



Request for Proposal
Number RFP 2022-ED01

FOR THE PROVISION OF:

Terrace Investment Readiness Initiative

For the

City of Terrace

Date of Issue: April 4, 2022

Closing Date: May 4, 2022

Closing Time: 4:00 pm Local Time

Deliver To: dcorstanje@terrace.ca
"RFP 2022-ED01" included in subject line

Documents included:

Appendix A: Intent to Respond Form
Schedule A: Proposal Forms

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1 INTRODUCTION

The City of Terrace (the City) is the economic hub of northwest BC, strategically located closely inland from the Port of Prince Rupert, south of BC's "Golden Triangle", at the junction of highways 16, 37, and 113, and just north the LNG Canada project and Rio Tinto aluminum smelter in Kitimat. Terrace provides a majority of services and supplies to the region and its bountiful lifestyle and business opportunities has attracted a large portion of the workforce and firms that support industrial activity in the region. With a proposed inland port connected to rail and an industrial park with over 2000 acres of land to support industrial development, the City aims to support growth of industrial activities within its boundaries to support job growth and local service provision to improve the quality of life of its residents. The growth of the mining sector, development of LNG Canada facility and Coastal GasLink pipeline, multiple expansions of the Prince Rupert port, and resulting economic opportunities have amplified interest in Terrace, with information indicating a continuing trend and an opportunity for Terrace to retain investment.

The City's current challenge is the lack of capacity to rapidly prepare for the anticipated level of industrial activity and interest in Terrace to support existing and inbound businesses. From understanding barriers to and opportunities for growth, to identifying subsectors that best fit with Terrace and in increasing their awareness of Terrace and its value proposition to their growth, there are areas staff need further understanding on to take a measured approach to attracting businesses at a high efficiency and cost-effectiveness. This project is aimed at addressing these challenges with the information and tools to optimize its ability to proactively service local and inbound businesses looking to expand their operations within the community.

The City is considering entering a contract for services intended to commence by November 30, 2022, pending a successful application to, and sufficient funding from grant programs including the Strategic Initiatives Fund from Northern Development Initiative Trust, the Export Development Fund from the Prince Rupert Port Authority, and the Community Investments program from CanExport.

The detailed requirements are defined in the RFP. Request for Proposals (RFP) documents may be obtained from the BC Bid website (www.bcbid.gov.bc.ca) (the "BC Bid website") and the City's website (www.terrace.ca). If there are any discrepancies between the RFP documents on the City's website and the BC Bid Website, the RFP documents on the BC Bid Website shall prevail.

This RFP is not intended to, and shall not, create any legal obligations or duties of the City of Terrace towards any person for any reason whatsoever, whether in contract, tort, or otherwise. The City, at its sole discretion, and at any time, may or may not enter into negotiations with one or more persons submitting proposals in response to this RFP, or with any other person.

1.1 General Scope of Services

The general scope of services is to conduct research, stakeholder engagement, economic and situational analysis, develop plans, and make recommendations towards what the City can do to proactively attract and support industrial development well-suited for the Terrace area. Services

will also include identifying target sectors and sub-sectors, the marketing tactics to raise their awareness of Terrace, and the development of key marketing materials. **Details of the Project are outlined in Section 5.**

2 PROPOSAL INSTRUCTIONS

2.1 Closing Time and Address for Proposal Delivery

Proposals should be received **on or before 4:00 pm local time on the 4th day of May 2022** (the “**Closing Time**”). Emails containing Proposals, either attached or with links to a cloud sharing service, shall be sent **with “RFP 2022-ED01” included in the subject line** to the following specific email address: dcorstanje@terrace.ca.

2.2 Number and Format of Copies

Respondents shall submit their Proposals as a single, consolidated PDF file to the RFP Coordinator via email to the email address identified in Section 2.1. Respondents may attach their Proposals should file size permit; however, if the file is too large to attach directly to the email, Respondents shall use a cloud service (e.g. Google Drive, OneDrive, Dropbox) to share the file via link sharing. If using link sharing, the Proposal shall be shared with its own link; **Proposals in a shared folder with multiple documents will not be accepted.**

2.3 Revisions to Proposals

Proposals may be revised; however, the revisions shall be submitted in a new Proposal, delivered as a single consolidated pdf file to the location set out in Section 2.1, at any time before the Closing Time, but not after. Only the most recent Proposal submitted by a Respondent will be considered.

2.4 Information Meeting

An Information Meeting may be hosted by the City of Terrace Representative (RFP Coordinator) to discuss the City’s requirements under this RFP (the “**Information Meeting**”). If the City elects to hold an Information Meeting, it will post notice of the date, time and location of the meeting on the BC Bid website and the City of Terrace website (www.terrace.ca) and provide notice to those parties that have registered their intent to respond as per section 2.6 of this RFP. After the Information Meeting, a written record of questions and answers from the meeting will be provided to registered parties and posted to the BC Bid site and City website (along with any addenda).

At this time, an Information Meeting is not planned for this RFP.

2.5 Inquiries

All inquiries related to this RFP must be directed in writing to the person named below or such other person who may be named from time to time by the City (the “**RFP Coordinator**”). Information obtained from any person or source other than the RFP Coordinator should not be relied upon.

Name: Deklan Corstanje

Address: 3215 Eby Street, Terrace, BC V8G 2X8
Email: dcorstanje@terrace.ca

All inquiries should be received in writing no later than 4:00 p.m. local time 7 business days (April 25, 2022) before the Closing Time. Hours of business are 8:30 a.m. to 4:30 p.m. PST, Monday through Friday, except statutory holidays.

At the discretion of the City, Inquiries and responses will be recorded and will be distributed to all Respondents who have registered their intent to respond as per section 2.6 of this RFP.

Respondents finding discrepancies or omissions in the RFP (including all schedules) or having doubts as to the meaning or intent of any provision, should immediately notify the RFP Coordinator in writing. If the City determines that an amendment or clarification is required, the RFP Coordinator will issue an addendum.

The City may issue an Addendum up to 5 business days before closing time (April 27, 2022) answering questions received on or before the inquiry deadline to provide Respondents time to do any potential adjustments.

2.6 Intent to Respond and Addenda

If the City issues an addendum, it will be posted on the BC Bid Website and the City website and provided to parties registered as per Section 2.6. Any addenda will form part of the RFP. It is the responsibility of Respondents to check the BC Bid Website and the City Website for addenda. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Respondent. By delivery of a Proposal, the Respondent is deemed to have received, accepted and understood the entire RFP, including any and all addenda. All status inquiries must be directed to the RFP Coordinator.

In order to be included in direct communication related to inquiries or addenda, Respondents are required to communicate their intention to respond to this Request for Proposals by returning a copy of the Intent to Respond form (Appendix A) via fax or email to the RFP Coordinator named in Section 2.5. Addenda will be published on BC Bid and City Website.

2.7 Examination of RFP Documents

Respondents are responsible for reading and familiarizing themselves with the RFP document in its entirety (including all schedules, attachments, and appendices) before preparing and submitting a Proposal, and highly encouraged to do so before asking the RFP Coordinator questions that may be answered within the RFP document.

2.8 Process after Closing

After the Closing Date and Time, proposals will be evaluated by the Evaluation Team according to the evaluation criteria found in Section 5.6. Evaluation may take multiple weeks, depending on elements of the process including the complexity of proposals and any required Council approval.

Once a Preferred Respondent has been identified by the evaluation team, the Preferred Respondent will be notified.

Notwithstanding any other provision of this RFP, the execution of a Contract is subject to any negotiation of terms and conditions between the City and any Preferred Respondent. As stated elsewhere in the RFP, the City shall not be contractually bound to any person or organization as a result of this RFP.

Following shared agreement to any negotiation of terms and conditions between the City and any Preferred Respondent, the City may enter into a contract with the Preferred Respondent.

The City is by no means required to notify Respondents who were not selected as the Preferred Respondent, nor debrief with them.

2.9 Conflict of Interest

A Respondent must disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City of Terrace, their elected or appointed officials or employees. The City may rely on such disclosure.

2.10 Solicitation of Council Members, City Staff and City Consultants

Respondents and their agents will not contact any member of the City Council, City staff, or City consultants with respect to this RFP, other than the RFP Coordinator named in Section 2.5 at any time prior to the award of a contract or the cancellation of this RFP.

3 GENERAL CONDITIONS

3.1 Negotiation

The City may negotiate changes to any terms of a Proposal, including terms that form part of this RFP and including prices, and may negotiate with one or more Preferred Respondents.

3.2 Limitation of Liability

Respondents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the City or its representatives and consultants relating to or arising from the RFP. The City will not be liable to any Respondents for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Respondent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP. No Respondent shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Proposals, and by submitting a Proposal each Respondent shall be deemed to have agreed that it has no claim.

3.3 Respondent's Qualifications

By submitting a Proposal, a Respondent represents and warrants to the City that it has the expertise, qualifications, financial resources, and relevant experience to supply the Services described in this RFP.

3.4 Confidentiality

All Proposals become the property of the City upon submission and will not be returned to the Respondents. All Proposals will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" as defined by and is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

3.5 Definitions

In this RFP the following definitions shall apply:

"Approval" or **"Approved"** means approval in writing by the City of Terrace Representative.

"BC Bid Website" means www.bcbid.gov.bc.ca.

"the City" means the City of Terrace.

"City Representative" means the individual appointed by the City to make decisions related to the Contract.

"City Website" means www.terrace.ca.

"Closing Time" or **"Closing Date and Time"** has the meaning set out in section 2.1.

"Contract" means a formal written contract between the Preferred Respondent and the City of Terrace for the performance of the Work.

"Contractor" means the Respondent whose Proposal has been accepted by the City and includes the Contractor's personal representatives, successors or permitted assigns.

"Evaluation Team" means City of Terrace staff and any appropriate project partners.

"Information Meeting" has the meaning set out in section 2.4.

"PST" means Pacific Standard Time.

"Preferred Respondent(s)" means the Respondent(s) recommended by the Evaluation Team and approved by the City of Terrace to enter into negotiations for a Contract.

"Proposal" means the submission from the Respondent. Required elements of the proposal are identified in Section 5.1.

"Project" means the services outlined in Section 1 and Section 5 of this RFP

"Respondent" means an entity that submits a Proposal in response to this RFP.

“Request for Proposals” or “RFP” means Request for Proposals No. 2022-ED01 including Schedules and Appendices attached hereto and any addenda issued by the City.

“RFP Coordinator” means the person referred to in section 2.5.

“Services” has the meaning set out in Section 1.1 – “General Scope of Services”.

“Statutory Holiday” means any day that may be deemed a statutory holiday by the *Employment Standards Act* (British Columbia).

“Term” means the term of the Contract, as specified in the Contract (Schedule B).

4 EVALUATION OF PROPOSALS

This section details some of the criteria against which Proposals may be evaluated. The City may utilize further or other criteria in its sole discretion.

The lowest price or any proposal will not necessarily be accepted. The City expressly reserves the right to accept or reject any or all proposals at any time, modify the project schedule, or cancel the RFP for any reason whatsoever without compensation to any person. The City expressly reserves the right to accept the Proposal deemed most favorable to the interests of the City. The City may, at any time and for any reason, negotiate with one or more Preferred Respondent with respect to this RFP or the work contemplated by it.

4.1 Criteria

Proposals not clearly demonstrating that they meet the following criteria may be excluded from further consideration:

- The Proposal should be received at the location specified in Section 2.1 on or before the Closing Date and Time;
- The Proposal must be in English;
- One (1) electronic copy in PDF format must be submitted as per Section 2.2;
- The Proposal should include a completed Proposal Form.

Respondents meeting the mandatory criteria will be evaluated by the point-rated criteria.

Mandatory Criteria (Pass/Fail)	
One (1) electronic copy in an email sent to the email specified in Section 2.1.	
Submission received on or before specified Closing Date and Time.	
Finished product scheduled to be complete and received by the City by December 31, 2024.	
Point Rated Criteria	Point Weight

Project Understanding and Methodology	25%
Project Team and Experience	20%
Value for Money	20%
Schedule	10%
Value Added Elements	10%
Overall Quality of Proposal	15%

5 ADDITIONAL INFORMATION

This section identifies what will be expected as elements of the Proposal and the Project. They will be regarded as the minimum requirements, and Respondents may include more elements as they see fit or offer rationale towards any exclusion of minimum requirements.

5.1 Proposal Elements

In addition to the criteria outlined in Sections 1.1 and 4.1, the rest of the proposal submission is required to include the following:

- Cover letter
- Table of Contents
- Project Understanding
- Approach and methods, and outcomes from tasks outlined in Section 5.2
- Workplan and Timetable
- Fees associated with each task outlined in Section 5.2, including any associated travel and accommodation
- Value Additions if in addition to minimum elements outlined in Section 5.2, with costs associated
- Team, Qualifications, Past Work and References
- Insurance coverage and licensing information, including business and/or professional liability and worker's compensation board clearance (e.g. WorkSafe BC when working in BC).

Respondents are asked to have their proposals ordered according to the above list.

5.2 Project Elements

The following list outlines elements of the Project that are expected to be included in the services provided. These elements provide Respondents the framework of the Project to associate fees.

The project is currently structured in a phased approach to allow the project to progress in the case of incomplete funding award, as well as for clarity around the priority of foundation-building insights and information to support later-stage project elements. Although not prescriptive, Respondents should carefully consider the following structure:

- Phase 1:

- Industrial Sector Gap Analysis and Investment Readiness Study
 - Business retention and expansion-type survey of local and regional businesses
 - Service and supply chain analysis: identification of service or supply gaps that would support the retention and expansion of industrial businesses locally, whether filled by local or inbound businesses
 - SWOT analysis for industrial expansion in Terrace with recommendations on how to attain the industrial expansion opportunities
- Industrial land inventory:
 - Identify all industrially zoned land, current and future land use
 - List current development state, zone type, current services
 - Analysis and report with any observations or recommendations on land use
 - Maintainable by staff in Excel format or other software
- Phase 2:
 - Identification, validation, and prioritization of target subsector(s)/persona(s)
 - Sector/subsector trends and market analysis
 - Sector profile and value proposition development
- Phase 3:
 - Incentives research report with recommendations
 - Marketing tactic and material prioritization and development (e.g. trade shows, media, and markets to target, and development of appropriate materials)

Should Respondents wish to include more items, they may, and should Respondents consider an element to be redundant, unnecessary, or otherwise excluded, they will indicate rationale in their Proposal as to why it is excluded.

5.3 Intended Price for Proposal

There is no recommended cost; we estimate a cost around \$200,000 for the scope of the project elements listed in Section 5.2, however we expect Respondents to propose a project suitable to the City's needs. To clarify, a proposal with a higher cost than \$200,000 will not be negatively evaluated based on the cost alone; the "Value for Money" point-rated criterion in Section 4.1 speaks to what the City sees in value for fees paid, and not fees paid alone.

Should Respondents provide fee strata (e.g. low, medium, high) due to different scales of the various phases, we expect to see what value has been added or removed between levels. Respondents will provide fees as requested in Section 5.1.

Grant funding will influence the pace at which phases are addressed but the level of quality to which each element is completed should not be affected. In the case that the City's access to grant funding is insufficient to address the full scope of the project, phases will be funded in order and according to available funding.

5.4 Value Additions

Proposals may include additional items that are additional to elements outlined in Section 5.2, and any associated costs and rationale behind the items should be included.

Appendix A: Intent to Respond Form

Company Name: _____

Contact Name: _____

Contact Title: _____

Telephone
Number: _____

Contact e-mail: _____

Signature: _____

Date: _____

We intend to respond to RFP 2022-ED01 – Terrace Investment Readiness Initiative

Reason(s):

PLEASE NOTE: Submission of this form indicates the Respondent's intent to respond, however, it does not obligate the Respondent to respond.

Schedule A: Proposal Form

Proposal Form

Project: Terrace Investment Readiness Initiative

Project No.: RFP 2022-ED01

From:

Company name

Address:

Street address or postal box number, city/town, province, and postal code

To: City of Terrace

Address: 3215 Eby Street, Terrace, BC V8G 2X8

Attention: Deklan Corstanje – Economic Development Manager

We, the undersigned, having read, understood and accepted the Request for Proposal Documents for the above-named Project, including Addendum Number(s) _____ to _____, hereby submit a non-binding Proposal for the Work, in accordance with the Request for Proposals.

Instructions

Provide the fee for service as described in section 1.1 and 5.2 of the RFP in 2022 Canadian dollars. The prices must include all costs to perform the Work including all costs of supervision, labour, material, equipment, overhead, travel, financing, insurance, head office, and all other costs and expenses whatsoever incurred in performing the Work, and include all profit, and all applicable taxes.

Proposal Form

We, the undersigned, declare that:

1. We have arrived at this Proposal without collusion with any competitor;
2. No member of the City of Terrace Council and no other officer or employee of the City is, will be, or has become interested, directly or indirectly, as a contracting party, partner, surety or otherwise in, or in the performance of the Contract, or in the supply, services, or business to which it relates, or in any portion of the profits thereof, or any of the money to be derived there from.

Signed and submitted by:

Company Name

Signing Officer's Signature

Title of Authorized Signing Officer

Printed Name

Signature of Witness

Printed Name of Witness

Dated this _____ day of _____, 2022.