

REQUEST FOR PROPOSALS

Economic Development – Consulting Services

District of Hudson's Hope & Hudson's Hope Business Association

Proposals clearly marked “**Proposal – District of Hudson's Hope Business Association – Economic Development – Consulting Services**” will be accepted until **4 PM** local time on **Friday, February 2, 2024**, at the office of the District of Hudson's Hope, 9904 Dudley Dr, Hudson's Hope, BC V0C 1V0 or by electronic submission via email in PDF format to chris.cvik@hudsonshope.ca

Proposal documents and further information are available online at the <https://hudsonshope.ca/>

The District of Hudson's Hope reserves the right to accept or reject any or all Proposals and to waive any informality in the Proposals received, in each case without giving any notice. The District of Hudson's Hope reserves the right to accept the Proposal, which it deems to be most advantageous.

Emailed submissions will be accepted.

The lowest of any Proposal is not necessarily accepted.

For more information, please contact:
Chris Cvik, Special Projects
c. 403 803 9833 e. chris.cvik@hudsonshope.ca

January 2, 2024

DISTRICT OF HUDSON'S HOPE REQUEST FOR PROPOSALS

An Overview

On behalf of the Hudson's Hope Business Association (HHBA), the District of Hudson's Hope is issuing this Request for Proposal (RFP) to invite qualified consultants to offer their expertise to facilitate and guide completion of several key initiatives identified by the HHBA.

The HHBA was established in 2023 and currently has sixteen (16) members. The goal of the HHBA is help local businesses grow and prosper. This will be accomplished through improved communication, sharing of information between the members and supporting each other. The HHBA has identified several key initiatives that will help the group towards achieving their goal.

In June 2023, the HHBA approached the District of Hudson's Hope and encouraged the District to apply for funding through the Northern Development Initiative Trust (NDIT) to help Economic Development activities in the Community. The District made application to NDIT with the understanding that if the grant application was successful, the District would assist in an administrative capacity, and the HHBA would provide the day-to-day oversight. The grant application was successful. A second grant application through NDIT for a business façade improvement program was also successful.

In looking to see whether the needs of the HHBA could best be served by an Economic Development Consultant versus an employee, the District and the HHBA felt that the independence of a consultant and the flexibility they can provide over an employee are the best way to help achieve the objectives of the HHBA.

INTRODUCTION

1.1 Form of Contract

The successful Proponent will enter into a form of contract for the delivery of the services based on the Proponent's proposal, the terms within this RFP and negotiations with the Preferred Proponent and the District of Hudson's Hope.

1.2 Definitions

In this RFP the following definitions shall apply:

"Closing Time" has the meaning set out in Section 2.1;

"Contract" means a formal written contract between the District of Hudson's Hope and a Preferred Proponent to undertake the Services;

"HHBA" means the Hudson's Hope Business Association;

"Office" means the office of the District of Hudson's Hope;

"Preferred Proponent(s)" means the Proponent(s) selected by the District of Hudson's Hope to enter into negotiations for a Contract;

"Proponent" means an entity that submits a Proposal;

"Proposal" means a proposal submitted in response to this RFP;

"RFP" means this Request for Proposal.

2. INSTRUCTIONS TO PROPONENTS

2.1 Closing Time and Address for Proposal Delivery

Proposals must be received:

(a) at the office of:

District of Hudson's Hope
Attention: Chris Cvik,
9904 Dudley Dr, Hudson's Hope, BC V0C

(b) or electronic submission via email in PDF format to:

chris.cvik@hudsonshope.ca

(c) on or before the following date and time (the "Closing Time"):

Time: **4 PM** local time
Date: **Friday, February 2, 2024**

It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

Proposals will be opened in private by the District of Hudson's Hope after the Closing Time.

2.2 Number of Copies

Proposals submitted by mail should include the original plus two hard copies (three in total).

2.3 Late Proposals

Proposals received after the Closing Time will not be accepted or considered and will be returned upon the Proponent's request and at the Proponent's expense.

2.4 Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out above, or submitted electronically via email in PDF format, at any time before the Closing Time but not after.

2.5 Inquiries

All inquiries related to this RFP should be directed by email to:

Chris Cvik, Special Projects
District of Hudson's Hope
c. 403 803 9833 e. chris.cvik@hudsonshope.ca

Information obtained from any person or source other than the District of Hudson's Hope's Representative may not be relied upon.

Inquiries should be made no later than three days before Closing Time. The District of Hudson's Hope reserves the right not to respond to inquiries made within three days of the Closing Time. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the District of Hudson's Hope.

Proponents finding discrepancies or omissions in the RFP or having doubts as to the meaning or intent of any provision, should immediately notify the District of Hudson's Hope Representative. If the District of Hudson's Hope determines that an amendment is required to this RFP, the District of Hudson's Hope will issue an addendum in accordance with Section 2.6. **No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.**

2.6 Addenda

If the District of Hudson's Hope determines that an amendment is required to this RFP, the District of Hudson's Hope will post a written addendum on the District of Hudson's Hope website at <https://hudsonshope.ca> that will form part of this RFP. No amendment of any kind to this RFP is effective unless it is posted in a formal written addendum on the District of Hudson's Hope website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the District of Hudson's Hope.

2.7 Examination of Documents

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules and all relevant documents, prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

2.8 Project Time Frame

The budget for this project is **\$50,000.00**. This budget includes all aspects relating to the completion of the objectives outlined in the scope of work (**Schedule A**) which includes research, community consultation, and reporting to the Hudson's Hope Business Association on the progress of achieving the objectives. All work completed is to be within this budgeted amount.

The target completion of the Strategic plan is **March 31, 2025**.

3. PROPOSAL SUBMISSION FORM AND CONTENTS

3.1 Package

Proposals must be submitted in the Proposal Format as outlined in Schedule 'B', Proposal Submission Format. Hard copy submissions should be submitted in a sealed package, marked on the outside with the Proponent's name and title of the project.

3.2 Form of Proposal

The District of Hudson's Hope reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favorable in the interests of the District of Hudson's Hope and the HHBA. Furthermore, the District of Hudson's Hope 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.

3.3 Signature

The proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

- (a) If the Proponent is a corporation, then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;
- (b) If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Hudson's Hope Business Association that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Proponent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 Evaluation

The District of Hudson's Hope and the HHBA will evaluate the Proposals by applying the evaluation criteria as described in Section 4.2 to identify the Proponent that the District of Hudson's Hope and the HHBA determines is the most advantageous to achieving the objectives of the HHBA.

The criteria will be applied without priority or weighting established in advance of the evaluation, and in particular, the Proponent whose Proposal has the lowest price will not necessarily be selected as the Preferred Proponent. The District of Hudson's Hope and the HHBA will apply the criteria evenly and fairly to all Proposals.

4.2 Evaluation Criteria

The District of Hudson's Hope and the HHBA will compare and evaluate all Proposals to determine the Proponent's strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the District of Hudson's Hope and the HHBA, using the following criteria and evaluation scoring guide:

(a)	Experience	/35
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The Proponent will have at least three years' experience as a consultant in the business of developing and delivering on economic objectives and strategies specifically for rural communities, and experience working with local governments, committees, community stakeholders, and residents.

(b) Reputation and Resources**/35**

Proponents will provide complete information on experience of key personnel to be involved in the project and references from work on similar projects. The Proponent must include a minimum of three references complete with contact information in the proposal for projects like the objectives described herein. Proponents will submit evidence of previous successful performance in comparable work. A brief description of the projects completed with each reference should be provided.

(c) Work Plan, Methodology and Schedule**/20**

The District of Hudson's Hope and the HHBA will consider the Proponent's proposed work plan, methodology and schedule as indicated in the Proposal. Proponents are encouraged to identify innovations that would maximize the efficiency and economics of the proposed work.

(d) Financial**/10**

The District of Hudson's Hope and the HHBA will consider the Proponent's pricing to deliver the objectives as indicated in the Proposal.

/100**4.3 Additional Information**

The District of Hudson's Hope and the HHBA may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, may make such requests to only selected Proponents. The District of Hudson's Hope and the HHBA may consider such clarifications or additional information in evaluating a Proposal.

4.4 Waiver of Deficiencies

If a Proposal does not satisfy every District of Hudson's Hope and HHBA request or requirement as described in this RFP, the District of Hudson's Hope and the HHBA may, in its sole discretion, waive such deficiency and consider such Proposal in the evaluation of Proposals.

4.5 Selection of Proponent

The District of Hudson's Hope and the HHBA will select the Proponent which it determines is the most advantageous to the District of Hudson's Hope and the HHBA based on the Evaluation Criteria set out in Section 4.2 above. The District of Hudson's Hope and the HHBA are not bound to accept the lowest priced Proposal and reserves the right to accept or reject any Proposal in whole or in part.

4.6 Good Faith Negotiations

By submission of its Proposal, the Proponent agrees that if at any time in the 60 days from the Closing Time it is selected by the District of Hudson's Hope and the HHBA to enter into negotiations for a Contract, the Proponent will, in good faith, participate in negotiations and use reasonable commercial efforts to reach agreement and finalize a Contract based on the Proponent's Proposal.

4.7 Negotiation of Contract and Award

If the District of Hudson's Hope and the HHBA selects a Preferred Proponent or Preferred Proponents, then it may:

- (a) Enter into a Contract with the Preferred Proponent(s); or
- (b) Enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attempt to finalize the terms of the Contract(s), including financial terms. If discussions are successful, the District of Hudson's Hope and the Preferred Proponent(s) will finalize the Contract(s); or
- (c) If at any time the District of Hudson's reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the District of Hudson's Hope may then either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some other manner.

4.8 Proposed schedule and timeline

Event	Estimated date
Request for proposal published	January 2, 2024
Deadline for questions from vendors	January 30, 2024
Final addendum for questions published	January 31, 2024
Deadline for proposal submissions	February 2, 2024
Proposal Review	February 5 - 16 th
Tentative date for awarding contract – District of Hudson's Hope Council Meeting	March 4, 2024*
Finalize contract with Proponent	March 5 – 29 th
Successful Proponent commences project	April 1, 2024
Project Completion deadline	March 31, 2025

5. GENERAL CONDITIONS

5.1 No District of Hudson's Hope Business Obligation

This RFP is not a tender and does not commit the District of Hudson's Hope nor the HHBA in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the District of Hudson's Hope reserves the right in its sole discretion to at any time reject all Proposals, and to terminate this RFP process.

5.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the District of Hudson's Hope or the HHBA relating to or arising from this RFP. The District of Hudson's Hope and the HHBA and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

5.3 No Contract

By Submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

5.4 Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the District of Hudson's Hope or HHBA, its elected or appointed officials or employees. The District of Hudson's Hope may rely on such disclosure.

5.5 Confidentiality

All submissions become the property of the District of Hudson's Hope and will not be returned to the Proponent. All submissions will be held in confidence by the District of Hudson's Hope unless otherwise required by law. Proponents should be aware the District of Hudson's Hope is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

5.6 Insurance

The successful Proponent will, in the event of award, be required to provide to the District of Hudson's Hope, within ten (10) days of award:

- (a) Proof of public liability insurance for injury, property damage or death arising from the Proponent's operations under the agreement in an amount not less than **ONE MILLION (\$1,000,000) DOLLARS** naming the District of Hudson's Hope as additional named insured;
- (b) Proof of professional liability insurance in an amount of not less than **FIVE HUNDRED THOUSAND (\$500,000) DOLLARS**; and
- (c) Proof of registration with WorkSafeBC.

SCHEDULE 'A'

TERMS OF REFERENCE

OBJECTIVES & DESIRED OUTCOMES

The Proponent will be responsible for the completion of the following measurable objectives:

1. Develop a business directory of all local businesses within the District of Hudson's Hope. The directory will be in electronic format – available on the District website and in a format that can be easily printed by member of the public and interested parties. The consultant will also develop a way for new businesses and/or changes to be easily updated and maintained.
2. Update the District of Hudson's Hope Investment Ready Community Profile:
<https://hudsonshope.ca/wp-content/uploads/2013/06/Hudsons-Hope-Investment-Ready-Community-Profile-FINAL.pdf>
3. Manage the Business Façade Program. This includes contacting each business in Hudson's Hope to explain the details of the program and manage the application of any interested parties.
4. Develop and deliver a survey to residents in Hudson's Hope to obtain information on the business and commercial needs of residents in the community. Specifically, the objectives are to create, advertise, distribute a survey to all residents. (Minimum of 100 responses) to gain knowledge, and insight on local business needs, what services are wanted and needed. What would help get more residents to shop local? How can we help more entrepreneurs open a business locally, etc. The results are to be broken out based on age, sex, and other relevant demographics. The results will be used for grants, funding request, can be used by local govt for planning etc.
5. Identify and meet with every business owner in the community that is providing a "service" even if there is no brick and mortar building to obtain feedback on needs and challenges faced by local business. The survey will obtain the type of assistance needed (and by whom). Ideally, the survey will also include activities that are successful and should be continued.
6. Develop and maintain a database of information, reports, survey results, that will become the property of the HHBA upon completion of the project. The archived information and data received from business visits will be used for future EDO work and to track business data.
7. Follow-up on any business leads that are presented that require assistance, information, or coordination with other businesses, user groups in the District.
8. Research and share information on current or upcoming grant opportunities to businesses within the community. Assist with the application where possible. Managing the grants and submitting final reports would be the business owners' responsibility.
9. Prepare and deliver a monthly report to the HHBA with a summary of accomplishments and project updates. Prepare a final summary report at the end of the project on achievements, observations, and suggested next steps.

Other

10. Assist local businesses to develop a social media presence.
11. Work with local businesses to showcase their good and services and get the word out. (Minimum of 4 In person, Live Business events in 12-month period). The businesses are responsible to provide assistance, staff, and funds. The consultant is responsible to help plan and promote the events.
12. Encourage local businesses to get involved at local events and improve visibility within the community. Example, for the Winter 2024, the consultant could plan and get business sponsorship for a contest amongst businesses to enter a float in the Christmas parade.
13. Attend the District of Hudson's Hope municipal council meeting with a member of the HHBA as a delegation on a quarterly basis to provide a verbal report and presentation on economic development within the community.

SCHEDULE 'B'**PROPOSAL SUBMISSION FORMAT**

All Proposals must follow the format outline below, and all of the requested information must be provided to the District of Hudson's Hope.

Cover Letter and Executive Summary

- (a) The cover letter will reference the RFP title and should clearly state the Proponent's understanding of the services to be provided. The letter should include the name(s) of the person(s) who will be authorized to make representations for the Proponent, their title(s) and contact number(s) and email address. The cover letter should be signed by an authorized signatory in a position to legally bind the Proponent to statements made in response to this RFP.
- (b) The executive summary should provide a synopsis of the overall approach and key points in the Proposal.

Table of Contents

The Table of Contents should reference the applicable section, subsection and page numbers. Pages should be consecutively numbered.

Experience, Reputation and Resources

Provide sufficient information, as outlined in the requirements section of the Terms of Reference, which demonstrates the Proponent's experience, reputation, capacity and availability of resources, including the ability to meet requirements of this RFP.

Also include how you will:

Provide sufficient information about the Proponent that includes but is not limited to:

- Contact information including name, title, address, email and contact numbers;
- Location of head office and subsidiary offices (if applicable);
- Number of employees (if applicable);
- Project Team Leader;
- Detailed information of the Proponent's years of relevant experience in providing the services required by this RFP; and
- Detailed information of the Project Team Leader's years of relevant experience in providing the services required by this RFP.

REQUIREMENTS TO BE INCLUDED IN THE PROPOSAL

Strategic Consulting

- Describe the role of an economic development consultant.
- Explain your understand of the challenges and opportunities for economic development in rural or remote communities.
- How do you maximize the impact of an economic development consultant in a community?

Consulting Services

- Describe how you plan to deliver the required services.
- Explain your approach to communicating with stakeholder groups to identify needs.

Experience

- Demonstrate your team's experience in working with business stakeholders in rural and remote communities.

Administrative

- Provide 3 client references.
- Describe any relevant relationships with partners that might be relevant to our organization.
- Provide your rate card or budget breakout to complete the objectives. Describe how you approach scoping and delivery of ongoing services to ensure cost effectiveness.

Proponents may use this section to provide any additional comments about their experience and capacity which may be informative and beneficial to the District of Hudson's Hope and the HHBA.

Work Plan, Methodology and Schedule

At a high-level, Proponents must provide a timetable, milestones, meetings and detailed work plan for the project, including timelines for completion of specific tasks (by individual), time requirements and identification of specific deliverables. A methodology outline should describe the key elements of the approach that would be used by the Proponent.

Fees

Proponents must provide a schedule of hourly rates for all personnel who might be used on the project and a table summarizing the total estimated cost of the project with the hourly rates and the total hours anticipated.

A schedule and a total fee to complete the objectives and deliverables **including expenses and disbursements** is also required. If optional tasks are proposed, a separate cost for those tasks should be noted.