



## Request for Proposals

*Investment Attraction Strategy for the  
Skeena Industrial Development Park, Terrace B.C, Canada*



## 1.0 Introduction

### 1.1 Purpose

The City of Terrace intends to hire a consultant to complete an Investment Attraction Strategy for the Skeena Industrial Development Park (SIDP). The purpose of this project is to assist the City and its partners to prioritize and coordinate investment attraction efforts towards sectors and companies who are feasible for establishment or growth in Terrace. A variety of developments have been investigated or proposed to manufacture goods at the SIDP including products such as: aluminum, foods, containerized LNG, fibre board and other value added wood products, steel components, etc.

The City of Terrace and its partners require more detailed information to advise businesses and investors who are undergoing preliminary business case development and site selection investigations.

### 1.2 RFP Closing and Requirements

- ✓ All proposals and supporting documents must be submitted as a single package, and delivered by hand, mail or courier to Terrace City Hall Attn: Danielle Myles, Manager Economic Development at 3215 Eby Street, Terrace, B.C V8G 2X8.

**The closing date and time is 4:00 PM, PST on Friday, April 26, 2019.**

- ✓ One paper copy must be received by this date and time, as well as a digital copy delivered by email to [dmyles@terrace.ca](mailto:dmyles@terrace.ca) , Drop Box or similar service. PDF files are required.
- ✓ Proposals may be amended or withdrawn if a notice is delivered to the City of Terrace City Hall in writing, prior to the closing date and time and addressed to the staff person identified above.
- ✓ All copies of the Proposal must be received in English.
- ✓ The Proposal must specify a completion date for all work.
- ✓ This information should be reviewed and considered by Applicants in preparation of proposals and should be used as a reference when developing a project budget and timeline.
- ✓ Any costs associated with preparation or submission of the proposal is solely the responsibility of the applicant.

**Please ensure that the proposal includes the following sections:**

- ✓ A cover letter signed by a person authorized to legally bind the applicant to the statements, assumptions and budget described within the Proposal. The cover letter must reference the RFP title.

- ✓ A Table of Contents;
- ✓ Experience, capacity and composition of the project team and corporation, outlining level of expertise and experience as well as descriptions of similar projects completed. Resumes or CVs of the key people involved in the project are required.
- ✓ Three project references that can speak to the organization's track record and expertise on similar projects.
- ✓ A project budget supporting the RFP scope of work.

### **1.3 Inquiries**

Any inquiries regarding this RFP should be directed by email to Danielle Myles, Manager of Economic Development at [dmyles@terrace.ca](mailto:dmyles@terrace.ca). The City will only respond to inquiries regarding this RFP in writing, through this person and email address.

### **1.4 Addenda**

The City of Terrace may at any time issue written addenda for clarification, to alter or supplement this RFP. Addenda will be posted to the BC Bid website. It is the sole responsibility of Applicants to check BC Bid to ensure all relevant documents are reviewed before the Closing Time.

## **2.0 Project Background**

2

---

### **2.1 About Terrace and the Skeena Industrial Development Park**

The City of Terrace is leading this project with the partnership of the Kitselas Development Corporation and Taisheng International Investment Services, with all Parties owning property at the Skeena Industrial Development Park (SIDP).

The City of Terrace is situated along the Skeena River and exists on the traditional territory of the Tsimshian Nation. Our community is located in Northwest B.C, approximately 150 kilometers (km) inland from the Port of Prince Rupert and 50 km north of Kitimat -the location of the LNG Canada project.

Based on the City's 2015 census, our population is 12, 494. Terrace's central location in the region has positioned the community as the service and supply hub with more than 1100 active businesses. Our City has a well-managed, modest budget but increasingly we are facing pressures for infrastructure and services that are requiring a focus on industrial development to generate new sources of revenue and continue to support economic growth in our community.

For this reason and to continue to solidify our role as the regional hub, the Skeena Industrial Development Park (SIDP) was initiated by our community's leadership and in 2013 this 2400 acre greenfield site saw its first land sale. Three parcels have now been sold and significant investment has occurred in utility and infrastructure construction.

The SIDP is a joint venture between the City of Terrace and the Kitselas First Nation. With close access to the Port of Prince Rupert and its various terminals for importing and exporting goods from Northwest B.C, this property is positioned to become a manufacturing hub. City Council's vision is for Terrace to enhance its standing as a regional service and supply center and to become a manufacturing hub with an array of businesses that will diversify the community's economy.

Nearly 1200 acres of the SIDP was sold to Taisheng International Investment Services to house a future industrial park for the Qinhuangdao Economic and Technological Development Zone of Northeastern China. Those lots will be leased and there is a focus on attracting Chinese investment. 250 acres of undeveloped land have not been sold and are still available within the Park for industrial development. Kitselas First Nation also owns a 172 acre parcel with a portion under lease to Chevron and a variety of other partnership projects underway on additional lands to support major projects nearby.

## 2.2 Objectives and Key Deliverables

A consultant is required to develop an Investment Attraction Strategy for the Skeena Industrial Development Park. The focus for the investigation will be broad, considering foreign direct investment opportunities and the development goals of each SIDP land owner. The consultant will:

- **Research and identify key markets and prioritize sectors and companies to attract to the SIDP**, focusing on what is feasible over the short term as well as medium to long term (more than 10 years).
- **Complete a strategic analysis of the opportunities and challenges related to key sectors** establishing or growing in Terrace, specifically at the SIDP. For this objective the consultant will be asked to highlight where the SIDP has strategic advantage and for competitiveness challenges, recommended actions will be proposed.
- **Produce sector specific reports for the most feasible industries** that can be used as preliminary information for business case development and site selection. These reports must evaluate the business supply chain and highlight strategic advantages of locating at the SIDP, including transportation and import/export costs.
- **Create a list of companies that should be engaged** in the investment attraction efforts of the project partners.
- **Considering the perspectives of all four land owners and the project partners, recommend development incentives** or other investment attraction tools that should be considered to attract or retain businesses at the SIDP.
- **Identify marketing or investment attraction initiatives based on best practices** that the City of Terrace or its partners can implement.

## 2.3 Project Schedule

<b>Event or Deliverable</b>	<b>Estimated Date of Delivery or Completion</b>
<i>RFP issued</i>	<i>March, 2019</i>
<i>Closing date for RFP submissions</i>	<i>April, 26 2019</i>
<i>Proposal Accepted By</i>	<i>May, 2019</i>
<i>Project Completion and Final Report Due By</i>	<i>December, 2019</i>

## 3.0 Budget

The maximum budget for this project is \$60,500, inclusive of all taxes and fees.

## 4.0 Evaluation and Selection of Proposals

### 4.1 Evaluation Criteria

All proposals received will be evaluated by City staff and it's project partners. The City reserves the right to seek advice from 3<sup>rd</sup> party consultants for this evaluation process.

Proposals will be evaluated on the basis of the following criteria:

- a) Quality of the Proposal and Development;
- b) Alignment with the development goals outlined in this RFP;
- c) Expertise and experience of the project team;
- d) Quality of the references.
- e) Pricing and providing the best value to the City;
- f) Clarity of vision and approach outlined in the Proposal, and
- g) Performance in an interview, if requested.

4

---

### 4.2 Acceptance of Proposal

The City of Terrace reserves the right to accept or reject any proposal and may negotiate with one or more applicants with respect to their proposals. The City also reserves the right to extend the RFP period for any reason.

The City is not bound to accept any proposal of those submitted.

Notice in writing to a proponent of the acceptance of its proposal by the City will constitute a contract, and no proponent will acquire any legal or equitable rights or privileges until the occurrence of both such events.

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with any Federal, Provincial, or Municipal statutes, regulations and/or bylaws.

After the consultant selection process, the City will advise all proponents of its selection prior to entering into a contract.

## 5.0 Special Conditions

### 5.1 *Liability for Errors*

While the City of Terrace has made effort to ensure an accurate representation of information in this RFP, the information contained in this document is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

### 5.2 *Ownership of Proposals and Freedom of Information*

All documents, including proposals, submitted to the City of Terrace become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

### 5.3 *Use of Request for Proposal*

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

### 5.4 *Confidentiality of Information*

Information pertaining to the City of Terrace obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City of Terrace.

5

### 5.5 *Indemnity*

The Proponent shall indemnify, protect, and save harmless the City as represented by its officers, agents, servants and employees, , from and against all actions, causes of actions, claims and demands of any kind, description and nature whatsoever arising out of or in any way connected with negligent actions or omissions in fulfillment of its contract and all such actions, causes of actions, claims and demands recoverable by any third party from the City or the property of the City shall be paid by the Proponent. If the City is required to pay any damages, costs, or fees on account of the actions, causes or actions, claims and demand hereinbefore recited, or if the property of the City shall be charged in any way as a result of the aforesaid actions, causes of actions, claims or demands, then the City shall be entitled to recover from the Proponent all such damages, costs or fees or other charges together with any costs or expenses in so doing that are attributable to the negligent actions or omissions of the Proponent, from the Proponent.