



REQUEST FOR PROPOSALS No. 19-078

RDN Water Conservation Plan

ISSUED: October 25, 2019

CLOSING DATE AND TIME:

Submissions must be received at the Closing Location on or before:
3:00 PM (15:00 hrs) Local Time on November 15, 2019

Regional District of Nanaimo (RDN) Contact for Questions:
Regional and Community Utilities, 250-390-6560, rcu@rdn.bc.ca

Questions are requested at least five (5) business days before the closing date.

Proposals will not be opened in public



Instructions to Proponents

Closing Date/Time/Location

Submissions must be received at the closing location on or before 3:00 PM (15:00 hrs), Local Time, on November 15, 2019. Select one (1) of the Submission Methods below:

1. By Email: With "RDN Water Conservation Plan" as the subject line at this electronic address: rcu@rdn.bc.ca
Please note: Maximum email file size limit is 20MB, or less.
2. By hand/courier delivery: One (1) copy of the Proposal along with one (1) electronic copy of the Proposal on a USB stick should be enclosed and sealed in an envelope clearly marked: "RDN Water Conservation Plan" delivered to the:

Regional District of Nanaimo
Main Reception – 2nd Floor
6300 Hammond Bay Road
Nanaimo, B.C., V9T 6N2
Attention: Regional and Community Utilities – Joe McCallum

Should there be any differences between the hard copy and the electronic copy, the hard copy will prevail.

Proposals received by facsimile are not accepted.

Amendment to Proposals

Proposals may be amended in writing and sent via email at rcu@rdn.bc.ca on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

Addenda

If the RDN determines that an amendment is required to this RFP, the RDN will post the Addendum on the RDN (www.rdn.bc.ca) and BC Bid (www.bcbid.gov.bc.ca) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure any and all amendments are included prior to submitting their final Proposal submission.

Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to rcu@rdn.bc.ca on or before the closing.

Unsuccessful Vendors

The District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.



1. INTRODUCTION

The purpose of this Request for Proposal is to solicit submissions from qualified firms to provide the Regional District of Nanaimo (RDN) with an updated Water Conservation Plan document which will outline data-based targets, goals, implementation strategies, and guidance on community engagement for use within the RDN Water Services Department's nine Water Service Areas (WSA's).

The RDN previously commissioned a Water Conservation Plan that spanned from 2014-2018 and has implemented many of the targets and recommendations that were set out in that document. We are now seeking to develop an updated plan for 2020-2025, based on the [Water Conservation Guide for British Columbia](#). The RDN Water Conservation Plan is intended to provide a strategic outline for water demand management moving forward that will be used to efficiently operate the RDN's nine Water Service Areas (WSAs) and reduce residential water use overall. As part of the Plan update, we are requesting recommendations for a community engagement session for Water Service Area customers.

This request for proposal will close on November 15, 2019 and a successful candidate will likely be selected by November 29th, 2019. Further deadlines are currently approximations. A draft plan is expected by late January 2020, with public engagement taking place shortly thereafter. A final plan will be due before the end of March 2020, unless an extension to this date is mutually agreed upon and established in writing. The proposal should indicate a general schedule of proposed milestones prior to the final deadline.

The available budget for this project is \$12,500. Disbursements associated with the consultant's duties will be included in the consultant's proposed budget.

2. BACKGROUND

In 2018 the RDN completed a Water Conservation Evaluation which found that previous conservation targets set out by the RDN had for the most part been met successfully. A target of 33% reduction in average residential water use from 2004-2018 was put forward, and a 31% reduction was found to be achieved. Maintaining a maximum month water production at or below 2004 production levels in 2018 was also set out as a target, which the evaluation report confirmed was accomplished. Further targets assessed conservation relating to long-term strategies in individual service areas, specifically the Nanoose Bay Peninsula and Englishman River WSA's. Targets relating to bulk surface water versus groundwater production overall, and in the dry summer months (May – August), were also assessed as part of the evaluation.

The RDN would like to build upon the targets that have been met, and those that we have fallen short on, by having new targets and goals to strive for. While endless reductions in consumption are not possible, the RDN aims to find a water conservation plateau that can be maintained in order to provide efficient service throughout Water Service Areas. How total water conservation per capita in RDN Water Service Areas compares to other areas locally on Vancouver Island, as well as provincially, nationally, and internationally would also be a required part of a new Water Conservation Plan.



Climate change projections indicate that the Central Vancouver Island Region can expect longer periods of hot, dry weather in the summer and more extreme precipitation events in the winter months. Therefore, the difference in both precipitation and consumption between summer and winter months in Water Service Areas can be significant. The effects of climate change on water production and consumption have historically been major considerations for the RDN's Water Services Department and drought response should play a key role in future conservation planning.

The RDN is BC's fifth most populous regional district. Population projections indicate that the RDN can expect a significant level of growth in the area due to Central Vancouver Island's natural beauty and high quality of life for residents. As the regional population has increased, so too have the demands placed on the growing number of water service areas managed by the RDN. An updated Water Conservation Plan will be used to efficiently manage the RDN's water servicing moving forward as the region continues to grow.

The RDN manages a total of nine separate, relatively small Water Service Areas located throughout the Regional District, spanning from Cedar in the South (Decourcey WSA) to Qualicum Beach in the North (Surfside WSA). The Nanoose Bay Peninsula WSA serves the highest number of residential water connections (over 2,200), while the Decourcey WSA serves the fewest, with a total of 6 properties. Each service area utilizes groundwater, rather than surface water, as a drinking water source - with the exception of the Whiskey Creek WSA and the Nanoose WSA which uses a combination of ground and surface water. By 2020 the Nanoose Bay Peninsula WSA will be serviced by year-round surface water supply, as a new intake and treatment facility on the Englishman River is coming online to provide increased flow and further capacity for service area expansion. This imminent change in sourcing for the RDN's largest service area should be accounted for in future conservation planning.

The 9 RDN Water Service Areas include:

- Decourcey WSA (Cedar)
- Nanoose Bay Peninsula WSA
- Englishman River WSA (West of Nanoose)
- San Pareil WSA (South of Parksville)
- French Creek WSA (East of Qualicum Beach)
- Surfside WSA (North of Qualicum Beach)
- Whiskey Creek WSA (Southwest of Qualicum Beach)
- Westurne Heights WSA (Southwest of Qualicum Beach)
- Melrose Terrace WSA (Southwest of Qualicum Beach)

As the RDN's Water Service Areas operate independently from one another and are found in different locations with different geographic and economic characteristics, they have a range of specific qualities that require individual consideration when framing a conservation plan. While commercial enterprises do exist within RDN WSA's, the majority of water connections serve residential customers.

Consumption patterns can vary greatly between Water Service Areas for a number of reasons including socio-economic differences, geographic location, imposed water restrictions, and the prevalence of



environmental stewardship. The 2018 Water Conservation Evaluation outlined a number of findings that relate to residential consumption patterns throughout the RDN. Residential conservation provides the greatest opportunity for a reduction in water use, which is a focus of the RDN's community outreach initiatives which are branded as Team WaterSmart and administered by the Drinking Water and Watershed Protection (DWWP) Program.

The DWWP Program provides community engagement and education services throughout the RDN based on data from water consumption patterns within RDN Water Service Areas, as well as scientific monitoring efforts within local watersheds. The DWWP program has established itself as the leading edge in the RDN's efforts to promote water conservation and environmental stewardship and is a provincial leader in this field. Any recommendations made within the RDN Water Conservation Plan related to community engagement or education would be carried out by DWWP staff and management.

The RDN's proximity to neighbouring incorporated municipalities has underscored the importance of close inter-governmental partnerships. The municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach all operate in close relationship with the Regional District, and all maintain representatives on the RDN's Board of Directors. Continued cooperation between the RDN and these municipalities relating to water conservation, environmental protection, and land development should be considered within a new Water Conservation Plan.

3. SCOPE OF SERVICES

The RDN is seeking consultants to lead the review of applicable data and provide key recommendations in the form of goals, targets, measures, and strategies that can be implemented throughout RDN Water Service Areas with the objective of improving water conservation.

The key objectives of this project are to:

- Forecast future water use throughout the RDN based on current/historical data combined with population, climate change, and consumption trends.
- Set water conservation goals outlining community benefits that would be realized through improved water management. Also set water conservation targets, providing specific conservation objectives that will help achieve community benefits.
- Outline a prioritized plan for current and potential future water conservation measures.
- Develop a strategy for the implementation of suggested measures.
- Provide recommendations regarding where, and in what form, increased community engagement would be best utilized to help promote water conservation within Service Areas.

The proposal should include a description of how Water Services staff will be engaged to work alongside the consultants to compile information on plan implementation specifics. A successful proposal will require a strong understanding of utility servicing, hydrology, drinking water provision, stakeholder collaboration, community engagement, drought management, and climate change.



Overall consumption targets for the RDN's nine Water Service Areas combined, as well as targets specific to each WSA, will be required in the Water Conservation Plan.

4. DELIVERABLES AND OUTCOMES

The key deliverable is an updated Water Conservation Plan document for the 2020-2025 period. The updated Plan will build upon the previous Water Conservation Plan (2013) and the targets and recommendations that were, or were not, completed, initiated, or advanced.

As part of the deliverables, it is required that the consultant incorporate recommendations on how a community engagement component to the plan would best be carried out. Cooperation between the consultant and Water Services staff in planning a community engagement session(s) would be required.

The updated Plan should address all the key objectives listed in the scope of work. Realistic timelines, budgets, and staffing considerations should be included and informed by discussions with RDN staff.

The proposal must be submitted by November 15, 2019.

5. REFERENCE/BACKGROUND INFORMATION

The consultant should have a good understanding of what information is needed on their part for the review and audit; RDN staff will provide the consultant with necessary background information to perform the review. The successful proponent must be familiar with the following documents and web content:

- [Water Conservation Guide for British Columbia](#)
- [2018 Water Conservation Evaluation](#)
- [2013 Water Conservation Plan](#)
- [RDN Water Service Areas, including Annual Water System Reports](#)
- RDN Bylaw 1654 (available upon email request)
- [Provincial Drought Management](#)

6. PROPOSAL SUBMISSION AND EVALUATION

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information.

Please include with your proposal:

- corporate experience
- similar project references
- project team and breadth of experience
- approach and methodology including timeline and milestones
- project management process to assure quality



- comprehensive proposed fee, itemized with per hour charge out rates and hour requirements for all personnel involved

Proposals will be evaluated on the following basis 60% Technical, 40% Financial.

The lowest price proposal will receive full marks. Other proposals will receive reduced scores based on the proportion higher than the lowest price. i.e. $\text{Score} = \text{Min Cost}/\text{Cost} \times \text{Fee Points}$.

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The RDN may evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to enter into negotiations with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

7. PROPOSED PURCHASE CONTRACT

The RDN's preferred form of Contract is attached herein. Proponents should carefully review this form of Contract. Proponents may (but are not required to) request that RDN consider making revisions to the form of Contract, including the scope of Services. Proponents should submit such requests to the RDN well before the Closing Date and Time. If the RDN agrees to a request received prior to the Time, then RDN will issue an Addendum to modify the Contract. Failure to do so means acceptance of the agreement as presented.

8. GENERAL CONDITIONS

8.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.



8.2 Privilege Clause

The lowest or any proposal may not necessarily be accepted.

8.3 Acceptance and Rejection of Submissions

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

8.4 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

8.5 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

8.6 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

- (a) any other contract for works or services; or
- (b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

8.7 No Claim for Compensation

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Proponents agree that by participating in the RFP process they have no claim for compensation.



8.8 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.

8.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.