

# Request for Proposals

## Agricultural Water Supply Resilience Roadmap Bulkley-Nechako Fraser-Fort George

Issued by: Eaglet Lake Farmers' Institute

Issue date: April 7<sup>th</sup>, 2021

**Closing Time:** Proposal must be received **before** 4:00 PM Pacific Time on: Monday, April 26<sup>th</sup>, 2021

**CONTACT PERSON:** All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, via email, to the following email. Please note: Inquires will only be answered between April 8<sup>th</sup> and (including) April 23<sup>rd</sup>, 2021. Information obtained from any other source is not official and should not be relied upon. Inquiries and any responses will be recorded and may be distributed to all Proponents at the Solicitor's option.

contracts@climateagriculturebc.ca

### DELIVERY OF PROPOSALS:

Proposals must be delivered by e-mail. One complete electronic proposal, in a Microsoft Office compatible format, must be received at the following closing location:

Email: contracts@climateagriculturebc.ca

### PROPOSANTS' MEETING:

A Proponents' meeting is currently not scheduled, however applicants are encouraged to email [contracts@climateagriculturebc.ca](mailto:contracts@climateagriculturebc.ca) to register their intent to submit a proposal to ensure receipt of correspondence regarding inquiries (from Proponents) and responses (from Solicitor).

### PROPONENT SECTION:

**ALL PROPOSALS MUST BE EMAILED.** All parts of the Proponent Section (below) must be completed with a name in the signature field, as the originating email address will be used for confirmation of origin. The rest of this page must be otherwise unaltered and submitted as part of your proposal. **The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.**

<i>Signature of Authorized Representative:</i>	<i>Legal Name of Proponent:</i>
<i>Printed Name of Authorized Representative:</i>	<i>Address of Proponent:</i>
<i>Title:</i>	
<i>Date:</i>	<i>Authorized Representative phone or email address:</i>

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## A. Definitions and Administrative Requirements

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### 1. Definitions

Throughout this Request for Proposals, the following definitions apply:

“Contract” means the written agreement resulting from this Request for Proposals executed by the Solicitor and the Contractor;

“Contractor” means the successful Proponent to this Request for Proposals who enters into a written Contract with the Solicitor;

“must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;

“Project” means the *Agricultural Water Supply Resilience Roadmap* project.

“Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;

“Request for Proposals” or “RFP” means the process described in this document;

“should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and

“Solicitor” means the Eaglet Lake Farmers’ Institute.

### 2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Solicitor. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

### 3. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document, will be shared by email simultaneously to all proponents.

### 4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Electronic proposals that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

### 5. Eligibility

Proposals will not be evaluated if the Proponent’s current or past corporate or other interests may, in the Solicitor’s opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Contact Person listed on the cover page prior to submitting a proposal.

Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

### 6. Evaluation

Evaluation of proposals will be by a committee formed by the Solicitor and may include employees and contractors of the Solicitor. All personnel will be bound by the same standards of confidentiality. The Solicitor’s intent is to enter into a Contract with the Proponent who has the highest overall ranking.

### 7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Solicitor may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

### 8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Solicitor.

### 9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

### 10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Solicitor for purposes of clarification.

### 11. Proponents’ Expenses

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

### 12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

### 13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

### 14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

## 15. Currency and Taxes

Prices quoted are to be:

in Canadian dollars;

inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and

inclusive of Goods and Services Tax, Harmonized Sales Tax and Provincial Sales Tax, where applicable.

## 16. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

## 17. Sub-Contracting

Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Solicitor's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 1 prior to submitting a proposal.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes made, to this list in the Contract without the written consent of the Solicitor.

## 18. Acceptance of Proposals

This Request for Proposals should not be construed as an agreement to purchase goods or services. The Solicitor is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Solicitor will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

## 19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

## 20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Solicitor on the terms set out in Appendix A.

## 21. Liability for Errors

While the Solicitor has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Solicitor, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

## 22. Modification of Terms

The Solicitor reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

## 23. Ownership of Proposals

All proposals submitted to the Solicitor become the property of the Solicitor. They will be received and held in confidence by the Solicitor, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

## 24. Use of Request for Proposals

Any portion of this document, or any information supplied by the Solicitor in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Solicitor in relation to this Request for Proposals.

## 25. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Solicitor, including the evaluation committee and any elected officials of the Solicitor, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Solicitor.

## 26. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Solicitor with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Solicitor. Such written consents are to specify that the personal information may be forwarded to the Solicitor for the purposes of responding to this RFP and use by the Solicitor for the purposes set out in the RFP. The Solicitor may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Solicitor.

## B. Objectives and Overview

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### 1. Project Objectives

The objectives associated with this project are to:

- Identify water supply challenges/vulnerabilities facing agricultural producers (with a sub-regional focus)
- Identify barriers (e.g. resource, knowledge and data gaps) relating to agricultural water supply decision making
- Assess the technical viability, and required conditions for implementation, of a range of novel water supply management solutions
- Identify and prioritize solutions and opportunities to address water supply vulnerabilities and challenges on a sub-regional basis

The contractor will receive input from the Project Oversight Committee at key project milestones and will engage with key stakeholders throughout the project.

### 2. Project Overview

Climate change projections for warmer summer temperatures, along with a greater likelihood of reduced summer precipitation in some years, will result in increased agricultural water demand to maintain crop production and water livestock in the Bulkley-Nechako Fraser-Fort George Region. Changes in snowpack levels and timing of spring melt are also expected to reduce summer water flows (on some watercourses), putting additional pressure on water supplies. While these conditions will reduce water availability, increasing precipitation in the spring and fall, along with an increase in extreme precipitation events, may create opportunities to divert/capture water for future agricultural use.

The region is geographically large and agricultural water supply vulnerabilities and opportunities to increase water availability differ by location (e.g. Vanderhoof is much drier than the Robson Valley), creating the need for sub-regional agricultural water resilience planning. Producers have reported increased uncertainty about access to sufficient water for crops and livestock under changing climate conditions and it is often difficult for producers to identify suitable and feasible solutions to current and/or future supply shortages - due to financial, regulatory and informational constraints. Some possible solutions that have arisen through previous research (such as diversion of excess run-off into on-farm storage) require further evaluation to determine where these solutions may be viable, and to outline the conditions necessary for successful implementation, along with barriers to action.

This project will create a roadmap to support climate resilient agricultural water supply solutions that are grounded in local needs. This roadmap will outline the current water supply context and water storage/water management practices being utilized, and will identify near-term and medium-term solutions to improve water resilience.

This will be achieved by:

- conducting farm visits to robustly document the water supply challenges and vulnerabilities faced by producers in different areas of the region<sup>1</sup>;
- identifying how producers are currently coping with water supply vulnerabilities;
- developing a framework (i.e. structured criteria/methodology) to assess and evaluate the suitability of water supply management solutions (e.g. opportunities to divert excess run-off to on-farm storage, water intake management, water capture from roofs);
- identifying data and resource gaps that will need to be filled to support solutions identified in step above (e.g. aquifer mapping, development of supplementary materials to navigate water licensing process, creation of technical resources for on-farm water storage, etc.);
- prioritizing and further examining the viability of a small number of novel agricultural water supply management solutions (2-3 solutions), and developing these into case studies

The project will begin with a document scan to review previous research and to begin to detail the context/situation for agricultural water resilience in the region. This research will help to define topics for further consultation with the agriculture sector, and will support development of consultation materials which will be vetted through the Project Oversight Committee.

The project will then undertake comprehensive consultations with the agriculture sector to document water supply management challenges/vulnerabilities and other concerns around water supply, infrastructure and water management.<sup>2</sup> The focus will be current and expected future water supply challenges. Consultation will include discussion of opportunities for water supply management solutions that have not been tested in the region (such as the feasibility of capturing and storing excessive spring and fall precipitation for use during the drier summer months, diverting surface water during freshet to on-farm storage). While these types of solutions are frequently discussed among producers, there is very little information about the technical/practical feasibility of such solutions, and the regulatory barriers that would need to be overcome to make these solutions viable.

To ensure robust consultation with the agriculture sector and thorough documentation of the agricultural water supply situation, the consultation process will centre around physically distanced farm/ranch site visits. These may be supplemented with additional consultation opportunities to increase reach (e.g. surveys, virtual focus group, 1-1 interviews).

Post-consultation analysis will summarize current water supply conditions, evaluate near-term and medium-term possible solutions (using structured criteria/methodology to provide rationale for recommendations), outline conditions for success/uptake of identified solutions, and will identify

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<sup>1</sup> A recently completed project in the Bulkley-Nechako Fraser-Fort George Region undertook consultations with agricultural stakeholders to identify topics of interest (relating to on-farm water management) for a series of knowledge transfer events. The project narrowed its focus to dryland farming practices and keyline design. The final report (which includes a summary of the consultation) is not yet public, but will be shared with the successful contractor to inform the research phase of this project. If Proponents would like a copy of this publication to aid in the development of their proposal, a request can be sent to [contracts@climateagriculturebc.ca](mailto:contracts@climateagriculturebc.ca).

<sup>2</sup> Some of the potential topics that have emerged through discussion during development of this project include understanding the impacts to water storage/conveyance/intake infrastructure from excessive precipitation, rapid snow melt and ice build-up, documenting producer experiences with navigating the water licensing process, and documenting interest in developing on-farm water storage and the barriers to action.

data and resource gaps that will need to be filled to support solutions identified, along with related regulatory and policy issues.

This project will then prioritize 2-3 novel agricultural water supply management solutions (identified through consultation and vetted with the Project Oversight Committee/local experts) for further technical/practical analysis. These will be developed into technical case studies using local farms/ranches as examples. These case studies will illustrate how the water supply solution would function at the farm-level, and will identify criteria for successful implementation along with existing resources to support action. The case studies will also identify critical data, resource and regulatory gaps.

The project research will be synthesized to create a Roadmap for Agricultural Water Resilience Report that provides recommended solutions for the identified sub-regions. This roadmap will include identification of knowledge and data gaps that will need to be filled to move forward with solutions, and will highlight the 2-3 case studies.

The findings will be summarized in both a report and a summary document (targeted to an agricultural audience) and will be presented to stakeholders through a webinar and/or forum. This research will lay the groundwork for future action to implement solutions that are customized to the sub-regional agricultural needs.

## C. Partners and Project Oversight

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### 1. Project Partners

#### 1.1. Agricultural Adaptation Working Groups

The [Bulkley-Nechako Fraser-Fort George Working Group](#) includes representatives from the Regional District of Fraser-Fort George and the Regional District of Bulkley-Nechako, the BC Ministry of Agriculture, and local agricultural organizations. The Working Group participants provide input on the projects as they develop and ensure that projects are designed and delivered in keeping with the [Bulkley-Nechako and Fraser-Fort George Strategies \(2019\)](#). Participants also bring their organizational knowledge and perspectives and help to ensure that projects are coordinated with other local activities.

#### 1.2. Climate and Agriculture Initiative BC (CAI)

The BC Climate and Agriculture Initiative develops tools and resources to enhance agriculture's ability to adapt to climate change. This project is identified as a priority action in the [Bulkley-Nechako and Fraser-Fort George Adaptation Strategies](#) (Strategies 3.1 and 3.2). This plan (completed in the spring of 2019 by the BC Climate and Agriculture Initiative) identifies the potential impacts of climate change, and suitable strategies and actions for adaptation, for the Bulkley-Nechako and Fraser-Fort George (BNFFG) agriculture sector.

#### 1.3. Government of British Columbia

The Province supports an innovative, adaptive, sustainable, and globally competitive agri-foods sector valued by all British Columbians.

Grow BC, Feed BC, Buy BC is a three-pillared strategy to support B.C.'s agriculture, seafood, and food processing sectors, enhance rural economic development, encourage consumption of B.C. products, and develop strategic initiatives to advance the sector and ensure resilience. The Ministry's 2018/19 Service Plan has an objective to support climate change adaptation by the sector, and a related performance measure to track progress over time.

The B.C. government has accepted the recommendations of the February 2018 report of the Auditor General, Managing Climate Change Risks: An Independent Audit. The report identified the need for further action to deal with wildfire risk. The B.C. government is also considering the recommendations in the report by George Abbott and Maureen Chapman, Addressing the New Normal: 21st Century Disaster Management in British Columbia. The report was an independent review of B.C.'s unprecedented 2017 flood and wildfire season.

The elements of the Government of British Columbia's climate change adaptation strategy are to build a strong foundation of knowledge, to make adaptation part of Government business, and to assess risk and take action in sensitive sectors (such as agriculture).

[https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/adaptation\\_strategy.pdf](https://www2.gov.bc.ca/assets/gov/environment/climate-change/adaptation/adaptation_strategy.pdf)

## 2. Project Oversight and Delineation of Responsibilities

The project will be overseen by a Project Oversight Committee. This committee includes representatives from Bulkley-Nechako and Fraser Fort George based agricultural organizations, the Climate and Agriculture Initiative BC, the Regional District of Bulkley-Nechako, the Regional District of Fraser-Fort George and the BC Ministry of Agriculture, Food & Fisheries.

General Project responsibilities are delineated in Table 1 below.

Table 1 - Project Responsibilities	
Role	Responsibility
Project Oversight Committee	<ul style="list-style-type: none"> <li>• Providing overall project direction</li> <li>• Providing input during development of all project deliverables</li> <li>• Sharing deliverables with partner organizations</li> <li>• Reviewing final project deliverables</li> <li>• Communicating project findings</li> </ul>
Bulkley-Nechako and Fraser-Fort George Agricultural Adaptation Working Group	<ul style="list-style-type: none"> <li>• Providing overall project oversight</li> <li>• Communicating with respective organizations</li> <li>• Reviewing final project deliverables</li> </ul>
Contractor	<ul style="list-style-type: none"> <li>• Refining work plan and developing a timeline for activities</li> <li>• At agreed upon times, updating and receiving feedback from the Project Oversight Committees</li> <li>• Completing all project activities (as outlined below)</li> </ul>

Table 1 - Project Responsibilities	
Role	Responsibility
	<ul style="list-style-type: none"> <li>Submitting all project deliverables (as outlined below) in draft and final form</li> </ul>

## D. Project Scope, Project Activities and Budget

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### 1. In Scope/Project Activities

The scope of the contract includes:

- Execution of all project activities identified below and delivery of all project deliverables identified in section D.7.
- All contractor travel expenses (including mileage, accommodation, etc.)

### 2. Out of Scope

The following items are out of scope and provided to help clarify the scope boundaries of the contract:

- The development of case studies does not include installation (and subsequent evaluation) of on-farm water supply solutions. Instead, these case studies may highlight novel solutions that currently exist on farms/ranches, or may provide hypothetical technical assessments of how certain solutions could function on local farms/ranches.
- The virtual forum (hosted via webinar) will be promoted and coordinated by the Climate and Agriculture Initiative. The responsibility of the contractor will be to develop and deliver an engaging presentation to share the results of the research.

### 3. Project Activities

#### 1) *Work planning/literature scan*

*[May 2021]*

- Undertake a literature scan to:
  - Guide consultation planning to ensure representative coverage of production systems, water storage infrastructure, etc.
  - Ensure that this project builds on previous work/research.
  - Develop a list of topics to explore during the consultation phase and support the development of consultation materials.
  - Identify potential topics for the technical assessment/case studies (see Step 4) for further evaluation during the consultation phase (note: additional topics may arise during consultation).
- Identify geographic scope of sub-regions (previous research indicates that there will be 5-7 sub-areas including the Bulkley Valley, Lakes District, Nechako Valley, Fraser Fort-George and Robson Valley) and develop rationale to support the geographic boundaries of sub-regions

(e.g. climatic conditions, prevalent production systems, current or expected water supply vulnerability, etc.)

- Identify key contacts for stakeholder consultation and develop stakeholder consultation outreach plan and supporting resources.
  - The primary method of consultation with agricultural producers should be physically distanced one-on-one farm visits to enable first-hand viewing and documentation of water supply infrastructure, water supply challenges, and to assess potential solutions at the farm-level.\* On-farm visits will be required to confirm to COVID-19 public health guidelines. While the final number of farm visits can be determined during development of the consultation plan, **it is expected that approximately 15-20 visits will be required to adequately cover the region.**
  - Consultation may also include pre-farm visit interviews or surveys, 1-1 phone interviews, virtual focus group, and additional types of engagement as desired.
  - Consultation should provide broad geographic coverage and should adequately cover the sub-regions.
  - Consultations should include producers with a range of water supply sources, storage infrastructure, and production systems.
  - Consultation should include local experts such government staff (AAFC, MoA, FLNRORD etc.) and industry specialists
- Develop research methodology/criteria for analysis of consultation results and vet with Project Oversight Committee.
- Confirm consultation plan with Project Oversight Committee.

## 2) **Stakeholder consultation**

*[June to early-July 2021]*

- As per consultation plan, undertake in-depth consultations with agricultural producers to robustly document the unique water supply challenges that producers are facing on their farms/ranches and potential solutions. Through consultation, identify and groundtruth:
  - Water supply vulnerabilities/challenges and their geographic distribution (i.e. insufficient or diminishing supply, risk of damage to water storage/conveyance/intake infrastructure from excessive precipitation and rapid snow melt, experiences with applying for water licenses, access to technical resources, etc.)
  - Current efforts by producers and governments to address these challenges
  - Interest in, and suitability of, farm-level water management solutions (e.g. opportunities to divert excess run-off to on-farm storage, water intake management, water capture from roofs);
  - Interest in, and suitability of, collaborative water management solutions (e.g. opportunities for shared water storage and conveyance);
  - Resources available to support action and resource/data gaps that need to be filled to support action
- Through the consultation, identify several novel water management solutions to shortlist for further assessment in step 4.

### **3) Synthesis of results/analysis of data and resource gaps**

*[July 2021]*

- Using research methodology/criteria for analysis developed in Activity 1, synthesize results from consultation and background research to identify.
  - the current status of agricultural water supply resilience at the sub-regional level (highlighting areas/production systems of high vulnerability)
  - water management solutions that are most viable at the farm-level
  - opportunities for/suitability of collaborate water management solutions
  - knowledge/technical/data gaps that need to be filled to support action (as well as existing resources)
  - policy/regulatory barriers to action on solutions
  - priority areas of focus (for future work) to support sub-regional and farm-level water supply resilience
- Prioritize 2-3 novel farm-level water management solutions for further exploration/evaluation (confirm with Project Oversight Committee)

### **4) Technical/practical assessment of 2-3 prioritized water supply solutions, development into case studies**

*[late-July to mid-September 2021]*

- Using the case study model, examine how prioritized novel water management solutions would function on actual farms/ranches in the region (note: this will require follow-up visits to certain sites to complete research).
- Through case studies:
  - provide evidence for viability of water management solutions and explain how the solution could work in the local context and conditions for success, using local farms/ranches as examples
  - inventory existing resources to support knowledge transfer, and identify resource gaps that need to be filled
  - document where data gaps will hinder action and which organization will need to fill these gaps to move forward
  - identify policy/regulatory barriers to action on solutions
  - estimate costs for solutions
  - summarize findings in a case study for each solution that includes details on next steps (to support on-the-ground action)

### **5) Consolidate findings and create report (i.e. Roadmap to agricultural water resilience), create at-a-glance summary report for agricultural producers**

*[late-September to mid-October 2021]*

- Consolidate research from consultation, analysis and technical assessment of 2-3 water management solutions into draft report
- Draft at-a-glance summary report (agricultural producer audience)
- Share draft report and summary report with Project Oversight Committee
- Incorporate edits and finalize final report and summary report

### **6) Share research findings through a virtual forum**

*[late-October 2021]*

- Collaborate with Climate and Agriculture Initiative to deliver a knowledge transfer event  
(Note: Climate and Agriculture Initiative will coordinate event promotion and logistics)

- Prepare presentation for webinar
- Co-host/present webinar

#### 4. Budget

The budget for this project is **\$45,000** representing a hard cap inclusive of contractor wages, project expenses and applicable taxes.

#### 5. Project Timing

Timing for major milestones for the project is provided in Table 2 below. The project **must be completed by October 30, 2021**.

Table 2 - Project Timing	
Milestones and/or Deliverables	Target <u>Completion</u> Date
Release Request for Proposals	April 7, 2021
Close RFP	April 26, 2021
Proponent selection	May 3, 2021
Background research and development of consultation strategy and topics	May 28, 2021
Kick-off meetings with Project Oversight Committee	May 28, 2021
Stakeholder consultation	June 30, 2021
Synthesis of consultation results	July 20, 2021
Project Oversight Committee meeting (to assess priority topics for development into case studies)	July 28, 2021
Development of 2-3 case studies to assess priority water supply management solutions	September 15, 2021
Finalization of report and deliverables	October 16, 2021
Host webinar/forum	October 30, 2021

#### 7. Project Deliverables

The major deliverables for this Project are:

- High level summary of background research and sources consulted (for discussion with Project Oversight Committee)
- Consultation materials (for farm visits and other engagement events)
- Summary of farm visits/consultation, shortlist (and rationale) for 2-3 water supply management solutions for further technical analysis
- Final report (Roadmap to Agricultural Water Resilience) including case studies demonstrating technical feasibility of 2-3 on-farm water management solutions
- At-a-glance summary report for agricultural producers
- Webinar/Forum (to share research results)

## E. Proposal Evaluation

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This section details the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

### 1. Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process:

- a) One complete electronic proposal, in a PDF format, must be received at the closing location
- b) The proposal must be in English and must be sent by e-mail
- c) The proposal must be received at the closing location before the specified closing time
- d) Minimum of 5 years experience conducting similar projects including literature review, development of project methodology, information collection through consultation with stakeholders, data analysis and synthesis, and report writing
- e) At least one team member with a combination of 5 years professional/educational experience in conducting technical assessments of farm water supply solutions, water management practices
- f) At least one team member with familiarity with provincial water licensing regulations
- g) At least one team member with in-depth knowledge of agricultural production systems prevalent in the Bulkley-Nechako Fraser-Fort George regions
- h) Exceptional writing and communication skills and a demonstrated ability to create engaging reports for government and agricultural audiences (include links to samples)
- i) Experience in group facilitation and demonstrated ability to engage with a diverse group of stakeholders and ability to synthesize input from multiple stakeholders
- j) Experience hosting engaging virtual consultation sessions
- k) Proposal must conform to the budget provided in this RFP
- l) Proposal must clearly articulate how the major deliverables of section D will be met

### 2. Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria:

- a) Knowledge/experience related to climate change and agricultural adaptation
- b) Proponent's ability to cost-effectively deliver the requirements of the project
- c) At least one team member with direct experience working with the agriculture sector in the Bulkley-Nechako and Fraser-Fort George regions

### 3. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) The proposal should be a maximum of 20 pages, including all appendices, CV's, cover page and signature

- b) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions contained in this document
- c) Table of contents including page numbers
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”

#### 4. Proponent Response

In order to receive full consideration during evaluation, proposals should include a detailed response to the following:

- a) Describe in detail your company’s past experience delivering comparable materials (and provide links to any available samples/examples).
- b) Provide CV/biography including relevant education, experience and professional credentials for personnel likely to participate in the project. **Also clearly identify which personnel will be undertaking each element of the project.**
- c) Provide a project budget showing: anticipated work hours, billing rates and total project costs inclusive of taxes. The budget description should also break out budget details by deliverable.
- d) Provide a high level/preliminary draft work plan describing how the project will be accomplished (including timeline). Note any constraints that may impact your ability to execute the project in a manner consistent with the timing outlined in this RFP.
- e) Provide details on how you will conduct consultations with agricultural stakeholders that conform to COVID-19 Provincial Health guidelines.

## F. Contract Form

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By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Solicitor that will include the following selected contract clauses:

### **Compliance With Laws**

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work. The Contractor will comply with all laws applicable to the work or performance of the Contract.

### **Laws of British Columbia**

Any Contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

### **Arbitration**

All disputes arising out of or in connection with the Contract will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act*.

### **Indemnity**

Any Contract resulting from this Request for Proposals will require that the Contractor indemnify and save harmless the Solicitor, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Solicitor at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director or sub-Contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of the Solicitor.

The Contract will not contain a limitation of liability clause or describe how there will be a limitation of a set amount or type.

### **Insurance**

Any Contract resulting from this Request for Proposals may require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licensed in British Columbia in forms acceptable to the Solicitor. All required insurance will be endorsed to provide the Solicitor with 30 days' advance written notice of cancellation or material change. The Contractor will provide the Solicitor with evidence of the required insurance, in the form of a completed Solicitor of British Columbia Certificate of Insurance, immediately following execution and delivery of the Contract.

Comprehensive Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Solicitor is to be added as an additional insured and the policy shall contain a cross liability clause.

Professional Liability in an amount not less than \$2,000,000 insuring the Contractor's liability resulting from errors and omissions in the performance of professional services under the Contract.

Automobile Liability on all vehicles operated or licensed in the name of the Contractor in an amount not less than \$2,000,000.

**Registration with Workers' Compensation Board**

The Contractor and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

**Payment Holdback**

The Contract may contain a provision whereby the Solicitor will hold back a portion of the total Contract price until the requirements of the Contract have been met.

**Software**

It is the Contractor's responsibility to ensure that the Solicitor has all licenses required to use any software that may be supplied by the Contractor pursuant to the Contract.

**Intellectual Property Rights**

The Solicitor will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract. Licensing and marketing rights to the developed product will not be granted in the Contract. (Proposals regarding these rights should not be submitted in response to this Request for Proposals and will not be considered in evaluating responses. If, in the future, the Solicitor elects to commercialise the developed product, the licensing and marketing rights will be negotiated separately.)