



Village of Tahsis Request for Proposal Age Friendly Community Action Plan

Issue Date:

February 25, 2019

Closing Location:

Village of Tahsis
Attention: Mark Tatchell
977 South Maquinna Drive
PO Box 219
Tahsis, BC V0P 1X0

Closing Date and Time:

Two (2) complete hard copies of each proposal must be received by 4:30pm PST on
March 20, 2019

Contact Person:

Mark Tatchell
Office (250) 934-6344
mtatchell@VillageofTahsis.com

A. Intent

The Village of Tahsis invites proposals from qualified consultants to provide services as described in Section D.

B. Definitions and Administrative Requirements

1. Definitions

Throughout this request for proposal, the following definitions apply:

“Agreement” means the written agreement resulting from this Request for Proposal executed by the Village of Tahsis and the Consultant.

“Consultant” means the successful proponent to this Request for Proposal.

“Consulting Services” means the services and products delivered by the Consultant.

“Proponent” means a person, company or other legal entity that submits a proposal in response to this Request for Proposal.

“Proposal” means a submission in response to this Request for Proposal.

“RFP” means Request for Proposal.

“Services” means the work requested to be performed as stated in the Request for Proposal.

“Village” means the Village of Tahsis.

2. Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the Village.

3. Changes to Proposals

By submission of a written notice, a 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 Village for clarification.

4. Proponent’s Expenses

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal. The Village will not be liable for any claims for costs or damages incurred by a Proponent in preparing a proposal, loss of anticipated profit in connection with a final agreement or any other matter whatsoever.

5. Proposal Validity

Proposals should remain open for acceptance for at least 60 days after the closing to provide the Village with sufficient time to evaluate the Proposals and award a contract.

6. Currency and Taxes

Prices quoted are to be in Canadian dollars with disbursements and applicable taxes shown as separate items in the Proposal.

7. Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods for services. The Village is not bound to accept the lowest priced or any Proposal of those submitted. Proposals will be assessed in light of the evaluation criteria and the Village is under no obligation to receive further information, whether written or oral, from any Proponent.

Proposals, rather than tenders, have been requested in order to afford Proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the Village's needs in a more cost-effective manner. The Village reserves the right to reject any and all Proposals for any reason or to accept any Proposal in whole or in part on the basis of the Proposals received which the Village, in its sole unrestricted discretion, deems to be the best value for the Village.

Proponents acknowledge the Village's rights under this clause and absolutely waive any right to action against the Village for the Village failure to accept their Proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action.

The Village reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.

The acceptance of any Proposal is subject to funding and approval by the Village Council.

After acceptance by the Village, the successful Proponent will be issued a written notice of award.

8. Definition of Contract

Notice in writing to a Proponent of the acceptance of its Proposal by the Village and the subsequent full execution of a written agreement will constitute a contract for the services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

9. Liability for Errors

While the Village has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Village, 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.

10. Modifications of Terms

The Village reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be posted electronically to BC Bid.

11. Ownership of Proposals and Freedom of Information

All documents, including Proposals, submitted to the Village become the property of the Village. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

However, the Village is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while section 21 of the *Freedom of Information and Protection of Privacy Act* does offer some protection for confidential third-party business, financial and proprietary information, the Village cannot guarantee that any such information provided to the Village will remain confidential if a result for access is made under the *Freedom of Information and Protection of Privacy Act*.

12. Confidentiality of Information

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

13. Conflict of Interest

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

The Village 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 Village with respect to any previous contracts, tenders or business transactions and where this is seen in the reasonable opinion of the Village as creating a conflict of interest between the Proponent and the Village.

14. Communication during Procurement Process

Proponents and their agents will not contact any member of the Village Council or staff with respect to this RFP, other than the representative named in this RFP, at any time prior to the award of a contract or the termination of this RFP.

In the event of any lobbying or contact in contravention of this section, the Village in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

C. Submission Requirements

1. Proposal Submission

Two (2) copies of the Proposal, complete with one (1) copy of the signed and dated Proposal Form provided herein, must be received no later than 4:30pm PST on March 20, 2019 at the following location:

Village of Tahsis
977 South Maquinna Drive
PO Box 219
Tahsis, BC V0P 1X0

Proposals must be submitted in a sealed package with the name and address of the Proponent and ‘RFP for Age Friendly Community Action Plan’ clearly marked on the outside.

Facsimile and electronic submissions will not be considered.

Late proposals will not be considered and will be returned to Proponents unopened at the Proponent’s expense.

Proposals that are unsealed, conditional, illegible, obscure, contain mathematical errors, erasures, alterations, or irregularities of any kind may, at the discretion of the Village, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form. Unsigned Proposals will not be accepted.

Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein, and the Village will accept no responsibility for documents delivered to other Village facilities and, at the discretion of the Village, may be declared disqualified.

2. Enquiries

All enquiries related to this RFP are to be directed by email, no later than five (5) days prior to the closing date and time, to:

Mark Tatchell
Chief Administrative Officer
Email – mtatchell@VillageofTahsis.com

Information obtained from any other source is not official and should not be relied upon.

All enquiries and responses will be publicly disclosed on BC Bid.

3. Addenda

Addenda may be issued prior to closing in response to the queries received or at the initiative of the Village. Addenda will be in written form and posted on BC Bid. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by Proponents when responding to this RFP.

4. Term

The term of the proposed engagement will be for a period of 12 months from the date of the Agreement.

5. Disclaimer

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of work being requested. The Village makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit its Proposal. The Village 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 this RFP on the part of any Proponent.

6. Personnel Qualifications and Experience

Proponents should identify the principal supervisory and management staff, including partners, managers, other supervisors and specialists who would be assigned to the engagement. Other personnel may be substituted at the discretion of the Proponent, provided that replacements have substantially the same or better qualifications and experience.

7. Project Approach

The Proponent must include a statement demonstrating an understanding of the work to be done, describing the approach, methodologies employed and commitment or ability to perform the work within the time specified.

8. References

Proponents should identify at least one (1) local government client for which the Proponent has performed consulting services in the last five (5) years, complete with the name and contact information of the local government’s Chief Administrative Officer or delegate.

9. Evaluation Criteria

	Description	Weight
1	Experience & Qualifications – Similar project experience, personnel qualifications, team members assigned, references, etc.	30%
2	Methodology – Approach, project understanding, work plan, assignment of resources, innovation, reporting, etc.	25%
3	Proposal – Completeness, overall quality, level of details submitted, value added services, etc.	25%
4	Budget – Pricing structure, fees, costs, etc.	20%

D. Specifications and Scope of Work

1. Background

Tahsis sits at the head of the Tahsis Inlet, a fjord-like finger of water running 24 kms to the open Pacific Ocean. Tahsis is surrounded by breathtakingly beautiful wilderness and abundant wildlife.

The Village was incorporated on June 17, 1970 and has a permanent population of approximately 250 which significantly increases in the summer months to accommodate many wildlife and fishing enthusiasts visiting the area. The Village is a rural, primarily residential with a few small-to-medium sized businesses operating in Tahsis.

Current and former residents take a keen interest in Tahsis history and are respectful of the fact that the village is on the territory of the Mowachaht/Muchalaht First Nation. The Mowachaht/Muchalaht lived in Tahsis and in other settlements along the Tahsis inlet to Nootka Sound for over a thousand years before European contact in the 1790s.

Village amenities include a full-service recreation facility complete with four 5-pin bowling lanes, pool tables, weight room, internet access, swimming pool and sauna, fully equipped gym, and basketball court. The Recreation Centre is open 7 days a week and is also available for rentals.

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Tahsis also has a public library with internet access and wireless capabilities, a Health Centre with a 24-hour on-call nurse and a doctor visiting 2 days each week, and a full-service Canada Post outlet.

Captain Meares School teaches children from kindergarten through Grade 12. Services and businesses include restaurants, grocery store, building supply store, hotel, motel, marinas, B&Bs, campgrounds, various tourism operators, a boat launch with parking/storage lot, and a full-service gas station.

The Village is governed by a five-member elected Council including a Mayor. The Village's 2018 operating budget was approximately \$2.2 million, with an additional \$1.9 million capital expenditure budget.

Here are links to additional information:

- 2017 Annual Report: <http://villageoftahsis.com/wp-content/uploads/2018/05/2017-Annual-Report-Audited-FS.pdf>
- 2019 Strategic Priorities: <http://villageoftahsis.com/wp-content/uploads/2019/01/VILLAGE-OF-TAHSIS-2019-STRATEGIC-PRIORITIES-2.pdf>

2. Scope of Services

- Complete an inventory of community services / resources which are accessible to the target population
- Analyze Village policies (Official Community Plan, Zoning Bylaw) with an age friendly lens
- Lead a World Café to invite residents to share their ideas and/or identify mature adults and seniors' priority needs
- Actively engage the Tahsis Seniors Centre, Tahsis Health Centre, Strathcona Regional District Community Health Network, BC Emergency Health Services Community Paramedicine, First Responder agencies (RCMP, TVFD, BC Ambulance), Tahsis Literacy Society, Tahsis Community Cupboard, and Tahsis Recreation Centre
- Conduct a community survey to identify current and future needs and attitudes.
- Map the community assets which support seniors
- Identify services and resource gaps
- Prepare a draft concise, relevant community action plan with specific recommendations and implementation strategies for Tahsis Council's consideration for incorporation into Village plans, policies and programs.
- Deliver public presentation to Tahsis Council on the draft community action plan

3. Fees and Expenses

The anticipated budget for the scope of work for this project should not exceed \$24k, excluding GST.

A detailed budget is required with the proposal which includes:

- Hourly rates of each team member and all sub consultants;
- Number of hours anticipated for each team member;
- Travel/accommodation costs; and
- Total estimated upset price

**Request for Proposal – Age Friendly Community Action Plan
Village of Tahsis**

Proposal Form *(this form must be completed, signed and included with each Proposal)*

**Request for Proposal – Age Friendly Community Action Plan
Village of Tahsis
Closing Date and Time – 4:30pm PST, March 20, 2019**

The undersigned confirms that their Proposal is in response to the request for proposal for Age Friendly Community Action Plan and any addenda.

Name of Proponent _____

Address _____

Contact Name _____

Telephone _____ Email _____

The Proponent ensures that all requirements of the RFP have been addressed in their attached proposal and that all materials and products proposed comply with the specifications therein.

Authorized Signature

Name and Title

Date