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March 31, 2014

Request for Proposal to Develop a

WATERSHED MANAGEMENT PLAN FOR THE BONSALL CREEK WATERSHED

(OF CHEMAINUS RIVER WATERSHED)

Funding provided by:

Canada Investment Agriculture Foundation of British Columbia BRITISH COLUMBIA

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PURPOSE

The Municipality of North Cowichan requests proposals from qualified consulting teams to undertake an integrated water supply and drainage management plan for the Bonsall Creek Watershed, a sub-watershed within the Chemainus River Watershed. The plan will consider land uses including existing and increased agricultural use, local jurisdictions and private lands, First Nations, municipal and private forest reserves, recreation and area development within the Bonsall Creek Watershed. The primary purpose of the plan is to give consideration to supporting the needs of agriculture while considering the full water cycle of the area, protecting ecosystem health, water quality, fish and fish habitat, how to best secure access to water when or where needed, address negative impacts of drainage, use water efficiently, and improve water quality entering and leaving properties. The intent is to develop specific actions and implementation strategies including an implementation plan and budget, and performance targets and measures. The plan must respect the needs of each stakeholder while considering the rural and environmental policies set out in North Cowichan's Official Community Plan (OCP).

FUNDING

The project is 50% funded by a grant from the Investment Agriculture Foundation of British Columbia with support from the Government of Canada and the Province of British Columbia. The balance of the funding has been allocated by the Municipality of North Cowichan. The funding is required to be acknowledged and recognized in an effective, coherent and consistent manner during project launch, project-related events, materials, activities, promotions or publicity and upon reaching a project milestone or successful project completion, and in all media interviews or news releases.

INTRODUCTION

North Cowichan

The Municipality of North Cowichan is located on Vancouver Island and is located between the Town of Ladysmith to the north and the City of Duncan to the south. It is the largest municipality within the Cowichan Valley Regional District, was incorporated in 1873, is over 20,000 hectares in size and has a population of approximately 30,000 people. Included within North Cowichan's long term objectives is to manage growth by focusing residential growth in one of three urban containment boundaries (UCBs) that reflect the municipality's existing urban pockets within a primarily rural municipality. UCBs encourage the concentration of service delivery, and take maximum advantage of existing infrastructure; and further, are intended to prevent sprawl and reduce the pressure on rural lands, environmentally sensitive lands and agricultural lands in particular.

The area has a long tradition of farming dating back to the 1850s. Currently, the Municipality has 1,279 properties in the Agricultural Land Reserve[1]. This is a reduction from the 1,325 parcels in the ALR that existed at the time the Municipality's Strategic Agricultural Plan (SAP) was adopted by Council in 2001. In 2001, there were 772 active farms in the Cowichan Valley of which 242 were in North Cowichan. Currently

[1] Ministry of Agriculture Review 2012

there are approximately 685 farms in the Cowichan Valley of those 374[2] are active farms located in North Cowichan. Agriculture forms an important and vital component of our economy and supporting agriculture has been and continues to be a strategic priority. The initiation, committee support for the proposed water management plan comes from the North Cowichan's Agricultural Advisory Committee.

Agricultural Advisory Committee

In 2001, North Cowichan finalized their Strategic Agricultural Plan (SAP). It was initially intended to be supported and implemented by a variety of agricultural non-government organizations but, as time went on, farmers and others felt that it was not receiving sufficient focus. As a result Council established by bylaw the Agricultural Advisory Committee in 2005, in part to ensure the implementation of the SAP. Since 2005, the committee has provided input on North Cowichan development applications in the Agricultural Land Reserve and has raised concerns about agricultural issues; however, sufficient resources to address the priorities of SAP were not available. With support from Council and Administration the committee held a workshop in May of 2012 to discuss their role, and priorities as a committee. As a result they established their key priorities, which received approval in principal from Council, and the committee met through the balance of 2012 to develop a work and implementation plan based on their priorities. The AAC's Work and Implementation Plan (WIP) was approved by Council as a strategic plan in January 2013. The work plan provides more structure to the Strategic Agricultural Plan in order to strengthen the Municipality's ability to help, through the allocation of appropriate resources, achieve the objectives of the plan, the OCP and support agriculture viability as part of the region's economic development.

The ACC priorities are as follows:

1) Water Management;
2) Economic Development;
3) Regulatory Barriers;
4) Bylaws Policy and Land Use, and;
5) Agriculture Reserve Fund.

The first priority and the committee's most important priority, the water management plan, is intended to address the particular needs of agriculture with respect to access to water, drainage and control, water use efficiency, and water quality. In regards to water management, a number of approaches and solutions have been considered and tried in the past with limited success. The ongoing challenges of different jurisdiction and private landowner interests have made it difficult to find long term solutions.

Further to the needs of the agriculture sector, North Cowichan's Official Community Plan also identifies a number of environmental objectives with respect to water as well as objectives with respect to community consultation on issues that matter to the community at large. Any water management plan must consider a variety of stakeholder needs. The OCP also identifies climate change as a community wide problem that will require mitigation and adaptation strategies. The impacts will result from sea level rise, greater rainfall in winters and longer, hotter and drier summers in the Cowichan Valley[3]. The Climate Action and Energy Plan

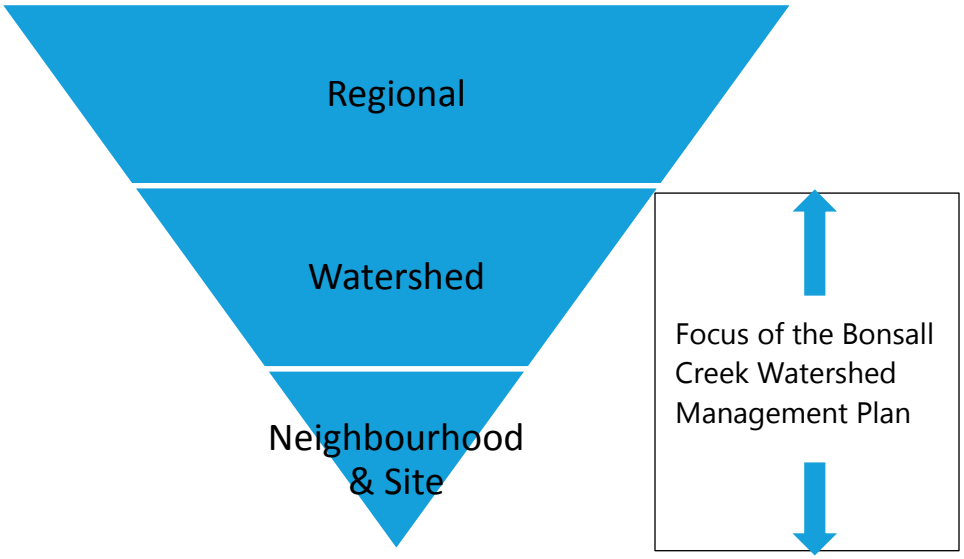
[2] Ministry of Agriculture Review 2012 – preliminary results; does not mean that farm revenues have increased
[3] Data supplied by Climate Action Initiative, BC Agriculture and Food for the Cowichan Valley, 2013

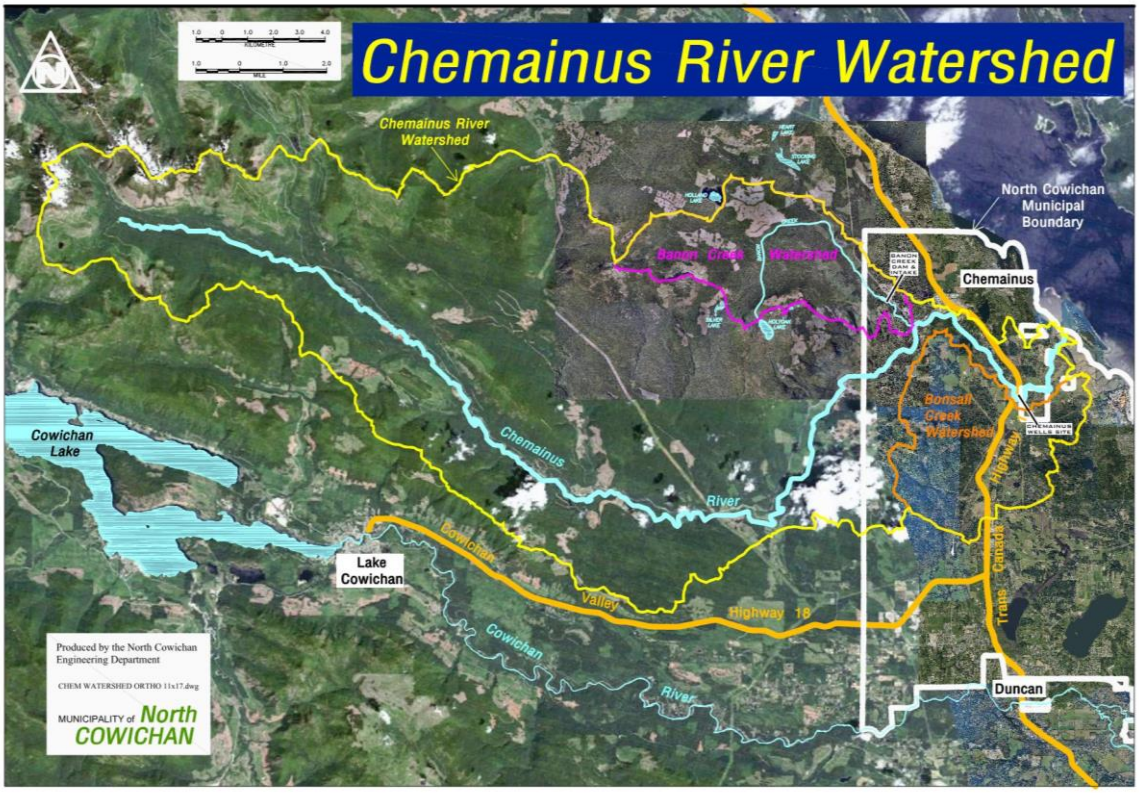
and North Cowichan's Design Guidelines set out expectations with respect to energy and water conservation and the OCP establishes goals to achieve best management practices.

North Cowichan Watersheds

Lands in North Cowichan are influenced by 5 watersheds: Cowichan River, Chemainus River, Bonsall Creek, Crofton Lake and Banon Creek. The Bonsall Creek watershed is considered a sub-watershed of the Chemainus River. Within North Cowichan are 6 mountains (Big Sicker, Little Sicker, Mount Richards, Mount Tzouhalem, Mount Provost, and Maple Mountain), numerous valleys, rivers, creeks, lakes, flood plain areas and just over 53 kilometers of coastline.

The intent of these terms of reference is to work within a sub-watershed-based land use planning process to establish a water management plan for one watershed in North Cowichan, the Bonsall Creek watershed while recognizing its fit within the Chemainus River watershed. The plan will inform an approach, process and implementation strategies that will address water management issues throughout North Cowichan. The proposed focus on one watershed will allow the plan to delve into watershed specific details, strategies, and design as supported by a community based water management vision.





Chemainus River Watershed

The Chemainus River Watershed is a regional watershed that begins in the Cowichan Valley Regional District at Mount Whymper, north of Youbou and flows east to include Mount Brenton before entering North Cowichan. The Chemainus River Watershed includes a separate smaller watershed the Bonsall Creek Watershed that is entirely within North Cowichan.

Chemainus River Drainage Areas	
Drainage	**Area (km^2)**
Chemainus River	359.53
Bonsall Creek	34.04
Matthew Creek	4.29
Askew Creek	5.18
Other Areas	36.40
Total Plan Area	**439.44**

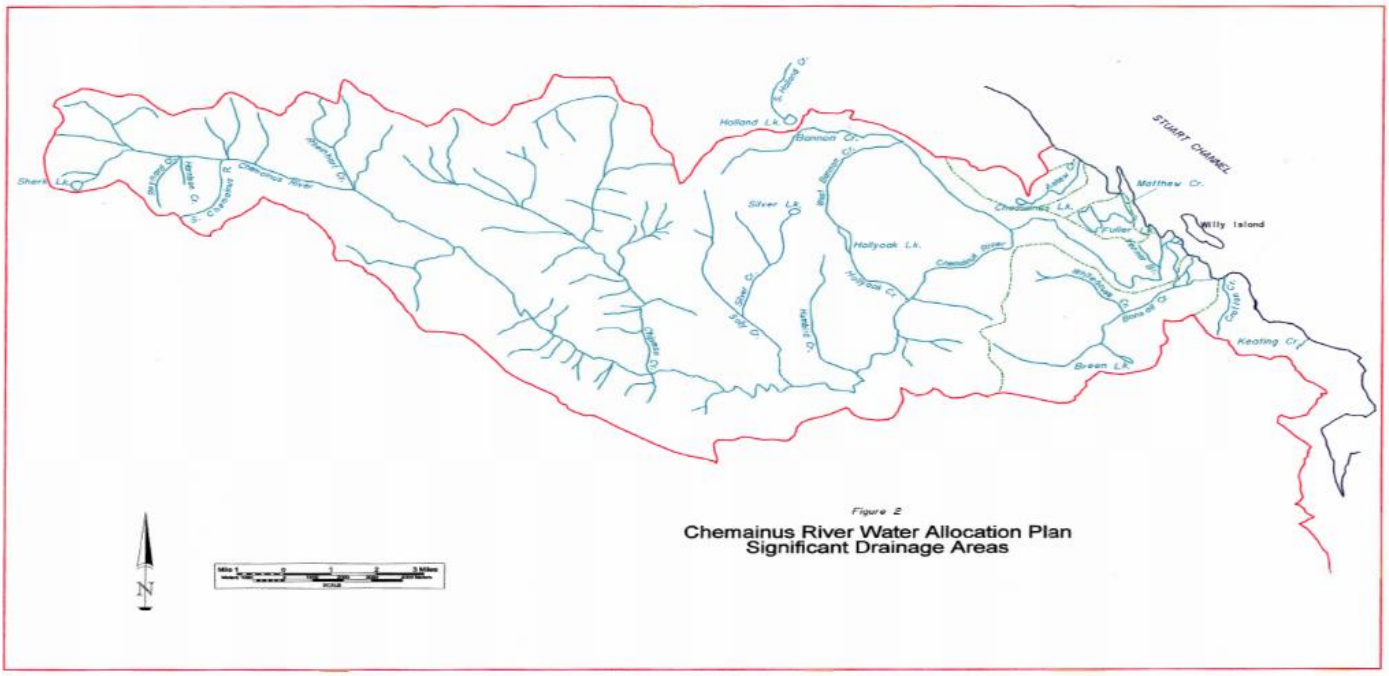


Figure 2
Chemainus River Water Allocation Plan
Significant Drainage Areas

Bonsall Creek Watershed

The Bonsall Creek Watershed is approximately 3,595 hectares in size, consists of two major creeks – the Whitehouse Creek (draining the north side of Mt. Sicker), and the Bonsall Creek (draining the north east side of Mr. Prevost and the southeast side of Little Mt. Sicker). Other water courses exist as well, for example Solly's Creek that drains Solly's Lake is of interest to the study area with respect to drainage. For the most part, the mountains are part of North Cowichan's municipal forest reserve. Between the mountains Bonsall Creek flows through highly productive agricultural land to lower agricultural areas that are seasonally inundated with water. The creek flows through the Halalt and Penelakut reserve lands prior to entering an estuary.

For the purposes of this plan, a small adjoining area of the Chemainus River watershed is included in the study area because the Chemainus River aquifer overlaps into the Bonsall Creek Watershed. The study area is identified in the following illustration.

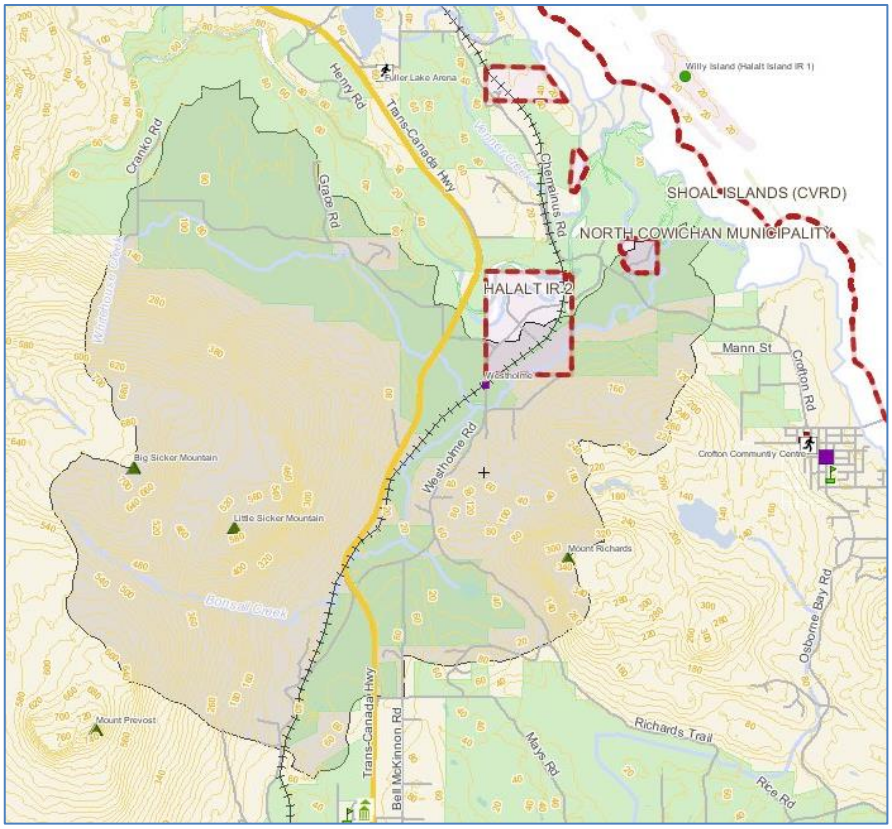


Figure 1: Bonsall Creek Watershed (light grey area)

The watershed consists of a number of critical components and land uses that reflect the variety of stakeholders with interest in and influence on water management within North Cowichan: private and municipal forest reserves, agriculture including a fish farm, rural residential, farm market, a small fishing industry, which includes crabs, prawn, long line (halibut), shell fish[4] as well as recreational fishing. Further, industrial lands have a significant role to play on lands that abut the watershed and impact Stuart Channel.

The land in the eastern part of the watershed contains a significant flood plain area (550 hectares) much of which is either within the Agricultural Land Reserve (ALR) (~427 hectares) or upon which is located the Halalt First Nation (~107 hectares) and Tsussie (Penelakut First Nation)(~15 hectares) reserve land. To address failing septic fields North Cowichan worked with the Penelakut First Nation to install a sewer system connecting Tsussie reserve lands to North Cowichan's sewage system. The work was completed in 2011.

The Halalt have been involved since the early 1990s with North Cowichan's municipal forester, representatives from the agricultural community, from the Ministry of Agriculture and others to address water challenges on their lands. The Halalt and Tsussie have water quality issues and flood management challenges. The intent of the plan is to establish forestry and agricultural practices that also reduces the impact on Halalt and Tsussie lands as well as improving system hydrology and water quality.

[4] Boats moored at Chemainus and Crofton Small Craft Harbours

There are approximately 1,360 hectares of land within the study area that are within the Agricultural Land Reserve; 1,218 hectares within the Municipal forest reserve and 242 hectares of privately owned forest lands.

Natural System Resource Values and Health

North Cowichan's Official Community Plan sets out a number of goals and objectives including that of "Guard our environment." This goal includes a policy to protect ecosystem health, biodiversity and critical habitats; such areas (within North Cowichan jurisdiction) are designated Development Permit Areas (DPA) that include a set of criteria prior to doing any work. Further the OCP sets out a number of policies with respect to watersheds including protecting the integrity of fishery and agricultural use, while ensuring that environmental values are not unduly compromised; further the OCP sets out the policy that the Municipality will cooperate with appropriate agencies to enhance or restore fish habitat. The Bonsall Creek Watershed includes habitat for Coho Salmon, Chum Salmon, and Cutthroat Trout

Land Use Inventory

In 2012, the Ministry of Agriculture undertook a land use inventory of agricultural uses in the Cowichan Valley, including the Chemainus River watershed area. This data will be made available to help inform the development of the watershed management plan for Bonsall Creek watershed.

Additional Background

The consultant will deliver a watershed management plan and a comprehensive implementation strategy, policy and projects including a comprehensive implementation budget. The OCP contains objectives and policies related to agriculture, forestry, mining, and protection of rural land- and sea-scapes, housing and servicing in rural areas, the environment, hazard lands, and archaeology. The plan needs to develop a shared vision that captures all goals within the OCP.

The AAC's Work and Implementation Plan, Priority 1, contains information with respect to agricultural issues, outcomes and considerations for a plan that supports agriculture. The intent is to enhance agriculture opportunities while reducing as much as possible water use conflicts by integrating agriculture within the priorities of the Plan.

Aquifer

In addition to the watershed is the Chemainus River aquifer that is impacted by the land uses, seasonal weather patterns and climate change. Information about the location of the aquifer in the study area will be provided by North Cowichan – the aquifer is included in the study area. As per a study done by the Vancouver Island University, there are significant lands within the Bonsall Creek Watershed that have a high vulnerability rating in that the groundwater system is susceptible to contamination. The intent of these terms of reference is not to include an aquifer study but to utilize the knowledge available to inform the watershed management plan.

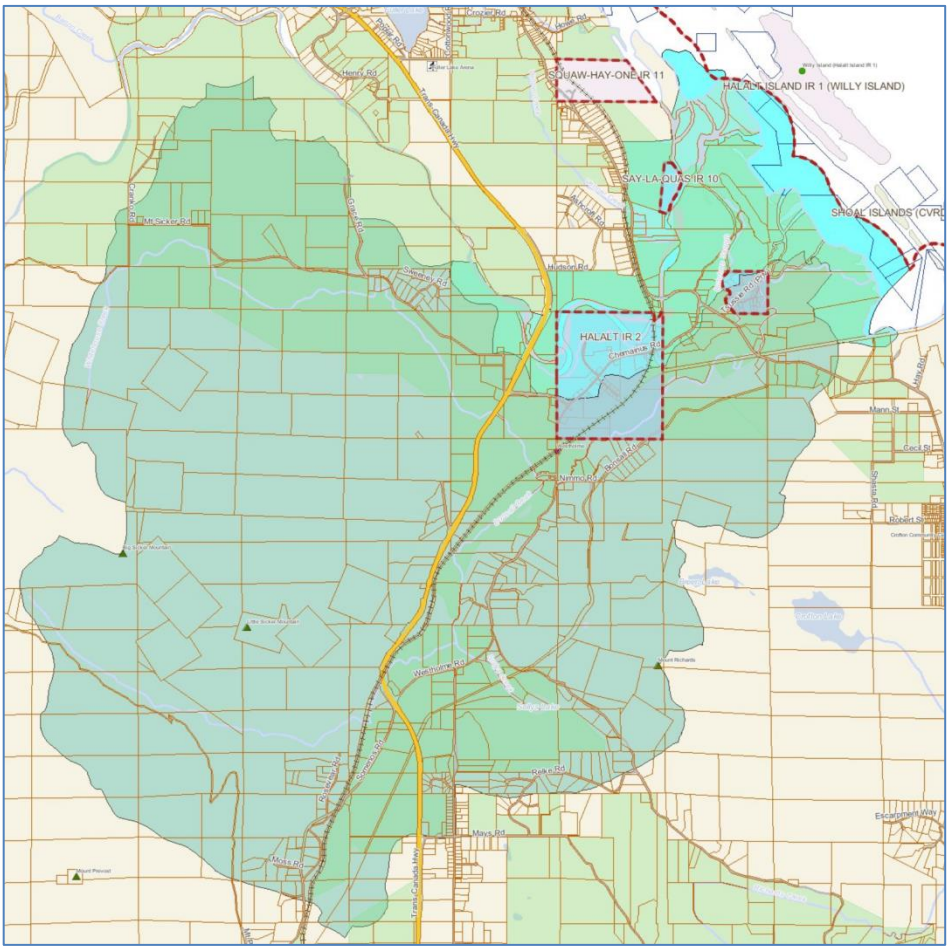


Figure 2: Study Area – to include Chemainus River Aquifer

PROJECT OBJECTIVES

The Plan's objectives include:

- The intent of the Bonsall Creek Watershed Management Plan is to create a clear and concise plan that establishes finer grained planning and engineering management policies for land use and infrastructure to guide future physical development in the area, improving water quality, access, and control, considering natural ecosystem values and health, and building on the goals and objectives established in the North Cowichan OCP, CAEP, SAP and AAC's Work and Implementation Plan.
- Developing an understanding around the control of drainage from existing highways, roads, rail and other built development within the watershed. This includes identifying key areas of control and system design that would improve the watershed water balance and water quality.
- Preparing and analyzing legislation related to water and establishing draft bylaws, policies and practices for water management that can be undertaken by the Municipality in support of agriculture.
- Creatively engaging the stakeholders to create a plan that embodies their vision for water resources.

- Outcomes must include an improved understanding of current and future agricultural needs for groundwater and surface water sources.
- Develop a shared vision of agriculture in the community;
- Enhance agriculture opportunities in the community;
- Lessen the potential for water use conflict;
- Ensure natural system health including fish and fish habitat
- Integrate agriculture with other priorities within water planning areas;
- Prepare an agriculture water reserve recommendation;
- Include an implementation plan

REFERENCE DOCUMENTS AND PLANS

The following documents, plans and studies should inform the development of the Bonsall Creek Watershed Management Plan.

- North Cowichan Official Community Plan, 2011
- North Cowichan Zoning Bylaw #2950, 1997
- Municipality of North Cowichan Climate Action and Energy Plan, (final draft) 2013, Sustainability Solutions Group
- Cowichan Valley Energy Mapping and Modelling, 2012, Energy Analysis
- Agriculture Water Demand Model (Province of BC))
- Living Water Smart – BC's Water Plan (Province of BC)
- British Columbia's Water Act Modernization (Province of BC)
- North Cowichan Engineering Standards (Bylaw 1851)
- North Cowichan Drainage Design Guidelines (2012)

Other plans and studies will be supplied as part of the background review.

DESCRIPTION OF WORK

The scope of the work includes preparing a detailed, deliverable Watershed Management Plan for the Bonsall Creek Watershed. Initially the plan will be comprised of a Baseline Report complete with vision and goals to be addressed in Stage 2. Stage 2 will include finalizing a consultation plan for implementation, and preparation of a Watershed Management Plan that will include the objectives, options, actions, policy, performance goals, implementation strategies, implementation budget and site design solutions to address water demand, supply, quality, drainage, and aquifer impacts.

The outcome should be a watershed management plan that is:

- Founded on a robust and credible evidence base;
- The most appropriate combinations of strategies when considered against reasonable alternatives, deliverables, as well as being flexible;
- Will have a detailed implementation strategy including a detailed budget and consultation plan; and

- Able to be monitored over time to ensure progress is being achieved consistent with the Official Community Plan (OCP), Strategic Agriculture Plan (SAP), and Climate Action and Energy Plan (CAEP).

We anticipate that the consultant team will require a combined skill set in land use planning, surface and aquifer water management and quality, land economics, agriculture economics and processes, soils analysis, energy and climate change, geotechnical / drainage engineering / hydrology, vegetation management and the capacity to develop a biological assessment that includes water flows and habitat requirements for fish and waterfowl to accomplish the following:

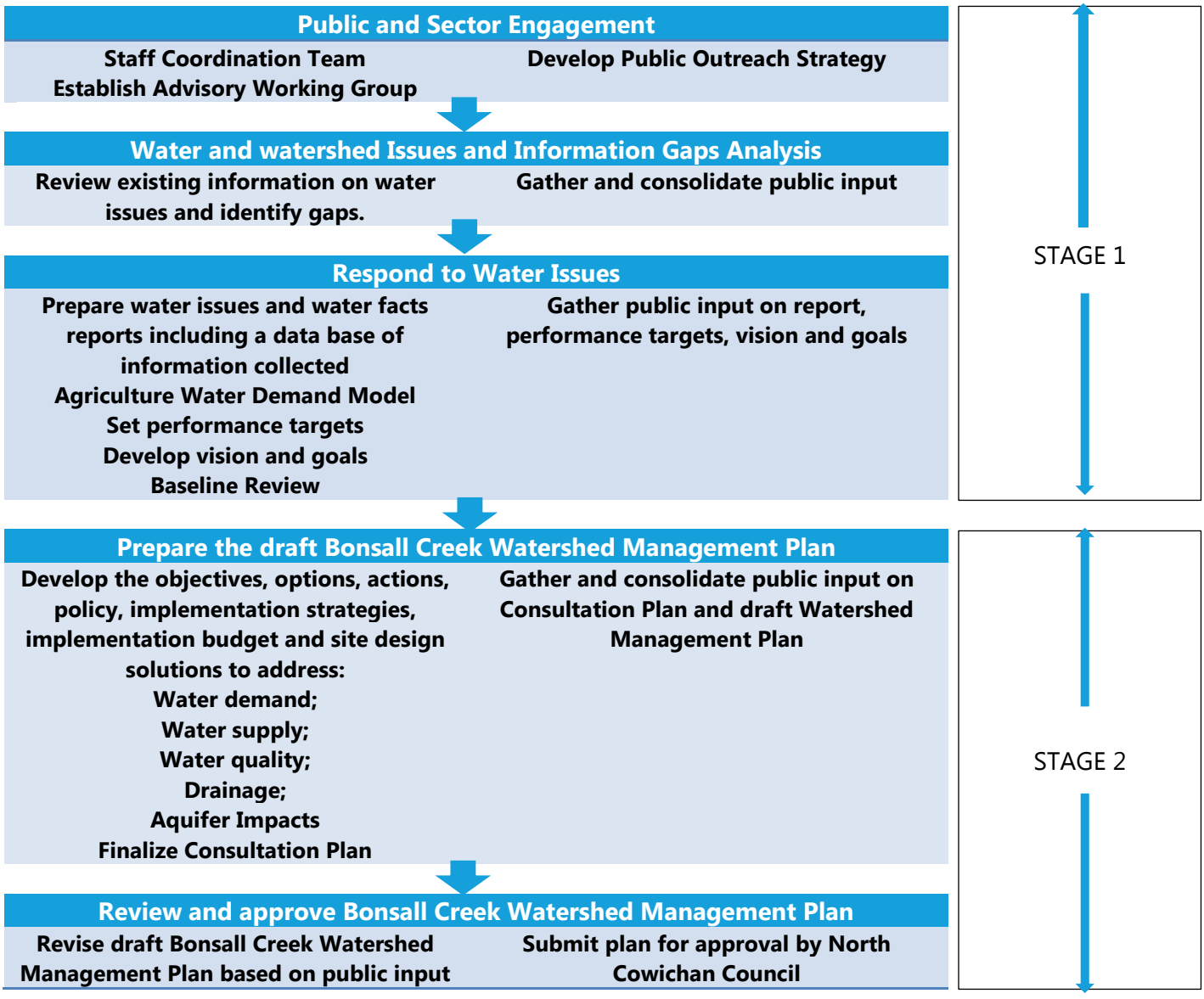
- Develop an analysis and overview of the trends, challenges and opportunities within the study area.
- Develop a consultation plan to engage stakeholders including landowners, developers, CVRD, First Nations, agriculture, forestry, fishing and recreations sectors, community groups and residents
- Review existing Council policies and plans, and work with staff
- A Plan that is integrated with existing Municipality-wide plans and policies as per the OCP, SAP, and CAEP.
- A detailed Implementation Strategy which outlines the major projects and initiatives discussed in the Plan, assignment of responsibility for those undertakings (i.e. Municipality, industry/agriculture sector, residents / taxpayers, partnerships, etc.), identifies a proposed timeline for implementation (short-term, medium-term, long-term), and provides implementation budgets and performance monitoring.

Specific elements that require particular attention, informed through the study include (but are not limited to):

- Outcomes must include an improved understanding of current and future agricultural needs for groundwater and surface water sources.
- The proposal must identify how the results of the planning process will be used to:
    - enhance agriculture opportunities in the community;
    - recognize, reduce, and develop strategies to address water use conflicts;
    - integrate agriculture with other priorities within water planning areas;
    - prepare an agriculture water reserve recommendation;
- Other issued which may need to be considered based on the overarching goals of the OCP
- The Plan must be financially viable for the District of North Cowichan, the stakeholder groups and citizens.

METHODOLOGY

The following ideas are presented for consideration by the consulting team but do not represent an explicit work program. The project will be accomplished in two major stages that consist of key components. Each key component will have explicit outputs.



Overview of Stages

Stage 1 for the Study Area will consist of

- a strong public input process, working closely with the Advisory Working Group, and North Cowichan staff
- a review of existing information on water issues and identify the information gaps for the Study Area;
- respond to water issues by preparing a water issues and water facts reports including a data base of information collected
- give consideration to the Agriculture Water Demand Model impacts,
- set performance targets and indicators of success,
- develop vision and goals
- incorporate public review and response.

Stage 2 for the Study Area will include

- a strong public input process, working with the Advisory Working Group, and North Cowichan staff.
- include finalizing a consultation plan for project implementation,
- preparation of a Watershed Management Plan that will include
    - the objectives, options, actions, policy, performance goals,
    - implementation strategies, implementation budget
    - site design solutions to address water demand, supply, quality, drainage, and aquifer impacts.
- incorporate public review and response.

Detailed Description of each Stage

Stage 1: Baseline Report

Coordination and Consultation - Consultant

- At all stages of the process, the consultants will be reporting to and working with a staff steering group comprised of representatives from Planning & Development, Engineering, Parks and Recreation, and Forestry from the District of North Cowichan.
- An Advisory Working Group (AWG), comprising of a number of stakeholders from the agriculture, forestry, and fishing sectors and include First Nations, rural residential and others as appropriate and including representation or technical support where available from governmental and non-governmental agencies is proposed and will be established by North Cowichan. The AWG will act as a sounding board at key stages in the process prior to wider public consultation.
- The consultants will work with staff and the Advisory Working Group to develop a formal consultation plan to ensure meaningful and effective consultation with First Nations, residents of the area, economic sectors, landowners, developers, agencies and other jurisdictions.

North Cowichan & CVRD Outputs:

North Cowichan will prepare a package of information to assist the consultant, including but not limited to the following:

- Official Community Plan (2011)

- Climate Action and Energy Plan (2013)
- Strategic Agriculture Plan (2001)
- Agricultural Advisory Committee Work and Implementation Plan (2013)
- Agriculture Land Use Inventory (2012)
- Aquifer information for area (CVRD)
- Watershed boundaries (Forestry, 2003; and, OCP 2011, Map 16)
- Drainage Master Plan (1981)
- Well Protection Plan (2001)
- Fish Bearing Water Courses and Habitat data (CVRD)
- Vancouver Island Resources Aquifer Vulnerability Study (VIU, 2009)
- Environmental Assessment of the Chemainus River Watershed (2005)
- Other available background reports, policies, notes related to previous stakeholder initiatives, and strategies as found
    - Bonsall Creek stewardship and Water Quality Improvement Project, A Brief Hisoty) Undated
    - Invitation to Act: Water Management in Bonsall Creek and Whitehouse Creek, Naut'sa mawt Tribal Council (undated but likely 2005)
- Establish Advisory Working Group

Baseline Review – Consultant

The intent of the baseline review is to prepare a Water and Watershed Issues and Information Gaps Analysis

- Review existing information on water issues and identify gaps.
- Prepare an inventory of available information covering hydrometrics, drainage system, assessments (riparian, geotechnical, flooding, wildlife, soils, others), land uses, agriculture, recreation, public access, water quality, mapping, existing drainage plans.
- Review the results of the Climate Action Initiatives, BC Agriculture and Food, currently underway with CVRD; especially, integrated farm water planning project, and extreme weather preparedness and mitigation planning. (anticipated to be available Spring 2014)

Respond to Water Issues – Consultant

Prepare water issues and water facts reports.

- Provide a data base of information collected.
- Key Issues: public input
- Set performance targets based on scenarios that include increasing available land for agricultural purposes as well as scenarios that may result from sector consultation.
- One of the key outcomes of the planning process is to secure water access for agriculture where determined. To ensure this deliverable this stage 1 report will need to address the following areas: agricultural land currently irrigated, agriculture groundwater use, agricultural licensed withdrawal and storage volumes, and provide background on provincial and federal policies, and water licencing legislation and regulation.
- Develop vision and goals: public input. This involves engaging the AWG and the general public to create a plan that embodies their vision for water resources and for agriculture in the community

- Internal Workshop (half day), to review scope, requirements and process: Representatives from Parks and Recreation, Forestry, Engineering, and Planning & Development to be present.
- Presentation and input to the Advisory Working Group on the key issues to be addressed, refine report and consultation.
- Product to public for review and comment.
- Finalize report and respond to input received.
- Staff to take baseline report in conjunction with a draft public input plan (see Stage 2) to Committee and Council for consideration prior to moving forward with Stage 2.

STAGE 2 –Bonsall Creek Watershed Management Plan (BCWMP) – Consultant

Finalize Consultation Plan – Consultant

- Finalize the consultation plan for implementation following public input.
- The plan is expected to understand the values expressed by the stakeholders and public, to ensure early input is received and responded to with respect, to develop a set of tools and tactics appropriate for stakeholder and public needs, and to clearly identify the roles of Council, committee, staff, stakeholders, and consultant through the plan process.
- The consultation plan should, at minimum, recognize and conform to any requirements that may be set out in First Nations treaties.
- The consultation plan should clearly identify proposed communications deliverables that reflects traditional (newspaper, newsletter, media) and web based methods (such as web pages, social networking)
- Staff to take Consultation Plan to Committee and Council for adoption prior to moving forward with the Watershed Management Plan.

Watershed Management Plan - Consultant

- A draft BCWMP setting out the proposed land uses, broad development strategy including agriculture build out, seasonality of water supply (full water cycle), soil management, development thresholds, and type, ensuring that energy management and water conservation considerations are integrated into the plan.
- Identification of precedent examples as appropriate for the Bonsall Creek Watershed
- Identification of policy, design standards, and servicing upgrades needed to allow the plan to be implemented on a site basis.
- Demonstrating the plan is viable and robust.
- One of the key outcomes of the planning process is to secure water access for agriculture. To ensure this deliverable projects will need to address the following areas: increased intensity of agricultural use, land suitability, future irrigated agriculture potential, future potential storage, consideration of provincial and federal policies and establishing agricultural water reserve recommendations.
- Further planning must include drought and or flood planning considerations.
- Another key outcome of the planning process is to ensure that appropriate water quality is achieved. Projects must provide an assessment of existing water quality issues, determination of water quality

needs for irrigation, livestock and processing and strategies to address gaps in quality for all stakeholders.

- The development of an implementation plan to address strategies, policies and goals determined through the planning process should be included as an activity. Further the implementation plan should include a methodology to monitor performance of the implementation strategy to ensure that goals are met. The implementation plan should identify lead agencies, resources, timelines, and budgets for implementation and monitoring.
- Internal Workshop (day), to review scope, requirements and process: Representatives from Parks and Recreation, Forestry, Engineering, and Planning & Development to be present.
- Refined Consultation Plan
- Presentation and input to the Advisory Working Group on the recommendations, refine report and consultation
- Draft Plan Public Input Consultation
- Finalize BCWMP and respond to input received
- Staff to take BCWMP to Committee and Council for adoption and implementation.

DELIVERABLES

For each of the STAGE documents, including 1) the baseline report, 2) the consultation plan and 3) the watershed management plan, the consulting team will provide the following to the Municipality of North Cowichan:

- One (1) unbound original hard copy of the final Baseline Report as part of Stage 1 and Consultation Plan and Bonsall Creek Watershed Management Plan as part of Stage 2; both to include supporting materials suitable for duplication including a description of public input received and how the input was addressed by the report.
- Ten (10) bound original hard copies of the final Baseline Report as part of Stage 1 and Bonsall Creek Watershed Management Plan as part of Stage 2.
- One (1) electronic copy of each document including all maps and figures in a format acceptable to the Municipality of North Cowichan.
- Provide a minimum of four (4) summary web pages in HTML format for display on the Municipality of North Cowichan websites.
- All electronic files will be submitted on a CD or USB memory stick in a format acceptable to the Municipality.
- Any data, maps, figures, charts, etc. will be in a format acceptable to the Municipality.
- All originals of maps, plans, drawings, etc. will be the property of the Municipality of North Cowichan.

PROJECT SCHEDULE

The work should commence upon award of the contract. No fixed timetable has been prepared; however the anticipated completion is expected to be March 2016.

SUBMISSION REQUIREMENTS

Proposals must include a breakdown of costs by project component, an indication of consulting team's experience in undertaking similar projects, a listing of qualifications of the consulting team, at least two applicable references, and a draft project schedule including timelines for background study, public process and plan development.

Selection Criteria

Consulting teams that submit proposals will be evaluated based upon the following selection criteria:

Evaluation Criteria	Maximum Points	Weighting	Sub-Total
1. Consulting Team • Role of individuals, time commitments • Expertise related to land use planning, surface and aquifer water management and quality, land economics, agriculture economics and processes, soils analysis, energy and climate change, and geotechnical / drainage engineering/ hydrology, biological assessment including protection of fish and fish habitat, and vegetation management. • Experience in obtaining public input including working with First Nations, agriculture, forestry, and industrial sectors and general community. • Familiarity with federal, provincial and municipal governments and experience in presenting to Council • Proposals must include a listing of the consulting team's qualifications and CV's all team members.	10	2.0	
2. Past Performance • Experience in undertaking similar projects. • The project must be coordinated and supervised by a senior consultant with extensive experience working on projects involving multiple stakeholders. • A sound knowledge of municipal processes, demonstrated ability to meet deadlines, and effective communication is required • Two applicable references will be supplied.	10	2.0	
3. Methodology & Proposed Schedule • The consulting team is expected to have a good understanding of project requirements, and proposals will be clear, concise and consistent • Presentation of proposed methodologies and processes to achieve goals • The work plan and schedule should be realistic for completion of all works.	10	2.0	

• Clear identification of services included, with any optional or excluded services assumed to be provided by others • Identification of major issues, challenges and risks associated with the deliverables • A visual aid, such as a flow chart or GANTT Chart			
4. Quality of Consultation • The consulting team should have an innovative and creative approach in obtaining detailed and accurate input from stakeholders. • Provide a draft public input plan for the work - to be submitted in detail.	10	1.5	
5. Innovation • Consultant's innovation in its approach to the project including any recommended alternatives, efficiencies and originality • The consulting team should demonstrate how the introduction of innovative sustainable techniques and concepts will be developed in the plan to meet local and regional interests.	10	1.0	
6. Resource Allocation • Proposals must include a breakdown of costs by project component for each deliverable • Number of hours of each person and hourly rate of each person should also be included. • The proposal should provide details concerning the recommended schedule and time frames for completing key stages of the work.	10	1.0	
7. Presentation of Proposal • Proposal conveys the consulting team's intent in a clear and concise manner • Focus on specific issues • Proposal is no longer than 40 pages excluding appendices, tables, charts and graphs and no text smaller than 10 pt font size	10	0.5	
Total:			

Points will be assigned for each criteria based on the information provided in the RFP. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

Score Interpretation:

0, 1, 2 Unacceptable - does not satisfy the requirements of the criterion in any manner

3 Very poor - Addresses some requirements but only minimally

4 Poor - Addresses most of the requirements of the criterion but is lacking in critical areas

5 **Marginal** - Barely meets most of the requirements of the criterion to a minimum acceptable level

6 **Satisfactory** - Average capabilities and performance, meets most of the requirements of the criterion.

7 **Above average** - Fully meets all the requirements of the criterion.

8 **Good** - Exceeds the requirements of the criterion.

9, 10 **Excellent** - Clearly exceeds the requirement of the criterion.

Evaluation:

An Advisory Working Group has been established to oversee the project. The AWG will be involved with the evaluation of the submissions. The Advisory Working Group membership can be found on the webpage provided by North Cowichan for this project.

Project Start:

Following selection, the consulting team will begin the project immediately, and will carry it through according to the work plan and cost schedule submitted.

PROJECT BUDGET

The project is anticipated to be completed in two phases.

Phase 1 budget has a maximum allowance of $50,500 available to the consultant to support the project. Funds for water quality testing are separately identified as $19,500 - the sampling is anticipated to be accomplished by volunteers – the funds identified are the cost of courier and testing. The total Phase 1 budget has a maximum allowance of $70,000 (taxes excluded).

Phase 2 budget has a maximum allowance of $60,000 available to the consultant to support the project. Funds for community advisory working group members direct travel expenses are separately identified as $10,000. The total Phase 2 budget has a maximum allowance of $70,000 (taxes excluded).

Total Project Budget: $140,000.00 (taxes excluded)

The consultant's submission should provide details as to the estimated cost, activities, hourly rates and expenses.

LIAISON WITH THE CONSULTANT

The Development Services, Manager of Planning and Sustainability (or designate) will be directly responsible for project administration.

Consultants should address all questions regarding application requirements in writing to Brian Green, Manager of Planning and Sustainability, by fax at 250-746-3154, or by email: brian.green@northcowichan.ca.

A project website has been created on North Cowichan's website - all consultants' questions and responses will be located on the project webpage.

http://www.northcowichan.ca/EN/main/departments/planning-development/community-planning/bonsal-creek-watershed-management-plan.html and click on "Documents and Resources."

SUBMISSION OF PROPOSALS

Proposals, consisting of three (3) hard copies and one (1) electronic copy as a pdf on a memory stick, clearly marked "Bonsall Creek Watershed Management Plan", are to be submitted by 16:30 on 16th of May, 2014, to:

Municipality of North Cowichan
Mark Ruttan, Director of Administration
Box 278, 7030 Trans Canada Hwy
Duncan, BC V9L 3X4
Phone: (250) 746-3100
Fax: (250) 746-3133