

**SCHEDULE "Z": TERMS OF REFERENCE – LAKES DISTRICT REGIONAL PARK MANAGEMENT PLAN**

**Regional District of Nanaimo**

**Regional Park Management Plan**  
**for the**  
**Fairwinds Lakes District**  
**2015-2025**

**TERMS OF REFERENCE – DRAFT 7 (OCTOBER 1 / 13)**



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### **Regional Park Area: Regional Context Maps**

### **Regional Park Concept (from Lakes District Neighbourhood Plan)**

### **Images of Regional Park Area**

# Regional Park Management Plan for the Fairwinds Lakes District 2015-2025

## Terms of Reference

### ONE: INTRODUCTION

The Regional District of Nanaimo (RDN) is seeking proposals from qualified consultants interested in preparing a management plan for the future Regional Park in the Fairwinds Lakes District located on the Nanoose Peninsula.

This will be the first Management Plan for the parkland that will be dedicated over the course of neighbourhood build-out through six development phases as part of rezoning and subdivision of 287 ha of land owned by Fairwinds. As provided for in *The Lakes District Neighbourhood Plan (2011)*, the lands designated as Park, including Regional Park (approximately 100 ha/248 ac of land) and Community Park (approximately 2 ha/5 ac of land) will be dedicated to the RDN. Enos Lake bottom (approximately 18.19 ha/44.95 ac of land) will also be dedicated to the RDN provided the province does not require it to revert to the Crown. Within the Regional Park, over 16.4km of trail will be constructed, including 2.2km of Multi-Use Trail, 8.9km of Walking Trail, 5.1km of Hiking Trail and 0.24km of associated boardwalks and bridges.

As committed to in *The Lakes District Neighbourhood Plan (LDNP)* and the *Comprehensive Zoning Amendment* for the Lakes District, the RDN and Fairwinds are collaborating on the development of a Park Management Plan, per *LDNP* policy 3.2.2.b, to guide long-term management and operation of the Regional Park lands. The Plan will outline the long-term vision, management principles and goals for the Regional Park, and provide specific policies and actions for the management and stewardship of the natural, cultural and recreational features of the park.

Informed by the *LDNP* and its technical appendices, specifically the *Environmental Impact Assessment*, *the Lakes District Regional Park Masterplan and Development Guidelines*, *the Phased Development Agreement*, and other components of the *Comprehensive Zoning Amendment Application*, the Management Plan will add additional detail to existing information and consolidate material into a single comprehensive guiding document.

The Management Plan will guide the operations, development, and stewardship of the Regional Park lands based on a comprehensive analysis of property values, stakeholder and public information gained during the development of the *LDNP*, the *Comprehensive Zoning Amendment (ZA) Application* process, and public and stakeholder consultation to be undertaken specific to the regional park area being dedicated. The plan will confirm the long-term vision and goals for the future Regional Park and identify

shorter term management policies and actions for the period 2015-2025. The plan is to be reviewed after five years (2020) and updated formally at ten-year intervals.

### *Regional Context*

The Regional District of Nanaimo manages about 2,026 hectares of regional park, trail and conservation lands in the mid-Vancouver Island area along with another 584 hectares of neighbourhood or Community Park and trail. A Regional Parks and Trails Plan, completed in 2005, sets out the goals of the RDN in respect to land management, stewardship and recreational use of regionally significant properties. The RDN seeks to protect and steward the lands while at the same time, provide rewarding and educational outdoor recreational experiences. A primary management goal for all park lands will always be to strike a sustainable balance between environmental protection and human use.

### *Parkland Dedication and Development Context*

Approximately 100 ha/248 ac of regional parkland is designated within the *LDNP*, and the area shown on Schedule A1 - Land Use Designations will be dedicated over the course of neighbourhood build-out through six general development phases. The Regional Park will serve to protect natural areas, conserve ecological integrity of natural ecosystems and provide both passive and active recreational opportunities.

Adopted by the Regional District of Nanaimo in 2011 for the 287 ha Plan Area, the *LDNP* is predicated on sensitively integrating growth through principles of sustainability and complete community design. The *LDNP* provides for the phased development of a sustainable neighbourhood with diverse housing forms structured around regionally significant parklands.

As an operational guide to implementing the Regional Park vision adopted in the *LDNP*, the Management Plan consolidates the long-term vision, management principles and goals for the Regional Park, and provides specific policies and actions for the management and stewardship of the natural, cultural and recreational features of the park.



## *Park Area Location and Description*

The Regional Park is located within the *Lakes District NP* area, in the Regional District of Nanaimo, Nanoose Bay – Electoral Area 'E'. The Lakes District lands are framed by the existing Dolphin Beach neighbourhood to the north, the existing Fairwinds neighbourhood to the east, the Department of National Defence to the south, with rural and crown lands to the west. The Plan area encompasses approximately 287 hectares.

The terrain of the Regional Park area is characterized by a dramatic landscape of rocky lookouts, wooded uplands, Garry oak meadows, wetlands, lakes and streams. Two defining hilltops - The Notch and The Lookout - contrast with two important water bodies - Enos Lake and Dolphin Lake. And while the complexity of the terrain affords many opportunities for a regional park defined by the internal views to the lakes and surrounding rocky outcrops, the relationship to the shoreline is ever-present. Stepping in a series of low ridges and gentle terraces, the lands provide exceptional water views over the Strait of Georgia.

*The LDNP* landform character and associated elevation change is illustrated in *Background Summary Figure 6 - Landform Analysis (attached)*. The Notch rises more than 250 metres above sea level and defines the southwest ridgeline of the Lakes District. The Lookout stands atop the central ridge of the Lakes District, organized to the north and south by the drainage basins of Dolphin and Enos Lakes, respectively. Along the western edge of the Lakes District, a series of gentle terraces fall towards the waters' edge at Bluefin Bay and Dolphin Beach.

A more in-depth analysis of the terrain, shown in *Background Summary Figure 7 - Slope Analysis (attached)*, reveals that approximately one fifth of the Plan area is steep terrain with slopes in excess of 30%. While these areas limit potential for some types of development, they contribute significantly to the defining landscape character and habitat diversity of the Lakes District.

The two generalized ridges that form the Lakes District create a complex terrain of smaller, more intimate "outdoor rooms," whereby solar aspect is variable across the site. Orientation of the lands, in terms of solar aspect, is illustrated in *Background Summary Figure 8 - Aspect Analysis (attached)*. While many areas of the Lakes District orient toward the cooler and shadier north-easterly direction, they are often rewarded with stunning long distance ocean views across the Georgia Strait.

## Planning Process Undertaken for Regional Parkland Designation

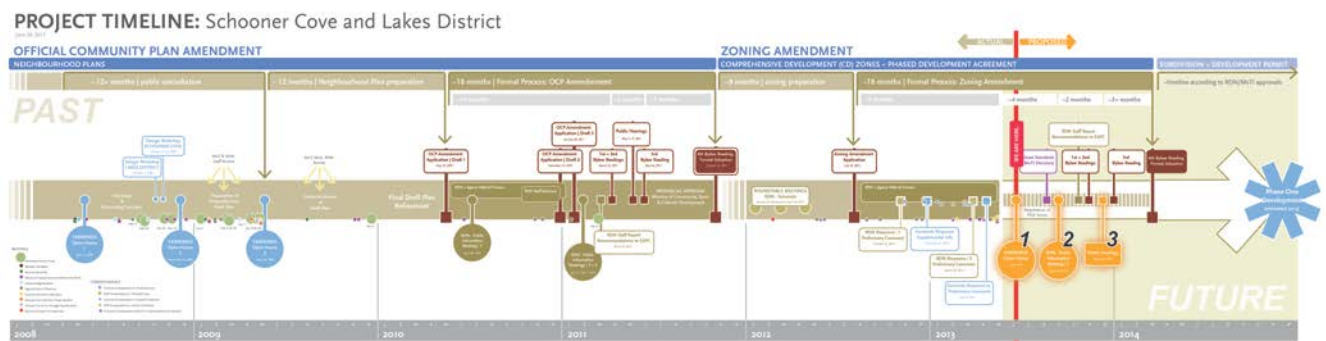
Directed through the LDNP process, planning and design for the Regional Park was initiated. The LDNP is based on an in-depth review of regional planning directives; detailed understanding of the land’s biophysical constraints and opportunities; best management practices (BMPs) for environmental management, sustainable community planning and design; and consideration of community values through an extended public consultation process.

In conjunction with the Regional District of Nanaimo, public engagement for the *Neighbourhood Plan* consisted of open houses and design workshops, community advisory group meetings, reviews with First Nations, Regional District departments, external agencies and a Public Hearing.

Following adoption of the *Neighbourhood Plan*, a *Comprehensive Zoning Amendment (ZA) Application* was submitted to the RDN in July 2012. Carrying out the objectives of the LDNP, the ZA includes a Parks Phasing Plan to present a strategy for phased dedication of parks in parallel with land development; *Lakes District Regional Park Masterplan and Development Guidelines*, which outlines the vision and intent for conservation of the lands and passive recreation, along with detailed specifications for park amenities and trail classifications, rating and construction standards (a component of the Parks Management Plan); and, a *Phased Development Agreement (PDA)* as a legal mechanism to support the commitments and terms of the Zoning Amendments, including park phasing, land dedication, and park improvements.

Further public engagement was conducted as part of the ZA process, including extensive consultation with RDN staff and the Fairwinds Community Association, a community Public Open House and a Public Information Meeting, along with the Public Hearing as part of the formal ZA and PDA bylaw adoption process.

**Figure 1 – Project Timeline: Schooner Cove and Lakes District**





## *Park Area History and Current Uses*

The historical and social context of the Lakes District is fundamental to understanding the Regional Park Management Plan. Nanoose Bay has a long history of settlement, beginning with the Nonooa or Snonoos First Nations, until European settlement brought remarkable change. The use and development of the lands have shifted over time from resource exploitation and logging, to an evolving focus on recreation and tourism.

In the early 1900s, the industries supported by the land included the manufacturing of cordite and various types of dynamite, a brick plant, and development of the Esquimalt & Nanaimo Railway. In much more recent decades, tourism and recreation have replaced industry, creating a steady demand for residential properties in the region.

In the 1980's, four local men – Bill Benner, Al Slaughter, Neil Scott and Frank Herman – crafted a master-planned community on 1,335 acres on the Nanoose Bay peninsula, now known as Fairwinds Community and Resort. The Lakes District Neighbourhood Plan was initiated as a means to update the 1983 Master Plan for the remaining undeveloped Fairwinds lands in a manner more consistent with present values, standards of efficient land use, and RDN goals, objectives and policies. Today, almost 30 years since its inception, Fairwinds has realized a portion of its initial vision for the Lakes District: it is home to a community with approximately 700 homes, an 18-hole golf course, clubhouse and neighbourhood recreation facility (Fairwinds Centre).

## *Conservation Values of Park Area*

The public park network for the Lakes District was established through the creation of a *Conservation Plan (EKISTICS, 2009)* based on the technical investigation of conservation and recreation values within the Lakes District, and serves to preserve extensive habitat for wildlife while accommodating recreational needs of the community.

The 'green heart' of conservation in the Lakes District consists of Enos Lake, the Terrace Wetlands, the Garry oak Meadows, the Ridge Lookout, and Notch Hill, all of which have been identified in the terrestrial biophysical assessments as significant areas for conservation. Component parts of conservation planning include steep slopes and rocky outcrops; riparian habitats of lakes, streams and wetlands; Garry oak, Arbutus and Douglas fir ecosystems; wildlife corridors; and additional Environmentally Sensitive Areas (for further information please refer to the *Environmental Impact Assessment* (Pottinger Gaherty, 2010) and *Lakes District Regional Park Masterplan and Development Guidelines* (Regional District of Nanaimo, June 2013).

## *Park and Trail Network*

The purpose of the designated park network is to ensure the protection, in perpetuity, of the functional integrity of natural ecosystems, the recreational opportunities associated with passive and active outdoor activities, and the natural features that define the landscape character of the Lakes District. The

Lakes District conservation plan, including the public network of parks and trails, is illustrated on Schedule A2 from the *LDNP*.

Once established, the parks network will be an extensive and interconnected system of public parks and pathways, generally within a five minute walk from each home within the Lakes District Neighbourhood. The designated Regional and Community Parks provide an invaluable regional and community amenity, linking park areas, homes, natural areas, civic and recreation destinations.

Three trail types, in combination with pedestrian bridges and boardwalks, are envisioned to respond to the opportunities, constraints and character of the neighbourhood.

- Multi-Use Trails (Trail Type I – widths 2.5-3.0m) will provide universal access, and are suitable for walking, jogging, strollers, cycling and wheelchairs.
- Walking Trails (Trail Type II – widths 1.5-2.25m) will provide for the mid-range of pedestrian activity and ability with mild slopes of 0-10%.
- Hiking Trails (Trail Type III – widths 0.7-1.0m) are used where terrain is more challenging and/or environmental conservation is the priority, and will provide for recreational pursuits with more challenging segments.

Detailed on Schedule A2 of the *Neighbourhood Plan*, and within the *Lakes District Regional Park Masterplan and Development Guidelines*, trail classifications and alignments shall be reflected in the Parks Management Plan. Exact locations will be determined in the field at the time of construction when geotechnical feasibility is assessed.

## *Reference Documents and Environmental Data*

### Lakes District Planning Documents

- *The Lakes District Neighbourhood Plan*, Regional District of Nanaimo (December 2011).
- *The Lakes District Preliminary Geotechnical Terrain Assessment*, Trow Associates (June 19, 2008).
- *Fairwinds - The Lakes District and Schooner Cove Neighbourhood Plan; Environmental Impact Assessment*, Pottinger Gaherty Environmental Consultants (February 2010).
- *The Lakes District Study Area; Fairwinds Development Detailed Biophysical Inventory*, Cascadia Biological (February 2009).
- *The Lakes District Neighbourhood Plan Background Summary*, Regional District of Nanaimo (December 2009).
- *The Schooner Cove Neighbourhood Plan Background and Summary*, Regional District of Nanaimo (December 2009).
- *The Lakes District Regional Park Masterplan and Development Guidelines*, Regional District of Nanaimo (Month 2014).
- *The Lakes District and Schooner Cove Phased Development Agreement*, Regional District of Nanaimo (Month 2014).
- Enos Lake Protection & Monitoring Plan, tbd
- Garry Oak Meadows Management Plan, tbd

### RDN Park and Trails Planning Documents and other Reference Material

- A Parks and Open Space Plan for Nanoose Bay (May 2001)
- Nanoose Bay Official Community Plan (2005)
- RDN Regional Parks and Trails Plan 2005 – 2015 (March 2005)
- RDN Parks and Trails Standards (Month 2013)
- Community Parks and Trails Strategy -District 69 Area (Month 2013)

## **TWO: MANAGEMENT PLAN**

The Regional Park Management Plan for the Lakes District (RPMP) is a strategic plan that will define the future direction, policies, priorities, and actions for the Regional District of Nanaimo in the short and long term with a 10 year focus (2015-2025). The Plan's implementation will guide the operations, development and stewardship of the park.

The RPMP will include the following objectives in a single comprehensive guiding document: analyze and compile baseline information, confirm direction, and develop implementation strategies.

*\*Listed items are complete or mostly complete, and information should be included within the Final Regional Park Management Plan. Documents are part of the public record, and are available through the Regional District of Nanaimo at project initiation.*

### *Baseline Information*

Baseline data collection should include the following information, which should be presented using charts, maps and photos.

#### *Property and Land Status*

- Site Description: location, access, neighbouring properties and adjacent uses \*
- Parkland dedication phases \*
- Phased Development Agreement commitments \*
- Legal encumbrances
- Applicable zoning, official community plan and land and park use regulations \*
- History of land use \*
- Neighbouring land uses \*
- Applicable fire protection services \*
- Detailed property description of designated park area – existing trails, existing road networks, vegetation, views, existing access (supported with GPS or survey data) \*

#### *Ecological Values*

- Existing sensitive ecosystems \*
- Presentation of environmental features of the park based on the environmental overviews (Environmental Impact Assessment, Biophysical Inventory, and Geotechnical Terrain Assessment), and management implications for environmental protection \*

- Review of recommendations for implementation from the *Gary Oak Meadows Management Plan*; and,
- Review of recommendations for implementation from *Enos Lake Protection & Monitoring Plan*.
- *Review the potential use of the Regional Park lands as a carbon sink to assist the Regional District in meeting carbon neutrality goals.*

#### *Recreation Values*

- Present the new Regional Park as part of the greater Regional Parks and Trail System;
- Identify who is using the property and anticipated users once dedicated as public park (provide detail on use by user type - individuals through to large groups i.e. hikers, mountain bikers, bird watchers enthusiasts, unauthorized motorized vehicles);
- Identify why the property is being used (what attracts people to the property?);
- Identify how the property will be used i.e. access points; \*
- Inventory and map all existing and proposed trail routes and show related park improvements that have been outlined in the Regional Park Masterplan & Development Guidelines, and committed to in the *Phased Development Agreement*; \*
- Examine the value of the Regional Park for regional tourism; and,
- Present statistical evidence of demand for trails and outdoor nature and park experiences on Vancouver Island and in the Regional District.

#### *Cultural Values*

- Identify historical values of the site, including traditional use by First Nations; \*
- Identify any registered archaeological sites or sites of heritage interest; \* and,
- Assess the extent to which the property is a known 'place' within the Regional District and characterize the nature of human attachment to it\*.

#### *Educational Values*

- Review how the Regional Park could be used for educational purposes by First Nations and community groups;
- Identify past and continuing research activities, carried on the future parklands; and,
- Investigate opportunities for formal integration of the site into area school and university curriculum for either education or research purposes (provide examples from elsewhere).

### *Establish Direction*

#### *Seek out Issues, Opportunities, Constraints and Ideas*

- Identify the main issues facing the managers of the Regional Park
- Organize the issues and ideas by subject or theme
- Consult with the public and stakeholders on issues, ideas \*

#### *Confirm Vision, Principles and Goals*

- Develop a simple overarching vision statement; \*
- Identify a short list of management principles coming out of the vision;

- Establish a set of goals with more detailed objectives;
- Flowing from the objectives should be proposed policies and specific actions that will be undertaken over the next ten years at the Regional Park;
- Confirm a Park Master Plan Concept that expresses the park vision, park layout and amenity design that is consistent with the standards and commitments detailed in the *Neighbourhood Plan, the Regional Parks Masterplan & Development Guidelines*, and the *Phased Development Agreement*; \* and,
- Seek public input on the vision, principles, goals, actions, and concept. \*

### *Develop Implementation Plan*

*Develop broad-based management policies for achieving Goals and meeting Vision and Principles, addressing the following areas of general management concern and suggest others as needed:*

- Recreation use- including acceptable and non-acceptable activities \*
- Environment preservation and restoration \*
- Education and culture
- Public accessibility \*
- Lake access \*
- Neighbourhood Plan and Phased Development Agreement Commitments \*
- Park and trail development \*
- Park and trail management and maintenance
- Public safety and security \*
- Park interface with development lands
- Park Naming - according to RDN process and integrating First Nations and Fairwinds input, park naming will be consistent with neighbourhood and regional context, and be approved by the RDN Board
- Use of Park Lands as a carbon sink
- Partnerships
- Stewardship

### *Develop targets and actions*

- Outline actions to be accomplished within the ten year management plan period; \*
- Identify what parties are accountable for each action; \*
- Identify when actions are to be completed by; \*
- Provide cost estimates for each action item; and, \*
- Use tables and time line charts to convey material.

### *Public Consultation Program*

The Regional District of Nanaimo's Public Consultation/Communication Framework Policy No.A1.23 measures a successful project as one that provides for meaningful and on-going public involvement. This has been a priority since the beginning of the Lakes District NP, and has featured numerous critical

milestones: three Public Open Houses and two Design Workshops from 2008-2009, three Public Information Meetings from 2010-2011, and most recently a fourth Public Open House held in June 2013. As a continuation of on-going public consultation, the success of the public process component of the Regional Park Management Plan will be achieved through meeting the following goals:

- Anyone likely to be affected by a decision shall have opportunities for input into that decision;
- The consultation process shall allow for a meaningful level of involvement;
- All positions and input received will be considered; not all input can and will be accommodated;
- The process shall recognize and take into account the different characteristics and abilities of the community;
- The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate;
- The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group;
- The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected; and,
- An evaluation component shall be built in to the process to allow those involved to learn from past experiences and to ensure the proper use of resources.

A key role of the Consultant in compiling the RPMP is to develop, lead and interpret a region-wide community input process that builds on extensive previous consultation and contributes to the project's objectives.

The public input process must use a varied approach to obtaining input in order to maximize participation and must include but is not limited to:

- ongoing consultation with the RDN Staff Working Group and RPMP Advisory Committee;
- interviews with community organizations, and other government and corporate organizations;
- online public surveys on the RDN website, utilization of social media (Twitter, Facebook) as well as project updates and resources on the RDN website, Facebook page and Twitter page; and

a minimum of two regionally advertised Open Houses to solicit views, comments and opinions on the RPMP and to present the draft RPMP and receive comments prior to the preparation of the final document.

### *Preliminary List of Stakeholders*

Provincial & Other Government Agencies – Ministry of Tourism, Culture and the Arts, Ministry of the Environment\*, Ministry of Forests, Lands and Natural Resources, Ministry of Transportation and Infrastructure\*, Provincial Crown woodlot license holders.

First Nations – Snaw-naw-as First Nation, Snuneymuxw First Nation, XXX (expand as required) \*

Services and Organizations – Nanoose Bay Volunteer Fire Dept.\*; BC Forest Service, Mid Island Fire Zone, RDN Nanoose Bay Parks and Open Space Advisory Committee\*, School District 69\*, Vancouver Island University, Fairwinds Community Association\*.

Community/Stewardship Groups - Nanaimo and Area Land Trust, Garry Oak Ecosystems Recovery Team\*, Nanoose Naturalists\*, WiTS (Wildlife and Tree Stewardship – BC Nature), Mount Arrowsmith Biosphere Reserve\*.

Local Recreation Clubs – hiking, running, mountain biking: Arrowsmith Mountain Bike Club.

*\*Consultation with listed stakeholders regarding the Regional Park Management Plan is complete or in progress under the Neighbourhood Plan process.*



### **THREE: CONTRACT MANAGEMENT**

The development of the Management Plan will be coordinated by a Staff Working Group and guided by an Advisory Committee.

The proposed composition of the Staff Working Group is: Regional Parks Planner, Manager of Parks Services. In addition, other RDN staff resources including Planning, Mapping and Parks Operations staff will be brought into the project as specific information or feedback is needed. The Staff Working Group will meet to discuss and review project timeline, progress, and next steps. The Staff Working Group will also review draft material with the aim to anticipate issues or implications related to implementation.

The proposed composition of the Advisory Committee is: two representatives from the RDN Regional Parks and Trails Select Committee (RPTSC), two representatives from the Fairwinds Development Corporation, one representative from the RDN Nanoose Bay Parks and Open Space Advisory Committee, invitation for representation from the Snaw-naw-as First Nation First Nation, XX First Nation. This committee will provide advice and direction on materials produced prior to public review including:

principles, vision statement, goals and objectives, issues, summaries from public input, management policies, and concept plans. The Advisory Committee will also review changes to the draft plan prior to presentation to the Regional Board.

The Advisory Committee will:

- Review project plan
- Confirm vision statement and goals
- Review research, and all public consultation materials
- Review issues, trends, and public feedback from the open houses
- Review and discuss management plan strategies (i.e. vision, principles, actions, implementation plan)
- Review draft plans before they go to public review
- Review issues & feedback from public input of draft plan
- Review changes to the draft plan and final plan.

### <sup>1</sup>*Project schedule and phases*

#### *PHASE 1: Project Initiation: January to March, 2014*

- Research and Data review
- Inventory/Analysis & Issue Identification
- Base mapping for regional parks area
- Preliminary issues, program and vision development
- Development of public engagement strategy and materials
- Advisory Committee Review of public engagement strategy and materials (survey, maps, input topics)
- Open House #1 (website, survey); interviews with key stakeholders
- Analysis and review of public feedback with RDN staff

#### *PHASE 2: Draft Management Plan Development: April to May, 2014*

- Consultant writes draft Management Plan: vision, principles, goals, actions
- Preliminary master plan concept development
- Advisory Committee Review of draft Management Plan

#### *PHASE 3: Final Management Plan Completion: June – July 2014*

- Circulate Draft Management Plan (email and website, survey) and hold Open House #2
- Analysis of public feedback; consultant makes revisions to Final plan and concept
- Advisory Committee review of final Management Plan; circulate final Management Plan for public comment (email, RDN website, survey)
- Final revisions of Management Plan
- Regional Parks and Trails Select Committee review of Management Plan
- Revisions to final Management Plan for Board approval

<sup>1</sup>Schedule Start and End Date Estimate – TBD per PDA / Zoning Schedules/Seasonal Holidays





### Level of Effort and Budget

The budget of \$XX (excluding taxes) is expected to cover all fees, expenses, sub-contractor services, consultation and applicable taxes. Expenditure of the budget should reflect the following priorities:

*\*Listed items are complete or near complete. Documents are available at project initiation.*

**Phase #1: Project Initiation.....30%**

*Deliverables:*

- Base maps\*
- Identification of preliminary issues, program and vision development\*
- Public engagement strategy and materials
- Meeting with Parks staff to review materials; meeting with Advisory Committee
- Conduct Open House #1; review and analysis of public feedback

**Phase #2: Draft Management Plan Development.....40%**

*Deliverables:*

- Completion of draft Management Plan including vision\*, principles\*, goals\*, objectives\*, policies\*, implementation strategy, supporting maps\*
- Park master plan concept with preliminary park layout\* and amenity designs
- Meeting with Parks staff to review materials; meeting with Advisory Committee

**Phase #3: Final Management Plan Completion.....30%**

*Deliverables:*

- Materials preparation and conduct Open House #2
- Analysis and review of public feedback
- Completion of final Management Plan with supporting maps and Implementation strategy
- Park master plan concept with park layout\* and amenity designs
- Delivery of final documents and digital files

**100%**

Given the level of effort expected and the proposed project schedule, the RDN schedule of payments will be as follows:

- a) Upon satisfactory completion and delivery of Phase #1 deliverables: 30% payment XX, 2014
- b) Upon satisfactory completion and delivery of Phase #2 deliverables: 40% payment XX 2014
- c) Upon satisfactory completion and delivery of Phase #3 deliverables: 30% payment XX 2014

### ***Deliverable Notes***

A clear and succinct writing style should be used. The use of tables, matrices, charts, maps and photographs should support written content where applicable. The main section of the plan should be no more than 50 to 60 pages, including maps, photos, plans and charts. Detailed background information should be contained in appendixes if directly relevant to the understanding of the main document and otherwise placed in separate annexes.

All material presented by the contractor must be submitted in triplicate bound hard copy as well as in RDN approved digital formats (Pdf). At least some photographs should be of presentation quality and useful in the promotion of NPRP; videos may be used to document the current state of the property.

The Regional District of Nanaimo GIS Department uses ArcGIS 10. RDN Data will be provided to the consultant in either Shapefile or FileGeodatabase format projected to UTM Zone10 NAD83 Metres. For the purposes of the project the data provided may include: legal parcels, road centreline, regional park, Sensitive Ecosystem Inventory data, any park features captured by GPS and TRIM data: 20m contours and watercourses. Orthorectified imagery is also available with the most recent capture dates being April 2011 and summer 2012. These layers and others can be examined in the RDN interactive webmap – RDNMap

Project data deliverables are to be in the form of Shapefile or FileGeodatabase compatible with ESRI ArcGIS10.

All studies, reports, maps, photos and related resources developed in this project shall become the property of the RDN.



## **FOUR: CONSULTANT PROPOSAL**

### ***Regional Park Management Plan Proposal Requirements***

#### **Proposed Methodology and Table of Contents**

Proposal should present an approach that expresses understanding and sensitivity to the park and an appropriate level of effort and scope for this project. Proposal must include: a proposed methodology and table of contents for the Management Plan; as well as a work program detailing stages, deliverables and timing. The work program will detail all phases, including research, public involvement and plan development.

#### **Proposed Public Engagement Process**

An outline of a proposed comprehensive consultation process that:

- Recognizes extensive public consultation and community input received as part of the Neighbourhood Plan and Rezoning Amendment processes.
- Will not direct or control the scope of the project.
- Will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues, while respecting the reports adopted through the Neighbourhood Plan and Rezoning Amendment.
- Will account for different stakeholder knowledge levels in regards to Regional Park policies and goals.
- Will utilize a varied approach to obtain input from a wide range of Regional District residents (i.e. online surveys; open house with interactive maps, information panels; public presentation, website information; interviews of key stakeholders)
- Will obtain detailed and accurate input that will yield data that can be analyzed.

#### ***Qualifications***

Information on the qualifications, ability and past experience of the company with similar projects, including references of other Park Plan projects that the consultant has completed, preferably in a Regional District setting;

#### ***Personnel***

A list of the personnel who will work on the project, their individual experience specifically related to Park Planning and what their role will be;

#### ***List of Sub-consultants***

A list of sub-consultants, including their company and staff experience specifically related to their role; and,

#### ***Project Schedule and Budget***

A schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:

- Sub-consultants
- Plan development; mapping, graphics, word processing, park concept design
- All disbursements

- Hourly rate schedule of personnel assigned to the project and hour requirements for each personnel
- Applicable taxes
- All other fees associated with the project

#### *Consultant Selection Process*

#### **Proposal Deadline**

Deadline to receive four bound hard copy proposals is **4:00:00 PM Pacific Time, on Wednesday, XX, 201X** by mail or in person to the **RDN Recreation and Parks office, 830 West Island Highway, Parkville, BC, V9P 2X4**. Proposals received by the due date will be reviewed and evaluated according to the criteria chart below. Both this request for proposals and the winning proposal will form part of the project contract. The lowest bid price will not necessarily be selected.

#### **Evaluation of Proposals**

Proposals will be evaluated according to the following criteria:

<b>Max. Score</b>	<b>Criteria</b>
2	Proposal package received on time, complete with required components and professionally presented;
3	Credentials and references are strong;
4	Experience and project history is relevant and extensive;
4	Draft work program presented; Reflects the objectives detailed in the Terms of Reference;
4	Presents an appropriate mix of team members and sub-consultants and has the necessary resources to complete the contract;
3	Involves a clear plan to compile, review and analyze baseline information and develop the management plan, master plan concept and actions;
3	Presents a comprehensive public consultation strategy based on the RDN's Public Consultation/Communication Framework Policy No. A1-23;
2	Fee breakdown supports the work program presented & the total fee provides good value.
25	Total

#### **Selection of Consultant**

Potential candidates may be contacted for an interview with RDN staff tentatively on **Monday, XX, 201X**. The successful proponent will be notified tentatively by **Wednesday, XX, 201X**. All applicants will be subsequently notified of selection results by email and post.

Upon acceptance of the project, the consultant will enter into a contractual agreement with the RDN. Both this Request for Proposals and the chosen consultant's proposal will form part of the project contract.

## **Project Commencement**

The first meeting with the selected consultant will be held tentatively on **Monday, XX, 2014 at 10 a.m. at the RDN Recreation and Parks office in Parksville**. A site tour of Nanoose Peninsula Regional Park area with Consultant and RDN staff will be arranged for a later date.

## *<sup>1</sup>Project Schedule and Phases*

### **Phase 1: Project Initiation – October (TBD) 2013 – March (TBD) 2014**

#### **Project Development: Oct (TBD)**

- Terms of Reference and Request for Proposal (RFP) development
- Board approval of Terms of Reference and RFP
- Formation of Board Appointed Park Planning Committee per ToR
- Issue request for proposals by **Thursday, October XX, 2013**

#### **Consultant Selection: November (TBD) 2013 to January 2014 (TBD)**

- Proposals due by **Wednesday, November XX, 2013, at 16:00:00 hours**
- Optional interview with candidate(s) tentatively on **Monday, November XX, 2013**
- Successful proponent contacted tentatively by **Wednesday, December XX, 2013**
- First meeting between Consultant and RDN Park staff tentatively on **Monday, January XX, 2014**

#### **Project Start Up: February (TBD) to March, 2014 (TBD)**

*\*Listed items are complete or near complete. Documents are available at project initiation.*

- Research and Data review\*
- Park Inventory and Analysis\*; Issue Identification
- Base mapping specific to Regional Park area \*
- Preliminary issues, program and vision development\*
- Preparation of open house materials (survey, panels, maps, website info); stakeholders interviews
- Advisory Committee review of public engagement strategy and materials
- Open House #1; interviews with key stakeholders
- Review and analysis of public feedback with RDN staff

**(Payment #1: 30%)**

### **Phase 2: Draft Management Plan Development – April (TBD) to May (TBD), 2014**

- Consultant writes draft Management Plan: vision, principles, goals, objectives, implementation strategy
- Preliminary park master plan concept development\*
- Advisory Committee Review of draft Management Plan and park master plan concept

**(Payment #2: 40%)**

### **Phase 3: Final Management Plan Completion – June (TBD) to July (TND), 2014**

- Preparation of Open House #2 materials (survey, information panels, maps, website info)
- Circulate Draft Plan (email and website, survey) and hold Open House #2
- Analysis and review of public feedback with RDN staff; revision and complete final Management Plan
- Advisory Committee review of final Management Plan
- Circulate final Management Plan for public comment (email, RDN website)
- Regional Parks and Trails Select Committee review of final Management Plan (possible consultant presentation)
- Submit final Management Plan for Board approval

***(Payment #3: 30%)***

### *RDN Contact*

For all information about this request for consultant services, contact XXX, RDN Regional Parks Planner, in writing by email at XXX

<sup>1</sup>Schedule Start and End Date Estimate – TBD per PDA / Zoning Schedules/Seasonal Holidays



## Regional Park area: Regional Context Maps

(Add in RDN Context Map)



## Regional Park Concept Plan

(Add in Lakes District Neighbourhood Plan Maps or updated PDA / Rezoning Maps)

## Images of Regional Park area