

**Ausable Bayfield Conservation
Authority
Shoreline Management Plan Update
Project**

Request for Proposals

June 10, 2015



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1.0 Introduction

This document represents a Request for Proposals (RFP) to assist with updating the Ausable Bayfield Conservation Authority (ABCA) Shoreline Management Plan (SMP) to better reflect current conditions and provide guidance for future development along the shoreline. The ABCA watershed and Lake Huron shoreline is depicted in Figure 1.

1.1 Project Background

In 1994, the ABCA created its first SMP for the Lake Huron shoreline within its watershed boundaries.

In 2000, the SMP was updated to reflect the wording of the Provincial Policy Statement on Natural Hazards.

The 1994 and 2000 SMP are based on mapping and shoreline information collected from 1988 to 1992. Recession rates were based on comparison of 1988 mapping to a 1935 shoreline survey. Since that time, newer photography (2007 and 2010) and mapping have become available for use. Over the last three years, staff has been reviewing the historical shoreline erosion rates based on newer photography and mapping.

The current SMP Update project would involve establishing a steering committee to review the last version of the SMP, engaging stakeholders along the lakeshore, reviewing new information and issues and developing an update to the SMP.

2.0 Project Overview

The ABCA is requesting proposals from qualified consultants to assist with updating the 2000 ABCA SMP by:

1. Providing technical assistance relating to shoreline processes, shoreline geotechnical and general shoreline matters.
2. Assist with preparing development policies which will conform to the Provincial Policy Statement on Natural Hazards and Natural Heritage and Provincial Technical guidelines relating to Great Lakes Shorelines.
3. Assist with engaging shoreline residents and municipalities in the process of updating the SMP

3.0 Project Management and Consultant Responsibilities

The ABCA will:

- serve as the primary contact
- provide any available background information

- perform any GIS based modelling and mapping
- arrange for any facilities and advertisement for any public or committee meetings

The consultant will:

- assist with preparation of all agendas and minutes for meetings with ABCA staff, committees or public meetings as required
- provide facilitation services for any public meetings or committee meetings as required
- provide the technical expertise in fulfilling the project or additional services identified by the ABCA
- collect any additional information on the area that is necessary for this project subject to approval of the ABCA
- keep the ABCA informed of all proposed schedule/project changes and difficulties that may arise throughout the project
- keep project costs to a minimum
- provide a consulting team with expertise in the following areas:
 - coastal processes / geomorphology knowledge
 - provincial policy as it relates to shoreline issues
 - geotechnical knowledge
 - facilitation expertise
 - report writing skills

4.0 Project Scope

The study involves the review of available information, both historical and present, completing the necessary analysis, and preparing a report. The major components of the project are as follows.

1. Meet with ABCA staff to discuss the project scope and identify any potential issues.
2. Review the existing information available for the area or topic including:
 - available mapping / aerial photography
 - available reports including the ABCA SMP, historical and recent erosion information, and reports from other CAs or municipalities
3. Utilizing the available information including more recent information collected by the ABCA, determine a defensible updated long term erosion rate (100 year) for the ABCA shoreline
4. Review available information and provide a technical position on shore protection and its impact on shoreline processes and long term erosion
5. Review available information and provide a technical position on harbour dredging and its impact on shoreline processes along the ABCA shoreline
6. Provide a brief discussion paper on the impacts of climate change on shoreline processes

7. Participate in committee and public meetings by providing facilitation services and technical presentations as required
8. Participate in Committee meetings to provide technical expertise as required
9. Provide technical information to help answer questions and issues raised during public consultations and committee meetings
10. Provide a draft report to the ABCA which outlines findings and recommendations for updating the SMP and modifying any ABCA Development Policies
11. Upon acceptance of the draft report by ABCA staff, committees and public input, produce a draft of an updated SMP document.
12. Once the draft SMP is accepted, provide 10 hard copies of the final report as well as any drawings and/or mapping to the ABCA. Digital copies of all documents and drawings are to be provided in an acceptable native format. Provide 20 PDF copies of any final report and supporting documentation.

Should proposed costs exceed the project's total budget, the ABCA reserves the right to adjust the scope of work.

5.0 Project Timing and Milestones

The milestones for this project are to be recommended by the consultant; however, the suggested milestones are as follows:

Milestone 1: Proposals Received by the ABCA (July 3, 2015)

Milestone 2: Project Initiation (soon after July 16, 2015)

- Meet with ABCA staff
- Obtain copies of background information

Milestone 3: Draft Report Submitted to the ABCA (May, 2016)

Milestone 4: Final Report Submitted to the ABCA (November, 2016)

6.0 Project Budget

The project budget estimate for this proposal is \$50,000 to \$60,000 plus HST divided between 2015 and 2016. There is the possibility that this total amount may change depending on requests from ABCA staff or committees for technical expertise on matters not identified in this document. By early fall of 2015, there will be an opportunity to request budget adjustments in the ABCA 2016 budget process.

Should proposal estimates exceed this project budget the ABCA will reserve the right to adjust the scope of work. Priority consideration will be given to proposals whose cost estimate is in line with this budget; however, the contract will not necessarily be awarded to the proposal with the lowest cost estimate.

As part of their proposal, interested parties shall provide a detailed schedule and budget estimate which shall include the staff time and expenses required to perform the work as outlined in their proposal.

Per Diem staff rates to be charged to the project shall be included as well as estimated time spent on each project component.

6.1 Invoicing the ABCA

Invoices for completed work and activities shall be issued to the ABCA. The invoices shall include as a minimum, a description of the work completed in the current billing period, the amount of the current invoice and the total amount invoiced to date. All invoices will show HST as a separate line item.

7.0 Proposal Requirements

Proposals are to be submitted to,

Ausable Bayfield Conservation Authority
c/o Alec M. Scott, P. Eng., Water and Planning Manager
RR #3, 71108 Morrison Line
Exeter, ON N0M 1S5
Phone: 519-235-2610
Fax: 519-235-1963
Email: ascott@abca.on.ca

by **no later than noon (12pm), local time on Friday July 3, 2015**. 1 PDF copy by email is required by the July 3 deadline. However, for the proposal to be considered 2 hard copies also need to be received by the ABCA by no later than 72 hours after the proposal deadline.

The ABCA may accept a proposal in whole or in part, whether the submitted price is the lowest or not, and may reject any or all proposals. There will be no requirement of this RFP, implied or otherwise, that the proposal representing the lowest submitted price would be selected or preferred. The RFP process is used as a means of evaluating a number of criteria (one of which is submitted price).

In the event that a favourable proposal does not exactly meet with the ABCA's requirements, ABCA reserves the right to enter into negotiations with Proponents to arrive at a mutually satisfactory arrangement with respect to any modifications to the proposal.

This RFP is not a tender and does not commit the ABCA in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the ABCA reserves the complete right to at any time reject all Proposals, and to terminate this RFP process for any reason without liability.

We anticipate that the main body of the proposal should be no more than 12 pages long plus additional supporting information. The document will consist of 2 sections:

Part A shall include, but not be limited to:

- the scope of work
- proposed methodologies
- identification of the Project Manager and any other key project staff
- a brief statement of the related experience of the Project Manager and any other key staff
- the anticipated amount of background review
- anticipated reliance on ABCA resources (ie. mapping, GIS, staffing)
- the proposed schedule of work
- proposed meeting allowances
- a brief description on what will be included in the deliverables for this project

Part B shall include, but not be limited to:

- Per Diem rates for the staff involved in the work
- disbursement, expenses and sub-consultants/contractors
- an itemized cost assessment for undertaking the work broken down but not limited to:
 - Background review
 - Allowance for meetings
 - 1 start up meeting
 - Maximum 4 committee meetings at ABCA – some may be participation by teleconference
 - Maximum 4 public meetings or open houses in ABCA watershed
 - Additional teleconferences as required – to be organized by ABCA – maximum 6
 - Analysis
 - Reporting (incl. any drawings and mapping)

The following table provides a suggested format for the proponent to estimate the number of hours and specify the approximate schedule to carry out the work.

The work should involve the tasks (as a minimum) as shown in the following table. The hours estimated for each task in Table may be adjusted during the project as required, after approval of the ABCA.

Table 1 –Tasks and Approximate Hours to complete the SMP update project

Task	Description	Consultant (hrs and costs)	Specific Expertise (hrs and costs)	Support (hrs and costs)
1	Background information review			
2	Meetings			
3	Long Term Erosion Rate			
4	Shore Protection Review			
5	Dredging Review			
6	Climate Change			
7	Reporting			
TOTAL				

7.1 Inquires

Proponents with questions related to this proposal may forward written submissions to:

Ausable Bayfield Conservation Authority
 c/o Alec M. Scott, P. Eng., Water and Planning Manager
 RR #3, 71108 Morrison Line
 Exeter, ON N0M 1S5
 Phone: 519-235-2610
 Fax: 519-235-1963
 Email: ascott@abca.on.ca

All questions related to this RFP should be submitted by June 24, 2015 at 1 p.m.

7.2 Consultant Selection

The successful consultant will be selected based on a combination of the following factors:

- relevant experience
- proposed methodologies
- schedule
- cost

7.3 Agreement

The successful consultant will be expected to enter into an agreement with the ABCA for the provision of services as outlined in this Request for Proposals and the consultant's proposal. The agreement may utilize the consultant's estimate as the upset limit for this project.

7.4 Insurance

The successful consultant will be required to provide the ABCA with proof of comprehensive general liability insurance to the amount of \$2,000,000. The consultant will also be required to carry personal liability insurance in the amount not less than \$2,000,000. The insurance companies involved must be licensed to operate and do business within the Province of Ontario. Any concerns with the insurance requirements for this project may be addressed to the ABCA.

8.0 Background Information

The following list sources the available documentation and drawings that are pertinent to the study:

Note: use of some data may require a data sharing agreement.

- ABCA SMP 2000
- Available mapping, photography and digital data
- Considerations for Shore Protection (Baird 1994)
- Lake Huron Shoreline Processes Study (Reinders 1989)

Figure 1

