



Request for Proposal

BVRC Project #18-26: Lakes Land and Resource Management Plan (LRMP) Implementation Monitoring Reports – Update

1.0 BACKGROUND

The Bulkley Valley Research Centre (BVRC) is a non-profit Society that has been in existence since 2002. The BVRC's mission is to support high-quality scientific research and collaborations to advance better stewardship of our natural resources across the northwest. The BVRC also serves to ensure dissemination of information to the public.

The Centre plays a unique role in our region as a research bridging organization connecting natural resource management knowledge with communities, the public, First Nations, industry, government, and academia. By doing so, the BVRC creates the space for dialogue, learning, and adaptation. The BVRC also fosters partnerships and collaborations. These five core elements are needed for the fundamental paradigm shifts required for natural resource management in the 21st-century.

The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRO&RD) is jointly developing a modernized land use planning program with Indigenous governments in response to emerging opportunities and challenges in the management of public lands and natural resources. Factors such as unprecedented wildfire events, forest health concerns, species at risk and mid-term timber supply constraints have led to increased management complexity in the Lakes District and area. Assessing the implementation status of the Lakes LRMP is a critical first step in any future LRMP modernization. MFLNRO&RD will advise BVRC on technical aspects of the project.

2.0 STATEMENT OF WORK

As part of assessing the status of the Lakes LRMP, the Contractor will engage with provincial government staff from across the natural resource sector ministries whose work involves Lakes LRMP Projects and Practices. A comprehensive listing of provincial staff will be provided to the Contractor in advance of



his/her work commencing. Relevant information obtained through engagement with provincial staff and public bodies will then be summarized through two separate reports:

- (1) *Lakes LRMP Project Implementation Report* to update the 2014 Lakes LRMP Implementation Plan & Progress Report; and
- (2) a new *Lakes LRMP Practices Implementation Report*

The Contractor will complete both reports using the following as a guide: *2014 Lakes LRMP Implementation Plan & Progress Report*; *2018 Kalum LRMP Project Implementation Report* and *2018 Kalum LRMP Practices Implementation Report*; *Framework for Monitoring of Strategic Land Use Plans in BC – 2008 Draft*; and *Procedures for Monitoring of Strategic Land and Resource Plans in BC – 2008 Draft*.

The Contractor will be provided with a Draft Foreword and Executive Summary statement to be included as part of the Lakes LRMP Projects and Practices Implementation Report(s).

Scope of Work

The Contractor will commence work by December 15, 2018 and will complete work by March 15, 2018.

The Contractor will require working knowledge of the Lakes LRMP, of implementation monitoring, and of provincial government protocol in the development of implementation monitoring reports.

The Contractor will be skilled in preparing implementation monitoring reports and experienced in working with provincial government staff in soliciting key input required for the updated reports.

The Contractor will participate in regular check-in meetings with the BVRC and key MFLNRO&RD staff as per the following schedule:

Meeting #1 – Project Initiation Meeting – December 17, 2018

Meeting #2 – 6 - Biweekly Check-in Meeting(s)

Meeting #7 – Final Project Meeting – March 1, 2019

Deliverables

March 1, 2019 – Electronic copies of the ‘*2019 Draft Lakes LRMP Projects Implementation Report*’ and ‘*2019 Draft Lakes LRMP Practices Implementation Report*’.



March 15, 2019 - Final electronic working copies of both the 2019 Lakes LRMP Projects and Practices Implementation Report(s). The Contractor will be provided with review comments on the draft Reports by March 8, 2019 to incorporate into the final reports.

Budget

The maximum budget for this project is \$11,250. Project-specific expenses such as travel costs, where required, must be estimated and included in the total estimated cost of the Project. Payment will be a lump sum payment based upon the Contractor's completion of the deliverables listed above. Payments will be made only after receipt of such deliverables and acceptance thereof by the BVRC.

PROPOSAL

The proposal need not exceed three pages in length. The proposal must:

- Provide a brief outline of the intended approach including basic tasks, schedule of activities, and budget.
- Briefly describe the personnel of the project team, areas of responsibility, time allotted and charge out rates.
- Provide a brief description of any similar projects undertaken. Include the timeframe that the work was undertaken and key individuals involved in its completion.

The proposal deadline is two weeks from notification to BVRC members (December 14, 2018).

Proposal Evaluation

1. Demonstrated understanding of project scope and objectives /5
2. Demonstrated understanding of implementation monitoring /5
3. Work plan feasibility and organization /5
4. Experience and qualification of project team members ... /5