

Addendum No. 1  
Request for Proposals -  
**Kitsumkalum Community Land Use Plan**

The following Addendum (Addendum No. 1) is being issued as clarifications/ modifications to the original RFP Package. The information contained in Schedule A and B shall form part of the Formal RFP package:

- New attached Schedule A – Modification to Terms of Reference Section 3 - *Study Area* (pg. 3 of document)
- New attached Schedule B – Questions and Answers

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# SCHEDULE A

Modification to Terms of Reference Section 3 - *Study Area* (page 3)

In the following paragraph from the original RFP package 3 Reserve Lands are referenced, and four are listed.

*The study area is comprised of three of the four Kitsumkalum First Nation Reserve lands, including: IR 1 Kitsumkaylum, IR 2 Dalk-Ka-Gila-Quoeux, IR 3 Zimagord, and IR 4 Port Essington.*

Delete the above paragraph and replace with the following:

**The study area is comprised of four Kitsumkalum First Nation Reserve lands, including: IR 1 Kitsumkaylum, IR 2 Dalk-Ka-Gila-Quoeux, IR 3 Zimagord, and IR 4 Port Essington\*.**

\*Port Essington is a shared Reserve with another community and will not require the same level of planning detail.

# SCHEDULE B

## Questions and Answers

### Questions and Answers

- 1. It appears that significant a component of this project will be the simultaneous incorporation of the Kitsumkalum Land Code into the CLUP. What is the expected timeline of the Land Code development project?**

Kitsumkalum is currently in the Developmental Phase of Land Code. A Land Management Committee has been established to guide in the development of the Land Code and Land Use Plan. The Land Code Membership Ratification Vote is anticipated to be May, 2018.

- 2. Will the Kitsumkalum Land Use Plan (2016) be available for review prior to April 24th?**

The Kitsumkalum Land Use Plan (2016) for Treaty Settlement Lands (TSL) will be available to the successful Proponent following the development of a contract. Because Proponents will not have access to the Kitsumkalum Land Use Plan prior to submitting a proposal, incorporation of the Plan's elements will not affect the evaluation process.

- 3. To best align your project objectives and priorities, would it be possible to clarify your evaluation criteria weighting and point allocation? (e.g., Experience, 40%; Approach, 40%; and Cost, 20%)**

Kitsumkalum will select the Proponent which it determines is the most acceptable to the Nation based on the Evaluation Criteria set out the Proposal section (No. 2) of the RFP. The criteria will be applied without priority or weighting established in advance of the evaluation. Kitsumkalum's ratings of the proposal may be subjective and it is Kitsumkalum's intent that the evaluation of each criteria will be relative to the strength of the other proposals received.

- 4. Can you provide a brief outline of the currently available GIS data? Will there be a significant need for field geomatic data collection?**

Kitsumkalum is in the process of establishing a data management and mapping system using the Vertisee web-based platform which aims at incorporating existing community data and publicly available information. This mapping system will include basic community assets and features such as roads, infrastructure, water resources, contours, property boundaries, etc., and can be used or further developed throughout the Community Land Use Plan development process by the Vertisee Administrator in collaboration with the Community and Land Code Planner.

Kitsumkalum is in the process of acquiring lidar information that covers 80+% of the Reserve lands. This information will be available to the successful proponent.

- 5. Can you provide more clarity about the role of the Land Code Planner? In particular, when it comes to organizing community meetings, what will be the role of the Land Code Planner and what will be expected of the successful consultant in terms of planning, coordinating and executing community meetings and engagement?**

Kitsumkalum currently has a Community and Land Code Planner that is meant to have a critical role in the development of the Community Land Use Plan. This role is flexible and can be

modified to fit within the proposed project team as identified by Proponents. It is assumed that the Community and Land Use Planner can dedicate up to 40% of their time towards this project.

In regards to community meetings a role of the Community and Land Code Planner could, for example, include:

- Preparing for the event including the advertising, organizing the venue, food and drink, set up, assisting with the design and delivery of presentation material.
- Participating in the event including engaging with Members and communicating aspects of the CLUP plan and process.
- Closing the event, and collating community feedback and responses for consideration and analysis.

6. **Does Kitsumkalum hope to incorporate more detailed Urban Planning (such as assessing housing needs, transportation and other infrastructure) into the land use plan? Or will it be a higher-level document similar to the Land Use Plan for treaty settlement lands, but adjusted to apply at the scale of the Reserve lands?**

The determination of future possibilities of land use and development will require the consideration and analysis of existing housing, transportation, and infrastructure conditions and constraints in the community. The Community Land Use Plan will require a further level of detail than a high-level plan for TSL.

7. **Section 4 of the RFP outlines the anticipated phases of the project as well as the work that Kitsumkalum has already completed. For Phase 2 – Background Studies and Summaries, will Kitsumkalum provide all the background studies that need to be reviewed? Are those considered under the ‘Collation of Reference Material’ step that Kitsumkalum has already completed?**

Kitsumkalum has undertaken a collection of baseline/ background information in anticipation of this project. This baseline/ background information includes current and relevant socioeconomic data relating to demographics, household composition, housing, education, and existing businesses/ industries on Reserve lands. It is anticipated the successful Proponent can review and summarize this information for inclusion in the Community Land Use Plan.

Reference documents including, but not limited to a draft Comprehensive Community Plan, Land Use Plan (for TSL lands), Physical Development Plan, are collated, and will be available to the successful proponent following the completion of a contract.

8. **Section 5 of the RFP suggests that the Kitsumkalum Community and Land Code Planner will be a project and communications coordinator and undertake additional ‘specific roles and responsibilities.’ Can you elaborate on the specific roles and responsibilities of the Kitsumkalum Community and Land Code Planner in the planning process?**

Please refer to Question 5 response.

9. **Section 6 of the RFP outlines the responsibilities of the Land Management Committee. Will this group serve as the main communication channel between the consultant and Kitsumkalum Membership (on and off Reserve)?? If so, would you like the proposal to identify engagement activities that the Land Management Committee should be undertaking with Kitsumkalum Membership? Also, how many members make up this committee?**

The Land Management Committee and the Community and Land Code Planner will serve as a communication channel between the consultant and Kitsumkalum Membership (on and off Reserve). Yes, please include all engagement activities that the Land Management Committee could be undertaking with Membership. The Land Management Committee is comprised of seven members. The Community and Land Code Planner is serving as ex-officio and coordinator of Committee.

