



DISTRICT OF COLDSTREAM

AGRICULTURAL AREA PLAN

REQUEST FOR PROPOSAL 08-6500-03

PART 1: INSTRUCTIONS TO PROPONENTS

1. The District of Coldstream (the District) is requesting proposals for the completion of an Agricultural Area Plan (the Plan). Proposal submissions must be returned in a sealed envelope clearly marked with the proponent's name and address and "*Request for Proposal – Agricultural Area Plan, District of Coldstream*" addressed to the District of Coldstream, 9901 Kalamalka Road, Coldstream, BC, V1B 1L6, attention: Director of Development Services.
2. Proposals must be received at the above location no later than 4:30 p.m. PST, Friday, June 13, 2008. Proposals will not be opened in public.
3. Proposals not conforming to Items 1 & 2 above will be returned unopened to the proponent without consideration.
4. Proposals will not be received via the facsimile machine.
5. Proposals have been requested in order to afford proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the District's needs in a more cost-effective manner. Proposals should be based on these *Instructions* and the attached *Terms of Reference*.
6. The successful proponent (Consultant) and any Sub-consultants shall at all times indemnify and save harmless the District and/or any of its officers, employees or agents, from and against all claims and demands, loss, costs, damages, actions, suit(s) fees, or other proceedings by whomsoever made, brought or prosecuted, in any manner based upon, occasioned by or attributable to the execution of this assignment, or any action taken or things done or maintained by virtue of this assignment or the exercise in any manner of rights except claims for damage resulting from the negligence of any officer, servant or agent of the District while acting within the scope of their duties of employment.
7. All proposal submissions should include three (3) black and white copies, in an 8.5 inch x 11 inch format. Proponents are solely responsible for any costs or expenses related to the preparation and submission of proposals.
8. The proposal should clearly show the complete company name, nearest location to the District, and name and telephone number of the primary contact person for the project.

9. The proposal should identify other organizations to which the company and/or team members have provided similar services.
10. The District is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. While *Section 21* of the *Act* does offer some protection for third party business interests, the District cannot guarantee that any information provided to the District can be held in confidence. All proposals, after closing time and date, become the property of the District.
11. Unless specifically outlined in the proposal, the services or any part thereof may not be sub-contracted, transferred or assigned to another firm, person or company without the prior written authorization of the District.
12. The activities or tasks listed in the attached *Terms of Reference* are minimum requirements to be undertaken. Proposals must include a price breakdown including hourly/daily rates, direct expenses, sub-contracts (if applicable), internal costs (e.g. computer usage charges), travel costs, and any other applicable costs. Proposals must include a Payment Schedule based on the milestones achieved. Proponents should include a budget for each milestone to demonstrate that the payment for the milestone is commensurate with its anticipated cost.
13. The District reserves the right to conduct post-selection meetings in order to correct, change, or adapt proposals to the District's wishes.
14. The District reserves the full right in its sole discretion and according to its own judgment of its best interest to reject any or all proposals.
15. All questions should be directed to:

Craig Broderick, MCIP
Director of Development Services
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6
P: (250) 550-1519
F: (250) 545-4733
E: planner@district.coldstream.bc.ca

16. The proponent shall include information regarding the Company's Insurance protection, specifically:
 - Errors and Omissions Insurance – Amount
 - General Liability Insurance – Amount and Expiry Date
17. The District will evaluate proposal submissions in its sole discretion and according to its own judgment of its best interest to be of "best value" to the District including, but not limited to the following particulars:

Proposal Evaluation

- a. Consultant's Understanding of the Project
- b. Design / Methodology
- c. Scheduling
- d. Originality
- e. Organization
- f. Clarity and Presentation
- g. Budget, including 5% GST

Consultant's Evaluation

- a. Demonstrated relevant experience
- b. Proponent's Team (including any sub-consultants)
- c. References
- d. Resources

PART 2: TERMS OF REFERENCE

INTRODUCTION

The District of Coldstream (the District) is requesting proposals from qualified applicants to complete an Agricultural Area Plan (the Plan). The project will be overseen by the Agriculture Advisory Committee (the Committee), which is comprised of representation from Council, the farming/agriculture community, the public at-large, the Development Services team, the BC Ministry of Agriculture and Lands, and the Provincial Agricultural Land Commission. The Committee will also be responsible for evaluating proposals and selecting the consultant(s).

Like other communities in the Okanagan, Coldstream has been experiencing unprecedented growth. Considerable pressure has been placed on rural lands located in and out of the Agricultural Land Reserve (ALR) as owners make efforts to subdivide, exclude land from the ALR, or convert properties to non-farm uses. On the other hand, residents recognize the value of protecting farmland from development as it increases food security, creates habitat for wildlife, diversifies the economy, and adds to the aesthetic beauty and rural character of the valley.

With the majority of Coldstream's land supply (53%) being located in the ALR and increasing pressures being placed on this resource, the District felt it was important to create an agriculture-specific plan for the community. In November 2006 the District's Advisory Planning Commission passed a resolution to "*encourage Council to create an Agricultural Plan for the District of Coldstream in order to provide clear policy direction with respect to rural subdivision and to promote and protect the rural nature of the District of Coldstream*". The following May (2007), Council approved the initiation of an agricultural plan. The goal is to create a plan that will promote a strong agricultural sector and ensure that agriculture is given appropriate consideration in local government planning processes.

Toward this endeavor, an Agriculture Advisory Committee has been established and funding has been secured through the Investment Agricultural Foundation and the Ministry of Agriculture and Lands. In 2006 the District had an Agricultural Land Review completed. The study looked at the need for potential boundary adjustments to the ALR for a number of specific sites.

OBJECTIVES

The ultimate goal of the Plan is to establish policies that will support the local agricultural community, help retain the rural character of the area and help ensure that farming is a viable, sustainable industry and way of life over the long-term. The objectives of the Plan are as follows:

1. To determine the status of the agricultural industry and resource base (e.g. general review of information on climate, soils, agricultural capability, water supply and use, legislation affecting farmland and agricultural practices, agricultural economy, etc.). Any land use inventories completed by the Ministry of Agriculture will need to be reviewed and incorporated into base information where practical;
2. To identify agricultural issues, trends, opportunities and challenges facing the agricultural industry and then develop strategies to take advantage of opportunities and mitigate challenges;
3. To develop policy to protect agricultural land (e.g. policies related to development permit areas, urban containment boundaries, edge planning, farm bylaws);
4. To develop policy and establish criteria to assist in the evaluation of ALR exclusion, non-farm use, and subdivision applications;
5. To evaluate the Agricultural Land Commission's use regulations and existing policy recommendations with respect to which uses are to be permitted and to what scale.
6. To create land use designations and policy to address ancillary agricultural uses;
7. To address agricultural-specific issues related to hydrology (e.g. water quantity and quality, drainage, flood prevention), transportation and servicing, worker housing, etc.;
8. To promote agriculture by enhancing public awareness of its value;
9. To make appropriate recommendations for amendments to existing policy (e.g. Zoning Bylaw and Official Community Plan).

PROJECT MANAGEMENT & DELIVERABLES

The project will be overseen and steered by the newly struck Agriculture Advisory Committee. Staff from the Development Services department will provide administrative and technical support to the Committee and consultant(s). For example, Staff will assist with preparing and distributing agendas, minutes, and correspondence, and evaluating reports, etc.

The consultant(s) will be responsible for conducting public consultation, gathering and reviewing available baseline data, forecasting agricultural trends, researching progressive agricultural and planning policy, writing the Plan, and drafting necessary amendments to the District's current policy documents (i.e. Zoning Bylaw and Official Community Plan). In meeting the project objectives, the consultant(s) will be expected to develop a list of tasks that will complete the assignment in a cost effective manner, and provide the expected deliverables as indicated below. The methodology will be expected to include significant interaction with the District as the client. The consultant(s) will be expected to deliver the following:

1. Phase 1: Background Report

The Background Report will serve as the basis for the Agricultural Area Plan and shall include information on the following:

- Plan area and scope;
- History of agriculture in Coldstream;
- Regulatory framework for farmland and agricultural practices in Coldstream including federal, provincial, regional, and municipal;
- General review of local issues related to climate, soils, agricultural capability, water supply and use;
- Agricultural/Environmental interface – natural features affecting and affected by agriculture (e.g. topography, watercourses, wetlands, aquifers, air quality, wildlife habitat);
- Agricultural economy (e.g. types of farms, size of farms, agricultural employment, land prices, markets for agricultural products, etc.), agricultural land use trends, land uses adjacent to agricultural lands.

2. Phase 2: Opportunities and Constraints Report

Through a combination of research and public consultation, the consultant(s) will be required to develop a report outlining the opportunities and constraints of agriculture within the District such as those related to land, water, economics, community support, land use conflicts, the environment, etc. Knowledge of opportunities and constraints will point to strategies for capitalizing on the strengths of agriculture and for mitigating or overcoming any challenges.

3. Phase 3: Agricultural Area Plan

The Background Report and the Opportunities and Constraints Report will set the stage for creating the Agricultural Area Plan itself. The Plan will bring together all the baseline information, statistics, and public input gathered in Phases 1 & 2. It will provide Council, staff, land owners, and the agricultural community with strategies and policies for furthering the agricultural industry, protecting agricultural resources, and addressing land use issues related to agriculture.

4. Public Engagement

Public engagement will be an integral component of the planning process. The consultant(s) will be expected to engage the public through a series of sessions designed to create a vision for agriculture in the District, to identify issues of concern to the agricultural community and other stakeholders, and to eventually review and vet the draft Plan. Upon request, the consultant(s) will also be required to attend a select few Meetings of Council to keep Council informed as to the progress of the Plan and the results in reaching significant milestones. A Public Engagement Plan must be included in the proposal submitted to the District.

5. Official Community Plan and Zoning Bylaw Amendments

Upon endorsement of Council, the consultant(s) will be responsible for drafting any Official Community Plan and Zoning Bylaw amendments recommended in the Agricultural Area Plan.

SCHEDULE

The proponent should provide a detailed schedule for the project. The objective of the District is to have the Agricultural Area Plan completed by January 31, 2009.

BUDGET

The District has budgeted a sum of \$43,500.00 for the project, inclusive of labour, fees and all disbursements, but exclusive of GST.

PROPOSAL REQUIREMENTS

It is anticipated that all proposal submissions will, as a minimum, incorporate the following elements:

1. **Corporate Background** – including size, location of offices, areas of specialization, as well as any other relevant information.

2. **Detailed Project Methodology** – demonstrating a clear understanding of the objectives, with a list of tasks, milestones and deliverables. The Methodology should list areas of expected District participation and any other assumptions with respect to contributions by others. Also included would be identification of software used and the format of respective deliverables.
3. **Project Team Members** – outlining their roles and responsibilities in the project along with their education and experience related to the assignment.
4. **Schedule** – showing startup and completion times along with dates for significant milestones and deliverables. Timing of meetings with the District should be shown. The schedule should reflect the tasks identified in the Project Methodology as closely as possible.
5. **Budget** – identifying the anticipated number of hours of the various team members, their hourly rates and various disbursements. The budget should be tied to the various activities listed in the Methodology.
6. **List of Clients and References** – for similar assignments should be included. Contact information as well as project size, scope and timing should be included for reference.