



Request for Proposals

Kitsumkalum Community Land Use Plan

Scope of Proposals

Kitsumkalum First Nation (Kitsumkalum) invites proposals from qualified consultants to develop a Community Land Use Plan in accordance with this Request for Proposals (RFP).

Questions

Proponents having questions and seeking clarification respecting the RFP shall do so in the following manner:

- Questions shall be submitted in writing by email to the Community and Land Code Planner, Mag de Grace, MCIP RPP, at land.planner@kitsumkalum.bc.ca
- Questions shall be submitted by 4:00 p.m. April 10th, 2017.
- Answers to all submitted questions will be emailed to those posing questions and also posted on the Kitsumkalum website until April 17th, 2017.

Terms of Reference

1. Purpose

Kitsumkalum is issuing an RFP to qualified consultants to develop a Community Land Use Plan over a period of approximately ten (10) months in 2017 and 2018. The project will conclude with the development of a final Community Land Use Plan (ready for Membership ratification). The successful consultant will have experience and expertise in First Nations Land Management (FNLM) and a proven track record with First Nation land use planning and policy development.

2. Introduction and Background

Kitsumkalum has a Traditional Territory comprised of over 5,941,000 hectares of diverse natural environments in the northwest of British Columbia. The Territory includes the Kitsumkalum and Zimacord River watersheds and extends down the Skeena River to the coast. It encompasses numerous local governments including the City of Terrace, the City of Prince Rupert and a portion of the Regional District of Kitimat Stikine (RDKS). The Kitsumkalum connection to the land, the rivers, and the coast is central to the social, cultural, and political life of the Kitsumkalum people.

At the core of Kitsumkalum's Territory is the Nation's reserve lands, which consists of four reserves totalling approximately 597 hectares. This reserve land is concentrated at the confluence of the Skeena and the Kitsumkalum Rivers located a few kilometers west of the City of Terrace.

On May 4, 2016 Kitsumkalum became a signatory to the *Framework Agreement on First Nation Land Management* and is currently developing a Land Code. The successful proponent will take efforts to design a Land Use Plan process that accommodates and respects the Land Code development process that will be occurring simultaneously.

In 2016, the Kitsumkalum Treaty Office prepared a *Kitsumkalum Land Use Plan* as a negotiation tool for Treaty Settlement Lands (TSL). The successful proponent will demonstrate capacity at aligning with existing policy direction from the Kitsumkalum Land Use Plan (TSL).

It is anticipated that a Community Land Use Plan could include sections, generally consistent with the following:

- Background Information (i.e. purpose, process and, scope of the Community Land Use Plan) as well as a brief history on the planning areas;
- Community Profile (i.e. population, demographics, housing, socio-economic status etc.);
- Community Infrastructure (i.e. overview of services, and determination of what land uses are possible in what areas);
- Planning Areas (descriptions of Study Area including current and future land uses and consideration of zoning type regulations);
- Community Priorities; and,
- Implementation Plan/Schedule.

3. Study Area

The study area is comprised of three of the four Kitsumkalum First Nation Reserve lands, including: IR 1 Kitsumkaylum, IR 2 Dalk-Ka-Gila-Quoeux, IR 3 Zimagord, and IR 4 Port Essington.

4. Scope of Work

The development of a Community Land Use Plan is intended to occur over a period of approximately ten (10) months in 2017 and 2018, and will be undertaken in phases, generally consistent with the following:

- Phase 1- Setting the Stage*
- Phase 2- Background Studies and Summaries
- Phase 3- Proposed Policy Direction
- Phase 4- Draft Community Land Use Plan
- Phase 5- Final Community Land Use Plan

*Kitsumkalum has completed the following steps to initiate the process:

- Community Open House (March 8th, 2017) - Introduction to Land Use Planning
- Preparation of Community Profile information
- Preparation of Community Background information
- Collation of Reference Material
- Development of a Land Management Committee
- Preparation of this RFP for qualified consulting services

5. Additional Resources

It is anticipated that the Kitsumkalum Community and Land Code Planner will be built into the Project as a project and communications coordinator with specific roles and responsibilities outlined in the proposal.

6. Consultation and Meeting Requirements

The preparation of a Community Land Use Plan will be guided and supported by a Land Management Committee comprised of Kitsumkalum members, staff, and technical resources.

Responsibilities of the Land Management Committee are as follows:

- Providing Kitsumkalum members (on and off Reserve) with information about the Community Land Use Plan development process;
- Identifying Land related issues and questions from Kitsumkalum members (on and off Reserve) and bringing them to the Committee;
- Ensuring the Community Land Use Plan represents Kitsumkalum member's (on and off Reserve) needs and interests;
- Assisting in community engagement activities programs, advertising, and scheduled events;
- Identifying, assessing and evaluating key issues relating to land use planning and resource management; and,
- Providing technical assistance with the development of land use policies.

The proposal must include a description of the purpose, type, proposed outcome, and number of meetings and consultation opportunities proposed for the Land Management Committee, Kitsumkalum Membership (on and off Reserve), and Chief and Council (as necessary).

7. Available Information

The Kitsumkalum Community and Land Code Planner will provide necessary reference documents including the community's draft Comprehensive Community Plan, draft Land Use Plan (for TSL lands), Physical Development Plan, and any others as necessary. GIS data, mapping resources, and LiDAR information may be available as required.

8. Workplan

The proposal must provide a work plan indicating the timing for conducting each of the phases of the Community Land Use Plan and the approximate timing for the various tasks included, the cost of each of the phases broken down by task and the date of final submission to Kitsumkalum First Nation.

9. Project Budget

The overall project budget has been set at a maximum upset limit of \$40,000 taxes included.

10. Deliverables

The selected consultant will be required to provide the following to Kitsumkalum during the preparation of the Community Land Use Plan:

- Ten (10) bound hard copies of the Draft Community Land Use Plan;
- Ten (10) copies of the final Community Land Use Plan for adoption;
- One (1) electronic PDF version of all draft and final reports;

- One (1) electronic copy in PDF, JPG or TIFF or compatible version of all plans, illustrations, and/or drawings produced during the Project; and,
- One (1) electronic copy of all GIS information created as part of the Project.

Proposal

1. Format

The Terms of Reference contains several sections all of which need to be addressed to have your proposal considered. In order to receive uniform format of responses and information from all prospective consulting firms the following should be addressed and included in your submission:

- The proposal shall be submitted electronically only in PDF format including a letter of submission signed by an authorized representative of the Consultant.
- The proposal shall outline the cost of conducting the works listed in the Terms of Reference both as a total price and cost per task format.
- The proposal shall include a Work Plan/Timing for the Project.
- The proposal shall include a summary of the Consultant's professional information and history and relevant experience.
- The proposals shall include a minimum of three references listed for contact respecting recent and relevant projects.

2. Evaluation Process & Criteria

The selection of a Consultant is a competitive process and therefore Kitsumkalum reserves the rights to accept or reject in whole or in part any or all proposals and cancel all or part of this RFP process for any reason at the sole discretion of Kitsumkalum and to negotiate contracts with the selected Consultant whose proposal is considered to be most acceptable to the Nation.

Kitsumkalum will use the following criteria while evaluating proposals:

- The degree to which the proposal responded to this RFP.
- The demonstrated ability of the consultant to provide the services defined in this RFP.
- The demonstration of relevant experience in similar studies and the professional reputation of the consultants.
- The demonstration of creative approaches to community consultation and planning processes.
- The total cost.

3. Assumptions and Contract

The selected Consultant will be expected to enter into a Contract with Kitsumkalum addressing the full scope of the work and its obligations to perform the work in compliance with any applicable laws and requirements.

The selected Consultant will indemnify Kitsumkalum from all costs, charges, expenses and other claims with respect to the job functions being carried out.

This will include possessing and confirming:

- General Liability and/or Professional Liability Insurance.
- Automobile Liability Insurance.
- WCB Clearances (if required).
- Any other labour requirements.

4. Contract Award

The final authority to award the Project rests solely with Kitsumkalum. Consultants are advised that the lowest cost proposal will not necessarily be awarded the contract as the selection will be based on the evaluation criteria and cost is only one of the criteria.

Kitsumkalum will not be responsible for any preparation costs incurred by the Consultant submitting a proposal and will not pay for any travel expenses to participate in interviews or contract negotiations.

5. Submission

Proposals should be submitted electronically in PDF format only including a letter of submission signed by an authorized representative of the Consultant to:

Land.planner@kitsumkalum.bc.ca

Subject: Kitsumkalum Community Land Use Plan

Kitsumkalum will not accept proposals in any other format. It is the responsibility of the Consultants to ensure that the proposal has been received and all documents required have been submitted. Submitting a proposal confirms and certifies that the prospective consultant has read and fully understands and accepts the terms of the RFP and its requirements.

6. Submission Deadline

Proposals must be received by 12:00 pm (noon) on April 24, 2017. Proposals received after the deadline will not be considered.