



## REQUEST FOR PROPOSALS

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### Archaeological Overview Assessment – Electoral Area ‘H’

**Closing date and time:**

**4:00 pm on Monday, November 28, 2016**

**Closing Location:**

**Regional District of Nanaimo  
Strategic & Community Development  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2**

**Contact Person:**

**Paul Thompson  
Manager, Long Range Planning  
Strategic and Community Development  
Telephone: 250-390-6510  
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## 1. Request for Proposals Summary

The Regional District of Nanaimo (RDN) is requesting proposals from qualified consultants to prepare an Archaeological Overview Assessment (AOA) of Electoral Area 'H'. The Proponent will be responsible to:

- Prepare a GIS supported AOA in accordance with the "Archaeological Overview Assessments as General Land Use Planning Tools - Provincial Standards and Guidelines", 2009.
- Prepare a separate report or pamphlet that that can be made publicly available.

The RDN is undertaking this project as part of an Official Community Plan (OCP) Review for Electoral Area 'H' and would like to include information in the revised OCP about archaeological potential. As well, the AOA will be integrated into the planning and development approval process to enable development proponents to be notified of overlaps between proposed development and archaeologically sensitive areas.

The AOA will provide valuable information for local and provincial government use in planning public works projects. The RDN currently has no public works infrastructure in Electoral Area 'H', however there are three Improvement Districts who provide water service: Deep Bay Improvement District, Bowser Waterworks, and Qualicum Bay - Horne Lake Waterworks District. The Ministry of Transportation and Infrastructure is responsible for roads in the Regional District electoral areas. It is expected that the successful proponent will provide an information session to RDN and Improvement District staff on how to use the AOA.

Proponents must refer to the complete Request for Proposals Documents for detailed information regarding proposal submission requirements. The AOA is to be completed by February 3, 2017, and the training session is to be completed prior to March 31, 2017.

## 2. Background

### 2.1. Community Overview

Electoral Area 'H' (Area 'H') is an unincorporated area of approximately 28,6156 hectares within the Regional District of Nanaimo and includes the communities of Deep Bay, Bowser, Qualicum Bay, Dunsmuir, Horne Lake and Spider Lake. Area 'H' is located approximately half way between the larger centres of Nanaimo and Courtenay, with the majority of settlement on the coastal lowlands stretched along Highway 19A.

This AOA is being undertaken as part of a review of the Official Community Plan (OCP), and with the support of the Qualicum First Nation Chief Michael Recalma. The RDN Board endorsed a Terms of Reference and Engagement Plan for the OCP Review project in November 2015. It was identified in the project planning stages that OCP content regarding acknowledgement of First Nations history, archaeology and current presence in the community needed to be improved, and after the project was underway it was recommended to us during discussion with Chief Recalma, that an AOA be undertaken.

### 2.2. Available Information / Resources

- [Background report](#) for the current Electoral Area 'H' Official Community Plan Review project

- Detailed elevation data and imagery is available for the coastal areas up to 40 metres above the high water mark. This data is in the form of 0.5 m contours, ground surface DEM and LAS. This imagery and data were acquired during Summer 2016 and still undergoing review by the RDN.
- For areas above the 40m level, 20m TRIM contours and 2014 imagery are available.
- In addition to elevation and imagery data, the RDN can provide Property, Address, Road and watercourse data in the form of Filegeodatabase or shapefile. All RDN GIS data is projected to UTM Zone10NAD83
- Possibly other information as identified by the successful Proponent

### 3. Project Objective

The AOA will provide information on areas of archaeological potential that can be included in the Official Community Plan as a reference for property owners, developers, and RDN staff. It will also be a tool for public education and outreach, and the information it provides could be used in a variety of ways to communicate with different sectors of the public. As such, an important component of this project is identifying what information from the AOA can be shared with the general public. The full AOA will also be referenced by RDN staff when reviewing development proposals to enable development proponents to be notified of overlaps between proposed development and archaeologically sensitive areas.

### 4. Project Scope

The tasks identified below outline the project scope and shall be used as a guide to develop proposals for the AOA. Except where methodology and deliverables are specifically outlined in provincial standards and guidelines, bidders are encouraged to be innovative in their response while ensuring that the proposed approach and work plan achieve the fundamental objectives of the study. The successful proponent will be expected to:

- 4.1. Undertake the following steps for preparation of an AOA as outlined in “Archaeological Overview Assessments as General Land Use Planning Tools - Provincial Standards and Guidelines”, 2009:
  - a) Documentary research:** Undertake a thorough review of library and archival literature as well as other relevant data sources.
  - b) Direct consultation:** Work closely with Qualicum First Nation on development of the AOA, and contact K’ómoks First Nation and any other First Nation deemed appropriate to determine if they have information they wish to contribute. Identify other specialists with which to consult.
  - c) Preliminary field reconnaissance:** Describe the proposed level of effort for the field reconnaissance based on characteristics of the area, existing background information and imagery, and project budget.
  - d) GIS-supported modelling and mapping:** Indicate how one of the two levels of modelling success acceptable to the Province will be achieved, which is expected to be influenced in part on the base mapping available from the RDN.

- 4.2. Prepare a pamphlet or other document from the AOA for public distribution. The purpose of this document is to inform and educate the general public about the archaeological landscape of Electoral Area 'H'. The RDN will retain the digital copy of the document for printing and distribution over time.
- 4.3. Prepare and deliver a training session on use of the AOA for RDN and Improvement District staff. The training session should be no more than half-day and will be held at the RDN administration building in Nanaimo.

## 5. Project Deliverables

- Archaeological Overview Assessment Report including mapping and GIS data
- Separate version of Archaeological Overview Assessment for public distribution
- Training session for RDN and Improvement District staff on use of the AOA

Any deliverables in the form of vector and raster files are required to be compatible with ArcGIS 10.3 and preferred to be projected to UTM Zone10NAD83 metres.

## 6. Schedule / Project Timeline

Milestone / Task	Schedule
Award Contract	Monday, December 5, 2016
Draft Report and Review	Monday, January 23, 2017
Final Report	Friday, February 3, 2017
Training Session to be completed before	Friday, March 31, 2017

## 7. Instructions to Proponents

This section describes the expectations for Proposal submission and the basis for evaluation. Proponents are required to respond to all specifications in order to be considered a valid proposal.

### 7.1. Content of Proposals

Proposals must include:

- your understanding of the requested study;
- background information on your firm including the qualifications of the staff involved, a description of similar projects your firm has completed;
- your approach to completing the assessment including a breakdown of the tasks and a timeline;
- your requirements of the RDN in terms of information and assistance; and,
- a detailed estimate of the cost to complete the assessment.

**The budget for this project is \$15,000 (excluding applicable taxes).**

## 7.2. Submission of Proposals

Proposals will be received in person, by mail, or by email until 4:00 pm on Monday, November 28, 2016.

*If in person or by mail*, in a sealed package clearly marked on the outside: “Archaeological Overview Assessment – Electoral Area ‘H’” along with Proponent’s contact information to:

*Regional District of Nanaimo  
Strategic and Community Development  
6300 Hammond Bay Road  
Nanaimo BC V9T 6N2*

*If electronically* with “Archaeological Overview Assessment – Electoral Area ‘H’” as the subject line to: [planning@rdn.bc.ca](mailto:planning@rdn.bc.ca)

The RDN reserves the right to accept Proposals received after the closing date and time but is under no obligation to evaluate.

## 7.3. Acceptance period for proposals

Responses must remain valid for 90 days following the closing time and date. Responses are irrevocable after the closing time and date.

## 7.4. Contact and Requests for Information

The contact for the RDN is:

*Paul Thompson  
Manager, Long Range Planning  
Strategic and Community Development  
Telephone: 250-390-6510*

Email: [pthompson@rdn.bc.ca](mailto:pthompson@rdn.bc.ca)

Any requests for information related to this RFP are to be directed, in writing at least seven (7) calendar days prior to the Closing Date, to Paul Thompson. Email contact is [pthompson@rdn.bc.ca](mailto:pthompson@rdn.bc.ca). RFI’s and answers will be recorded and, where the information requested is not already clearly indicated, distributed via addendum posted to BC Bid at ([www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)). It is the responsibility of the Proponent to download and obtain any addenda posted. Information obtained from any other source is not official and should not be relied upon.

Unless otherwise requested in writing by Paul Thompson, a proponent must not contact or communicate with any elected or appointed officer or employee of the Regional District other than Paul Thompson in relation to the proposal prior to the award of such proposal by the Regional Board or the officer or employee of the RDN having authority to accept the proposal. Any such communication will result in disqualification of the proposal from further consideration.

## 7.5. Withdrawal

Responses withdrawn may be replaced by alternative responses providing written notice (facsimiles of notice will be accepted) is delivered to the Manager of Long Range Planning at 6300 Hammond Bay Road, Nanaimo BC, V9T 6N2 or by email to [pthompson@rdn.bc.ca](mailto:pthompson@rdn.bc.ca) at least twenty-four hours before the deadline for closing noted herein.

### **7.6. Liability Insurance and Worksafe BC**

The Contractor shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

### **7.7. Modification of Terms**

The RDN reserves the right to modify the terms of this RFP, in its sole discretion, at any time up to five (5) working days prior to the noted closing date. The RDN reserves the right to cancel this RFP at any time without entering into a Contract.

### **7.8. Ownership of Responses**

All documents, including Responses, submitted to the RDN become the property of the RDN. The RDN is bound by the provisions of the Freedom of Information and Protection of Privacy Act. All Proponents submitting Proposals pursuant to this RFP are advised that such Proposals will be treated as public documents and the contents of the same disclosed upon written request if required to do so pursuant to the Act.

## **8. Proposal Evaluation**

The RDN will evaluate each proposal received in response to this RFP using the following criteria:

### **8.1. Capability of consultant firm / team (30%)**

- An organizational overview of the consultant firm, including the experience and current capabilities of its partners, managers and staff, an outline of the responsibilities that will be assigned to each team member proposed, and information regarding any additional staff or sub-contractors required by the firm to complete the project, including resumes, experience, and tasks to be assigned to any sub-consultant;
- the proposed team's experience with previous projects of a similar or relevant nature, particularly with projects in cooperation with local government in British Columbia; including two references for clients with whom the proponent has completed similar or relevant work;
- policies on notification to clients of changes in key personnel;

### **8.2. Proposed Methodology / Workplan (30%)**

- Description of how the methodology would be applied for the study area.
- Proposal for the format and content of a separate report or pamphlet that can be made publicly available.
- Proposal for training session for RDN and Improvement District staff.
- The proponent's availability of resources and a proposed workplan/timeline to ensure the project is completed as per the Schedule outlined in Section 6 are met;

### **8.3. Pricing (40%)**

- The total project cost including all fees, levies, charges, permits but excluding taxes, shall be clearly indicated.
- Following the total project cost, please provide cost breakdowns as follows:

- principal consultant fees – hourly rate and estimated hours required to complete project
- sub-consultant fees, if any – total amount allocated for sub-contracted work
- travel costs – total amount allocated for travel
- other out of pocket costs and reimbursable expenses
- contingency, if allocated

Proposals will be evaluated based on the overall best value to the RDN. The lowest priced or any Proposal may not necessarily be accepted. Proposals having significant obvious errors will be rejected.

The Regional District of Nanaimo reserves the right to reject any and all proposals for any reason or to accept any proposal in whole or in part on the basis of proposals received which the Regional District, in its sole unrestricted discretion deems most advantageous to itself. The lowest or any proposal may not necessarily be accepted.

#### **8.4. Privacy of Proposals**

The RDN is subject to the provisions of The Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, the RDN cannot guarantee that any information provided to the RDN can or will be held in confidence.

#### **8.5. No Claim Against the Regional District**

The proponent acknowledges the RDN's rights under this clause and absolutely waives any right of action against the RDN for the RDN's failure to accept its proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action.

The acceptance of any proposal is subject to funds being legally available to complete this transaction and/or approval by the Board of the RDN or the officer or employee of the RDN having authority to accept the proposal.

## **9. Appendices**

Hyperlinks are included in the body of this document in lieu of appendices.