



Request For Proposal (RFP)

OFFICIAL COMMUNITY PLAN REVIEW

2022-2024

RFP #: 2022.01

Submission Deadline:

16:00 PDT Friday, June 3, 2022

Hardcopy Or Electronic Submission

Contact Person:

Scott McRae

Manager of Development Services

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Pemberton BC, V0N 2L0

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May 2022

TABLE OF CONTENTS

| | | |
|--------|--|----|
| 1. | PART A - GENERAL..... | 5 |
| 1.1. | OVERVIEW | 5 |
| 1.2. | DEFINITIONS..... | 5 |
| 1.3. | INSTRUCTIONS FOR PROPONENTS | 6 |
| 1.3.1. | ENQUIRIES | 6 |
| 1.3.2. | CLOSING DATE, TIME AND DELIVERY REQUIREMENTS | 7 |
| 2. | STATEMENT OF REQUIREMENTS..... | 8 |
| 2.1. | PROJECT SCOPE AND DELIVERABLES | 8 |
| 2.1.1. | INTRODUCTION | 8 |
| 2.1.2. | BACKGROUND | 8 |
| 2.1.3. | THE COMMUNITY | 9 |
| 2.1.4. | OBJECTIVES | 9 |
| 2.1.5. | FINAL DELIVERABLES | 10 |
| 2.1.6. | DESCRIPTION OF WORK..... | 10 |
| 1.0 | Phase One..... | 11 |
| A. | Project Initiation | 11 |
| B. | Plan Audit: Technical Review and Issues Identification | 11 |
| C. | Community and Stakeholder Consultation | 12 |

| | | |
|--------|---|----|
| D. | First Draft OCP – Vision, Guiding Principles, Goals and Objectives..... | 12 |
| E. | Phase One Deliverables | 13 |
| 2.0 | Phase Two..... | 13 |
| A. | Community and Stakeholder Consultation | 13 |
| B. | Second Draft OCP | 13 |
| C. | Phase Two Deliverables | 14 |
| 3.0 | Phase Three | 14 |
| A. | Community and Stakeholder Consultation | 14 |
| B. | Final Revisions | 14 |
| C. | Phase Three Deliverables..... | 14 |
| 2.2. | BUDGET | 15 |
| 2.3. | SCHEDULE..... | 15 |
| 2.4. | MATERIALS AVAILABLE TO SUCCESSFUL CONSULTANT | 15 |
| 3. | GENERAL CONDITIONS OF THE RFP | 17 |
| 3.1. | ACCEPTANCE OF PROPOSALS | 17 |
| 3.1.1. | OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION | 17 |
| 3.1.2. | CONFIDENTIALITY OF VILLAGE INFORMATION..... | 17 |
| 3.1.3. | COMMITMENT BY THE VILLAGE..... | 17 |
| 3.1.4. | CONSULTANT’S EXPENSES..... | 17 |
| 3.1.5. | SUBCONTRACTORS | 18 |

| | | |
|---------|---|----|
| 3.1.6. | CONFLICT OF INTEREST | 18 |
| 3.1.7. | INSURANCE | 18 |
| 3.1.8. | PERMITS AND LICENSES | 18 |
| 3.1.9. | DEFINITION OF CONTRACT | 18 |
| 3.1.10. | LIABILITY FOR ERRORS | 18 |
| 3.1.11. | MODIFICATION OF TERMS | 18 |
| 3.1.12. | REMUNERATION | 19 |
| 4. | PROPOSAL SUBMISSION | 20 |
| 4.1. | CORPORATE QUALIFICATIONS AND EXPERIENCE..... | 20 |
| 4.2. | EXPERIENCE, DEPTH AND DIVERSITY OF PROJECT TEAM | 20 |
| 4.3. | APPROACH AND METHODOLOGY..... | 20 |
| 4.4. | QUALITY ASSURANCE & CONTROL | 20 |
| 4.5. | SCHEDULE OF WORK | 20 |
| 4.6. | COSTS AND PROPOSED FEE FOR PROJECT | 21 |
| 4.7. | HOURLY PROJECT TEAM MEMBERS RATES..... | 21 |
| 4.8. | VALUE ADDED | 21 |
| 4.9. | PROPOSAL FORMAT AND PREPARATION..... | 21 |
| 5. | PROPOSAL EVALUATION AND SELECTION | 22 |

1. PART A - GENERAL

1.1. OVERVIEW

The Village of Pemberton is seeking proposals from qualified consultants, experienced with best practices and progressive land development principles, and with proven recent experience in Official Community Plan (OCP) and bylaw preparation. The work will include comprehensive community engagement, targeted consultations with key groups and stakeholders, and early and ongoing dialogue with the Lil'wat Nation. Tasks will include a plan audit, a technical review and policy gap analysis, updating the community vision and guiding principles, preparation of new policy options and drafting of next policy directions. Expected topics may include and are not limited to:

- Reconciliation
- Climate Change
- Infrastructure
- Economy
- Parks and Trails
- Natural Environment
- Transportation
- Health and Wellbeing
- Growth Management
- Arts and Culture
- Heritage
- Agriculture
- Natural Hazards
- Land Use
- Community Resilience
- Housing
- Social Development
- Placemaking
- Food Security
- Emergency Preparedness
- Recreation

The Village of Pemberton has identified the review to the current Official Community Plan No. 654, 2011, as a strategic priority of Council. To accomplish the review, the Village has endorsed an approach that will utilize the services of a consultant or consulting team to assist with the preparation of the technical and required components of the Bylaw and to assist with developing and facilitating a robust consultation program.

1.2. DEFINITIONS

Throughout the Request for Proposals, the following definitions shall be used:

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

“Closing Location” includes the location or email address for submissions indicated on the cover page or the RFP;

“Closing Time” means the time indicated as the Submission Deadline on the cover page of this RFP;

“Consultant” means the person(s), firm(s) or corporation(s) appointed by the Village to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal;

“Contract” means a written agreement that may be issued to formalize with the successful Consultant, through a negotiation process with the Village based on the proposal submitted and will incorporate by reference the Request for Proposal, any addenda issued, the Consultant’s response and acceptance by the Village;

“Force Majeure” means causes that are beyond a party’s control, and which are unavoidable by the exercise of reasonable foresight;

“Must” “Shall” “Will” mean a mandatory requirement that must be met in order for the proposal to receive consideration;

“Proponent” means an individual or company that submits, or intends to submit, a proposal in response to this RFP;

“Proposal” means the proponent’s submission in response to this RFP;

“Request for Proposal” shall mean and include the complete set of documents, specifications, drawings, and addenda incorporated herein, and included in this Request for Proposal;

“RFP” means Request for Proposal;

“Services” means and includes the provision by the successful Consultant of all services, duties and expectations as further described in this RFP;

“Should” means a desirable requirement that has a significant degree of importance to the objectives of the RFP;

“Village” means Village of Pemberton.

1.3. INSTRUCTIONS FOR PROPONENTS

1.3.1. ENQUIRIES

All enquiries related to this RFP should include “Village of Pemberton OCP Review” in the subject line and are to be directed to:

Scott McRae

Manager of Development Services

7400 Prospect St, PO Box 100

Pemberton BC, V0N 2I1

smcrae@pemberton.ca

Information obtained from any other source is not official and should not be relied upon. All addenda, amendments, or further information regarding this RFP including enquiries and responses will be recorded and will be posted to the Village of Pemberton’s website for reference to all Proponents (www.pemberton.ca). Each addendum will be incorporated into and becomes part of the RFP. It is the sole responsibility of the Proponent to monitor the Village of Pemberton website to ensure that they have received all updates.

All enquiries and questions are to be submitted in writing via email prior to **4:00pm on June 1, 2022**. The Village reserves the right to not answer any enquiries that are submitted after this time and date.

1.3.2. CLOSING DATE, TIME AND DELIVERY REQUIREMENTS

One (1) electronic or hardcopy version of the Proposal shall be supplied in a paper or PDF format with completed appendices signed by a person authorized to legally bind the Proponent to the statements made in the repose to this RFP. **Proposals will be received until 4:00pm, Pacific Time, on June 3, 2022.** Proposals shall be submitted with the following subject line to:

Subject Line: RFP #2022.01 Official Community Plan Review 2022-2024 - Confidential - Do Not Open

Scott McRae

Manager of Development Services

7400 Prospect St, PO Box 100

Pemberton BC, V0N 2L0

smcrae@pemberton.ca

Electronic copies of the Request for Proposal documents may be obtained from the Village of Pemberton Website at no charge. All shipping materials are to clearly identify the Consultant and the contents.

2. STATEMENT OF REQUIREMENTS

2.1. PROJECT SCOPE AND DELIVERABLES

2.1.1. INTRODUCTION

The Village of Pemberton is seeking proposals from qualified consultants experienced with best practices and progressive land development principles, and with proven recent experience in Official Community Plan (OCP) and bylaw preparation, as part of the Village of Pemberton OCP Review and Update.

The Village of Pemberton has identified the review to the current Official Community Plan No. 654, 2011 as a priority. To accomplish this, the Village has endorsed an approach that will utilize the services of a consultant or consulting team to assist with the preparation of the technical and required components of the Bylaw and to assist with developing and facilitating a robust consultation program.

2.1.2. BACKGROUND

The Village of Pemberton is growing. Between census years of 2016 and 2021, the Village population went from 2,574 to 3,407, a growth rate of 32.4% which is among the highest in the province. The challenge is to embrace growth while retaining the small-town character that is valued amongst local residents. Development activity in the Village reflects this increase with the number of development applications being submitted at or near an all-time record. At the same time, construction activity has doubled as new subdivisions and multi-family developments move toward buildout. Against this backdrop the OCP Review is timely to help determine the direction of the community and manage growth within the geographical and aesthetic confines of a small town.

The current Official Community Plan has been amended from time to time within the last eleven years. Major revisions relate to new residential developments such as Tiyata, Benchlands and the Hillside Lands, also known as The Ridge and Sunstone.

The Village has completed various plans and policies that address specific topic areas. These documents will help inform the OCP Review and should align with the new Official Community Plan.

- Community Climate Action Plan (2022)
- Cycling Network Plan (2020)
- Hillside Development Design Guidelines (2020)
- Age-Friendly Affordable Housing Plan (2019)
- Regional Growth Strategy (SLRD) (2018)
- Community Wildfire Protection Plan (2016)
- Community Agricultural Parks Master Plan (2016)
- One Mile Lake Park Master Plan (2016)
- Parks and Open Spaces Master Plan (2011)
- Cultural Plan (2011)
- Downtown Enhancement Strategy (2009)

Planning processes have continued to address regional topics that are valued by the residents of Pemberton. While their context has wider scopes, they will provide background and insight on topics specific to lands within the Village of Pemberton boundaries.

- Sea to Sky Food Recovery Strategy and Action Plan (2021)
- Pemberton Valley Recreational Trails Master Plan (2020)
- Mount Currie Landslide Risk Assessment (2018)
- Hazard Risk and Vulnerability Assessment (2013)
- Pemberton Valley Agricultural Area Plan (2009)

2.1.3. THE COMMUNITY

The Village of Pemberton (Village) lies just over 30kms north of Whistler and 7 kms south of Mt Currie, in the traditional territory of the Lil'wat Nation. Built on a history of forestry, farming, and a stop along the BC Rail line between Prince George and North Vancouver; Pemberton has seen substantial growth in recent decades. The Village of Pemberton, nestled at the foot of majestic Mount Currie, known as T'zil in Lil'wat territory, is the hub for the Pemberton Valley.

The area was developed by early settlers at the turn of the century who were drawn to the area by forestry and agriculture. The Pemberton Valley lies northwest of the Village and is famous as one of Canada's only certified seed potato growing regions. Pemberton hosts world-class activities and outdoor recreation. The Village provides a variety of shopping, dining, accommodations and a thriving service and light industrial sector.

2.1.4. OBJECTIVES

The purpose of the Official Community Plan is to guide land use and future decisions for the benefit of the community. The review will be undertaken to address gaps within the existing bylaw, identify the community's vision and priorities, and to reflect current best practices in the industry that are relevant to the unique characteristics and development trends in Pemberton. The updated bylaw must be creative, innovative, promote sustainable development and ensure a cohesive and complementary approach to growth management.

The existing Official Community Plan (OCP) warrants a review to guide the Village of Pemberton as it develops over the coming decades. Objectives to be addressed include, but are not limited to:

- Develop an OCP with significant community input, balancing planning and technical expertise with local values and community knowledge, and producing a document that is embraced by the community.
- Develop an OCP that is clear and provides consistent guidance and direction for Council, staff, and the community at large.
- Create an OCP that is user-friendly and easily understood by all readers and users.
- Articulate an updated community vision, planning goals and land use objectives that capture the unique character of Pemberton and its setting.
- Complete an inventory of land uses and social, economic, environmental, and cultural assets.

- Assess land uses and growth needs based on current data and projections; including links to the latest housing needs assessment, community climate action and GHG profile, growth projections, and available land base.
- Provide analysis of community and growth management through the lenses of health and wellbeing, climate change, resiliency, and reconciliation; with affordability and mobility being key issues.
- Review criteria to manage Pemberton's Urban Growth Boundary and any future expansion.
- Collaborate with the Lil'wat Nation towards statements on truth and reconciliation, and the values that are important for a healthy relationship with the local first nations community.
- Overhaul existing Development Permit Areas including their application, justification, maps, and guidelines.
- Confirm existing Land Use Designations and provide updates to the future plan based on the results of community engagement activities and best practices as they relate to Pemberton and its small-town character.
- Provide a professional and well-designed OCP document that meets all legislative requirements.

2.1.5. FINAL DELIVERABLES

At the completion of the OCP Review and Update, the Village of Pemberton expects to receive the following deliverables:

- All documents must align with the Village of Pemberton's Official Style Guide.
- Complete updated Official Community Plan in the PDF file format, including all attachments.
- Complete updated Official Community Plan in the latest commonly accessible Microsoft Word Document file format.
- All maps in shapefile file format or another ESRI ArcGIS compatible format, plus a user-friendly format to be integrated on the Village Website.
- Delivery of all documents and materials collected throughout the project, to be retained as part of the public record.
- An Action Plan for the OCP and its components that lists priorities for action along with the timeframe for implementation (immediate/short/medium/long term), and monitoring and evaluation metrics.
- A technical memo demonstrating how the updated document satisfies all legislative requirements.
- Delivery of all materials and documents to Village Office.
- Presence for approvals process, including OCP Bylaw, Public Hearing(s), and Council Meetings.

2.1.6. DESCRIPTION OF WORK

The following is an outline of the expected works to be completed. Additional topics and tasks may be added to the work plan as the project unfolds and new issues are identified.

1.0 Phase One

A. Project Initiation

- Convene key staff and consultant team for introduction and understanding of expectations.
- Develop and establish a roster of local resources with skills and expertise.
- Develop a comprehensive Work Plan for the overall project with phases designed to achieve key targets and deliverables identified, noting responsibilities for the consultant(s) and Village staff.
- Develop, with staff, a detailed community and stakeholder Consultation Plan to maximize local resources, existing events and identify opportunities for meaningful public participation in a practical context and using multiple platforms (including Have Your Say Pemberton website) in light of continuing and evolving concerns related to the COVID-19 pandemic. The consultation plan should be developed to match phases set out in the work plan.
- Consultation with OCP Advisory Committee to confirm approach established through initial meetings with staff.
- Identify any missing expertise and develop a strategy to enhance the team, potentially with the use of sub-contractors.
- Develop, with staff, a detailed communication plan for the duration of the project.
- Interim Deliverables:
 - A Detailed Work Plan, with key deliverables, and a timeline with clearly defined and trackable milestones.
 - A comprehensive Consultation Plan, including engagement with Lil'wat Nation, that matches the Work Plan, throughout all stages of the project.
 - A Communication Plan that is aligned with the Work Plan and Consultation Plan and maximizes public awareness and interest in the project.
 - Work Plan, Consultation Plan, and Communications Plan to be presented to Council at a public meeting as a start of community involvement.

B. Plan Audit: Technical Review and Issues Identification

- Conduct a thorough review of the current OCP and Implementation Scorecard (to be provided by staff), including a gap analysis to identify areas of the OCP that need improvement.
- Conduct a technical review of all relevant plans and supporting documents completed by the Village of Pemberton, neighbouring jurisdictions, and other organizations that may inform the new OCP.
- Meet with Village staff, OCP Advisory Committee, and Council to identify issues that need to be addressed on the OCP Review.
- Report results of Technical Review and issues identified.

- Prepare community and stakeholder consultation materials to confirm findings with the public.
- Interim Deliverables:
 - Technical memo summarizing conclusions from OCP review and Gap Analysis.
 - Technical memo summarizing results of review of relevant plans and policies.
 - Summary of Key Issues.
 - Presentation of findings from Technical Review and Key Issues to OCP Advisory Committee.
 - “Backgrounder” information packages on each of the Key Issues and topics identified, with options, in preparation for engagement activities.

C. Community and Stakeholder Consultation

- Prepare launch of community and stakeholder consultations, including appropriate advertising and notifications developed in Communications Plan.
- Provide the public with results of work completed to date and Backgrounders about key topics.
- Present findings of Plan Audit to the public and lead public participation in further issue identification and validation.
- Review of current Vision, Guiding Principles, Goals and Objectives.
- Gather concepts of community values and views on the community’s character and principles that will guide future growth and development.
- Conduct a Community Mapping exercise to identify future land uses, key areas of interest, and modifications that will inform refreshed maps in the new OCP.
- Interim Deliverables:
 - Summary and analysis of stakeholder engagement to date.
 - Presentation of engagement summary to staff.
 - Compilation of community values and views gathered to date.

D. First Draft OCP – Vision, Guiding Principles, Goals and Objectives

- Draft preliminary Community Vision using knowledge gained from technical review of current OCP, consultation activities, and evaluation of community values.
- Draft and develop preliminary Guiding Principles that support the vision, values and character determined through community engagement, technical review, and issues identified.
- Develop preliminary Goals and Objectives using knowledge gained from technical review and other activities.

E. Phase One Deliverables

- First draft of the following key OCP elements:
 - o Vision
 - o Guiding Principles
 - o Goals and Objectives
- Present First Draft to OCP Advisory Committee and to Council.
- Summary report of works completed in Phase One.

2.0 Phase Two

A. Community and Stakeholder Consultation

- Host public session to present, discuss, and confirm results of engagement activities undertaken in Phase One.
- Review Draft OCP – Vision, Guiding Principles, Goals and Objectives:
 - o Present draft to the public.
 - o Seek improvements for next draft.
- Present growth projections based on housing needs, economic outlook, and population growth for next 5 and 10 years.
- Present and seek community input on options for growth management, including increased densities and building heights in key nodes, and where future greenfield development should be located.
- Using results of the Community Mapping exercise and the technical reviews and background work done in Phase One, refresh OCP Maps and generate Community Map to present at engagement events for further community input.
- Interim Deliverables:
 - Growth projections technical memo detailing methodology, data sources, and results.
 - Summary of results from public engagement on growth management.
 - Community Map and refreshed OCP Maps markups and drafts.

B. Second Draft OCP

- Review OCP Plan Audit results and technical deliverables.
- Review Land Use Designations and propose revisions where appropriate to confirm future directions set in policies.
- Draft Policies, Strategies and Actions using knowledge gained from technical review, consultation to date, and development of draft Vision, Guiding Principles, Goals and Objectives.

- Analyze Development Permit Areas and their guidelines from the existing OCP against results from technical review and draft revisions.
- Update OCP Maps based on new information gained through technical review, community consultation, and development trends.
- Develop indicators with staff that align with results in the project to date and will allow for realistic monitoring over the next 10 years.

C. Phase Two Deliverables

- Submit refined draft OCP that includes:
 - Vision, Guiding Principles, Goals and Objective.
 - Draft Policies, Strategies, and Actions.
 - Draft Land Use Designations.
 - Draft Development Permit Areas and their guidelines.
 - Draft OCP Maps including, but not limited to, Land Use Designations, Development Permit Areas, Environmental and Land Constraints.
 - Draft Indicators as developed through consultation with staff.
- Present Draft to OCP Advisory Committee.
- Present Draft to Staff.

3.0 Phase Three

A. Community and Stakeholder Consultation

- Present complete draft OCP to the community.
- Review and confirm what was heard in Phase Two Community Consultations.
- Confirm Growth Management Strategies, Land Use Designations, Development Permit Areas, and OCP Maps.
- Seek input on anything missing from the draft OCP.

B. Final Revisions

- Make final changes following public consultation activities.
- Prepare draft OCP for final presentation.

C. Phase Three Deliverables

- Presentation of Final Draft of OCP and maps.
- Final Presentation to OCP Advisory Committee.
- Final Presentation to Staff.
- Final Presentation to Council.

2.2. BUDGET

The Village has a maximum budget of \$150,000 excluding GST for this project.

2.3. SCHEDULE

The successful Consultant must initiate work within fourteen (14) days of issuance of Notice to Proceed. The Village requires that the project be completed no later than April 1, 2024, with only the Bylaw and Approvals Process to follow. The following table provides a preliminary timeline of the project.

| PROJECT ACTIVITY | ANTICIPATED TIMELINE |
|---|--|
| RFP Tender Review | June 3 – 10, 2022 |
| Consultant Selection | June 13 - 17, 2022 |
| Project Kick-Off Meeting | June 24, 2022 |
| Phase One <ul style="list-style-type: none"> • Project Initiation • Plan Audit • Community and Stakeholder Consultation • First Draft | June 2022 – June 2023 <ul style="list-style-type: none"> • June 2022 – Sept 2022 • June 2022 – Dec 2022 • Jan 2023 – Mar 2023 • Mar 2023 – June 2023 |
| Phase Two | June 2023 - January 2024 |
| Phase Three | January 2024 – April 2024 |
| Bylaw and Approvals Process | April 2024 – June 2024 |

2.4. MATERIALS AVAILABLE TO SUCCESSFUL CONSULTANT

The following materials will be provided to the successful Consultant at no charge:

- Community Climate Action Plan (2022)
- Cycling Network Plan (2020)
- Hillside Development Design Guidelines (2020)
- Age-Friendly Affordable Housing Plan (2019)
- Mount Currie Landslide Risk Assessment (2018)
- Regional Growth Strategy (SLRD) (2018)
- Community Wildfire Protection Plan (2016)
- Community Agricultural Parks Master Plan (2016)
- One Mile Lake Park Master Plan (2016)

- Official Community Plan (2011)
- Parks and Open Spaces Master Plan (2011)
- Cultural Plan (2011)
- Downtown Enhancement Strategy (2009)
- Sea to Sky Food Recovery Strategy and Action Plan (2021)
- Pemberton Valley Recreational Trails Master Plan (2020)
- Hazard Risk and Vulnerability Assessment (2013)
- Pemberton Valley Agricultural Area Plan (2009)
- Village of Pemberton Official Style Guide
- OCP Implementation Scorecard of projects completed
- Any other plans or policies from adjacent jurisdictions, as necessary

The Village will provide access to any additional relevant bylaws and policies that may become necessary for the proponent to complete this project as they are identified.

3. GENERAL CONDITIONS OF THE RFP

3.1. ACCEPTANCE OF PROPOSALS

This is a Request for Proposal, and not a call for tenders or request for binding offers. The Village does not intend to enter into contractual relations as part of this RFP process and no contractual obligations whatsoever will arise between the Village and any Consultant who submits a Proposal in response to this RFP until and unless the Village and a Consultant enter into a formal, written contract for the Consultant to undertake this project.

3.1.1. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the Village in response to this RFP or as part of any subsequent negotiation will become the property of the Village and will not be returned. Consultants should also be aware that the Village is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) ("Act"). A Consultant may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and are supplied to the Village in confidence. However, under FOIPPA, the Village may nevertheless be obligated to disclose all or part of a response pursuant to a request made under the Act, even if the Consultant has stipulated that part of their Proposal is supplied in confidence. The Consultant should review Section 21 and other provisions of FOIPPA to gain a better understanding of the Village's disclosure responsibilities under the Act.

3.1.2. CONFIDENTIALITY OF VILLAGE INFORMATION

This RFP and all information provided by the Village to a Consultant is provided on a confidential basis, and Consultants will not disclose any such information to any person (other than the Consultant's legal advisers) without the Village's prior written consent, nor may any Consultant publicize or advertise its involvement with this RFP process or the Village in connection therewith without the prior written consent of the Village.

All documents including Proposals, submitted to the Village become the property of the Village. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

3.1.3. COMMITMENT BY THE VILLAGE

The Village will make available, upon request and at no cost to the successful Consultant, any existing plans, reports, studies, and copies of relevant background information.

The successful Consultant may be required to sign non-disclosure, confidentiality, or other agreements when access is provided to Village information.

3.1.4. CONSULTANT'S EXPENSES

For clarity, Consultants will be solely responsible for their own expenses incurred in preparing a Proposal or in any subsequent negotiations with the Village.

3.1.5. SUBCONTRACTORS

The Contractor shall not subcontract any services to be performed resulting from this RFP, without the prior written approval of the Village, except for service firms engaged in drawing, reproduction, typing, and printing. Any subcontractors must be engaged under written contract with the Contractor with provisions allowing the Contractor to comply with all requirements of this RFP. The Contractor shall be solely responsible for reimbursing any subcontractors, and the Village shall have no obligation to them.

3.1.6. CONFLICT OF INTEREST

Consultants shall disclose any potential conflicts of interest and existing business relationships they may have with the Village, its elected or appointed officials or employees. The Village may rely on such disclosure. The Village may reject a Proposal from any Consultant that the Village judges would be in a conflict of interest if the Consultant is awarded a Contract. Failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Consultant may have with any employee, officer of the Village shall be grounds for immediate termination of any agreement or contract with the Village, in the Village's sole discretion, without further liability of notice.

3.1.7. INSURANCE

The successful Consultant agrees to implement and submit proof of insurance upon award of the Contract. The insurance must be maintained for the duration of the Contract at the Consultant's own cost and expense, in such amount, in such forms, and with insurers acceptable to the Village.

3.1.8. PERMITS AND LICENSES

The successful Consultant will be required to obtain a Village business license prior to commencement of work and the business license must remain valid throughout the work period.

3.1.9. DEFINITION OF CONTRACT

Notice in writing to a Consultant of the acceptance of its Proposal by the Village and the subsequent execution of a written Contract will constitute a Contract for the Services and no Consultant will acquire any legal or equitable rights or privileges until a written Contract has been signed by both parties.

3.1.10. LIABILITY FOR ERRORS

The information contained in this RFP is supplied solely as a guideline for Consultants. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Consultants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

3.1.11. MODIFICATION OF TERMS

The Village reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to all Consultants through formal addenda.

3.1.12. REMUNERATION

Remuneration for services, up to the agreed upon contract amount will be paid monthly against invoices within thirty (30) days after receipt. Claims for reasonable reimbursable expenses permitted by the contract will be paid upon presentation with appropriate documentation.

4. PROPOSAL SUBMISSION

Proposals must include the following information to be considered.

4.1. CORPORATE QUALIFICATIONS AND EXPERIENCE

Proponents must include a summary of their team's background, areas of expertise, and number of employees. Proponents must list any subcontractors or sub-consultants they intend to use and provide further summary of their background and areas of expertise. Proponents shall include at least three (3) project summaries that outline previous projects where similar services have been completed to the satisfaction of the municipality or entity who contracted the works completed. Summarized previous projects should be from the last five (5) years, with preference to works completed in small town or rural contexts. Project summaries shall provide details of the project value, a comparison of initial budget with the actual costs incurred, project constraints or challenges, location, client names, and references.

4.2. EXPERIENCE, DEPTH AND DIVERSITY OF PROJECT TEAM

Proponents shall provide the resume or Curriculum Vitae (CV) of the Project Manager. All other team members must be listed who will be directly involved with the project, including their relevant experience, qualifications and credentials, office location, and notable successful projects in their area of expertise. Proponents shall provide a project management chart and table to indicate the roles and responsibilities of each team member, the projected work hours for each team member and a total number of hours for the team. The Village must be kept aware of any changes in the project team throughout the duration of the project.

4.3. APPROACH AND METHODOLOGY

Proponents must confirm their understanding of the scope of work and clearly define and describe how their proposed approach will meet the requirements described for this project. The work plan should include detailed schedules of activities and resources needed to meet the project objectives, including the provision of a quality assurance and control plan that ensures senior technical review of relevant project activities.

4.4. QUALITY ASSURANCE & CONTROL

Strategic decisions will be made by the Village based on the collected data and analysis results provided by the Consultant. Proponents shall provide a description of internal quality assurance and control measures designed to minimize potential errors that could affect the analysis and negatively impact decision-making processes by Village staff or Council.

4.5. SCHEDULE OF WORK

Proponents must indicate when work would commence and approximately how long it would take to complete the assignment, including intermediary completion of phases as described in this RFP.

Proposed start dates, progress meeting dates, milestones, other key events, and major project deliverables shall be clearly identified on the project schedule. The schedule shall identify the timeline, required resources, and when they will be required. The proposed schedule must align with the RFP deliverable target dates. This portion of the proposal should be provided in Microsoft Office or a similar software format readily available by the review committee.

4.6. COSTS AND PROPOSED FEE FOR PROJECT

The Village of Pemberton has a budget of \$150,000 to complete the comprehensive review of the Official Community Plan. The total project cost is to be considered an upset limit, not to be exceeded unless approved in writing, and shall be inclusive of all Consultant salary costs, general and overhead expenses and disbursements. Direct project costs should be broken down by personnel and estimated hours per task. Disbursements shall include the costs of printing and reproducing, drawings, reports, travel, accommodation costs, out of pocket expenses, and all other expenses.

4.7. HOURLY PROJECT TEAM MEMBERS RATES

As a supplement, a schedule of rates for all key personnel, technical staff, and support personnel must be included. These rates will be used for any additional work that is authorized by the Village.

4.8. VALUE ADDED

The proposal should indicate thought and consideration has been given to answering the goals of the project, highlighting any additional items or approaches.

4.9. PROPOSAL FORMAT AND PREPARATION

Proposals should be provided double-sided on 8 ½" white paper, in a black and not less than 11-point font. The proposal should be no more than 10 pages, exclusive of appendices and CVs.

5. PROPOSAL EVALUATION AND SELECTION

The Village will evaluate all submitted valid Proposals. The objective of the evaluation and selection process is to identify the Proposal that, in the Village's opinion offers the best value for the Products and/or Services requested.

The Village is not obligated to accept the lowest priced Proposal or any Proposal and may reject all submissions.

The Village has the absolute right to accept or reject any Proposal for any reason, to negotiate with any Consultant or Consultants and to evaluate the Proposals in accordance with all information submitted by the Consultants and to abandon the RFP at any stage, for any reason.

There shall be no obligation on the part of the Village neither to receive further information, whether written or oral, from any Consultant nor to disclose the nature of any Proposal received.

The Village at its discretion, may invite some or all Consultants for an interview to provide clarifications of their Proposals. In such event, the Village will be entitled to consider the answers received in evaluating Proposals.

The Village may award a Contract to the Consultant whose submission, in the Village's sole discretion, provides the best overall value to the Village for the work. In evaluating the overall value to the Village for the work in respect of each submission received, the Village, in addition to price, will have in mind its critical goals of obtaining a high-quality product in accordance with the schedule established under the Request for Proposal documents.

In evaluating overall value, the Village may consider, without limitation, price, qualifications and experience of Consultants, availability of necessary work forces and other resources, proposed methodology and schedule for completing the work, and the past performance of Consultants on similar projects in respect of quality of work, timeliness of work, costs of contract administration to the owner of the project, and costs associated with claims for extras in respect of the project. In this regard, considerations other than price may be of greater weight in the Village's evaluation of submissions received.

Proposals will be evaluated based on the following criteria:

| Criteria | Points Assigned |
|---|-----------------|
| Consultant and team member qualifications, experience, and references | 30 |
| Indigenous-Owned Business and/or Indigenous Employment | 5 |
| Technical Proposal | 30 |
| Schedule | 10 |
| Cost | 25 |
| Total Points | 100 |

Proposed project teams must be capable of completing all identified tasks; the Village will not consider partial submissions.

Indigenous-Owned Business and Indigenous Employment:

Contractors must provide evidence of Indigenous business and Indigenous employment metrics outlined below:

- An Indigenous business is a sole proprietorship, limited company, cooperative, partnership or not-for-profit organization in which, Indigenous persons have majority ownership and control meaning at least 51%.
- In the case of an indigenous business enterprise with 6 or more full-time employees, at least 33% of the full-time employees are Indigenous.
- Prime contractors must be registered in the Indigenous Business Directory.

Once the preferred Proponent has been identified, the Village will enter into contract discussions to clarify any outstanding issues and agree to contract terms. It is not the Village's intent to revise the Financial Quotation at these discussions unless cost-related adjustments to the Technical Quotation are identified by the Village and/or the Proponent.

If discussions are successful, the Village and the preferred Proponent will develop a formal contract for contract award and commence the Project. If discussions are unsuccessful, the Village reserves the right to enter into contract discussions with other Proponents, and/or to decide not to award a contract at all.