



STEWARDSHIP CENTRE
FOR BRITISH COLUMBIA

Request for Proposals

Update to the Green Shores for Homes Guide 2021-2023



Issue Date: January 18, 2021

Submission Deadline: February 5, 2021

The RFP response should be sent to dg@stewardshipcentrebc.ca

The [Stewardship Centre for BC](#) (SCBC) invites **Responses to this Request for Proposal (RFP)** for the opportunity to deliver the services related to our *Update to the Green Shores for Homes Guide 2021-2023* project.

1.0 Introduction

Project Goal

To provide guidance and increase understanding on the application of nature-based adaptation solutions (i.e. Green Shores for Homes (GSH)) with the objective to promote conservation of shoreline environments on the Maritimes and Pacific coasts. Specifically, the Stewardship Centre for British Columbia (see end note)ⁱ will collaborate with technical specialists to adapt the [GSH guide \(2015\)](#) for application on the Pacific coast and in the Maritimes by updating existing GSH guidance to produce a GSH 2023 credits and rating guide and submittal form.

2.0 Project Background

The financial impacts of climate change and extreme weather events are being felt by a growing number of homeowners and in communities across Canada with an estimated loss of \$1.8 billion between 2009 and 2017 ([IBC 2018](#)). Fortunately, in many instances, risk from erosion and flooding can be limited through conservation and restoration of natural infrastructure, a nature-based solution ([Nature-Based Infrastructure- NOAA's Role \(2020\)](#)). [Green Shores](#)[®] (GS), which includes Green Shores for Shoreline Development and Green Shores for Homes, provides practical strategies using nature-based design criteria for shoreline projects that will promote healthy shoreline environments. To date however, Green Shores is under-utilized across Canada. In a 2020 revision, the [Green Shores for Shoreline Development](#) guide was expanded to address broader environments across Canada. Green Shores for Homes requires similar amendments. To address this gap, SCBC will work with partners to update the Green Shores for Homes (2015) guide so as to incentivize protection and improvement of shoreline ecosystem function and processes, in particular for areas with identified species at risk and for shorelines with single-family waterfront homes. The resultant guide will be applicable for lake and marine coasts in British Columbia and Maritimes in Canada, and in Washington State in the US.

The Green Shores for Homes guide, first published in 2015 as part of the US sponsored Green Shores for Homes effort, was developed with extensive pilot review and revision by technical specialists of both the guide and credits described therein. An update is required to incorporate climate change adaptation (CCA), species at risk and the current science of nature-based solutions information that can be applied on both Atlantic and Pacific coasts. This will result in guidance for residential shoreline projects that can be applied broadly. Work will commence with the consultant and technical advisors from both Pacific and Atlantic coasts convening to prepare/collate a detailed list of suggested amendments to the existing [GSH Credits and Ratings guide](#) (2015), incorporating applicable information from:

- [Green Shores for Shoreline Development guide](#) (2020)
- [GSH Credits Interpretive Note](#) (2018)
- [GSH Submittal Form](#)

- [Marine Shoreline Design Guidelines](#) and
- other material assembled by SCBC/its partners incorporating current best practices with respect to CCA, Sea Level Rise (SLR) and nature based solutions research.

Technical input by technical advisory committees, convened by SCBC, from west and east coasts will ensure existing, revised or potential new credits incorporate best practices knowledge and are applicable to Canada's Pacific and Atlantic marine coasts and lake shorelines. Updated content will then undergo technical reviews by technical advisory committees/technical specialists and a final communications review of text/graphics/web application prior to printing and promotion.

3.0 RFP Scope of Work

The successful proponent will assemble a team of qualified individuals to update the Green Shores for Homes (2015) guide and supporting documentation (i.e. MS Excel submittal form). The selected team will be responsible for all deliverables at a fixed fee lump sum price (including GST/HST and expenses). SCBC will select a successful proponent based on the evaluation criteria outline below in Section 5.0 of the RFP. All work will be conducted under the supervision and direction of the Executive Director of the Stewardship Centre for BC.

3.1 Project Tasks

RFP respondents should outline their approach to the following tasks:

Task 1 – Text and Credit Review

Complete a text and credit review of GSH guide (2015) by reviewing background documents supplied by SCBC (and others) and gather input from technical advisory committees¹ to identify needed changes to the GSH guide (2015) by convening a (virtual) workshop with SCBC and advisory committee members.

Outputs: Workshop notes with list of recommended changes and updates required

Task 2 – GSH Guide Revision

a) Complete writing and graphics on GSH sections (Introduction; Application Requirements; Category 1 (Shoreline Processes) (draft #1)

b) Schedule interim review of the draft #1 with technical advisory committees and SCBC and incorporate feedback into draft

c) Complete writing and graphics on GSH sections (Category 2: Shoreline Habitats; Category 3: Water Quality; Category 4: Shore Stewardship plus Glossary and Appendix)

¹ SCBC convened Advisory Committees include: national Green Shores Technical Advisory Committee (GSTAC); Green Shores Maritimes Technical Advisory Committee (GSMTAC) and the Project Advisory Committee (PAC).

d) Schedule interim review of the draft #2 by technical advisory committees and SCBC and incorporate feedback into draft (Draft #2)

Outputs: Draft GSH guide (2023)

Draft #1 March 19, 2021

Draft #2 June 30, 2021

Task 3 – Identify Pilot Credits

Identify new and existing/ revised GSH credits to pilot in Nova Scotia in lake and marine coastal residential shoreline properties. Note: SCBC will work with its partners to pilot credits using GSH Draft #2

Outputs: List of priority GSH credits to pilot in Nova Scotia by June 30, 2021

Task 4 – Revise GSH guide (2023)

Based on results of GSH pilot, compile full draft: including updated text, graphics and appendices.

Outputs: Draft # 3 GSH guide (2023) by December 31, 2021

Task 5 – Expert review

Schedule final review of the draft #3 of draft by technical advisory committees and SCBC and consult with appropriate technical expertise for specific advisement.

Outputs: compiled feedback from technical advisory committees and SCBC by March 31, 2022

Task 6 – Complete document

Incorporate all feedback (technical advisory committee, specific advisement and SCBC); Format full document (including plain language edit and web compatibility); Update GSH MS Excel submittal form to reflect GSH guide (2023)

Outputs: Submit final documents to SCBC in MS Word, pdf (guide) and MS Excel or fillable pdf (submittal) formats by September 30, 2022

3.2 Milestones:

- Task 1 – Workshop; text and credit review – March 19, 2021
- Task 2 – Draft 1 – March 19, 2021; Draft 2 – June 30, 2021
- Task 3 – ID credits to pilot – June 30, 2021
- Task 4 – Draft 3 – December 31, 2021
- Task 5 – Compiled feedback – March 31, 2022
- Task 6 – Final document – September 30, 2022

4.0 Format of Response

Note: all responses will be held in confidence by the selection committee.

4.1 Statement of Understanding of Services Required

The proposal should demonstrate the proponent's understanding of the Services required by the SCBC with an emphasis upon the most important issues. It should also provide a clear statement of proposed methods and approach to be used to address these issues, including any incremental value added or innovation.

4.2 Executive Summary

Provide a summary, of not more than two pages, of the key points in your Proposal, which highlights the most significant aspects of your Proposal, and which would differentiate your Proposal and/or company from others.

4.3 Proponent's Team and Experience

Team: this section is to include names, key experience record and curriculum vitae² of all senior personnel who will be assigned directly to the project. Proponents shall identify the individual(s) who shall be the primary contact(s) for all matters pertaining to this project and the key party(ies) responsible for the delivery of service to SCBC.

The Consultant Team should include all necessary disciplines and specialists as needed to satisfactorily complete the project, including any sub-consultants that may be necessary. Information as to the experience, role and responsibilities of the individual members of the consultant team should be submitted.

Each Consultant Team should include:

- Essential:
 - Coastal Engineer/Geoscientist
 - Coastal Habitat Specialists (Biologist)
 - Planner/Policy Specialist

- Preferable:
 - Landscape Architect
 - Communications specialist (plain language, scientifically accurate writing)

Experience: a description of how your team's experience in both Pacific and Atlantic shorelines (including lake environments) will enable you to be successful in the work required. This section should include descriptions of key representative examples of projects that the team have completed,

² C.V.s should be included in an Appendix

preferably as a team. Include at least three representative projects completed in the last five years. Names and contact information of references should be included for each representative project.

Substitution of key personnel will be allowed only upon approval by SCBC.

4.4 Approach & Methodology

Provide a description of the general approach and specific methodology that the Proponent would undertake in providing the Services required. This should include a detailed proposed work breakdown which identifies the approach and methodology for each of the tasks, beginning from date of issuance of a contract by the SCBC.

4.5 Anticipated Fees and Work Plan

Provide an anticipated work plan identifying key dates, milestones and deliverables. Provide a table or list of tasks required to complete the project with estimated staff time, hourly rates associated with each task and task totals. Please also estimate any expenses outside of direct labour costs.

Note: the total project budget must be at or below \$80,000 inclusive of expenses and GST/HST.

4.6 Value Added Services

The proponent has the opportunity to offer and describe any value-added services, products or items not specifically asked for and details as to what the proponent is prepared to supply as part of the Contract. Unless otherwise stated, it is understood that there will be no extra costs for these services, however if there are any additional costs pertaining hereto, the summary and explanation of those costs should be included in Section 4.5 (Anticipated Fees and Work Plan).

4.7 Insurance/Liability

Upon awarding of a contract, note that the Contractor will indemnify and save harmless the SCBC, its employees and agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the SCBC may sustain, incur, suffer, or be put to at any time either before or after the expiration of the contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Contractor or their agent, employee, officer, or director pursuant to this contract, excepting always liability arising out of the independent negligent acts of the SCBC.

5.0 Evaluation of Responses

An Evaluation Committee will compare and evaluate each Proposal to determine the Proposal which is most advantageous and best overall value to the project, using the following criteria:

Project team, experience, and capacity – this covers the following (40%):

- Demonstrated ability to provide the required professional consulting services;
- Experience and qualifications of the Proponent and its personnel to be assigned to the Project;
- Commitment of key team members for the term of the Contract;
- Proponent's history and general reputation in the industry;
- Demonstrated ability to complete assignments on time and within budget
- Representative Project Examples and References
- Related staff team experience (technical and other) with projects of a similar type and size;
- Proponent's capacity to perform the Services;

Methods: understanding of the required scope and services (30%)

Clarity, completeness and organization of the proposal (20%)

Cost and value added (10%)

See also Appendix 1: GSH 2021-2023: RFP Evaluation Matrix.

6.0 Pricing Information

Total project budget must be at or below **\$80,000** inclusive of expenses and GST/HST.

7.0 Conflict of Interest

The Proponent should disclose conflicts of interest, in writing, to SCBC who will consider the nature of the Proponent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the Respondent needs to take to remedy the conflict of interest.

8.0. Responses to Questions

Please provide an indication by January 25, 2021 to be put on a Proponent response list. Any questions and requests to be on the Proponent's response list should be sent to dg@stewardshipcentrebc.ca.

9.0 Misc.

SCBC reserves the unfettered right to determine the next steps in the process. By participating in this RFP, each Proponent expressly agrees that no contract of any kind is formed under, nor any legal obligations whatsoever arise out of this RFP.

Important Dates

- January 18, 2021 RFP issued
- January 25, 2021 for addition to the proponent's response list
- January 29, 2021 for final response to questions
- February 5, 2021– RFP submission deadline
- February 12, 2021 – RFP reviews complete, and responses to applicants provided
- February 15, 2021 – Start date
- September 30, 2022 – Maximum finish date

The RFP response should be sent to dg@stewardshipcentrebc.ca

Appendix 1: GSH 2021-2023: RFP Evaluation Matrix

Mandatory Submission Criteria:
The proposal must be received electronically: TO: DG Blair Executive Director, Stewardship Centre for BC dg@stewardshipcentrebc.ca BY: the closing time/date of: 5 PM on February 8, 2021

Evaluation Criteria	Weight	Score (out of 100)
Project team, experience, and capacity <ul style="list-style-type: none"> • Demonstrated ability to provide the required professional consulting services; • Experience and qualifications of the Proponent and its personnel to be assigned to the Project; • Commitment of key team members for the term of the Contract; • Proponent’s history and general reputation in the industry; • Demonstrated ability to complete assignments on time and within budget • Representative Project Examples and References • Related staff team experience (technical and other) with projects of a similar type and size; • Proponent’s capacity to perform the Services; 	40%	
Understanding of the required scope and services	30%	
Clarity, completeness and organization of the proposal	20%	
Cost and Value-Added	10%	
TOTAL	100%	

End Note

ⁱ The Stewardship Centre for BC (SCBC) is a registered not-for-profit organization based in British Columbia dedicated to creating new knowledge and tools based on sound science and scientific research since 1994. SCBC provides technical guidance to audiences including consulting professionals, government planners and policy makers, landowners and land use managers involved in environmental decision making. Our resources cover management and stewardship techniques for some of BC's most endangered ecosystems, and ecosystems now under threat from climate change -- particularly coastal regimes, grasslands, wetlands and riparian systems. Our projects foster effective land use management and bylaw language that protects ecosystems and encourages ecosystem resilience.

The Green Shores for Coastal Development program was initiated by SCBC in 2005 with multiple funding partnersⁱ with the assistance of the Green Shores Technical Advisory Team. Green Shores promotes healthy shore environments that provide goods and services of significant environmental, economic and social value to coastal and lake shore communities. It encourages project design that recognizes the natural features and functions of shoreline ecosystems and connects people with the shore environment. Green Shores also aims to reduce risk to shoreline property and infrastructure by accounting for the dynamic nature of shore environments and projected changes to that environment.

In 2010 the Environmental Protection Agency awarded a grantⁱ to the City of Seattle, managed by Washington Sea Grant, to create Green Shores for Homes (GSH), focusing on single family homes, patterned after the concepts of Green Shores for Coastal Development. Working closely together, Washington Sea Grant and the Stewardship Centre developed the Green Shores for Homes program.

The Green Shores approach provides a promising alternative to achieve multiple goals such as climate resilience, shoreline stabilization, and habitat restoration as well as increased esthetic and economic values. Green Shores is intended to be applicable to all coastal and lake systems and is currently being expanded for adoption beyond British Columbia into the Maritimes in Canada.

Further information about Green Shores is available at [Stewardship Centre for BC/Green Shores](#)