



## **COWICHAN VALLEY REGIONAL DISTRICT**

### **REQUEST FOR PROPOSAL**

## **Regional Population, Housing, and Employment Projections**

### **ENV-003-15**

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#### **Proposals**

Proposals will be received by Kate Miller, Manager, Environmental Initiatives, Cowichan Valley Regional District (CVRD), 175 Ingram Street, Duncan, BC V9L 1N8, until **June 3, 10 a.m.**, in sealed envelopes clearly marked **"ENV-003-15 – Regional Population and Employment Projections"**, or by email to [kmiller@cprd.bc.ca](mailto:kmiller@cprd.bc.ca) with a read receipt.

Proposals sent by facsimile will not be accepted and expressions of interest received after the closing time will not be opened. The CVRD is not bound to accept the lowest price or any proposal of those submitted.

The CVRD is open to concepts, designs, innovations that will improve the quality of the delivered products.

#### **Completion Date**

The contract awarded under this Request for Proposal must be completed by no later than August 10, 2015, unless otherwise mutually agreed to in writing between the CVRD and the successful proponent. Award of contract to successful proponent is anticipated mid June.

#### **Costs**

Funding is limited at this time to less than \$25,000.

#### **Inquiries**

Request for Proposal inquiries should be directed solely to Kate Miller, Manager, Environmental Initiatives Division, phone 250-746-2509.

# TERMS OF REFERENCE

## Summary

The Cowichan Valley Regional District (CVRD) is seeking the services of a consultant to develop regional population, housing, and employment projections from 2016-2036, including an industrial lands analysis. These projections will inform the development of a Regional Integrated Planning Strategy, a framework for responsibly managing future growth in the region.

## Background

The CVRD consists of nine electoral areas and four municipalities. There are also 34 First Nations Reserves located within the boundaries of the CVRD. The CVRD is in the process of developing a Regional Integrated Planning Strategy as a framework for managing future growth within the region. As land use and transportation are key components of this strategy, the CVRD needs information about the population changes projected over the next two decades at both a regional and sub-regional scale. Each of the four member municipalities is responsible for their own land use planning, while land use planning for the Electoral areas is the responsibility of the CVRD. The Regional Integrated Planning Strategy will be consistent with land use plans developed by the municipalities, but will provide a regional perspective for managing future growth.

In order to examine demographic trends at a sub-regional level, the population centres within the CVRD have been grouped into 13 planning areas which agglomerate into four sub-regions as follows. These planning areas generally conform to the Urban Containment Boundaries (UCB), although they are sometimes slightly modified to align with Census Dissemination Area boundaries and to include adjacent rural areas with significant population densities. The exact boundaries of these sub-regional areas will be provided as a shapefile. The Areas are described in Table 1 and are shown in the map in Figure 1.

Table 1. Sub-regional Planning Areas

Area	Description	2011 Population	2011 Dwellings Occupied by Usual Residents
<b>South Sub-Region</b>			
Shawnigan Lake	Shawnigan Lake UCB	3,996	1,439
Mill Bay	Mill Bay UCB	2,906	1,167
Cobble Hill	Cobble Hill UCB and surrounding area	2,386	950
Rural South	Remainder of Electoral Areas A, B, & C	8,171	3,422
<b>South Sub-region subtotal</b>		<b>17,459</b>	<b>6,978</b>
<b>West Sub-Region</b>			
Lake Cowichan	Lake Cowichan and Youbou UCB, Honeymoon Bay, Mesachie Lake	4,650	2,114
Rural West	Remainder of Electoral Areas F & I, part of Electoral Area E	1,299	539
<b>West Sub-region subtotal</b>		<b>5,949</b>	<b>2,653</b>

Area	Description	2011 Population	2011 Dwellings Occupied by Usual Residents
<b>Central Sub-Region</b>			
Core	City of Duncan, North Cowichan UCB, adjacent Cowichan Tribes lands	22,053	9,362
Cowichan Bay	Cowichan Bay UCB and surrounding area	2,685	1,134
Chemainus	Chemainus UCB and surrounding areas	3,715	1,765
Crofton	Crofton UCB	1,695	660
Rural Central	Remainder of Electoral Areas D & E, Municipality of North Cowichan	17,749	7,195
	<b>Central Sub-region subtotal</b>	<b>47,897</b>	<b>20,116</b>
<b>North Sub-Region</b>			
Ladysmith	Ladysmith UCB and Stz'uminus IR 12 (Oyster Bay)	8,431	3,621
Rural North	Remainder of Electoral Areas G & H	5,549	2,164
	<b>North Sub-region subtotal</b>	<b>13,980</b>	<b>5,785</b>
<b>TOTAL</b>	<b>CVRD TOTAL</b>	<b>85,285</b>	<b>35,532</b>

Source: Statistics Canada 2011 Geographic Attribute File

There are three main tasks within this proposal: A) Population and Housing Projections; B) Industrial Lands Analysis; and C) Employment Analysis and Projections.

#### A) Population and Housing Projections

The proponent is required to develop regional and sub-regional population and housing projections for the CVRD. The CVRD has amalgamated OCP and zoning data for the municipalities and electoral areas and has created a map of the maximum dwelling densities (dwelling units/hectare) permitted under current zoning across the region. Similarly, the CVRD has used BC Assessment data to map the current estimated dwelling density for the region. It is anticipated that the proponent will use these data to guide sub-regional population projections. Other sources of data may include 2011 Census and National Household Survey and BC Stats population projections, and the recent CVRD affordable housing analysis.

The proponent should propose an appropriate methodology for developing the population and housing projections. The methodology should take into account age-specific fertility rates, age- and sex-specific mortality rates, and migration to and from the CVRD, as well as the need for various types of housing based on the age of the population. Projections should use the 2011 Census as a baseline, extrapolated to current (2015) population. The CVRD is seeking population projections at five-year intervals from 2016-2036 for each sub-regional planning area described above. The proponent will apportion the regional population projections to the sub-regional planning areas using a "business as usual" scenario, based on the existing land use and densities provided in the OCPs. These initial apportionments will be reviewed and revised based on input from the CVRD and member municipalities.

## B) Industrial Lands Analysis

The proponent is required to undertake an Industrial Lands Analysis for the CVRD. The CVRD has amalgamated OCP and zoning data for the municipalities and electoral areas and has created a map of the current zoning across the region. The Industrial Lands Analysis should go beyond a simple inventory of industrial land, and consider the following over the next 20 years:

- Regulatory Framework – OCP's, zoning bylaws
- Industrial land supply – zoned industrial land by Municipality and Electoral Areas
- Inventory of vacant industrial land; inventory and types of utilized industrial land
- Land utilization by industrial area and parcel size
- Environmental sensitivity, terrain and soils, transportation and connectivity, utility infrastructure
- Assessed land values
- Economic base analysis – potential growth industries
- Competitive position in market – cost comparisons, labour force comparisons, permitting process, other industrial lands in the “mid-island”
- SWOT analysis
- Industrial land demand, projections, barriers
- Capacity and adequacy of industrial lands
- Brownfield considerations

The industrial lands analysis should include consultation with representatives from the CVRD and member municipalities.

## C) Employment Projections

The proponent is required to develop regional and sub-regional employment statistics and projections for the CVRD. The proponent should propose an appropriate methodology for developing the employment projections. The projections should include the projected employment by industry sector, demographic and place of work taking into account both the supply of and demand for workers in the region as well as in other relevant jurisdictions (i.e., jurisdictions with which the CVRD might be competing for workers).

The CVRD is seeking employment projections at five-year intervals from 2016-2036 and should include consultation with representatives from the CVRD.

## **Scope of Work**

The Scope of the assignment shall include, but not limited to the following:

<b>TASK</b>	<b>DELIVERABLES</b>	<b>RESPONSIBILITY</b>
<b><i>Planning</i></b>		
Kickoff Meeting at the CVRD office	Workplan	Consultant and CVRD
<b><i>Execution: Population and Housing Projections</i></b>		
Develop regional population and housing projections based on 2011 Census data, BC Stats population projections, and other relevant data sources	Regional population projection for 2016-2036	Consultant
Apportion the regional population and housing projections to the sub-regions to create sub-regional population and housing projections	Sub-regional population projections for 2016-2036	Consultant and CVRD
<b><i>Execution: Industrial Lands Analysis</i></b>		
Conduct an analysis of the industrial lands within the region and an assessment of the need for additional future industrial lands.	Industrial lands Analysis	Consultant
<b><i>Execution: Employment Projections</i></b>		
Develop regional employment statistics and projections by industry sector, demographics and issues related to place of work	Regional employment projection for 2016-2036	Consultant with CVRD input
Apportion the regional employment projection to the sub-regions to create sub-regional employment projections and analysis.	Sub-regional employment projections for 2016-2036	Consultant and CVRD
<b><i>Completion: Draft and final report</i></b>		
Produce draft outline	Outline	Consultant
Produce draft final report including methodologies employed and projected population, housing, and employment figures for review by CVRD	Draft report.	Consultant with CVRD review
Incorporate feedback and produce final report	Final report	

## **Deliverables**

Key Deliverables will include:

- Regional and sub-regional housing and population projections
- Industrial Lands Analysis
- Regional and sub-regional employment projections
- Final report

## **Resources Provided**

Background materials will be provided or available to the successful proponent includes but is not limited to:

Base mapping

- Current regional population density (raster layer)
- Maximum regional population density based on current zoning (raster layer)
- Amalgamated land use zoning for region (shapefile)

A project coordinator for the CVRD will be identified to provide a single point of contact for all consultant inquiry and reporting. An intergovernmental advisory team consisting of representatives from the CVRD and the municipalities has been established to oversee the development of the Regional Integrated Planning Strategy and will be reviewing the recommendations contained in the draft report.

## **Fees**

Vendor shall provide a total all-inclusive upset cost to complete this engagement, inclusive of all reimbursable expenses, disbursements, and applicable taxes.

Fees must be billed by deliverables. Payments will be made on the basis of the Detailed Work Schedule with fees provided as part of this proposal and an agreed task breakdown. The Detailed Work Schedule with fees will be used by the CVD staff to monitor the progress and invoicing.

## **Proposal Submission Requirements**

All information is to be submitted with a covering letter on corporate letterhead, duly signed and sealed by an authorized official, and enclosed in a sealed envelope. Proposals must be clearly marked with Proposal Title, Reference Number, and vendor's name and contact information on the front cover.

The body of the proposal shall adhere to the following outline:

1. Company Profile
2. Project Experience
3. Methodology and Work Plan Description
4. Project Team Organization and Qualifications
5. Staff Allocation and Detailed Work Schedule
6. Cost and Schedule Control
7. Value for money

Submitted proposals should reflect the proponents understanding of the objectives, context, issues, deliverables and methodologies for the population and employment projections. Proposals should demonstrate extensive knowledge of demographic and labour market issues, and the capability to write clear, concise, reports.

## **Ownership and Delivery of Materials**

The proponent agrees that all information and material of any kind whatsoever acquired or prepared by or for the Consultant pursuant to the Contract shall, both during and following the termination of the Contract, be the sole property of CVRD, including all information and material provided by CVRD to the Consultant for the purposes of the Contract. The Consultant is however permitted to retain copies of all reports. The data collected and materials prepared by the Consultant will be shared with the member municipalities within the CVRD.

### **Contract for Professional Consulting Services**

The successful proponent will be required to execute a CVRD “Contract For Professional Consulting Services”. No other form or agreement will be signed or accepted. The successful proponent will then be issued a purchase order by CVRD.

### **Evaluation Criteria**

Each proposal will be evaluated on the following Mandatory Criteria (Table 1) and, Desirable Criteria (Table 2).

Proposals must meet all the Mandatory Criteria to be considered for further evaluation.

**Table 1. Mandatory Criteria.**

<b>Criterion</b>	<b>Yes / No</b>
Proposal received at closing location by specified closing date and time.	
Proposal must be in English and must not be sent by facsimile.	
Digital or three (3) hard copies of proposal must be submitted.	
Proposal must be signed by person authorized to sign on behalf of Proponent.	

Proposals meeting the mandatory criteria will be assessed against a set of desirable criteria evaluating:

- Format and clarity of the “Proponent Response”
- Proposed methodology
- Value of the proposed product

Scores for the Desirable Criteria will be combined to create a total score (Table 2).

**Table 2. Desirable Criteria.**

<b>Criterion</b>	<b>Weight</b>	<b>Minimum Score (If applicable)</b>
Details about proposed deliverables: <ul style="list-style-type: none"><li>• Format and clarity of “Proponent Response”</li></ul>	10%	5%
Functional product requirements: <ul style="list-style-type: none"><li>• Project timeline milestones and deliverables</li><li>• Proposed project approach and anticipated outcomes</li><li>• Past relevant experience</li><li>• Personnel – include the experience of the personnel used and the estimated hours per person</li><li>• Innovation</li><li>• References – provide three references who can attest to similar work completed</li></ul>	80%	--
<b>Criterion Continued</b>	<b>Weight</b>	<b>Minimum Score (If applicable)</b>
Value: Score = (total price divided by the total award score proposal/price of this proposal). Please provide daily bill out rates for the project staff as additional information.	10%	--
<b>Total</b>	100%	

The CVRD is open to concepts, designs, innovations that will improve the quality of the delivered products.

Figure 1. Sub-Regional Planning Areas

