



**REGIONAL DISTRICT  
of Fraser-Fort George**

**Corporate Climate Change Action Plan  
REQUEST FOR PROPOSALS AS-08-01**

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## 1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George invites proposals for consulting services from qualified firms for the development of corporate climate change action plan for the Regional District of Fraser-Fort George.

Five complete copies of your proposal must be submitted in a sealed package labeled “**RFP AS-08-01 Corporate Climate Change Action Plan**” to Ms. Diane Hiscock, General Manager of Financial Services by 2:00 p.m. local time, Friday, June 27, 2008. The proponent's name and return address must be clearly marked on the outside of your proposal submission package. Late proposals will not be accepted and will be returned unopened, to the proponent. **Facsimile proposals will not be accepted.**

**Proposals must be sent to:**

Ms. Diane Hiscock  
General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8

**All questions relating to this project must be directed to the Project Manager, Jim Martin.**

Mr. Jim Martin, Administrator  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8  
Telephone: (250) 960-4410  
Fax: (250) 563-7520  
Email: [jmartin@rdffg.bc.ca](mailto:jmartin@rdffg.bc.ca)

The Regional District reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favourable in the interests of the Regional District. Furthermore, the Regional District reserves the right to negotiate with any proponent at its discretion. The proponents will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

**The Regional District will not be responsible for any costs incurred by proponents, which result from the preparation or submission of documents pertaining to this proposed call.** The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.

RFP documents may be obtained on or after June 4, 2008.

- a) In a PDF (public document format) file format from the Regional District's website [www.rdffg.bc.ca](http://www.rdffg.bc.ca).
- b) In hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC. The office is open 8:00 a.m. to 5:00 p.m. Monday through Friday excluding statutory holidays.
- c) The cost for each hard copy Request for Proposal package is ten dollars (\$10) (GST included) and is non-refundable.

## 2.0 ACKNOWLEDGEMENT LETTER

Upon receipt of these documents, a potential proponent will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter to the attention of Mr. Jim Martin, Regional District of Fraser-Fort George.

A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

**Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.**

## 3.0 INTRODUCTION AND BACKGROUND

The Regional District of Fraser-Fort George provides local government services to approximately 100,000 people in four municipalities and seven electoral areas covering a geographic area of 52,000 km<sup>2</sup>. Approximately 75% of the population lives in the City of Prince George with an additional 8,000 people residing in the municipalities of Mackenzie, McBride and Valemount. The remainder resides in seven Electoral Areas. The Regional District is governed by a 14-member Board consisting of seven directors appointed by four municipalities and seven electoral directors elected by voters in seven electoral areas. Each municipality or electoral area participates in a variety of regional or local services, paid for through 94 individual budgets and a variety of cost sharing formulas.

The main office is located in Prince George with numerous facilities and operations spread throughout the region. Services include:

- 9-1-1 call answer service throughout the Regional District of Fraser-Fort George and Cariboo Regional District and extending to the Kitimat Stikine Regional District later this year.
- Fire/rescue dispatch service supporting fifty-two fire-rescue agencies within the 9-1-1 call answer service region.
- Thirteen volunteer fire departments and rescue services located throughout the Regional District.
- Emergency preparedness and response service.
- Four community lagoon sewer systems with an additional system being constructed in 2009.

- Two community water systems.
- Two ice arena facilities.
- Six community/recreation halls.
- Solid waste management service including three landfill operations and a network of 19 transfer stations, yard and garden waste composting and a drop-depot multi-material recycling system.
- Regional Parks system with eleven Parks located throughout the Regional District encompassing a total of 330 ha of land.
- Land use planning, building inspection services and bylaw enforcement services.
- Corporate support services including financial, IT and GIS services.

The Regional District website ([www.rdffg.bc.ca](http://www.rdffg.bc.ca)) provides additional information concerning its services.

At the 2007 annual conference of the Union of British Columbia Municipalities the Regional District of Fraser-Fort George committed to addressing climate change issues by signing onto the British Columbia Climate Action Charter. Charter obligations include being carbon neutral by 2012, measuring and reporting on GHG emissions profile, and creating complete, compact and more energy efficient rural and urban communities.

#### **4.0 PURPOSE**

In order to meet the Climate Action Charter obligations of creating a GHG emissions profile and being carbon neutral by 2012 the Regional District has identified the need to develop a profile of current energy consumption and GHG emission sources and create an action plan that provides cost effective, sustainable and relevant solutions to reduce future carbon emissions. The Regional District of Fraser-Fort George intends to engage a qualified consulting firm to undertake a review of our current corporate energy consumption and greenhouse gas emissions, develop a strategy to reduce carbon emissions and develop a performance monitoring and reporting protocol.

The desired completion date of this project is August 29, 2008.

#### **5.0 SCOPE OF WORK**

The successful proponent will provide a strategy and methodology to undertake an analysis and inventory of current energy consumption and emissions from Regional District facilities and operations; forecast future trends on energy use and emissions; identify opportunities for emission reductions; provide an implementation strategy that includes a list of actions, cost estimates and implementation timetable; and develop an annual data gathering and tracking methodology and annual reporting template to monitor and present progress in meeting climate change commitments.

As a guideline, we anticipate opportunities to reduce emissions include (but are not limited to):

Civic Facilities:

- Energy saving retrofits
- Alternative energy and green energy
- Energy efficient purchasing policy
- Energy Performance Contracts
- Design standards for future civic facilities

#### Corporate Fleet

- Vehicle right sizing
- Consideration for alternate fuels and vehicle types
- Fleet demand management

#### Corporate Waste Reduction

- Office supply consumption and use
- Office equipment right sizing
- Office equipment energy savings practices
- Procurement changes
- Records management
- Employee programs

#### Corporate Travel

- Carbon offsets
- Alternate meeting strategies (Video conferencing, etc)

#### Financial Opportunities

- Grant programs
- Energy performance contracts

#### Program Analysis

- Review and feasibility and practicality analysis of climate change support programs that the Regional District could consider subscribing to such as the FCM Partners for Climate Change, Community Action on Energy and Emissions Initiative and E3 Fleet program.

## 6.0 CONTRACTOR INFORMATION

### 6.1 Qualifications and Experience

The successful Proponent will have at least three (3) years experience as a bona fide prime consultant in the business of developing corporate climate change action plans for local government. Proponents will submit evidence of previous successful performance in comparable work. Proponents will provide complete information on experience of key personnel to be involved in the review process and references from work on similar projects.

Proponents may be required to submit evidence of their resources and their ability to carry out the work in their respective submissions.

**This RFP encourages Proponents to demonstrate their experience, technical expertise and creativity in the area of climate action plan preparation.**

### 6.2 Insurance

The proponent will be expected to have comprehensive general liability insurance in the amount of at least \$2,000,000 (two million dollars). The successful proponent will be required to name the Regional District as Additional Insured and provide a Certificate of Insurance verifying these requirements.

### 6.3 Occupational Health & Safety

The proponent will be required to comply with the *Workers' Compensation Act*.

#### 6.4 References

The proponent must include a minimum of three references complete with contact information in the proposal for projects similar to the Corporate Climate Change Action Plan project. A brief description of the projects completed for each reference should be provided.

#### 6.5 Professional Responsibility

Only qualified and experienced consulting professionals will be considered for this project. The successful proponent will be expected to provide services in accordance with a standard care, skill and diligence maintained by a person (or firm) providing consulting services described herein.

### **7.0 FEE STRUCTURE**

The proponent must specify in the proposal, the fees required to satisfy the terms of reference for the project, the work plan and methodology. The proponent must clearly identify and detail all costs. The various stages of the work plan shall be costed, with taxes and disbursements clearly identified.

#### 7.1 Terms of Payment

The proponent must specify in the proposal, the terms of payment required for the duration of the project.

#### 7.2 Cost of Control

The proponent must provide in the proposal, a description of the cost control measures he will employ to effectively manage the project budget.

### **8.0 WORK PLAN AND SCHEDULE**

The proponent must provide a work plan in the proposal. The work plan is to include a schedule of project tasks, milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task.

The desired completion date for the project is August 29, 2008.

### **9.0 PROPOSAL FORMAT**

The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a) Title Page – including Request for Proposal title and number, proponent's name and address, telephone number, fax number, email address and contract representative.
- b) One page letter of introduction signed by the person or persons authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.
- c) Table of Contents including page numbers.
- d) An Executive Summary of the key features of the proposal.
- e) The body of the proposal, including work plan and schedule.
- f) Additional information including references and previous experience and anything else that a proponent may choose to provide.

## 10.0 DOCUMENTS

The successful proponent will be required to provide all documents related to the project to the Regional District in hard copy and an electronic format. All text documents will be in a Microsoft Word format; all spreadsheet documents will be in a Microsoft Excel format and the Corporate Change Action Plan should be formatted in an Adobe Acrobat format.

## 11.0 PROJECT MANAGER

All questions concerning RFP AS-08-01 are to be directed to the Project Manager after June 4, 2008. (Please note the Project Manager will be unavailable from June 12<sup>th</sup> to June 23<sup>rd</sup>)

Jim Martin, Chief Administrative Officer  
Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8  
Telephone: (250) 960-4483  
Fax: (250) 563-7520

## 12.0 EVALUATION OF PROPOSALS

The contract award will be based on the professional qualifications, experience, local knowledge, work plan methodology and schedule, price and quality of proposal. The proposal submission should be clear, concise and complete.

The Regional District shall be the sole judge of a proposal and its decision shall be final.

### 12.1 Evaluation Criteria:

Consultant Qualification and Experience	30 points
Work plan, Methodology, and Schedule	30 points
Price	30 points
Quality of Proposal including format	<u>10 points</u>
Total	100 points

## 13.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for individual proponents at their request subject to the *Freedom of Information and Protection of Privacy Act*.

## ACKNOWLEDGEMENT LETTER

The undersigned has received the RFP Document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

We presently intend to \_\_\_\_\_ provide or \_\_\_\_\_ not provide a Request for Proposal.

Return immediately to:

Jim Martin, Chief Administrative Officer  
Regional District Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8

Fax Number: (250) 563-7520