

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

REQUEST FOR PROPOSALS

Consultant Services

For

**Community Engagement: Boundary Region Rural Riparian
Restoration Bank Stabilization and Ecosystem Services**

August 2024

Invitation and Instructions

The Regional District of Kootenay Boundary (RDKB) invites proposals from experienced and qualified consultants for the delivery of Community engagement related to a Rural Riparian Restoration Bank Stabilization Services Project for the Boundary Region.

Proponents are requested to submit proposals as per the format and submission requirements identified in Appendix A “Proposal Submission Form.”

Complete copies of your proposal must be submitted and titled “RFP – Community Engagement: Boundary Rural Riparian Restoration Bank Stabilization Services” no later than August 23, 2024.

Proposals will be accepted via email to:

Kristina Anderson, Watershed Planner,
Regional District of Kootenay Boundary
watershedplanner@rdkb.com

Project Overview

The RDKB received a Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction and Climate Action (DRR-CA) grant for the project: Boundary Region Rural Riparian Restoration, Bank Stabilization and Ecosystem Services (“Project”). The Project aims to provide an assessment and prioritization of rural riparian restoration areas, along with a strong public engagement component.

This contract is for the community engagement and communication associated with the Project. Ideally, this contract will be carried out by one person; however, if that is not possible, the RDKB is open to the work being completed by a consulting team.

Reporting to the RDKB Watershed Planner, the consultant will be responsible for the day-to-day administration, increasing awareness and participation in riparian restoration activities and monitoring, and support a 2-day DRR-CA Watershed Forum in the Boundary Region (Spring 2025). The Consultant will use their knowledge of ecosystems and education to promote the benefits of healthy riparian areas, DRR and, within the confines of the Project, adapting to a changing climate.

It is expected that the consultant will base the majority of their work out of office space made available at the RDKB administration office in Grand Forks or the Riverside Centre, Rock Creek, BC.

Project work of the consultant will be dependent on upcoming activities and need, with an expectation that 22 hours per week will be dedicated to the project, shifting to 30 hours per week in preparation for the multi-day DRR-CA watershed forum.

A maximum budget for the successful consultant’s time working on the project has been established at \$77,000, based upon a maximum estimated hourly consultant rate of \$40.00/hour.

The Consultant is responsible for providing their own WorkSafe BC coverage. Personal vehicle use is to be kept to a minimum but may be required; if used, the kilometer rate will match the Provincial BC rate of \$0.63/km.

Scope of Work

The successful proponent will be required to:

- Support Project promotion, marketing, and communications, including photo documentation of events.
- Promote and engage the public, suitable for a variety of target audiences across multiple mediums, such as but not limited to social media, website and newspaper articles, presentations and in person public engagement events.
- Develop bi-monthly progress reports and a comprehensive final report for the Project and activities. This will be submitted as part of the final package to the grant funders.
- Design, have constructed and installed educational signage for the Project.
- Build an ArcGIS Story Map, or similar tool for the RDKB website describing the Project process, benefits and potential outcomes.
- Organize and provide support for registration and booking the presenters; promote, and support the delivery of a 2-day watershed forum (Spring 2025) focused on the Project and DRR-CA.
- Respond to telephone inquiries, written correspondence and other interdepartmental queries, respectfully, professionally and tactfully.
- Ensure day-to-day tasks are completed in a timely, effective and cost-efficient manner.
- Ensure that RDKB website content, outreach and program engagement materials are current and relevant.
- Gather and respond to feedback from the public, watershed forum participants, and consultants.

Selection Criteria

Ideally, the successful proponent will meet the following criteria:

- Degree or diploma in communication (combined with natural resource training), natural resources, climate change, and/or environmental planning.
- At least 2 years of experience in environmental science/natural resources, project coordination, and public communications.
- Experience with hosting a multi-day workshop.
- Experience in project development, implementation and reporting.
- Valid BC Class 5 Driver's license.

Preferred Knowledge, Skills and Abilities

- Excellent communication and customer service skills.
- Considerable experience in developing and/or implementing projects, project promotion, public engagements, activities and programs.
- Strong understanding of the scientific and/or traditional knowledge benefits of healthy riparian areas, includes, but not limited to, sediment movement, biodiversity, water quality and quantity and aquatic environments.
- Strong personal interest and education in bank stabilization and bank erosion protection constructed without the use of bank hardening.
- Experience organizing and implementing a multi-day natural resource focused forum or workshop with external presenters and open to the public.

- Skills in conducting long-term natural resource-based monitoring, preference towards experience using hydrometric monitoring equipment.
- Proficiency with Geographic Information System (ie. QGIS, ArcGIS, or ArcGIS Pro)
- Adaptable communication and interpersonal skills with the ability to explain complex topics in layperson (non-professional) terms.
- Ability to work effectively and collaboratively with a variety of interested parties, organizations and focus groups.
- Professional written and oral communication skills.
- Positive attitude and safety conscious.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint).

Proposal Submission

Proponents are asked to respond in a similar manner. The following format and sequence should be followed to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

1. Title Page – including Request for Proposal project title, proponent’s name, and address.
2. Completion of information contained within Appendix ‘A’ or in a manner consistent with Appendix ‘A’.
3. Any additional information that a proponent may choose to provide.

Proponents should provide a proposed hourly rate to undertake the full scope of work described herein consistent with that as attached in Appendix ‘A’ within this RFP. In addition, the proponent’s name and return email address must be clearly marked on the proposal submission package. Late proposals will not be accepted and will be returned unopened, to the proponent.

Complete digital PDF or MS Word format of the proposal submission must be submitted and titled “RFP – Community Engagement: Boundary Rural Riparian Restoration Bank Stabilization Services” **no later than August 23, 2024**. Proposals will be accepted via email to:

Kristina Anderson, Watershed Planner,
Regional District of Kootenay Boundary
watershedplanner@rdkb.com

Proposal prices must be firm for a period of 60 days after the specified closing date. The RDKB shall not be obligated in any manner to any proponent until a written agreement has been duly executed by both parties.

Upon awarding the contract, the successful Proponent must be willing to enter and agree upon, the terms and conditions outlined in the RDKB’s Purchasing Policy and the standard RDKB Service Contract.

The RDKB reserves the right to waive informalities in proposals, negotiate any proposal, and reject any or all proposals (due to budget constraints, etc.). The Regional District will not be responsible for costs incurred by the proponent in submitting a proposal. During the evaluation process, selected consultants may be asked to complete a questionnaire, provide a writing sample and three references who are able to speak on behalf of the consultant regarding characteristics relevant to this position.

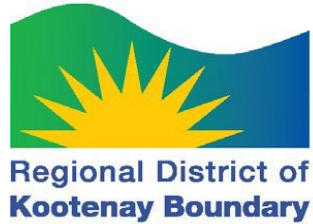
During the RFP period, any technical questions concerning the project may be directed to:

Kristina Anderson, Watershed Planner,
Regional District of Kootenay Boundary
watershedplanner@rdkb.com
Phone: 250-442-4111

All proposals will be received and held in confidence by the RDKB, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The evaluation team will consist of RDKB employees.

All documents, including proposals, submitted to the RDKB become the property of the RDKB. The RDKB will provide a debriefing for individual proponents at their request to the *Freedom of Information and Protection of Privacy Act* (foi@rdkb.com).

-----End of RFP document-----



Proposal Submission Form – APPENDIX ‘A’

PROPOSAL TERMS

The RDKB reserves the right to reject any and all proposals received as a result of this RFP. Should proposals received not meet the requirements as specified in the RFP and supporting document, the RDKB reserves the right to negotiate with the proponent whose proposal is deemed to best meet the specifications and needs of the RDKB. If a proposal is selected it will be the most advantageous regarding the quality of service, the contractor’s qualifications, and capabilities to provide the specified service, lump-sum pricing, and other factors which the RDKB may consider.

Proposals must be signed by an official authorized to bind the proponent to its provisions for at least a period of 60 days. Failure of the successful proponent to accept the obligation of the award may result in the cancellation of any award.

Proposals should be prepared simply and economically providing a straightforward, concise description of the proponent’s ability to meet the requirements of this RFP. Proposals shall be submitted electronically in either PDF or MS Word format.

The price/rate stated in the submitted proposal will not be subject to any price increase from the date on which the proposal is opened to the mutually agreed date of the award. (Within the 60-day period).

PROPONENTS SUBMISSION INFORMATION

The proposal should include at the minimum, all the following information:

The proposal should be clearly identified as per the sections below and should include a title page and the ‘Proposal Submission Form – as per ‘Appendix A’.

Any proposal received without the required and requested information may be rejected by the RDKB.

1. Bidder’s qualifications, years of experience in the field, staff profile, and experience in providing the services required by this proposal.
2. Proposed description and understanding of the project.
3. Proposed hourly rate, number of hours, and overall labour cost to undertake the project

4. References: List three (3) references from similar services. All references must be within the last 8 years.

STANDARD PROVISIONS OF CONTRACTS

If a contract is awarded, the selected proponent will be required to adhere to a set of general contract provisions following the standard RDKB Service Contract which will become a part of any formal agreement and are described below:

Reporting of the Proponent

The Consultant is to report to the RDKB Watershed Planner (or designate) and will cooperate and confer with them as necessary to ensure satisfactory work progress.

Personnel

The Consultant will provide the required services and will not subcontract or assign the services without the RDKB's written approval.

The parties agree that the Proponent is neither an employee nor an agent of the RDKB for any purpose.

PROGRESS PAYMENTS AND INVOICING

All billings/invoices are to reference "RDKB Community Engagement: Boundary Rural Riparian Restoration Bank Stabilization Services Project" and be submitted monthly and presented with the scheduled values as submitted following the award of the contract.

Approved and certified progress payments should be submitted in one of the following ways:

E-mail: accountspayable@rdkb.com and watershedplanner@rdkb.com

Or

Mail to:

Regional District of Kootenay Boundary

Attn: Finance Department

#202-843 Rossland Avenue

TRAIL, BC V1R 4S8

250-368-9148

NOTE: If billing/invoicing is mailed, an email must be sent at the same time to notify the Watershed Planner (watershedplanner@rdkb.com)