

NOTICE: That an Integrated Community Sustainability Education Committee meeting will be held at the District Hall, 4936 Barriere Town Road, Barriere, B.C. on March 29, 2010 at 6:30 p.m. for the transaction of business listed below.

Wayne Vollrath, Chief Administrative Officer

AGENDA

1. ADOPTION OF AGENDA

That Council approve the March 29, 2010 Integrated Community Sustainability Education Committee Agenda.

2. PRESENTATIONS

Susanne Theurer – SMART Growth B.C. to make a presentation

3. SURVEY DISTRIBUTION UPDATE

a. 63 groups on consultation list—

- First round 23 groups contacted.
- Second round 17 groups contacted.

b. 23 groups remain to be consulted—

To date 74 surveys have been returned. Updated results attached.

Note: Survey will also be available at trade show on April 17/10

4. ICS PLAN

RFP to be discussed.

5. OTHER BUSINESS

a. Discuss possible dates for meeting with Secondary School Student Group.

6. NEXT MEETING

Monday, May 10, 2010 at 6:30 p.m.

7. ADJOURNMENT



REQUEST FOR PROPOSAL

INTEGRATED COMMUNITY SUSTAINABILITY PLAN DEVELOPMENT TOGETHER WITH AN OFFICIAL COMMUNITY PLAN AND ZONING BYLAW REWRITE

R.F.P. NO. 2010-03

Issue date: xxxx-xx-2010

The District of Barriere is issuing a request for proposal for the preparation of an Integrated Community Sustainability Plan together with an Official Community Plan and Zoning Bylaw rewrite.

SUBMISSION INFORMATION

Closing date: xxxx-xx-2010
Time: 2:00 p.m. PST
Location: District of Barriere
Municipal Office
PO Box 219
4936 Barriere Town Road
Barriere, BC V0E 1E0

Contact Person

Name: Wayne Vollrath
E-mail: wvollrath@districtofbarriere.com
Phone: 250. 672.9751
Fax: 250. 672.9708

Detailed specifications are available on the District's Website at <http://www.districtofbarriere.com>

All bids are securely filed unopened until the closing date and time. After closing, the documents are opened and the specifications, prices, and other particulars are checked before a decision is made.



DISTRICT OF BARRIERE
REQUEST FOR PROPOSAL

**INTEGRATED COMMUNITY
SUSTAINABILITY PLAN DEVELOPMENT
TOGETHER WITH AN OFFICIAL
COMMUNITY PLAN AND ZONING BYLAW
REWRITE**

R.F.P. NO. 2010-03

1. PURPOSE OF REQUIREMENT

The District of Barriere is issuing a request for proposal for the preparation of an Integrated Community Sustainability Plan together with an Official Community Plan and Zoning Bylaw rewrite.

The District has completed a Community Vision that will assist in the plan preparation. Through the Integrated Community Sustainability plan, Barriere will develop a long term vision for community infrastructure and sustainability. The Plan will also establish guiding principles for the future development of the District. This plan will also address vital infrastructure issues in the community including a Town Centre Plan, economic development, housing, transportation and air quality. The District is currently using the Thompson Nicola Regional District's Official Community Plan and Zoning Bylaws. The Integrated Community Sustainability Plan will be used to re-write the OCP and Zoning Bylaws to make them applicable to the District of Barriere.

1.1. Time frame

To be eligible, completed proposals must be submitted to:

District of Barriere
W. Vollrath, CAO
Box 219, 4936 Barriere Town Road
Barriere, BC V0E 1E0

and received by 2:00 p.m. Pacific Standard Time on -----, 2010.

2. GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

Proposals, rather than tenders, have been requested in order to afford the proponents a more flexible opportunity to employ their expertise and innovation and thereby satisfy the District's needs in a more cost-effective manner. Proposals should be based on these instructions and the attached project requirements.

2.1. Errors, Omissions Clarifications

All questions and requests for clarification relating to the Request for Proposal process and/or identification of any errors or omissions in the Request for Proposal documents shall be directed to Mr. W. Vollrath (250) 672-9751, or in writing via fax (250) 672-9708 or via email to wvollrath@districtofbarriere.com.

2.2. Proposal Submissions

Two signed and sealed copies of each proposal shall be submitted. Sealed proposals clearly marked with the proposal number and project title shall be delivered to the reception counter at the District Office, 4936 Barriere Town Road, Barriere, BC V0E 1E0 until 2:00 p.m. Pacific Standard Time on the closing date.

The District of Barriere will not be held liable for any costs incurred in the preparation of this proposal.

2.3. Proposal Contents

All proposals shall provide all detailed information as requested in the RFP document. Failure to be fully responsive in accordance with the RFP request for all detailed information may result in rejection of a proposal without further consideration by the District of Barriere.

2.4. Late Proposals

Late proposals will not be accepted and will be returned to the proponent.

2.5. Signed Proposals

The proposal must be signed by a person authorized to sign on behalf of the contractor binding the contractor to statements made in response to this Request for Proposal.

2.6. Proposal Validity

Proposals will be open for acceptance for at least 90 days after closing date.

2.7. Firm Pricing

Prices will be firm for the entire contract unless the Request for Proposal specifically states otherwise.

2.8. Irrevocability of Proposals

By submission of a clear and detailed written notice, the contractor may amend or withdraw its proposal prior to closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the contractor agrees that should the proposal be successful, the contractor will enter into a contract with the District.

2.9. Freedom of Information and protection of Privacy Act.

The District is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while the Act offers some protection for the third party business interests, the District cannot guarantee that any information provided to the District can be held in confidence.

3. PROPOSAL EVALUATION AND SELECTION PROCESS

3.1. Proposal Opening

All proposals will be opened in public at 2:01 p.m. Pacific Standard Time by the Chief Administrative Officer.

3.2. Proposal Evaluation

All proposals will be initially evaluated by staff to assess the qualifications and capabilities of bidders to meet the minimum standards specified in the RFP.

Throughout the evaluation process, the District at its sole discretion, may request additional written clarifications and/or supplemental information from selected bidders as part of the initial evaluation process.

3.3. The lowest or any proposal not necessarily accepted.

The District of Barriere reserves the right to accept any proposal in whole or in part unless otherwise stipulated.

4. CONTACT AWARD/RIGHT TO TERMINATE

- 4.1. The acceptance of the Owner of proposals submitted by the proponents under the Request for Proposals is an invitation by the Owner to proponents to enter into negotiations for a contract and evinces the Owner's intention to consider proposals and, if it wishes in its sole discretion, to enter into negotiations with one or more of the proponents.
- 4.2. The Owner reserves the right to negotiate with the respective proponents any portion of any proposal received by the Owner.
- 4.3. The Owner, in its absolute and sole discretion, and according to its own judgment of its best interest, having regard for the greatest value that can be obtained on overall quality, service and price, reserves the full right to reject any or all proposals or alternative proposals for any reason whatsoever and continue negotiations with one or more of the other proponents.
- 4.4. The Owner shall not be liable under any circumstances for a proponent's cost in preparing a proposal.
- 4.5. The Owner retains a separate right to waive irregularities of a minor or technical nature. This right does not in any way waive the requirement of the proponents to submit a proposal in proper form as required by the proposal documents.
- 4.6. If the Owner at its absolute and sole discretion determines that it wishes to enter into a written contract or agreement with a proponent, the Owner will notify the successful proponent, in writing, by way of a notice of acceptance.
- 4.7. In the event that a single proposal is received, the Owner may open the proposal without further notice to any party.
- 4.8. Notice of award will be posted on the District's website, districtofbarriere.com
- 4.9. The District of Barriere reserves the right to terminate this contract at its sole and absolute discretion upon 30 days written notice, and the service provider will have no rights or claims against the District.
- 4.10. By submission of a proposal, the proponent agrees that should it be identified as a successful proponent, it is willing to enter into a contract with the District of Barriere for provision of the work.

5. SCOPE OF WORK

5.1. Background

The District of Barriere needs the services of an experienced consultant to prepare an Integrated Community Sustainability Plan together with an Official Community Plan and Zoning Bylaw rewrite.

5.2. Purpose

The District has completed a Community Vision that will assist in the plan preparation. Through the Integrated Community Sustainability Plan, Barriere will develop a long term vision for community infrastructure and sustainability. The Plan will also establish guiding principles for the future development of the District. This plan will also address vital infrastructure issues in the community including a Town Centre Plan, economic development, housing, transportation and air quality. The District is currently using the Thompson Nicola Regional District's Official Community Plan and Zoning Bylaws. The Integrated Community Sustainability Plan will be used to rewrite the OCP and Zoning Bylaws to make them applicable to the District of Barriere.

The District has completed a Community Vision, has held a public open house. The District is currently undertaking a community survey.

The Consultant will undertake the community process to develop an Integrated Community Sustainability Plan and then undertake the rewrite of the Official Community Plan and Zoning Bylaw.

5.3. Process

The District is seeking Requests for Proposal (RFP's) to identify qualified contractors that have a demonstrated and successful track record in undertaking a community process to develop an Integrated Community Sustainability Plan and the re-writing of an Official Community Plan and Zoning Bylaw.

6. QUALIFYING CRITERIA

The District of Barriere Integrated Community Sustainability Planning Project requires familiarity with ICSP principals and experience facilitating integrated community planning processes.

In order to ensure the sufficient abilities and experience can be brought to bear by the firm selected to provide consulting services, the following minimum qualifying criteria will apply:

Proven experience in;

- conducting integrated community sustainability planning processes
- conducting OCP reviews
- integrating OCP requirements with the principle of integrated community sustainability planning
- on time, on budget delivery of projects of a similar nature

Demonstrated ability to provide the complete range of professional skills necessary for successful execution of the project.

Demonstrated knowledge and experience working with rural communities in British Columbia, preferably, northern communities.

Firms not meeting these requirements may be disqualified from further consideration.

7. CONTRACTOR SELECTIONS

7.1. Selection Criteria

- | | |
|-------------------------|------|
| • Contractor experience | 20% |
| • Financial cost | 50% |
| • Project timeline | 20 % |
| • Quality of references | 10% |

8. CLOSING DATE

Proposals clearly marked "Integrated Community Sustainability Plan Development together with an Official Community Plan and Zoning Bylaw Rewrite." will be accepted up until 2:00 p.m. Pacific Standard Time, -----, 2010 at the District Office, PO Box 219, 4936 Barriere Town Road, Barriere, BC V0E 1E0

Community Groups to be Consulted

Group

Contact

Mr. L. Richardson

- 1. Chamber of Commerce
- 2. ~~Financial Institutions~~
- 3. Council
- 4. ~~Real Estate Agents~~
- 5. Arts Council/
- 6. Citizens
- 7. Seniors
- 8. ~~Grade 11 and 12 High School Students~~
- 9. Gilbert Smith Forest Products
- 10. Community Gardens
- 11. NT Sustainable Watershed Offices (Email) Tel,
- 12. Thompson Rivers University L
- 13. Community Futures
- 14. ~~Yellowhead Pioneer Society~~
- 15. Mobile Home Parks
- 16. Employment Centre
- 17. Social Housing
- 18. ~~Food Bank~~
- 19. Interior Health Authority *Public Health Name*
- 20. TNRD Peter Hughes & Don May
- 21. Electoral Area O Director
- 22. ~~Church Thrift Shops~~
- 23. ~~Local Support System~~ (3 people)
- 24. Local Schools
- 25. Tourist Information Centre
- 26. Parent Advisory Council
- 27. ~~Local School Trustee~~
- 28. Volunteer Centre
- 29. ~~Local Churches~~ Mary - Catholic Mary - Fellowship - BSA
- 30. ~~Local~~ 30
- 31. Taxi
- 32. SIMPCW Bus # 49
- 33. Medical Services/Local Doctors
- 34. Ministry of Transportation
- 35. BC Transit
- 36. AG foods
- 37. ~~Heartland Quality Food~~
- 38. School Lunch Program
- 39. ~~Fish and Game Club~~
- 40. Recreation Society
- 41. Walking Club
- 42. Outback Riding Club

Mayn. 4 or 5 together.

MARY
NORA

~~43. Building Contractors/Developers~~

~~44. Building Inspector~~

45. Recruitment Committee

B. 46. Royal Canadian Legion

47. Community Consultative Group

L 48. Success by 6 coordinator Rhonda will do ch.

Rhonda

~~49. SIMPCW~~

50. Heritage Society

L 51. TNRD Library

52. Fibre Arts Group

53. Community Quilters

54. Yoga Instructors

55. Slow Pitch

G 56. Barriere Minor Ball

57. TRU Fitness Instructors

MARY

~~58. Scouts and Cubs (S)~~

Glen

~~59. Chimook Cove Golf Course~~

60. Riding Clubs

B 61. RCMP

Nov. 62 Fall Fair

VS 63 ESS Still to do.

WARD

~~64. Lion Clubs~~