



COMPREHENSIVE COMMUNITY PLAN

"Developed by the Community for the Community"

Request for Proposals

Submit Proposals By:

4:00 P.M. PST Friday, September 22, 2023

Email Proposals To:

nova.sekhon@ttes.ca

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1.0 Background

Tk'emlúps te Secwépemc (TteS) is a Secwépemc Nation community located within Secwepemcúl'ecw in the Southern Interior of BC. TteS neighbours the City of Kamloops and has many formal and informal partnerships and working relationships with governments, agencies, and businesses throughout our traditional territory. TteS has a registered population of 1,479 members with 557 members living on-reserve, and thousands of non-member residents living in the community, principally at Sun Rivers but also in several mobile home parks and other housing developments. TteS also has significant industrial and commercial developments on-reserve.

2.0 Scope of Work

TteS is soliciting proposals from interested individuals or consulting firms experienced in community planning to develop a community-driven **Comprehensive Community Plan (CCP)**. Priority will be given to qualified TteS members, however, submissions from independent consulting firms or joint proposals from a TteS member and a consultant are welcomed and encouraged. The intent of this Request for Proposal (RFP) is to award the CPP project to a successful proponent on a contract basis. Refer to the General Liability Insurance and Worksafe BC section of this RFP for important specific requirements.

To help our community grow and evolve and to be in a stronger position to assert our Title and Rights and jurisdiction in key areas of governance, we need a CCP - *developed by the community for the community* - to provide guidance on the key issues facing our community. TteS' previous CCP was developed in 2015 and needs to be updated. It is envisioned that our updated CCP will cover areas such as:

- Housing
- Lands and Resources
- Economic Development
- Cultural Heritage
- Infrastructure
- Youth and Elders
- Social Programming
- Education
- Health and Wellness

In addition to the above key areas, the CCP should explore the community's vision for self-determination and implementation of United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), in an effort engage dialogue amongst members on the following question: "What does a vision of a full execution of jurisdiction look like?"

General Land Use Map component

The purpose of the land use map component is to provide **high level** direction for future development areas and map out the vision of the CCP, while incorporating existing plans and uses and referencing development policies.

This should be a **flexible, living document** that helps guide compatible development within Kamloops Reserve 1-5 and fee simple lands managed by TteS. Wherever possible, engage and incorporate CP lands.

The map should establish land classifications (such as, housing, commercial, industrial, recreational, community, cultural, educational, agricultural/forest, hunting areas, sensitive areas/no development) that respect current land designations.

A high-level understanding of roads, infrastructure/servicing, transportation, wetlands, steep slopes, etc. is necessary.

Example:

Community Goal	Land Use Map	Factors
Address housing needs	Indicate areas suitable for housing, while encouraging a range of sustainable options.	Population growth, transportation, servicing, compatible uses, etc.

The successful Applicant will ensure the CCP will include a long-term vision for the community, including a vision for exercising jurisdiction, as well as will include a General Land Use Map. The proposal submission will include an implementation plan that will summarize more specific direction for the next 5 years.

TteS anticipates hiring at least one community member to act as a Community Navigator to work with the successful RFP Applicant throughout the CCP project and who will have particular focus on community engagement.

Additionally, TteS will appoint a staff member(s) as the Project Lead to liaise directly with the successful Applicant throughout the project. The Project Lead will not be responsible for project planning and implementation but will have responsibility for project oversight, coordinating with key stakeholders, and providing project direction as required.

It is expected that this project will commence no later than **October 9, 2023**, and to be completed no later than **September 30, 2024**, and will involve significant community engagement including focused group meetings, one-on-one interviews, online surveys, project communications, social media updates and the creation of a General Land Use Map.

It is expected the project to include the following:

2.1 Project Management and Oversight

- The successful Applicant will be responsible for overall planning, development, and management of the project and will be accountable for achieving milestones & meeting timelines in accordance with their submitted and approved project proposal.
- The successful Applicant will liaise directly with the TteS staff member(s) appointed as the Project Lead and will coordinate the engagement process for the Community Navigator.
- The TteS Project Lead will be responsible for project oversight and will liaise between the RFP successful Applicant, the Community Navigator, TteS management & staff, and will collaborate with and support the RFP successful Applicant on project coordination, planning and implementation and provide general direction as needed.

2.2 Community Engagement

- Bi-weekly meetings with the Project Lead

- Up to 20 one-on-one interviews with members - it is anticipated that some members will prefer to have one-on-one dialogue on community planning so it is envisioned that some “coffee meetings” will be required
- 10 focus group community meetings (project initiation, collection of information, review of draft reports)
- 2 online surveys
- 8 meetings with TteS partner organizations
- 2 dedicated meetings each with Elders and Youth groups
- 6 meetings with staff
- 4 meetings with Council
- Communication releases and social media updates including the use of YouTube, Tik Tok, Facebook
- Creation of a dedicated website for the CCP project
- The successful Applicant will be invited to participate in the selection of a Community Navigator
- Ongoing meetings with the Project Team which will consist of the Project Lead, Executive Director of Membership, and the Community Navigator
- Additional engagement activities as required

2.3 Background Research

- Review 2015 CCP
- History of TteS
- Review current community plans (e.g. Community Energy and Emissions Plan (CEEP), Mount Paul Industrial Park (MPIP), Chief Louis Centre (CLC), Development Cost Charges (DCC) Law, Housing etc)
- Description of land base
- Description of member and non-member demographics
- Description of programs and capital in each of the topic areas
- Development of baseline indicators for key issues and topics to measure future progress against to determine how the community is advancing
- Summary of TteS relationships with other First Nations, governments, agencies, and businesses
- Review and report on best practices in approach to community engagement & community planning from other communities

2.4 Drafting

- Revisit prior goals and priorities identified in the 2015 CCP with community members and report on achievements and gaps
- Prepare regular progress reports and updates to the Project Team
- Creation of a draft CCP including a community vision for exercising jurisdiction, as well as, a General Land Use Map, for presentation to and review by the community
- Creation of a summary video of the CCP
- Finalizing the CCP, incorporating Secwépemcstin (Secwépemc language) into the document as appropriate
- Additional drafting and reporting as required

3.0 Request for Proposals

TteS is soliciting proposals from interested individuals and consultants who have demonstrated experience in facilitating community engagement, comprehensive proposal writing, proficiency in website development & social media interaction, General Land Use Mapping, and prior experience in project management of similar types of initiatives. The successful Applicant must demonstrate capacity to complete the “Scope of Work” described in this RFP.

Successful completion of the project will result in the creation of a community-driven **Comprehensive Community Plan (CCP)**.

3.1 Proposal Structure

To allow for easy comparison of responses, proposals are to be structured with the following format and in this order:

- Introduction and Project Understanding (maximum 1 page) – describe your understanding of TteS, and the project in general as well as the value of a Comprehensive Community Plan to TteS,
- Methodology (maximum 3 pages) – describe, at a high level, the process you would undertake to complete the CCP. As part of this describe your approach to community engagement and how you would integrate a community navigator into your work process,
- Secwépemc heritage,
- Previous Experience on CCPs (maximum 2 pages – must include 3 reference projects) – describe your experience in working on Comprehensive Community Plans or similar initiatives for Indigenous communities in general and provide detailed description of 3 projects that showcase your work,
- Previous Experience in creating General Land Use Maps,
- Previous Experience working with TteS and/or other First Nation governments (maximum 1 page) – describe your experience working with TteS over the last 10 years, and demonstrated understanding of Secwépemc culture,
- Project Team (maximum 2 pages) – describe the experience of your key project team members you may engage on Comprehensive Community Plans and other projects with Indigenous communities, including any work completed with TteS, and
- Budget and Schedule (maximum 1 page) – summarize your budget and schedule. Project budgets will be scored on value for the budget received. Include a Gantt Chart to visualize overall timelines and completion of project milestones.

Appendices can be added for project team member resumes.

3.2 Proposal Scoring

Proposals will be scored according to the following criteria.

Item:	Score
Introduction and Project Understanding	10
Methodology	20
TteS member	20
Previous Experience on CCPs	20
Previous Experience in General Land Use Mapping	15

Previous experience working with TteS and/or other First Nation governments, with a good understanding of Secwépemc culture	15
Project Team	20
Budget and Schedule	10
Proposal Completeness	5

TteS is under no obligation to proceed with the lowest cost proposal.

3.3 Ineligible Applicants

If any of the following applies to an interested Applicant, they will be ineligible for consideration for the CCP project:

- Is involved in any legal dispute with TteS, either past or present,
- Has ever been terminated from employment by TteS,
- Is currently a TteS staff member, either part-time or full-time,
- Has any outstanding debt owed to TteS for any purpose, or
- Has a criminal record or a prior criminal record.

3.4 Applicant Enquiries

Direct all enquiries during the proposal period by email to: nova.sekhon@ttes.ca

Enquiries must be made by **Friday, September 8, 2023**. Enquiries will be responded to by **Wednesday, September 13, 2023**. TteS shall not be responsible for Applicants adjusting their proposals based on oral instructions by any member of TteS or the TteS Project Lead. RFP documents will only be modified by issuance of an addendum by the TteS Project Lead.

3.5 Proposal Submission Method, Date and Time

Proposals shall be submitted to Tk'emlúps te Secwépemc by **4:00 P.M. Pacific Standard Time, Friday, September 22, 2023**. Proposals are to be emailed to: nova.sekhon@ttes.ca.

4.0 Terms and Conditions

4.1 No Obligation to Proceed

Though TteS fully intends at this time to proceed through the RFP process in order to have the project completed, TteS is under no obligation to proceed. The receipt by TteS of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any Applicant, or on its behalf) shall not impose any obligations on TteS. There is no guarantee by TteS, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with TteS for the development of the project.

4.2 General Liability Insurance and Worksafe BC

The intent of this RFP is to award the CPP project to a qualified Applicant on the basis of an independent contract. As an independent contractor, the successful Applicant will be required to be registered with Worksafe BC and to obtain general liability insurance naming TteS as an additional insured for the duration of the project. The successful Applicant will be responsible for looking into the cost for

obtaining WCB and insurance coverage; and **TteS members ONLY can incorporate these costs in their proposal budget.** The successful Applicant will be required to provide proof of registration and coverage after being awarded the contract and before project commencement.

4.3 TTES's Decision-Making Authority

TteS has the authority to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion. Nothing in this RFP will be interpreted as reducing TteS's authority.

4.4 Irrevocability of Proposals

By submission of a clear and written notice, the Applicant may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Applicant agrees that should its proposal be successful, the Applicant will enter into a contractual agreement with TteS.

4.5 Applicants' Expenses

Applicants are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with TteS, if any. If TteS elects to reject all proposals, TteS will not be liable to any Applicant for any claims, whether for costs or damages incurred by the Applicant in preparing the proposal, loss of anticipated profit in connection with any contract, or any other matter whatsoever.

4.6 Proposal Validity

Proposals will be open for acceptance for at least 60 days after the closing date.

4.7 Negotiation Delay

If for any reason a contractual agreement with the selected Applicant is not finalized within thirty days of notification of the successful Applicant, TteS may, at its sole discretion at any time thereafter, terminate discussions with that Applicant and enter into discussions with another Applicant or choose to terminate the RFP process, and proceed, or not proceed with the project in some other manner.

4.8 Agreement with Terms

By submitting a proposal, the Applicant agrees to all the terms and conditions of this RFP.

4.9 Modification of Terms

TteS reserves the right to modify the terms of the RFP at any time at its sole discretion.

4.10 Laws of British Columbia

Any Agreement resulting from this RFP will be governed in accordance with the applicable laws of the Province of British Columbia and of Canada.

4.11 Health and Safety Requirements

The Applicant shall strictly comply with the current Occupational Health and Safety Regulations and Workers Compensation Act of WorkSafeBC and the safety policies/procedures of TteS. Other applicable federal, provincial and local regulations or policies concerning the health and safety of works and the general public shall also be followed.

4.12 Liability for Errors

While TteS has expended considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Applicants. The information is not guaranteed or warranted to be accurate by TteS, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

4.13 Confidentiality

Any Applicant and any other person who, through this RFP process, gains access to confidential information of TteS is required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP process. This requirement will continue with respect to such information learned by the successful Applicant, if any, over the course of any contract for service which arises out of this RFP process.

4.14 Ownership of Documents

Upon delivery to TteS, all proposals (and all their contents) become the property of TteS and will not be returned to the Applicants except as TteS, in its sole and absolute discretion, may determine.

4.15 Conflict of Interest

The Applicant warrants that, at the date of submitting a proposal, no conflict of interest exists or is likely to arise in the performance of its obligations under the contract, if the Applicant is selected by TteS.

If, during the term of the contract, a conflict or risk of conflict arises, the Applicant undertakes to notify TteS immediately in writing of that conflict or risk and take any steps that TteS reasonably requires to resolve the conflict or deal with the risk.

4.16 Applicant's Employees and Sub-contractors

The Applicant's representatives shall be under the exclusive supervision of the Applicant. All responsibility and authority for hiring, training, supervision, direction, compensation, discipline, termination, and administration of the Applicant's representatives, and any and all costs or expenses related thereto, rest exclusively with the Applicant.