



**Integrated Watershed Management Plan
Community Workshop Facilitator
REQUEST FOR PROPOSALS
RED DEER RIVER WATERSHED ALLIANCE**

Proposal Deadline: July 19, 2010 at 12:00pm

Red Deer River Watershed Alliance
4918 59 Street
Red Deer, Alberta
T4N 2N1

June 21, 2010



SECTION A – PROJECT REQUIREMENTS

BACKGROUND

The Red Deer River Watershed Alliance (RDRWA), as the Watershed Planning and Advisory Council for the Red Deer watershed [designated by Alberta Government in September 2005], is initiating the next phase of their watershed planning process being the Integrated Watershed Management Plan (IWMP). This phase follows the completion of the Red Deer River State of the Watershed Report which was approved April 3, 2009.

The focus of the IWMP is to establish targets and thresholds for the identified watershed health indicators and to develop beneficial management practices for those indicators. This will require substantial stakeholder and public involvement as they will ultimately be the ones to implement actions to achieve the set targets and thresholds. Public/stakeholder consultation will be held at key stages of the IWMP project.

The main categories of stakeholders include:

- 1) Watershed Stewardship Groups
- 2) Environmental Non-Government Organization
- 3) Counties/Municipal Districts
- 4) First Nations and Metis
- 5) Government of Canada
- 6) Government of Alberta
- 7) Business and industry
- 8) Utilities
- 9) Cities/Towns/Villages
- 10) Watershed residents/individuals

PURPOSE

A facilitator will be hired as a contract service provider. The facilitator will implement the “Public Consultation Plan for the IWMP” that was approved in March 2010 and the communication strategy as part of the “IWMP Project Plan” [draft]. The facilitator will work under the direction of the IWMP Project Management Unit. The facilitator will report directly to the RDRWA Executive Director (as a contract service provider) who is also the Project Manager for the IWMP.

TASKS

The facilitator will perform the following tasks:

- 1) Hold public meetings in 3 centres (Sunde, Red Deer, and Oyen) for the following events:
 - a) Education Forums at all 3 centres. The facilitator will arrange for speakers with expertise on the various watershed health indicators:

- i) Water Quality and Water Quantity – September 21(Sundre), 22 (Red Deer), 23 (Oyen) (2010)*
 - (1) Nutrients – phosphorus and nitrogen – sources & water quality impacts, BMPs
 - (2) Bacteria - sources and human health impacts, BMPs
 - (3) Parasites – sources and human health impacts, BMPs
 - (4) Pesticides – sources, human health & ecological impacts, BMPs
 - (5) Water levels and stream flows – basic hydrology & climate change concepts, storage structures, ecological effects & water quality impacts
- ii) Land Use and Biodiversity – October 26 (Sundre), 27 (Red Deer), 28 (Oyen) (2010)*
 - (1) Wetlands
 - (2) Riparian areas
 - (3) Land cover - Native vegetation cover conservation, biodiversity conservation, and species at risk
 - (4) Linear developments – habitat fragmentation/landscape connectivity, invasive species, hydrologic impacts
 - (5) Recreational development – ecological effects & water quality impacts
 - (6) Urban & rural development – ecological effects & water quality and quantity impacts
 - (7) Agricultural development – ecological effects & water quality and quantity impacts
 - (8) Industrial development – ecological effects & water quality and quantity impacts
 - (9) Oil and gas development – ecological effects & water quality impacts
- b) Prioritization of watershed health indicators by stakeholders for each of the 3 public consultation regions - November 23 (Sundre), 24 (Red Deer), 25 (Oyen) (2010)*
- c) Review of the IWMP Technical Advisory Committee Recommendations by stakeholders for the Upper Region (Sundre) – Jan 13, 2011*
- d) Review of the IWMP Technical Advisory Committee Recommendations by stakeholders for the Middle Region (Red Deer) – March 23, 2011*
- e) Review of the IWMP Technical Advisory Committee Recommendations by stakeholders for the Lower Region (Oyen) – May 4, 2011*

Each of these public meetings will usually be of 4 hours duration; 2 hours in the morning and 2 hours in the afternoon with a lunch break of 45 minutes to 1 hour.

The facilitator will develop a plan and apply the **IAP2 approach** for each public meeting.

The facilitator will employ other methods to obtain input of stakeholders who cannot be physically present at these meetings.

The facilitator will arrange for each public meeting: venue, speakers, meeting requirements (meals, name tags, sign-in sheets, etc), invitations, attendance lists, recording of meeting minutes, preparation of presentations and handouts, and follow-up actions as deemed required by the Steering Committee.

* All dates are subject to change

* All dates subject to change

- 2) Hold a meeting in Red Deer for a Focus Group consisting of representatives from municipalities and industry for them to review the recommendations of the IWMP Technical Advisory Committee – May 26, 2011*
- 3) Presentation to Steering Committee on findings from public consultation meetings and recommendations. Attend Steering Committee Meetings when requested (on an hourly rate).
- 4) Attend Technical Advisory Committee Meetings (TAC) when requested (on an hourly rate).
- 5) Maintain and continually update a stakeholder contact list (on an hourly rate).
- 6) Submission of a formal “Public Consultation Report”¹ for each set of public meetings (6 reports):
 - a) Educational Forums
 - b) Prioritization of Watershed Health Indicators by stakeholders
 - c) Review of TAC Recommendations by stakeholders – Upper Region
 - d) Review of TAC Recommendations by stakeholders – Middle Region
 - e) Review of TAC Recommendations by stakeholders – Lower Region
 - f) Review of TAC Recommendations by Focus Group
- 7) Presentation to other stakeholders and RDRWA events if requested by the Steering Committee (e.g. RDRWA Annual General Meeting and General Meeting, Red Deer River Municipal Users Group (RDRMUG, etc.) (on an hourly rate).
- 8) Development of news releases, media releases, website updates on the public consultations in particular and the IWMP in general, in support of the PMU, SC and Chair (on an hourly rate).

DELIVERABLES

- 1) A Plan for each meeting using the IAP2 approach
- 2) Record of facilitation activities (discussion and actions from flip charts and other facilitation methods) of each public meetings (15) – electronic copies

[NOTE: a recording secretary may be provided by the RDRWA to record just the minutes of the meeting but all other compilation of information is to be done by the facilitator)

- 3) Communication products to support education forums and watershed health indicators prioritization
- 4) Public Consultation Reports (6) – electronic copies

Report Format: The “Public Consultation Report” will consist of but not limited to the following sections:

- 1) Title page

¹ Sample report included for reference

- 2) Table of Contents
- 3) Executive Summary
- 4) Purpose of the public meeting
- 5) Methodology
- 6) Key Learning on the public consultation process
- 7) Public Input and Discussion
- 8) Photographs of the event
- 9) Steering Committee Decisions/Responses to Public Inputs; How public input/feedback was incorporated into the IWMP
- 10) Appendix – Invitation, Agenda, Minutes and record of facilitation activities of the meeting, Copies of presentations and handouts

Term of Contract: August 2, 2010 to August 31, 2011

(Note: with a potential to extend the term of contract to December 31, 2011)

Qualifications:

The focus of this contract is facilitation and report writing, however, a background in science or natural resource management is beneficial to understanding the topic. Contractor will require:

- Expertise in facilitation with at least 3 years of facilitation experience (IAP2 or ICA preferred)
- Excellent communication skills (written and oral)
- Excellent report writing skills
- Natural Science or Natural Resource Management background preferred



SECTION B – PROPOSAL GUIDELINES

PURPOSE

Contractors are invited to submit Proposals of the Services as specified in this RFP.

This RFP will be conducted with the objective of maximizing the benefit to the Red Deer River Watershed Alliance, while offering Contractors a fair and equitable opportunity to participate.

This Request for Proposal shall not be construed as an offer to contract, but as an invitation for proposals. The Red Deer River Watershed Alliance (hereinafter referred to as “the RDRWA”) and the Integrated Watershed Planning Steering Committee (hereinafter referred to as “the Steering Committee”) shall be under no obligation to accept any proposal, including without limitation, the lowest priced proposal.

PROPOSAL GUIDELINES

Each respondent (hereinafter referred to as “the Contractor”) is asked to submit a detailed proposal to address the project outlined in the terms of reference attached hereto. Proposals, including price, should be valid until August 1, 2010.

Proposals are to be clearly marked Confidential Proposal: Integrated Watershed Management Plan: Community Workshop Facilitator and are to arrive no later than 12:00 p.m. on July 19, 2010. Proposals received after this time and date will be returned to the bidder unopened. One copy of the complete proposal should be submitted in hard copy format. In addition, an electronic copy should be included on CD.

The proposal, along with a letter of transmittal signed by a company executive officer, shall be forwarded to:

Red Deer River Watershed Alliance
4918 59 Street
Red Deer, Alberta
T4N 2N1
Attention: Beverly Anderson – Executive Director

BID WITHDRAWALS AND AMENDMENTS

Bids can be withdrawn at any time prior to bid closing. Requests for bid withdrawal must be in writing and signed by the contractor or contractor's agent. All requests for bid withdrawal must be submitted in a sealed envelope, clearly marked as follows:

“Withdrawal of Bid”

“Integrated Watershed Management Plan: Community Workshop Facilitator”

The name and address of the bidder



Contractors can submit amendments to their bids at any time prior to bid closing. Upon receipt, amendments will be date and time stamped. Late amendments received after bid closing) cannot be accepted. Amendments must be in writing and signed by the bidder or bidder's agent. All amendments must be submitted in a sealed envelope, clearly marked as follows:

"Amendment"

"Integrated Watershed Management Plan: Community Workshop Facilitator"

The name and address of the bidder

EVALUATION CRITERIA

Methodology for Evaluation

Proposals will be assessed independently, based on: the quality of the work proposed; the methods and approach to the project; and past experience of the Contractor; past performance. The RDRWA reserves the right to reject any or all proposals.

Required Qualifications

The focus of this contract is facilitation and report writing, however, a background in science or natural resource management is beneficial to understanding the topic. Contractor will require:

- Expertise in facilitation with at least 3 years of facilitation experience (IAP2 or ICA preferred)
- Excellent communication skills (written and oral)
- Excellent report writing skills
- Natural Science or Natural Resource Management background preferred

GUIDELINES FOR PROPOSAL SUBMISSION: **Due July 19, 2010 at 12:00 pm**

To facilitate the evaluation of proposals, and to ensure each proposal receives full consideration, proposals should be organized in the following format using the section titles and sequence listed below:

- Cover Letter
- Past Experience and Performance
- Proposal
- Price

The details regarding the content of the proposal are included in following sections below and all proposals will be evaluated based on those criteria.



Cover Letter

A Cover Letter must be signed by an authorized representative of the Contractor and included in the Proposal.

Past Experience and Performance

The Contractor will identify personnel carrying out the work and supply details of their past and current experience. Resume(s)/qualification(s) outlining pertinent experience for all team members (if applicable) that will be involved in the project must be included. Time allocation and billing rates of each team member must be included in the proposal. The firm's ability to undertake the contract should be described, including a description of experience with relevant projects. Please include the date that the project(s) were undertaken and the names of the key individuals for each project.

Proposal

Include a description of the proposed process in facilitating these workshops highlighting the **IAP2 approach**. Provide sufficient information to show that the contract requirements are fully understood. If subcontractors are used, then describe the arrangement of the group and the distribution of the work.

Price

The quoted price² will include all costs incurred in the contract including: facilitation, materials, printing, meeting and travel, labour and courier services and other related costs.

Please break down costs on 2 levels:

1. Cost to undertake the delivery of the 13 public meetings (as indicated in item#1 a-e and #2) including all the associated components (as listed below) and the public consultation reports (as listed below):
 - The facilitator, in addition to facilitation of the meeting, will arrange for each public meeting:
 - venue
 - speakers
 - meeting requirements (meals [Note: cost of meals covered by RDRWA], name tags, sign-in sheets, etc)
 - invitations
 - record of attendance lists
 - preparation of presentations (PowerPoint or other) and handouts
 - recording of workshop facilitation activities as per #1 Deliverable

² Includes GST

- Submission of a formal “Public Consultation Report”³ for each set of public meetings (6 reports):
 - Educational Forums
 - Prioritization of Watershed Health Indicators
 - Stakeholder Review of TAC Recommendations – Lower Region
 - Stakeholder Review of TAC Recommendations – Middle Region
 - Stakeholder Review of TAC Recommendations – Upper Region
 - Focus Group Review of TAC Recommendations
 - Facilitation Plan and Communication Products
2. Hourly rate(s) to undertake the other components of the contract

Please note that the quoted price⁴ will include all costs incurred in the project including: facilitation, reports, handling, processing, materials, meeting and travel, labour and courier services and other related costs.

PROPOSAL ACCEPTANCE

Steering Committee members will review the proposals and may interview one or more of the contractors. The Steering Committee will make a decision as to whether an interview will be granted within one week after the final date for delivery of proposals to the RDRWA, but the RDRWA reserves the right to, without prior notice, extend the time for making the decision.

The successful Contractor will be initially notified by telephone as to the outcome of the Request for Proposal. Unsuccessful Contractors will be notified in writing.

A contract will be developed between the RDRWA and the successful Contractor as soon as possible after the successful Contractor has been notified. The formal start of the project will begin after the contract is signed. The RDRWA will have no legal obligations in respect to any matter under a proposal unless and until the authorized RDRWA officials have signed a contract respecting the project.

SCHEDULE OF EVENTS

The following schedule of events is planned for the Request for Proposal and the process review of the proposals:

- Release of Request for Proposal: June 21, 2010
- Submission of Proposals deadline: July 19, 2010
- Evaluation of Proposals: July 20-22, 2010

³ Sample report available upon request

⁴ Includes GST

- Interview(s) if required: July 27, 2010
- Award of Contract: July 28, 2010
- Contractor Initial Meeting: August 2, 2010
- Project Completion: August 31, 2011

ADDITIONAL REQUIREMENTS

The successful Contractor is required to attend a meeting after the award of the contract to discuss their proposal, final project schedules, terms of reference and preparation of the formal contract between the Contractor and the RDRWA. The meeting will be held on or before August 2, 2010

QUESTIONS AND COMMUNICATION

All communication (clarifications/questions) between potential Contractors and the RDRWA should be addressed to the following individual:

Beverly Anderson, Executive Director
Red Deer River Watershed Alliance
4918 59 Street
Red Deer, Alberta T4N 2N1
Email: Beverly.Anderson@rdrwa.ca
403-340-7379

Acronyms in this document:

BMP – Beneficial Management Practices
IAP2 – International Association for Public Participation
ICA – International Communication Association
IWMP – Integrated Watershed Management Plan
PMU – Project Management Unit (for the IWMP)
RDRWA – Red Deer River Watershed Alliance
SC – Steering Committee (for the IWMP)
TAC – Technical Advisory Committee (for the IWMP)