



**'NAMGIS**  
**FIRST NATION**

**Request for Proposals**

**'NAMGIS FIRST NATION**  
**LAND USE PLAN**

## Request for Proposals 'Namgis Community Land Use Plan

Department: 'Namgis Land Code RFP Number: NLR-0001 Issue date: 2021

**Closing Time:** Proposals must be received **before** 4:00 PM on: [April 21, 2021](#)

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**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound.

*Email Submission:* Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to [megan.whonnock@namgis.bc.ca](mailto:megan.whonnock@namgis.bc.ca) in accordance with the instructions of this RFP.

*Hard Copy Submission:* Proponents may submit hard-copies (and electronic copy) of its proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

Attn: Megan Whonnock, Land Code Manager  
'Namgis First Nation  
49 Atli St  
Alert Bay, BC V0N 1A0

Regardless of submission method, proposals must be received before Closing Time to be considered.

**A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.**

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**CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROONENT NAME (please print): \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE (please print): \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Scope of Proposals

'Namgis First Nation ('Namgis) invites proposals from qualified consultants to develop a Community Land Use Plan in accordance with this Request for Proposals (RFP).

## Questions

Proponents having questions and seeking clarification respecting the RFP shall do so in the following manner:

- Questions shall be submitted in writing by email to Megan Whonnock at [megan.whonnock@namgis.bc.ca](mailto:megan.whonnock@namgis.bc.ca)
- Answers to all submitted questions will be emailed to those posing questions

## Terms of Reference

### 1. Purpose

'Namgis is issuing an RFP to qualified consultants to assist the 'Namgis Land Code Department in developing a Community Land Use Plan over a period of approximately 10 months in 2021-2022. The project will conclude with the development of a final Community Land Use Plan. The successful consultant will be a Registered Professional Planner (RPP) with the Planning Institute of BC (PIBC), have experience and expertise with the Framework Agreement on First Nation Land Management (FA) and a proven track record working with First Nation land use planning and related policy development.

### 2. Introduction and Background

'Namgis is a Kwakwaka'wakw community located on Cormorant Island, just off the north-eastern tip of Vancouver Island in British Columbia. Our members have long lived throughout the Nimpkish and Kokish watershed to settle and gather resources. 'Namgis culture and way of life has long centered around these watersheds and the local fishery, plants and wildlife that they sustain. About one-third of our members live on Cormorant Island on 'Namgis Indian Reserves 1 and 1A, as well as in the municipal village of Alert Bay. The rest of our members live outside of the community both nearby in British Columbia, but also around the world. 'Namgis has 8 reserves in total.

'Namgis became a signatory to the Framework Agreement on First Nations Land Management in 2019. After the Ratification Vote held on Feb 02, 2019, 'Namgis Land Code came into force. The successful proponent will design a Land Use Plan and planning process that accommodates and complies with the 'Namgis Land Code.

It is anticipated that a Community Land Use Plan will include sections, generally consistent with the following:

- Background Information (i.e. purpose, process and, scope of the Community Land Use Plan) as well as a brief history on the planning areas;
- Community Profile (i.e. population, demographics, housing, socio-economic status etc.);
- Community Infrastructure (i.e. overview of services, and determination of what land uses are possible in what areas);
- Planning Areas (descriptions of Study Area including current and future land uses, high-level zoning policy and environmental principals and guidelines to be included in future regulations);
- Baseline maps showing land-use/zoning designations, environmentally significant areas, community infrastructure, etc. (to be discussed with community)
- Community Priorities; and
- A detailed Implementation Plan/Schedule.

### **3. Planning Area**

The study area is comprised of the 'Nāmgis Indian reserve land base. There are 8 reserves as follows:

- IR 1A Alert Bay
- IR 1 Alert Bay
- IR 2 Nimpkish
- IR 3 Ches-La-Kee
- IR 4 Ar-Ce-Wy-Ee
- IR 5 O-Tsaw-Las
- IR 6 Ksui-La-Das
- IR 7 Kuldekuma

IR 1 and IR 1A are located on Cormorant Island and are the primary residential/industrial/commercial use areas. IR 2 and IR 3, have established or possible commercial occupancy, IR 4 and 5 are remote village sites (unoccupied) and IR 6 and 7 are in remote island locations. A map has been attached to this RFP for your review.

### **4. Scope of Work**

The development of a Community Land Use Plan is intended to occur over a period of approximately 10 months in 2021-2022, and will be undertaken in phases, generally consistent with the following:

Phase 1 – LUP Initiation

Phase 2 - Background Studies and Summaries

Phase 3 - Proposed Policy Direction and community engagement

Phase 4 - Draft Community Land Use Plan and community engagement

Phase 5 - Revisions and Draft LUP # 2, presentation to Chief & Council

Phase 6 - Final Community Land Use Plan

\*' Namgis has already completed some preliminary work to prepare for this planning process, including:

- Formation of Lands Management Advisory Committee

Other considerations:

'Namgis has completed and is undergoing other planning processes, including a Comprehensive Community Plan (CCP), Capital Plan, and has various agreements with outside agencies, including the Village of Alert Bay. The consultant will ensure the LUP is connected and integrated into the broader planning context at 'Namgis. The 'Namgis Lands Department will ensure all relevant information is provided to the consultant.

## **5. Community Engagement and Meeting Requirements**

The preparation of a Community Land Use Plan will be guided and supported by the 'Namgis Lands Management Advisory Committee comprised of 'Namgis members, and supported by the Land Code Manager. Responsibilities of the Committee are as follows:

- Providing 'Namgis members (on and off Reserve) with information about the Community Land Use Plan development process;
- Identifying Land related issues and questions from 'Namgis members (on and off Reserve) and bringing them to the Committee;
- Ensuring the Community Land Use Plan represents 'Namgis member's (on and off Reserve) needs and interests;
- Assisting in community engagement activities programs, advertising, and scheduled events;
- Identifying, assessing and evaluating key issues relating to land use planning and resource management; and,
- Providing technical assistance with the development of land use policies.

The proposal must include a description of the purpose, type, proposed outcome, and number of meetings and engagement opportunities proposed for the Land Use Planning Committee, 'Namgis Membership (on and off Reserve, and inclusive of all age groups), and Chief and Council.

## **6. Available Information**

The 'Namgis Land Code Department will provide necessary reference documents including the community's existing plans, available surveys and maps, GIS data, any others as necessary and available.

## **7. Workplan**

The proposal must provide a work plan indicating the timing for conducting each of the phases of the Community Land Use Plan and the approximate timing for the various tasks included, the cost of each of the phases broken down by task and the date of final submission to 'Namgis First Nation.

## **8. Project Budget**

The overall project budget has been set at a maximum upset limit of \$100,000.

## **9. Deliverables**

The selected consultant will be required to provide the following to 'Namgis during the preparation of the Community Land Use Plan:

- Work Plan
- Community Engagement Plan
- Initial Draft Land Use Plan (10 copies)
- Revised 2<sup>nd</sup> Draft LUP (10 copies)
- Final Completed LUP (10 bound hard copies)
- One (1) electronic PDF version of all draft and final reports
- One (1) electronic copy in PDF, JPG or TIFF or compatible version of all plans, illustrations, maps, and/or drawings produced during the Project; and,
- One (1) electronic copy of all GIS information created as part of the Project.

## **Proposal**

### **1. Format**

In order to receive uniform format of responses and information from all prospective consulting firms the following should be addressed and included in your submission:

- The proposal shall be submitted electronically only in PDF format including a letter of submission signed by an authorized representative of the Consultant.
- The proposal shall outline the cost of conducting the works listed in the Terms of Reference both as a total price and cost per task format.
- The proposal shall include a Work Plan/Timing for the Project.
- The proposal shall include a summary of the Consultant's professional information and history and relevant experience. Note that the planner must be a Professional Planner, member of the Canadian Institute of Planning.
- The proposals shall include a minimum of three references listed for contact respecting recent and relevant projects.

## 2. Evaluation Process & Criteria

The selection of a Consultant is a competitive process and therefore 'Namgis reserves the rights to accept or reject in whole or in part any or all proposals and cancel all or part of this RFP process for any reason at the sole discretion of 'Namgis and to negotiate contracts with the selected Consultant whose proposal is considered to be most acceptable to the Nation.

'Namgis will use the following criteria while evaluating proposals:

- The degree to which the proposal responded to this RFP.
- The demonstrated ability of the consultant to provide the services defined in this RFP.
- The demonstration of relevant experience in similar studies and the professional reputation of the consultants.
- The demonstration of creative approaches to community consultation and planning processes.
- The total cost.

## 3. Assumptions and Contract

The selected Consultant will be expected to enter into a Contract with 'Namgis addressing the full scope of the work and its obligations to perform the work in compliance with any applicable laws and requirements.

The selected Consultant will indemnify 'Namgis from all costs, charges, expenses and other claims with respect to the job functions being carried out. This will include possessing and confirming:

- General Liability and/or Professional Liability Insurance.
- Automobile Liability Insurance.
- WCB Clearances (if required).
- Any other labour requirements.

## 4. Contract Award

The final authority to award the Project rests solely with 'Namgis. Consultants are advised that the lowest cost proposal will not necessarily be awarded the contract as the selection will be based on the evaluation criteria and cost is only one of the criteria. 'Namgis will not be responsible for any preparation costs incurred by the Consultant submitting a proposal and will not pay for any travel expenses to participate in interviews or contract negotiations.

## 5. Submission

Proposals should be submitted electronically in PDF format, including a letter of submission signed by an authorized representative of the Consultant to:

[megan.whonnock@namgis.bc.ca](mailto:megan.whonnock@namgis.bc.ca)

Proponents may submit hard-copies (and electronic copy) of its proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

Attn: Megan Whonnock, Land Code Manager  
'N̓amgis First Nation  
49 Atli St  
PO Box 210  
Alert Bay, BC V0N 1A0  
Subject: 'N̓amgis Community Land Use Plan

'N̓amgis will not accept proposals in any other format. It is the responsibility of the Consultants to ensure that the proposal has been received and all documents required have been submitted. Submitting a proposal confirms and certifies that the prospective consultant has read and fully understands and accepts the terms of the RFP and its requirements.

## **6. Submission Deadline**

Proposals must be received by 4:00 pm on April 21, 2021. Proposals received after the deadline will not be considered.

## **7. Disclaimer**

This Request for Proposal does not represent a call for tender. Except as expressly and specifically permitted in this RFP, no contractor shall have any claim for compensation of any kind whatsoever as a result of participating in this RFP, and by submitting a proposal, each contractor shall be deemed that it has agreed it has no claim



Attachment 1 – Map of 'Namgis Reserves

