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**Contract No. 2833P**

**Steveston Village Conservation Program**

**1. Introduction**

The City of Richmond proposes to engage the services of a consultant to assist the City in preparing a *Steveston Village Conservation Program*.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

**2. Submission Details**

Five (5) copies of proposals marked "Contract 2833P – Steveston Village Conservation Program" – addressed to the Purchasing and Risk Department, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:30 pm, Local Time, on Friday, April 28, 2006.

Submissions received after this time may not be considered.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals shall be irrevocable until the City awards this Contract or cancels this Request for Proposals, whichever first occurs.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond's Website, BC Bid and or the Purchasing and Risk Department to ensure that all available information has been received prior to submitting a bid.

**3. Enquiries**

Clarification of terms and conditions of the proposal process shall be directed to:

(1) Regarding Purchasing Matters

David Phipps - Supervisor  
Purchasing Department  
City of Richmond  
Telephone - 604-276-4287  
E-mail - [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

(2) Regarding Community Planning Matters

Terry Brunette – Community Planner, Policy Planning Department  
City of Richmond  
Telephone: - 604-276-4279  
E-mail – [tbrunette@richmond.ca](mailto:tbrunette@richmond.ca)

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

**4. Project Description**

- Refer to attached TERMS OF REFERENCE

**5. Consultant Duties**

- Refer to attached TERMS OF REFERENCE

**6. City Provided Items**

As determined by the City including Official Community Plan, Area Plan, Phase 1 – 2005 Steveston Workshop Report, related studies, photo documentation, GIS maps and data, and statistical data.

**7. Proposal Submissions**

Proponents shall:

- provide in their submissions a Corporate profile of their firm outlining its' history, philosophy and target market.
- identify the specific staff to be assigned to this project and their relevant experience and qualifications for this project.
- provide a:
  - priced methodology complete with a time allotment for each task, correlated with the items of work set out in the Terms of Reference, in the approach proposed to carry out the work. This approach will form the basis for payments to the successful proponent.
  - schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- specify what coordination and meetings the City will be expected to provide.

**8. Working Agreement**

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

**9. Evaluation Criteria**

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

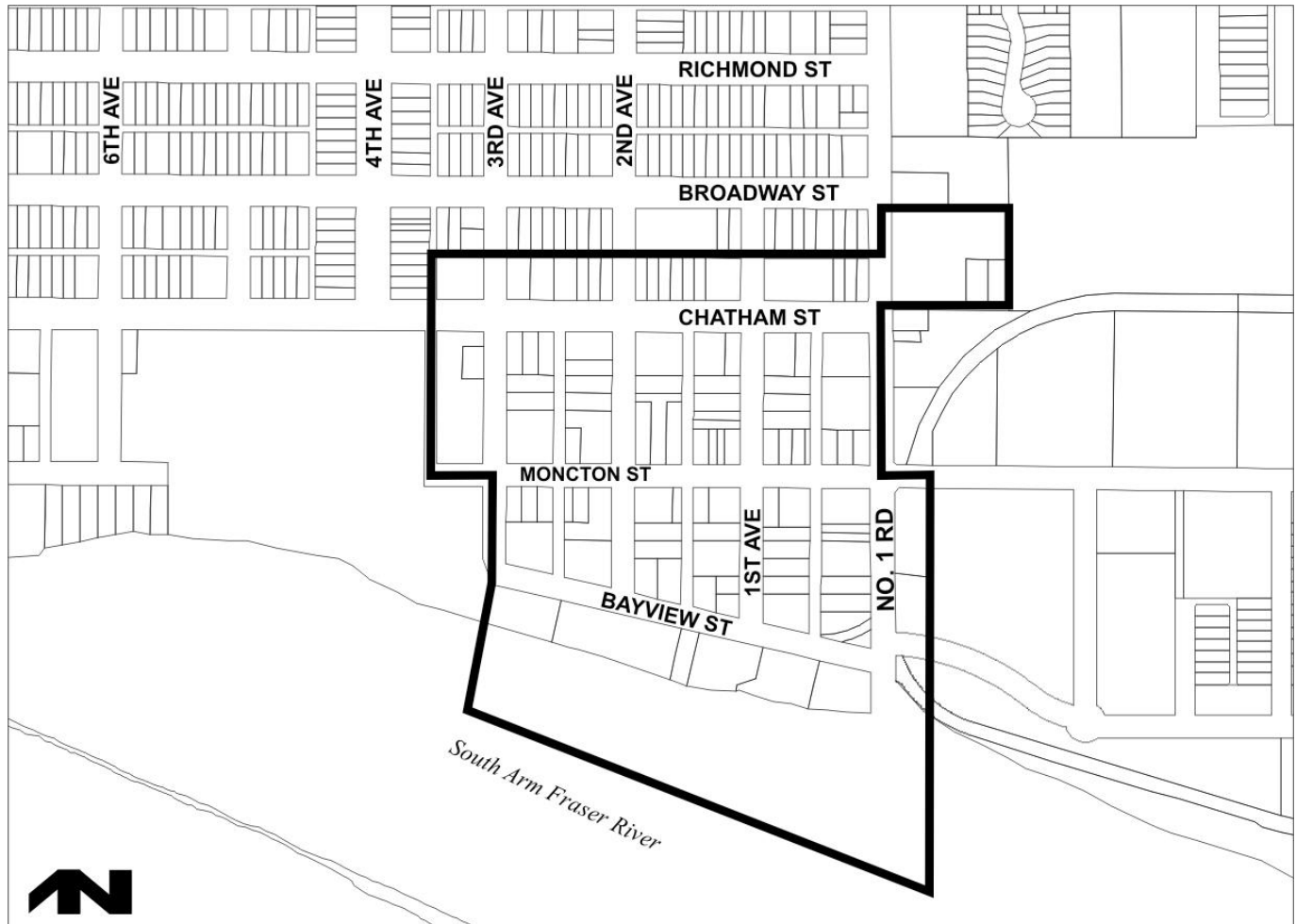
- previous experience of the applicant
- the extent to which the proposal demonstrates an understanding of the scope of the work required to complete the project
- qualifications, availability and experience of the team members.
- clarity/presentation of proposal
- proposed work program and methodology (s)
- proposed costs
- ability to meet the work program objectives and conform to the evaluation criteria
- ability of the consultant to meet the project schedule
- compliance with all Federal, Provincial and Municipal regulations
- references
- interview (if necessary)

**TERMS OF REFERENCE  
STEVESTON VILLAGE CONSERVATION PROGRAM  
CITY OF RICHMOND**

**1. Purpose**

The purpose of this document is to establish the Terms of Reference and a Work Program for preparing the Steveston Village Conservation Program.

**2. Study Area**



**3. Study Goals**

- **Phase 2.A "Conservation Strategy"**: To clarify Steveston Village's core heritage/non-heritage values and character defining elements; establish vision, goals, policies and conservation techniques; and consult the community through open houses/design charrette to formulate a Conservation Strategy.
- **Phase 2.B "Implementation Program"**: To evaluate and establish an appropriate set of governance tools and supporting incentives (eg policy, financial, regulatory, partnership) to implement the Conservation Strategy developed in Phase 2A.

#### 4. Study Schedule

2006 Study Schedule: Steveston Village Conservation Program - Phases 2A & 2B		
Work Item	Date	
1. Work Program Finalized with RFP Call	March	31/06
2. City Team Established - RFP Information Session for Consultants	April	12/06
3. Consultant Hired for Phase 2.A – Phase 2.B Confirmed Subject To Performance of Phase 2.A	May	01/06
4. Phase 2.A: Conservation Strategy Draft Report Finalized	August	01/06
<i>Research/Review Complete</i>	<i>May</i>	<i>29/06</i>
<i>Open Houses Complete</i>	<i>June</i>	<i>23/06</i>
<i>Design Charrette Complete</i>	<i>June</i>	<i>24/06</i>
<i>Draft Conservation Strategy Report Finalized</i>	<i>August</i>	<i>01/06</i>
5. Phase 2.B: Implementation Program Draft Report Finalized	December	30/06
<i>Draft Conservation Strategy &amp; Policy Review Complete</i>	<b>September</b>	<b>15/06</b>
<i>Financial Incentives Finalized</i>	<i>October</i>	<i>15/06</i>
<i>Regulatory Incentives Finalized</i>	<i>November</i>	<i>15/06</i>
<i>Partnership Proposals Finalized</i>	<i>December</i>	<i>01/06</i>
<i>Final Draft of Implementation Program Completed</i>	<i>December</i>	<i>08/15</i>
6. RTC Finalized for Presentation to Planning Committee and Council	December	15/06
7. Consultant Draft Steveston Village Conservation Program Finalized For City of Richmond Staff Editing	December	30/06
<b>NOTE: If additional funding is secured from Smart Development Partnerships (BC Ministry of Community Services) and the Heritage Branch (BC Ministry of Tourism, Sports and The Arts) which may be committed after April 1/06, an extended timeline will be prepared to conclude March 31/07 at the end of the Provincial Government Budget Year.</b>	March	31/07

#### 5. Draft Work Program with Budget Allocation

- Refer to Attachment 1 for Intent, Process and Deliverables correlated with Budget Allocations of consulting fees.
- **Please note that the intent of this Work Program is sequential and performance based: invoice payment will be based upon receipt and approval by City Staff of specified deliverables, not on an automatic monthly basis.**

#### 6. Draft Fee Payment Schedule

- Refer to Attachment 2 for Draft Fee Payment Schedule
- **Please note that fees (less Holdback and GST) will become payable on APPROVAL by City staff of performance and/or receipt of the specified deliverables set forth in Attachment 1 by numbered category.**

## **7. Study Roles**

### **(1) City Team**

The study shall be managed by a City Team comprised of:

- City interdepartmental staff (e.g. Policy Planning, Development Applications, Transportation, Building Approvals)
- Richmond Heritage Commission members
- selected Steveston Village stakeholders

Policy Planning staff will:

- manage the consultant contract, work program and City Team
- provide available City data, reports and maps
- existing relevant *Statements of Significance* and *Phase 1: Steveston Village Strategic Planning Process Report*
- provide limited copying/printing service
- assist in preparing maps
- other, as agreed.

### **(2) Consultant**

The Consultant will perform the Contract Work.

### **(3) Key Stakeholders**

During this study the City and consultant will consult with community, developers and others, as directed by the City.

## **8. Consultant Fee Maximum**

- All Consultant costs (e.g., fees, expenses, GST, travel) shall not exceed \$115,000.



**Note:** Receipt of this completed form will assist us in calling for future bids. Quotation/Proposal/Tender  
Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form. No **2833P**  
Please remember to include Quotation/Proposal/Tender No. at right.

**A Quotation/Proposal/Tender is not being submitted for the following reason(s):**

- |  |  |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services  | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications     | <input type="checkbox"/> Cannot meet delivery requirements                                       |
| <input type="checkbox"/> Specifications are not sufficiently defined               | <input type="checkbox"/> Cannot quote/tender a firm price at this time                           |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender.                              |
| <input type="checkbox"/> Quantity too small  | <input type="checkbox"/> We are unable to competitively quote/tender at this time.               |
| <input type="checkbox"/> Quantity too large  | <input type="checkbox"/> We do not have facilities to handle this requirement                    |
| <input type="checkbox"/> Quantity beyond our production capacity                   | <input type="checkbox"/> Licensing restrictions (please explain)                                 |
| <input type="checkbox"/> Cannot meet packaging requirements                        | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading                | <input type="checkbox"/> Other reasons or additional comments (please explain below)             |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province <span style="float: right;">Postal Code</span>	
Telephone Number		

**STEVESTON VILLAGE CONSERVATION PROGRAM – TERMS OF REFERENCE**

**PHASE 2.A: CONSERVATION STRATEGY – INTENT, PROCESS, DELIVERABLES (Note: Phase 1 – Steveston Workshop Completed 2005)**

Participants: Richmond Heritage Commission, City Staff, Consultants, Others  
(Meeting Schedule to be determined in consultation with City Staff)

INTENT	PROCESS	DELIVERABLES	SUGGESTED BUDGET	
			FEES	
<b>1. review Phase 1 Vision and Statement of Significance</b> <ul style="list-style-type: none"> <li>research regarding the heritage and urban form of Steveston Village</li> <li>generate series of (3D) computer modelled projections for Steveston Village to test visioning</li> </ul>	<ul style="list-style-type: none"> <li>assemble background materials with current/historic photo inventory</li> <li>assemble and circulate Phase 1 Report, policy materials (e.g. C-4/C-5 Zone, OCP, Sakamoto Guidelines, Heritage Statements of Significance - SOS)</li> <li>facilitate discussion with RHC reps, staff and consultants to review core value statement details</li> <li>catalogue all built resources, urban design features, lanes and streets in Steveston Village</li> <li>prepare summary statements of significance for all resources (include streets, lanes, urban design features and vacant lots)</li> <li>prepare summary statement of significance for Steveston village</li> <li>formulate vision: 'What I will see in 2021'</li> <li>test through computer projections</li> <li>articulate goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li>background materials</li> <li>revised problem statement that includes vision, objectives and conflicts</li> <li>engage all participants in reviewing and determining final, revised core values, vision and objectives</li> <li>sos for all heritage elements</li> <li>sos for all non-heritage elements</li> <li>sos for Steveston Village</li> <li>complete list of prioritized resources with representative character defining elements, criteria, and maps</li> <li>vision</li> <li>goals</li> <li>objectives</li> <li>final series of (3D) computer modelled projections for Steveston Village to establish vision for presentation in Open Houses</li> </ul>	<b>TOTAL</b>	<b>\$23,000</b>
			<b>CONSULTANT</b>	<b>19,500</b>
			<b>HOLDBACK</b>	<b>\$ 2,000</b>
			<b>GST</b>	<b>\$ 1,500</b>
<b>2. facilitate community consultation through public 'open house'</b> e.g. half-day, facilitated forum with questionnaires, boards, staff/consultant presentations, etc.	<ul style="list-style-type: none"> <li>determine format for open houses</li> <li>determine key issues, 'Q&amp;A's', graphic analyses, computer projections</li> <li>determine staff involvement</li> <li>determine comment/feedback format</li> <li>organize logistics: dates, locations, etc.</li> </ul>	<ul style="list-style-type: none"> <li>support materials including computer modelled projections</li> <li>open house venue(s), timeline and format</li> <li>open houses</li> <li>summary tabulation and report from questionnaires</li> <li>goals, objectives, vision formulated</li> </ul>	<b>TOTAL</b>	<b>\$12,000</b>
			<b>CONSULTANT</b>	<b>\$10,200</b>
			<b>HOLDBACK</b>	<b>\$ 1,000</b>
			<b>GST</b>	<b>\$ 800</b>

INTENT	PROCESS	DELIVERABLES	SUGGESTED BUDGET	
			FEES	
<p><b>3. engage in a design charrette</b> e.g. full day to test outcomes of community open house</p> <ul style="list-style-type: none"> <li>• present charrette outcomes with draft conservation strategy</li> <li>• present interim Report To Council</li> </ul>	<ul style="list-style-type: none"> <li>• restate goals, objectives, and vision based on Open House</li> <li>• clarify consultants approach, roles, deliverables</li> <li>• determine staff involvement</li> <li>• organize logistics, date, location</li> <li>• review series of (3D) computer modelled projections for Steveston Village to revise vision as per Open House feedback</li> <li>• generate supplementary graphic products to allow participants to reassess vision</li> <li>• present charrette outcomes with draft conservation strategy</li> </ul>	<ul style="list-style-type: none"> <li>• design charrette</li> <li>• goals, objectives, vision (formulated from Open House) tested in design process and finalized</li> <li>• revised series of (3D) computer modelled projections for Steveston Village (incorporating, goals, objectives and vision) tested in Open Houses and refined in design charrette</li> <li>• supplementary graphic products to support vision</li> <li>• present charrette outcomes with draft conservation strategy</li> <li>• draft Conservation Strategy</li> <li>• interim Report To Council</li> </ul>	<p><b>TOTAL</b></p> <p><b>CONSULTANT</b></p> <p><b>HOLDBACK</b></p> <p><b>GST</b></p>	<p><b>\$15,000</b></p> <p><b>\$12,500</b></p> <p><b>\$ 1,500</b></p> <p><b>\$ 1,000</b></p>
<p><b>4. finalize Conservation Strategy</b></p>	<ul style="list-style-type: none"> <li>• review initial workshop report, research products, open house feedback and charrette analysis</li> <li>• consultants finalise Conservation Strategy</li> <li>• preliminary list of implementation tools</li> </ul>	<ul style="list-style-type: none"> <li>• consolidated group of analytic materials</li> <li>• Conservation Strategy</li> <li>• preliminary list of Implementation Tools</li> <li>• preliminary list of approaches for Implementation Program phase.</li> </ul>	<p><b>TOTAL</b></p> <p><b>CONSULTANT</b></p> <p><b>HOLDBACK</b></p> <p><b>GST</b></p>	<p><b>\$15,000</b></p> <p><b>\$12,500</b></p> <p><b>\$ 1,500</b></p> <p><b>\$ 1,000</b></p>
<p><b>TOTAL</b></p>			<p><b>TOTAL</b></p> <p><b>CONSULTANT</b></p> <p><b>HOLDBACK</b></p> <p><b>GST</b></p>	<p><b>\$65,000</b></p> <p><b>\$54,700</b></p> <p><b>\$ 6,000</b></p> <p><b>\$ 4,300</b></p>



**STEVESTON VILLAGE CONSERVATION PROGRAM – TERMS OF REFERENCE  
PHASE 2.B: IMPLEMENTATION PROGRAM - INTENT, PROCESS, OUTCOME**

Participants: Richmond Heritage Commission, City Staff, Consultants, Others (Meeting Schedule To be Determined In Consultation With City Staff)

INTENT	PROCESS	DELIVERABLES	SUGGESTED BUDGET	
<p><b>5. test Conservation Strategy in relation to preliminary list of implementation options eg Planning, Financial, Regulatory, Partnership</b></p> <ul style="list-style-type: none"> <li>test Conservation Strategy and preliminary Implementation Program in relation to existing planning policy documents</li> <li>assemble Phase 3 consultant team with representatives from heritage, planning, development planning and legal services</li> </ul>	<ul style="list-style-type: none"> <li>test vision, goals and objectives of Conservation Strategy in relation to preliminary Implementation Program (i.e. "Can they be implemented?")</li> <li>review current Planning, Financial, Regulatory and Partnership incentive options</li> <li>review process options (i.e. prioritizing, streamlining, deregulation, etc.) to create efficiencies</li> <li>facilitate discussion with RHC reps, staff and consultants to finalize list of effective implementation tools/incentives</li> <li>review existing planning policy documents (e.g. OCP, Area/Sub-Area Plan &amp; DP Guidelines- Trites, Steveston, Zoning -C-4/C-5 Zone) to support Conservation Strategy and preliminary Implementation Program</li> <li>review current 'best practice' examples for implementation/incentive programs e.g, Gastown, Chinatown, Victoria City Centre, etc.</li> <li>review implications of heritage conservation areas</li> <li>review Policies and Guidelines impacting approval process (i.e. prioritizing, streamlining, deregulating, etc.) to create efficiencies</li> </ul>	<ul style="list-style-type: none"> <li>revised problem statement for Implementation Program</li> <li>list of efficiencies to be achieved in approval process (e.g. area plan amendment, rezoning, development approval, building permit, demolition permit)</li> <li>finalised vision, goals, and objectives in relation to implementation options/program</li> <li>coordinated Conservation Strategy and Implementation Program with proposed amendments to existing planning policy documents and best practice models</li> <li>implications of designating Steveston Village a heritage conservation area</li> <li>revised Planning documents to impact approval process. Note: efficiencies in regulatory review of development applications essential</li> </ul>	<b>Fees</b>	
			<b>TOTAL</b>	<b>\$10,000</b>
			<b>CONSULTANT</b>	<b>\$ 8,300</b>
			<b>HOLDBACK GST</b>	<b>\$ 1,000 \$ 700</b>

INTENT	PROCESS	DELIVERABLES	SUGGESTED BUDGET	
<p><b>6. generate Financial Incentive options/ program</b></p>	<ul style="list-style-type: none"> <li>• explore Financial Incentive options in relation to Conservation Strategy</li> <li>• review best practice models</li> <li>• propose package with range of options (e.g. bonuses, grants, tax deferral, in tandem with regulatory amendments)</li> <li>• list model Bylaw and Covenant options</li> <li>• assess Financial benefits from efficiencies in the approval process (i.e. prioritizing, streamlining, deregulating, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• menu of Financial Incentive options</li> <li>• incentives coordinated with revised planning documents</li> <li>• tabulated list of options with implications (pros, cons, etc.), costs, priorities, application scheduling and processing, and viability</li> <li>• list of effective model Bylaw and Covenant options</li> <li>• list of Financial benefits gained from efficiencies in approval process (i.e. prioritizing, streamlining, deregulating, etc.)</li> </ul>	<p><b>TOTAL</b></p> <p><b>CONSULTANT</b></p> <p><b>HOLDBACK</b></p> <p><b>GST</b></p>	<p><b>\$12,000</b></p> <p><b>\$10,200</b></p> <p><b>\$ 1,000</b></p> <p><b>\$ 800</b></p>
<p><b>7. generate Regulatory Incentive options/program</b></p>	<ul style="list-style-type: none"> <li>• explore Regulatory Incentive options in relation to Conservation Strategy</li> <li>• propose integrated menu of regulatory options</li> <li>• list model Bylaw and Covenant options</li> <li>• review legislative techniques</li> <li>• review Zoning bylaw</li> <li>• review Rezoning, Development Permit and Demolition Permit requirements impacting approval process (ie prioritizing, streamlining, deregulating, etc.) to create efficiencies</li> <li>• review Building Code requirements impacting approval process (i.e. prioritizing, streamlining, deregulating, etc.) to create efficiencies</li> </ul>	<ul style="list-style-type: none"> <li>• menu of Regulatory Incentive options</li> <li>• incentive options coordinated with revised Planning documents as above</li> <li>• list of model Bylaw and Covenant options</li> <li>• tabulated list of options with implications (pros, cons, etc.), costs, priorities, application scheduling and processing, and viability</li> <li>• prioritized ranking of Regulatory Incentives (with recommendations for the Rezoning, Development Permit, Demolition Permit and Building Permit processes to render more efficient and responsive to scheduling issues)</li> </ul>	<p><b>TOTAL</b></p> <p><b>CONSULTANT</b></p> <p><b>HOLDBACK</b></p> <p><b>GST</b></p>	<p><b>\$20,000</b></p> <p><b>\$16,800</b></p> <p><b>\$1,800</b></p> <p><b>\$ 1,400</b></p>

INTENT	PROCESS	DELIVERABLES	SUGGESTED BUDGET	
<p><b>8. generate Partnership options and strategy</b></p> <ul style="list-style-type: none"> <li>other</li> </ul>	<ul style="list-style-type: none"> <li>explore Partnership options in relation to Conservation Strategy</li> <li>review best practice models/precedents</li> <li>explore internal and external Partnership options to improve approval process (i.e. prioritizing, streamlining, deregulating, etc.) to create efficiencies</li> <li>propose strategy and candidates for partnering</li> <li>iterative review process i.e. final review/coordination of Conservation Strategy and Implementation Program before presentation at open house</li> </ul>	<ul style="list-style-type: none"> <li>menu of partnership options</li> <li>internal and external partnership opportunities coordinated/ integrated with revised Policy</li> <li>tabulated list of options with implications (pros, cons, etc.), costs, priorities and viability</li> <li>prioritized ranking of partnering opportunities with recommendations for Council endorsement</li> <li>iterative review of outcomes i.e. final review/coordination of Conservation Strategy and Implementation Program before presentation at open house</li> <li>final compilation of Implementation Program</li> </ul>	<p><b>TOTAL</b></p> <p><b>CONSULTANT</b></p> <p><b>HOLDBACK</b></p> <p><b>GST</b></p>	<p><b>\$4,000</b></p> <p><b>\$3,500</b></p> <p><b>\$ 300</b></p> <p><b>\$ 200</b></p>
<p><b>9. produce final consultant report</b></p> <ul style="list-style-type: none"> <li>hold Open House to present the <i>Steveston Village Conservation Program</i></li> <li>finalise public process requirements e.g. RTC</li> </ul>	<ul style="list-style-type: none"> <li>coordination of phased chapters into final draft</li> <li>hold Open House to present the <i>Steveston Village Conservation Program</i> both <i>Conservation Strategy</i> and <i>Implementation Program</i></li> <li>incorporate feedback into SVCP Report</li> <li>prepare Report To Council (RTC)</li> <li>present RTC to Planning Committee, City Council and Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li><i>Steveston Village Conservation Program Report</i></li> <li>Open House</li> <li>Report To Council and Public Hearing</li> </ul>	<p><b>TOTAL</b></p> <p><b>CONSULTANT</b></p> <p><b>HOLDBACK</b></p> <p><b>GST</b></p>	<p><b>\$4,000</b></p> <p><b>\$3,500</b></p> <p><b>\$ 300</b></p> <p><b>\$ 200</b></p>
<p><b>TOTAL</b></p>			<p><b>TOTAL</b></p> <p><b>CONSULTANT</b></p> <p><b>HOLDBACK</b></p> <p><b>GST</b></p>	<p><b>\$50,000</b></p> <p><b>\$42,300</b></p> <p><b>\$ 4,400</b></p> <p><b>\$ 3,300</b></p>

YEAR	CONSERVATION STRATEGY 2006					IMPLEMENTATION PROGRAM 2006				
	April 2.A.0	May 2.A.1	June 2.A.2	June 2.A.3	July 2.A.4	Aug 2.B.5	Sep 2.B.6	Oct 2.B.7	Nov 2.B.8	Dec 2.B.9
TASK	RFP/ CONTRACT	REVIEW/ RESEARCH SOS'S	OPEN HOUSE	DESIGN CHARRETTE	CONSERVATION STRATEGY	PLANNING	FINANCIAL INCENTIVES	REGULATORY	PARTNERSHIPS	FINAL CONSULTANT REPORT
CONSULTANT		19,500	10,200	12,500	12,500	8,300	10,200	16,800	3,500	3,500
HOLDBACK		2,000	1,000	1,500	1,500	1,000	1,000	1,800	300	300
GST		1,500	800	1,000	1,000	700	800	1,400	200	200
ESTIMATED BUDGET		\$23,000	\$12,000	\$15,000	\$15,000	\$10,000	\$12,000	\$20,000	\$4,000	\$4,000
TOTAL	Possible Maximum Total: \$65,000					Possible Maximum Total \$50,000				\$115,000 ABSOLUTE MAXIMUM

**STEVESTON VILLAGE CONSERVATION PROGRAM FEE PAYMENT SCHEDULE:**

March 31/06

**NOTE THE FOLLOWING BUDGET ASSUMPTIONS:**

- Budget correlated with Work Plan by numbered work items (e.g. 2.A.1, etc.)
- Additional funding is being sought: if received, the work plan will be expanded accordingly
- *Holdback = 10% (Consultant Hours + Holdback): (+/- as rounded off)*
- *GST = 7%( Consultant Hours + Holdback): (+/- as rounded off)*



**To:** Harold D. Kalman, Ph.D.  
Commonwealth Historic Resource  
Management Limited  
308 - 2233 Burrard Street  
Vancouver, BC V6J 3H9

**Date:** April 20, 2006

**From:** Terence Brunette, Planner  
Policy Planning Division

**Re:** Steveston Village Conservation Program: Attachment 3 - Replies to Questions

Thank you for your message and memorandum, Hal. I have inserted your queries below and replied in blue immediately below the questions. Please note that Cecilia Achiam, Senior Development Planner, has replied to Questions 3 and 4.

**COR replies to questions arising from the RFP:**

1. Will the Management Team represent the participants from the Phase 1 Workshop, or should there be ongoing stakeholder meetings as well as public open houses / workshops during Phase 2?
  - **COR REPLY: This strategy remains to be decided between consultants, staff and Richmond Heritage Commission Members. TCB**
2. May we have a copy of the Phase 1 Workshop report prior to submitting the proposal? It would give us a better sense of what the community would like to see happen at Steveston.
  - **COR REPLY: This document has been remitted under separate cover as Attachment 2 (as requested by Maria Cruz). TCB**
3. What proportion of the work in this assignment is foreseen as being planning and policy (e.g. vision, goals, techniques, incentives); and what proportion is seen as being design (as implied by the proposed 3D computer modelling)?

The heritage inventory portion of the work would not require any 3-D modeling. The 3-D modeling will be more useful in the next phase as a design and communication tool to test out scenarios (e.g. What is the appropriate massing? Are views affected? What are some of the impacts (sun, shadowing)? How would density transfer from one property to another property look?)

4. Why has the specific graphic tool of 3D computer modelling been specified? What is this intended to model – the Phase 1 Vision? Does the City of Richmond have the digital information for the model, including building footprints, heights, etc., available for use by the consultant? Would the City be open to a different graphic approach being suggested, since 3D modelling may not be the most effective option in our opinion?

The 3-D modeling (massing) is envisioned to be quite conceptual (e.g. SketchUp). We have used this approach in Urban Design Framework for the Richmond Oval site and found it to be an extremely useful tool both in understanding physical design (e.g. massing, sun and shadowing impacts etc.) as well as a communication tool with Council and the public. Other communities, such as Bowen Island, Mayne Island and Squamish, in collaboration with UBC, have also recently incorporated 3-D visualization for their community visioning and design charrette. All these communities have provided extremely positive feedback and have found the 3-D tool very helpful. It has allowed the average citizens to visualize various future scenarios and make informed decisions.

For Steveston, the City is looking to have a current (as built) 3-D massing model of the current buildings and significant features within Steveston Village. Then future scenarios can be “tested out” using the 3-D base model. The various options can become part of the open house/public consultation materials. The City can provide photo inventory of each building in the Village, aerial photo as well as AutoCAD file for the legal lots and roads and other available base mapping as requested.

We will be evaluating the proposals based on the criteria as set out in the RFT. If a proponent wish to significant deviate from the proposal, then it would be prudent to provide rationale and alternatives that would achieve the same goals and objectives.

5. Would the City be open to using a workshop, rather than open house approach, for the first community consultation event of Phase 2?

- **COR REPLY: Staff and Richmond Heritage Commission Members would consider this option only if the intent, goals and deliverables of an ‘open house’ format could be achieved with a ‘workshop’ format. TCB**

6. Is a ‘Conservation Strategy’ intended as the same product, or a different product, from the ‘Heritage Strategic Plans’ supported by the BC Heritage Branch?

- **COR REPLY: The ‘Conservation Strategy’ is intended to be the same as the Strategic Planning Program supported by the BC Heritage Branch. TCB**

April 20, 2006

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Terence Brunette  
Planner

Green comments by:  
Cecilia Achiam

TCB:tcb