” (2007-2012 Major Events Plan) and “Richmond: Small City, Big Destinations” (2010 Corporate Plan).

#### ***City Centre and the Waterfront***

While the Parks and Open Space Strategy is to be a city-wide comprehensive strategy, the City Centre and Richmond’s Waterfront including blueways, are distinct areas with unique challenges and opportunities. Both these areas are key to the identity of Richmond and to the economic vitality

through industry, residential lifestyle amenities, commercialism, and tourism. The two recent documents, the City Centre Area Plan, and the Waterfront Strategy identify the vision, goals and the intent for developing these areas.

#### **D. SCOPE OF WORK**

This work will be completed in distinct phases to meet critical milestones. The immediate priority is to ensure that the appropriate Parks and Open Space information is included in the City's 2041 Official Community Plan (OCP) which is currently underway. The exact timing of each phase will be dictated in part by the rigorous schedule outlined in the 2041 Official Community Plan process. The Consultant team will need to be flexible and able to adjust to changes within this schedule.

The Consultants will be responsible for providing the following services that include but are not exclusive to:

#### **PHASE 1 VISION AND GUIDING PRINCIPLES**

##### **1. Environmental Scan**

The goal is to have the Strategy based on solid research to enable the City to make the case for continued investment into the parks and open space system. It is expected that the consultant team will have a wealth of experience and understanding of best practices around the world to bring to the project.

The Environmental Scan will include two parts:

##### **1.1 Review of Existing Context including:**

- relevant regional, provincial and national policies and directives
- best practices, trends, and current thinking from around the world, academic research
- key issues and challenges facing urban park systems
- key relevant City documents
- concurrent City strategies/initiatives underway e.g. Corporate Plan- Place-Making; Storm Water Management Strategy; Environmentally Sensitive Areas Management Strategy

##### **1.2 Review of Existing Park System including:**

- existing policies
- the current park standard, hierarchy and typology
- an on-site audit of prototypical parks and programming
- review of the existing Development Cost Charges and Park Land Acquisition Program
- review of the current 2041 population projections and implications to the provision of parks and park standards. Detailed work and analysis for purposes of the Parkland Acquisition Program will be conducted by a Land Economics consultant who has previously worked on the Program and will be hired by the City under a separate contract.

##### **Key Deliverables:**

- Summary of regulatory policies and directives that support the provision of park and open space in an urban setting.

- ❑ Philosophy and value of preserving and creating an excellent parks and open space system. The existing Parks and Recreation Master Plan outlined many values, goals and objectives. The intent with this Strategy is to focus in more detail on the values of the natural and built environment in creating a sustainable and healthy community.
- ❑ Summary of the relevant best practices and case studies to address key urban issues of increased land values, higher density and alternatives to traditional park spaces.
- ❑ A collection of illustrative imagery to express new ideas, best practices, and concepts for consideration in developing the new Vision and as material for visioning sessions, PowerPoint presentations, and for inclusion in printed documents.
- ❑ A 'Report Card' and Current Reality - history of Richmond's park development and achievements (staff will assist with developing this).
- ❑ Illustrative diagram/mapping of the current parks and open space system.

## **2. Visioning Exercise**

The Consultant will develop and conduct a thought provoking participatory visioning session with City staff from a number of departments. The intent is to build upon the staff knowledge and understanding of the local community; to understand how their departmental responsibilities and other corporate initiatives complement/influence/and or add value to a sustainable parks and open space system; and to promote support for the Strategy.

### **Key Deliverables**

- ❑ A process developed for invoking discussion with all the appropriate materials and facilitation provided by the consultant team.
- ❑ Recording, photo-documentation of the exercise, and a written summary of the findings.
- ❑ An understanding of how a parks and open space system can potentially support other departmental initiatives and corporate plans.
- ❑ A draft Vision statement and/or description of a sustainable parks and open space system.

## **3. Development of the Vision and Guiding Principles**

In this phase, the Consultant team will build upon the Environmental Scan information, community input from the completed Official Community Plan Open Houses, recent community surveys, and the city staff visioning exercise, to formulate a strong Vision and guiding principles. This will be presented as a Draft Vision for Council review and input.

### **Key Deliverables:**

- ❑ A strong rationale and written description of the Vision and Guiding Principles
- ❑ Spatial mapping as well as illustrative examples of the driving concept within the Vision and Guiding Principles
- ❑ Presentation material e.g. PowerPoint for presentation to Council in January 2011. This would be packaged together with the 'report card' which would be an overview of the existing parks system and achievements.

The Vision will capture the City's realistic hopes and aspirations, recognize Richmond's unique cultural and environmental character, and address Richmond's future as an emerging urban centre with a sustainability framework.

## **PHASE 2 POLICY DEVELOPMENT**

Upon approval of the overall draft Vision and Guiding Principles by Council, the consultant team will develop a set of robust policies for inclusion in the 2041 Official Community Plan (OCP) and the overall Parks and Open Space Strategy.

### **2.1 Gap Analysis**

Review the existing Parks and Open Space system and identify the gaps as well as opportunities to achieving the Vision. This can be used to inform policies as well as formulating the Implementation Plan.

### **2.2 Objectives and Policies**

The objectives and policies will support the Parks and Open Space Vision and Guiding Principles and address the following (but not be limited to) topics/themes:

- ❑ parks and open space standards including hierarchy and functions of the different spaces
- ❑ parks and open space typologies
- ❑ green infrastructure, heritage, accessibility, community gardens, blueways, design principles, partnerships, natural areas, public art, sports and recreation, community building, connectivity, and placemaking.

#### **Key Deliverables:**

- ❑ Concise and agreed upon terminology for all aspects of a park and open space system
- ❑ A set of written objectives and policies to support the Vision and Guiding Principles
- ❑ Illustrative plans or imagery for each of the park functions and typologies
- ❑ Illustrative examples of the themes/topics as they relate to park and open spaces in Richmond.
- ❑ Integration of key concepts/objectives of other corporate strategic plans
- ❑ Formal presentation to the General Manager, Parks and Recreation and senior management staff
- ❑ Presentation material for OCP Open Houses (to be determined)

#### **\*Note**

*Terminology – It is the Consultants responsibility to review the OCP to understand the language and the level of detail expected under the headings. For instance, policies within the OCP often include detailed statements that could be interpreted as 'Actions'. This is the level of detail that the Consultant must be prepared to provide.*

*The OCP - At present it is determined that the updated 2041 OCP will follow the same basic format and outline as the existing OCP: main issues, a series of objectives, followed by policies under each objective. Formatting of the written information to ensure that the OCP document sounds like 'one voice' will be the City's responsibility. Supporting graphics or mapping will be required from the Consultants.*

*The Parks and Open Space Strategy – While there should as much consistency with the OCP as possible, the amount of information and level of detail will be much greater in the Strategy. Therefore, terminology, headings*

*and flow of information may differ to ensure that the Strategy is a comprehensive working document. The final document including all writing, layout and graphics will be the responsibility of the consultant.*

### **PHASE 3 CONSULTATION**

Key to the success of the Strategy will be integration of input from many different sources and the development of a sense of ownership for the Strategy. It has been determined that the draft Vision for presentation to Council will be developed using recently acquired public input from a variety of existing sources. Upon approval of a draft Vision and Guiding Principles by Council, further public input will be sought.

#### **3.1 Public Engagement:**

The Consultant team will prepare a formal plan identifying and outlining meaningful consultation processes and methods of engagement for the public. The type of consultation may range from gathering more detailed information from the public about specific topics, to presentation of concepts for information only, to seeking support (approval) for the Strategy.

There will be two (2) distinct phases to the public engagement. This will include:

- Public feedback of the draft Vision and Guiding Principles after the Council presentation
- Public feedback on the Policies and Preliminary 10 Year Implementation Plan

#### **3.2 Other Consultation:**

Developing the Parks and Open Space Strategy will be a consultative process and include:

- ❑ Other City departments
  - focussed discussions for information gathering and review of concepts (4 meetings)
  - Phase One City visioning exercise (1 meeting)
- ❑ Other consultants working on concurrent projects (2 meetings)
- ❑ Outside agencies such as the Richmond School District (1 meeting)

It is expected that the Consultant will engage in ongoing discussions as needed with other consultants via e-mail or telephone.

#### **Key Deliverables:**

- ❑ An agreed upon consultation plan identifying milestones and the appropriate type of public input and the expected outcomes.
- ❑ Public Consultation process for input on the Vision and Guiding Principles – February 2011
- ❑ Public Consultation for input on Policies and Preliminary 10 Year Implementation Strategic Directions – April 2011
- ❑ Presentation materials including all artwork and graphics (potential display boards, pamphlets, PowerPoint or surveys) necessary to communicate ideas and/or elicit input
- ❑ Facilitation of all meetings
- ❑ Well documented summary reports of public processes, tabulated survey results. and recording of recommended actions from public and intradepartmental input.
- ❑ Documented support (approval) of the different phases of the Parks and Open Space Strategy.

### **PHASE 4 - A 10 YEAR IMPLEMENTATION PLAN**

The intent of the 10 Year Implementation Plan is to identify priority strategic directions and actions that will allow the Parks Division to provide excellent service delivery to meet immediate needs of the community and, at the same time, ensure a healthy and sustainable future. This will help inform the Parks Division's three year work plans.

Building upon the work completed to this phase, the consultant team will identify key strategic focus areas and recommended actions including the need for further studies or detailed plans. The following will need to be taken into consideration:

- ❑ the 5 year Capital Budget Program and process
- ❑ the Parks Land Acquisition Program
- ❑ 'hot spots' of development and growth
- ❑ other key corporate priorities e.g. placemaking, GHG reduction
- ❑ the identified gaps within the existing Parks and Open Space
- ❑ the need to be flexible and adapt to changing priorities while maintaining the integrity of the Vision.

Key Deliverables:

- ❑ A rationale for determining the items to be included in 10 Year Implementation Plan
- ❑ A concise table outlining the strategic directions and recommended actions.
- ❑ A process to monitor success.
- ❑ Public input (as per Phase 3) on the Preliminary 10 year Strategic Directions before finalizing them for the final document.

#### **PHASE 5- FINAL DOCUMENT/ FINAL APPROVALS**

The consultant team will be responsible for preparation of the final Parks and Open Space Strategy document that includes all writing, layout, graphic material, tables and mapping. The Consultants will have access to the City's inventory of photography to use for presentation materials as well as in the final document.

Key Deliverables:

- ❑ A well laid out, graphically attractive, and concise final written document that is easy to reproduce
- ❑ A digital copy of the final document in PDF format
- ❑ The final written Parks and Open Space Strategy must include :
  - Context –why a Parks and Open Space Strategy at this time
  - Issues and Challenges to the delivery of parks and open spaces in urban settings
  - Trends and Best Practices
  - Current Reality in Richmond – including a history parks and open space provision in Richmond
  - Richmond specific Challenges and Opportunities
  - Vision and Guiding Principles
  - Objectives and Policies (Exact terminology for the Strategy will be determined through the process. )
  - Consultation process summary and results of public input
  - 10 Year Implementation Plan including Strategic Directions and Recommended Actions.
- ❑ A Final Presentation to City staff

- ❑ Final Parks and Open Space Document ( 1<sup>st</sup> week in June)
- ❑ PowerPoint summarizing the highlights of the Strategy for Council presentation.

#### PROJECT SCHEDULE

##### October, 2010

- Start up
- Environmental Scan

##### November, 2010

- City Staff Visioning Workshop
- Develop Vision and Guiding Principles

##### December, 2010

- Finalize Draft Vision and Guiding Principles including all support materials for Council Report
- Prepare Council Report (staff)

##### January, 2011

- Staff Report into the City approval process
- Prepare PowerPoint including current reality/report card and Vision and Guiding Principles
- Presentation to Parks, Recreation, and Cultural Services Committee (3<sup>rd</sup> week in January) followed by Council presentation

##### February – March, 2011

- Public Consultation process for input on the Vision and Guiding Principles
- Develop Policies and preliminary 10 Year Implementation Plan

##### April 2011

- Public Consultation for input on Policies and Preliminary 10 Year Implementation Strategic Directions
- Finalize Policies and Preliminary 10 Year Implementation Plan – Strategic Directions

##### May, 2011

- Prepare final Parks and Open Space Strategy Document
- Final Presentation to City staff
- Report to Council (staff)

##### June 2011

- Final Parks and Open Space Document ( 1<sup>st</sup> week in June)
- Prepare PowerPoint for Council presentation

## **APPENDIX B: Project Hot Links**

City Centre Area Plan:

<http://www.richmond.ca/services/planning/ocp/sched2.htm#citycentre>

Parks and Recreation Needs Assessment:

[http://www.richmond.ca/\\_shared/assets/2009\\_Community\\_Needs\\_Assessment26227.pdf](http://www.richmond.ca/_shared/assets/2009_Community_Needs_Assessment26227.pdf)

Parks, Recreation, and Cultural Services Master Plan:

<http://www.richmond.ca/parksrec/about/mandate/masterplan.htm>

2010 Trails Strategy:

<http://www.richmond.ca/parksrec/ptc/trails/trailstrategy.htm>

2041 Official Community Plan Background:

<http://www.richmond.ca/services/planning/projects/OCPupdate.htm>



**This Agreement** dated the ☼ day of September, 2010, at the City of Richmond, in the Province of British Columbia

**Between:**

**City of Richmond**  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

(the "City")

**And:**

☼

(the "Consultant")

**Whereas:**

- A. The City is ☼ (the "Event or Project");
- B. The City requires a ☼ the Event or Project;
- C. The City issued a Request for Quotation☼ for the supply and delivery of ☼;
- D. The Consultant is willing and prepared to deliver ☼;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

**1. Responsibilities and Duties**

1.1. The Consultant shall be responsible for the following as per Request for Quotation☼/Proposal ☼ and the Consultant's submission dated ☼.

- a) ☼
- b) ☼
- c) ☼
- d) ☼
- e) ☼

- f) ✖
- g) ✖
- h) ✖

1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

**2. Compensation**

2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the basic amount of \$✖.00 plus HST for the duration of the term of this agreement according to the following Fee Schedule:

<b>Project Phase</b>	<b>Basic Consulting Fees</b>
Phase 1 – ✖	\$✖.00
Phase 2 – ✖	\$✖.00
Phase 3 – ✖	\$✖.00
Phase 4 – ✖	\$✖.00
Total basic fees for Phases 1 – ✖	\$✖.00

2.2. The total amount of payments shall not exceed the total upset amount of \$✖, plus HST, for the completion of Phases 1 through 3 inclusive.

2.3. The fees for Phase 4 tasks will be compensated as required by the development of the Project. Phase 4 tasks will be completed by the Consultant only with written authorization of the City and according to the following fee schedule:

<b>Project Phase(s)</b>	<b>Basic Consulting Fees</b>
Phase ✖ – ✖	\$✖.00

2.4. The total amount of payments shall not exceed the total upset amount of \$✖.00 plus HST, for the completion of Phase ✖ tasks.





2.5. Any additional consulting services would be charged at the following hourly rates for the respective services:

<b>Position</b>	<b>Rate</b>
✖	\$✖00, not to exceed \$✖.00 per hour
✖	\$✖.00, not to exceed \$✖.00 per hour
✖	\$✖.00, not to exceed \$✖.00 per hour

2.6. Every month, commencing no sooner than ✖, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of the Project (the “Statement of Account”).

- 2.7. The Statement of Account must show the amount of HST charged and include the Consultant's HST registration number and City Purchase Order number.
- 2.8. The City agrees to make payments to the Consultant within Thirty (30) working days of receipt of the Consultant's Statement of Account.
- 2.9. Every month, the Consultant shall submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

### **3. Performance Standards**

- 3.1. The Consultant is responsible for meeting the following  targets:  

- 3.2. The Consultant agrees to comply with following project deadlines:  

- 3.3. The Consultant shall prepare a report to the City on a monthly basis indicating  what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

### **4. Benefits**

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

### **5. Independent Contractor**

- 5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

### **6. Assignment And Subcontracting**

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

### **7. Indemnity**

- 7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly

arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

## **8. Insurance**

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
  - a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
  - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

## **9. Representation**

- 9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☒.

## **10. Ownership of Products**

- 10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

## **11. Confidentiality**

- 11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

**12. Related Companies**

12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

**13. Term**

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the "Expiration Date"), or such later date as may be mutually agreed upon.

**14. Termination**

14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

**15. Joint and Several Liability**

15.1. Any covenant, agreement, condition or proviso made by two (2) or more persons shall be construed as several as well as joint.

**16. Severability**

16.1. In the event that any provision of this agreement shall be held to be invalid, void or unenforceable, then the remainder of this agreement shall not be affected, impaired or invalidated, and each such provision shall be valid and enforceable to the fullest extent permitted by law.

**17. Non-Resident Withholding Tax**

17.1. If the Consultant is, at any time during the Term, a non-resident of Canada, within the meaning of the Income Tax Act of Canada as amended (the "Act"), then the City shall deduct from all monies payable under this Agreement and remit to Canada Customs and Revenue Agency sums required to be withheld and remitted by the Act.

17.2. The City shall receive full credit under this Agreement for monies withheld as of and from the date of the withholding.

**18. Notices**

18.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the

other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

**19. Feminine/Masculine**

19.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

**20. General**

20.1. This Agreement may be amended upon mutual agreement of the parties in writing.

20.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

20.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

---

Consultant

---

City of Richmond



# City of Richmond

October 6, 2010  
File: 02-0775-50-4046/Vol 01

**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 4046P – Parks and Open Space Strategy (2011 – 2041) – Addendum One**

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: Section 1.4 implies that this RFP will be used to select a short list of consultants and that "...subsequent proponent submissions..." will be used to evaluate, interview and select the successful proponent. Appendix A, however, clearly lays out expectations for a detailed proposal. Can you please clarify?
- A.1: Section 1.4 summarizes the intent of this Request for Proposal (RFP) and the Terms of Reference in Appendix A contain project details including the scope of work, background information and key deliverables to inform Proponents in preparation of their Proposals.
- Q.2: Can you please let us know the budget or at least a range of anticipated prices? This is one of those projects that could be done for either a modest or more expensive budget, especially given the aspirations towards world class physical and operating systems, integration with the OCP, land acquisition and placemaking processes.
- A.2: The budget information is not available. Proponents must include a proposed budget in accordance with the requirements of the RFP.

## **II. Closing Date Extension**

Please note that the deadline for Proposals to be submitted in response to this Request for Proposal has been extended:

WAS: Tuesday October 12, 2010 at 2:00 pm, local time.  
IS NOW: Thursday October 21, 2010 at 2:00pm, local time.

**Proponents must sign and include this Addendum with their submission.**

---

**Signature, Name and Title**

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: Yvonne Stich, Park Planner



# City of Richmond

October 8, 2010

File: 02-0775-50-4046/Vol 01

**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 4046P – Parks and Open Space Strategy (2011 – 2041) – Addendum Two**

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. Closing Date Extension**

Please note that the deadline for Proposals to be submitted in response to this Request for Proposal has been extended:

WAS: Thursday October 21, 2010 at 2:00pm, local time.

IS NOW: Friday, October 29, 2010 at 2:00pm, local time.

## **II. Deadline for Inquiries**

The deadline for inquiries related to this Request for Proposal is Friday, October 15, 2010 at 5:00pm, local time. Inquiries received after this time will not be addressed by the City.

All inquiries must be sent in writing to the attention of Kerry Gillis at [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

**Proponents must sign and include this Addendum with their submission.**

---

**Signature, Name and Title**

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: Yvonne Stich, Park Planner



# City of Richmond

October 21, 2010  
File: 02-0775-50-4046/Vol 01

**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 4046P – Parks and Open Space Strategy (2011 – 2041) – Addendum Three**

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: Does the City of Richmond have an existing framework for the 'report card'? (RFP p. 12, Phase 1-Key Deliverables).

A.1: The City does not have a framework in mind as of yet. It is anticipated that City staff will prepare the majority of this 'report card' presentation, including all the imagery, for a PowerPoint presentation. A similar reporting out was done in the 2009 Waterfront Strategy – Redefining living on the edge:

[http://www.richmond.ca/\\_shared/assets/PRCS\\_012709\\_Item\\_4\\_Waterfront21910.pdf](http://www.richmond.ca/_shared/assets/PRCS_012709_Item_4_Waterfront21910.pdf).

The Consultant team will be expected to input into the structuring of the information to ensure that there is a comprehensive 'lead in' to the new Vision. It is anticipated that there would be one presentation starting with “the background of where we are now” and leading the viewer into the new proposed Vision.

Q.2: The RFP (Project Schedule, p.16) indicates a requirement to present the Vision/Guiding Principles and Report Card to the Parks, Recreation, and Cultural (Services) Committee. How else do you see this committee involved in the process?

A.2: The Parks, Recreation and Cultural Services (PRCS) Committee will be the first step of the approval process. It is anticipated that the Committee will approve the staff report and forward it to Council for their final approval. It is our hope that the Committee will be excited by the work and will also be the champions when it goes to Council. The Committee may also refer the report to other City-appointed Advisory Committees for their input. We anticipate going to PRCS Committee and Council twice in the process and potentially being present when other departments present their components of the Official Community Plan.

- Q.3: On page 11 item 1.2 indicates that an on-site audit of prototypical parks and programming is part of the review of the existing parks system. Is the intent of the audit to field check the current park standard, hierarchy and typology against selected sites to evaluate the criteria? Please elaborate on the intent for the audit so we are better able to assess the scope of this portion of the work.
- A.3: Yes, the intent is for the consultant team to familiarize themselves with two typical parks (that we would identify for the consultant) in each of the classification categories that we presently use e.g. city-wide, community and neighbourhood parks. For example within the category of neighbourhood, the consultant would visit an older suburban neighbourhood park and then a new urban centre neighbourhood park. The consultant should allow for a minimum of six (6) parks visits with City staff.
- Q.4: Streets are a significant amount of the open space network of any municipality. Is the intent of the strategy to include an evaluation of streets or should we focus on "...'parks' ranging from small urban plazas to large environmentally sensitive parks..."?
- A.4: It is expected that the consultant look at all public spaces including streets as part of the open space network. The intent is not to spend time evaluating streets *per se*, but identifying and providing guidelines for how a street could become part of a network of public spaces - to reinforce the value of streetscapes especially in higher density areas where the typical parks acreage standards cannot be met. Much work has been done in the City Centre Area Plan on well-designed streetscapes. The Parks and Open Space Strategy would built upon this work.

**Proponents must sign and include this Addendum with their submission.**

---

**Signature, Name and Title**

Yours truly,



Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: Yvonne Stich, Park Planner