



VILLAGE OF TAH SIS REQUEST FOR PROPOSALS

BUSINESS CASE AND PROJECT PLAN FOR MULTI-USE TRAIL PROJECT

REQUEST FOR PROPOSAL NO. 2016-2

CLOSING LOCATION:

Village of Tahsis
Attention: Mark Tatchell
977 South Maquinna Drive
PO Box 219
Tahsis, BC
V0P 1X0

CLOSING DATE AND TIME:

Three complete hard copies of each proposal must be received by 5:00
PM Pacific Time on
June 27, 2016

CONTACT PERSON:

Mark Tatchell
Office (250)934-6344
Fax (250) 934-6622
mtatchell@villageoftahsis.com

1. PURPOSE

The Villages of Tahsis and Zeballos and the Mowachaht/Muchalaht First Nation are seeking to develop a community based, shared use trail system in the 'Tahsis-Zeballos-Mowachaht/Muchalaht First Nation Region' in order to offer trail-based tourism experience and products that will maximize economic development opportunities for the region in an environmentally responsible manner.

This Request for Proposal is to seek the services of a consultant to research, analyze and write a comprehensive business case and an initial project plan which will be used as decision support documents and, in addition, to assist in preparing funding applications for the trail construction, branding, marketing and on-going operations.

We are requesting proposals from consultants with experience in economic development projects with small remote communities in transition from resource based economies. Experience in preparing comprehensive business cases, project planning and management, preparing detailed budgets, provincial and federal environmental and land use regulations, and community and stakeholder consultation are required.

The Project's Executive Committee comprised of the Mayors, Senior Staff and Representative of the Mowachaht/Muchalaht First Nation will rely on the business case and initial project plan to make decisions regarding funding for the overall trail project including seeking funding from senior levels of government and/or other sources.

2. SUBMISSION DATE, PLACE AND TIME

Three (3) signed hard copies of the proposal must be delivered to:

**Village of Tahsis
977 S. Maquinna Drive
PO Box 219
Tahsis, BC
V0P 1X0
Attention: Mark Tatchell**

Deadline for Proposals is: Monday, June 27th, 2016 5:00 PM Pacific Time. Late proposals will not be accepted.

3. ENQUIRIES

Mark Tatchell
CAO/CFO
Office: (250)934-6344
Fax: (250)934-6622
Email: mtatchell@villageoftahsis.com

4. BACKGROUND

The Nootka Sound region has a long history of First Nations settlements that pre-date by thousands of years the first English and Spanish contacts in the late 1700s. In the post-World War II era logging, sawmills and commercial fishing drove the regional economy. As forestry and commercial fishing activity has diminished over the past two decades, Tahsis, Zeballos and the Mowachaht/Muchalaht First Nation have experienced declining populations and are shifting their economic base to tourism, particularly eco-tourism and sport fishing.

The three partner communities are pursuing economic development opportunities that expand the type of eco-tourism products and experiences currently offered in the Nootka Sound region as well as to lengthen the eco-tourism season.

In 2014-15, Island Coastal Economic Trust funded the preparation of an economic development strategy for the Village of Tahsis. The strategy includes partnering with Zeballos and the Mowachaht/Muchalaht First Nation as well as to “support the development of new experiences such as trails, events and facilities.”

Tahsis’ Official Community Plan (2010) has the following economic development strategy goals:

- Promote the development of community and tourist-related services
- Promote economic diversification
- Encourage and support the development of tourist related facilities.

The overall trail project – tentatively called the “Community Unity Trail” - will develop (and expand) new tourist and community facilities (new multi-use trails which will include campgrounds and other amenities) and related services needed by visiting and local trail users. Types of services would include food stores, restaurants/cafes, accommodation facilities (motels/hotels) and fuel sales. ATV BC states that their members look for food, fuel and accommodation when seeking out potential trails to ride and explore. In addition, it is anticipated that other services such as ATV parts and repairs could be a spin-off business from the trail system. This could provide an opportunity for local marine parts and service businesses to expand and diversify.

5. PROJECT SCOPE

This project will be undertaken by one or more consultants who will conduct the research, analysis and writing of a detailed business case proposal in accordance with provincial or federal standards, e.g., <http://www.tbs-sct.gc.ca/hgw-cgf/oversight-surveillance/itpm-itgp/pm-gp/emf-cag/bcg-gar/bcg-gartb-eng.asp>).

It is expected that the data used in preparing the business case will be utilized in an initial project plan. The project plan will provide the partner organizations and potential funders with a clear sense of the project's scope, schedule and budget as well as other important project management details, as noted below.

This phase will also necessarily entail development of the route design and cost estimates of route construction. Although this component will be undertaken by route design consultants and is not part of this RFP, the route design and cost estimates will be incorporated into the business case and project plan.

6. DESCRIPTION OF WORK

Using the research and other information gathered from the initial planning meetings and by collecting and analyzing additional data from stakeholders, government agencies, other trail project organizations and other sources, the consultant(s) will prepare a comprehensive business case for undertaking the overall trail project including (and not in priority order):

- detailed budget with at least Class "C" cost estimates of all aspects of the trail project, which will be developed incrementally over time based on the route design
- route design
- financial management, controls and reporting
- market research and "customer" demand
- branding
- overall project scope
- project deliverables/outcomes
- risks
- benefits
- constraints

The initial project plan will include:

- project governance
- budget
- project scope
- project management
- high level project timeline and milestones
- reporting
- risks and risk mitigation and
- deliverables

7. FEES

Fees for the project will be charged on an hourly basis. A schedule of rates for each project personnel will be included with the proposal. An estimate of time required to complete the business case and the initial project plan deliverables, the fee for the labour component and the expenses for each deliverable will be included in the proposal. Fee pricing will be valid for 90 days after the closing date of the RFP.

8. PROJECT MANAGEMENT

The consultant will report to the Project Executive Committee which is comprised of the Mayors of Tahsis and Zeballos, the Chief Administrative Officers of Tahsis and Zeballos and the Lands and Economic Development Manager of the Mowachaht/Muchalaht First Nation. The primary staff liaison will be the Village of Tahsis CAO.

9. PROJECT SUBMISSIONS

The proponents are required to submit the following information:

1. Description of the proponent's expertise and qualifications
2. If more than one team member, description of each team member's responsibility and task(s)
3. Proposed work breakdown and schedule of key tasks, deliverables, budget allotments for each task
4. Total fee for service (including total hours and budget). This will include all applicable taxes, expenses and disbursements
5. References to three (3) projects of similar size and scope completed by the proponent.
6. Names and contact information for at least two (2) references who may be contacted regarding the performance of the proponent on the projects referred to in #5 (above).
7. The proposal will be signed by a representative of the proponent.

10. EVALUATION OF PROPOSALS

Proposals will be evaluated by the Project Executive Committee.

11. EVALUATION CRITERIA

Proposals will be evaluated in accordance with the following criteria:

1. Experience with similar and related projects
2. Qualifications
3. Local government and First Nations experience
4. Completeness, quality and presentation of proposal
5. Proposed work breakdown
6. Project controls and reporting
7. Clear description of deliverables
8. Demonstrated best value for the partner communities

12. CONFIDENTIALITY AND RECORDS

Each proposal and all information and products included in the proposal submitted for this project shall be the sole property of the Village of Tahsis. Proponents should be aware that the Village is a public body under the *BC Freedom of Information and Protection of Privacy Act* (“FOIPPA”). A proponent may stipulate in their proposal that portions of the proposal contain confidential or proprietary information which cannot be disclosed to third parties. However, under FOIPPA the Village may be statutorily obligated to disclose all or part of a proposal in response to an application under FOIPPA even if the proponent has stipulated that part of the proposal is confidential or proprietary. Proponents are advised to read s. 21 of FOIPPA and any other related provisions of the Act.

13. PROCUREMENT POLICY

The Village of Tahsis Procurement Policy, including the conflict of interest provisions, applies to this procurement.

14. No CONTRACTUAL OBLIGATIONS OR CLAIMS FOR COMPENSATION

The Village intends to select a preferred proponent based on the assessment of the proposals. No proposals may be selected.

By issuing this RFP, the Village is not seeking binding offers and no contractual obligations are created between proponents and the Village of Tahsis, the Village of Zeballos and/or the Mowachaht/Muchalaht First Nation. No proponent has a claim for compensation of any kind as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

15. CONSULTANT AGREEMENT

The successful proponent will be invited to enter into an agreement with the Village of Tahsis for the provision of consulting services. The agreement will be based on this RFP, the proposal submitted, including the tasks and deliverables, the personnel committed and the fees to be charged and any negotiated changes to the above.