

REQUEST FOR QUOTES

ALBERNI-CLAYOQUOT REGIONAL DISTRICT AGRICULTURAL USE OF WATER POLICY REVIEW PROJECT

JULY 2017

PURPOSE

The Alberni-Clayoquot Regional District (ACRD) seeks a qualified contractor to facilitate the Agricultural Use of Water Policy Review Project.

The ACRD adopted the Alberni Valley Agricultural Plan in 2011. The Agricultural Plan seeks to increase agricultural production and use of farm land within the region. Goal #12 of the Agricultural Plan is to “increase the availability of water for agriculture including identifying current and future water supply and demand for agriculture and developing a long-term plan to increase water availability/allocation for farmers”. Local producers have consistently raised concerns about water access, cost and quality coupled with current drought conditions as key roadblocks to a thriving agriculture industry in the region.

BACKGROUND

As a key component to the implementation of the Alberni Valley Agricultural Plan, funding is requested in order to develop policy and procedures for the agricultural use of water, both urban and traditional, within the ACRD. The project will include:

- Comprehensive research into options for securing water, amount of water required to support viable production, current status of local water availability.
- Review of changes to the BC Water Sustainability Act and assess regulatory requirements to secure groundwater and surface water and license criteria. Review benefits of licensing options and cost options.
- Development of a rainwater catchment rebate program including analyzing existing rebate programs, analyzing regional best practice for in ground agricultural systems and investigating a pilot project.
- Public and professional awareness and education campaign within the region. A volunteer steering committee will be formed to guide the process and ensure that the key needs of multiple regional stakeholders are met, and innovative and replicable programs will be developed for agricultural scale water catchment solutions. A monitoring and reporting program will be established to assess outcomes.

Examples of outcomes of this project include: a report detailing current and potential use of agricultural water in the region with an assessment of the changes to the regulatory requirements for groundwater and surface water as well, a policy document for the implementation of a rainwater harvesting rebate program, brochures developed and workshops planned.

OBJECTIVES

The objective is to provide agricultural producers with the region-specific knowledge and accessible tools in order to implement needed changes and improvements to their land and improve their agricultural production. The ACRD will tackle this issue, acting as a leader in the trend towards increased governmental involvement in food security during this period of drought and climate change.

While there have been a number of government led rainwater cistern rebate projects in other areas recently, there have been none that offer a similar program to agricultural land owners for innovative solutions for water management, apart from an innovative Key-Line management pilot project in the Capital Region District.

SCOPE OF WORK

The scope of work to be undertaken will include the following:

- Management of overall project.
- Compile findings and research to report to steering committee on a monthly basis with support from the Agricultural Support Workers and ACRD staff.
- Key contact point for the working group and stakeholders with a component of public representation of the project.
- Work with project leaders to act as an advisor and collect/review data.
- Comprehensive review of the BC Water Sustainability Act to summarize regulatory requirements. Analyze new requirements for groundwater users, impact on policy and procedures for agricultural users.
- Researching a community-held water license for emergency agricultural use. Cost benefit analysis and procedures for obtaining license.
- Examine water distribution and cost options for agricultural uses. Develop a framework to guide municipalities toward reducing water rates for urban agricultural users. Cost benefit analysis of methods to reduce cost and increase supply of agricultural water. Support will be provided by ACRD staff.
- Review and summarize Alberni Valley Water Demand Model which will be published in Fall 2017.
- Work with existing rainwater cistern rebate program in the District of Tofino to adapt a rebate program for the Regional District.

PROJECT COMMUNICATIONS

The contractor will work with ACRD staff, ACRD Agricultural Support Workers and the ACRD Agricultural Development Committee. The contractor will report to a steering committee that will meet monthly during the course of the project and have regular communication with staff and Agricultural Support Workers throughout the project.

DELIVERABLES

The contractor will manage the project and provide a final report focusing on the items identified in the scope of work.

QUALIFICATIONS

The consultant will have demonstrated background experience in the agricultural sector and in particular in research, strategic planning, water management and meeting facilitation.

The consultant should have the ability to draw clear conclusions, make specific recommendations and write a clear and concise report at the conclusion of the study. The work may be done by an individual contractor or a team.

TIMELINE AND BUDGET

It is anticipated that the process will commence upon the awarding of the contract with a projected completion date within four (4) months of award of contract. We anticipate the total cost for this work will be within the range of \$7,000.00, including taxes, disbursements, and all other costs and charges.

INSTRUCTIONS TO PROPOSERS

1. Quotes shall be submitted with the proposer's name and address and "Agricultural Use of Water Policy Review" written on the front of a sealed envelope, addressed to **Alberni-Clayoquot Regional District, 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 - Attention: Alex Dyer, Planner.**
2. Proposals must be received at the above location no later than **4:00 pm local time, August 04, 2017. Proposals will NOT be opened in public.**
3. Proposals received and not conforming to items 1 and 2 above, will be returned (unopened) to proposer(s) without consideration.
4. The Regional District does not accept proposals received via our facsimile machine.



5. The successful proposer (consultant) and any sub-consultants shall at all times indemnify and save harmless the Regional District and or any of its officers, employees or agents from and against all claims and demands, loss, costs, damages, actions suits, 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 Regional District while acting within the scope of their duties of employment.
6. Proposers are solely responsible for any costs or expenses related to the preparation and submission of proposals.
7. The proposal should clearly show the complete company name, and name and telephone number of the primary contact person.
8. The proposal should include a statement of previous experience. This will include identifying experience in the completion of similar projects, at least three and no more than six other organizations, to which the company and/or team members have provided similar services, and two references (name, position, organization, telephone and email address).
9. The proposal should identify any other person or contracted service to be assigned to this project. Include any affiliates or sub-consultant(s) and a statement of their responsibilities, experience and expected involvement. Your proposal must contain the following endorsement;
 - a. *“Identified Key Project Team members shall only be replaced with written approval of the Regional District’s Project Manager.”*
10. Unless 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 Regional District.
11. The Regional District is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, the Regional District cannot guarantee that any information provided to the Regional District can be held in confidence. All proposals, after closing time and date, become the property of the Regional District.
12. The originals of all surveys, drawings, specifications, reports and any other documentation produced by the consultant for the Regional District during the course of this assignment, shall upon completion of this assignment become the property of the Regional District. This information shall also be provided in digital format.

13. Proposals must include a breakdown of costs by project component and must include the applicable hourly rates.
14. The proposal should include any other information that may enhance your submission, especially that which pertains to similar projects completed by the proponent.
15. Evaluation of the proposal submission will be conducted in the following steps. The Regional District reserves the right to accept any or none of the proposals submitted and will evaluate proposals submission based on “best value” including but not limited to the following particulars:

Proposal Evaluation

- Tangible Deliverables
- Clarity and Presentation
- Methodology
- Scheduling
- Originality
- Organization
- Consultant’s Understanding of the Project

Consultant Evaluation

- The Regional Districts’ own experiences with the proposer or the proposer’s employees
- References
- Demonstrated relevant experience
- Available economic and technical resources
- Personnel/Team

Budget

- Proposer’s fee schedule

16. The Regional District reserves the right to:
 - conduct post-selection meetings in order to correct, change or adapt proposals to the wishes of the regional district.
 - reject any or all proposals, or any part thereof.
 - accept the proposal that is in the best interest of the regional district.
 - negotiate the terms of any proposal.
 - select a consultant based on a combination of relevant experience, expertise, cost schedule, and completeness and clarity of submission.

The Regional District will not necessarily select a submission based solely on the lowest cost.

17. All else being equal, the Regional District reserves the right to use a local consultant in the first instance.

Commitment by the Regional District:

The Regional District will make available at no cost to the consultant, the following:

- Existing maps, plan, copies of relevant bylaws, etc. (the consultant may be required to sign non disclosure, confidentiality or other documents with the Regional District provides when using Regional District information.)
- Regional District meeting rooms, when available, may be used at no charge to the consultant and are to be arranged through Regional District administration.

Upon the award of this assignment, the Regional District shall prepare an Agreement between client and consultant for execution.