District of Lilooet - Zoning Bylaw Update
Request for Proposal No. 4-1-2017

Closing date for submissions
2:00 pm (local time), May 2, 2017

District of Lilooet
PO Box 610, 615 Main Street
Lilooet, BC V0K 1V0
Contents
1. Purpose .............................................................................................................................................. 2
2. Submission Date, Time and Place ........................................................................................................... 2
3. Enquiries................................................................................................................................................ 2
4. Community Background......................................................................................................................... 3
5. Project Scope ......................................................................................................................................... 3
   5.1 General............................................................................................................................................. 3
   5.3 Zoning Bylaw ................................................................................................................................... 3
   5.4 Description of Work.......................................................................................................................... 3
6. Budget ................................................................................................................................................... 5
7. Project Management ............................................................................................................................... 5
8. Project Submissions ................................................................................................................................ 5
9. Evaluation of Proposals.......................................................................................................................... 6
10. No Contractual Obligations or Claims for Compensation ................................................................. 6
11. Negotiation .......................................................................................................................................... 6
12. Successful Proponent and Contract .................................................................................................... 7
13. Form of Agreement ............................................................................................................................... 7
14. Conflict of Interest ............................................................................................................................... 7
15. Freedom of Information and Protection of Privacy ........................................................................... 7
16. Liability for Errors ............................................................................................................................... 8
17. Confidentiality ..................................................................................................................................... 8
18. Ownership of Documents ................................................................................................................... 8
1. Purpose
The District of Lillooet is seeking proposals from a qualified consulting firms with proven experience in zoning regulations and bylaw preparation to undertake an update of the Zoning Bylaw.

Lillooet District Council has identified the review of the current Zoning Bylaw (No 400, 2011) as a priority for 2017 with a goal of the updated bylaw being adopted by the fall of 2017. The District’s intent is to have a bylaw that will enhance existing land use policies and supporting development related regulations, and align with Council and community’s values. The final product will result in a more efficient Zoning Bylaw through the application of easier to interpret text and illustrations and the deletions of unnecessary regulation.

Accordingly, we are requesting proposals from firms with proven experience in master planning, community and stakeholder consultation, zoning regulations, and bylaw preparation to assist the District of Lillooet in achieving a new Zoning Bylaw that is technically sound, consistent with the direction of supporting planning documents, and reflective of our community vision.

Relevant documents including the Official Community Plan and the Zoning Bylaw and additional background information can be found on the District of Lillooet website at www.lillooetbc.ca.

2. Submission Date, Time and Place
One (1) signed hard copy, and one (1) copy in PDF format, of the proposal marked “Attn: Michael Roy, Chief Administrative Officer Re: District of Lillooet Zoning Bylaw Revision” will be delivered, mailed, or e-mailed to the District of Lillooet at the address given below:

District of Lillooet
615 Main Street
PO Box 610
Lillooet, BC V0K 1V0
Phone 250-256-4289
E-mail: cao@lillooetbc.ca

Proposals will be received at the District Office before 2:00 PM local time on May 2, 2017. It is the exclusive responsibility of the bidders to ensure that their proposal is received by the District of Lillooet before this time and date. Proposals will not be opened in the public.

3. Enquiries
All enquiries should be directed to:

Michael Roy, Chief Administrative Officer
Telephone: 250-256-4289
E-mail: cao@lillooetbc.ca

Deadline for questions regarding this Request for Proposal is April 21, 2017. Responses to enquiries received by proponents will be posted at www.lillooetbc.ca on April 25, 2017.
4. Community Background
The District of Lillooet is located in the northern Fraser Canyon within the Squamish-Lillooet Regional District approximately three hours or 251 kilometers north of Vancouver via scenic Highway 99, also known as the Duffey Lake Road and approximately two hours or 171 Kilometers west of Kamloops. The District has a population of approximately 2,300.

5. Project Scope

5.1 General
The primary objective of this project is to complete a comprehensive revision of the District’s Zoning Bylaw that is technically sound, and is ‘user friendly.’ Secondary objectives include implementation of the sustainable policies related to land use and inclusion of regulations to address specific land use issues and consistency within the bylaws. The successful consultant will be expected to achieve the following:

- A public and stakeholder engagement strategy that uses innovative and technical techniques to explore the community via meaningful public participation;
- A complete revised Zoning Bylaw that complies in all respects with current legislative requirements, is internally consistent, and is highly practical and workable document for staff and readable to the general public.

5.3 Zoning Bylaw
The District’s current Land Use Bylaw was adopted in 2011. The goal is to create an internally consistent bylaw, to update and simplify the definitions section, and to consider deficiencies identified by staff. Some of the major issues relating to the Zoning Bylaw include: Main Street parking requirements, consistency of Zoning Bylaw definitions and regulations and other matters.

5.4 Description of Work
The Zoning Bylaw review is organized into the five components outlined below. The following components of the project are identified as a guide to the tasks to be undertaken with associated deliverables to the District for the review of the Zoning Bylaw. They are not exhaustive or limiting; the successful Proponent should expect to accommodate changing dynamics of the project.

- Project Initiation
- Technical Review and Issues Identification
- Community and Stakeholder Consultation
- Bylaw Preparation
- Approval

Project Initiation
- Establish key staff level contacts and consultant team introduction
- Develop, with staff, a detailed work plan for the overall project with key deliverables identified
• Develop a community and stakeholder consultation strategy to maximize local resources, existing events and identify opportunities for meaningful public participation in a practical context.
• Deliverables: Detailed Work Plan and Community and Stakeholder Consultation Strategy

Technical Review and Issues Identification

• Review Zoning Bylaw including the following components: Definitions, General Provisions, Regulations for Specific Zones
• Review all relevant bylaws, policies, and plans
• Review Zoning Bylaw in relation to above bylaws, policies, and plans
• Consult with staff, Council, the public, and local First Nation communities to obtain local knowledge, identify known issues, assess priorities, identify local challenges and opportunities (issues identification)
• Deliverables: Report on recommendations to update the Zoning Bylaw, including improvements to format and use of graphics

Community and Stakeholder Consultation

• Conduct working or focus groups with draft recommendations for the Zoning Bylaw update that include key stakeholders which are including, but not limited to, seniors and youth, Chamber of Commerce, the School District, St’a’at’imc First Nation communities.
• Working with the District, employ enjoyable and interactive consultation and engagement methods that encourage meaningful public participation
• Collection and analysis of community and stakeholder input
• Deliverables: Report on community and stakeholder consultation, presentation of findings and technical review to Council

Bylaw Preparation

• Prepare Draft Zoning bylaw following input from staff, Council, and community and stakeholder consultation
• Attend meetings of Council
• Organize and Facilitate community and stakeholder consultation sessions, may include Open House formats and other engagement methods to review Draft Bylaw
• Deliverables: Zoning Bylaw amendments, Open House, presentation to Council. Note that staff will review the recommended wording and format with the District of Lilooet legal Counsel.

Approval

• Formulate final products in consultation with key staff
• Prepare final Zoning Bylaw amendments
• Present at a Public Hearing
• Deliverables: Revised Zoning Bylaw and presentation at Public Hearing. Note that the District will review the final Zoning Bylaw with the District of Lilooet legal counsel.
6. Budget
The District of Lillooet is requesting the proponent to provide a budget to complete the “District of Lillooet Zoning Bylaw Revision.” The budget breakdown shall include an upset fee for the Zoning Bylaw revisions outlined in the table below:

Fees for the project will be charged on an hourly rate basis. A schedule of rates for each project personnel will be included with the proposal. An estimate of the time required for each task, the fee for the labour component and the expenses for each task of the Scope of Work, and others if suggested by the Proponent, shall be included in the proposal.

The estimated fee for each task shall be regarded as an upset amount and shall not be exceeded without prior approval of the District and such approval will only be considered for changes in the scope of the work required due to factors that could not have been anticipated with information available at the time of submitting the proposal.

Costs related to public consultation, including meeting room rentals and advertising, will be the responsibility of the District of Lillooet. Costs associated with Bylaw review from the District of Lillooet’s Legal Counsel will be the responsibility of the District of Lillooet.

7. Project Management
The consultant will report to the Chief Administrative Officer, who is also the primary staff liaison. The Chief Administrative Officer will provide information to the consultants as required, and will be available for meetings, discussion, and review of draft concepts.

8. Project Submissions
The Proponents are required to provide the following information:

1. Description of the team’s expertise and qualifications.
2. Description of the responsibility and tasks of each member of the team.
3. Proposed work program and schedule of key tasks, deliverables, and budget allotments corresponding with each task. Work plan will include an engagement plan outlining tasks associated with public and stakeholder consultation from project start up to completion.
4. Total fee for service (including total hours and budget for each team member) – include taxes, travel expenses and other disbursements.
5. Reference to three (3) projects of similar size and scope completed by individual/firm.
6. The Proponent will name two references who may be contacted concerning the performance of the Proponent on recent, similar projects.
7. Authorization: The proposal will be signed by a representative of the Proponent.

It is expected that Proponents will review and demonstrate an understanding of current District documents in their response to the District’s request for proposals for the “District of Lillooet Zoning Bylaw Revision.” Relevant District of Lillooet documents and background information can be found on the District’s website at http://lillooetbc.ca/Municipal-Government/Agendas,-Minutes-Bylaws.aspx.
9. Evaluation of Proposals
The technical merits of proposals will be evaluated in accordance with the following criteria:

a) The Firm(s) including:
   i) Experience with similar projects;
   ii) General related experience; and
   iii) Local office resources, experience, and operations.

b) Personnel, Project Manager and Team Members including:
   i) Experience on similar and related projects;
   ii) Public and Stakeholder Engagement experience;
   iii) Qualifications; and
   iv) Local knowledge.

c) Methodology including:
   i) General approach;
   ii) Team organization;
   iii) Proposed activities;
   iv) Project control and reporting;
   v) Understanding of project objectives;
   vi) Quality and presentation of the proposal;
   vii) Proposed level of effort; and
   viii) Attention to sustainability.

d) Perceived overall value of services proposed.

Any sub-consultants will be evaluated using the same criteria.

10. No Contractual Obligations or Claims for Compensation
The District intends to select a preferred Proponent based on its assessment of its best interests, and the District may select none of the proposals submitted.

By issuing this Request for Proposals, the District is not seeking binding offers and no contractual obligations whatsoever shall arise between the District and any Proponent, including as a result of the issuance of this RFP or the submission of a proposal, unless the District and a Proponent execute and deliver a written contract for the provision of the services contemplated under this RFP. Without in any way limiting the foregoing, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposal, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

11. Negotiation
As part of this RFP process, the District may choose to negotiate with one or more proponents with respect to any aspect of this RFP, the contents of a proposal or the terms of any contract to be entered into for the project.
12. Successful Proponent and Contract
The successful Proponent will be invited to enter into a Consultant agreement with the District of Lillooet for the provision of consulting services. The agreement will be based on this RFP, the proposal submitted including the tasks to be carried out, the personnel committed and the fees to be charged and any negotiated changes to any of the foregoing.

13. Form of Agreement
If the District and a proponent enter into a contract for the performance of some or all of the services contemplated under this RFP, it is anticipated that the following clauses would be included in that contract:

Proponent’s Risk and Warranty
(a) The Consultant will indemnify and save harmless the District, its elected and appointed officers, its employees, agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the District may sustain, incur, suffer or be put to at time either before, or after the termination of the contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Consultant or of any agent, employee, officer, director or sub-contractor of the Consultant pursuant to this contract, excepting always liability arising out of the independent negligent act of the District.

Laws of British Columbia
(b) The Consultant will comply with the laws of British Columbia (including applicable District of Lillooet Bylaws) applicable to the project. The Consultant shall strictly comply with the current Occupational Health and Safety Regulations and Workers Compensation Act of WorkSafeBC and remain in good standing under the Act. Other applicable federal, provincial and local regulations or policies concerning the health and safety of workers and the general public shall also be followed.

14. Conflict of Interest
Proponents are to include, with their proposal, and at any subsequent time where requested to do so by the District, full details of any financial or personal relationship or affiliation between the proponent, or any of its officers or employees or proposed subcontractors, and the District, or any of the District’s respective elected or appointed officials, officers and employees, and shall promptly advise the District of any change to the foregoing from time to time.

15. Freedom of Information and Protection of Privacy
Proponents are advised that the District is subject to the provisions of British Columbia’s Freedom of Information and Protection of Privacy Act and that the District may be required to disclose all or part of a proposal. A proponent may stipulate that trade secrets included in their proposal are supplied in confidence and the release of which could significantly harm their competitive position, however, the District’s disclosure obligations will be governed by the Freedom of Information and Protection of Privacy Act and proponents are advised to review that Act for further information.
16. Liability for Errors
While the District has expended considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

17. Confidentiality
Any proponent and any other person who, through this RFP process, gains access to confidential information of the District is required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFP process.

18. Ownership of Documents
All proposals and other documents and materials submitted in response to this RFP shall become the property of the District.