



Request for Proposals (RFP)

Mill Bay Age-Friendly Community Assessment and Action Plan

RFP No.: CVRD-CRPLAN-2017-001

Closing Location

175 Ingram Street
Duncan, BC V9L 1N8

Closing Date and Time

Wednesday, January 25, 2017
2:00 pm local time

Contact Person

Beverly Suderman, MCIP, RPP
Planner III
Planning and Development Department
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Contents

SECTION A: SCOPE OF WORK.....	1
Project Background.....	1
Project Scope and Deliverables.....	1
Community Engagement.....	3
Needs Assessment.....	3
Action Plan	3
Role of CVRD Staff	4
Deliverables.....	4
Available Resources	4
Project Budget	4
Timelines	4
Format of Proposal.....	5
Evaluation Criteria.....	6
SECTION B: TERMS AND CONDITIONS	6
SECTION C - FORM OF AGREEMENT	11

SECTION A: SCOPE OF WORK

Project Background

The Cowichan Valley Regional District (CVRD) seeks the services of a qualified professional (consultant) to conduct an Age-Friendly Community Assessment of Mill Bay. In addition to evaluating the Village of Mill Bay's performance on all eight of the World Health Organization's age-friendly community focus areas, the study shall also create an action plan to address the issues which are identified during the evaluation, in collaboration with the CVRD's project manager and the project advisory committee.

Mill Bay is an unincorporated community located within Electoral Area A of the CVRD. There are approximately 2700 people living in the Village of Mill Bay, of whom it is estimated that 500 are aged 65+. The defining characteristic of Mill Bay Village is the Saanich Inlet. Although access is limited at this time, the ocean views from many areas of Mill Bay are among the best on Vancouver Island. There are also numerous hiking trails. The community is endowed with plenty of greenspace and a distinct village character. Mill Bay's business/commercial sector serves as the main commercial activity centre for most of the South Cowichan.

The CVRD's vision is that "Cowichan communities will be the most livable and healthy in Canada." Development within Mill Bay is guided by the South Cowichan Official Community Plan (OCP), CVRD Bylaw No. 3510, and the Mill Bay Village Plan, which is Schedule A, Appendix A, of the South Cowichan OCP. Within these plans, one of the objectives is "To achieve a child, youth and elderly friendly environment, and provide opportunities for both indoor and outdoor gathering places for families and community groups and individuals."

Project Scope and Deliverables

The project area for the physical assessment will be the lands within the Mill Bay Village Containment Boundary, as shown in Figure 1. However, because Mill Bay Village is a sub-regional hub for seniors, who visit from all over the south Cowichan region for shopping and medical services, etc., the participation of seniors from outside of the Mill Bay Community can be anticipated. One of the project's assumptions is that all seniors will have something to contribute to the study, and that the experiences of seniors throughout the south Cowichan will be applicable to this study.

The goals and objectives of conducting this "Mill Bay Age-Friendly Community Assessment" study are as follows:

- Conduct a community driven study that includes consultation and collaboration with community members and organizations providing services to seniors in Mill Bay;
- Encourage the participation of seniors in the age-friendly assessment of Mill Bay;
- Focus on collaboration and capacity-building for eventual plan implementation through strengthening relationships and understanding of the needs of the community;

- Create a complete community that offers essential services for seniors to allow residents to age in place;
- Develop recommendations for age-friendly goals, objectives and policies to be considered in the review and updating of the South Cowichan Official Community Plan;
- Provide a catalyst for future community partnerships to take action in making Mill Bay an age-friendly community.

The project is anticipated to have three key elements: community engagement, a needs assessment report, and an action plan.

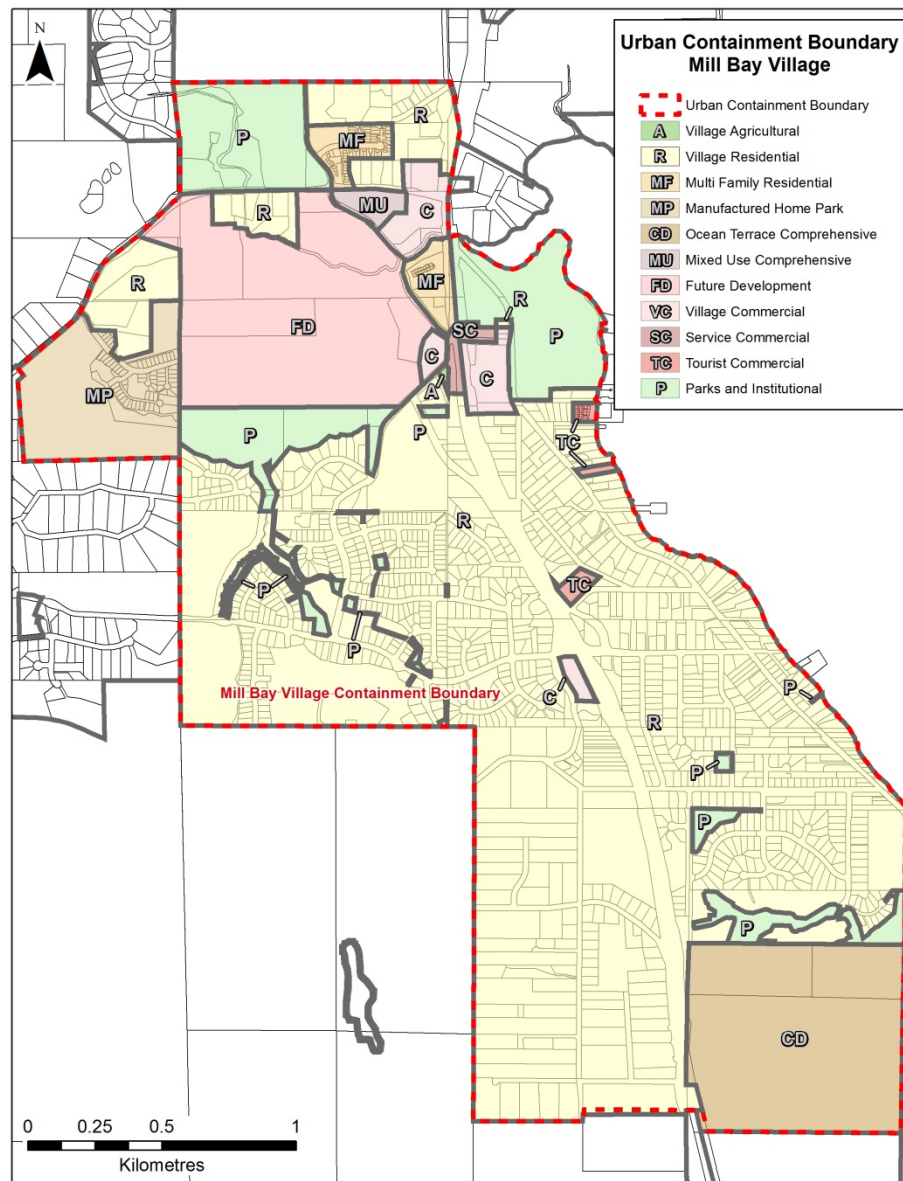


Figure 1 Mill Bay Age-Friendly Community Study Area

1. Community Engagement

In developing the Mill Bay Age-Friendly Community Assessment and Action Plan, the consultant is expected to consult with seniors and community organizations providing services to seniors, as well as business owners, the Electoral Area 'A' Parks Commission, the Electoral Area 'A' Advisory Planning Commission, and other community members.

A project advisory committee has been established to assist and advise the CVRD and the consultant as the project moves forward. The advisory committee is comprised of community members familiar with the local community, and representatives of agencies that provide services for the elderly in Mill Bay. The advisory committee will guide and evaluate the project through to completion and act to assist the consultant to liaise with the broader community.

The needs assessment report will include documentation of community and stakeholder engagement activities.

2. Needs Assessment

The needs assessment report will be informed by input from community members in addition to on-the-ground assessment of the essential features of age-friendly communities¹, and the consultants' knowledge and experience concerning seniors' housing and lifestyle needs. At a minimum, it will document the following:

- a) The "age-friendliness" of outdoor spaces and physical infrastructure (e.g. pathways, sidewalks, transit routes and shelters) in the Mill Bay Village core area;
- b) The transportation alternatives available for seniors in Mill Bay;
- c) The housing needs and preferences of independent seniors with respect to dwelling size, amenities and configuration, affordability, accessibility, safety, security and livability, and acceptable commercial uses that may be integrated with seniors housing;
- d) The types of community services, support services, and amenities that are needed in Mill Bay to support social participation;
- e) Recommendations for community and health services and physical infrastructure (i.e. accessibility and inclusive design features) to enhance seniors' mobility and accessibility, better integrate senior citizens into the social fabric of the Village Area, and generally to make the Mill Bay Village core a more age-friendly place.

3. Action Plan

The action plan will be based on the suggestions/recommendations that emerge during the needs assessment process. The consultant will work with CVRD staff and the Advisory Committee to determine the relative priority of the various suggestions/recommendations that emerge. The Action Plan will address the key recommendations with an implementation strategy that outlines strategic partnerships, funding mechanisms, and overall process to move key recommendations to implementation and completion.

¹ See the World Health Organization's Checklist of Essential Features of Age-friendly Cities:
http://www.who.int/ageing/publications/Age_friendly_cities_checklist.pdf.

Role of CVRD Staff

CVRD Planning & Development staff will maintain open communication with the consultant, ensuring consistency with the established workplan and completion of project deliverables in accordance with established deadlines.

It is anticipated that the working relationship between the consultant and the CVRD staff will be highly collegial and collaborative.

Summary of Deliverables

1. A report providing a comprehensive age-friendly assessment of the Village of Mill Bay, including documentation of the community engagement process.
2. An action plan for addressing the key recommendations.
3. A presentation to the CVRD's Electoral Area Services Committee at the completion of the project.

All deliverables will be presented to the CVRD in both digital and print formats. Digital formats will be in a format that is accessible for modifications by the CVRD.

Available Resources

1. GIS information for the Mill Bay area including, but not limited to parcel cadastral fabric, orthophotography, contour mapping, and other relevant data layers,
2. CVRD Planning and Development may provide a limited amount of in-kind assistance to the consultant team to ensure successful completion of the project, including posting project information to the CVRD website, photocopying, facility rentals, placement of news advertisements, and printing (but not mounting) large format maps, documents or plans for community consultation or presentation purposes.
3. OUR Cowichan Health Network's assessment work, based on the Social Determinants of Health.
4. Data from the EPIC (Eldercare Project in Cowichan) project to reposition health care for older adults.

Project Budget

The total budget for this contract, including all disbursements, is \$19,000.00.

Timelines

Time Period	Activity
December 20, 2016	Advisory committee initial meeting
January 4, 2017	RFP Issue Date
January 25, 2017	RFP Close Date at 2:00 pm
February 8, 2017	Consultant selection (within 2 weeks of the RFP close date)
Mid-February, 2017	Project kick-off meeting with Advisory Committee
Spring and Summer	Community engagement process

Time Period	Activity
2017	Meetings w project manager to be determined (in relation to milestones)
	Submission of draft Needs Assessment Report for Advisory Committee review, including presentation or workshop with committee and/or larger stakeholder group
	Submission of draft Action Plan for Advisory Committee review, including presentation or workshop with committee and/or larger stakeholder group
	Submission of final Needs Assessment Report and Action Plan, revised in accordance with discussions and feedback from CVRD staff and committee
September 2017	Presentation of final report(s) to CVRD Electoral Area Directors, with possibility of further revisions required in response to feedback

All deliverables should be completed no later than September 1, 2017, with the possible exception of the presentation to the Electoral Area Services Committee which should occur no later than September 23, 2017. It can occur earlier.

The CVRD will take responsibility for completing the final reports to the UBCM (project funder), which must be completed no later than December 31, 2017.

Format of Proposal

Submissions should be organized into the following sections:

1. Letter of introduction not exceeding one page, introducing the proponent and signed by the person(s) authorized to sign on behalf of and to bind the proponent to statements made in response to the RFP;
2. Proposed workplan & schedule respecting Project Scope & Deliverables & Timelines, including project activities, project milestones, team members assigned to each activity, and the level of effort anticipated for each task (i.e. hours, days);
3. Detailed budget breakdown of fees relating to major project elements/deliverables (excluding taxes and fees for facility rentals, news advertising, and photocopying);
4. Resumes or CVs for individual consultant team members;
5. Examples of previous related work (2 or 3 previous projects)
6. Three client references

Proposals will be accepted via email only, in pdf format, with a cover message marking the submission "Mill Bay Age-Friendly Community Assessment Project Proposal" up until the closing time of Wednesday, January 25, 2017 at 2:00 pm local time. Proposals shall be emailed to the attention of:

Beverly Suderman, MCIP, RPP bsuderman@cvrd.bc.ca
 Planner III, Community & Regional Planning Division
 Cowichan Valley Regional District
 175 Ingram Street, Duncan, BC V9L 1N8

Evaluation Criteria

Proposals must demonstrate experience respecting the subject matter and competence to successfully complete the work. The following criteria will be used to evaluate the proposals:

Criteria	Weight
Team depth and experience (e.g. age-friendly assessments, seniors and other community engagement, urban design, small town planning, local government, official community plans, familiarity with the CVRD, etc.). Please specify individual team members' qualifications and experience relative to project activities.	40%
Extent of public engagement process (e.g. proposed methods of engagement, number and types of meetings, degree of input sought from seniors and community groups, etc.)	30%
Familiarity with the Mill Bay Village area	10%
Content and clarity of the proposal, including cost and budget breakdown	10%
Visual appeal of the proposal	10%

Proposals will be reviewed and evaluated by a selection committee within two weeks of proposal closing.

SECTION B: TERMS AND CONDITIONS

a) Changes to RFP Terms

The CVRD, at its sole discretion, reserves the right to modify the terms of the RFP at any time.

b) Proposal Wording

The proponent shall not change the wording of the proposal after the closing date and no words or comments shall be added to the general conditions or detailed specifications unless requested by the CVRD for the purpose of clarification.

c) Proponents' Expenses

Prospective proponents are solely responsible for their own expenses in preparing a proposal and in subsequent negotiations with the CVRD.

d) Insurance Requirements

The Successful Proponent shall at all times during the currency of the TERM of this AGREEMENT and any extension or renewal thereof, at its own expense, obtain and provide the CVRD with evidence of:

- i) **Commercial General Liability Insurance**, against all claims for personal injury,

including bodily injury resulting in death, and property damage with an inclusive limit of not less than One Million (\$1,000,000.00) per occurrence. Such policy shall name the CVRD as an additional insured with respect to the liability arising out of the operations of the named insured.

The Successful Proponent shall deposit with the CVRD, prior to entering into this AGREEMENT, a Certificate of Insurance.

If such policy is cancelled, changed or materially altered in any way that would affect the CVRD, thirty (30) days prior written notice by registered mail will be given by the Successful bidder's insurer to the CVRD.

The CVRD reserves the right to request such higher limits of insurance or other types of insurance policies appropriate to this AGREEMENT as the CVRD may reasonably require from time to time.

Indemnification

The proponent will be required to agree to the following respecting liability and indemnity:

The proponent agrees that the Cowichan Valley Regional District (referred hereinafter as the CVRD) shall not be liable for any injury or damage (including death) to any employees, officer or agent of the proponent, unless the injury loss or damage is caused by the negligence of an officer or employee of the CVRD while acting within the scope of his/her employment.

The proponent agrees that it shall, at all times, indemnify and save harmless the CVRD, and each of its elected officials, officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suits or other proceedings made, sustained, brought or made upon the CVRD in respect of any costs, expenses, loss, damage or injury, including death, and reasonable legal fees, arising out of any cause, whether direct or indirect, by reason of or in connection with negligent acts or omissions of the proponent or any of its officers, directors, employees or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this contractual agreement.

ii) Professional Liability Insurance with a minimum per claim limit of not less than One Million (\$1,000,000.00), and a minimum annual aggregate of not less than Two Million (\$2,000,000.00).

iii) Worker's Compensation: The Successful Proponent will be required to show proof of Worksafe BC Insurance coverage for all team members.

e) Subcontracting & Joint Submissions

Utilizing a sub-contractor to provide specialized expertise is acceptable. A joint submission by two proponents having no formal corporate links is also acceptable. In either case, one of the proponents must assume responsibility for successful integration of the services of both proponents. This must be detailed in the proposal.

In no case will changes to the project team be made, or the project be subcontracted, after award of the contract without approval of the CVRD.

e) Acceptance of Proposals

The RFP should not be construed as a contract to purchase goods or services. The CVRD is not bound to accept the lowest price or any proposal of those submitted. The CVRD reserves the right to reject any and all proposals for any reason or to accept any proposal in whole or in part on the basis of the proposals received which the CVRD, in its sole unrestricted discretion, deems to be the best value for the CVRD.

The CVRD reserves the right to cancel the RFP at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any proponent as a result of such cancellation.

The CVRD reserves the right to enter into negotiations with one or more proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.

f) Confidentiality and Security

The following conditions apply:

- i) This document, or any portion thereof, may not be used for any purpose other than submission of proposals;
- ii) The successful proponent must agree to maintain confidentiality of information gained while carrying out the duties; and
- iii) All proposals submitted by proponents shall be held in strict confidence and will not be revealed directly or indirectly to any other party.

g) Negotiation

Subsequent to the submission of proposals, interview and negotiations may be conducted with any of the proponents, but there shall be no obligation to receive further information, whether written or oral, from any proponent nor to disclose the nature of any proposal received.

h) Payment Terms

The consultant shall submit a monthly invoice on or before the 15th day of each month for fees/expenses incurred during the previous month. Each monthly invoice shall provide a clear description of the work completed during the billing period and corresponding expenses. The consultant's GST number should be clearly stated on invoice.

The Regional District shall issue payment to the consultant within thirty (30) business days upon confirmation of satisfactory completion of the work.

i) Attention to Work

The successful proponent shall diligently manage the work so that it proceeds faithfully, expeditiously and in accordance with the Contract documents and is completed to the CVRD's satisfaction in accordance with professional standards.

j) Completion

Completion will be effected according to the Timeline as stated, however, neither party shall be liable for any default hereunder due to strikes, fires, floods, acts of God, or the public enemy, acts of the Government or other causes beyond its control and without its fault or negligence provided the Consultant shall notify the CVRD in writing within two (2) days from the beginning thereof of any such cause beyond its control which may have delayed or may delay completion as specified.

k) Termination

The CVRD may, by written notice to the successful proponent, terminate the whole or any part of this contract in any one of the following circumstances:

- i) If the successful proponent fails to complete the Project within the time specified herein or any extension thereof;
- ii) If the successful proponent fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in any of these circumstances does not rectify such failure within a period of ten (10) days or such longer period as the CVRD may authorize, in writing, after receipt of notice for the CVRD specifying any such failure;
- iii) In the event that the successful proponent performs any act or does anything by which the CVRD shall incur any liability whatsoever;
- iv) In the event that the successful proponent shall be adjudged bankrupt or if it should make a general assignment for the benefit of creditors or if it becomes insolvent or is appointed by a creditor or if it should take the benefit of any Act that may be in force for bankrupt or insolvent debtors.

Upon termination of the Contract as aforesaid, the CVRD shall have no obligation to the successful proponent except for such labour and materials as have been supplied or performed up to the date of the termination of the Contract.

I) Acceptance of Terms and Conditions

All terms and conditions of the RFP are assumed to be accepted by the Proponent and incorporated in its proposal, except those conditions and provisions that are expressly excluded by the proposal.

SECTION C - FORM OF AGREEMENT

THIS AGREEMENT MADE THE _____ day of _____, 2017.

BETWEEN:

COWICHAN VALLEY REGIONAL DISTRICT

175 Ingram Street, Duncan, in the

Province of British Columbia

(Hereinafter called the "Regional District")

OF THE FIRST PART

AND:

Consultant Name and Address

(Hereinafter called the "Consultant")

OF THE SECOND PART

WHEREAS, the Regional District has accepted an RFP by the Consultant for completion of the Project, namely:

MILL BAY AGE-FRIENDLY COMMUNITY ASSESSMENT AND ACTION PLAN

THE PARTIES HERETO AGREE AS FOLLOWS:

The following documents are deemed to form and be read and construed as part of this Agreement:

- CONSULTANT PROPOSAL
- SECTION A – SCOPE OF WORK
- SECTION B – TERMS & CONDITIONS
- SECTION C – FORM OF AGREEMENT

In consideration of the payments to be made by the Regional District to the Consultant, as hereinafter mentioned, the Consultant hereby covenants with the Regional District to complete the Project in conformity in all respects with the provisions of the Contract.

IN WITNESS WHEREOF the parties hereto have executed this Agreement by the hands of their proper offices hereunto duly authorized.

Signed and delivered by)

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_____)

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_____)

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Witness to above signature:)

)

)

Name: _____)

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Occupation: _____)

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Address: _____)

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Joe Barry, Corporate Secretary, Manager of Legislative Services
(On behalf of the Cowichan Valley Regional District)