



# NORTH COAST

## REGIONAL DISTRICT

Request for Proposal No. 2021-01

FOR CONSULTING SERVICES FOR  
North Coast Regional District Housing Needs Assessment

**Issue date:**

March 3, 2021

**Closing location:**

North Coast Regional District

14 – 342 3<sup>rd</sup> Avenue West

Prince Rupert, B.C. V8J 1L5

Attention: Daniel Fish, Chief Administrative Officer

**Closing date and time (submission deadline):**

Two (2) complete physical copies and one (1) electronic copy of each proposal must be received by 4:00 P.M. Pacific Time on March 31, 2021

**Contact person:**

Name: Daniel Fish

Title: Chief Administrative Officer

Email: [cao@ncrdbc.com](mailto:cao@ncrdbc.com)

Phone: 250.624.2002

Fax: 250.627.8493

The North Coast Regional District reserves the right to cancel this Request for Proposal for any reason whatsoever without any liability.

**Note:** the Proponent is responsible for checking the NCRD website or BC Bid for any addenda.

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## **1. Invitation to Proponents**

The North Coast Regional District (NCRD) seeks proposals from qualified firms for the provision of Consulting Services – *North Coast Regional District Housing Needs Assessment* (the “Services”) for four (4) of its Electoral Areas.

Proponents must demonstrate familiarity and experience in developing housing needs reports in alignment with the *Local Government Act*; including the collection and analysis of relevant data, community engagement, and how to present the information in a manner that informs housing policy and facilitates periodic updates, as legislated. The proponent must also have a solid understanding of current and projected housing market demands, socioeconomic factors affecting housing, demographics, and other relevant factors. All of the factors underpinning housing demand should be considered, and best practices from other jurisdictions reviewed to develop effective conclusions and recommendations. Housing needs within the NCRD should also be considered within a broader regional context.

The NCRD believes that selection of a qualified contractor is critical to the success of this project and interested firms are advised the intent of this Request for Proposal is to select the successful proponent based on criteria deemed most advantageous to the NCRD.

This document outlines the general scope of work and the basic requirements for the proposal document. All evaluation criteria and other evaluation related processes in this document are non-binding guidelines only, notwithstanding any obligatory language used herein.

### **1.1 Background**

The NCRD was incorporated in 1967 and was previously known as the Skeena-Queen Charlotte Regional District until 2016. The NCRD includes an area on the northern coast of British Columbia (B.C.), and the islands of Haida Gwaii. The NCRD is a federation of five (5) municipalities and four (4) electoral areas and is governed by a ten (10) member board. The NCRD has approximately 19,303 residents in both incorporated and unincorporated areas. For more information about the NCRD and to obtain regional documents, visit the NCRD website: [www.ncrdbc.com](http://www.ncrdbc.com)

The NCRD wishes to ensure it has a comprehensive understanding of the regional housing market and that it can respond to any gaps with appropriate housing policies and future bylaw revisions. To meet this need, the regional district requires a consultant to undertake a housing needs assessment to examine the state of market and non-market housing needs across the housing continuum within our communities.

## 1.2 Outcome

The NCRD Electoral Areas do not currently have housing needs assessments. All local governments and regional districts are required to have housing needs assessments by 2022 as per provincial requirements to provide for an analysis of affordable housing needs. Reports for each regional district electoral area will help the NCRD and the Province of B.C. to better understand and respond to housing needs in communities throughout our region. This NCRD housing needs assessment project is planned to fulfill the requirements of local governments to collect data, analyze trends and present reports that describe current and anticipated housing needs.

This housing needs assessment project will undertake an analysis of the NCRD Electoral Areas (A, C, D, and E). The following is an estimate of residents that reside in the NCRD Electoral Areas as per the 2016 Census data:

- **Electoral Area A** – [Skeena-Queen Charlotte A](#): Population 41
  - [Dodge Cove](#)
- **Electoral Area C** - [Skeena-Queen Charlotte C](#): Population 68
  - [Oona River](#)
- **Electoral Area D** - [Skeena-Queen Charlotte D](#): Population 539
  - [Tlell](#)
  - [Tow Hill](#)
  - Lawn Hill
  - Miller Creek
- **Electoral Area E** - [Skeena-Queen Charlotte E](#): Population 340
  - [Sandspit](#)

The incorporated municipalities of the City of Prince Rupert, the District of Port Edward, the Village of Queen Charlotte, the Village of Masset, and the Village of Port Clements are responsible for completing housing assessments for their incorporated areas.

It is the intention of the NCRD to provide an amalgamation of all NCRD housing assessments from incorporated and unincorporated areas into a final regional report based on the deliverables from this housing needs assessment project.

### 1.3 Tasks and Deliverables

#### Areas of Scope

Each following task is required to be completed for all NCRD Electoral Areas (A, C, D, and E). Final housing needs assessment reports and summary forms are to be completed for each electoral area separately. A full description of each task is outlined in Schedule “A” Scope of Work.

- Task 1 – Review of Current and Past Plans and Reports
- Task 2 – Develop Community Demographic and Economic Profiles
- Task 3 – Data Collection (Collected Information)
- Task 4 – Key Informant Interviews/Engagement
- Task 5 – Final Housing Needs Assessment Reports and Summary Forms
- Task 6 – NCRD Board Presentation and Discussion of Findings

### 1.4 Draft Project Schedule

This study is expected to require approximately six (6) to seven (7) months to complete. It is understood that this schedule and work plan will be confirmed and finalized with the successful proponent.

#### Project Schedule

<u>Activity</u>	<u>Timeline</u>
Task 1 – Review of Current and Past Plans and Reports	Two (2) Weeks
Task 2 – Develop Community Demographic and Economic Profiles	Two (2) Weeks
Task 3 – Data Collection (Collected Information)	Eight (8) Weeks
Task 4 – Key Informant Interviews/Engagement	Six (6) Weeks
Task 5 – Final Housing Needs Assessment Reports and Summary Forms	Six (6) Weeks
Task 6 – NCRD Board Presentation and Discussion of Findings	One (1) Week

## 1.5 Scope of Services

Refer to Schedule “A” Scope of Work.

## 1.6 Duration of Services

The Contract with the selected Proponent shall remain in effect until the Services above are completed. The NCRD anticipates the Services are to be provided within seven (7) months or less from the award of the work and must be completed by December 31, 2021. The NCRD reserves the right to increase the contract scope.

## 2. Instructions to Proponents

### 2.1 Definitions and Interpretation

This RFP and any Contract resulting from the RFP will be governed by and interpreted in accordance with the laws of the Province of B.C.

In this RFP and any resulting Contract, unless expressly provided otherwise, the following words have the following meanings:

“**Board**” or “**NCRD Board**” means the Board of Directors of the North Coast Regional District.

“**Consultant**” means the successful Proponent, as selected by the NCRD, who enters into a Contract.

“**Contract**” means a written agreement between the Owner and the Consultant for the works, services or materials required by this RFP substantially in the form attached to this RFP as Schedule “D”.

“**Must**” refers to a requirement the fulfilment of which is mandatory.

“**NCRD**” means the North Coast Regional District.

“**Owner**” means the North Coast Regional District.

“**Owner’s Office**” means the office of the North Coast Regional District at 14-342 3<sup>rd</sup> Avenue West, Prince Rupert, B.C. V8J 1L5.

“**Owner’s Representative**” means any person the Owner may from time to time designate in writing.

“**Proponent**” means a person or organization submitting a Proposal in response to this RFP.

**“Proposal”** means a proposal submitted by a Proponent in response to this RFP.

**“Proposal Form”** means the Proposal Form attached to these Instructions to Proponents as Schedule “B”, to be completed by each Proponent.

**“Request for Proposals”** or **“RFP”** means the request for Consulting Services for this project, including these Instructions to Proponents, the Proposal Form, any background information, drawings, specifications, addenda (if any) and any other documents specifically identified as forming part of this RFP.

**“Should”** refers to a requirement the fulfilment of which is not mandatory, but which the Owner would strongly prefer to be fulfilled, and which the Owner may in its sole discretion elect to treat the failure to fulfil as grounds for rejection of the Proposal.

**“Submission Deadline”** means 4:00 P.M. pacific time on March 31<sup>st</sup>, 2021.

**“Working Day”** means any day except Saturday, Sunday and a statutory holiday as defined in the *Interpretation Act*.

## **2.2 Proposal Submission Requirements**

Proposals, submitted in a sealed envelope or package and clearly marked “Confidential – RFP No. 2021-01” on the exterior will be received no later than 4:00 p.m. pacific time on March 31, 2021 (the “Submission Deadline”) at the office of:

North Coast Regional District  
14-342 3<sup>rd</sup> Avenue West  
Prince Rupert, B.C. V8J 1L5  
Attn: Daniel Fish, Chief Administrative Officer

Two (2) signed original hard copies and one (1) complete electronic copy of the Proposal package must be submitted by hand, courier or mail, before the Submission Deadline. The electronic PDF file may be submitted on a memory stick. Proponents must submit their Proposal as a single, consolidated PDF file. Oral, email or facsimile Proposals will not be accepted.

The original Proposal Form submitted must be signed by an authorized representative of the Proponents.

It is the Proponent’s sole responsibility to ensure its Proposal is received, at the address set out above, by the Submission Deadline.

Proposals received after the Submission Deadline will not be accepted.

Proposals must be irrevocable and must not be withdrawn for a period of ninety (90) days following the Submission Deadline.

All Proposals received by the Submission Deadline will be and remain the property of the Owner.

### **2.3 Revisions to Proposals**

Proponents wishing to make changes to their Proposals after submission but prior to the Submission Deadline may do so by submitting the complete revised package in accordance with the requirements set out in section 2.2. Revisions communicated by any other means, including telephone, facsimile or email, will not be accepted.

It is the Proponent's sole responsibility to ensure their revisions were received, at the address set out above, prior to the Submission Deadline.

### **2.4 Proponents Meeting**

A proponents meeting will not be held.

### **2.5 Enquiries**

All enquiries related to this RFP are to be directed by email to:

[cao@ncrdbc.com](mailto:cao@ncrdbc.com)  
Attention: Daniel Fish, CAO  
Subject: RFP No. 2021-01 Enquiry

Information obtained from any other source is not official and should not be relied upon.

### **2.6 Intention to Respond**

In order to be included in direct communication related to inquiries or addenda, interested persons must communicate their intention to respond to this RFP document by returning a copy of the Intent to Respond form (Schedule "C") via email to the representative named in Section 2.5.



## **2.7 Addenda**

Any addendum issued with respect to this RFP will be posted on BC Bid and the Owner's website at [www.ncrdbc.com](http://www.ncrdbc.com). It is the sole responsibility of Proponents to ensure that they have obtained all addenda prior to the Submission Deadline.

Proponents must, in the space provided in the Proposal Form, individually list and acknowledge receipt of each addendum issued with respect to this RFP.

The Owner may issue addenda with respect to this RFP up to five (5) working days prior to the Submission Deadline without extending the Submission Deadline. If the Owner issues any addendum less than five (5) working days prior to the Submission Deadline, the Owner may extend the Submission Deadline by such period as the Owner deems reasonable in the circumstances.

Should a Proponent find an error, omission, or any discrepancies in the documents in the RFP, drawings, specifications or related documents or be in doubt as to their meaning, they shall request clarification from the Owner as soon as reasonably practicable and in any event, no later than five (5) working days prior to the Submission Deadline.

On its own initiative, or upon receipt of a notification under section 2.6, the Owner may issue a written instruction to Proponents in the form of an addendum concerning a change in the RFP, and any addendum issued by the Owner will become part of the RFP and should be reflected in the Proposal.

No oral statements, advice or interpretations made or provided to a Proponent as to the meaning of the RFP, or any drawings, specifications or other documents will be considered binding on the Owner.

All enquiries concerning this RFP must be directed to the Owner.

## **2.8 Responsibility of Proponents**

Each Proponent is responsible for informing itself as to the contents and requirements of this RFP. Each Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirement of the RFP and to prepare and submit its Proposal. The Owner will not be responsible for any loss, damage or expense incurred by a Proponent because of any inaccuracy or incompleteness in this RFP, or because of any misunderstanding or misinterpretation of the terms of the RFP on the part of any Proponent.

## **2.9 Accuracy of Information**

The Owner makes no representation or warranty, either express or implied, with respect to the accuracy or completeness of any information contained in or referred to in the RFP.

## **2.10 Pricing**

Prices are to be quoted in Canadian dollars with applicable taxes listed as a separate line item.

The prices quoted in a Proposal should include all services, travel, disbursements, applicable taxes, and any other relevant charges, including all costs related to the fulfilment of the requirements of the RFP, so as to be the final cost to the Owner for completion of the work.

Prices shall remain firm and open for acceptance for a period of not less than ninety (90) days from the Submission Deadline. Upon acceptance of the Proposal, prices must remain firm for the duration of the Contract.

Proposals must provide a clear itemized list of base services that are included in the Proposal and a base price.

Proposals may provide a separate listing of all available value-added services. A separate line item shall be provided for each proposed value-added task.

## **2.11 Insurance**

The successful Proponent will, in the event of an award, be required to provide to the NCRD at its own expense, within ten (10) working days of award:

- a) Proof of commercial general liability insurance for injury, property damage or death arising from the Proponent's operations under the agreement in an amount not less than TWO MILLION (\$2,000,000.00) DOLLARS naming the NCRD as additional insured;
- b) Proof of professional liability insurance in an amount of not less than ONE MILLION (\$1,000,000.00) DOLLARS; and
- c) Proof of current registration with WorkSafe BC.

All required insurance policies will remain in full force and effect at all times until completion of the Services.

## **2.12 Owner's Right to Accept or Reject Proposals**

The Owner expressly reserves the following rights, for any reason whatsoever, and without compensation to any person:

- a) To accept any proposals;
- b) To reject any or all proposals;
- c) To modify the project schedule;
- d) To cancel the RFP;
- e) To accept the Proposal deemed most favourable to the interests of the Owner;
- f) To negotiate with one or more preferred respondents with respect to this RFP or the work contemplated by it; and
- g) To re-issue this RFP without changes if only one (1) compliant Proposal is received, or if all Proposals received exceed the Owner's estimated budget.

## **2.13 No Duty of Care**

The Consultant acknowledges that the NCRD, in the preparation of the RFP and Contract documents, supply of oral or written information to the Proponents, review of Proposals or the carrying out of the NCRD's responsibility under this Agreement, does not owe a duty of care to the Proponents or the Consultant and the Proponents and the Consultant waive for themselves, their successors and assigns, the right to sue the NCRD in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the RFP, supply of oral or written information to Proponent's, review of Proposals, or carrying out of the NCRD's responsibilities under this Agreement.

## **2.14 Evaluation Criteria**

Proposals which contain qualifying conditions, or which otherwise fail to conform to the requirements of this RFP may result in a request for clarification to the Proponent or outright rejection of the Proposal, at the sole discretion of the Owner. The Owner may, however, in its sole discretion, retain for consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP or for failure to comply with the process for submission set out herein.

Without limiting the generality of the foregoing, and notwithstanding any custom or trade practice to the contrary, the Owner may waive any defect, error or omission in or from a Proposal and accept that Proposal, whether such defect is merely formal or technical, or whether such defect is material or substantial in nature it being the intent of this RFP that the Owner have the discretion to select

a Consultant that the Owner considers to have the most suitable proposal based on its assessment of the matters set out in the table below.

The lower cost of any Proposal will not necessarily be accepted. Proposals will be evaluated on a number of non-price criteria, as well as price, in order to determine the best value to the Owner. Each qualified Proposal will be evaluated based on content according to the following evaluation criteria:

<b>Mandatory Criteria (Pass or Fail)</b>	
Sealed package containing two (2) original hard copies and one (1) electronic PDF copy of the Proposal	
Proposal (hardcopy and electronic copy) must be received by the specified Submission Deadline (Cannot be submitted by email)	
Proposal must follow the mandatory requirements detailed in Section 3	
<b>Point Rated Criteria</b>	<b>Weighting</b>
Project understanding and methodology (including sub-consultants)	30%
Project team/experience/references	25%
Fees (cost)	25%
Value-added elements	10%
Experience with Local Government Housing Needs Assessments, Including References	5%
Overall quality of the Proposal	5%

All criteria shall be determined by the Owner in its sole discretion acting with a view to the overall public interest.

The Owner may, in its absolute discretion reject a Proposal submitted by a Proponent if the Proponent's past performance of similar work for the Owner has resulted in outstanding or on-going legal liability or legal claims against the Owner.

The Proponent acknowledges that the Owner shall have the right to reject any Proposals for any reason or to accept any Proposal that the Owner in its sole unrestricted discretion deems most advantageous to itself. The Proponent acknowledges that the Owner may rely upon criteria that the Owner deems relevant even though such criteria may not have been disclosed to the Proponent or which may, upon subsequent review, be found to have been inadequately or unclearly disclosed. By submitting a Proposal, the Proponent acknowledges the Owner's right under this clause and absolutely waives any right of action against the Owner for the Owner's failure to accept the Proponent's Proposal whether

such right of action arises in contract, negligence, bad faith, or any other cause of action.

Notwithstanding any other provision in this RFP, the award of a Contract by the Owner may be subject to the availability of funding and the approval of the Board of the NCRD.

### **2.15 No Compensation to Proponents**

Proponents are solely responsible for their costs and expenses in preparing and submitting a Proposal. Without limiting the foregoing, except as expressly and specifically permitted in these Instructions to Proponents, no Proponent will have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP.

### **2.16 Solicitation**

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to the Chair, any director, officer or employee of the Owner with respect to the RFP or a Proposal, whether before or after the submission of a Proposal, the Owner will be entitled to reject the Proposal.

### **2.17 Freedom of Information**

The Owner is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (“FOIPPA”). As a result, while Section 21 of the FOIPPA does offer some protection for third party business interests, the Owner cannot guarantee that any information provided to the Owner can be held in confidence. To the extent that it is legally able to do so the Owner may, but will not be obligated (except as required under FOIPPA) to, hold in confidence any information specifically identified by a Proponent as being confidential.

### **2.18 Conflict of Interest**

Proponents shall disclose any business relationship, research support, affiliation, or any other arrangements currently maintained or contemplated which could be perceived to create a conflict of interest with the NCRD, Board members, or staff.

### **2.19 Duration of Proposal**

The Proposal will be irrevocable and will be open for acceptance by the NCRD for a period of ninety (90) days after the Submission Deadline.

## **2.20 Process After Closing**

Notwithstanding any other provision of this RFP document, the award of a Contract is subject to the approval of the NCRD Board.

## **2.21 Negotiation**

The NCRD may negotiate changes to any terms of a Proposal, including terms that form part of this RFP document and including prices, and may negotiate with one or more Proponents or Consultants whether before or after awarding the Contract.

## **2.22 Limitation of Liability**

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations, or discussions with the NCRD or its representatives and consultants relating to or arising from the RFP.

No Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP or the process contemplated in it, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

The NCRD will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

The Proponent agrees to defend, indemnify, and hold harmless the Local Government and its officers, agents, and employees for any and all claims, demands, actions, damages, losses, and expenses, including attorney fees and costs of litigation, arising out of, or relating to, the Contractor's performance under this contract, including those brought by employees or subcontractors of the Proponent.

## **2.23 Proponent's Qualifications**

By submitting a Proposal, a Proponent represents that they have the expertise, qualifications, resources, and relevant experience to perform the Work described in this RFP document.

## **2.24 Confidentiality**

All Proposals become the property of the NCRD upon submission and will not be returned to the Proponents. All Proposals will be held in confidence by the NCRD unless otherwise required by law. Proponents should be aware the NCRD is a “public body” as defined by and subject to FOIPPA.

## **3. Technical Requirements**

### **3.1 Mandatory Requirements**

To be considered for evaluation, proposals must be structured to include at a minimum, the following mandatory submission requirements:

1. Title Page
2. Completed Proposal Form
3. Cover Letter
4. Corporate Overview and Relevant Project Experience
5. Project Team Profile and Qualifications
6. Project Understanding and Methodology
7. References
8. Value Added Opportunities including Cost Estimates
9. Fees

### **3.2 Proposal Format**

The following sections outline the required information for each section of the Proponent’s Proposal.

#### **3.2.1 TITLE PAGE (MAXIMUM OF 1 PAGE)**

Title page shall include the following information:

- a) Title of the RFP;
- b) Proponent’s name and contact information; and
- c) Date of submission.

#### **3.2.2 COMPLETED PROPOSAL FORM (INCLUDED IN SCHEDULE “B”)**

#### **3.2.3 COVER LETTER (MAXIMUM OF 1 PAGE)**

Cover letter shall include the following information:

- a) Brief description of services proposed;

- b) Brief outline of the Proponent's qualifications;
- c) Summary of key features of the Proposal; and
- d) Name and title, signature, and address of the Proponent's representative empowered to conduct contract finalization on behalf of the Proponent.

**3.2.4 CORPORATE OVERVIEW AND RELEVANT PROJECT EXPERIENCE  
(MAXIMUM OF 5 PAGES)**

The Corporate Overview section shall provide brief summary of the Proponent's and Sub-Consultant's corporate qualifications and roles each Consultant will be responsible for on this project.

- a) Provide a summary of overall corporate experience;
- b) Summarize relevant project experience;
- c) Demonstrate experience in B.C., if applicable; and
- d) Provide descriptions of similar works carried out in the last ten (10) years.

**3.2.5 PROJECT TEAM PROFILE AND QUALIFICATIONS (MAXIMUM OF 5 PAGES)**

The Team Profile section shall provide a brief summary of the Proponent's and Sub-Consultant's project staff qualifications and experience and shall identify the roles key staff will play on this project.

- a) Summary of key project team member roles, responsibilities, and relevant experience. Clearly identify the qualifications and experience of each key team member as it relates to this project;
- b) Identify project related experience of key staff; and
- c) Resumes of key project team members, including a complete list of all clients serviced by team member in last five (5) years, to be included as an appendix. Individual resumes must be no longer than three (3) pages in length (resumes will not be included in the page limit for the section).

**3.2.6 REFERENCES (MAXIMUM OF 1 PAGE)**

The References section shall include the following information:

- a) Provide a minimum of two (2) relevant client references as they relate to this project for similar services performed in the past ten (10) years.
- b) References should include the following information: client name, address, telephone number, email address of client, title of contact person, title of project, and brief project description.



**3.2.7 PROJECT UNDERSTANDING AND METHODOLOGY (MAXIMUM OF 5 PAGES)**

The Project Understanding and Methodology section shall demonstrate the Proponent’s understanding of the project objectives and key issues. This section shall also outline the methodology to complete the proposed scope of work, including the following:

- a) Work plan that clearly outlines tasks, approaches, and deliverables for the Proponent’s methodology.
- b) Clearly state assumptions of the proposed methodology that affect price, level of service, and duration of work.
- c) Provide sample information from previous work or lessons learned from previous studies that would benefit the NCRD.

**3.2.8 VALUE-ADDED OPPORTUNITIES INCLUDING COST ESTIMATES (MAXIMUM OF 2 PAGES)**

Outline concepts and strategies that could provide value to the NCRD in terms of improving the scope of work. Proponent must provide a cost estimate (if applicable) for any value-added opportunities to show the benefit for the Owner. Proponents are encouraged to provide supporting rationale to explain the applicability of value-added components to the project.

**3.2.9 FEES**

Outline the Proponent’s budget to complete the proposed scope of work and include the following information:

- a) Total project cost to meet all required tasks outlined in Schedule “A” Scope of Work;
- b) Level of effort and fee breakdown for each proposed task, as outlined the “Project Methodology” section;
- c) Clearly state assumptions that form the basis of the proposed fees; and
- d) Provide an estimate for any value-added or additional work that the Consultant feels will benefit the NCRD.

## **SCHEDULE “A”: SCOPE OF WORK**

The Service will include, but may not be limited to, the following:

### **Areas of Scope**

Each task outlined below is required to be completed for all NCRD Electoral Areas (A, C, D, and E). Final housing needs assessment reports and summary forms are to be completed for all four electoral areas separately.

### **Task 1 – Review of Current and Past Plans and Reports**

The proponent will obtain and review existing information and past reports pertaining to the housing situation, issues, and needs in the NCRD as well as relevant information related to proposed and potential developments in the NCRD Electoral Areas. This review will include plans, reports, and information such as Official Community Plans, Zoning Bylaws, location of community services, location of retail services, transportation routes, and other relevant documents.

### **Task 2 – Develop Community Demographic and Economic Profiles**

The demographic profile of communities largely determine housing demands and the types of housing that are required. It is important for any needs assessment report to begin with an analysis of each electoral area and provide a community demographic profile. The profiles shall be developed in accordance with the [BC Housing’s Need and Demand Study Template](#) and should attempt to address several questions about the community’s population, such as:

- Is the community experiencing growth or expected to grow?
- Are certain segments of the population (e.g., seniors) growing faster than others?
- What are the growth pressures which support the construction of affordable housing?

#### **Community Demographic Profile**

A major element of the demographic analysis is an analysis of the general housing conditions in the community. The analysis should examine such issues as:

- Household characteristics;
- Tenure arrangements;
- Housing market conditions, especially rental market conditions; and
- Condition of the housing stock.

### Economic Profile

The local economy also has a significant impact on housing need and demand. For example, income and employment levels create demand for different types of housing. The local economy must be examined to understand its current state and trends or direction. Addressing the following questions may help gain a good perspective of the local/regional economy:

- What are the key labour force and employment trends?
- What are the future employment trends?

### **Task 3 – Data Collection (Collected Information)**

To help determine current and projected housing needs, local governments are required to collect approximately fifty (50) distinct kinds of data about:

- a) current and projected population;
- b) household income;
- c) significant economic sectors; and
- d) currently available and anticipated housing units.

This data collected is meant to inform the analysis of the local housing needs and underpin the content of the report.

### Required Information (Data Collection)

- Detailed data collection, report content, and public reporting requirements are summarized in the [Guide to Requirements for Housing Needs Reports](#). The proponent shall collect all data required as outlined in this guide.
- The data shall be collected in accordance with the [BC Housing’s Need and Demand Study Template](#) in preparation for analysis outlined in Task 5.

### Data Resources

The B.C. government provides nearly all the data that local governments are required to collect, free of charge, and packaged on a community basis. Research will draw on a [range of existing data sources](#) including:

- [BC Assessment](#) data on assessed values and sale prices of housing.
- [BC Housing](#) data on non-market housing and new homes registered.
- [BC Stats](#) data on projected population and household demographics from 2018 to 2028.
- [Canada Mortgage and Housing Corporation](#) data on primary rental market prices, primary rental vacancy rates and some secondary rental market data.

- Statistics Canada census data on population and household demographics, labour force, household income, housing units, and core housing need.

The proponent will draw on statistics collected from the NCRD and information from various sources. The findings will be presented, validated, and discussed with key stakeholders and those involved in the housing sector in the following phases of the project, outlined below.

Additional guidance for information collection and report content requirements is available in the [Housing Needs Report Guidelines](#).

#### **Task 4 – Key Informant Interviews/Engagement**

The proponent will supplement data researched with additional sources such as community surveys and public engagement for informing the analysis to be included in the final housing needs assessment reports. The proponent will determine what local engagement is needed to supplement statistics to provide a true picture of housing needs in each community. This shall include:

- Meaningful consultation with municipalities and First Nations in the NCRD;
- Engagement with vulnerable populations; and
- Other engagement to supplement data as necessary.

#### **Task 5 – Final Housing Needs Assessment Reports and Summary Forms**

The proponent will prepare a housing needs report for each NCRD Electoral Areas (A, C, D, and E). The final reports for this project are to be framed by [provincial legislative requirements](#), the [Guide to Requirements for Housing Needs Reports](#), the [BC Housing’s Need and Demand Study Template](#), and data collected on the region outlined in prior tasks.

##### *Provincial Legislative Requirements*

The requirements related to housing needs reports are detailed in legislation and regulations:

[Local Government Statutes \(Housing Needs Reports\) Amendment Act, 2018, S.B.C. 2018, c. 20](#)

Local Government Act:

[Section 429 \(2.1\) – Content of regional growth strategy](#)

[Section 473 \(2.1\) – Official community plan content and process requirements](#)

[Part 14, Division 22 – Housing needs reports](#)

[Housing Needs Report Regulation \(OIC, Order-in-Council 205\)](#)

### Guide to Requirements for Housing Needs Reports

The list of content that *must* be included in the reports are different from (and shorter than) the list of the kinds of data required under collected information. Each report must contain:

- a) The number of housing units required to meet current housing and anticipated housing needs for at least the next five (5) years, by housing type;
- b) Statements about key areas of local need;
- c) The number and percentage of households in core housing need and extreme core housing need; and
- d) The proponent must also complete and include in the housing needs reports for each electoral area the [Housing Needs Report Standardized Form](#) that summarizes key pieces of data collected, consultation undertaken, and key findings on their housing needs. The form also provides space to identify other housing issues or needs that are not captured elsewhere. The completed summary forms must be included in the final reports as an appendix.

Additional content is required for reports on electoral areas with a population of more than one hundred (100) residents. As per the NCRD population, reports for Electoral Area D and Electoral Area E require additional reporting as per the [Guide to Requirements for Housing Needs Reports](#) and provincial legislation/regulations.

### BC Housing's Need and Demand Study Template Framework

- A typical housing need and demand study has three key components:
  - a) Current Need Analysis;
  - b) Newly Arising Need (Demand) Analysis; and
  - c) Supply Analysis.
- Final reports must include a gap analysis as outlined in the framework which compares information from the affordable housing need/demand and supply analysis to identify the differences or gaps between need and supply. This analysis should produce evidence of the existence of one or more of the following four (4) housing outlooks for the community:
  - a) The current need for affordable housing exceeds current supply;
  - b) The current need for affordable housing falls short of current supply;
  - c) The future supply of affordable housing will exceed the community's need;  
or
  - d) The future supply of affordable housing will fall short of the community's need.

The proposed project should be able to demonstrate how it would allow the community to address, in whole or in part, one or more of these outlooks.

- Additional requirements for inclusion in the final reports are:

- a) Community Demographic and Economic Profiles as outlined in Task 2;
- b) Information about current affordable housing need;
- c) Information about current affordable housing supply;
- d) Information about emerging housing need;
- e) Information about anticipated affordable housing supply; and
- f) A gap analysis.

### Current Affordable Housing Need

- The following issues need to be examined including the number and proportion of:
  - a) Homeless households and those that are at the risk of homelessness;
  - b) Households paying 30% or more of their income on housing;
  - c) Households paying 50% or more of their income on housing;
  - d) Households that are over-housed;
  - e) Households living in overcrowding conditions;
  - f) Households living in sub-standard housing (lack of bathrooms, kitchen, or need major repairs);
  - g) Households facing threats and harassments, under notice, real threat of notice, or lease coming to an end; and
  - h) Households on waiting lists.

### Current Affordable Housing Supply

This section of the analysis will look at the supply of affordable housing in each community. The analysis should include estimates of the number of occupied social housing units, vacant units, units under construction, and units to be demolished or otherwise taken out of management. General affordable housing supply issues (opportunities and challenges) as well as the viewpoints of housing stakeholders and advocates in the community may also be examined and presented.

### Emerging Housing Need

This section will review the potential or future need for affordable housing in each community. Typically, a review of anticipated household changes in the community is sufficient to achieve this.

### Anticipated Affordable Housing Supply

This section will provide an analysis of each community's affordable housing supply and its ability to meet projected needs.

### Report Submissions

- Final reports will also include value added information as detailed below.

- The proponent shall be required to prepare and submit to NCRD staff one (1) hard copy and one (1) digital copy of the completed NCRD housing needs assessment reports and summary forms for *each* electoral area (A, C, D, and E).
- The proponent must provide all databases/collected information gathered in this project to the NCRD staff upon project completion.
- The proponent may also choose to include the collected information in the final reports as lists, tables, graphs, or appendices.

### Value Added Requirements

In addition to the requirements outlined above, the NCRD requests inclusion of value added information in the final reports based on the information collected:

- A list of potential funding opportunities that the NCRD could consider to address identified housing needs; and
- Identification of incentives, partnerships, strategies, and recommendations to facilitate housing development/redevelopment to address identified housing needs.

### **Task 6 – NCRD Board Presentation and Discussion of Findings**

- The proponent will present the final reports to the NCRD Board at a meeting open to the public.
- The proponent will provide a summary of the final reports for each area, as well as answer any questions that the Board, NCRD staff, or the public may have regarding the final reports and data collection.

Attachments referred to in this section can also be found at:

<https://ncrdbc.civicweb.net/filepro/documents/13588>

### **Timeline**

The NCRD anticipates the Services are to be provided within seven (7) months or less from the award of the work and must be completed by December 31, 2021.

**SCHEDULE “B”: PROPOSAL FORM**

Project: Consulting Services for North Coast Regional District Housing Needs Assessment

From: \_\_\_\_\_  
Company Name

Address: \_\_\_\_\_  
\_\_\_\_\_  
Street address or PO box number, city, province, postal code

To: North Coast Regional District

Address: 14-342 3<sup>rd</sup> Avenue West, Prince Rupert, B.C. V8J 1L5

Attention: Daniel Fish, Chief Administrative Officer

We, the undersigned, having read, understood and accepted the RFP Documents for the above-named Project, including addendum number(s) \_\_\_\_ to \_\_\_\_, hereby offer to provide the Consulting Services in accordance with the RFP Documents, for the price stipulated.

We, the undersigned, declare that:

1. We have arrived at this Proposal without collusion with any competitor;
2. This Proposal is open to acceptance by the NCRD for a period of ninety (90) days from the date of the Submission Deadline;
3. All Proposal forms and forms called for by the Proposal documents form an integral part of this RFP; and
4. No member of the NCRD and no other officer or employee of the NCRD is, will be, or has become interested, directly or indirectly, as a contracting party, surety or otherwise in, or in the performance of the Contract, or in the supply, work, or business to which it relates, or in any portion of the profits thereof, or any of the month to be derived therefrom.

Signed and submitted by:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signing Officer’s Signature

\_\_\_\_\_  
Title of Authorized Signing Officer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness



Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**SCHEDULE “C”: INTENT TO RESPOND FORM**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

We intend to respond to RFP No. 2021-01 North Coast  
Regional District Housing Needs Assessment RFP

We do not intend to respond to RFP No. 2021-01 North Coast  
Regional District Housing Needs Assessment RFP

**PLEASE NOTE:** Submission of this form indicates the Proponent’s intent to respond, however, it does not obligate the Proponent to respond.

**SCHEDULE “D”: FORM OF CONTRACT**



**NORTH COAST**  
REGIONAL DISTRICT

**Contract Agreement  
For the Provision of Consulting Services for  
North Coast Regional District Housing Needs  
Assessment**

**Agreement**

THIS CONSULTANT’S AGREEMENT is dated the \_\_\_\_ day of \_\_\_\_, 202\_\_

BETWEEN:

**NORTH COAST REGIONAL DISTRICT**

14-342 3<sup>rd</sup> Avenue West  
Prince Rupert, B.C. V8J 1L5

(hereinafter called the “NCRD”)

OF THE FIRST PART

AND:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(hereinafter called the “Consultant”)

OF THE SECOND PART

WHEREAS:

- A. The NCRD called for proposals for the provision of consulting services for the North Coast Regional District Housing Needs Assessment, identified as Request for Proposals No. 2021-01 (the “RFP”), which RFP is incorporated by reference into and forms a part of this Agreement;
- B. The Consultant in reply to the RFP submitted a proposal dated \_\_\_\_\_, a copy of which is attached as Appendix “C” to this Agreement (the “Proposal”);
- C. The NCRD has agreed to engage the Consultant, the Consultant has agreed to be engaged by the NCRD in respect of the Project on the terms and subject to the conditions set out in this Agreement.

NOW THEREFORE, the NCRD and the Consultant, in consideration of their mutual duties and responsibilities to one another as hereinafter set forth, agree as follows:

## ARTICLE 1 INTERPRETATION

- 1.1 In this Agreement, the following words shall have the following meanings:
- a) **“Agreement”** means this Agreement for professional services, including the RFP, the Consultant’s Proposal, and all other appendices attached to this Agreement.
  - b) **“Project”** means the North Coast Regional District Housing Needs Assessment project referred to in paragraph A.1 of Appendix “A”.
  - c) **“Services”** means the Consultant’s duties and responsibilities to the NCRD as set out in Appendix “A”.
  - d) **“Sub-Consultant”** means any specialist engaged by the Consultant in connection with the Project.
- 1.2 In the event of a conflict between a provision in this Agreement and a provision in an appendix attached to this Agreement, including the Proposal, the provision in this agreement shall prevail.

## ARTICLE 2 CONSULTANT’S DUTIES AND RESPONSIBILITIES

### THE CONSULTANT SHALL:

- 2.1 Render the Services to the NCRD under this Agreement with that degree of care, skill and diligence normally provided by Consultants having similar qualifications in the performance of duties of a similar nature to that contemplated by this Agreement at the time and place that such Services are rendered and more particularly set out in Appendix “A”.
- 2.2 Charge only the fees and disbursements for the performance of all of the consulting Services as set out in this Agreement to be performed by the Consultant. All other costs and expenses incurred by the Consultant to provide the Services, including labour, materials, permits, and licenses, must be paid by the Consultant.
- 2.3 Perform the Services to be provided under this Agreement within the time limits specified in Appendix “A” or, if no time limit is specified for the project or for a particular component of the project, perform the Services promptly.

- 2.4 Procure and maintain any insurance that the Consultant is required to provide by law, or that is reasonably necessary to insure against any risks the Consultant may assume as a result of entering into this Agreement, including registering with WorkSafe BC, and obtaining coverage for the Consultant and his or her employees. The Consultant must provide satisfactory proof of WorkSafe BC coverage to the NCRD upon request.
- 2.5 Without limiting section 2.4, procure and maintain the insurance in accordance with specifications of the RFP. Neither the maintenance of the insurance required under sections 2.4 and 2.5, nor the provision of any insurance coverage by the NCRD, shall relieve the Consultant from the indemnity provision in section 2.6.
- 2.6 Indemnify, defend and hold harmless the NCRD, its agents, servants, employees, officers and representatives from any liability, loss or damage which the NCRD may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the NCRD arising out of, during, or as a result of the provision of services outlined in this Agreement.

### ARTICLE 3 NCRD DUTIES AND RESPONSIBILITIES TO THE CONSULTANT

#### THE NCRD SHALL:

- 3.1 Make available to the Consultant all relevant information or data pertinent to the Project which is possession of the NCRD and is required by the Consultant and instruct the Consultant to the extent of the NCRD's ability as to the NCRD's total requirements in connection with the completion of the services.
- 3.2 Authorize the Consultant to act as its agent for the specific purposes as are reasonably necessary to the Consultant's rendering of his Services pursuant to this Agreement.
- 3.3 Give reasonably prompt consideration to all draft reports, drawings, proposals, and other documents relating to the Project provided to the NCRD by the Consultant, and, whenever prompt action is necessary, where possible inform the Consultant of a decision in such reasonable time so as not to delay the Services of the Consultant.
- 3.4 Pay to the Consultant for all Services rendered under this Agreement a consultancy fee as outlined in the Proposal.

## ARTICLE 4 REIMBURSABLE EXPENSES

- 4.1 The NCRD shall pay to the Consultant, within thirty (30) days of receipt of an invoice from the Consultant, the amount of owing for services performed and expenditures incurred to the date of the invoice by the Consultant.
- 4.2 Only the costs listed in Appendix "C" incurred by the Consultant shall be paid by the NCRD, and the total disbursements payable by the NCRD shall not exceed the items set out Appendix "C" or authorized in a Change Notice issued and approved by the NCRD.
- 4.3 The Consultant shall keep and maintain accurate accounts and records of all expenditures in connection with the Services under this Agreement, and these shall at all times be available upon request to the NCRD.

## ARTICLE 5 TERMINATION AND SUSPENSION

### BY THE NCRD:

- 5.1 If the Consultant is in default in the performance of any of its material obligations set forth in this Agreement, then the NCRD may, by written notice to the Consultant, require such default to be corrected. If within thirty (30) days of receipt of notice such default is not corrected or reasonable steps to correct such default have not been taken, the NCRD may, without limiting any other right it may have, immediately terminate this Agreement and shall pay the Consultant for the Services rendered and disbursements incurred by the Consultant to the date of termination, less any amounts necessary to compensate the NCRD for damages or costs incurred by the NCRD or by any person employed by or on behalf of the NCRD arising from the Consultant's default.
- 5.2 If for any reason the Consultant is unable to provide the Services using the individuals or subcontractors named in the Proposal and set forth in this Agreement the NCRD may, by written notice to the Consultant, without limiting any other right it may have, immediately terminate this Agreement and shall pay the Consultant for the Services rendered and disbursements incurred by the Consultant to the date of termination, less any amounts necessary to compensate the NCRD for damages or costs incurred by the NCRD or by any person employed by or on behalf of the NCRD arising from the Consultant's default.
- 5.3 If the NCRD is unwilling or unable to proceed with the Project, the NCRD may terminate this Agreement by giving fifteen (15) days prior written notice to the Consultant. Upon receipt of such written notice, the Consultant shall perform no further Services other than those reasonably necessary to close out their Services. In such an event the Consultant shall

be paid by the NCRD for all Services performed and for all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such termination.

- 5.4 If the Consultant assigns or subcontracts part or all of the work of the Services to another person, without the NCRD's consent, the NCRD may immediately terminate this Agreement.

BY THE CONSULTANT:

- 5.5 If the NCRD is in default in the performance of any of the material obligations set forth in this Agreement, then the Consultant may, by written notice to the NCRD, require such default to be corrected. If within thirty (30) days after receipt of notice, such default is not corrected, the consultant may without limiting any other right it may have, immediately terminate this Agreement. In such an event, the Consultant shall be paid by the NCRD for all Services performed and for all disbursements incurred pursuant to this agreement and the remaining unpaid as of the effective date of such termination.

ARTICLE 6 DISPUTE RESOLUTION

- 6.1 All matters in dispute under this Agreement which are not first resolved between the NCRD and the Consultant, acting reasonably, may, with the concurrence of both the NCRD and the Consultant, be submitted to arbitration pursuant to the *Arbitration Act, S.B.C 2020* and any amendments thereto.
- 6.2 Selection of an arbitrator, will be appointed under the provisions of the *Arbitration Act, S.B.C 2020*.
- 6.3 The laws of the Province of B.C. shall govern this Agreement and any arbitration or litigation in respect thereof.

ARTICLE 7 CONFIDENTIALITY AND OWNERSHIP

- 7.1 The Consultant shall not disclose any information, data, or confidential information of the NCRD to any person other than persons necessary for the execution of the services as outlined in Appendix "A".
- 7.2 The Consultant must not, during the term of this Agreement, perform a service for, or provide advice to any person, firm or corporation, which gives rise to a conflict of interest between the obligations of the Consultant under this Agreement and the obligation of the Consultant to such other person, firm or corporation.

- 7.3 All drafts, designs, data, information, and all other materials produced by the Consultant under this Agreement (collectively the “Intellectual Property”) are and will remain the NCRD’s property.
- 7.4 Until the expiry or termination of this Agreement, the Consultant may retain copies, including reproducible copies of the Intellectual Property. The Consultant must not use the Intellectual Property on other projects or published works except with written consent from the NCRD.
- 7.5 Upon expiry or earlier termination of this Agreement, the Consultant must turn over to the NCRD all Intellectual Property, keeping a single copy for the Consultant’s own archival purposes.

## ARTICLE 8 DESIGNATED REPRESENTATIVES

- 8.1 The NCRD shall, by notice in writing to the Consultant, designate a representative to act on the NCRD’s behalf with respect to the performance of this Agreement (herein referred to as the “NCRD Representative”) and may at any time or from time to time thereafter, by notice in writing to the Consultant, designate another person to act as the NCRD Representative in the place and stead of any person previously designated.
- 8.2 The Consultant shall, by notice in writing to the NCRD, designate a representative to act on the Consultant’s behalf with respect to the performance of this Agreement (herein referred to as the “Project Manager”) and may at any time or from time to time thereafter, upon written approval from the NCRD, designate another person to act as the Project Manager in the place and stead of any person previously so designated.

## ARTICLE 9 NOTICES

- 9.1 Unless otherwise specified herein, any notice required to be given by any party shall be deemed to have been well and sufficiently given if mailed by prepaid registered mail and delivered at the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing.
- 9.2 Any such notice shall be deemed to have been received if mailed, seventy-two (72) hours after the time of mailing, upon the date of delivery. If normal mail service is interrupted by strike or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until received, and the party sending the notice shall utilize any other such Services which have not been so interrupted or shall deliver such notice in order to ensure prompt receipt thereof.



- 9.3 The provisions and appendices herein constitute the entire Agreement between the NCRD and the Consultant and supersedes all previous expectations, understanding, communications, representations and agreement whether verbal or written between the NCRD and the Consultant with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the NCRD and the Consultant.
- 9.4 The NCRD may issue to the Consultant a change notice (a “Change Notice”) to make changes to the work, omit part of the work, or require additional work. The Change Notice shall prevail over any other provision of this Agreement, in the event of an inconsistency between them. The NCRD and the Consultant shall appraise the value of the changes to the work specified by the Change Notice, and within sixty (60) days of receipt of the Change Notice, agree on the new price to be paid for the work of the reduction in the fee payable to the Consultant.

#### ARTICLE 10 NO DUTY OF CARE

- 10.1 The Consultant acknowledges that the NCRD, in the preparation of the Contract Documents, supply of oral or written information to the Consultant, review of proposals or the carrying out of the NCRD’s responsibility under this Agreement, does not owe a duty of care to the Consultant and the Consultant waives for itself, its successors and assigns, the right to sue the NCRD in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omissions or misrepresentation occurring in the preparation of this Agreement, the Request for Proposals, supply of oral or written information to Proponent’s, review of Proposals, or carrying out of the NCRD’s responsibilities under this Agreement.

#### ARTICLE 11 WAIVER

- 11.1 Except as may be specifically agreed in writing, no action or failure to act by the NCRD or the Consultant shall constitute a waiver of any right or duty afforded any of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach hereunder.

#### ARTICLE 12 RELATIONSHIP

- 12.1 The legal relationship between the Consultant and the NCRD arising pursuant to this Agreement is that of an independent contractor and purchaser of services.

### ARTICLE 13 SEVERABILITY

- 13.1 If any part of this Agreement is or is declared invalid, the remainder shall continue in full force and effect and be construed as if the Agreement had not been executed without the invalid portion.

### ARTICLE 14 LAW

- 14.1 This agreement shall be governed by and construed in accordance with the laws in force from time to time in the Province of B.C.
- 14.2 Unless stated otherwise in this Agreement, all sums of money are in Canadian Dollars.

### ARTICLE 15 TRANSFER OF INTEREST

- 15.1 This Agreement shall take effect to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party shall assign, subcontract or transfer any interest in this Agreement without the prior written consent of the other.

IN WITNESS HEREOF the NCRD and the Consultant have executed this Agreement as of the day, month and year first above written.

NORTH COAST REGIONAL DISTRICT  
by its authorized signatories:

---

NCRD Chief Administrative Officer

---

NCRD Corporate Administrator

CONSULTANT by its authorized signatories:

---

Name

---

Name

**APPENDIX “A”  
CONSULTANT’S SERVICES AND FEES**

**1) THE PROJECT**

NCRD Housing Needs Assessment as more particularly described in RFP 2021-01 and the Consultant’s Proposal.

**2) SERVICES**

The Consultant shall:

- a) Provide all consulting Services as described in Appendix “B”.
- b) In rendering the Services on the Project, engage Sub-Consultants to perform services necessary to enable the Consultant to carry out the duties and responsibilities as set forth in this Agreement, generally described in the Consultant’s Proposal, but subject to prior approval of the NCRD.
- c) Provide copies of contract drawings, specifications, design calculations and notes, filed information, records and other information relevant to the Consultant’s services.
- d) Utilize only those individuals named in the Consultant’s Proposal; any substitutions require prior written approval from the NCRD.

**3) NO ADDITIONAL WORK**

The Consultant shall:

- a) Not undertake any work, in connection with the said work, additional to or supplemental to or in substitution of the work specified herein, unless authorized in writing by the NCRD.

**4) PAYMENT OF FEES**

- a) The NCRD shall pay to the Consultant within thirty (30) days of invoice for the Services set forth in this Appendix “A”, a fee as hereinafter set forth. The Consultant’s accounts are due when presented.
- b) The maximum fee including any applicable taxes for the Consultant’s Services set for in this Appendix “A” shall be that set out in the Consultant’s Proposal, including allowances for reimbursable costs and expenses.

- c) Invoices will be presented in accordance with the NCRD's standard format, and including the following information at the bottom of each invoice:
  - i) Total budget approved by the NCRD;
  - ii) Total invoiced to date;
  - iii) Total payment received to date; and
  - iv) Budget remaining.

## **5) TIME SCHEDULE**

- a) The Consultant shall perform the Services in accordance with the project schedule set forth in the Proposal.

**APPENDIX “B”  
SCOPE OF SERVICES**

**1) SERVICES**

The Services are those described in Schedule “A” – Scope of Services attached to the RFP, as supplemented by the Proposal. In the event of any conflict amongst the provisions of the RFP, the Proposal, and any authorized Change Notice issued, the documents shall take precedence in the following order:

- a) Change Notice (with the more recent taking precedence over the less recent);
- b) Proposal;
- c) RFP.

**APPENDIX “C”  
CONSULTANT’S PROPOSAL**

**APPENDIX “D”  
CONSULTANT’S FEE PROPOSAL**



**APPENDIX “E”  
REQUEST FOR PROPOSAL (RFP)**

**APPENDIX “F”  
SUPPORTING DOCUMENTS**

Background documents and supporting information can be accessed online and is available at:

- a) [www.ncrdbc.com](http://www.ncrdbc.com); and
- b) <https://ncrdbc.civicweb.net/filepro/documents/13588>

Proponents shall advise the Owner is any of the supporting documentation is inaccessible.



# NORTH COAST

## REGIONAL DISTRICT

Request for Proposal No. 2021-01

FOR CONSULTING SERVICES FOR  
North Coast Regional District Housing Needs Assessment

Addendum #1: Costs and Fees for this Project

The North Coast Regional District (NCRD) intends to evaluate proposals based on criteria set out in section 2.14 (Evaluation Criteria) which includes a weighting of 25% for the fees (cost) outlined in the proposal. As such the NCRD expects that proposals submitted will provide for an accurate reflection of the total cost of the project based on the proponent's experience and to provide for a competitive submission.

As stated in section 2.10 (Pricing) "The prices quoted in a Proposal should include all services, travel, disbursements, applicable taxes, and any other relevant charges, including all costs related to the fulfilment of the requirements of the RFP, so as to be the final cost to the Owner for completion of the work."

**Note:** the Proponent is responsible for checking the NCRD website or BC Bid for any addenda.



# NORTH COAST

REGIONAL DISTRICT

## Request for Proposal No. 2021-01 - Addendum #2

### FOR CONSULTING SERVICES FOR North Coast Regional District Housing Needs Assessment

#### **1. Do you require a separate report for each electoral area?**

As per section 1.3 (Tasks and Deliverables) on page 5 of RFP 2021-01: “Final housing needs assessment reports and summary forms are to be completed for **each electoral area** separately.” A full description of each task is outlined from page 18-23 (*Schedule “A” Scope of Work*).

#### **2. Census data required to complete these assessments for Electoral Areas A and C are suppressed due to the small population. Does the NCRD have another way to get this type of information for the analysis?**

Pages 18-19 (*Schedule “A” Scope of Work*) outlines all sources provided from the provincial government for data collection required for these reports. Please note that this data will be supplemented by information gathered as outlined in (Task 4 – Key Informant Interviews/Engagement) on page 20 (*Schedule “A” Scope of Work*).

The NCRD has limited housing data available through utility billing functions. It should be noted that the NCRD does not maintain a permit and/or licensing function that would typically supplement housing data.

#### **3. Does the NCRD see an opportunity to incorporate/coordinate First Nations off-reserve housing needs in these assessments?**

Page 20 (*Schedule “A” Scope of Work*) states that “The proponent will supplement data researched with additional sources such as community surveys and public engagement for informing the analysis to be included in the final housing needs assessment reports... This shall include:

- Meaningful consultation with municipalities and First Nations in the NCRD;
- Engagement with vulnerable populations; and
- Other engagement to supplement data as necessary.”

**Note:** the Proponent is responsible for checking the NCRD website or BC Bid for any addenda.