

City of Port Moody
Request for Quote

Development of an Extreme Weather Response Plan

1. PROJECT SCOPE

INTRODUCTION

The City of Port Moody invites quotes from qualified consulting firms to provide expertise that will result in an Extreme Weather Response Plan for Port Moody. Proponents are encouraged to partner with other organizations where necessary to achieve desired deliverables and outcomes.

To make progress on Port Moody's climate action goals, the City is seeking external assistance in developing an analysis and strategy with specific actions that will result in reducing climate change risk and vulnerabilities associated with potential extreme weather events in the community. The proponent is expected to provide an Extreme Weather Response Plan by March 31, 2022.

The Plan will take into consideration current and future climate projections, assess risks and vulnerabilities to persons, groups, services, and infrastructure and develop short-, medium- and long-term actions to effectively and strategically reduce risks and vulnerabilities while not increasing greenhouse gas (GHG) emissions. The plan will also acknowledge current vulnerable population numbers and future estimates in the analysis that account for potential downscaling of initiatives from other levels of government. The proponent, with assistance from City staff, will build in flexibility to account for changes in risk and vulnerabilities, local authority, and embed a low carbon resilience (climate mitigation and adaptation considerations) lens. The proponent will apply an inclusivity and equity lens to ensure that any recommended actions have a method to consider reaching all members of the population and reduce barriers to those identified as most vulnerable. Stakeholder consultation will be a critical element in informing the plan and recommending actions.

The goals of the plan are:

1. People - support people in Port Moody during extreme weather events;
2. Infrastructure/Services - adapt infrastructure to minimize impacts of extreme weather e.g. buildings, roads, trails and ensure service delivery is uninterrupted;
3. Education - increase community education in preparing for extreme weather events;
4. Mitigation - reduce risk from extreme weather events and ensure that actions do not increase greenhouse gas emissions; and,
5. Resiliency - build community resiliency in responding to extreme weather.

BACKGROUND

Climate Action Planning

As a community located at the head of the Burrard Inlet with approximately 34,000 residents, Port Moody is already experiencing the effects of climate change. Past and ongoing GHG emissions are expected to increase the intensity and frequency of extreme weather events in the City and around the Province. As such, it is imperative that the community work to ensure persons living and working in Port Moody – particularly those most vulnerable – as well as services provided to the community, and infrastructure are prepared for and able to recover quickly from these events to minimize impacts. This involves appropriate planning and action for potentially displaced populations (both incoming and exiting the community), including those most vulnerable, and identifying strategic opportunities to reduce or prevent GHG emissions where possible.

Not all community members are impacted to the same extent by climate change, particularly during periods of inclement weather where conditions become sufficiently severe to jeopardize human health and safety. Marginalized groups may be disproportionately impacted and have fewer resources to support preparedness, and the ability to adapt in order to meet immediate needs. Support and intervention should be focused first on those most vulnerable to extreme weather impacts. In addition to health impacts, extreme weather events take a toll on the capacity of municipal resources to respond to and recover and the City must be prepared to respond quickly and effectively to maintain the levels of service needed to meet the community's basic needs.

Port Moody's 2020 Climate Action Plan follows an integrated climate action framework that considers both aspects of climate change planning: climate mitigation and adaptation. This is called low carbon resilience. Integrating the two at all levels of policy, planning and practice will align climate action goals and advance the transition toward a more energy efficient, low carbon, resilient, and sustainable future. This approach results in streamlining resources and capacity, and mainstreaming climate action in a way that prevents contradictions, and identifies strategic co-benefits for health, infrastructure, equity and other community priorities. Port Moody will continue using the low carbon resilience framework in the Extreme Weather Response Plan.

Without strong and immediate action to reduce risks associated with current and future expected increase in extreme weather events due to climate change, it will become increasingly difficult and expensive to support Port Moody's vulnerable populations and maintain the high quality of life experienced in the community. There is a need to ensure our community is resilient to the impacts from climate change such as extreme weather events that the community is experiencing today, as well as anticipated impacts in the future.

The Climate Action Plan includes several goals that need to be addressed through a recommended suite of actions in an Extreme Weather Response Plan, including:

Relevant Climate Action Plan Goals:

- Ensure all members of the community have equal access to information, support, and resources related to preparing for climate change impacts, such as inclement weather events;
- Ensure the City is ready to respond and support vulnerable populations during climate-related hazards, such as flooding, wildfires, and extreme heat or cold.

Project Stakeholders

- Port Moody Staff Climate Action Working Group
- Port Moody Fire Rescue
- Port Moody Police Department
- Tri-cities Extreme Weather Response Coordinator
- Tri-cities Homelessness and Housing Task Group
- TransLink and other transit providers
- Fraser Health Authority
 - Tri-Cities Mental Health Centre
 - Tri-Cities Health Promotion and Prevention
 - Eagle Ridge Hospital
- City of Port Coquitlam
- City of Coquitlam

- Village of Belcarra
- Village of Anmore
- Emergency Management BC (EMBC)
- BC Housing
- Plan H
- BCCDC – Healthy Built Environment Alliance
- Homeless Services Association of BC
- Homelessness service providers
- SHARE
- First Nations communities
- Tri-Cities Seniors Network
- Tri-Cities Healthier Communities Partnership
- Tri-Cities Local Immigrant Partnership

SCOPE OF WORK & KEY DELIVERABLES

The Scope of Work for the proponent selected as a result of this RFQ process includes the following phases:

Phase 1 - Data Gathering and Analysis:

The proponent will work with Port Moody staff to establish a regular meeting schedule and:

- a) share information to inform an understanding of extreme weather event/climate change risk and vulnerabilities (e.g. Port Moody climate risk and vulnerability analysis, Fraser Health Climate Vulnerability Index and My Health My Community Survey, census data, Port Moody Housing Needs Study etc.) and other indicators such as social connectedness and health impacts;
- b) conduct an analysis of risk, vulnerabilities, sensitivities, likelihood of extreme weather events, impact scenarios and other influencing factors with a concentration on vulnerable populations up until 2050 based on Port Moody climate projections, including:
 - an assessment of the estimated number of people in the community that would be impacted by each extreme weather event currently and over time and their level of vulnerability; and,
 - an estimation of displaced populations both incoming and exiting Port Moody by each extreme weather event currently and over time.
- c) review Port Moody's climate projections, risk and vulnerability assessments, current emergency response procedures and policies, and other available data; identify areas, groups of people, critical and non-critical services, and infrastructure at highest risk to be impacted by climate change;
- d) assess risk and vulnerability rankings by categories and groups in the community; provide an assessment tool for on-going internal staff use (i.e. not public facing);
- e) using guidelines and/or framework, prioritize vulnerabilities to inform action implementation phases; and
- f) provide an assessment of available tools, policies, and best practices to reduce risk and vulnerabilities and ensure equity in the City's preparation and response to extreme weather events.

Please note that there are considerable resources and baseline information available to create the foundation for the Plan. These are listed in the Reference Documents section on pages 8-9.

Phase 1 Deliverables: Summary and tool containing ranked risk and vulnerabilities to current and projected extreme weather events, categorized (e.g. people, infrastructure/services) and including other key data-driven considerations. Analysis of tools and best practices. Guideline or framework to guide future priority action list.

Phase 2 – Communications and Engagement:

- a) The proponent and the City's Communications team will work together to develop a communications and engagement strategy including developing a list of recommended stakeholders/potential community partners to consult with;
- b) General purpose of communication and engagement will be to:
 - a. involve stakeholders/community partners in the analysis of risk, vulnerabilities, sensitivities, and likelihood of extreme weather events up until 2050 based on Port Moody climate projections, with a focus on vulnerable and marginalized populations;
 - b. share information on the scope of Port Moody's project and learn what stakeholders are working on that may inform this work;
 - c. connect early in the process to incorporate stakeholder considerations and to identify collaboration opportunities; and
 - d. receive feedback on the draft list of actions from stakeholders.
- c) The proponent will be expected to lead engagement activities, however, specific responsibilities and deliverables of the proponent and City staff will be agreed upon during the development of the communications and engagement strategy; and
- d) The consultant will be expected to work with staff to prepare for and host engagement events and meetings with stakeholders to summarize the draft actions and provide an opportunity for comment and feedback; and
- e) The proponent will be expected to prepare a consultation and engagement summary.

Phase 2 Deliverables: The proponent will work with City staff to co-create and implement a communications and engagement strategy and a communications and engagement summary throughout development of the Extreme Weather Response Plan.

Phase 3 - Recommended Suite of Actions:

- a) The proponent will work with stakeholders and the City's Climate Action Working Group to develop a suite of recommended actions for the City, community partners and residents to undertake to prepare themselves;
- b) The recommendations must be based on sound and detailed analysis, as well as best practices and proven comparable methods in other similar communities;
- c) The recommended actions will be broken down by short term (1-2 year implementation), medium term (3-5 year implementation) and long term (5+ year implementation) actions;

Short term action considerations will include, but are not limited to:

1. People

- process and guidelines for establishing inclement weather respite locations and programs including activation triggers, location criteria, hours of operation, and

- program management; includes city-owned land and/or in facilities and availability of other publicly owned or privately owned facilities;
 - mapping out inclement weather relief areas.
- 2. Infrastructure/Services
 - identification of most vulnerable assets and services, as well as most immediate needs;
 - identifying and preparing City facilities/land that may be required to act as inclement weather areas/shelters for large scale events.
- 3. Education
 - identifying appropriate communication materials and channels to spread extreme weather information throughout the community, particularly to vulnerable populations.
- 4. Mitigation
 - a process and guidelines for defining an extreme weather emergency and when this would be activated;
 - identifying triggers to undertake mitigation actions.
- 5. Resiliency
 - identifying low-cost, low GHG emissions, high impact and timely options.

Medium- and long-term action considerations will include, but are not limited to:

1. People
 - supporting vulnerable populations that are most affected by extreme weather events with preparing and adapting – seniors; those living in homes that lack air conditioning or cooling; residents with underlying medical conditions; new Canadians with language barriers; low-income families with young children; people living in low-income housing; socially isolated, homeless, residents living with mental illnesses; people who work outdoors; and people who need access to medical services;
2. Infrastructure/Services
 - guidelines to minimize the impacts of extreme weather events on municipal infrastructure, broken down by infrastructure type;
 - identifying areas lacking in City facilities/land to act as inclement weather areas/shelters for large scale events and incorporate these needs into future facility planning;
 - identifying alternative service delivery models for services at greatest risk of being impacted.
3. Education
 - developing event specific communication plans;
 - identifying more visible ways to communicate in the event of extreme weather e.g. signage for evacuation routes and pick up points in the community, designated cooling or warming centres, emergency reception centres.
4. Mitigation
 - addressing areas that are most affected by extreme weather (e.g. highly dense urban areas; areas where people have reduced mobility or social supports; areas most susceptible to flooding or fire; buildings of an age, type or materials that are most affected by extreme heat);
 - actions will also include identifying triggers to undertake mitigation actions.

5. Resiliency

- connecting with non-profits, public agencies, and service providers to incorporate their assets into an extreme weather response;
 - working with strata councils and businesses to help them prepare for extreme weather events;
 - working with community associations to build awareness of neighbourhood specific vulnerabilities and increase local preparedness including individual actions and broader city-wide response plans;
 - developing seasonal educational campaigns to promote awareness of potential extreme weather events and appropriate preparedness measures.
- The recommended actions will balance being prepared for immediate extreme weather needs, with increasing municipal and resident resiliency to adapt to or mitigate anticipated impacts;
 - The recommended actions will include response requirements for extreme weather to support vulnerable and marginalized populations; and
 - The recommended actions will be based on the most effective and resilient ways of providing emergency services and preparedness.
- d) The information will be used by various city departments and therefore will need to be presented in the following formats:
- prioritized to demonstrate impact on reducing risk and vulnerabilities to people including vulnerable and marginalized groups in the community, City infrastructure and services;
 - organized into actions that are responsive, adaptive and/or build resiliency;
 - apply an inclusivity and equity lens so that delivery reaches all members of Port Moody and identify and make recommendations where this will be a challenge;
 - include a break down by priority of how community risks to extreme weather are being overcome and vulnerabilities minimized;
 - include a consistent methodology for considering the impact the action may have on greenhouse gas emissions and include impact on GHG emissions, cost estimates, responsibilities (City departments), schedules and timelines; and,
 - include Port Moody budget implications, external funding opportunities, plans to monitor the progress made towards commitments, key performance indicators, and the impact on co-benefits, all in a single document that allows for ease of comparison (e.g. spreadsheet).

Phase 3 Deliverables: A draft document detailing the list of actions, methodology, and background information from phases 1 and 2.

Phase 4 - Draft Plan:

- a) The proponent will take all inputs and feedback to compile a draft Extreme Weather Response Plan and work with City staff to finalize the draft in preparation for presentation to Council;
- b) Preparation of other documents to support the Plan's adoption (e.g. communications and engagement summary); and
- c) The consultant may be asked to accompany staff in presenting the Plan for Council consideration.

Phase 4 Deliverables: Draft Extreme Weather Response Plan and associated attachments and presentation to support the Plan's adoption.

SCHEDULE / CONTRACT TERM

The anticipated contract term is seven months, with an anticipated start date of September 2021. As a part of this submission, consultants are expected to provide a schedule breakdown.

PROJECT BUDGET

The total project budget to develop an Extreme Weather Response Plan is \$25,000.

REFERENCE DOCUMENTS

- Port Moody Climate Action Plan – <https://www.portmoody.ca/en/city-hall/climate-action-plan.aspx>
- Climate Emergency Declaration – <https://www.portmoody.ca/en/city-hall/climate-action-plan.aspx#Declaration-of-climate-emergency>
- Fraser Health Climate Vulnerability Index - <https://storymaps.arcgis.com/stories/4352804ebb4b4765b7b9b25745bfce19>
- Port Moody Disaster Response Plan - <https://www.portmoody.ca/en/city-services/resources/Documents/Disaster-Response-Plan.pdf>
- Official Community Plan - <http://www.portmoody.ca/index.aspx?page=313>
- Metro Vancouver Climate Projections - <http://www.metrovancouver.org/services/air-quality/AirQualityPublications/ClimateProjectionsForMetroVancouver.pdf>
- Simon Fraser University Adaptation to Climate Change Team Low Carbon Resilience Reports - <https://act-adapt.org/projects/low-carbon-resilience/>
- Tri-Cities Extreme Weather Response Plan - <https://hsa-bc.ca/community-plans.html>
- Extreme Heat and People Experiencing Homelessness: A primer for community organizations <https://www.fraserhealth.ca/health-topics-a-to-z/sun-safety/extreme-heat-and-people-experiencing-homelessness--a-primer-for-community-organizations#.YMqHc75Kipo>
- Communicating the Health Risks of Extreme Heat Events: Toolkit for Public Health and Emergency Management Officials https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/climat/heat-chaleur/heat-chaleur-eng.pdf
- Developing a Municipal Heat Response Plan: A Guide for Medium-sized Municipalities <http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Health-Environment/Developing%20a%20municipal%20heat%20response%20plan.pdf>
- Heat Alert and Response Systems to Protect Health: Best Practices Guidebook https://www.canada.ca/content/dam/hc-sc/migration/hc-sc/ewh-semt/alt_formats/pdf/pubs/climat/response-intervention/response-intervention-eng.pdf
- Evidence Review: Home and community clean air shelters to protect public health during wildfire smoke events http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Health-Environment/WFSG_EvidenceReview_CleanAirShelters_FINAL_v3_edstrs.pdf
- Fraser Health Air Quality and Wildfires Page <https://www.fraserhealth.ca/health-topics-a-to-z/air-quality#.YMqMsr5Kipq>
- SFU ACT Climate Change Adaptation and Extreme Weather – https://act-adapt.org/wp-content/uploads/2011/03/PDF-WeatherSession_SummaryReport.pdf
- Climate Choices Health Report - https://climatechoices.ca/wp-content/uploads/2021/06/ClimateChoices_Health-report_Final_June2021.pdf

- Internal Displacement in a Changing Climate - https://www.internal-displacement.org/sites/default/files/publications/documents/grid2021_idmc.pdf#page=42
- Fraser Health My Health My Community Survey – <https://myhealthmycommunity.org/#nvkForm60b348797461744b6245db87294491c0>
- Port Moody Housing Needs Study – In draft, to be shared with successful proponent

SUBMISSION CONTENT REQUESTED

Proposals should clearly and concisely respond to the questions or information requested below. Please limit your response to maximum 10 pages (not including Appendix). Your cover letter should include the following information:

Proponent Information	
Company name:	
Authorized Legal Representative:	
Name and Title	
Company Address:	
Phone:	
Fax:	
Email:	
Primary Contact Name; Phone: Email:	
Signature:	Date:

Through the information provided in your response, the City expects to gain an in-depth understanding of a Proponent's experience, capabilities, and capacity to provide the Services outlined in this document.

Part One - Profile, Experience and Qualifications *(maximum 2-3 pages)*

- Describe the location of branches, background, years of business under the current legal entity, stability and structure of the Proponent.
- Describe the project team, and the individual team member experience (including biographies, key experiences and resumes) that is relevant to the Services described in this RFQ.
- Describe at least three (3) specific examples of similar recent work completed by the Proponent (to the extent possible). In each case, the Proponent should identify:
 - Project, project team, and client name;
 - Scope of services provided;
 - Location and date of project; and
 - Contact reference information, including phone number and email address of an individual from each client who can provide details and feedback regarding the services performed by the Proponent. The City may contact these references.
 - If more than one firm, past projects where firms have worked together.

Part Two - Technical, Approach and Methodology

- a) Provide a narrative that illustrates an understanding of the City's requirements and Services. *(maximum 2 pages)*
- b) Provide a description of the general approach and methodology that the Proponent would take in performing and managing the Services specified, including draft project schedule and description of each phase of the project. *(maximum 4 pages)*
- c) Describe any innovative solutions or new technology that may assist and add value in delivering this project. *(maximum 2 pages)*

Part Three - Pricing and Value

- a) Provide a rate table which includes key staff and per hour rates for each.
- b) Provide a table with the breakdown of expected costs incurred associated with deliverables and responsibilities outlined in Section 2.