

# BVLD Clean Air Plan Update Invitation to Quote

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The Ministry of Environment, in collaboration with the Bulkley Valley – Lakes District (BVLD) Airshed Management Society (AMS), is seeking expressions of interest and quotes from local contractors to provide planning, coordination, facilitation and writing services needed to create an update of the BVLD Airshed Management Plan (known as the “BVLD Clean Air Plan”).

## **Background:**

Airshed planning is a stakeholder-driven process to coordinate activities affecting air quality in a defined airshed such as the BVLD. This planning approach recognizes that local air quality is influenced by a multitude of activities and emission sources, numerous stakeholders, and overlapping regulatory jurisdictions. In British Columbia, airshed planning has been supported by the provincial government as a useful means to engage the public and stakeholders, and develop local solutions to improving local air quality. For more information on airshed planning, see the Provincial Framework for Airshed Planning: [http://www.bcairquality.ca/reports/pdfs/airshedplan\\_provframework.pdf](http://www.bcairquality.ca/reports/pdfs/airshedplan_provframework.pdf).

The BVLD Clean Air Plan is a five year strategy to improve air quality in the BVLD. The plan targets particulate matter pollution, and includes a series of goals, indicators and strategies for seven emission source categories. Plan implementation has been carried out under the direction of an Airshed Management Society (AMS), with director representation from government, industry, and other local stakeholders. See [www.cleanairplan.ca](http://www.cleanairplan.ca) for a copy of the Plan, and details about the AMS. The website also contains a link for a series of addendums that were produced in 2009, summarizing implementation efforts to date and identifying areas of current focus.

Now that the BVLD Clean Air Plan has completed its five year implementation phase, the Ministry of Environment and the BVLD AMS are looking for a contractor to coordinate an update of the plan. The updated plan should recognize successes to date, incorporate new emission sources in the airshed, and identify preferred actions for government, industry and other stakeholders to take in order to improve air quality.

## **Description of Work (Scope):**

The contractor will be expected to complete three primary tasks:

1. Based on expertise and past experience, provide recommendations on the process to be used to update the plan.
2. Play a lead role in implementing the process, which is anticipated to include planning and executing sector-specific workshops and possibly a public information session(s) /open house.
3. Collate information and prepare draft and final versions of an updated Clean Air Plan.

Specific activities may include:

- Identifying and contacting stakeholders and inviting them to participate in the Clean Air Plan update
- Planning meetings and workshops (including organizing logistics, preparing materials, etc.)
- Facilitating meetings in a manner that promotes creative thinking and consensus-based decision-making
- Conducting research and interviewing key stakeholders and subject matter experts
- Preparing and circulating documentation from meetings, and writing sections of the final updated plan

Prior to commencement of the project, the successful contractor will meet with representatives from MOE and the AMS to finalize the scope of work, project timeline and budget.

### **Project Schedule and Deliverables:**

This contract is expected to span approximately 4-5 months and it is anticipated that the contractor will work on a part-time basis (1/4 to half time) to complete the task.

To ensure completion of the project by March 31, 2012, the project should commence as soon as possible.

### **Qualifications of Contractor:**

The preferred contractor will have a background in facilitation, with knowledge of air quality and/or waste management and strong written and oral communication skills.

### **Submission of Quote:**

Prospective contractors should submit an expression of interest and quote that includes the following:

- A short proposal (+/- 2-3 pages) describing a proposed process for this project
- A summary of qualifications and/or recent relevant experience
- A fee structure and estimated project budget (including total hours and other costs)

Proposals should be submitted via email to: [aj.downie@gov.bc.ca](mailto:aj.downie@gov.bc.ca). They must be received by 2:30 PM on November 17th, 2011.

## Evaluation Criteria:

Proposals will be evaluated according to the following criteria:

<b>Criterion</b>	<b>Weight</b>
Proposed Approach	30%
Qualifications and Experience	50%
Price	20%

The preferred contractor will be invited to negotiate contract details with members of a working group established to oversee the BVLD Clean Air Plan update project.