



**REGIONAL DISTRICT
of Fraser-Fort George**



**Regional Parks Plan
REQUEST FOR PROPOSALS ES-09-03**

Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
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<http://www.rdffg.bc.ca>



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1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George (Regional District) invites proposals for the preparation of a Regional Parks Plan.

Five complete copies of your proposal must be submitted in a sealed package labeled “**RFP ES-09-03 Regional Parks Plan, Regional District of Fraser-Fort George**” to Diane Hiscock, General Manager of Financial Services by 2:00 p.m. local time, Wednesday, April 29, 2009. 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:

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:

Bryan Boyes
Environmental Services Field Supervisor
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4487
Fax: 250-562-8676
Email: bboyes@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. 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 his expense.

RFP documents may be obtained on or after Monday, April 6, 2009.

- a) In a PDF (public document format) file format from the Regional District’s website www.rdffg.bc.ca or
- b) In hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding statutory holidays.

2.0 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 km². 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 100 individual budgets and a variety of cost sharing formulas.

The Regional District website (www.rdffg.bc.ca) provides additional information concerning its services.

In 1986, the Minister of Lands, Parks and Housing approved the last Regional District of Fraser-Fort George's Regional Parks Plan (RPP) Bylaw No. 724. The purpose of this plan was to set a general framework for the acquisition, development and operation of Regional Parks, including Regional Trails, within the Regional District and was set for review after five (5) years. This plan was laid out under the guidance of the old *Regional Parks Act*. This Act was repealed in 2003 by the *Water, Land and Air Protection Statutes Amendment Act*. The *Water, Land and Air Protection Statutes Act* adds sections to the *Local Government Act* pertaining to the continuance of parks and trails as well as a number of other park related sections. This Act recognizes that regional districts are an independent, responsible and accountable order of government within their jurisdiction.

Regional Parks provide for protection of regional ecosystems, supply of recreation areas such as boat launches, picnic areas and trail systems, heritage protection and educational opportunities. Within the Regional District of Fraser-Fort George there are currently eleven regional parks that encompass 330 hectares with one park currently operated under contract by a historical society. Parks are designed for day use only and offer a variety of amenities.

The past objective of the Regional District's Parks function was "To provide residents of (and visitors to) the region with a range of outdoor recreation opportunities within developed park areas which are designed primarily for day use, and which are representative of the region's natural environment, recreation and heritage resources." The Regional District planned to do this through the adoption of their last parks plan in 1986. The new Regional District Parks Plan will re-examine the Parks function and provide a clear, attainable vision for the future.

The new Parks Plan will involve co-operative efforts with stakeholders and member municipalities. Regional Parks are of value to all members of the Regional District and will continue to be into the future.

3.0 PURPOSE

The Regional District intends to engage an experienced and qualified consultant to prepare an updated Regional Parks Plan for the Regional District of Fraser-Fort George.

The desired project completion date is June 1, 2010.

4.0 SCOPE OF WORK

The successful proponent will provide a strategy and methodology to undertake the development of an updated Regional Parks Plan consistent with the Regional District's goals. The methodology will include a review of the previous parks plan, consultation with stakeholders and the general public, and an inventory of the current parks system.

Key areas to be addressed, but not limited to, are:

- ◆ provide a clear direction and priorities for regional parks in the Regional District for the period 2010 to 2020,
- ◆ integration of trails compatible with the City of Prince George's Trail Task Force goals,
- ◆ determine the current and future needs for parks and identify opportunities to make up for unmet needs within the Regional District,
- ◆ develop recommendations and policy for park land acquisition for the period 2010 to 2020,
- ◆ review existing park infrastructure to include implementation strategies/priorities and recommendations for renewal and improvement, as well as scope of use available year round,
- ◆ complete public consultation with residents and stakeholders, as well as staff project team to ensure the incorporation of feedback into the Plan,
- ◆ a long-term financial plan relating to the execution of a produced park plan.

4.1 Information Review

The Regional District will make the following documents available to the successful proponent.

- Official Regional Park Plan – 1986 (Regional District of Fraser-Fort George, June 1986)
- Official Regional Park Plan – 1981 (Regional District of Fraser-Fort George, 1981)
- Draft Official Regional Park Plan – 1998 (Regional District of Fraser-Fort George, 1998)
- Regional District of Fraser-Fort George Bylaw No. 724 (current regulation bylaw regarding Parks Plan)
- copy of The Prince George Centennial Trails Project – A Five Year Implementation Plan (Prince George Trails Task Force, 2008)

The successful proponent will return these documents to the Regional District at the conclusion of the project.

5.0 CONTRACTOR INFORMATION

5.1 Qualifications and Experience

The successful Proponent will have at least three (3) years experience as a bona fide consultant in the business of park or landscape planning 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 park and/or landscape planning. The Parks Plan process will be conducted in accordance with all Provincial legislation and guidelines.

5.2 Insurance

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

5.3 Occupational Health and Safety

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

5.4 References

The proponent must include a minimum of three references for projects of a similar nature complete with contact information in the proposal. A brief description of the projects completed for each reference should be provided.

5.5 Professional Responsibility

Only qualified and experienced landscape architects or environmental planning professionals will be considered for this project.

6.0 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 should be costed separately, with taxes and disbursements clearly identified.

6.1 Terms of Payment

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

6.2 Cost of Control

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

7.0 WORK PLAN AND SCHEDULE

The proponent will provide a detailed description of the proposed work to be undertaken and the way it will be undertaken. Sufficient detail should be presented to show a clear understanding of the work and proposed approach. A schedule should accompany the work description showing the expected sequence of tasks and resource requirements for the proponent and the Regional District of Fraser-Fort George.

The completion date for this project is June 1, 2010.

8.0 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 the work plan and schedule.
- f) Additional information that a proponent may choose to provide.

9.0 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 and in a PDF format.

10.0 PROJECT MANAGER

All questions concerning RFP ES-09-03 are to be directed to the Project Manager.

Bryan Boyes
Environmental Services Field Supervisor
Regional District of Fraser-Fort George
155 George Street
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11.0 EVALUATION OF PROPOSALS

The proposals will be evaluated on merit. Consideration will include the proposed budget, professional qualifications, references, general experience, northern climate experience, local knowledge, Regional Parks Plan concept 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.

11.1 Evaluation Criteria:

Consultant Qualification, references & 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

12.0 OWNERSHIP OF PROPOSALS AND FREEDOM 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 in relationship to this project 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*.