

# DRAFT REQUEST FOR PROPOSAL

## HARBOUR PLAN

### Town of Gibsons Setting

The Town of Gibsons is a thriving community that has been nicknamed the gateway to the Sunshine Coast. The town is accessed by a 15 km or thirty five minute ferry ride from West Vancouver's Horseshoe Bay ferry terminal. The Town of Gibsons is approximately 4.2 square kilometers in size has a population of approximately 4,300. The Town provides services to about 10,000 people who live in and around the Town. Historically, forestry and fishing formed the Town's economic backbone. More recently, tourism and retirement are emerging as growth sectors with a large percentage of the work force being in the service sector. The cheaper housing costs and attractive small town lifestyle in Gibsons has increased the number of young families who have made the choice to live in Gibsons and commute to Vancouver for work.

The Town of Gibsons has two main commercial areas "Upper Gibsons" which has a number of shopping malls, restaurants and services located on Highway 101 and "Lower Gibsons" which is a quaint fishing village that surrounds the bustling fishing wharf and the Gibsons Harbour.

The Town of Gibsons is looking to hire a consultant to engage the public in an open house and charette that will use a very visual process to help the public to see how the jewel of their community could grow in a way that protects and retains the small fishing village character of the Harbour Area.

### Budget

The Town of Gibsons will be managing the Open House and Charette with a projected budget of about **\$25,000** and proposals should reflect this budget estimate.

### Harbour Plan Area

The Harbour Area of the Town of Gibsons includes the water uses within the Harbour as well as the upland properties that surround the Harbour. The scenic beauty of this area has meant an ever increasing amount of development pressures in the form of a Hotel and convention centre, condominium proposals and expansion of the government wharf. There has also been a number of proposals for a pedestrian ferry service going from the Government Wharf to the Sea Bus terminal in downtown Vancouver.

The Harbour area is made up of a mix of uses both on the water and on the upland properties. The Town has a recreational lease with the Province for an area of 300 m off the shore but there are many subleases within the Town Water lease including a 400 boat private marina. The upland uses are all relatively small in scale but all the new development being proposed for the Harbour area is larger in scale and will have a

significant impact on the small village character of the area. The Town's existing OCP has a section on Gibsons Landing that outlines the goals and objectives for the Harbour area as well as the Gibsons Landing Development Permit Area that outlines the design guidelines for the form and character of development in the area.

The foreshore area is also in two other Development Permit Areas in the OCP including the: Geotechnical Development Permit Area; and the Environmentally Sensitive Development Permit Area. Both of the Development Permit Areas require that new development submit reports from professionals stating that the development being proposed meets the physical and environmental conditions of the area.

The OCP designates a large portion of the village surrounding the Harbour as "Mixed Use Residential/Commercial" which allows a mix of uses with the commercial on the ground floor and residential above. The Mixed Use designation includes the potential for tourist accommodation. The remainder of the lots along the waterfront north of the Village are designated "Multi-Family Residential Special Character" which is intended to increase the residential density of the area without dramatically changing the character of the area.

### **Previous Studies and Plans**

The Harbour area has been the subject of a number of previous reports, plans, surveys and studies including:

- 1968 Gibsons Harbour Development Plan
- 1992 Official Community Plan Includes section on the Harbour
- 1995 Gibsons Landing Downtown Revitalization Study
- **2000 Gibsons – Naturally The Strategic Plan**
- **2000 Fresh Eyes on Gibsons**
- 2001 Harbour Master Plan completed but not adopted
- 2005 New Official Community Plan Adopted using parts of Harbour Master Plan
- 2005 Harbour Authority holds a series of open houses and prepares a Phase 1 Harbour Plan Report
- 2006 Gibsons Landing Parking Study
- 2007 Transit Feasibility Study
- 2007 Coriolis Consulting Report: Approvals Process for Three Major Development Proposals in Gibsons Landing

### **Scope of Work**

Development pressure in the Harbour Area of Gibsons has brought to the forefront a number of issues that the public and Council would like to see addressed before any major development is approved in the area. The types of issues that could be addressed in the charette include:

- Height and Massing of buildings in Harbour area;
- Review of the Form and Character guidelines for the Gibsons Landing Development Permit Area;

- Review of Town and Private Lands with Development potential including:
  - o Holland Lands;
  - o Hyak Marine Lands;
  - o Shoal Bay Lands;
  - o Lands surrounding Stonehurst B&B and plans for closing School Road; and
  - o Waterfront lands along Marine Drive;
- Environmental Standards for Development in Harbour Area such as LEED standard;
- Environmental rehabilitation of the foreshore and guidelines for future development along the waterfront;
- Options for future expansion of moorage in the Harbour (Government Wharf, Gibsons Marina, Winegarden Waterfront Park water lease);
- Options for future boat launches for supplying islands;
- Parking – any new development in the Harbour area will need to provide not only parking for the proposed uses but also for increased uses within the Harbour such as a pedestrian ferry, increased moorage on the Government Wharf and existing uses that don't have parking or insufficient parking;
- Traffic analyses that address the long term traffic volumes generated by future incremental development and its impact on the community's goal to be pedestrian and bicycle oriented. Include methodology for future traffic studies;
- Community Bus and how that can be incorporated into future development plans;
- Guidelines for development over the Aquifer;
- Greenhouse Gas reduction objectives for the area (carbon neutral?); and
- Development Permit Area for the Harbour that requires the use of alternative energy sources (Geo-Thermal, Ocean, Solar, sewer pipe etc.)

## Harbour Plan Process

The Town of Gibsons would like to break up the Harbour Plan process into two phases.

### PHASE 1 of the Harbour Plan

In the first phase, which is the subject of this RFP, the consultant will attend and help to facilitate an open house held by the Town to present the background information on the Harbour and flesh out some of the key issues of agreement on the Harbour and issues requiring further work.

Town Staff have collected all the historic plans and reports related to the Harbour Area and have prepared a powerpoint presentation that summarizes the key issues and objectives relating to the Harbour Area that have emerged over the last 40 years as well as the new issues that emerged as a result of some of the larger developments proposed in the Harbour Area. This powerpoint presentation can be used to introduce the issues to the public at the open house. ***The background reports have also been scanned and placed on the Town's Website***

Staff have also prepared a report that outlines the boundary of the Harbour Plan Area as well as the number of residences and businesses in this area. The report lists the

issues that were identified in the background plans and studies as well as the key stakeholders in the Harbour Area. This information can also be used as background information for the planning process

Following the open house the consultant will run a charette that includes computer modeling or animation that visually identifies the types of densities, massing and uses that could be developed in the Harbour area in the longterm. The Town has access to a model of the Harbour Plan area that is to scale and accurately depicts the topography of the area and the buildings. This model can be used at the charette to help the participants visualize the existing situation.

~~The charette process will need to include key stakeholders in the Harbour area and focus on the issues identified by staff and the public at the open house. Key drivers for density such as economic viability, tax revenues, community bus, grocery store, pedestrian and bicycle orientation, greenhouse gas emissions, energy efficiency, year round economic viability of the village, alternative energy and car coops, need to be considered. It is important that the visual tools being used show the trade offs of higher and lower density (economic viability, greenhouse gas emissions, amenities etc.) and not just the visual impact of density.~~

***The charette process will need to include key stakeholders in the Harbour area and focus on the issues identified by staff and the public at the Open House. Key drivers for increased population density such as a grocery store, community bus and tax revenues should be considered. It is anticipated that several options will be developed at the charette, which may include a “no change” option to illustrate the effect of no increase of population. Each option will generate a built form and massing concept for analysis and comparison. Each option should be assessed in terms of (but not limited to) population growth, pedestrian and bicycle orientation, greenhouse gas emissions, energy efficiency (non-renewable and renewable), year round economic viability of the village, car coops, climate change impacts (like rising sea levels) and other lifestyle / sustainability goals. Each option will be developed to compare the visual impact of each option including view analysis, overall massing, building heights, amount of open space and architectural character. When the overall impact of each option is compared, a preferred option will be included in the Final Report, along with the analyses of the other options in an Appendix.***

The Town has started an image bank of coastal communities to share with the public and use to stimulate discussion of the future vision for the Harbour. The Town is looking for consultants that are able to use cutting edge visual software and tools (**sketches**) to visually demonstrate how the Harbour Area could look in the future and demonstrate the trade offs that each of these development scenarios entails. Any plan or vision that is developed will need to be economically viable in terms of the revenue through taxes, employment, tourism and other means. Historical Planning reports and studies concerning the Harbour have not considered the economic viability or practicality of implementing the plan components. There is a strong desire to ensure that this planning process be implementable and economically viable.

The consultant will be required to write the terms of reference for the second phase of the Harbour Plan work as part of the first phase terms of reference.

## **PHASE 2 of the Harbour Plan**

The second phase of the Harbour Plan process is not part of this Request for Proposal as the Town would like to see what form and mix of development the community recommends first. Once the vision or build out of the Plan Area has been established the details of financing and implementation can be worked on in the second phase. The details could include such things as:

- focus on sustainable development that protects and enhances the natural environment and character of the community
- new or revised form and character design guidelines for the Harbour Area
- development or redevelopment of key areas
- traffic studies and street reorientation
- steps in selling or trading Town land to enable future vision
- longterm economic and cultural stimuli.
- Economic viability
- ***Sea level rise resulting from climate change***
- Etc.

The second phase of the Harbour Plan process will include a budget of approximately \$50,000 but this budget could be augmented by donations from key stakeholders depending on the issues and recommendations that emerge from the first phase of the Harbour Plan process.

### **Minimum Requirements For Proposal**

As a minimum, the successful consultant will be expected to:

1. Start up meeting to meet with Town staff to confirm work plan and collect background information
2. Help facilitate an Open House with the public to provide overview of past Harbour Plan Studies and issues and reinforce areas of agreement and list issues requiring further discussion.
3. Meet with Key stakeholders from the Harbour Area;
4. Hold a Design Charette to work with the community to visually analyse the tradeoffs of different development options for the Harbour Area. The visioning work must include key areas for development or redevelopment such as:
  - o Holland Lands;
  - o Hyak Marine;
  - o Shoal Bay Site;
  - o Government Wharf; and
  - o Gibsons Marina.
5. Produce a document that outlines the preferred development option and vision for the Harbour Area and provides a list of implementation priorities that will need to be addressed in Phase 2 of the Harbour Plan Work.
6. Produce the terms of reference for Phase 2 of the Harbour Plan process.

## **Project Team**

The Consultant's project team must include professionals with experience in the following areas:

- Neighbourhood Planning;
- Sustainable land use planning;
- Site Planning;
- Harbour Design and Development;
- Experience working with computer software that can represent 3D visions of various styles of development;
- Economic impacts of development; and
- Public participation and facilitation skills.

## **Project Management**

The consulting team must be led by a proven project manager that can demonstrate a clear understanding of the issues and objectives of the planning study and ensure completion of the project tasks, and the successful provision of project deliverables within the time frame. In addition, the consultant is responsible for maintaining projects costs within the negotiated contract budget.

## **Special Conditions**

A 15% holdback will be retained until the Harbour Plan has been adopted by Council. Every request for funds will have to be accompanied with a summary of the percentage of the work completed as compared to the percentage of the budget expended. If, in the opinion of the Director of Planning, the remaining funds do not match the amount of work remaining, the Town will hold back payment of invoices until the remaining work matches the remaining budget.

## **SCHEDULE**

The Town will shortlist three consulting firms to bid on Phase 1 of the Harbour Plan work. The shortlisted consultants will be expected to present their proposals to the Planning Committee and the Planning Committee will make a recommendation on the successful candidate to Council. Key Dates in the Neighbourhood Plan Process are:

- Deadline for Expression of interest **4:30 pm Monday March 30, 2009.**
- Deadline for three short listed proposals **4:30 pm Monday April 27, 2009.**
- Presentation of Proposals to a Special Meeting of the Planning Committee **Tuesday May 12, 2009.**
- Consultant hired at the **May 19, 2009** Council meeting.

The Town of Gibsons will require the consultant to complete the Phase 1 work within three months from being hired and hold the Charette prior to summer holidays in July and August of 2009.

## Contract

The successful consultant will be required to enter into a contract with the Town of Gibsons upon being awarded the project. The contract will include, among other things, the budget, the timing of the work, the consultant making provisions for indemnity insurance and worker's compensation coverage.

## PROPOSAL REQUIREMENTS

The short listed consultants shall submit 10 copies of the proposal by **4:30 pm Monday April 27, 2009** to Mr. Chris Marshall, Municipal Planner, Town of Gibsons, 474 South Fletcher Road, Box 340, Gibsons, B.C., V0N 1V0. For the proposal to be considered it must include:

1. A statement of the proponent's understanding of the scope of work;
2. A commitment to the project schedule;
3. A work plan indicating how the objectives will be met;
4. Proposed methodology;
5. The name of each team member committed to the assignment together with detailed resumes, **highlighting personal involvement in similar projects**;
6. A projected timetable/schedule for the completion of all stages. This timetable will provide an indication of the type and timing of any required meetings, and the expected hours which each team member will spend on the project;
7. An indication of how public consultation will be undertaken;
8. Proposed fee and disbursement breakdown of budgeted costs for each component and stage of the work;
9. **Proposal must include a description of how the consultants involved in the proposal bid are adopting sustainable practices within their own offices**;
10. All prices shall be based on supplying everything as proposed. The proposal should include all costs that the proponent will incur in his/her work including costs of telephone calls, paper, photocopies, gas, applicable taxes, and any other operating expenses. In addition, the proponent's bid should include the expenses for "other professional services" should he/she wish to involve another consultant in completing the project; and
11. Any deviations from the detailed specification shall be clearly identified and explained by the proponent.

## EVALUATION CRITERIA

The following is a list of the criteria by which the Town of Gibsons will be evaluating the short listed proposals:

- 30% Experience and qualifications of the Individuals listed in the proposal. Consulting teams with direct experience in holding Charettes with the public and using computer software to visually demonstrate the tradeoffs of various forms of development will score highest. Consultants with a proven record in sustainable community development will be scored higher in the evaluation process. References will be consulted for projects with similar deliverables;

- 15% Understanding of the goals and objectives of the Harbour Plan and its context in the Town and Region;
- 25% Work plan to meet or exceed the minimum requirements for completing the Harbour Plan and garnering public input;
- 10% Appropriate timeline for completion of **Phase 1** of the Harbour Plan;
- 15% Value for the proposed budget broken out for each phase of the work; and
- 5% Policies within the consulting firms office and operations relating to sustainable practices.

### **CLOSING DATE FOR PROPOSALS**

The closing date will be **Monday April 27, 2009 at 4:30 pm**. Proposals must be clearly marked with the name and address of the proponent and the "Request for Proposal" title. Proponents are responsible for ensuring that courier delivery occurs within the deadline. Late proposals will not be accepted and will be returned to the proponent unopened.

### **PRESENTATION OF PROPOSAL TO THE PLANNING COMMITTEE**

The Town of Gibsons will shortlist three consultants for the Neighbourhood Plan and these consultants will be expected to present their proposal at the Planning Committee scheduled for **May 12, 2009 at 8:30 am**.

### **ADDITIONAL TERMS**

#### **Acceptance of Proposals**

The Town reserves the right to modify the terms of the "Request for Proposal" at any time at its sole discretion.

This "Request for Proposal" should not be construed as an offer to purchase goods or services or as an invitation to tender. The Town of Gibsons is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria. The Town will not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal.

#### **Definition of Contract**

Notice in writing to a proponent of the acceptance of its proposal by the Town and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.



All the terms and conditions of this "Request for Proposal" are assumed to be accepted by the proponent and incorporated in its proposal.

### **Ownership of Proposals and Freedom of Information**

All documents, including proposals and digital documents, submitted to the Town of Gibsons become the property of the Town. By submitting a proposal the proponent thereby agrees to public disclosure of its contents. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential", and will be subject to appropriate consideration as defined within the British Columbia *Freedom of Information and Protection of Privacy Act*.

### **Contract Administrator**

The Director of Planning will be assigned by the Town of Gibsons as the contract administrator to oversee the contract awarded to the successful proponent. In addition, the consultant's project manager will be responsible for providing scheduled status reports to the contract administrator or a designate.

### **Inquiries**

All inquiries related to this "Request for Proposal" are to be directed to:

Chris Marshall  
Director of Planning  
Town of Gibsons  
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