

Request for Proposals  
Village of Slocan  
Community Sustainability Plan

Closing Location:  
Village of Slocan  
Box 50, Slocan BC V0G 2C0

Closing Date and Time:  
12:00 pm, Thursday, Oct 22<sup>nd</sup>, 2009

Contact Person:  
Shana Paivarinta, CAO  
Phone: 250-355-2277  
Email: [cao.villageofslocan.ca](mailto:cao.villageofslocan.ca)

## 1. INTRODUCTION

This Request for Proposals (RFP) has been prepared to:

Directly invite qualified firms, companies, consultants and individuals to submit a Proposal to carry out a Community Sustainability Plan in accordance with the Terms of Reference. The Terms of Reference can be downloaded from the Village's website at: [www.slocancity.com](http://www.slocancity.com)

## 2. SUBMISSION DETAILS

The Village is not under any obligation whatsoever to select a proponent and may cancel this Request for Proposal at any time for whatever reason(s) and without liability to the proponents or anyone else.

Proponents are solely responsible and without recourse to the Village for their own expenses in preparing and submitting a proposal and for otherwise participating in the Request for Proposal process.

### **Please address submissions to:**

Shana Paivarinta  
Chief Administrative Officer  
Box 50, Slocan BC, V0G 2C0  
[cao@villageofslocan.ca](mailto:cao@villageofslocan.ca)

Submissions are to be received by no later than 12:00 pm on Thursday, Oct 22nd, 2009 and may be sent electronically or in a hard copy.

## 3. ENQUIRIES

Clarification on this Request for Proposal shall be directed to:

Shana Paivarinta  
Chief Administrative Officer  
Box 50, Slocan BC, V0G 2C0  
Phone: 250-355-2277  
E-Mail: [cao@villageofslocan.ca](mailto:cao@villageofslocan.ca)

#### **4. PROJECT BACKGROUND**

The Terms of Reference provides the background. The purpose of the study is to develop a Community Sustainability Plan (CSP) for the Village of Slocan that includes a community visioning exercise to assist in evaluating how the community sees the Village's future, a long-term economic diversification strategy, an overview/assessment of the community and social services situation, and the implications of population-based funding decisions on the community and business sustainability. Ultimately, the Sustainability Plan will provide an outline for the goals and policies to be included in the 2010 update of for the Village of Slocan's Official Community Plan (OCP).

#### **5. PROJECT GOALS (MANDATORY REQUIREMENTS)**

This RFP is for the completion of a Community Sustainability Plan with practical recommendations that can be implemented within a reasonable time frame. The consultant(s) hired must demonstrate access to expertise in the visioning, social services, economic development, community engagement, and planning components of the plan.

#### **6. METHODOLOGY**

The methodology should include:

- A community visioning process that actively involves the community and considers such areas as: social well being, resilient economy, distinct arts, culture and heritage, world class recreation, affordable housing and liveable neighbourhoods, lively village center, local ecosystems, and transportation.
- Review any previous work done on economic diversification in the Village of Slocan, update information from previous related studies, identify critical issues affecting community viability, social services and service delivery including related support infrastructure in accordance with the Terms of Reference.
- Consultation with key community multi-party representatives, the Steering Committee, Village of Slocan, the Ministry of Community and Rural Development and the community-at-large and others that will add to the comprehensiveness of the report.

## **7. FINAL DELIVERABLES**

- Present Visioning Document to Steering Committee on or before January 14, 2010
- Present Draft Community Sustainability Plan to the Steering Committee on or before February 15, 2010
- Present Final Community Sustainability Plan to the Steering Committee and Council on or before March 31, 2010.

## **8. PROJECT BUDGET**

The total cost of the contract to be awarded is \$65,000 including GST. Any proposals submitted that exceed this amount will not be considered. Please ensure all costs are considered when submitting your budget.

## **9. PROJECT SCHEDULE**

A contract will be awarded to the successful Proponent on or shortly after November 2<sup>nd</sup>, 2009.

## **10. PROPOSAL SUBMISSIONS, SELECTION AND EVALUATION CRITERIA**

Proposal Format:

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration and evaluation of key elements.

- a) Title Page, showing Proponent's contact information.
- b) Table of Contents including page numbers.
- c) A short summary of the key features of the proposal.
- d) The body of the proposal shall include the four key elements in the evaluation criteria in the same order as they appear below.

<b>Proposal Format and Evaluation Weighting</b>		<b>Max Assigned Weight</b>
<b>1</b>	<b>Understanding of Project Objectives/Outcome</b>	
	1. Comprehensiveness of the proposal	<b>5</b>
	2. <u>Understanding of :-</u>	
	3. Economic Diversification strategy	<b>7</b>
	4. Local Government fiscal and service delivery focus	<b>7</b>
	5. Social Focus (community and social services) of the Study	<b>7</b>
	6. Community planning (OCP) initiatives – policies and goals	<b>7</b>
	7. Identification of stakeholders	<b>4</b>
	8. Practical Best Practices utilized in the Proposal	<b>4</b>
		<b>41</b>
<b>2</b>	<b>Methodology:</b>	
	1. Meeting schedules: complete & realistic	<b>5</b>
	2. Input from Stakeholders & Working Group	<b>5</b>
	3. Public Engagement Process & Participation, Visioning Process	<b>9</b>
	4. Milestones of key task completion	<b>4</b>
	5. Coordination of local processes	<b>3</b>
	6. Interim deliverables : Reports	<b>5</b>
	7. Final Deliverables	<b>3</b>
		<b>34</b>
<b>3</b>	<b>Qualification and References: Project Personnel</b>	
	1. Personnel Assigned to the Project : Experience	<b>8</b>
	2. References provided from the past	<b>3</b>
	3. Similar work and experience from Past Projects	<b>4</b>
		<b>15</b>
<b>4</b>	<b>Value for Money</b>	
	1. Project Budget and extent of details	<b>5</b>
	2. Schedule of Fees and Deliverables	<b>3</b>
	3. Reliance on local municipal and Committee personnel	<b>2</b>
		<b>10</b>
<b>TOTAL</b>		<b>100</b>

The body of the proposals should include, but not be limited to, the following elements:

1. In the form of a Gantt chart, include a draft schedule/ timeline of activities, including milestones, public participation, project meetings and interim reports.
2. Detailed description of methodological framework for undertaking the project addressing all aspects of the plan including, but not limited to sustainability (economic and social), community visioning, and Official Community Plan (OCP) initiatives.

3. A complete listing of all key personnel that will be assigned to the project, a brief description of their background, and their time allocations to the project.
4. Descriptions of similar relevant work completed.
5. A detailed budget including a breakdown of travel costs and a detailed schedule of personnel days and fee per day.
6. A proposed fee schedule tied to deliverables.

#### **11. OWNERSHIP OF WORK PRODUCT**

All documents submitted by proponents shall become the property of the Village of Slocan.