

REQUEST FOR PROPOSALS

Contractor (Project Lead)

for the Establishment of the Cariboo Wood Innovation Training Hub

RFP Release Date: May 13, 2024

RFP Closing Date: June 5, 2024

Please submit proposals to:

Jane Wellburn
Regional Manager, Cariboo Chilcotin office
Fraser Basin Council
p: 250-392-1400
jwellburn@fraserbasin.ca



Seeking a dynamic professional to lead the collaborative development of wood innovation in the Cariboo region!

Introducing an exciting opportunity for a local professional with deep understanding of the region: to engage local communities and establish a collaborative, sustainable way forward for wood manufacturing and high-value fibre usage.

Our local wood manufacturing community and Indigenous communities are rich with talent, knowledge, and experience in wood innovation. The Project will engage diverse perspectives and amplify regional voices to build a shared, long-term vision and strategic plan for wood manufacturing in the Cariboo region. Using input from regional collaborators, the proponent will establish a wood innovation training hub to accelerate regional wood innovation. The hub will offer local training opportunities, lift and celebrate wood innovators, and support an interconnected community of value-added producers.

Introduction

The Fraser Basin Council (FBC) is a charitable non-profit society that brings people together to advance sustainability solutions and practices in British Columbia. Our vision is for “Social well-being supported by a vibrant economy and sustained by a healthy environment.”

The Province of BC, through the Rural Economic Diversification and Infrastructure Program (REDIP) – Forest Impact Transition stream, is supporting the establishment of the Cariboo Wood Innovation Training Hub (CWITH).

The Cariboo Wood Innovation Training Hub will serve as a centre for advancing local value-added wood manufacturing by providing labour force development pathways and supporting collaborative, regional action in diversifying the local forest economy. With support from REDIP, the FBC is seeking a contractor for a 2-year period who will further engage with community and stakeholders, produce data and research, liaise with project partners, and develop a sustainable plan and structure for CWITH.

Through this request for proposals (RFP), FBC seeks a qualified contractor with the experience and skills to deliver on the scope of work outlined below.

Project Background

Like other regions throughout BC, the Cariboo region faces challenges related to fluctuations in the resource economy, with active engagement for the past decade in preparing local residents and the labour force for anticipated changes within the forest sector. As traditional employers confront the impacts of available fibre, it is critical that skilled labour also adjust to new potentials and opportunities.

The Cariboo region and Williams Lake as a hub community are uniquely positioned to capitalize on wood innovation, with established timber and log home builders, educational institutions, and Indigenous entities active in pursuing value-added wood manufacturing. There is interest and commitment from these multiple sectors to develop a hub for showcasing and supporting wood innovation within a collaborative and inclusive process and to bridge the gap between traditional wood production and a higher quality, value-added future.

Starting in July of 2021, based on growing regional interest, a group of leaders in forestry, education and value-added wood industries formed an Advisory Committee and began to meet

regularly to discuss the development of a joint venture in sustainable wood innovation in the Cariboo. Fraser Basin Council (FBC) has since been engaged to support the Project as a neutral facilitator and strategic convener.

The Project builds on the draft business case developed by the CWITH Advisory Committee, in collaboration with the City of Williams Lake, the Cariboo Regional District, and the UBC Alex Fraser Research Forest, all partners on the Project.

Scope of work

Fraser Basin Council is seeking a contractor who will take on the role of engagement lead, facilitator, and process design lead for the CWITH initiative - fostering collaboration across a diversity of perspectives and prioritizing collaborative regional values in promoting value-added wood manufacturing.

The Contractor will focus on the following key project deliverables:

- Coordinate project planning and process design
- Lead Indigenous engagement
- Lead stakeholder and community engagement
- Provide mentorship to Indigenous project management trainee
- Re-establish Advisory Committee
- Compile research data and provide written report
- Develop sustainable strategic plan and structure for CWITH
- Launch workshop series (yr 2)
- Trial value-added wood project/training opportunity (yr 2)

(see Appendix B for Breakdown of Key Deliverables)

OPPORTUNITY FOR MENTORSHIP:

In collaboration with CCATEC, the project workplan includes the hiring of an Indigenous Trainee in Project Management, to work alongside the Contractor and learn hands-on project management skills in a 20-week training term.

Qualifications and Experience

Fraser Basin Council is seeking a dynamic professional who has a deep understanding of the region, the operators and local Indigenous and non-Indigenous communities, to connect and accelerate the establishment of an interconnected community of value-added producers. This professional may have an existing consulting business or will have the experience and background necessary to work as an independent contractor on this exciting start-up opportunity.

The proponent must demonstrate ability to deliver impactful results, with a blend of technical expertise and leadership acumen, with significant experience and high competency in:

- *Project Management* – efficiently planning, executing and overseeing complex projects through to completion, while adhering to timelines, budgets and quality standards
- *Facilitation and Engagement* - facilitating multi-stakeholder processes, setting and maintaining safe spaces for all voices to be heard while promoting collaborative processes
- *Communications* – effective and inclusive verbal and written communications across a broad range of audiences including various orders of government, business, community, and stakeholder organizations

Proposal Process

Proposals should include the following:

- description of your proposed approach and methodology for the CWITH project management
- description of your previous project management, facilitation, and community engagement experience
- proposed approach for providing mentorship training within the Indigenous project management training component
- references – provide 2 references for similar experience (client contact information), and/or samples of current or previous related work

Budget

Proposals up to \$90,000/yr will be considered.

The proposal should include a budget breakdown that identifies the tasks, proposed hours, and budget items for:

- a. Project planning and process design
- b. Meeting preparation and facilitation services
- c. Data collection, research, and development of strategic and financial plans

Note:

-Travel costs for in-person meetings throughout the Cariboo region will be covered through separate, additional travel funds

-The Indigenous project management trainee position will be funded through separate, additional training funds

-The Project timeline is set for a 2-year term, starting June 2024 and ending March 2026.

Evaluation Criteria and Scoring

Proposals will be reviewed by the Fraser Basin Council, and will be evaluated based on the following criteria:

- Qualifications and relevant experience of the contractor, as identified in the qualifications section above
- Proposed approach/methodology
- Timeframe and commitments to proposed schedule
- Overall cost and value for budget

We kindly request that proposals be submitted electronically to Jane Wellburn at jwellburn@fraserbasin.ca no later than June 5, 2024.

Timeline

RFP Release Date: May 13, 2024

RFP Submission Deadline: June 5, 2024

Selection and Notification: June 11, 2024

Should you require any additional information or clarification regarding this RFP, please do not hesitate to contact: Bettina Johnson bjohnson@fraserbasin.ca or Jane Wellburn jwellburn@fraserbasin.ca

We look forward to receiving your proposal and potentially collaborating with you on this exciting Project.

Appendix A – Additional Project Information

Intended Project Outcomes

- Engagement with local Indigenous governments and entities, local and regional governments, and stakeholders active in forestry, value-added wood sector, education/training for collaborative approach
- Completion of research activities to assess a) current value-added manufacturers/training opportunities in region b) current forest product/wood manufacturers in region c) value added opportunities summary
- A path forward: a focus on higher value log usage & collaborative hub for research and training activities
- Job creation and skills training in value-added wood manufacturing, incl. retraining workers displaced from forestry jobs
- Increased viability of business for value-added wood manufacturers, and a network of local expert trainers in wood innovation & craftsmanship
- A long-term self-sustaining structure for CWITH, creating new ideas for value-added opportunities
- Improved collaboration between educational institutions, regional governments, and the value-added wood sector
- Community positioned to attract investment in forestry, education and construction industries, advancing value-added wood manufacturing sector in Cariboo region

Appendix B – Breakdown of Key Deliverables

YEAR 1

- 1. Project Planning and Process Design** - Develop Project Workplan (objectives, scope, work breakdown structure, roles/responsibilities, risk plan, budget plan, communication plan) - Identify key actionable steps for establishment and sustainable operation of CWITH, incl. operational costs/funding - Convene meetings related to engagement, advisory committee, develop workshop/training opportunities for actualizing value-added potential within applicable context; create space for idea generation/dialogue
- 2. Provide mentorship to Indigenous project management trainee** – work alongside trainee, providing direction and hands-on training in comprehensive project management skills, including project planning and implementation, and communications and community engagement
- 3. Indigenous Engagement** - Build on existing relationships to engage Indigenous entities active in forestry, value-added wood manufacturing, training/employment, collaboratively identify priorities and synergies with current operations/aspirations
- 4. Stakeholder/Community Engagement** - Liaise with project partners to engage stakeholders/broader community in coordinating new path forward for value-added wood sector, collecting input through surveys, meetings, effective communication methods - Support forest licensees, tenure holders, private landowners to match fibre supply to value-added opportunities
- 5. Re-establish Advisory Committee** - Connect with existing advisory committee, grow membership, establish meeting schedule/frequency, field tour information sharing/networking schedule
- 6. Compile Research Data** - Complete up-to-date scan of regional value-added manufacturing entities, existing educational opportunities for wood manufacturing

training, identify gaps/opportunities, priority CWITH focus areas

YEAR 2

7. **Develop sustainable Strategic Plan and Structure for CWITH** - Building on data collected/Indigenous/community engagement, complete strategic plan, complete financial sustainability plan, set up legal structure for CWITH, branding, etc
8. **Launch workshop series** based on interests identified in Year 1 activities - Plan/host introductory workshop series based on engagement and identified priority areas
9. **Continue Stakeholder/Community Engagement** and ongoing Advisory Committee support - Host regular meetings/field tours, industry networking opportunities - Send out newsletter updates to partners, stakeholders, community - Host collaborative site/bus tours to visit value-added wood manufacturing sites in region
10. **Trial value-added wood project/training opportunity**, as identified in Year1 - Secure materials - Source additional funding partners

The first two years of Project are intended to establish a framework for successful project implementation in following years, alongside a long-term self-sufficient structure for CWITH.

[Appendix C: Terms and Conditions](#)

Agreement to be bound

By submitting a proposal, proponents agree to be bound by the terms and conditions of this RFP. If a contract is issued, the successful proponent will be bound by and comply with the terms and conditions contained in the contract and the RFP which will constitute the full and complete agreement between the parties.

Terms and Conditions

1. FBC reserves the right to refuse any or all proposals received.
2. FBC reserves the right in its sole discretion at any time, and from time to time and for whatever reason, to by addendum, modify, amend or otherwise change this RFP. FBC reserves the right to cancel this RFP at any time.
3. FBC reserves the right to award the contract for some or all of the services on the basis of proposals received or for an assessment of a portion of the project.
4. This RFP should not be construed as an agreement to purchase goods or services. FBC is not bound to award a contract to any proponent. FBC will not be obligated in any manner to any potential proponent whatsoever until a contract has been issued.
5. FBC will answer questions about the evaluation process and results but reserves the right to make the final decision on awarding the work.
6. Potential proponents must comply with all applicable laws.
7. Potential proponents are solely responsible for their own expenses in preparing a submission in response to this RFP.
8. No subcontractors must be involved, unless they are listed in the original proposal as part of a team, or permission has been granted in writing by FBC.