



**REGIONAL DISTRICT
of Fraser-Fort George**

REQUEST FOR PROPOSALS DS-01-10

**ROBSON-CANOE VALLEYS
ECONOMIC OPPORTUNITIES PLAN**

Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.bc.ca>

For information concerning other Prince George regional public sector bidding opportunities,
please visit our Regional Marketplace web page at:
<http://www.marketplacenorth.ca>



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1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George (Regional District) invites proposals for consulting services from qualified firms for the development of a Robson-Canoe Valleys Economic Opportunities Plan for the Regional District.

Five (5) complete copies of your proposal must be submitted in a sealed package labeled **“RFP DS-01-10 Robson-Canoe Valleys Economic Opportunities Plan”** to Ms. Diane Hiscock, General Manager of Financial Services by 2:00 p.m. local time, Thursday, February 25, 2010. The proponent's name and return address must be clearly marked on the outside of the proposal submission package. Late proposals will not be accepted and will be returned unopened, to the proponent. **Facsimile proposals will not be accepted.**

Proposals must be sent to:

Ms. Diane Hiscock
General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

All questions relating to this project must be directed to the Project Manager, Terry McEachen:

Mr. Terry McEachen
General Manager of Community and Development Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4450
Fax: 250-562-8676
Email: tmceachen@rdffg.bc.ca

The Regional District reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favourable in the interests of the Regional District. Furthermore, the Regional District reserves the right to negotiate with any proponent at its discretion. The proponents will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

The Regional District will not be responsible for any costs incurred by proponents which result from the preparation or submission of documents pertaining to this proposed call. The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their own expense.

RFP documents may be obtained on or after February 5, 2010.

- a) In a PDF (public document format) file format from the Regional District's website www.rdffg.bc.ca or <http://www.marketplacenorth.ca>,
- b) In hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding statutory holidays.

2.0 ACKNOWLEDGEMENT LETTER

Upon receipt of these documents, a potential proponent will sign one (1) copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter to the attention of Mr. Terry McEachen, Regional District of Fraser-Fort George.

A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.

3.0 INTRODUCTION AND BACKGROUND

The Robson and Canoe Valley economies have traditionally relied heavily on the forest sector. The forestry has seen some difficult times, especially today with the market conditions dampening demand the effect of the mountain pine beetle on supply. The pine beetle infestation in the Valley has been spotty to day, with some areas more prolific than others, but there are outbreaks throughout the area and it is only a short matter of time before it increases its impact. Now is the time to prepare for that impact. Also forestry related, McBride lost a significant employer when the local Ministry of Forests office was closed down a few years ago.

The Village of Valemount has done a significant amount of work over the last ten years to attract investment in the tourist sector. Much of that initiative has been focused on the proposed Canoe Mountain Resort development that was to include championship golf courses, a gondola to the top of Canoe Mountain, significant residential developments and related commercial activities. While the project is now not going to proceed, it has elevated the tourism profile of the community and region.

McBride and the Robson Valley and Highway 16 are not located on the same Highway 5 tourism corridor that connects Northern Alberta with the Okanagan, Kootenays and lower mainland of BC, although it does attract a significant winter snowmobiling interest. McBride has employed an Economic Development position to assist with its future, but an integrated template needs to be developed to guide future activities such that they have a better chance of being fruitful.

Both the McBride and Valemount Villages, surrounding communities, and the remainder of Electoral Area H are interdependent on very similar economic forces and opportunities. They also face comparable challenges to encouraging the advancement of their opportunities. Acting together as a single economic unit, utilizing their combined strengths, will give them greater potential for realizing future economic growth.

The budget for the project is funded through contributions from the Federal Western Economic Development's: Community Economic Development Initiative, the Omineca Beetle Action Committee and the Regional District. It is expected that the project should fall within a range of approximately \$90,000.

4.0 SCOPE OF WORK

Economic Diversification Parameters

The study is to focus on key factors that have contributed to the past current economic base of area, identified in the attached map, and what is needed to build on that base into the future. Specifically, it needs to identify and address the Strengths, Weaknesses, Opportunities, and Threats that need to be enhanced/removed.

- i. Identify those business sectors to which the Valley can best target to attract.
- ii. Sectors already recognized include Forestry, Tourism, Agriculture and non-traditional sectors such as Technology and Transportation.
- iii. Analysis of the existing industrial/commercial land base and identification of potential additional lands for development.
- iv. A compilation and review of analysis and studies already done in the area. (Such as UNBC, NDI, OBAC, and the Villages of McBride and Valemount).
- v. A clear direction towards resolving the electrical uncertainties plaguing the Valleys.
- vi. Reliable broadband internet.
- vii. Seniors Housing and Services.

The final product needs to identify realistic goals that can be achieved in short (1-2 years), medium (up to 5 years) and long term (over 5 years) and the methodologies that are necessary to reach success. It is also to include a business and development guide for prospective investors. Community, local government, business, senior government and area utility engagement is essential.

5.0 CONTRACTOR INFORMATION

5.1 Qualifications and Experience

The successful Proponent will have at least three (3) years experience as a bona fide prime consultant in the development of practical community business expansion plans for local government that have been successfully implemented. Proponents will submit evidence of previous successful performance in comparable work. Proponents will provide complete information on experience of key personnel to be involved in the review process and references from work on similar projects.

This RFP encourages Proponents to demonstrate their experience, technical expertise, creativity and success in the area of community and subregional economic development.

5.2 Insurance

The proponent will be expected to have comprehensive general liability insurance in the amount of at least two million dollars (\$2,000,000). The successful proponent will be required to name the Regional District as Additional Insured and provide a Certificate of Insurance verifying these requirements.

5.3 Occupational Health and Safety

The proponent will be required to comply with the *Workers' Compensation Act*.

5.4 References

The proponent must include a minimum of three (3) references complete with contact information in the proposal for projects similar to the Robson-Canoe Valleys Economic Opportunities Plan project. A brief description of the projects completed for each reference should be provided.

5.5 Professional Responsibility

Only qualified and experienced consulting professionals will be considered for this project. The successful proponent will be expected to provide services in accordance with a standard care, skill and diligence maintained by a person (or firm) providing consulting services described herein.

6.0 FEE STRUCTURE

The proponent must specify in the proposal, the fees required to satisfy the terms of reference for the project, the work plan and methodology. The proponent must clearly identify and detail all costs. The various stages of the work plan should be costed with taxes and disbursements clearly identified.

6.1 Terms of Payment

The proponent must specify in the proposal, the terms of payment required for the duration of the project.

6.2 Cost of Control

The proponent must provide in the proposal, a description of the cost control measures they will employ to effectively manage the project budget.

7.0 WORK PLAN AND SCHEDULE

The proponent must provide a work plan in the proposal. The work plan is to include a schedule of project tasks, milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task.

The completion date for this project is June 30, 2010.

8.0 PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a) Title Page – including Request for Proposal title and number, proponent’s name and address, telephone number, fax number, email address and contract representative.
- b) One page letter of introduction signed by the person or persons authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.
- c) Table of Contents including page numbers.
- d) An Executive Summary of the key features of the proposal.
- e) The body of the proposal, including the work plan and schedule.
- f) Additional information including references and previous experience and anything else that a proponent may choose to provide.

9.0 DOCUMENTS

The successful proponent will be required to provide all documents related to the project to the Regional District in hard copy and an electronic format. All text documents will be in a Microsoft Word format; all spreadsheet documents will be in a Microsoft Excel format and the Economic Opportunities Plan should be formatted in an Adobe Acrobat format.

10.0 PROJECT MANAGER

All questions concerning RFP DS-01-10 are to be directed to the Project Manager after February 5, 2010.

Terry McEachen
General Manager of Community and Development Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4450
Fax: 250-562-8676
Email: tmceachern@rdffg.bc.ca

11.0 EVALUATION OF PROPOSALS

The contract award will be based on the professional qualifications, experience, local knowledge, work plan methodology and schedule, price and quality of proposal. The proposal submission should be clear, concise and complete.

The Regional District shall be the sole judge of a proposal and its decision shall be final.

11.1 Evaluation Criteria:

Consultant Qualification, References & Experience	30 points
Work plan, Methodology, and Schedule	30 points
Price	30 points
Quality of Proposal including format	<u>10 points</u>
Total	100 points

12.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. All documents, including proposals, submitted to the Regional District in relationship to this project become the property of the Regional District.

ACKNOWLEDGEMENT LETTER

The undersigned has received the RFP Document.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Date

We presently intend to _____ provide or _____ not provide a Request for Proposal.

Return immediately to:

Terry McEachen, General Manager of Community and Development Services
Regional District Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

Fax Number: 250-562-8676 or
Email: tmceachen@rdffg.bc.ca