



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Request for Proposal

Park Management Plan – Log Train Trail Regional Park RFP - PPC01-22

Submission Deadline:

June 13, 2022 at 4:00pm Pacific Time

Designated Contact Person:

Shane Koren, Procurement Coordinator

Email procurement@acrd.bc.ca



SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of the Alberni-Clayoquot Regional District **not later than 4:00 PM local time, June 13, 2022** to the attention of:

Shane Koren, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th ave, Port Alberni

BC, V9Y 2E3

Note: Office Hours 8:00am to 4:30pm

Paper proposal submissions must have 2 copies and be delivered to the address above in a sealed envelope and labelled "Request for Proposal PPC01-22 – Park Management Plan – Log Train Trail Regional Park".

Alternatively, proposals may be submitted by email with the subject line " Request for Proposal PPC01-22 – Park Management Plan – Log Train Trail Regional Park" to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Shane Koren – Procurement Coordinator

Email: procurement@acrd.bc.ca

Telephone: 250-720-2724



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SECTION I – GENERAL

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Alberni-Clayoquot Regional District (ACRD) is requesting proposals from qualified Consultants capable of supporting staff in the development and delivery of a Park Management Plan for the Log Train Trail Regional Park. A new Park Management Plan is required to replace the 1993 Regional Linear Park Management Plan and guide development of the Alberni-Clayoquot Regional District operations and capital projects over the next 10-20 years. The Objective is to develop a practical plan that is cost effective, technically defensible, supported by the public and endorsed by the ACRD Board of Directors.

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

1.2 BACKGROUND FOR RFP

The historic Log Train Trail stretches 25 kilometers along the foot of the Beaufort Range. Originally part of the Bainbridge Mill Rail-logging operation, the railroad was abandoned in 1953. The Port Alberni Equine Society has been the driving force for the development of this old right-of-way as a multipurpose trail and regional park. The Alberni-Clayoquot Regional District holds a non-exclusive Lease from the Ministry of Transportation for non-motorized recreational use for seventeen kilometers of the right-of-way.

1.3 RFP DISTRIBUTION & ENQUIRIES

Due to the ongoing COVID-19 pandemic, the ACRD will not be opening Proposals in public and reserves the right to open Proposals in public at its sole discretion.

Proponents must ensure that they have received all addenda and the complete Request for Proposal. The complete document consists of eighteen (18) pages including the Cover Page and Appendices. All enquiries related to this Request for Proposal are to be directed in writing, only to Shane Koren (or designate) at the contact address below:

Shane Koren, Procurement Coordinator

Email procurement@acrd.bc.ca

3008 5th ave, Port Alberni

BC, V9Y 2E3

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Shane Koren as having received a copy of this Request for Proposal.

1.5 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- "must", "mandatory", "required" means a requirement that must be met in order for the proposal to receive consideration;
- "Proponent", "Consultant" means an individual or a company that submits, or intends to submit, a proposal in response to this "Request for Proposal";
- "Proposal" means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof;
- "Contract" means a written agreement resulting from this Request for Proposal executed by the Alberni-Clayoquot Regional District and the Contractor, it being understood that it may be the case that no contract will result;
- "ACRD" means the Alberni-Clayoquot Regional District;
- "ACRD Website" means www.acrd.bc.ca;
- "Contractor" means the Proponent(s) who is/are awarded and enters into an Agreement with the Alberni-Clayoquot Regional District for the Services as a result of this RFP.
- "Evaluation Team" means the team appointed by the ACRD;

SECTION II – TERMS & CONDITIONS



2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the ACRD.

EVENT	ANTICIPATED DATE
Request for Proposal is issued	May 13, 2022
Deadline for receipt of questions	May 27, 2022
Addenda issued (if required)	May 30, 2022
Request for Proposal closes	June 13, 2022 @ 4:00 PM
Award Date	June 23, 2022
Services commencement date	July 15, 2022

2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFP. Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFP and to prepare and submit their proposal. The ACRD will not be responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of the RFP on the part of any proponent.

2.3 EVALUATION

An evaluation committee will be reviewing the proposal submissions. The ACRD reserves the right to accept any or none of the proposals submitted.

2.4 PROPOSAL SUBMISSION/CONDITIONS

2.4.1 Proposal Submission

Proposal submissions must include a completed Proposal Submission Form, with all addenda acknowledged.

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late proposals will not be accepted.

Proposal submissions must be received **no later than 4:00 PM local time on June 13, 2022** in order to be considered.



Proposals on paper must be submitted in a sealed envelope, clearly marked " Request for Proposal PPC01-22 – Park Management Plan – Log Train Trail Regional Park", and directed to the person identified under the Submission Details of this Request for Proposal.

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by Shane Koren. Alternatively, Proposals may be submitted by email with the subject line " Request for Proposal PPC01-22 – Park Management Plan – Log Train Trail Regional Park", to the person identified under the Submission Details of this Request for Proposal. If the Proponent chooses to submit by email the following risks are assumed

1. Delays in delivery
2. Rejection of the email
3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

2.4.2 Enquiries, Errors, Omissions and Addenda

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this Request for Proposal.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them in order to fulfil their obligations.

Communications to the ACRD may be made only by Proponents and not by prospective subcontractors, material suppliers or others.

While the ACRD has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponent. The information is not guaranteed or warranted accurate by the ACRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the goods and services as described by this RFP. If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify Shane Koren immediately in writing.

The ACRD may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. The ACRD shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.



Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting proposals are responsible to ensure that they are aware and have received all addenda, and are advised to check immediately prior to submitting their Proposal Submission Form.

The ACRD will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to the ACRD.

Requirements outlined in the Request for Proposals shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

2.4.3 Conditions

Proponents are advised that after receipt of proposals they may be required to provide to the ACRD additional information concerning themselves or their Proposal including further details or breakdowns, and additional information to clarify whether a proposal meets the mandatory requirements set out in this RFP

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submissions may be disqualified or rejected.

2.4.4 Freedom of Information and Privacy Protection Act (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and *the Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

2.4.5 Confidentiality

All submissions become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

2.4.6 Conflict of Interest and Legal Proceedings



Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the ACRD, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous contracts, tenders or business transactions.

2.4.7 Changes to Proposal

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the ACRD for clarification.

2.4.8 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 ACRD or its representatives and consultants, relating to or arising from this RFP. The ACRD 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 other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for an Agreement, or other activity related to or arising out of this RFP.

2.5 ADDENDA

If the ACRD determines that Addendum or Question & Answer response is necessary, the ACRD will post an Addendum on the ACRD and Bid BC Websites and shall become part in parcel of the RFP Document(s).

- Questions for clarification that alter the method, pricing and or specifications of the submissions will be posted in the form of an Addenda and must be signed and included with the submission.
- Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and will not require to be signed and returned with the submission.

It is the responsibility of the Proponent to ensure that it has retrieved any Addenda as posted. Proponents are required to check the ACRD's Website for all information.

2.6 OFFER ACCEPTANCE

Proponents are requested to keep their proposals open for acceptance for a period of thirty (30) days after the closing date for receipt of proposals. Proposals will be assessed during the evaluation of the proposals and any alteration could adversely impact the evaluation and ranking of the proposals

2.7 EVALUATION TEAM & CRITERIA

The evaluation of Proposals will be undertaken on behalf of the ACRD by the Evaluation Team. The Evaluation Team will give written recommendation for the selection of a Preferred Proponent(s) to the ACRD Board.

The Evaluation Team 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 ACRD; using the following criteria:

Evaluation Criteria	Points	Section
Experience	30	3.1
Ability to Meet Needs	45	3.2
Price	10	3.3
Social Procurement	5	3.4
References	10	3.5
Total	100	

Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD. Submission to Request for Proposal, which is to be completed by the Proponent, must align with the above criteria.

2.10 NEGOTIATIONS

The top-ranked Proponent will be invited to enter into direct contract negotiations to finalize the agreement with the ACRD.

Negotiations will not constitute a legally binding offer to enter into a contract on the part of the ACRD or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement.

The Alberni Clayoquot Regional District may terminate contract negotiations with any proponent and enter into contract negotiations with the next highest-ranked proponent if, in the opinion of the ACRD at any time, the



contract negotiations with the initially selected proponent will not be satisfactorily completed in its best interests.

The ACRD may, at its sole discretion, reject any or all Proposals at any time throughout the proposal evaluation, proponent selection, or contract negotiation process.

SECTION III – SUBMISSION REQUIREMENTS

It is the sole responsibility of each Proponent to ensure their Proposal contains all required information. Failure to follow the instructions contained in this RFP may result in the Proposal being deemed non-compliant in which case, it will be returned to the Proponent and receive no further consideration.

Schedule “A” contains the Form of Proposal and must be submitted with each proposal.

Schedule “B” contains Scope of Work details and Deliverables. Please refer to this, when applicable, when responding to the below.

The budget for this project is a maximum of \$30,000.00 including all fees and expenses. There is potential for an increase in scope and budget to include active transportation focus dependant on successful grant funding.

Note: Although every attempt will be made to meet all dates, the ACRD reserves the right to modify any or all dates at its sole discretion at any time.

3.1 EXPERIENCE

- Letter of introduction
- Proponent’s relevant experience and qualifications in delivering services similar to those required by the RFP;

3.2 ABILITY TO MEET NEEDS

- Proponent’s demonstrated ability to provide the services including detailed information on the quality and experience of team members
- Proponent’s equipment servicing resources, capability and capacity, as relevant
- Please include a work plan. A work plan is a written document designed to explain how the proponent will achieve the responsibilities set out in Schedule B. This should include the following sections
 - Plan Content
 - Planning and Timelines



3.3 PRICE

Proponents should state the hourly rate and estimated hours as follows:

Hourly Rate	Hours for Completion	Total Price

3.4 SOCIAL PROCUREMENT

Please complete the table below concerning the application of Social Procurement principles and practices in your operations and/or performance of works. Contractors may be required to provide certificates and / or 3rd party validation where applicable.

	Social Procurement Principles or Practices	Yes	No	Describe where applicable	Maximum Points
1	In the last three years, has the Proponent implemented any programs or initiatives to ensure greater economic opportunity and community integration for equity-seeking groups?				5
2	Does the Proponent work with employment support services or contract within the communities you operate?				5
3	Does the Proponent work with Social Enterprises in any manner?				5

3.5 REFERENCES

Proponents shall include three (3) references of relevant experience for which they have provided similar services. With each reference, proponents shall include the organization's name, address, phone number, as well as the name and position of a person the ACRD may contact at the organization. The ACRD reserves the right to contact references without prior notification to the proponent.

3.6 INTERVIEWS

Due to the global pandemic, no in-person interviews will be permitted with the Evaluation Team. The Evaluation Team may, at its discretion, invite some or all of the Proponents to a conference call or



video interview to provide clarification of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

SECTION IV – SPECIFICATIONS

4.1 ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

4.2 THE ACRD RESERVE RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Proposal, whether material or not;
2. Accept the Proposal which is deemed most favorable to the interest of the ACRD;
3. Accept any Proposal in whole or in part;
4. Negotiate with the selected Proponent(s);
5. Contact references other than, or in addition to, those furnished by the Proponent.

4.3 NOTIFICATION OF AWARD

If negotiations result in agreement on the terms of a contract, the successful Proponent(s) will be notified in writing and required agreeable obligations will need to be fulfilled before the executing the Contract.

4.4 TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of proposal(s), shall be July 15, 2022 – Jan 31, 2022. The Contract will allow for, upon mutually agreeable terms, a rate renewal for future ACRD Park Management Plans; the ACRD expects to complete up to 3 more Park Management Plans within 2 years of July 15, 2022.

SECTION V – RFP PARTICULARS

The ACRD will require the selected Proponent to undertake the following responsibilities in accordance with the following. It is anticipated that the below section 5.1 will be incorporated into the contract with the successful Proponent(s).

5.1 CONTRACT CONDITIONS



The Proponent will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**

- General Liability Insurance (\$2,000,000.00)
- Letter of Good Standing from WorkSafe BC or WorkSafe BC Personal Optional Protection

The Proponent must adhere to the following **upon execution and delivery of the Contract**

- All Public Health Orders within the jurisdiction being operated in

SECTION VI – APPENDICES

Schedule A – Form of Proposal

Schedule B – Scope of Work and Deliverables



SCHEDULE A: FORM OF PROPOSAL

RFP NO.: PPC01-22
PROJECT: Park Management Plan – Log Train Trail Regional Park
CLOSING: June 13, 2022 @ 4:00 PM

1. PROPOSAL SUBMISSION

Company Name:		
Address:		City:
Postal Code:	Phone:	Fax:
Email:		Date:
Signature of Proponent:		Print Name:
Title of Proponent:		

To: The Alberni-Clayoquot Regional District

RFP Project Title: Park Management Plan – Log Train Trail Regional Park

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

I/We confirm that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 20__.

I/We have the authority to sign on behalf of the Proponent.

 Authorized Signature

 Name and Title

 Date

SCHEDULE B: SCOPE OF WORK & DELIVERABLES

The budget for this project is a maximum of \$30,000.00 including all fees and expenses. There is potential for an increase in scope and budget to include active transportation focus dependant on successful grant funding.

The scope of work includes all of the following:

1. Comprehensive background research to understand cultural, natural and recreational values, community needs and management challenges.
2. Engagement with First Nations.
3. Meaningful public engagement to guide the long term vision for the park and management priorities.
4. Achievable short, medium and long term priorities that take into account the capacity and resources of the ACRD.

The deliverables include all of the following:

- First Nations, Public and Stakeholder engagement summary document
- Management and Capital Project Options overview document for ACRD Staff to review
- Draft report for ACRD staff review
- Final Draft report for ACRD Board of Directors Review
- Final Report
 - To be a practical plan with projects and cost estimates to guide capital and financial plans over the next 10 years, and longer term items to 20 year. The MTP will set a direction for the ACRD with strategies and SMART goals (specific, measurable, attainable, relevant, time specific) that can be achieved through the identification of implementable projects and tangible outcomes

It is envisioned that the plan will be developed over a 6 month period beginning in Summer-Fall of 2022 with targeted consultation to gain public support and Board endorsement. The Proponent will work with ACRD staff and Directors to develop the Park Management Plan. First Nations, Stakeholder and public consultation is planned for input on the draft plan with facilitation and support from the Proponent.