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## Request for Proposals

### Current Condition and Trends Assessments for Engagement Themes in shishalh swiya

**Closing Date:** October 14, 2022

**Submissions:** Proposals must be submitted by email to [lilxmit@shishalh.com](mailto:lilxmit@shishalh.com) by 5:00 pm, October 14<sup>th</sup>, 2022. Please include “LUPT CCA Submission” in the subject line of the email.

#### Schedule “A” - Detailed Scope of Work

##### Project Overview

This project is a collaboration between shishalh Nation and the province of British Columbia (the “Parties”). The 2018 shishalh-BC Foundation Agreement (sec: 4.65) commits the Parties to compile and review relevant studies and information to assist in the development of a draft joint land use plan for the shishalh swiya (world, birthplace, lands, “Territory” | herein, “planning area”) by October 4, 2023. The shishalh-BC Land Use Planning Table (LUPT) has identified the development of current condition and trends assessments (CCAs) for engagement planning themes/values/sub-values (*i.e.*, shishalh culture and heritage, environmental condition, resiliency, and sustainable social and economic development) important to the Parties as a priority project. This project will help support future land use discussions on natural resource management and environmental interests/questions as well as community and public interests within the swiya. The CCAs will provide a foundational step towards development of a joint shishalh-BC land use plan for the planning area.

The objective of this project is to develop an engagement hub/Gateway site with summaries and geospatial products in the form of ESRI online visual tools (*i.e.*, StoryMaps, including summary narratives and interactive web maps, *etc.* | approximately 16-20 StoryMaps in total) that support external engagement on focal planning themes/values/sub-values, and the development of land use planning scenarios. This project intends to explore, understand and communicate the current condition on focal engagement planning themes/values/sub-values within the planning area in a manner that supports assessment, planning, engagement and communication. The project deliverables will provide important baseline assessment, integration of Indigenous Knowledge and interpretation from shishalh and BC, and trend information from which transparent and collaborative land use planning discussions and decisions can be structured. The focus of this contract is mainly on the development of current condition assessment maps for the planning sub-values listed under Environmental Condition in Schedule D. Website content will be provided by shishalh and BC for the other three engagement planning themes shown in Schedule C.

This project is a critical component of the shishalh-BC land use planning process, specifically Phase II: Assessing the Current State (Schedule “E”). Outputs will support shishalh community, stakeholder and public engagement on key land and resource management topics while also helping to inform Phase III: Developing Management Options and Recommendations.

The LUPT has identified focal engagement planning themes/values/sub-values that will form the basis of the CCAs (Schedules C and D). The LUPT will provide the contractor with assessment protocols, including indicators, benchmarks and supplemental information to develop the CCAs. The LUPT Data Register will serve as a repository of key information from which the CCAs will be developed. Supplemental information and base map options will also be provided for the development of the CCAs. Indigenous Knowledge will be included in the development of summary narratives to aid in interpretation of the assessments.

### Project Location

shishalh Nation swiya.



shishalh Nation, Rights and Title Department, GIS Specialist, Jennifer Kester.

Date: 2020-11-18

## Approach

The Contractor is to:

- Develop a project work plan and schedule with key deliverables, milestones and timelines
- Establish a Contractor point of contact for LUPT Team Leads to discuss project needs and development considerations/progress
- Discuss project scope, product development needs and options with the LUPT
- Develop a site map (*i.e.*, overview plan of how web pages link together) for LUPT review/endorsement
- Develop a gateway page (*i.e.*, landing page) that will provide project background, information on Phase II: Assessing the Current State (*e.g.*, purpose, intent, approach, *etc.*), and serve as the engagement hub from which users can readily access engagement planning themes and related CCAs of interest
- Develop preliminary planning value/sub-value-specific indicator summaries and web maps that will support the LUPT in generating interpretive summary narratives.
- Discuss product development considerations (*e.g.*, end-user audience, accessibility and ease of navigation, public vs. technical expert/professionals, *etc.*)
- Develop CCAs for the Environmental Condition engagement planning theme in the form of ESRI online visual tools (*i.e.*, StoryMaps, including summary narratives and interactive web maps, *etc.* | approximately 9-13 StoryMaps) that include:
  - Assessment summary (*i.e.*, executive summary)
  - Theme/value/sub-value description
  - Management goals/objectives/key questions
  - Assessment procedures
  - Assessment limitations (including knowledge gaps)
  - Assessment results (presented as the summary narrative, including maps, widgets, figures, tables, media and trends where available)
  - Initial interpretation
  - Related links
  - Web maps
    - Base map (universal across individual CCAs)
    - Core indicators
    - Relevant supplemental indicators and information
    - Climate change impact/resiliency information
    - Human disturbance/cumulative effects information
  - Data
    - Description of assessment data sources
    - Links to assessment data (where publicly available)
- Material and structure for the other three engagement planning themes will be provided by the LUPT to be incorporated in the project gateway site (4-7 additional StoryMaps).
- Provide documentation in the form of a Summary Report detailing workflow and data sources used to create the CCAs and associated geospatial products (LUPT geospatial support to provide guidance regarding requirements), and user manual to support maintenance of the gateway page/engagement hub and StoryMaps by shishalh-BC.

## Scope of Work

- Develop a project work plan and schedule with key deliverables, milestones and timelines
- Plan/deliver workshop(s) for the LUPT to review, discuss and provide feedback on the templates for the site map, engagement hub/gateway site and StoryMaps by engagement theme.

- Plan/deliver product development meetings with the LUPT to discuss product development considerations and review deliverables
- Develop a site map (*i.e.*, overview plan of how web pages link together)
- Develop a gateway page that will serve as the engagement hub from which users can readily access engagement themes and related CCAs of interest
- Develop CCAs (*i.e.*, StoryMaps, including summary narratives and interactive web maps, *etc.* | approximately 16-20 StoryMaps in total), by engagement theme, including applicable geospatial analysis, for focal planning values/sub-values identified by the LUPT
- Develop web maps that support the LUPT in exploring, understanding and communicating the current condition, benchmarks and supplemental information.
- As/if additional spatial and/or inventory data become available in the future, the LUPT may request this data be included as part of this project (*e.g.*, climate refugia areas arising from the Climate Informed Conservation Planning project)
  - Sourcing data beyond that provided by the LUPT will require approval by the LUPT
- Develop project documentation in the form of a Summary Report detailing workflow and data sources used to create the CCAs and associated geospatial products, and documentation to support maintenance of the gateway page/engagement hub and StoryMaps
- A data sharing agreement between the contractor and shishalh will be required.

## **Deliverables**

The project deliverables will provide important baseline assessment, an integration of Indigenous Knowledge, interpretation and trend information from which transparent and collaborative land use planning discussions and decisions can be structured. This project is a critical component of the shishalh-BC land use planning process, specifically Phase II: Assessing the Current State (see schedule “E”). Deliverables will support shishalh community, stakeholder and public engagement on key land and resource management interests/questions while also helping to inform Phase III: Developing Management Options and Recommendations.

## Project Work Plan

Contractor is to develop project work plan and schedule that includes:

- Project elements and sequencing
- Dependencies
- Milestones (*i.e.*, checkpoints) and timelines
- Deliverables and due dates
- Detailed project schedule
- Plan for Communications with LUPT including:
  - Establish a Contractor point of contact for LUPT team leads to discuss project needs and development considerations/progress
  - Project initiation meeting (2 hrs) to discuss project scope, product development needs and options with the LUPT
  - One (1) or two (2) half-day workshops for the LUPT to review, discuss and provide feedback on the templates for the site map, engagement hub/gateway site and StoryMaps
  - Up to seven (7) meetings (1-2 hrs each) with the LUPT to initiate discussion regarding product development considerations by engagement theme and/or review and provide feedback on draft deliverables by engagement theme
  - Weekly check-in meetings (30-60 min each | to commence following the initiating discussion for engagement theme 1 and to conclude upon submission of mature deliverables for

- engagement theme 4; refer to table of Target Timelines) to discuss product development, address questions and establish priorities
- One (1) closeout meeting (60 min) to confirm acceptance of the final deliverables and discuss outstanding project actions/follow-up activities

### Initial Deliverables

Contractor is to develop:

- Site map (*i.e.*, overview plan of how web pages link together)
  - Mock-up\* of the gateway page/engagement hub
  - Mock-ups\* of StoryMaps for the engagement themes and value-/sub-value-specific indicator summaries that will support the LUPT in generating interpretive summary narratives for each planning value/sub-value (1-2 examples per engagement theme; must address qualitative and quantitative approaches)
  - Base map (universal across individual CCAs and gateway page/engagement hub)
- \*Note: LUPT endorsement is required prior to producing mature deliverables*

### Mature Deliverables

Based on LUPT feedback, the Contractor is to develop mature deliverables for endorsement by LUPT, Relationship Implementation Forum (RIF), shishalh Chief and Council (sN CandC) and BC Ministry of Land, Water and Resource Stewardship (LWRS) Director of Regional Stewardship Operations, including:

- Gateway page/engagement hub
- Develop CCAs for the Environmental Condition engagement planning theme in the form of ESRI online visual tools (*i.e.*, StoryMaps, including summary narratives and interactive web maps, *etc.* | approximately 9-13 StoryMaps) that include:
  - Assessment summary (*i.e.*, executive summary)
  - Theme/value/sub-value description
  - Management goals/objectives/key questions
  - Assessment procedures
  - Assessment limitations (including knowledge gaps)
  - Assessment results (presented as the summary narrative, including maps, widgets, figures, tables, media and trends where available)
  - Initial interpretation
  - Related links
  - Web maps
    - Base map (universal across individual CCAs)
    - Core indicators
    - Relevant supplemental indicators and information
    - Climate change impact/resiliency information
    - Human disturbance/cumulative effects information
  - Data
    - Description of assessment data sources
    - Links to assessment data (where publicly available)
- Material and structure for the other three engagement planning themes will be provided by the LUPT to be incorporated in the project gateway site (4-7 additional StoryMaps).

### References and Supporting Documentation

Contractor is to provide:

- Project documentation including a Summary Report detailing workflow and data sources used to create the CCAs and associated geospatial products, and user manual to support maintenance of the gateway page/engagement hub and StoryMaps by LUPT geospatial staff post completion of contract

### Support to Contractor and Dependencies

The LUPT has identified focal planning values/sub-values and indicators that will form the basis of the CCAs. Additional supplemental information including non-focal sub-values and base map features, *etc.* will also be used in developing the CCAs.

- LUPT will provide Current Conditions Assessment Package:
  - Overview of the project, including:
    - shishalh-BC LUPT mandate, process/stage of development, and purpose/intent of phases II and III
    - List of engagement planning themes and focal planning values/sub-values
    - Intended audiences for phases II and III
    - Communication goals
  - Relevant geospatial data, inventory data/summaries, interpretations, supplemental indicators/information and potential management considerations (with assistance from support staff)
    - Access to be provided via the LUPT File Portal and/or other file sharing mechanisms as necessary
  - Data licence agreement(s)
  - Value-/sub-value-specific assessment protocols, including indicators, benchmarks and supplemental information
  - Draft summary narratives
  - Management interests and concerns by planning theme, values and sub-value
  - Linkages to other planning themes, values and sub-values
  - Samples of other StoryMaps (holistic story telling)
  - Media (where available; *e.g.*, video “Return of salmon in Jervis Inlet”; short clips with shishalh members and excerpts of interviews that provide perspective on the connection of the shishalh Nation and its members to the *swiya*, engagement themes and focal planning values/sub-values, *etc.* to develop context and purpose (anchor))
  - BC Map Hub account to the Contractor to support development and hosting of the CCAs such that future maintenance of the outputs is possible
  - Guidance as to the hosting/publication of deliverables (*i.e.*, gateway page/engagement hub and StoryMaps) on the project website
  - Map of *swiya* with she shishalhem names
- Indigenous Knowledge will be included in the development of summary narratives to aid in interpretation of the assessments
- LUPT project leads and geospatial staff from both shishalh Nation and BC will assist the Contractor with background information, access to relevant data/information, development of narratives, and review of deliverables
- LUPT will review preliminary outputs from the Contractor to provide:
  - Comment and development direction (*e.g.*, StoryMap design/structure/layout)
  - Endorsement of the approach prior to production of mature deliverables

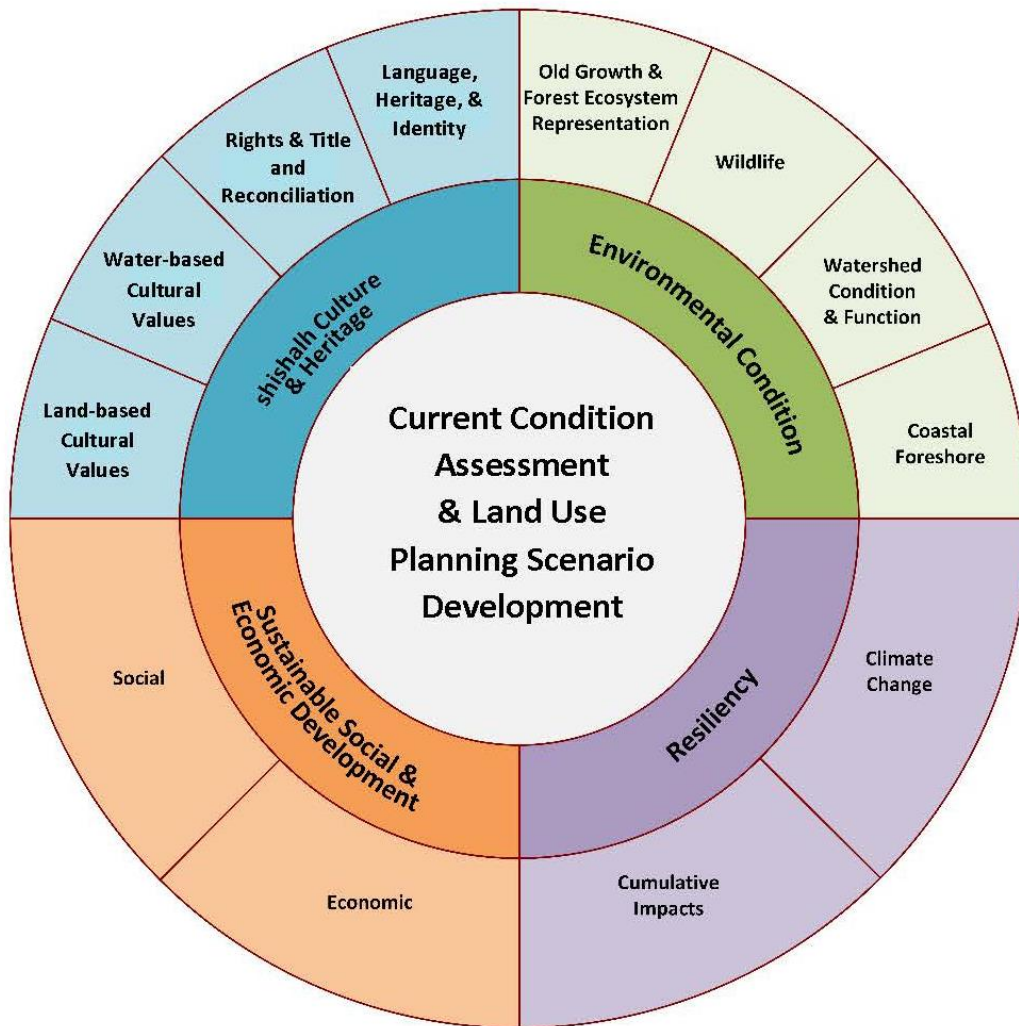
## Target Timelines

Target Timelines*	Activity / Milestone
October 31, 2022	<ul style="list-style-type: none"> <li>Contract start date</li> </ul>
November 2, 2022	<ul style="list-style-type: none"> <li>Project initiation meeting – overview of project with LUPT**</li> </ul>
November 9, 2022	<ul style="list-style-type: none"> <li>Draft project work plan from Contractor</li> </ul>
November 30, 2022	<ul style="list-style-type: none"> <li>Workshop to review initial deliverables (<i>i.e.</i>, mock-ups):               <ul style="list-style-type: none"> <li>Site map</li> <li>Gateway page/engagement hub</li> <li>StoryMaps (by the four (4) engagement themes)</li> </ul> </li> </ul>
December 7, 2022	<ul style="list-style-type: none"> <li>Initiating discussion: Theme 1</li> </ul>
December 14, 2022	<ul style="list-style-type: none"> <li>Deliverables:               <ul style="list-style-type: none"> <li>Draft – Gateway page/engagement hub and Theme 1</li> </ul> </li> <li>Initiating discussion: Theme 2</li> </ul>
January 4, 2023	<ul style="list-style-type: none"> <li>Comments from LUPT: Gateway page/engagement hub</li> </ul>
February 1, 2023	<ul style="list-style-type: none"> <li>Comments from LUPT: Theme 1</li> <li>Deliverables:               <ul style="list-style-type: none"> <li>Draft – Theme 2</li> <li>Mature – Gateway page/engagement hub</li> </ul> </li> <li>Initiating discussion: Theme 3</li> </ul>
March 1, 2023	<ul style="list-style-type: none"> <li>Comments from LUPT: Theme 2</li> <li>Deliverables:               <ul style="list-style-type: none"> <li>Draft – Theme 3</li> <li>Mature – Theme 1</li> </ul> </li> <li>Initiating discussion: Theme 4</li> </ul>
April 5, 2023	<ul style="list-style-type: none"> <li>Comments from LUPT: Theme 3</li> <li>Deliverables:               <ul style="list-style-type: none"> <li>Draft – Theme 4</li> <li>Mature – Theme 2</li> </ul> </li> </ul>
April 21, 2023	<ul style="list-style-type: none"> <li>Comments from LUPT: Theme 4 and other deliverables (as needed)</li> <li>Deliverables:               <ul style="list-style-type: none"> <li>Mature – Theme 3</li> </ul> </li> </ul>
May 3, 2021	<ul style="list-style-type: none"> <li>Deliverables:               <ul style="list-style-type: none"> <li>Mature – Theme 4</li> </ul> </li> </ul>
May 31, 2023	<ul style="list-style-type: none"> <li>Follow-up edits on deliverables</li> </ul>
June 21, 2023	<ul style="list-style-type: none"> <li>Project closeout meeting</li> </ul>
June 30, 2023	<ul style="list-style-type: none"> <li>End of contract</li> </ul>
<p>*Contract bid submissions may modify timelines/estimates provided rationale is identified; however, contract start date and end of contract date cannot be changed.</p> <p>**Note, order of engagement themes will be established by the LUPT in discussion with the Contractor.</p>	





Schedule "C" – Engagement Planning Themes



**Schedule “D” – Planning Sub-values for Current Condition Assessment**

(The focus of this contract is mainly on the development of current condition assessment maps for the planning sub-values listed below. Website content will be provided for the other three engagement planning themes shown in Schedule C.)

ID#	Engagement Planning Theme	Planning Sub-Value
		<i>(Forest Ecosystem Representation and Old Growth)</i>
1	Environmental Condition	Old Growth Forests
2	Environmental Condition	Forest Ecosystem Representation
3	Environmental Condition	Forest Biodiversity-Seral Stage
		<i>(Wildlife)</i>
4	Environmental Condition	mayukw (Grizzly Bear)
5	Environmental Condition	schetxwen (Black Bear)
6	Environmental Condition	k’eyich (Roosevelt Elk)
7	Environmental Condition	spipiyus (Marbled Murrelet)
8	Environmental Condition	hupit (Black-tailed Deer)
9	Environmental Condition	kakakewanxw (Northern Goshawk)
10	Environmental Condition	<i>(Coastal Foreshore)</i>
		Rare or Sensitive Coastal Foreshore Environments
		<i>(Watershed Condition and Function)</i>
11	Environmental Condition	Water Quality
12	Environmental Condition	Water Quantity
13	Environmental Condition	Hydraulic and Aquatic Ecosystems Function

**Schedule “E” – Phases for shishalh-BC Land Use Plan**

