



**Request for Proposals Solicitation # RDBN-REC.-2019
Regional District of Bulkley-Nechako
Parks and Recreation Service Delivery Study**



**Request Issued: July 5, 2019
Closing Date: August 16, 2019**

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RDBN
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TABLE OF CONTENTS

1.	Project Summary.....	1
2.	Background.....	1
3.	Request for Proposal Terminology.....	2
4.	Scope of Work – Detailed Description.....	2
4.1	Background Review and Project Familiarization.....	3
4.2	Parks and Recreation Needs Assessment by Electoral Area.....	3
4.3	Development of Service Area Model Options.....	3
4.4	Presentation of Key Findings and Recommendations.....	3
5.	Consultant Deliverables.....	4
6.	Regional District Level of Participation.....	4
7.	Terms of Payment and Cost Control.....	4
8.	Submission Guidelines.....	5
9.	Proposal Format and Content.....	6
10.	Evaluation Criteria.....	7
11.	Proposal Reply Form.....	7
	Appendix 1 Proposal Evaluation Form.....	8
	Appendix 2 Proposal Reply Form 9.....	9



1. Project Summary

The Regional District of Bulkley-Nechako is seeking proposals from qualified proponents in response to this request for proposal ("RFP"). The RFP is regarding the development of a Parks and Recreation Service Delivery Study that will allow the Regional District Board to consider and evaluate the service delivery models which would best allow the Regional District to provide parks and recreation services in the most efficient and effective manner possible.

The RDBN seeks a collaborative proponent with passion, enthusiasm, and expertise. This expertise must include a good understanding of regional district service delivery and finance structures.

2. Background

The Regional District consists of eight member municipalities (Town of Smithers, Village of Telkwa, District of Houston, Village of Granisle, Village of Burns Lake, Village of Fraser Lake, District of Fort St. James, and the District of Vanderhoof) and seven Electoral Areas (Electoral Areas A, B, C, D, E, F, and G). The Regional District is experiencing increased public demand for parks and recreation services in the unincorporated rural area of the region. Also, the Regional District Board understands that increasing recreation opportunities is a critical component in providing the quality of life necessary to ensure the future economic sustainability of the region.

The Regional District does not currently provide any community recreation or parks service in the rural area. The Regional District makes notable financial contributions to recreation activities in municipalities; however, parks and recreation services in the rural areas are provided primarily by BC Parks, Recreation Sites and Trails BC (RSTBC), and private societies providing recreation services in partnership with RSTBC or local community forests. The Regional District Board recognizes that the current approach relies heavily on local community volunteerism, and funding sources that are limited and not secure. The existing situation is not expected to be sustainable in the long term, is not expected to result in increased parks and recreation services, and does not allow for the strategic allocation of resources in a coordinated and planned manner at the regional level.

It is expected that the Parks and Recreation Service Delivery Study will evaluate, discuss, and make recommendations regarding a range of parks and recreation service delivery model options. The options proposed must be developed giving consideration to the full range of service, including the following:

- a) the establishment of a region wide parks and recreation service where the Regional District plans for, owns, and operates parks and recreation facilities; and,



- b) a contribution only service where the Regional District's role is limited to providing financial support to service providers.

3. Request for Proposal Terminology

Throughout this Request for Proposal, the following terminology is used.

- a) **“Contract”** means the written agreement resulting from this Request for Proposal executed by the Regional District of Bulkley-Nechako and the Consultant.
- b) **“Consultant”** means the successful Proponent to this Request for Proposal who enters into a written Contract with the Regional District of Bulkley-Nechako.
- c) **“The Services”** means all work necessary to complete the tasks identified in the scope of work in accordance with the project description and the deliverables described in this document.
- d) **“Regional District”** means the Corporation of the Regional District of Bulkley-Nechako.
- e) **“Regional District Board”** means the Board of Directors of the Regional District of Bulkley-Nechako.

4. Scope of Work – Detailed Description

The Parks and Recreation Service Delivery Study must provide a comprehensive and clear analysis of the proposed Parks and Recreation service delivery models for the Regional District. The Parks and Recreation Service Delivery Study must be developed with specific consideration of the variations in parks and recreation demand and expectations across the region, the desire for flexibility in service delivery between Electoral Areas, and the need for cost allocation to Electoral Areas based on service levels provided within that area.

The Study will serve the Regional District Board as a strategic and directional resource to guide bylaw and policy development, staffing, and decision making in relation to the provision of parks and recreation services in the rural area of the Regional District. The Parks and Recreation Service Delivery Study must identify the parks and recreational needs of Regional District residents and visitors, prioritize projects and services, and identify and discuss the service delivery options suitable for the Regional District to meet those needs in an efficient and effective manner. The Regional District is not interested in duplicating or assuming responsibility for parks and recreation services already being provided by the Province or other service providers.



The Project includes the following work:

- 4.1 Background Review and Project Familiarization:
 - a. review existing staff reports and studies relating to parks and recreation in the Regional District;
 - b. collect and analyze data relating to existing recreation services in the Regional District;
 - c. evaluate the Regional District staffing capacity available for dedication to parks and recreation services; and
 - d. develop a work plan for review and approval by the Regional District.

- 4.2 Parks and Recreation Needs Assessment by Electoral Area:
 - a. undertake first nation, stakeholder and community consultation;
 - b. evaluate the current unmet parks and recreation needs of residents and visitors;
 - b. evaluate the future unmet parks and recreation needs of residents and visitors; and
 - c. recommend priority park and recreation services and facilities for each Electoral Area.

- 4.3 Development of Service Delivery Model Options:
 - a. develop proposed service delivery models, including the associated taxation funding structure and operational details;
 - b. describe the parks and recreation services and facilities provided under each model;
 - b. evaluate the benefits and limitations of each model;
 - d. identify the Regional District staffing required to implement each model; and
 - e. estimate the total annual taxation recommended to implement and sustain each model.

- 4.4 Presentation of Key Findings and Recommendations:
 - a. complete a draft of the Parks and Recreation Service Delivery Study and review with staff;
 - b. present a draft of the Parks and Recreation Service Delivery Study to the Regional District Board for discussion; and
 - c. Submit a final Parks and Recreation Service Delivery Study.



5. Consultant Deliverables

The final product to be delivered is a report that clearly presents the project information, issues, results, and recommendations in a professional and concise manner. It is expected that the Consultant will work closely with RDBN staff in preparation of the above noted report. The report shall outline the issues, factors, and considerations on which all recommendations were based. The reports shall be organized into sections that are in general accordance with the tasks outlined in Section 4 of this document.

The Consultant will provide the following to the Regional District:

- 10 bound hard copies of the final report;
- a digital PDF copy of the report.

6. Regional District Level of Participation

Regional District staff shall be available during the project to provide input, answer questions, and provide access to documentation as reasonably necessary to facilitate completion of the work. It is expected that the Regional District will have an opportunity to review and provide input on the nature of all communications with the public associated with the provision of the Services prior to communication with the public. The Consultant will be responsible for conducting all research, data collection, fieldwork, and all other work and investigations necessary to complete the project and provide the Services.

All questions or requests for information in relation to the Project shall be made to the Director of Planning.

7. Terms of Payment and Cost Control

Total compensation available to be paid to the Consultant by the Regional District of Bulkley-Nechako for the Services is \$100,000.00. This compensation includes all expenses and GST (where applicable).

The Terms of Payment will be as follows:

- Payments will be based on the conditions of the Contract between the Consultant and the Regional District of Bulkley-Nechako.
- No payment will be made for the cost of work incurred to remedy errors or omissions for which the Consultant is responsible.

The fees outlined in the Contract, the scope of work, or the Services shall not be amended without the prior written authorization of the Regional District of Bulkley-Nechako. Any concern by the Consultant that the Contract, the scope of work, or the Services requires amendment shall be immediately communicated



to the Director of Planning with an estimate of the impact on the fee resulting from the amendment.

8. Submission Guidelines

The Regional District invites the submission of proposals from qualified and experienced professionals to provide the Services with respect to the Parks and Recreation Service Delivery Study as outlined in this document.

Submissions will be received until 4:30pm on August 16th, 2019.

The Consultant shall provide two (2) bound copies of its proposal in a sealed envelope, clearly addressed to:

**Director of Planning
Regional District of Bulkley-Nechako
Box 820
Burns Lake, BC
V0J 1E0**

“PROPOSAL FOR PARKS AND RECREATION SERVICE DELIVERY STUDY”

“(DO NOT OPEN)”

Inquiries regarding the RFP may be directed to the Director of Planning, 37 3rd Avenue, Box 820, Burns Lake, BC, V0J 1E0 or by calling 1-800-320-3339 (within BC) or 250-692-3195 or by e-mail to inquiries@rdbn.bc.ca

Please note that questions relating to this Request for Proposals will be accepted until 4:30pm on August 9th, 2019. This will allow the answers to questions asked to be properly distributed to all interested parties.

To ensure your receipt of any answers to questions asked or addendums issued, you must fill out and return the attached reply form to the Director of Planning. **Failure to submit a properly filled out reply form dissolves the RDBN of any obligation to provide addendums to proponents wishing to submit a proposal.**

Any proposal submitted after the submission closing date of August 16, 2019 will not be evaluated and will remain unopened.

The RDBN reserves the right, at its sole discretion, to waive any defect or irregularity in a proposal, to amend the proposal, and to negotiate with any proponent. Notwithstanding any other provision in the Proposal Documents or any practice or custom in the industry, the RDBN at its sole discretion shall have



the unfettered right to accept any proposal, reject any proposal, reject all proposals, accept a proposal which is not the lowest-priced proposal, reject a proposal even if it is the only proposal received by the RDBN, and negotiate contract terms with any proponent. Acceptance of any proposal is subject to funding approval by the Board of Directors of the RDBN.

Evaluation will be based on the Regional District's consideration of the proposal that will give the Regional District the greatest value based on quality, service and price. The Regional District shall be the sole judge of a proposal and its decision shall be final. The Regional District also reserves the right to make such investigations, as it deems necessary, to determine the ability of any proponent to perform the work or services to be provided. The proponent shall be responsible to provide all information that the Regional District deems necessary to evaluate the proposal. The RDBN retains ownership of all data, maps and reports produced.

The RDBN will not be responsible for proposal preparation costs. The accuracy of the proposal is the proponent's responsibility. Correction shall be at the proponent's expense.

9. Proposal Format and Content

The proponent shall provide two (2) bound copies of its proposal to the Regional District. The content of the proposal should include (but is not limited to) the following.

- a) A description of the proponent's understanding of the Services.
- b) A description of the proponent's corporate structure and history.
- c) A list of the personnel to be involved in providing the Services, their roles, and the per diem rate for each person or category of personnel.
- d) Staff resumes and relevant experience (including references) of key staff, with details of staff time allocation for each component of the work.
- e) A list of all sub-consultants and sub-contractors that will be used to provide the Services along with their costs, company resumes, and administration fees (if applicable).
- f) A detailed work program and timeline for providing the Services, including a description of the following:
 - the scope of the background review;
 - the stakeholder and community consultation process;



- the factors to be considered in developing the service delivery models proposed;
 - the proposed meeting schedule with the Project Steering Committee
- It is preferred that the project be completed in 2019.
- g) A budget and fee basis for time and disbursements, including the total costs payable by the Regional District to the consultant for the Services. The budget should include a contingency for cost overruns to ensure total costs do not exceed \$100,000.00
- h) A list of at least three (3) references, which may be contacted by the RDBN.

10. Evaluation Criteria

Proposals will be ranked on a points basis with criteria including: methodology, qualifications (personnel); availability, experience, and reputation; quality of proposal; proponent's local experience; and fees.

See Appendix 1 for the Proposal Evaluation Form.

11. Proposal Reply Form

Proponents interested in submitting a proposal must complete and submit the Proposal Reply form to the Director of Planning at inquiries@rdbn.bc.ca. to ensure distribution of answers to questions and addendums relating to this Request for Proposals.

See Appendix 2 for the Proposal Reply Form.



PROPOSAL EVALUATION FORM			
Proponent's Name: _____			
Project Title: Parks and Recreation Service Delivery Study			
Evaluation Date: _____			
Evaluator: _____			
Criteria			
Step 1:		YES	NO
Mandatory Criteria	Proposal received prior to closing		
	Resumes of project team included		
	Reference List		
	Sufficient number of proposal copies		
Step 2:		Max Points	Points Awarded
	1.0 Qualifications and Experience: (30 points)		
	▪ Professional Qualifications	20	
	♦ Personnel, company, sub-consultants		
	▪ Experience in northern BC	5	
	▪ Experience working with the public and local governments	5	
	2.0 Methodology and Work Plan: (30 points)		
	▪ Proposal meets Scope of Work and timelines	15	
	▪ Methodology is clear, sufficient and logical	10	
	▪ Firm's resources (staff, equipment etc.)	5	
	3.0 Consultancy Fee: (30 points)		
	▪ Comprehensive and complete	10	
	▪ Professional rates and expenses	10	
	▪ Value for cost	10	
	4.0 Proposal Quality: (10 points)		
	▪ Review of information	2	
	▪ Understanding of Project	2	
	▪ Value-added information	2	
	▪ Clear, concise and complete Proposal	2	
	▪ Presentation and overall impression	2	
Total Score		100	



PROPOSAL REPLY FORM

Project Title: Parks and Recreation Service Delivery Study

Company

Name _____

Contact

Person: _____

Contact Information

Phone

e-mail

Mailing
Address