



## **CORPORATION OF THE CITY OF ENDERBY**

### **REQUEST FOR PROPOSAL**

### **City of Enderby Flood Mapping and Risk Assessment**

#### **BACKGROUND**

The City of Enderby (“the City”) received a grant through the Union of BC Municipalities' Community Emergency Preparedness Fund to undertake a Floodplain Mapping and Risk Assessment process (“the Process”), which involves the following activities:

1. Updating and enhancing flood mapping; and
2. Completing a flood risk assessment.

Through these activities, a Flood Mapping and Risk Assessment Report (“the Report”) will be developed in order to support and direct the development and implementation of an integrated flood management plan by providing the City with flood mapping, a risk assessment, and other flood risk mitigation information.

#### **DETAILS**

The City is issuing a Request for Proposal to obtain a consultant to undertake the Process and to develop the Report.

Key elements of the Process include:

- Consulting with relevant agencies and stakeholders;
- Undertaking hydrologic analysis and hydraulic modelling;
- Determining the local flood hazard;
- Preparing updated flood mapping in accordance with new Provincial flood mapping guidelines;
- Completing a flood risk assessment (including local infrastructure, environment, cultural values, people and society, and local economy); and
- Conducting a preliminary review of passive and active risk mitigation strategies.

**\*\*NOTE:** LiDAR data is currently available for the project area, therefore a LiDAR flyover is not required as part of the Process.

The Process and Report shall be consistent with the CEPF Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Program & Application Guide, and where applicable, completed to acceptable provincial and federal guidelines, including:

- Provincial Flood Hazard Area Land Use Management Guidelines
- Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC
- Flood Mapping in BC: APEGBC Professional Practice Guidelines V 1.0
- Specifications for LiDAR for the Province of British Columbia
- Federal Flood Mapping Guideline Series

## **PROJECT AREA**

Enderby is a community in the Regional District of North Okanagan with a land area of 4.2 square kilometers. With a population of approximately 2,932 residents, and a population density of 688 people per square kilometer, for its scale Enderby is a relatively compact community. The community has a mix of residential, commercial, industrial, agricultural, and institutional land uses, with localized flood risk affecting each of these land uses to a certain extent. Enderby is located on the western banks of the Shuswap River, which is susceptible to flooding during spring freshet.

## **GENERAL DELIVERABLES**

- Development of a Flood Mapping and Risk Assessment Report complete with mapping, flood risk assessment, flood mitigation strategies, and professional recommendations;
- Preparation of maps, spatial data, and metadata (must meet Section 3.4 of Flood Mapping in BC: APEGBC Professional Practice Guidelines V 1.0 and/or Specifications for LiDAR for the Province of British Columbia); and
- Presentation of the Flood Mapping and Risk Assessment Report to City Council.

## **REFERENCE INFORMATION**

- UBCM Community Emergency Preparedness Fund - Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Program Guide:  
<https://www.ubcm.ca/assets/Funding~Programs/LGPS/CEPF/cepf-2020-flood-planning-program-guide.pdf>
- City of Enderby Emergency Management (note Archived Situation Reports):  
<https://www.cityofenderby.com/emergency>
- City of Enderby Mapping:  
<http://www.rdno.ca/index.php/maps/communities/enderby>

## **SUBMISSION REQUIREMENTS**

Interested proponents should submit the following (weighted score listed in brackets):

1. Proposal (50%)
  - a. Proposed methodology and work tasks
  - b. Proposed work schedule and milestones

2. Qualifications and References (25%)
  - a. Two (2) references from organizations for which the proponent has provided services of a similar nature and scope
  - b. An example of prior written work within the field of flood mapping and risk assessment
  - c. Overview of team members and roles
3. Demonstrated Knowledge of Local Conditions (25%)
4. Cost (Pass/Fail)
  - a. Confirmation that the proponent is able to deliver the project at an all-in cost not to exceed \$120,000 (including travel and disbursements)

## **INQUIRIES**

Please direct all inquiries to:

Kurt Inglis, Planner and Deputy Corporate Officer  
250-838-7230  
[kinglis@cityofenderby.com](mailto:kinglis@cityofenderby.com)

## **CLOSING DATE AND TIME**

August 5, 2020 at 4:00 pm.

Proposals may be submitted electronically to [kinglis@cityofenderby.com](mailto:kinglis@cityofenderby.com), faxed to 250-838-6007, or mailed to Enderby City Hall, P.O. Box 400, Enderby, BC V0E 1V0.

## **TERMS AND CONDITIONS**

The following terms and conditions shall apply to this Request for Proposal:

1. Verbal discussion, instructions or explanations between City staff members, agents, employees, or representatives and an interested proponent shall not become a part of or otherwise modify the Request for Proposal Document unless confirmed by written Addendum.
2. Responses to inquiries may be distributed to all interested proponents at the City's option.
3. The City may accept or reject any or all proposals for any reason, and may negotiate with a potentially successful proponent.
4. The City may reissue, amend, cancel, or extend this Request for Proposal at its sole discretion, and reserves its right to defer, change, or phase awarding of the work.
5. As part of its evaluation process, the City may request further information from interested proponents at its sole discretion.
6. Under no circumstances shall this Request for Proposal be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by interested proponents in preparing a proposal.
7. The City does not, by issuing this Request for Proposal, incur any duty of care or contractual obligation to any interested proponent.

8. Interested proponents are strictly prohibited from engaging in any form of lobbying in relation to the Request for Proposal or with a view to influencing the outcome of this process.
9. Use of a subcontractor or assignment of the work may only occur with the written permission of the City, unless such use is explicitly referenced in the proposal.
10. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (“the Act”) and all information submitted to the City become records in its care and custody for the purposes of the Act.
11. All interested proponents and the City acknowledge that all proposals are supplied in confidence and may reveal technical information of a third party. The scoring matrix and total cost for each scored proposal will be made publicly available.
12. Interested proponents shall disclose in their proposal any actual, potential, or perceived conflicts of interest it may have with the City, including its elected or appointed officials, employees, or agents acting on behalf of the City.