



**CENTRAL COAST
REGIONAL DISTRICT**

P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

Request for Proposals for Regional District Consulting Services

1. INTRODUCTION

The Central Coast Regional District (“**CCRD**”) is nestled in the heart of the mid-coast and is home to some of British Columbia’s most spectacular scenery and natural beauty. The area encompasses approximately 25,000 square kilometers and includes five electoral areas in the unincorporated communities of Bella Coola, Denny Island, Ocean Falls and the reserve and traditional territories of the Heiltsuk, Nuxalk and Wuikinuxv Nations.

Incorporated in 1968, the CCRD is a regional government serving a population of less than 4,000 residents. The CCRD provides local and regional protective, recreational, environmental and transportation services to area ratepayers.

The CCRD is requesting proposals from qualified consulting firms to provide general regional district consulting, engineering, planning, marketing and related services to the CCRD for a five-year period beginning September 15th, 2018. Without foregoing its right and ability to contract with other service providers providing the same or similar services at the sole discretion of the CCRD, the CCRD wishes to establish a relationship with one (or more) firm(s) to coordinate and provide general regional district consulting services.

2. THE CCRD’S EXPECTATIONS

Scope of Services Required

- Wide range of Regional District Consulting Services (Engineering, Planning, Landscape Architecture, Water Treatment, Mapping, Economic Development, Survey, Marketing, Branding, Governance)
- Funding application assistance and coordination
- Local and regional strategic planning in capacity development and economic growth
- Facilitate joint initiatives with neighboring First Nation communities within the CCRD
- Holistic approach to cross project coordination
- Coordination and overseeing involvement of specialist consultants as required

Interest

- Please explain why your firm is interested in the CCRD as a client.

Approach

- Please describe how your firm will approach providing services to the CCRD

Commitment of Resources

- What staffing resources will your firm commit to in providing services to the CCRD?
Please describe in terms of the following:
 - Names of the individuals who will be providing services to the CCRD and their hourly charge out rate
 - Their relevant experience
 - Their knowledge of, and relationship to, communities in the CCRD
 - Based on your knowledge of the CCRD provide an estimate of the overall cost for the service on a per year basis. i.e. September 15th, 2018 – December 31st

2018, January 1st 2019 – December 31st 2019 etc.

Timing Requirements

- Commence full scale operations by September 15th, 2018.

References

- Please provide no less than three (3) references from other local government clients that we can contact regarding your firms experience and quality of service reflective of the CCRD's expectations

Submission Format

- Limit Proposal to 15 pages, excluding Resumes, Title Page, and Appendix page. Any additional material beyond this number will not be considered.

3. PROCESS & TIMING

- Submissions will be evaluated and shortlisted. Interviews may be held with short listed firms. It is anticipated that selection and notification will be completed by September 7th, 2018.
- Please provide your completed submission, no later than August 15th, 2018 at 2:00 PM in a single Portable Document Format (PDF) digital file to cao@ccrd-bc.ca.
- Please direct all communications or requests for information to:
Courtney Kirk, CAO
cao@ccrd-bc.ca
Phone: (250) 799-5291

4. CONDITIONS

- The CCRD reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion.
- The District reserves the right to accept a proposal other than the highest evaluated score without stating reasons.
- By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the CCRD to accept or reject any proposal in its sole and unfettered discretion.
- The CCRD may consider any criteria in addition to those listed in section 5 in its evaluation. This consideration is the sole and unfettered discretion of the CCRD.
- This Request for Proposal does not commit the CCRD to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with CCRD staff.
- In the event that a contract is awarded it may be terminated by the CCRD at any point in the five year period without stating reasons.
- In the event that a contract is awarded, the CCRD may nonetheless contract with other competitive consulting service providers at the CCRD's sole discretion.

5. EVALUATION

- Submissions will be evaluated by the CCRD based on the following criteria in the CCRD's absolute discretion:

Criteria

1. Past experience working with the CCRD or other Regional Districts
2. Estimated cost of the proposal
3. Scope and quality of the proposal
4. Expression of interest as to why proponent is prepared to provide services & proposed approach to providing services
5. Project team & expertise in comparable communities
6. Understanding and appreciation for local context