



Contract 3792P

Employment Lands Strategy

1. Introduction

The City of Richmond wishes to engage the services of a successful proponent to prepare a *2009-2041 Employment Lands Strategy*.

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

One (1) soft copy (on CD – Rom or memory stick) and five (5) hard copies of the proposal entitled “**Employment Lands Strategy Contract 3792P**” and addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 2:00pm on Wednesday, November 18, 2009. Submissions received after this time will be returned to the sender.

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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

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

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

Except as expressly and specifically permitted in these instructions, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

3. Enquiries

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

Purchasing

Kerry Lynne Gillis
Buyer II - Contracting Specialist
Purchasing Department
City of Richmond

Telephone: 604-276-4135
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Holger Burke
Development Coordinator
Planning & Development Dept
City of Richmond

Telephone: 604-276-4164
E-mail: hburke@richmond.ca

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

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Negotiations

4.1 The award of the contract is subject to negotiations with the lead proponent including, but not limited to, the following:

- a) Changes or work refinements in the service requirements or scope of work proposed by the proponent.
- b) Price – if directly related to a change or refinement in the proposed scope of work proposed by the proponent.
- c) Specific contract details as deemed reasonable for negotiation by the City of Richmond.

4.2 If a written contract cannot be negotiated within 90 days of notification to the lead proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the

next qualified Proponent or cancel the RFP process and not enter into a contract with anyone.

- 4.3 If it appears to the City, in the City's sole opinion, that the agreement may not be executed by the successful proponent, the City may, at its sole discretion and without liability, immediately terminate all further negotiations and attempts to finalize the agreement with the successful proponent and select another proponent.

5. Project Background

The City wants to update its *1999 Official Community Plan (OCP)* with a new time horizon to 2041 and a major component of the *OCP* update will be the development of a comprehensive *Employment Lands Strategy*.

6. Project Description

See Attachment 1 – Terms of Reference, appended to this RFP.

7. Duties of the Successful Proponent

See Attachment 1 – Terms of Reference, appended to this RFP.

8. City Provided Items

The studies listed on page nine (9) of the attached Terms of Reference. Other materials and resources will be determined by the City, in conjunction with the successful proponent.

9. Deliverables

During the progress of the work, the successful proponent will submit to the City:

- a. Two (2) copies each of the Employment Lands Strategy and one (1) electronic copy in original software format (not PDF). This must be submitted to the City for approval, prior to implementation by the Successful proponent;
- b. Formal presentations of the Employment Lands Strategy as well as progress updates to the City;
- c. Two (2) copies each of a formal report on the results of the Employment Lands Strategy, including project wrap up observations and statistics and one (1) electronic copy in original software format (not PDF) and

- d. All background, research and resource lists, and any applicable database in original software format (unless otherwise mutually agreed), minutes of meetings and workshop results, survey summaries and analyses, etc.

10. Budget

It is anticipated that the project budget (including the submission of a final report and all associated costs) should not exceed \$70,000.00, in Canadian funds and including all applicable taxes.

The City may consider proposals that exceed \$70,000.00 provided that the proponent identifies in their proposal:

- a. what tasks can be completed for \$70,000.00;
- b. the cost of tasks which can not be completed for \$70,000.00 and ramifications of not completing these tasks; and
- c. other options for completing the project for \$70,000.00.

11. Project Timeline

November 2009 -	Successful proponent retained
December 2009 -	Kick-off meetings
January/February 2010 -	Phase 1 – Analysis
March/April 2010 -	Phase 2 – Strategy Preparation
May 2010 -	Completion of <i>Employment Lands Strategy</i>
June 2010 -	Staff Report to Council

Note: The above-noted timeline may be adjusted based on the successful proponent's proposal and the availability of City staff, its Committees and required stakeholders (particularly during the 2010 Winter Olympic Games period).

12. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- a. provide a Corporate profile of their firm outlining its expertise, history, philosophy and target market;
- b. identify the specific staff to be assigned to this project and their relevant experience and qualifications to this project;
- c. provide a work plan, complete with main tasks and associated deliverables, milestones, timelines and budget/time allotment corresponding with each task. This work plan will form the basis for payments to the successful proponent;

- d. submit a 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; and
- e. specify the number of proposed meetings (e.g., with City staff, Economic Advisory Committee, select business owners and developers as identified by the City, other as necessary).

13. 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.

14. Evaluation Criteria

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

- a. previous relevant experience of the proponent;
- b. the extent to which the proposal demonstrates an understanding of the scope of the work required to complete the project;
- c. qualifications, availability and experience of the proponent's team members;
- d. clarity/presentation of proposal;
- e. proposed work program and methodology(s);
- f. proposed costs;
- g. ability to meet the work program objectives/tasks and conform to the evaluation criteria;
- h. ability of the proponent to meet the project schedule;
- i. compliance with all Federal, Provincial and Municipal regulations;
- j. references; and
- k. interview(s) (if necessary).

November 2, 2009

**City of Richmond
Terms of Reference
2009-2041 Employment Lands Strategy**

1. Introduction

Richmond has enjoyed a strong local economy, with the highest jobs-to-worker ratio in the Metro Vancouver region. Richmond's proximity and accessibility to the airport, downtown Vancouver, the Canada/US border, and its island setting have been some of the key factors in its economic success. The City is about to begin an update to its *1999 Official Community Plan (OCP)* with a new time horizon to 2041, and a major component of the *OCP* update will be the development of a comprehensive *Employment Lands Strategy*. The *Strategy* will help identify, assess and manage the City's employment lands and their densification, type and location, and position Richmond to take advantage of its locational strengths, trends and other assets for the long-term. **Employment lands are defined at the end of this document and include industrial, retail, service, office, agriculture, education and a wide variety of other land uses in the economy of Richmond.**

2. Purpose

The purpose of the *Employment Lands Strategy* is to create a long-term (to 2041) economic vision, goals, objectives, policies and plan for Richmond that optimizes its advantageous position within the region and high jobs-to-worker ratio, and that maintains a healthy, balanced and growing economy.

The *Strategy* will:

- a. Project how many people will be employed within Richmond in 2041;
- b. Determine how to preserve Richmond's favourable jobs-to-worker ratio;
- c. Determine what economic niches or clusters of niches Richmond should strive for and what types of businesses are the best fit for Richmond;
- d. Determine how much employment land, the types of floor space and their densities Richmond will need to meet the employment needs in 2041;
- e. Provide policies on where and what types of land supply, zoning, densities, floor area ratio (FAR) and supporting transportation and other infrastructure are needed to provide for future economic opportunities and jobs, goods, services and activities for the people who live, work in and visit Richmond;
- f. Determine in what manner Richmond's employment lands can be optimally used in the future to remain competitive, create more business opportunities and promote strong job retention and creation opportunities;
- g. Determine how the City can remain competitive in attracting jobs and businesses to Richmond;
- h. Build upon the policies and land uses adopted by City Council in the *1999 OCP*, *2009 City Centre Area Plan* and *2006 West Cambie Area Plan* (Alexandra Neighbourhood); and

- i. Provide recommendations and strategies to address the relevant City's economic development objectives as stated in its *Council Term Goals for 2008-2011*, some of which are:
 - i. a zero loss of major employers;
 - ii. the retention and expansion of high tech industry;
 - iii. an increase in the number of head offices locating in Richmond;
 - iv. capitalizing on and the effective promotion of our proximity to the airport, port and US border for business location; and
 - v. effective agricultural and industrial land strategy.

3. Scope of Work

This project involves:

- a. Mapping and field work;
- b. Research;
- c. GIS mapping;
- d. Projections;
- e. Options analysis;
- f. Plan and policy recommendations; and
- g. Writing and editing several versions.

The strategy will:

- a. Examine Richmond within the context of the federal, provincial and the Metro Vancouver regional economies;
- b. Build on previous City studies (e.g., *1999 Industrial Land Strategy*; *2005 Business Retention & Expansion Strategy*; *2006 Market Positioning and Employment Land Allocation Strategy*; *2009 City Centre Area Plan*) and other provincial/federal studies and supplement these through further research and analysis; and
- c. Include all sectors of the economy and all employment lands: industrial, commercial, retail, office, institutional and agricultural lands within and outside the City Centre. (These will include the employment lands under the jurisdiction of YVR and Port Metro Vancouver, and any aboriginal lands and opportunities that are within the City of Richmond.)

Note:

- **There are definitions for “employment”, “employment lands”, “industrial land”, “economy” and “agri-industry” at the end of this document.**
- **There is a listing of reports and studies completed for the City as well as studies from other jurisdictions at the end of this document.**

4. Phases of Work (see below)

Phase 1 – Analysis	December 2009 – February 2010
Phase 2 – Strategy Preparation	March 2010 – May 2010

The 2009-2041 Employment Lands Strategy should be completed by the end of May 2010 so that City staff can present it in a report to Council in June 2010.

5. Expectations of the City

Given that the successful proponent will be able to utilize City of Richmond studies (e.g., *2009 City Centre Area Plan*; *2006 Market Positioning and Employment Land Allocation Strategy*; *2005 Business Retention & Expansion Strategy*; and the *1999 Industrial Land Strategy*), the Successful proponent will be expected to:

- a. Verify the actual specific location of industrial and industrial/commercial and office uses.
- b. Allocate at least 50% of their time on Phase 2 of the strategy, specifically the recommendations and implementation program (e.g., identify policies, tools and strategies such as zoning, specific densification, financial incentives, Development Cost Charges (DCC's) and cost of needed infrastructure such as roads and services); and
- c. Consult with the Richmond Economic Advisory Committee and select business owners and developers as identified by the City through regularly scheduled meetings and interviews.

6. Study Goals

- a. Assess the current and projected employment land situation in Richmond and identify Richmond's potential role within the regional, provincial, national and international context.
- b. Develop a strategy that will identify, assess and manage employment lands that will enable Richmond to take advantage of its historical and future employment base, location and diverse labour force.
- c. Develop a strategy for the distribution of employment uses to the appropriate locations in the City with an emphasis on ensuring that an appropriate amount of industrial land is maintained for industrial uses (e.g., manufacturing, processing, repair, warehousing, distribution, transportation, utilities) to meet the needs of this sector in the future.
- d. Protect the agricultural land base (ALR), unless the successful proponent can demonstrate to the satisfaction of the City and the Provincial Agricultural Land Commission why and where this is not the case.

7. Major Study Components

Phase I - Analysis

a) Trends Analysis

- i. Identify key trends in all economic sectors to 2041: economic and technological changes, global shifts in production and consumption for all employment sectors in

- the Metro Vancouver region, BC, Canada and globally, and describe what the implications are for Richmond;
- ii. Review a variety of forecasts and economic indicators (using a SWOT analysis) such as population growth, labour trends, macro-economic indicators and sector growth;
 - iii. Outline the major factors and prospects that will influence the rate and type of economic growth that will likely occur in Richmond over the next 30 years;
 - iv. **The model: look at several employment projection models and recommend which one will be used in the strategy and justify why;**
 - v. Identify what sectors will grow and what sectors will decline, and describe what the implications are for Richmond;
 - vi. Identify which uses Richmond should retain and can afford to let go, if necessary, while retaining a healthy economic community;
 - vii. Analyze the types of companies leaving Richmond and explain why;
 - viii. Describe regional employment related changes in transportation (e.g., road, rail, shipping, trucking, barging) as well as current and future infrastructure demands and the implications for Richmond;
 - ix. Describe the economic development activities and plans of other similar municipalities in the region and the implications for Richmond;
 - x. Analyze the types of companies that are locating in the Lower Mainland and why in certain municipalities, and identify what Richmond can do to entice desirable companies; and
 - xi. Comparatively analyze what two other similar port cities are doing in Canada and comment generally on what at least two other comparable cities internationally are doing to strengthen employment that is of relevance to Richmond.

b) Projections and Future Land Demand

- i. Analyze and recommend a 2041 employment projection, job and land model;
- ii. Provide baseline and employment, jobs and land projections for Richmond, and for the Metro Vancouver region if available, by major occupational sector for the period 2009 to 2041;
- iii. Describe different scenarios of the future demand for employment, jobs and land by sector and by land use types for the period 2009 to 2041 (five year intervals) and recommend the most practical scenario; and
- iv. Identify employment land, floor space and floor area ratio (FAR) estimates for each employment category that will be required in 2041 and the distribution and optimal location of the land.
- v. **Note: The future densification of existing industrial land types (e.g., currently 1 and 2 storey industries) is required and is to be fully addressed.**

c) Existing Richmond Employment Lands

- i. Develop a comprehensive inventory of businesses in Richmond (by OCP designation, zone, parcel size, square footage, land use, parcel size, square footage, BC Assessment Authority (BCAA) structure type, structure age and improvement value).

- ii. Recommend a classification system (e.g., Standard Industrial Classification, NAICS, BCAA assessment, clustering) for the inventory;
 - iii. Develop comprehensive and parcel based GIS maps (e.g., City-wide and area plans at site specific scales) in a shape file format, INAD 83 (specifications to be confirmed by City of Richmond) based on the inventory above with appropriate map overlays; and
 - iv. Review Richmond's draft Industrial and Mixed Employment lands map that was created in October 2009 by City of Richmond (COR) staff for submission to Metro Vancouver (MV) to be included in the *Regional Growth Strategy (RGS)*:
 - Verify the assumptions used to create the maps through interviews with COR staff and review of the City's and MV's *RGS* definitions of Industrial and Mixed Employment land use categories;
 - Using the findings of the *Employment Lands Strategy*, verify the Industrial and Mixed Employment categories and boundaries and amount of land in each category against the long-term industrial and mixed employment land needs for Richmond; and
 - Revise and refine the Industrial/Mixed Employment Lands Map for inclusion in the COR's *Regional Context Statement*.
- d) Review of Best Practices, Richmond's Zoning Bylaw and OCP Development Permit Guidelines
- i. Examine international best practices that encourage the intense use of employment lands including an examination of the types of zoning that encourage the retention, expansion and densification of employment lands (e.g., multi-story warehouse developments, food production on roofs of industrial buildings);
 - ii. Review Richmond's *OCP Development Permit Guidelines* and *Zoning Bylaw*, and based on the findings from the Trends Analysis and the review of best practices noted above, recommend specific changes that can facilitate future economic trends and encourage more intensive business growth; and
 - iii. Examine the potential and benefits of promoting "green businesses" and "eco-industrial networking" in Richmond.

Phase 2 – Strategy Preparation

- a) Industrial and Mixed Employment Businesses in the City Centre
- i. Recommend strategies on how Richmond can facilitate the transition of some industrial businesses (identify their existing locations) in the City Centre which will need to relocate to other areas in the City Centre or City;
 - ii. Recommend strategies to manage the transition, that will minimize the premature displacement of existing City Centre industries and help to open up new industrial lands in a timely and cost-effective manner;
 - iii. Recommend strategies on how the City can maintain active industrial uses in the interim period before these uses redevelop to other uses (e.g., residential; park land);
 - iv. Recommend strategies on how Richmond can accelerate development within the designated industrial and commercial reserves in the City Centre;

- v. In the City Centre, where future industrial and commercial reserve land is currently developed with non-industrial and commercial uses, recommend policies to encourage large-scale development and or/business initiatives that will act as catalysts for their conversion to new industrial development; and
- vi. Undertake a cost/benefit and pro/con analyses of establishing revitalization areas, tax exemption or tax reduction zones, and other incentives to stimulate the development of employment lands in the City Centre.

b) Industrial-Zoned Areas

- i. Identify issues and recommend a strategy on how to manage the following industrial, office and commercial areas in the long-term:
 - Bridgeport Road;
 - Knight Street;
 - Ironwood;
 - Mitchell Island;
 - Waterfront areas; and
 - City Centre.
- ii. Questions to be answered for these areas:
 - Should some of the uses in these areas be retained or rezoned to other land uses?
 - Is big box retail still a viable option and where should it be located?
 - Should a very small retail area be permitted as an ancillary use similar to an office to the principal industrial use?

c) Agri-Industry

- i. Identify where and what types of agri-industry is presently operating in Richmond (include whether it is in the ALR or outside);
- ii. Identify criteria and areas for where to best locate agri-industrial operations in the future.
- iii. What kinds of agri-industry should Richmond support and why.
- iv. What new policies and regulations are needed to adequately manage agri-industry.
- v. How much agri-industry should locate in Richmond and consider water, sanitary, storm drainage and road improvements in doing so.
- vi. How do we support the sustainability of this sector.
- vii. Prepare recommendations to achieve the above.

- **Note: The strategy is not to result in removing ALR lands for agri-industry employment uses.**

d) Employment Lands Strategy Recommendations

Make recommendations regarding:

- i. Richmond’s economy in terms of maintaining its relative advantages, and overcoming disadvantages compared to other municipalities in the region;
 - ii. Maintaining a high competitive position in the market by sector;
 - iii. Its key strengths and weaknesses as a location for business relative to other municipalities in the region;
 - iv. The employment opportunities available to Richmond and the challenges it faces in pursuing these opportunities and how to address them;
 - v. Which businesses will grow, decline and which ones, if necessary, may be let go;
 - vi. What industries and types of businesses Richmond should target and pursue, and what actions Richmond should take to attract them;
 - vii. What airport supporting uses Richmond should encourage on Lulu Island, and how to achieve this;
 - viii. What Port related uses Richmond should encourage outside the Port Lands (e.g., port/logistics, import export and distribution operations, warehousing and manufacturing), and how to achieve this;
 - ix. What commercial (e.g., retail, financial services) and high tech (e.g., research and development, technology products/manufacturing) uses should locate in Richmond, and how to achieve this;
 - x. Strategies and tools to help Richmond redevelop its existing employment lands to make them more efficient (e.g., more compact, more densified and transit supportive);
 - xi. The property tax implications of the *Employment Lands Strategy* and provide recommendations on how the City should be establishing its mill rate among the industrial, commercial and residential property tax classifications (the City’s Financial Department will assist);
 - xii. To support the *Strategy*, appropriate Development Cost Charges (DCCs) and utility rates that balance the City’s infrastructure needs and the desire to stimulate the development of employment lands not in the ALR;
 - xiii. Additional areas for employment lands (not in the ALR) where and if there is a need for these lands;
 - xiv. The amount and location of land required for “traditional industrial” (that may only be one storey, has a low employment to building area ratio, has low site coverage, may not reflect the highest and best use, tends to be concentrated/intensive/heavy/obtrusive, etc.).
- e) Proposed Table of Contents for the 2009-2041 Employment Lands Strategy

Part A

- i. Strategy
 - Vision
 - Goals
 - Objectives
 - Policies
 - Maps
 - Recommendations
 - Projections

- Land Use
 - Infrastructure
 - Services
 - Regulations
 - Incentives
 - Finances
 - B.C. Assessment
 - Federal
 - Provincial
 - Metro Vancouver
 - Private Sector
 - Others
- ii.** Appendices
- Analysis
 - Projections

Part B

- i.** Implementation Program
- Policies
 - Regulations
 - Infrastructure
 - Incentives
 - Financial
 - BC Assessment
 - Other Details on How to Pay for the Strategy Recommendations
 - Recommendations for Federal, Provincial and Regional Governments and
 - Others.

This proposed Table of Contents is subject to input from the successful proponent (i.e., how to better structure the format of the final strategy).

Available Studies

City of Richmond

1. Official Community Plan 2041 – Demographic and Employment Study, Urban Futures (to be completed in Spring 2010);
2. Council Term Goals 2008-2011, March, 2009;
3. Major Events Plan for Richmond, “Catch the Excitement”, September 2009;
4. 2008 Waterfront Strategy: Redefining Living on the Edge;
5. Sharpening Your Edge: Report to the City of Richmond for the Development of a Community Tourism and Sport Hosting Strategy, PriceWaterhouseCoopers LLP, November, 2007;
6. City of Richmond, Market Positioning and Employment Land Allocation Strategy, Harris Consulting, January, 2006;
7. Business Retention & Expansion Strategy, Van Struth Consulting Group, February 2005; and
8. Industrial Land Strategy 1999.

Provincial

1. BC Ports Strategy 2005 – Province of BC Ministry of Small Business, Economic Development and Transportation;
2. Pacific Gateway Strategy Action Plan, April 2006 – Province of BC; and
3. Industrial Land Demand/Supply Study, IBI Group, 2008 – Province of BC, Ministry of Transportation (confidential study – permission to receive required from Province).

Federal

1. Canada’s Asia Pacific Gateway and Corridor Initiative – Government of Canada, 2006
2. Asia Pacific Gateway and Corridor Initiative, Report and Recommendations – Jeff Burghart, Arthur DeFehr, T. Richard Turner;
3. National Policy Framework for Strategic Gateways and Trade Corridors – Government of Canada, May 2007;
4. Study to Assess the Preservation of Transportation Lands Strategic to Canada’s National Gateways and Corridors – Transport Canada;
5. Assessment of Access Routes Review – Transport Canada; and
6. Preservation of Transportation Lands Strategic to Canada’s National Gateways and Corridors” – Transport Canada (confidential study – permission to receive required from Federal Government).

Other:

1. Industrial Lands Inventory for Greater Vancouver, 2005 – Greater Vancouver Regional District;
2. Preparing for Success, Forecasting Surface Freight Demand – Westac;
3. Vision for the Future of the Greater Vancouver Gateway, Transportation for Liveable Communities in a Global Economy – Greater Vancouver Gateway Council; and
4. Global Supply Chains, Container shipping and Canadian Industrial Real Estate Requirements, 2007 – 2020 – GWL Realty Advisors.

Definitions

For this study:

1. **Employment:** refers to all work done by persons in the occupations classified according to the National Occupational Classification for Statistics 2006 (NOC-S 2006), Statistics Canada.
2. **Employment lands:** are lands that provide direct jobs within the City of Richmond. Employment lands essentially covers all retail, commercial, service, office, agricultural, education, industrial and other economically oriented lands in the City.
3. **Economy:** is defined as all sectors of economic activity, both goods and services, including professional services, financial services, retail, tourism, high tech and new economy, education, health care, arts and entertainment, manufacturing, wholesale, transportation, construction, public administration, etc.
4. **Industrial land:** refers to land used predominantly for manufacturing/production, processing, repair, warehousing, distribution, transportation, utilities and construction-related activities (as defined in the Metro Vancouver Regional Growth Strategy) and is distinct from stand alone offices and big box retail uses.

The City's new Zoning Bylaw utilizes the following Industrial Zones:

Zone	Intent
Industrial (I)	The zone provides for a broad range of general and heavy industrial uses, with a range of compatible uses.
Light Industrial (IL)	The zone provides for a range of general industrial uses, with a limited range of compatible uses.
Industrial Business Park (IB1, IB2)	The zone provides for a range of general industrial uses and stand-alone offices, with a limited range of compatible uses and additional provisions/requirements in the City Centre
Industrial Retail (IR1, IR2)	The zone provides for a range of general industrial uses, stand-alone offices and a limited range of retail uses, with a few other compatible uses and additional provisions/requirements in the City Centre.
Industrial Storage (IS)	The zone provides for storage and shipping uses.

5. **Agri-Industry:** is defined as value-adding processing (as separate from crop production) of agricultural crops such as fish processing, fresh packing, fruit and vegetable processing including wineries, and meat and dairy processing.
Agri-Industry includes all activities listed in the following categories of the North American Industry Classification system (NAICS) 2007:

- 1114 Greenhouse, Nursery and Floriculture Production
- 115 Support Activities for Agriculture (1151 and 1152)
- 311 Food Manufacturing
 - 3111 Animal Food Manufacturing
 - 3112 Grain and Oilseed Milling
 - 3114 Fruit and Vegetable Preserving and Specialty Food Manufacturing
 - 3115 Dairy Product Manufacturing
 - 3116 Meat Product Manufacturing
 - 3117 Seafood Product Preparation and Packaging



City of Richmond
Business & Financial Services Department

Notice of No Bid

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

Quotation/Proposal/Tender No.

3792P

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	Postal Code
Telephone Number		



November 10, 2009

File: 3792P

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for Proposal 3792P: Richmond Employment Lands Strategy – Addendum 1

This addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your proposals:

Questions and Answers

- Q.1 In the proposal there appears to be a requirement to generate information, which we hope that the City of Richmond already has, such as community maps, lists of existing businesses, etc. What information does the City commit to supply to the successful proponent? Please detail the information available as the list at the back of the proposal does not include the detailed business lists nor does it include the detailed site-by-site supply lists.
- A.1 The City will supply the successful proponent with the following information:
- GIS mapping and services (as available).
 - Zoning maps (e.g., Industrial zones; Commercial zones; Agriculture & Golf Course zones).
 - Official Community Plan, Area Plan and Sub-Area Plan maps.
 - List of Business Licences (e.g., by business type, name, address, building area, number of employees, etc.)
 - Additional employment data and mapping as available to the City.
- Q.2 If there is no detailed information, can the city help with the business lists and exact land supply as it is very time consuming and costly and such detail is not needed for an economic study. Can such complete lists be omitted in favour of accurate estimates as is the case in other comparable studies?
- A.2 See #1. The City will assist the successful proponent with GIS services as available. Where not available, the City will discuss with the successful proponent if the information is required and alternate means to obtain it. Estimates must be based on actual data, although rounding (+/-) is acceptable.
- Q.3 This is a major study with many tasks yet a relatively small budget. Can we put in price options such as \$70,000 for a concise report and \$90,000 for a longer report with more details and support material, but still the same results?
- A.3 See Item #10, page 4, of the Request for Proposal.
- Q.4 The proposed Table of Contents needs some explanation to match the headings to the many tasks. Can we get clarification of the T of C?

- A.4 As noted in the Terms of Reference, the Table of Contents is subject to input from the successful proponent (i.e., how to better structure the format of the final strategy). It is provided to identify the items that should be included in the final strategy. The tasks correspond to the process and steps needed to develop the Strategy. These tasks need to be documented, but do not need to appear in the final strategy (e.g., inventory of all the existing business licences). If the proponent deems a different structure of the final strategy that addresses all the items listed in the Table of Contents, this can be negotiated at the outset of the contract with the successful proponent.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written over a light blue horizontal line.

Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: Holger Burke, MCIP, Development Coordinator
Neonila Lilova, Manager, Economic Development