



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 – 660 Primrose St.

P.O. Box 130

Qualicum Beach, BC

V9K 1S7

Telephone: (250) 752-6921

Fax: (250) 752-1243

E-mail: gbtown@qualicumbeach.com

Website: www.qualicumbeach.com

May 16, 2023

Saahtlam Park – Detailed Park Plan REQUEST FOR PROPOSALS (RFP)

The Town of Qualicum Beach is seeking proposals for a consultant team to lead the public consultation and finalization of a detailed park plan for Saahtlam Park (Former St. Andrews Waterfront Park). The attached Terms of Reference outlines the Town's requirements.

Proposals should include:

- a) An outline of how the proponent would approach the project, including details on public engagement;
- b) Proposed timelines for the planning and design project;
- c) Payment terms;
- d) Experience and qualifications of the proponent and any personnel who will be involved in the project; and,
- e) References.

For further information regarding this RFP please contact Heather Svensen, Corporate Administrator at the contact information below. Two printed copies and a copy of the proposal in electronic format should be submitted by 4:00 pm on June 7, 2023 to:

Town of Qualicum Beach
Heather Svensen, Corporate Administrator
#201-660 Primrose Street
Qualicum Beach, BC V9K 1W8
250.752.6921
hsvensen@qualicumbeach.com

Note to Proponents

This is a request for proposals and not a call for tender or request for binding offers. No contractual obligations will arise between the Town and any proponent until and unless the Town and a proponent enter into a formal, written contract for the proponent to perform the required assessment work.

Attachments: Terms of Reference
TERMS OF REFERENCE
Saahtlam Park – Detailed Park Plan

1. Introduction

The purpose of this document is to request proposals from consultants to engage the public and develop a detailed park plan for Saahtlam Park on the Qualicum Beach waterfront, based on the 2020 Conceptual Plan.

2. Background

In 2018, the Town of Qualicum Beach purchased the historic St. Andrew’s Lodge Property on the Qualicum Beach waterfront. The property is now approximately 9,800m² (2.4 acres), has over 70m of waterfront and is in a key location at Buller Road and Highway 19A.

Beginning in June 2019, the Town undertook a comprehensive public consultation and visioning process led by Lanarc Consultants. The plan was undertaken with the following objectives:

- Learn about the site’s existing conditions and assets;
- Engage with stakeholders, members of the public, staff, and Council;
- Understand key issues and develop potential options to address these issues;
- Develop a strong vision; and
- Outline recommendations that support the vision and allow the Town to plan, prioritize, and budget for park improvements over time.

The Town adopted the “Former St. Andrew’s Waterfront Park” Conceptual Plan on February 5th, 2020. The complete 62-page Conceptual Plan can be found on the Town’s website: https://www.qualicumbeach.com/_standrews

Several key decisions have been made since 2020:

1. The St. Andrews Lodge Building will remain and be restored by a not-for-profit society.
2. There should be a publicly accessible washroom in the St. Andrews Lodge that is accessible from the outside.

Development of a detailed park plan is the next step in the process.

3. Consultant Requirements

- The following is a summary of the requirements from consultants making submissions to this request for proposals:
 - Have a thorough understanding of the planning framework and vision in Qualicum Beach;
 - Have an understanding of the Waterfront Master Plan and Official Community Plan; and

- Be familiar with the 2020 Conceptual Plan.

4. Guidance

The review shall ensure compliance with, but not limited to, the following:

- *Freedom of Information and Privacy Act*
- *Community Charter*
- *Local Government Act*

Public engagement is a foundational component of this initiative, and consultants will be expected to utilize innovative engagement strategies to ensure that the final Detailed Park Plan is aligned with the community's values and long-term vision.

5. Meetings and Presentations

The Consultant will be expected to:

- Facilitate meetings with Town staff as required to familiarize themselves with the Town's objectives for the plan;
- Review the 2020 Concept Plan to identify those areas where further public consultation is appropriate at this stage;
- Engage the public in a variety of formats, including small groups and informal engagement during the summer months;
- There should be a large-format meeting in September or October of 2023 to review a draft of the detailed park plan; and
- The consultant should present the final detailed park plan at a Council or Committee of the Whole meeting.

6. Deliverables

The Consultant will be expected to:

- Provide copies of meeting notes with all parties;
- Provide timelines and implementation methods to be used;
- The Consultant is expected to conduct a complete review of all relevant existing bylaws, strategies, policies and reports; and
- Provide a final report (reproducible in both word and .pdf format). The report shall include the following:
 - Executive Summary
 - Background and introduction
 - Consultation Summary
 - A detailed plan for Saahtlam Park

7. Schedule

- Expected commencement date: Within 14 days of date of award
- Expected completion date: November 2023.

8. Resource Material

The following resource materials are available to the successful Consultant

- 2018 Official Community Plan;

- 2016 Waterfront Master Plan;
- 2020 Former St. Andrews Waterfront Park Conceptual Plan; and
- LIDAR Data and orthophotos.

9. Proposal Evaluation and Selection

The Town of Qualicum Beach will evaluate all submitted proposals. The Town will disqualify Proponent(s) that fail to meet the minimum requirement for qualifications, experience, and methodology from the process prior to cost considerations. The object of the evaluation and selection process is to identify the proposal that, in the Town’s opinion, offers the best value for the products and/or services requested.

The Town has a social procurement policy and this will contribute to the assessment to best value.

In assessing best value, the Town:

- May not necessarily accept the lowest proposal, and may, in its sole discretion, accept any proposal and may waive any minor informality or irregularity in proposals;
- Has no obligation to receive further information, whether written or oral, from any Proponent, nor to disclose the nature of any proposals received; and
- May negotiate changes to the scope of work with any one or more proponents without having any duty or obligation to advise any other Proponent(s) or to allow them to vary their Proposal(s) due to changes to the scope of work.

Proposals will be evaluated based on the following criteria:

- Experience of Company/Team
- Proposed methodology and principles
- Completeness of Proposal
- Schedule
- Cost
- References

If you have any questions, please contact Heather Svensen, Corporate Administrator at 250.752.6921 or hsvensen@qualicumbeach.com

Location Map

