

**REQUEST FOR PROPOSAL No. 10-2023
DISASTER RISK REDUCTION – CLIMATE ADAPTATION**



DATE ISSUED:

November 20, 2023

CLOSING DATE AND TIME:

Proposals are to be submitted to Reception prior to:
3:00 PM (15:00 hrs) Pacific Time on January 19, 2024, to the attention of:

Stephanie Dunlop, Emergency Program Coordinator
District of Metchosin
4440 Happy Valley Road
Victoria BC V9C 3Z3
firechief@metchosinfire.ca

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1. GENERAL

1.1. INTRODUCTION

The District of Metchosin (DOM) is seeking proposals from qualified consulting firms to enter a contract for services for the completion of a Disaster Risk Reduction - Climate Adaptation Plan, including both corporate and community climate change mitigation and adaptation action.

The Consultant will work closely with Scia'new First Nation and District of Metchosin staff, Council, internal and external stakeholders, and the public in the development of the Disaster Risk Reduction - Climate Adaptation Plan (DRR-CAP)

The District of Metchosin has applied for funding through the UBCM Disaster Risk Reduction Climate Adaptation funding program. The District of Metchosin (DOM) and Scia'new First Nation (SFN) are the primary applicants. The drastic changes that communities have experienced since the COVID-19 pandemic and resulting inflation make this a critical time to undertake this project. As a successful applicant, the DOM is pleased to be seeking experienced proponents to undertake this project.

The District of Metchosin has recently complete a [Climate Action Plan](#), in early 2023.

1.2. PROJECT OBJECTIVE

The objective of this RFP is to secure the services of a consultant to create a Disaster Risk Reduction - Climate Adaptation Plan in alignment with the UBCM LGPS grant guidelines. The plan will address disaster risk management and climate adaptation measures suitable for our geographic region and specific needs.

1.3. PROJECT DESCRIPTION

Funded by the UBCM Disaster Risk Reduction Climate Adaptation, the DOM/SFN DRR-CA Plan will focus on disaster risk assessment and planning to provide the District of Metchosin and Scia'new First Nation an enhanced understanding of the relative hazards posed to our communities.

This risk assessment will be used as a foundation for the next phase of the DOM/SFN preparedness and mitigation activities against related hazards. With projected increase in the frequency and severity of weather-related events the communities face due to climate change and urbanization, this risk assessment aims to inform local decision-makers in determining adaptation strategies for the future.

The project will include risk mapping, risk assessment and a mitigation & response plan specific to shoreline erosion, storm flooding and inundation, drought implications and increase severity of weather systems such as wind, rain, and winter.

This risk assessment and plan will be coordinated with recent CWRP, Heat Response Assessment, Climate Action Plan and the CRD Tsunami Inundation mapping.

This Plan will blend the unique needs of our rural and remote communities. The goal of the plan is to work collaboratively with neighboring municipalities, First Nations, electoral areas, and community partners.

The Disaster Risk Reduction Climate Adaptation Plan is intended to be adopted as a District of Metchosin response reference document.

2. SCOPE OF WORK

2.1. The scope of services will include the following:

- 2.1.1. Conduct a comprehensive risk assessment: Identify and assess potential hazards, vulnerabilities, and risks related to natural disasters and the impacts of climate change within the District of Metchosin and Scia'new First Nation.
- 2.1.2. Engage with stakeholders: Collaborate with local authorities, community members, experts, and relevant stakeholders to gather insights and inclusive approach to disaster risk reduction and adaptation planning.
- 2.1.3. Adaptation Strategies: Developing strategies and actions to adapt to the changing climate conditions and reduce vulnerability. This could involve infrastructure improvements, land-use planning, water management, ecosystem restoration, and other measures that enhance resilience.
- 2.1.4. Develop a Disaster Risk Reduction - Climate Adaptation Plan: The plan should be detailed and actionable; and will outline strategies and measures to minimize disaster risks, enhance preparedness, and increase resilience to climate-related impacts.
- 2.1.5. Capacity Building and Education: Create training and capacity building programs to enhance the knowledge and skills of local community in disaster preparedness, response, and recovery. This will empower staff, community members and stakeholders to effectively implement the plan and make informed decisions and take appropriate actions during emergencies.
- 2.1.6. Infrastructure and Technology: Review opportunities to Investing in resilient infrastructure and leveraging technological advancements to better withstand and recover from disasters and climate-related impacts.
- 2.1.7. Natural Resource Management: Promoting sustainable management of natural resources, such as forests, wetlands, and coastal areas, to reduce the impact of disasters and enhance ecosystem services that contribute to community resilience.
- 2.1.8. Policy and Legal Frameworks: Review and recommendation on existing and potential policies, regulations, and municipal frameworks that support disaster risk reduction and climate adaptation efforts at the local level.
- 2.1.9. Integrate UBCM LGPS grant guidelines: Ensure the proposed plan adheres to the requirements and guidelines specified in the UBCM Local Government Program Services grant.
- 2.1.10. Monitoring and Evaluation: Design a monitoring and evaluation framework to assess the plan's effectiveness. Establishing mechanisms to track the progress of the plan's implementation, adjusting as needed based on lessons learned and changing conditions.

2.2. PROJECT AREA

The Study Area includes the lands within the District of Metchosin boundaries and Scia'new First Nation; however, some consultation will include representatives outside these limits as it relates to shared services and climate boundaries. Finally, consultation will include external partner governments.

3. PROJECT DELIVERABLES

- 3.1.** Risk Assessment: outlining the methodology and processes for engagement with vulnerable populations, non-profit agencies, other levels of government including First Nations and general community members. This Risk Assessment will be integrated into a local Emergency Plan and used to further direction and decisions within the municipal/FN planning process.
- 3.2.** Risk Mapping: Document mapping to provide response priorities and outline high impact areas. Allowing DOM/SFN to achieve a long-term perspective on how we can best build resiliency into our community and prioritize strategies.
- 3.3.** Research Report:
 - 3.3.1. Identifying the social impacts of DRR-CA withing DOM/SFN, including mapping of vulnerable populations and neighborhoods.
 - 3.3.2. Consultation summary, summarizing the findings of consultation sessions, focus groups and /or key informant interviews.
 - 3.3.3. Best practice summary, highlighting evidence-based programs and interventions that may be appropriate for the local context including lessons learned from other similar communities.
- 3.4.** Disaster Risk Reduction - Climate Adaptation Plan: to provide overall guiding principles and recommendations on community action, now and into the future. The Plan will be integrated into existing response plans such as the CWRP, Evacuation Plan, Heat Response and Climate Action by way of prioritizing, refining actions, and reactions and by ensuring we keep all plan coordinated and up today with similar focus, priorities, and goals.

4. PROJECT OUTCOMES

This Project is directly related to the effects of climate change and how it affects emergency disaster response, and community & municipal planning. An example of this will be planning and installation of shoreline evacuation stabilization. Recommendations on agricultural sustainability as it is affected by drought, review of fire risk and opportunities to build up coastal undergrowth in efforts to retain moisture.

Focus on the care and diversity of the community specific to seniors and vulnerable population. This project will be multi-hazard as it will be focused on primarily on environmental risks such as weather patterns such as heavy rainfall, extreme wind, icy cold snaps, and reduced rainfall, which creates the off-chute risks of drought, shoreline erosion, flooding, etc. These in turn affect our community through reduced access/egress, seniors' accessibility to care, emergency response, food security, shoreline collapse, etc.

5. INSTRUCTIONS AND INFORMATION FOR PROPONENTS

5.1. CLOSING DATE AND TIME

The Closing Date and Time is 3:00 PM Pacific time on January 19, 2024. A Proposal must be received before the Closing Date and Time to be valid.

5.2. HOW TO SUBMIT PROPOSALS

Proposals must be submitted by post, courier, or hand-delivery to the attention of:

Stephanie Dunlop, Fire Chief/EPC District of Metchosin
4440 Happy Valley Road Victoria BC, V9C 3Z3 firechief@metchosinfire.ca

The submission must consist of two (2) hard copies plus one (1) digital copy of the Proposal in sealed envelopes or packages marked with the Proponent's name and marked "DRR-CA Plan Proposal".

5.3. PROPOSAL GUIDELINES

To facilitate the evaluation of proposals, respondents must provide detailed descriptions of the following criteria in their submissions:

5.3.1. Overview

Provide brief information about the proponent and subcontractors including full legal name, nature of business, contact information, and available in-house resources (personnel, equipment, etc.).

5.3.2. Methodology and Approach

A detailed description of the proposed methodology to produce the series of contract deliverables identified in in an efficient and timely manner.

Should the consultant consider that additional deliverables or areas of review other than those identified within the RFP are appropriate; the information should be clearly identified and recommended within their submission.

5.3.3. Project Management and Leadership / Personnel

Project management personnel assigned to the project must be identified by name, responsibility, qualifications, and experience in handling similar projects. Other personnel identified for the project are to be listed, along with a brief statement of qualifications and experience for each. Any registered incorporated names of companies should be clearly identified, as well as the company signing authority(s) for contracts.

5.3.4. **Public consultation plan**

An outline of the public and stakeholder engagement and consultation proposed to be undertaken. The consultant is encouraged to identify innovative or previously successful methods they would utilize to engage the public within the planning process.

5.4. **DELIVERABLES AND TIMELINE**

The desired completion date for the DRR-CA Plan is **June 15, 2024**.

5.4.1. **Relevant Experience**

A description of the contractor's experience, including two (2) references, related to the RFP. If the use of subcontractors is proposed, a brief description of the subcontractor's experience and rationale for their selection should be included.

5.4.2. **Contractor's Price Proposal**

The budget for the project is \$110,000, inclusive of labour, fees, and all disbursements, but exclusive of GST.

A detailed price proposal and budget must be identified and returned as part of the proposal submission. Any terms and conditions for the price quoted should be clearly stated. All anticipated expenses borne by the consultant are to be identified in the submission.

Fees quoted are to include all taxes applicable and this should also be clearly stated. If not specifically noted, quoted fees will be accepted as being inclusive of all applicable taxes. If additional deliverables or areas of review have been identified in the methodology, the consultant should cost these additional items separately.

If additional deliverables or areas of review have been identified in the methodology, the consultant should cost these additional items separately.

5.5. **ENQUIRIES**

All enquiries or requests for clarification of issues related to this RFP should be transmitted in writing by email to:

Stephanie Dunlop, Fire Chief at firechief@metchosinfire.ca

The District will respond to all RFP enquiries through the Addenda process, subject to privacy and confidentiality concerns. If a Proponent's enquiry pertains to sensitive personal or commercial information, the Proponent should so advise the District at the time of making the enquiry.

5.6. ADDENDA

Addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. The District will post all Addenda through the same medium that this RFP is posted. Once issued, all Addenda will form part of this RFP.

5.7. WITHDRAWAL AND AMENDMENT

At any time before the Closing Date and Time, a Proponent may withdraw a submitted Proposal by written notice to the District. Proponents may not amend a Proposal that has already been received by the District. However, if a Proponent has withdrawn a submitted Proposal (as provided above), then it may submit a replacement Proposal prior to the Closing Date and Time

5.8. EVALUATION OF PROPOSAL

5.8.1. Opening

The District intends to open Proposals in private but reserves the right to open Proposals in public at its sole discretion.

5.8.2. Clarification

The District may request clarification from Proponents regarding the pertinent Proposal and the information so collected may be used by the District in evaluating the Proposal.

5.8.3. References

In evaluating Proposals, the District may, at its discretion, contact references provided by Proponents or any other third parties who may have knowledge of the Proponent's past performance or conduct. For clarity, if a Proponent has previously provided goods or services to the District, the evaluation team may seek and rely on knowledge about the Proponent's past performance or conduct held by the District's staff or representatives.

The evaluation team may consider the responses received from the references in evaluating Proposals.

5.8.4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Maximum Possible Score	Assigned Score
Methodology and approach (understanding of service objectives and outcomes)	20	
Technical capabilities and personnel qualifications	20	
Experience and reputation	25	
Price	35	
TOTAL	100	

Note: The score for price shall be determined as follows: The lowest-priced valid proposal will receive a score of 40. Scores for other Proposals will be calculated as follows:

$$\text{Score} = 35 \times \frac{\text{Lowest valid price submitted in response to RFP}}{\text{Price proposed by particular Proponent}}$$

6. CONTRACT EXECUTION

Upon completion of ranking of Proponents, the District may invite (subject to the District's rights and reservations) the highest-ranked Proponent to enter a Contract.

As a prerequisite to Contract execution, the District may request that the Proponent provide it with the following within ten (10) working days of the said request:

- a) a copy of the insurance policies as specified in Section 7.3.
- b) a copy of a valid business license issued by the District; and
- c) any other documentation reasonably required by the District in relation to the Contract.

If the Proponent fails to provide the requested documents within ten (10) working days of being requested or fails to promptly enter the Contract upon being invited to, the District may withdraw its invitation to the said Proponent to enter the Contract and invite the next-ranked Proponent to enter the Contract.

6.1. NOTIFICATION OF RESULTS

The District shall notify all Proponents of the result of this RFP process after the Contract has been entered into. At the District's discretion, the result may be notified to Proponents before the Contract has been entered into. Upon request by an unsuccessful Proponent, the District shall provide reasons to the Proponent why the District did not invite that Proponent to enter a Contract. Such reasons may be provided in writing, by phone, online meeting, or in-person meeting, at the District's discretion.

6.2. PROPONENT MUST BE DISTINCT LEGAL ENTITY

A Proposal may only have one Proponent associated with it, and such Proponent must be a distinct legal entity (e.g., natural person, partnership, corporation, etc.). If two or more parties intend to act as a team, the Proponent on record must be one of the parties or a duly incorporated joint venture corporation. For all contractual and legal purposes, the District will only recognize the legal entity under whose name the Proposal is submitted as the Proponent.

6.3. NO SOLICITATION

Proponents must not attempt to contact any elected representatives or employees of the District with the intent of influencing the result of this RFP process. Any contact between a Proponent (which includes its employees, owners, representatives, or agents) and the District in relation to this RFP must strictly be through the enquiry process provided in this RFP.

6.4. CONFLICT OF INTEREST

If a Proponent is aware of a Conflict of Interest, the Proponent must disclose such Conflict of Interest in its Proposal. The Proponent may propose measures to mitigate or reduce the effects of such Conflict of Interest. A Conflict of Interest involving a proposed subcontractor of a Proponent will be deemed to involve the said Proponent itself.

7. RFP TERMS AND CONDITIONS

The following terms and conditions apply to this RFP process. By submitting a Proposal, each Proponent agrees to be bound by the terms and conditions contained in this RFP.

7.1. THIS RFP IS NOT AN INVITATION TO TENDER

This RFP is not an invitation to tender or a request for offers. The District is not bound to enter a Contract with the Proponent with the highest score or lowest price, or with any other Proponent.

7.2. RIGHTS RESERVED BY THE DISTRICT

The District reserves the rights, to be exercised in the District's sole discretion, to:

- a) waive noncompliance of a Proposal with requirements set out in this RFP if such noncompliance:
 - I. is not in relation to an essential or important requirement set out in this RFP; and
 - II. is not significant with respect to evaluation of the Proposal.
- b) cancel this RFP at any time before a Contract is entered into, including at the following stages:
 - I. before the Closing Date and Time; and
 - II. after the Closing Date and Time but before a Contract is entered into.
- c) if this RFP is cancelled:
 - I. issue another solicitation on the same or different terms; or
 - II. do nothing further.
- d) rely on information from credible third parties to assess a Proponent with respect to evaluation criteria, even if such third parties have not been nominated as references by the Proponent.
- e) disqualify a Proponent in the following circumstances:
 - I. the Proponent attempts to influence the outcome of this RFP process in a manner prohibited in this RFP.
 - II. a Conflict of Interest exists that the Proponent knows about or should know about but has failed to disclose in its Proposal.
 - III. the Proponent or its proposed subcontractor is currently, or was within the past three (3) years, engaged in litigation with the District; or
 - IV. it is known to the District with reasonable certainty through its own experience or through that of credible third parties that the Proponent has acted in a commercially unreasonable manner or unlawful manner within the last five (5) years or that the Proponent does not have financial resources to perform the Contract.

- f) negotiate the terms of a Contract (including the scope of the Services to be provided) with one or more Proponents who are not ranked the highest in the evaluation process and enter a Contract with any such Proponent; and
- g) enter a Contract for only a part of the Services.

7.3 OWNERSHIP OF PROPOSALS

All documents, including Proposals, submitted to the District in connection with this RFP shall become the property of the District. These documents will be received and held in confidence by the District, except as otherwise required by law (including the *Freedom of Information and Protection of Privacy Act*), or by order of a court or tribunal. Proponents are advised that their Proposals will, as necessary, be disclosed, on a confidential basis, to advisors retained by the District to advise or assist with this RFP process, including the evaluation of Proposals.

7.4 PROPONENTS' EXPENSES

Proponents are solely responsible for their own costs and expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the District or its representatives and consultants, relating to or arising from this RFP process.

7.5 LAW

This RFP and the process related to it shall be governed by and construed in accordance with the laws of the Province of British Columbia, Canada, which shall be deemed the proper law hereof.

7.6 CONFIDENTIALITY OF THE DISTRICT'S INFORMATION

Information pertaining to the District obtained by a Proponent because of participation in this RFP process is confidential and should not be disclosed without prior written authorization from the District.

7.7 INSURANCE

The Consultant shall take out and maintain an insurance policy for general liability and errors and omissions that has a minimum coverage of \$5,000,000.00 per occurrence, which names both the District of Metchosin, Scia'new First Nation and the Consultant as insured parties and which shall apply to acts and omissions that occur during the Consultant's performance of the Services regardless of when the act or omission covered by the policy is discovered. The Contractor shall provide evidence of that insurance policy to the District prior to the date on which the Consultant begins performing the Services.

7.8 LIMITATION OF DAMAGES.

The District and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent as a result of preparing and/or submitting a Proposal, the evaluation process, participating or not participating in negotiations for a Contract, or any other activity related to or arising out of this RFP or this RFP process.

