



REQUEST FOR PROPOSAL

NWRFP-20-19

2020 Development Cost Charge (DCC) Bylaw and Program Update

Closing Time:

Thursday, September 10, 2020
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

Further requests for information :

Purchasing: Gilbert Matembe, SCMP
Intermediate Buyer

Email: nwpurchasing@newwestcity.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

CORPORATION OF THE CITY OF NEW WESTMINSTER

PART 1

RFP PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** The City of New Westminster is seeking the services of an experienced engineering/planning consultant to support the City in updating the Development Cost Charge (DCC) bylaw and program. The successful candidate will provide services related to the DCC update in 2020, with the possibility of work continuing to 2021. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2** The City of New Westminster is the first city incorporated in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.4** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
 - b) modify this RFP at any time.
- 1.5** Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.6** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the City.

2.0 COVID-19 GLOBAL PANDEMIC

- 2.1** Due to the COVID 19 global pandemic, the City may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the City will only pay for actual costs incurred by the consultant.
- 2.2** In submitting a Proposal, the Proponent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Proponent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for Proposal, and said "Known Impacts" have been accounted for by the Proponent within the Appendix And pricing.

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3.0 PROPOSAL INSTRUCTIONS

- 3.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with Subject “**NWRFP-20-19 Development Cost Charge (DCC)**” in the Subject <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>
- 3.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 3.3** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile or other unsealed Proposals.
- 3.4** Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

4.0 CONTRACT REQUIREMENTS

- 4.1** The City anticipates that any contract arising from this RFP will be based on the City's Consulting Services Agreement and Statement of Work provided by the consultant.
- 4.2** The contract will be “time and materials” based, with an upset limit of \$50,000 (excluding GST) in 2020. The 2021 scope of work is provisional and will be 2021 budget dependent.
- 4.3** The City anticipates that the successful proponent will be engaged for both portions of the project, i.e. 2020 Work and provisional 2021 Work.

5.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

- 5.1** All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

6.0 INSURANCE, PERMITS AND LICENSES

- 6.1** The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:
- a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;
 - b) Professional Liability Insurance of one million dollars (\$1,000,000)

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7.0 **LIVING WAGE EMPLOYER**

- 7.1** Effective January 1, 2011, the City of New Westminster became a “Living Wage Employer”. As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.
- 7.2** In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.
http://www.livingwageforfamilies.ca/living_wage_calculator
- 7.3** The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy (attached as Appendix A). **Completion and submission of the Declaration is required prior to Contract award.**
- 7.4** In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City’s [Living Wage Page](#) for further information.

8.0 **EVALUATION AND SELECTION PROCESS**

- 8.1** The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City’s opinion offers the best value for the services requested.
- 8.2** The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.
- 8.3** Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Company Profile (<i>Executive Summary</i>)	10
Understanding of Assignment, Approach, and ability to meet schedule	25
Project Team Qualifications, Experiences, and References	30
Value Added	10
Rates	25
Total	100

- 8.4** The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.
- 8.5** The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 3 months.

CORPORATION OF THE CITY OF NEW WESTMINSTER**9.0 NEGOTIATIONS**

- 9.1** The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:
- a) Changes to the requirements or Scope of Work proposed by the Proponent
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the City
- 9.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



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PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

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1.0 **BACKGROUND**

- 1.1 The City of New Westminster's DCC Bylaw last received a major review in 2009, and a minor amendment to adjust costs in 2015. With the recent adoption of the OCP in 2017, the completion of the Utility Master Plans in 2015 (after the minor update), and the development of various Transportation plans since 2009, the City is proposing a comprehensive review and major update of the DCC program.
- 1.2 The proposed DCC program update will be completed by City staff, with the advisory/support services of an experience engineering/planning consultant. The purpose of this RFP is to obtain a qualified consultant to support the internal team in the work plan.
- 1.3 The internal team will be composed of:
- a) A project engineer and project manager,
 - b) Subject Matter Experts (SMEs) from Infrastructure Planning (Utilities), Transportation Planning, Parks, Development Services (Planning), and Finance.
- 1.4 The major update will be divided into two components: 2020 Work and provisional 2021 Work. Proposals will be evaluated based on work proposed in 2020 and 2021, however only a purchase order for the 2020 work will be issued at the time of award. The provisional 2021 work will be subject to the status of project, satisfaction of the City with the Consultant, and available funding. Contract description and budget limit are described in Section 4.2 of Part 1.
- 1.5 Relevant background documents:
- a) Development Cost Charges Bylaw No. Bylaw 7311, 2009 (2015 amendment included)
https://www.newwestcity.ca/database/files/library/DCC_Bylaw_No._7311_2009.pdf
 - b) 2009 Development Cost Charge Review
[https://www.newwestcity.ca/database/files/library/DCC_2009_Development_Cost_Charges_Review_Final_Report\(1\).pdf](https://www.newwestcity.ca/database/files/library/DCC_2009_Development_Cost_Charges_Review_Final_Report(1).pdf)
 - c) 2015 DCC Amendment Council Report
[https://www.newwestcity.ca/database/files/library/DCC_update_council_report_and_draft_a_mendment_Bylaw_No._7770_2015\(1\).pdf](https://www.newwestcity.ca/database/files/library/DCC_update_council_report_and_draft_a_mendment_Bylaw_No._7770_2015(1).pdf)
 - d) [Mater Sewer and Water Plans](#)
 - e) <https://www.dropbox.com/sh/kbsl94eo19gjaqr/AADk4VLen4EBS4MJxXVY-IsYa?dl=0>
 - f) [Master Transportation Plan](#)
 - g) <https://www.newwestcity.ca/mtp>

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2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK

- 2.1** The primary objective of this project is to update the DCC program (and Bylaw) and corresponding rates to ensure it is equitable and consistent with the new 2041 planning horizon as defined in the OCP and current DCC best practices. The objective of this RFP is to retain a consultant to assist and compliment the internal DCC team.
- 2.2** The successful proponent will have proficient experience and knowledge of DCC best practices used by municipalities across the metro Vancouver area. The City will be relying on the consultant to provide recommendations and guidance as the City progresses through the Major update project.
- 2.3** The successful proponent shall be familiar with the respective provisions of the Community Charter and Local Government Act, as well as the “Development Cost Charge Best Practices” document published by BC Ministry of Community Services.
- 2.4** The consultant will predominantly be in an advisory role, with the ability to provide deliverables when required.
- 2.5** The contract will be “time and materials” based (materials being the deliverable(s) required as per attached work plan), with an upset limit of \$50,000 (excluding GST) in 2020. The 2021 scope of work is provisional.

3.0 PROPONENT QUALIFICATIONS

- 3.1** We are seeking a consultant with the following qualities:
- a) Proficient experience completing DCC major updates for other municipalities in the metro Vancouver region;
 - b) Five or more years of experience with preparing/updating DCC programs and/or bylaws;
 - c) Can provide a sample DCC major update report that they have prepared in the last six years;
 - d) Proven ability to lead workshops and present to industry stakeholders, senior management and/or councils;
 - e) Knowledgeable in assessing projects for DCC program in compliance with Ministry principles. Specifically, we are seeking guidance in the admission of multi-modal transportation projects into the DCC program (and corresponding benefit factor);
 - f) Strong understanding of development industry perspective and infrastructure servicing;
 - g) Experience in determining benefit factors for different assets;
 - h) Experience evaluating projects and benefit factors in a municipality with a combined sewer system that is transitioning into a separated system (Sewer separation program).

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4.0 SUBMISSION REQUIREMENTS

- 4.1** Proposals should not exceed ten (10) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:
- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
 - b) **Executive Summary:** (max 1 page) including a brief history of the firm, size, location, years in business, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project.
 - c) **Understanding of assignment and Approach:** A proposed project work plan prepared by internal staff is attached in Appendix A. The Proponent is to review the draft work plan and provide a brief outline of the Proponent’s understanding of the project and a detailed work program, methodology, and schedule to support the City’s internal team to successfully achieve the objectives in the attached Appendix A.
 - 1) What would be your methodology on supporting an internally delivered DCC update?
 - 2) Do you have availability to meet the proposed timeline indicated in the attached Appendix A? Provide a Gantt chart to illustrate.
 - 3) Provide a schedule of activity from date of award to completion, including a labour summary matrix that provides person-hour estimates for each of the work activities in Appendix A.
 - d) **Project Team/Experience:** The proposed project team complete with brief bios, describing each person’s position in your firm, their role on this project and their qualifications and experience with major DCC updates. Resumes with further details can be included in an appendix.
 - 1) Provide a list of similar DCC program development projects undertaken by your team.
 - 2) How familiar are you with DCC programs of other municipalities across metro Vancouver?
 - 3) Provide a summary org chart of the proposed team members illustrating reporting structure.
 - 4) Provide a past DCC major review report that was created by the team you are proposing.
 - e) **Rates/Costs:** Provide hourly rates for each team member proposed for this project. Also provide any additional costs that may be associated with this project.
 - f) **Value Added:** Describe any other service(s) you are willing to offer to the City of New Westminister beyond the core service described in the scope of work. How do these services set your firm and proposed team apart from other organizations with respect to this project? How does your team compliment the work proposed by the internal team?
 - g) **Statement of Work:** Include a draft Statement of Work (SOW) with your submission. A Statement of Work (SOW) is a narrative description of the required work. It stipulates the deliverables or services required to fulfil the contract, and it defines the task to be accomplished or services to be delivered in clear, concise, and meaningful terms. The final

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SOW will be developed by the City and the successful Proponent and will be included in the Agreement. A sample Statement of Work is included in this RFP as Appendix B.

- h) **Living Wage Declaration:** As per Part 1, section 6
- i) **References:** Complete the attached table of references below

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REFERENCES

Please provide three (3) references for municipalities in Canada for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

- 1.1** The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City reserves the right to seek a reference from sources other than those provided by the Proponent.



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APPENDIX B

SAMPLE STATEMENT OF WORK

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STATEMENT OF WORK – Consulting Services

Primary Contact Information	
Owner	City of New Westminster
Project Name:	2020 Development Cost Charge (DCC) Bylaw and Program Update
City Project Manager:	Gwenda Sulem
Telephone No.:	604.515.3836
Email Address:	gsulem@newwestcity.ca
Mailing Address	511 Royal Avenue New Westminster, BC V3L 1H9
Consultant Name:	
Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	

Introduction

This Statement of Work has been prepared for the 2020 Development Cost Charge (DCC) Bylaw and Program Update Project. This Statement of Work document outlines key project information, including objectives, scope of work, tasks, milestones/schedule, deliverables, and standards and testing specification documents that will be used. It also outlines how project success will be defined, and how the project will be budgeted and invoiced.

Project Objective

Enter the Project Objective(s)

Scope of Work

List (in point form) the scope of work:

- Task 1
- Task 2
- Task 3
- Etc.

City's Responsibilities

List what the City will do / provide

- Item 1

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- Item 2
- Item 3
- Etc.

Tasks
-Detailed tasks as outlined in proposal document.
<ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 • Etc. •

Milestone/Schedule	

Deliverables	
<ul style="list-style-type: none"> • Item 1 • Item 2 • Etc. • 	<ul style="list-style-type: none"> •

Standards & Testing

Define Success
Project success will be defined by clear project goals being accomplished on time and on budget. This section will be fully detailed in consultation with the client to ensure their success targets

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Schedule of Fees	
<i>-As outlined in the proposal document.</i>	
Project Name	
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APPENDIX C

DECLARATION – LIVING WAGE EMPLOYER

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DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:
