

COWICHAN VALLEY REGIONAL DISTRICT

REQUEST FOR EXPRESSION OF INTEREST AND PROPOSED APPROACH

2015 State of the Environment Report Update

ENV-001-15

PROPOSALS

Proposals will be received by Kate Miller, Manager, Environmental Initiatives Division, Cowichan Valley Regional District (CVRD), 175 Ingram Street, Duncan, BC V9L 1N8, until **June 5th 2015, at 2 p.m.**, in sealed envelopes clearly marked “**ENV-001-15 - Regional State of the Environment Report Update**”, or by email to Jeff Moore, Environmental Analyst at jmoore@cvrld.bc.ca with a read receipt and subject identified as “**ENV-001-15 - Regional State of the Environment Report Update**”.

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.

SCOPE

The Cowichan Valley Regional District is requesting proposals (a statement of qualifications and a proposed approach) to provide the Cowichan Valley Regional District with an update for 2 selected components of the Regional State of the Environment Report (and supporting documents, as required). The update should take into consideration the entire CVRD region.

The update will include the following two sections:

- a. Species at Risk in the Region, both provincial and federal
- b. Fish
 - Measuring the state of fisheries in the Region, where data is available.
 - Factors affecting fisheries
 - Indicators used to track the health of fisheries where no direct data is available

Critical steps in this work include:

1. Complete the Species at Risk and Fish section updates for the State of the Environment Report, based on the above, including collection and compilation of data sets for the selected and approved indicators.
2. Provide the CVRD with the following three reports for each of the sections:

- a. Technical summary update no longer than 10 pages as well as background data and information used to develop the update in a format appropriate for archiving and long term monitoring retrieval.
 - b. Communication summary of two pages in a narrative format appropriate for public communications highlighting the issues and relevant changes.
 - c. Communications dashboard infographics which communicates the issues and trends visually (informative graphics including a map and/or other visual representation of indicator trends in a form that is appropriate for public communication).
3. Provide data files including any relevant GIS mapping files, spreadsheets and other documents for each of the sections where appropriate.
 4. Provide the CVRD with a short memo on recommendations for future updates.

The successful respondent will perform the majority of the above work, collaborating with the CVRD oversight group at appropriate and critical junctures.

Use of Indicators

This project will focus on the update of two key sections of the 2010 CVRD State of the Environment Report. This project requires a thoughtful review and update of those environmental indicators due to the lack of resources for collection of data on a large suite of environmental variables, and due to the challenges in meaningfully interpreting data from monitoring individual variables.

The Regional District currently collects limited information in these areas and the proponent would be expected to seek information largely external to the organization.

Attention should be paid to a number of key considerations such as:

- Should additional information and indicators be included
- Specific tracking indicators vs. aggregated trending
- Trends shown by indicators and projected impacts to the Region
- Strategic communication of the material

Limitations

Given the limited resources of this project (see below), the proposal should focus on areas where appropriate existing data can be utilized or extrapolated to allow some compilation of data collection and current-state reporting. Thus, this update is viewed as a step in the process of periodic updating and communication on environmental indicators and their impacts in the region.

The following project components will be particularly important in moving this work ahead in the future, and as such should also be given due consideration in this update work. A short Recommendations Memo should be provided which includes the following:

- A summary of indicator review and identification of additional information that should be tracked in the future or alternative mechanisms to undertake the analysis.
- Recommendations for indicator monitoring over time, frequency scope etc.
- Gap analysis; and recommendations for next steps

COMPLETION DATE

The contract awarded under this Request for Proposal must be completed by no later than August 17, 2015, unless otherwise mutually agreed to in writing between the CVRD and the successful proponent.

COSTS

Funding is limited at this time to less than \$10,000, inclusive of fees, disbursements, administrative costs and provincial sales tax where applicable and before GST.

INQUIRIES

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

TERMS OF REFERENCE

The major objectives of the project are to:

1. Review relevant environmental indicators for the Species at Risk and Fish sections of the State of the Environment Report and identify any additional information that should be tracked.
2. Collect and compile appropriate and available data sets relevant to these indicators for regional use;
3. Complete an update of 2 sections of the 2010 Regional State of the Environment Report and provide 2 page summary background documents and dashboards with informational graphics for each updated section.
4. Identify critical data gaps and provide recommendations for next steps; and
5. Provide the CVRD with background data and information used to develop the update including GIS data files, spreadsheets and other documents.

The proposal should cover the following key points:

- Approach to the update of a Regional State of the Environment Report, including:
 - Indicator selection for the Fish section including the approach for aggregating data. For example, data could be aggregated by species, family or order and by watershed.
 - Data set identification and compilation
 - Development of infographics and dashboard to be utilized
 - Gap analysis
- Indication of capacity for consultation or collaboration with various interests (for example, Cowichan Tribes, Hul'qumi'num Treaty Group, Fisheries and Oceans Canada, relevant municipalities, federal and provincial government agencies, community groups)
- Recommendations for next steps to be described in a Recommendations Memo including the identification of additional resources needed for future updates.

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.

Criterion	Yes / No
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”
- Functionality of the proposed product
- Approaches to collection of data
- Deliverables provided
- Pricing of the proposed product

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

Table 2. Desirable Criteria.

Criterion	Weight	Minimum Score (If applicable)
Details about proposed deliverables: <ul style="list-style-type: none"> • Format and clarity of “Proponent Response” 	10%	5%
Functional product requirements: <ul style="list-style-type: none"> • Project timeline milestones and deliverables • Proposed project approach and deliverables • Past relevant experience • Communications approach, visuals, mapping and summary document • Data collection, aggregation and reporting • Innovation 	80%	--
Criterion Continued	Weight	Minimum Score (If applicable)
Price: <p>Score = (lowest priced proposal/price of this proposal) x (total marks available for price)</p> <p>Please provide daily bill out rates for the project staff</p>	10%	--
Total	100%	

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