

# LOWER COLUMBIA INITIATIVES CORP.

Request for Proposal – Land Development Strategy

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September 28, 2022

**THE LOWER COLUMBIA INITIATIVES  
CORPORATION (LCIC)  
IS SEEKING  
Proposals  
FOR  
LAND DEVELOPMENT STRATEGY**

# LOWER COLUMBIA INITIATIVES CORP.

Request for Proposal – Land Development Strategy

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## **Contact Person:**

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Director

LCIC

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**Closing Date:** 4:00 PM Pacific Time, November 18, 2022

## **i. BACKGROUND/INTRODUCTION**

### **Lower Columbia Initiatives Corporation:**

The Lower Columbia Initiatives Corporation (LCIC) is the result of a partnership between the City of Rossland, City of Trail, Village of Warfield, Village of Montrose, Village of Fruitvale and electoral areas A & B of the Regional District of Kootenay Boundary. The LCIC works collaboratively with the communities in the Lower Columbia region, local agencies, organizations and businesses to develop and implement strategies that will assist in strengthening our local economy while identifying and pursuing new economic opportunities. As the regional economic development agent that supports and drives growth and prosperity, the LCIC is committed to a cohesive, comprehensive, region-wide approach to the challenges and opportunities of economic development in the Lower Columbia region.

### **Background:**

In April 2022, the LCIC completed a land inventory of commercial and industrially zoned land in the Lower Columbia region. The inventory data is housed on an Excel spreadsheet and in a Postgresql database. The inventory data includes PID, zone, services information (water, sewer, connectivity, electricity, & gas), size in acres, and civic address. The inventory data also contains internally created scores for zone priority, usage and utilization.

## **1.0 PURPOSE**

The goal of this project is to create land development strategies which are appropriate for each community in the Lower Columbia region based on the land suitable for development in each community. The project should also result in the creation of one parcel marketing feature document per community to be used as an example in investment attraction.

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### 1.1 PROJECT DESCRIPTION

The project will draw on the newly created industrial & commercial land inventory to inform an assessment of local parcels which have potential for future development. The database will be used to identify regional trends in the existing parcels for barriers to development and potential options for marketing.

Incorporating regional context will be important in this project so that future development is in line with existing and emerging industries. Consultations with communities will be a key part of the project to establish the strategy for future development so that it is compatible with individual community needs and vision. Specific recommendations for each community is an expected outcome of the project.

The project will also include a review of best practices in land development in other, external communities with emphasis on those with a similar context (ex. rural, limited land availability). These best practices should inform some regional recommendations to foster development.

Finally, the project will result in the creation of marketing materials for a specific parcel in each community. The materials will be form a template which will be used and adapted in the future. The intention of these materials is to provide the pertinent information to attract investment in new developments on suitable land.

### 1.2 PROJECT SCOPE

The land development strategy will be limited to the industrial and commercial zoned parcels which have been identified in the inventory database. Currently the database contains a total of 1400 parcels which is inclusive of all parcels that are currently being used. The project will be further limited in scope to those parcels which are most suitable for future development. This selection will be made by the proponent and LCIC staff. The entire database may be used to inform an analysis of general trends in the region but it is not the intention of this project to examine all the parcels in detail. The selected sample will be made with the best potential for future development.

The proponent should incorporate adequate time into their methodology to learn about the region, its industry and development goals. The strategy is meant to be informed by both wider regional context and individual community needs. It is expected that this project will result in two levels of recommendations, one for the region to promote development, and another for each community to help achieve their respective goals. For each community, the proponent

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should consult the existing OCPs as a baseline for their recommendations to ensure that they are relevant.

The best practices review should include examples from at least 3 other communities who have undertaken innovative or creative approaches to land development under similar circumstances to the Lower Columbia. Examples from large municipalities are only appropriate if they specifically address commercial/industrial developments in limited space or where derelict buildings are a barrier. The review should also consider examples from other communities spanning a variety of visions regarding land development which will be useful given the variety of communities in the Lower Columbia.

Finally, the key parcel marketing materials will include the graphic design of a template which can be used in the future and modified as necessary. The materials will include all the relevant parcel information which may be useful for potential investors as well as a descriptive section which is best suited to marketing purposes. The materials should also note likely business prospects as well as any requirements for the parcel to become investment ready. The proponent will be responsible for creating up to 7 key parcel materials based on a selection made in consultation with LCIC staff.

### 1.3 PROJECT DELIVERABLES

The expected project deliverables are as follows:

- Kick-off meeting (may be virtual)
- Creation of project plan, in accordance with grant agreement stipulations, to be approved by LCIC Staff
- Proponent to meet with LCIC staff at least bi-weekly for progress updates (may be virtual)
- Final Report including:
  - Regional context and background as it pertains to industrial and commercial land development. This section must include:
    - Land inventory database analysis for patterns and trends across the region
    - Brief on industry sectors and MTA direction alignment for recommendations
    - Major regional barriers to development
  - Community land profile for each community in the Lower Columbia region. This section must include:

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- Outcomes of consultations with communities including local government and businesses regarding best future development for the community
- Per community recommendations, developed in direct relation to OCPs
- Best practices review including examples from at least 3 other external communities. This section must include:
  - 3 other community examples which demonstrate innovative and creative approaches to land development which may be applicable in the Lower Columbia
  - Trends that companies in relevant industry sectors may be looking for in land for development
  - Regional recommendations to foster future investment and development of land parcels
- Key parcel marketing materials template and one complete package for each community on selected parcels. This section must include:
  - One parcel marketing material package for each community with all relevant details of the feature parcel
  - Clarifying any specific needs for that parcel to become development ready, if any
  - Potential business prospects appropriate for that parcel
  - Creation of a template which can be used in future (this may be added as an appendix to the final report)
- Presentation of draft final report to the Board of Directors
- All raw data collected during the assessment process
  - Details on how findings were reached based on data and methods used to conduct the assessment

## 2.0 SUBMISSION DETAILS

### 2.1 MANDATORY PROPOSAL CONTENT:

- Covering letter highlighting key features of the proposal, to be signed by an authorized signatory of the firm.
- 250 – 500 word description of an example of the firm’s undertaking of similar project(s).
- Details on the approach and methods used to deliver on the full scope of the project.
- Details on the project management methods and tools used to ensure success of the project.
- Details on experience and qualifications of the personnel planned to be assigned to the project.
- Three (3) references

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- Detailed project schedule, not to exceed past December 31<sup>st</sup>, 2023.
- Fee Structure (see 2.2 for details)

### 2.2 FEE STRUCTURE:

- Maximum funding available for this project is \$35,000 incl. GST
- Proposals pricing must be firm for at least 60 days after the final date. Prices will be firm for the entire contract period.
- Prices quoted are to be:
  - In Canadian dollars;
  - Inclusive of duty, where applicable;
  - FOB destination, delivery charges and all disbursements to be included where applicable; and
  - Inclusive of all taxes
- Must include a clear breakdown of costs for each major deliverable
- Proponents will also allow for the mandatory meetings and notifications required for the project to be included in costs.
- The successful Proponent will receive their fee in 25% increments based on completion of project milestones.

### 2.3 SUBMISSION PROCESS:

Responses should be no longer than fifteen (15) pages including all appendices and supporting documents.

Responses should be emailed to [richards@lcic.ca](mailto:richards@lcic.ca) in PDF format by 4pm on Friday, November 18<sup>th</sup>, 2022

**DEADLINE: NOVEMBER 18, 2022 AT 4PM PT**

## 3.0 SELECTION PROCESS

### 3.1 SELECTION CRITERIA

The LCIC will take into consideration such matters as it considers appropriate in selecting the Proponent. Those matters will include, but are not limited to:

- Proposed methodology;
- Proponent's understanding of the context, issues and ultimate objectives of the project;
- Experience and qualifications of those involved in the project;
- Fees and disbursements;
- Schedule; and
- Reference checks.

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Decision making will be based on an assessment of the criteria mentioned in the selection process.

## **3.2 SELECTION PROCESS & SCHEDULE**

Closing date for submissions: November 18, 2022 @ 4pm PT

Review of submissions: November 21 – 25, 2022

Award of contract: By November 30, 2022

Project start: December 1, 2022