



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

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REQUEST FOR PROPOSALS

ALBERNI-CLAYOQUOT REGIONAL DISTRICT COASTAL ADDENDUM TO THE ALBERNI VALLEY AGRICULTURAL PLAN DECEMBER 2017

Funding provided by:



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PURPOSE

The Alberni-Clayoquot Regional District (ACRD) seeks a qualified contractor to facilitate the Coastal Addendum to the Alberni Valley Agricultural Plan.

In 2011, the Alberni-Clayoquot Regional District (ACRD) completed the Alberni Valley Agricultural Plan, aimed at supporting and stimulating the agricultural industry within the Alberni Valley. However, many coastal communities are also under the jurisdiction of the ACRD. These communities are geographically separate from the Alberni Valley, requiring extensive road and/or boat travel and are not including in the original plan. They are home to about 20% of the ACRD's population.

The ACRD intends to publish the Coastal Addendum to the Alberni Valley Agricultural Plan in order to stimulate economic, educational, and employment opportunities in agriculture within its coastal regions. This will concurrently address the current low levels of local food production and inherent risks of reliance on external food supplies.

BACKGROUND

The ACRD is a diverse region and one of the goals of the ACRD Board of Directors and staff is to ensure that regional initiatives are inclusive of both the Alberni Valley and west coast communities. The west coast of the ACRD includes the Electoral Area "C" (Long Beach), coastal municipalities of Bamfield, Tofino, and Ucluelet, and the communities of the Hesquiaht First Nation, Ahousaht First Nation, Tla-o-qui-aht First Nation, Ditidaht First Nation, Yuułuʔiłʔatḥ Government, Toquaht Nation and Huu-ay-aht First Nation.



While there are challenges to coastal production due to the area's geography, community stakeholders are actively looking to increase commercial food production and processing operations. Many of the coastal First Nation communities including Ahousaht, Yuułuʔiłʔatḥ, Tla-o-qui-aht and Toquaht are moving forward with substantial new land use plans and are identifying the need to incorporate these opportunities for both social and economic development purposes. Active steps have been taken to identify sites and potential uses, and a comprehensive, regional report will support many stakeholders by assessing current production and viable opportunities for improvement or expansion.

There are many examples of burgeoning agricultural initiatives on the west coast. For example, a distillery is set to open in 2018 and is working towards local production of flavourings. A non-profit organization is planning a commercial egg laying operation as part of a broader composting project. Residents are considering how they can develop small agricultural operations, and one property within the District of Tofino recently obtained Farm Tax Status. The area boasts a thriving and high-end culinary scene, and the market potential for local products is extremely high. Local organizations including Eat West Coast, the Tofino Community Food Initiative and the Ucluelet Community Food Initiatives are active in local food security initiatives. There remains an opportunity for growth in coordination with the shellfish, aquaculture, fisheries and kelp industries.

Lastly, the area is geographically remote, and the need to develop local food sources to support increased food security in cases of emergency or highway shutdown is an important governmental priority. The only highway into the region has been closed entirely a number of times in 2017, in one case for a period of over two days.

OBJECTIVES

Our objective is to develop an addendum to the Alberni Valley Agricultural Plan focusing on the west coast communities within the Alberni-Clayoquot Regional District.

Key Project Objectives:

- 1) Identify opportunities for agricultural production within coastal communities, including options such as livestock production, agroforestry, agritourism, and urban agriculture.
- 2) Create a vision for agriculture on the west coast.
- 3) Outline an appropriate level of production, given the climate, land base, and food supply chain.
- 4) Document physical locations which have potential for agricultural use.
- 5) Identify positive ways to increase economic, employment and education opportunities within coastal agriculture.
- 6) Provide direction on how the plan will be clearly articulated through policy and governance opportunities.
- 7) Create a plan for an increase in overall food security and sovereignty of coastal communities.

SCOPE OF WORK

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

- 1) Management of overall project.
- 2) Initiate a consultative process that ensures the involvement of the agricultural community.
- 3) Consider and evaluate existing studies, plans and information.
- 4) Determine the current status of the coastal communities agricultural industry and resource base.
- 5) Identify strategies to achieve full potential and take advantage of innovative and appropriate ideas for developing a strong agricultural industry;
- 6) Create an implementation strategy which identifies goals, priorities and actions to promote implementation of the plan.
- 7) An agrologist will be required to assist with agricultural mapping and site assessment of specified parcels of interest, identifying opportunities of potential within the region, and adapting agricultural planning tools to small coastal communities.
- 8) Stakeholders will be brought together in a series of community and stakeholder consultations to take inventory and identify key needs, potential areas for growth, and projects of interest:
 - i. Public meetings will take place in Bamfield (1), Ucluelet (1), Tofino (1), Ahousaht (1), Hitacu (1), and Ty-Histanis (1).
 - ii. Individual stakeholders will be met with as requested.
- 9) Research will be undertaken to document regionally appropriate agricultural techniques (cloches, greenhouses, raised beds, composting on the coast, climate suitable crops, permaculture, silviculture) and regulatory frameworks.
- 10) An advisory group will be formed in the coastal region to share findings, set recommendations:
 - i. The advisory group will meet up to four times throughout the project, at project initiation, halfway point, and when draft report is complete.
 - ii. The advisory group will consist of the contracted consultant and/or agrologist, and representatives from the region's various communities, businesses, and non-profit organizations (estimated 8-10 people)
 - iii. The advisory group will focus on agricultural issues and include existing farmers and processors from within the coastal communities with support from farmers from the Alberni Valley.
 - iv. Advisory group findings and recommendations will be shared with the ACRD's Agricultural Development Committee monthly to solicit feedback and benefit from the broader agricultural expertise of this established group.
- 11) An agrologist will complete site inspections and surveys of specific sites of interest.
- 12) Project results will be collated into a cohesive planning and strategy document with an effective implementation strategy - the *Coastal Addendum to the Alberni Valley Agriculture Plan*.



PROJECT COMMUNICATIONS

The contractor will work with ACRD staff, Agricultural Support Workers and Agricultural Development Committee. The contractor will report to a steering committee that will meet regularly during the course of the project (up to four times over the course of the project) and have regular communication with staff and Agricultural Support Workers throughout the project.

Individual interviews and/or group meetings will be held with agricultural commodity sector groups, farming organizations, other stakeholders and groups and individuals as determined jointly between the consultant and the Agriculture Development Committee.

An interim report will be prepared for review by the Agriculture Development Committee and through public meetings with the agricultural community and interested residents. The plan will be reviewed at a public meeting with presentations to the ACRD Board of Directors.

DELIVERABLES

The contractor will manage the project and provide a final report to be published as the *Coastal Addendum to the Alberni Valley Agriculture Plan*.

Deliverables include:

- A report providing a review of any background documents and suggesting additional information to place the issues in context. Identify trends, opportunities or additional questions that need to be answered.
- A report summarizing community open house discussions on key issues and concerns raised.
- Creation of policy statements identifying action items, responsibilities and priorities that will form part of the final report.
- Draft and finalize the final report.

QUALIFICATIONS

The consultant will have demonstrated background experience in the agricultural sector and in particular in research, strategic planning, water management and meeting facilitation. Experience in preparing agricultural area plans and marketing strategies in the agricultural sector would be an asset.

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.

A Professional Agrologist (P. Ag) will be required to assist with agricultural mapping and site assessment of specified parcels of interest, identifying opportunities of potential within the region, and adapting



agricultural planning tools to small coastal communities.

TIMELINE AND BUDGET

It is anticipated that the process will commence upon the awarding of the contract with a projected completion date by December 15, 2018. We anticipate the total cost for this work will be within the range of \$15,000.00, 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 "Coastal Addendum to the Alberni Valley Agricultural Plan" 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, January 12, 2018. 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 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.