



The Unama'ki Institute of Natural Resources

REQUEST FOR PROPOSALS (RFP)

PROJECT TITLE: Unama'ki Watersheds Data Collection & Mi'kmaq Engagement

PROPOSAL DUE DATE: Sept. 25, 2024

E-mailed bids will be accepted.

PROPONENT ELIGIBILITY: This procurement is open to those proponents that satisfy the minimum qualifications stated herein and that are available for work in CANADA.

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Unama’ki Institute of Natural Resources
Request for Proposals
Unama’ki Watersheds Data Collection & Mi’kmaq Engagement

INTRODUCTION

The Unama’ki Institute of Natural Resources (UINR) is requesting proposals from qualified consultants to carry-out data collection & community engagement for sub-watersheds in Victoria, Inverness and Richmond Counties following the specifications of the Nova Scotia Municipal Flood Line Mapping (MFLM) Document (2024).

Background

Nova Scotia is one of the provinces most vulnerable to the impacts of flooding and climate change, notably through the combination of land subsidence, sea level rise, and increased precipitation. Mi’kmaw communities in Unama’ki are primarily located along the coastline or a major watercourse, meaning that the issue of flooding is a significant concern for the Mi’kmaq.

One of the tools required by the Mi’kmaq to protect our vulnerable communities is the development of flood maps. Land Use Planning Strategies and Land Use By-laws can then be developed to determine the type of development that may take place within flood-prone areas.

In 1999, the Province of Nova Scotia enacted regulations under the Municipal Government Act (MGA), through the Statements of Provincial Interest (SPI), to set minimum criteria and planning standards within floodplain areas. The MGA is administered by the Department of Municipal Affairs and Housing (DMAH).

The MFLM Project endeavours to create a set of standards that will apply across the entire province, creating consistency in how flood line mapping is carried out. It is structured to provide guidance to municipalities as they engage consultants to carry out the work, while providing specific technical specification that consultants will follow. Its end goal is to ensure that all municipalities are applying the SPI on Flood Risk to areas in their jurisdiction that are likely to flood.

The Municipal Flood Line Mapping (MFLM) Program endeavours to create a set of standards that will apply across the entire province, creating consistency in how flood line mapping is carried out. It is structured to provide guidance to municipalities as they engage consultants to carry out the work, while providing specific technical specification that consultants will follow. Its end goal is to ensure that all municipalities are applying the SPI on Flood Risk Areas to land that may be subject to flooding in their jurisdiction.

A MFLM Document began development in 2018 and went through several drafts and reviews. Mapping was completed using the MFLM Technical Specifications between 2019-2023 with insight from each

study used to make improvements to the MFLM document prior to the launch of the MFLM Program in 2023.

In 2023-24, the MFLM Program will attempt to complete data collection for all watersheds on Cape Breton Island mapping. The MFLM program is funded, in part, through the Climate Change Plan for Clean Growth produced by the Department of Environment and Climate Change (ECC). The program is managed by DMAH, with support provided by other relevant provincial, municipal, and federal government departments.

This MFLM project is managed by a Project Team consisting of staff and/or elected officials from the municipalities in the watershed study area with support from DMAH Staff.

The Mi'kmaq communities do not fall within Provincial or Municipal jurisdiction, however UINR will be collaborating and coordinating with each of the municipalities and First Nations communities in the Unama'ki (Cape Breton) watersheds throughout the project so as to avoid any duplication of effort. The collaborating organizations will be Cape Breton Regional Municipality (CBRM) and Eastern District Planning UINR (UINR).

PROPOSAL REQUIREMENTS

Submission of Proposals

Submissions should be submitted via email with the subject line “**Unama'ki Watersheds Data Collection & Mi'kmaq Engagement**” to: rfp@uinr.ca

For inquiries about this request for proposals, please contact:

Lisa Young
Executive Director, UINR
Phone: 902-371 0453
Email: lisa@uinr.ca

Closing Date and Time

Proposals must be received no later than **Noon, Sept 25th, 2024** at the email address above. **Late proposals will not be accepted.** Proposals must be duly signed by an authorized person.

Agreement and Contracts

The terms and conditions of the proposal submitted by the proponent are to remain firm and irrevocable from the proposed closing date for 15 business days thereafter, and if you receive our letter of acceptance, become part of the contract with the UINR.

Timing for Selection

It is anticipated that the successful proposal will be selected within 15 business days of closing. Notice shall be sent to all other proponents notifying their proposals have not been selected.

Other Terms and Conditions

Submission of a proposal indicates acceptance by the proponent of all conditions contained in this RFP unless otherwise clearly and specifically noted in the submitted proposal. All costs associated with the presentation of the proposal and any supplemental information shall be borne solely by the proponent and shall not be passed to the UINR under any circumstances.

The UINR reserves the right without prejudice to:

- Accept any proposal;
- Reject any or all proposals;
- Waive formality, informality, or technicality in any proposal
- Request clarification of information submitted; and
- Request any additional information that may be required.

Proponents may be required to demonstrate financial stability, ability to provide the services being acquired, and/or regulatory agency approval or registration as needed or to otherwise clarify the proponent's capability to satisfy the RFP requirements.

Proponents must be prepared to include in the contract for services any oral or written representations, undertakings, or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

The UINR shall pay no fee to any firm for the preparation and delivery of its proposal in response to the UINR's RFP. The UINR will not be responsible for any costs, expenses, losses, damages or liability incurred by the proponent as a result of, or arising out of, the submission of any proposal or due to the UINR not accepting or rejecting the proposal. The UINR reserves the right to retain all proposals submitted and to use any ideas contained in any proposal regardless of whether that proposal is selected.

In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents in possession of the UINR will be considered correct. Information, offers, commitments or instruction obtained by any source other than the UINR will not be binding on the UINR.

Dispute Resolution

If a dispute arises out of, or in connection with this RFP or subsequent contract, the parties agree to meet to pursue resolution through negotiation or other appropriate dispute resolution process before resorting to litigation.

All information exchanged during this meeting or any subsequent dispute resolution process, shall be regarded as "without prejudice" communications for the purpose of settlement negotiations and shall be treated as confidential by the parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable shall not be rendered inadmissible or non-discoverable by virtue of its use during the dispute resolution process.

STATEMENT OF WORK

Project Scope

The technical aspects of the work to be carried out by the proponent is laid out in detail in the MFLM Document (2024). The MFLM Document has been included in the package with the RFP and should be thoroughly reviewed when developing your proposal.

Watershed

The data collection for the MFLM Project is to be done at the sub-watersheds level. The Sub-watersheds are based on the Nova Scotia Hydrographic Network developed by the Dept. of Environment and Climate Change. The sub-watersheds being studied include:

1. St Andrews Channel
2. North Basin
3. East Bay
4. St. Peters Inlet
5. West Bay
6. River Denys
7. MacKinnons Harbour
8. Whycomomagh Bay
9. St. Patricks Channel
10. Middle River
11. Baddeck River
12. Great Bras d'Or

Time Frame & Deliverables

The project team consists of UINR staff and community members/staff representing the 5 Mi'kmaw communities in the watershed study area with support from UINR's community liaison. The team will manage the work and receive the deliverables. Consultants will be expected to engage with each of the 5 Mi'kmaw communities in the respective watersheds throughout the project with support of the community liaison. The date we have set for final deliverables reflects the need to receive, review, and approve the final reports as well as process outstanding invoices. More detail on deliverables is provided below:

- Project Kick-Off Meeting: September 2024
- Communities Engagement: Starting Fall 2024
- Interim Report: January 2024
- Draft Engagement and Data Collection Report: July 2025
- Final Deliverables: Oct 31, 2025

Budget Considerations

Proponents should provide bids that are based on the requirements in the MFLM Document while remaining mindful of the specific attributes and complexity of the watersheds (size, topography, data availability, level of development, coastal characteristics, number of communities, etc.). We will not be issuing change orders except for in unforeseeable and extenuating circumstances. We expect consultants to provide bids that are achievable and fully costed to enable them to produce the required deliverables, while being cognizant that their pricing will affect their score.

The project is funded through a provincial grant to the UINR. Contact and address information for the submission of invoices will be provided to consultants upon the contract award. Invoices will be submitted to the UINR at set points with specific reporting requirements unless otherwise agreed to in writing.

- Invoice #1 – 40% of budget - Provided with Interim Report (Jan. 2024)
- Invoice #2 – 40% of budget – Provided with Draft Report (Jul. 2025)
- Invoice #3 – 20% of budget – Provided with Final Deliverables (Oct. 2025)

Project Tasks, Deliverables and Responsibilities

Project Kick-Off – Fall 2024

Once the agreement has been signed, we will set a date for the Project Kick-off meeting. It will likely be a virtual meeting and include the Project Manager and other resources for the successful proponent. This ensures any questions about the process can be addressed immediately.

Community Engagement – Starting Fall 2024

The Proponent should engage the 5 Unama’ki Mi’kmaq communities in Unama’ki as early in the process as possible. UINR has been the voice of the Unama’ki Mi’kmaq communities since 1999 on environmental concerns in our traditional territories and has done extensive engagement with our community members during that time. UINR will provide support to the successful proponent on the design and delivery of the engagement process for the duration of the project.

Interim Report – Jan. 2024

The Interim Report is meant to provide only targeted information that is necessary to assess the project’s progress:

- **Executive summary** outlining work to date and a discussion of challenges faced and how they have been or will be overcome. (NOTE: *Any barriers that would prevent the proponent from completing the project requirements on time should be communicated to the Project Team immediately. Do not wait to flag these in the interim report.*)
- **Updated Gantt Chart** based on project timeline submitted with original proposal; clearly indicate task start and end dates and provide percent complete information for each task.

Draft Report – Jul. 2025

The Data Collection Report is meant to provide information on the project’s progress relating to data collection and include all the results of the field survey to date.

- **Executive Summary** outlining work to date and a discussion of challenges faced and how they have been or will be overcome. (NOTE: *Any barriers that would prevent the proponent from completing the project requirements on time should be communicated to the DMAH contact immediately. Do not wait to flag these in the report.*)
- **Updated Gantt Chart** based on project timeline submitted with original proposal; clearly indicate any changes.
- **Data Gap Analysis** this should include information on what additional data will be collected before the project end date (June 28, 2024), any identified data gaps that will create issues for completing future flood mapping in the watersheds.
- **GIS Database** showing the locations of all surveyed structures, cross-sections, and monitoring equipment and any relevant data collected to support future flood mapping. The database should also include the recommended river and coastal extents of flooding that will be mapped for the subsequent draft flood mapping report. This recommendation would be based on communities and rightsholder input, results of data collection and the proponents best professional judgment.
- **Summary of Structures Data** – including photos, measurements, cross-sections for the hydraulic model, and as-built drawings as applicable.

Raw data will not be required with the Draft Report unless it is specifically requested by the Project Team.

Final Deliverables – October 31, 2025

Final deliverables include a report and associated maps, data, and digital models as included in the draft data collection report following the requirements of the MFLM Documents.

All project deliverables are to be provided to UINR for review, approval, and acceptance. All deliverables are to be submitted in electronic format. All deliverables are the property of the Province of Nova Scotia and will be freely shared with the Federal government, UINR and the Unama’ki Mi’kmaq communities (Eskasoni, Membertou, Wagmatcook, Potlotek and We’koqma’q) for use and storage.

An accompanying report outlining how the proponent has dealt with comments and feedback on the draft report must be submitted with the final report.

Project Team Responsibilities

The Project Team is prepared to assist and support the successful proponent in accessing existing data, coordinating initial contact with community members and understanding the process and intent of the MFLM Document. The main contact for the Project Team is:

Lisa Young
 Executive Director, UINR
 Phone: 902-371 0453
 Email: lisa@uinr.ca

Evaluation Criteria

The Project Team will evaluate each proposal based on the rated criteria as set out below.

Rated Criteria Category	Weighting	Minimum Threshold
Proposed Resources	20	
Relevant Experience	30	
Project Plan	30	
Map of Project Extent	2	
Price	18	
Total Weighting	100	70

Proposed Resources

Project managers are expected to play a central role in the completion of the project. Demonstrated recognition as an industry leader through the provision of presentations at conferences and articles in peer reviewed journals is considered a strong asset. Project managers are expected to have:

- a) Minimum 10 years experience related to flood mapping and experience managing multidisciplinary teams.
- b) Experience leading projects which produce useable results for a variety of situations and data availability.
- c) Experience clearly communicating the results of past projects to clients, communities, and the public both in written reports and presentations.

The respondent's firms are also required to indicate proposed resources that have experience working on flood mapping studies. Resources may include, but are not limited to engineers, planners, scientists, climatologists, technologists, technicians, and geomatics professionals.

In addition to the experience requirements for the Project manager, non-manger resources should cover all the required skills and experience. A single non-manager resource can fulfill multiple requirements. The Project Team must be able to validate the resource's experience by the details in the resume (e.g., dates, titles, etc.). The following required experience must clearly be detailed for the proposed resources:

- a) One (1) resource with eight (8) years experienced in community and rightsholder engagement.
- b) One (1) resource with eight (8) years of experience in the creation of flood line maps.
- c) One (1) resource with eight (8) years of experience in coastal engineering.
- d) One (1) resource with eight (8) years of experience in water-resource engineering.
- e) One (1) resource with six (6) years experienced in completing hydraulic structure surveys.
- f) One (1) resource with six (6) years experienced in completing bathymetric and topographic surveys.

Identify the Project Manager and any other proposed resources that will be engaged in any manner in the project in a table structured as provided here. In an appendix include resumes for each person showing similar work they have done.

Name	Title	Proposed Role	Related Experience (# months or years)	Status E=Employee C=Contractor P=Partner

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Experience

The consultant’s proposal should include examples of two projects that are relevant to the collection of data for the creation of flood lines for municipalities. The experience will be enhanced if the project manager proposed for this project was involved. Any experience with the MFLM Document will be deemed an asset. The proposals will be scored based on both the technical and geographic relevance of the proponent’s experience. Experience should include the following information:

- Project Name
- Client
- Project Manager
- Project Dates
- Brief description of the work completed.
- Brief discussion of how the work is relevant.

Project Plan

The consultant’s project plan should include a project timeline or Gantt Chart that contains tasks that will fulfill the requirements of the MFLM Document relating to data collection and include significant community engagement. The project plan should reflect the requirements of the MFLM Technical Specifications detail how:

- consultation with communities and rightsholders will be carried out
- the proponent will meet the minimum specified standards
- additional flood mechanisms will be determined and what data will be collected to support the inclusion of these mechanisms into future flood line mapping
- necessary topographic and bathymetric data will be gathered and what specific methods will be used in various areas
- the proponent will deal with minimal data availability
- the proponent will ensure hydraulic structure requirements are met
- the number and general location of structures, cross-sections, and data collection sites.
- Stage-discharge curves will be measured and calculated where they are deemed necessary
- stormwater system information will be integrated if available
- the data collection will support future hydrologic and hydraulic modelling requirements
- the proponent will ensure mapping will meet the requirements
- the proponent will ensure that the reporting and mapping deliverables are provided by the deadlines set out in this SOW.

Project Map

Each consultant is to submit a GIS file containing a map of the proposed project area that will include data collection. The project area will include the main rivers, the entire coastline, as well as any tributaries or sub-watersheds that should be considered. Full points will be given to those maps that clearly indicate the type and general location of data collection.

Consultants must use the **1:10,000 Nova Scotia Primary Watersheds** located [1:10,000 Nova Scotia Primary Watersheds | Open Data | Nova Scotia](#) to define the sub-watersheds extent.

Price

Each consultant is to submit separate estimates of costs to complete data collection and community engagement using the MFLM Document for the specific and defined project watersheds as listed in Section 2.1.1 of this SOW. The proposal with the lowest cost will full points, and all other proposals will be ranked on a linear relationship such that a proposal at twice the cost would receive half the points. UINR can set a maximum budget for bids based on available funds allocated to this component of the project.

Vendors may submit invoices at a per diem rate lower than that identified in the vendor's initial bid submission but not higher. The vendor's estimate of costs must clearly show the number of days estimated to perform the services as well as their per diem rate proposed for the project. Travel and living expenses are the sole responsibility of the selected proponent and must be included in lump sum fee for each project bid submitted.

Vendor Information Template for RFP

Please provide your Vendor Contact Information.

Vendor Name	
Contact Name	
Contact Phone	
Contact Fax	
Contact e-Mail	