

North Peace Horticulture Sector Business Case Development Request for Proposal

Working in partnership with local stakeholders, the North Peace Economic Development Commission (NPEDC) through the Peace River Regional District is soliciting bids from firms to develop a sector business case for the horticulture sector, in particular food production. The goal of the study is to engage with the horticulture stakeholders in the region to research challenges and opportunities, and develop a sector wide business case and specific initiatives to foster and support the commercialization of the horticulture sector throughout the North Peace.

The development of a business case for the infrastructure and support required to nurture a growing horticulture industry in the region would provide the basis for increasing a sector that would not only diversify the economy further, but also create jobs and create local food security. The business case would explore the commercial viability of the development of this sector, business models that would be appropriate for the region, and infrastructure required to make commercialization viable for local horticulture businesses. Recommendations on education programs for all ages would also be included.

With growing global populations and climate change, food security and sustainability is increasingly becoming a concern. The Peace Region is home to prime agricultural soil, which has the capacity to produce a wide variety of produce, that is currently grown in small quantities. The annual hours of sunshine, coupled with the immediate availability of natural gas and other heat exchanges for heating greenhouses, creates the opportunity for the region to produce enough fresh produce to support the local region, and potentially neighbouring regions. Development of this sector would reduce local carbon footprint, increase agricultural productivity of the fertile soils of the region, and expand the employment opportunities in the North Peace.

The results of this business case development would educate and direct future project applications. A viable business case must be developed to move forward with a plan for sector development.

Firms submitting bids must provide:

- A work plan and timeline
- Examples of past work in the sector
- A breakdown of rates and associated costs
- 3 professional services reference

The deadline for submissions is April 4, 2017 at 4:00 pm PST.

For additional information, please contact:

Jennifer Moore, Regional Economic Development Officer

invest@npedc.ca

250.785.5969



North Peace
Economic Development Commission

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1.0 INVITATION

1.1 Statement of Request for Proposal

The Peace River Regional District is seeking proposals from suitably qualified consultants/companies to engage with the horticulture sector, in particular the produce producers, to develop a horticulture sector business case for the North Peace Region.

1.2 Request for Proposal Documents

Copies of the Request for Proposal may be obtained from the Peace River Regional District at:

Website: <http://prrd.bc.ca/category/tenders.rfps/> or by contacting the Representative.

1.3 Regional District Representative

The Regional District's Representative is:

Jennifer Moore, Regional Economic Development Officer
North Peace Economic Development Commission
Peace River Regional District
9505 100th Street
Fort St John, BC V1J 4N4
Telephone: 250-785-5969
Fax: 250-784-1125
Email: invest@npedc.ca

All inquiries relating to the RFP shall be directed to the Representative.

1.4 Submission of Proposals

Proponents shall submit one (1) paper copy and one (1) electronic PDF copy of the proposal. The proposal shall clearly identify the proponent on the outside of the envelope.

Proposals must be received by April 4, 2017, before 4:00 p.m. local time. It is the proponent's sole responsibility to ensure that its Proposal is received on time. Proposals received after the time and date specified will be rejected as being invalid and will be returned unopened to the Proponent. Proposals will be opened privately after the closing time. Proposals will not be accepted by e-mail or fax.

- The Regional District's intention is to enter into a Project contract with the successful proponent within 2 to 4 weeks after the closing date.



2.0 INTRODUCTION & BACKGROUND

The Peace River Regional District provides local government services to approximately 63,000 residents in seven incorporated municipalities and four electoral areas, covering a geographic area of 12 million hectares. 70% of the population resides in the urban municipalities of Fort St. John, Dawson Creek, Tumbler Ridge, Chetwynd, Hudson's Hope, Taylor and Pouce Coupe with the remaining 30% of the population distributed across the vast unincorporated area of the regional district.

The Regional District is a federation of both urban and rural areas governed by a 12-member Board consisting of eight directors appointed by seven municipalities and four electoral directors elected by voters in four electoral areas. Each municipality or electoral area participates in a variety of regional or local services, paid for through numerous individual service areas and a variety of cost sharing formulas.

3.0 PURPOSE & SCOPE OF WORK

3.1 Purpose

The purpose of the study is to engage with the horticulture stakeholders in the region to research challenges and opportunities, and develop a sector development business case with specific initiatives to foster and support the commercialization of the horticulture sector throughout the North Peace.

With growing global populations and climate change, food security and sustainability is increasingly becoming a concern. The Peace Region is home to prime agricultural soil, which has the capacity to produce a wide variety of produce, that is currently grown in small quantities. The annual hours of sunshine, coupled with the immediate availability of natural gas and other heat exchanges for heating greenhouses, creates the opportunity for the region to produce enough fresh produce to support the local region, and potentially neighbouring regions. Development of this sector would reduce local carbon footprint, increase agricultural productivity of the fertile soils of the region, and expand the employment opportunities in the North Peace.

The results of this business case development would educate and direct future project applications. A viable business case must be developed to move forward with a plan for sector development.

3.2 Scope

Work scope for this project should include but not be restricted to:

- Stakeholder engagement, including producers, wholesalers and retailers
- Review of available and missing infrastructure that creates obstacles to the sector development
- Business case development, including a marketing strategy
- Recommended initiatives, including educational programs to entice youth to develop the sector



3.3 Deliverables & Deadlines

The successful proponent will be required to provide a comprehensive final report that at minimum addresses those items listed in the “Scope” of the RFP document.

Monthly progress reports will be provided to the Representative by the 2nd of each month while the contract is active.

It is expected that the final report will be delivered and presented by July 31, 2017

4.0 FORMAT OF PROPOSALS & PROPOSAL EVALUATION

Proponents should structure their proposals to provide, at a minimum, the necessary information as outlined in the above referenced sections.

4.1 Company Overview

The proposal shall provide a general overview of the company, its structure, size and capability to perform the work required. This section should specifically highlight recent and relevant project experience that demonstrates the company's suitability to undertake the scope of work. This section should be no more than three (3) pages in length. A minimum of three references relating to relevant project experience should be provided, including contact name and details for the projects.

4.2 Project Team & Experience

The proposal shall clearly identify the proposed team members that will perform the work, and indicate the level of involvement of each team member in the proposed work. This section should address team structure and organization, and also demonstrate how the team members identified have the requisite experience to perform the work. Resumes of all team members should be included in an Appendix to the proposal.

4.3 Proposed Methodology

The proposal shall clearly describe in detail the proposed methodology, taking into account all requirements of the RFP. This section should address the work effort and team member participation and role in delivering the work. The proposed methodology should also identify any potential options, or changes to the outlined approach that could be advantageous to the Regional District. Any such changes and optional work should be identified specifically, or outlined in a separate section.

4.4 Work Schedule and Fee

The total proposed cost of the project shall include:

- a) An all-encompassing fee showing a breakdown of proponent fees, any and all disbursements with applicable taxes listed separately, sub-consultants' fee (if applicable), billable rates for staff assigned to this project, or other expenses as required under Scope of Work.
- b) Work schedule to show cost of each major part and key tasks to complete the project and overall timelines required.

4.5 Projected Deliverables

- a) The proponent will clearly identify in the proposal, specific project milestones, check-in points and deliverables.



b) The Regional District requires a digital copy and one (1) hard copy of the final report.

4.6 Proposal Evaluation and Selection Criteria

The Regional District and Advisory Committee intend to review all proposals and identify the proposal (if any) that offers the best value to the Regional District and the other Partners. To assist with this, the Regional District intends to conduct an evaluation of each proposal based on the evaluation criteria and format outlined below:

Category	Maximum Points	Details
Company and Project Team Qualifications	35	<ul style="list-style-type: none"> • Technical and management capacity and skills of consultant and other team members • Quality of consultant work based on recent and relevant project experience on similar assignments, demonstrating suitability to undertake work • Minimum 3 references relating to project experience, including contact name and project details; past performance appraisals if available
Methodology	25	<ul style="list-style-type: none"> • Understanding of project requirements, scope of work and deliverables • Detailed methodology in addressing scope of work and deliverables • Knowledge or experience in facility management or analysis in rural or northern communities • Details of team member participation and role in delivering work • Identify any potential options or changes to outlined approach that could be advantageous to the Regional District
Work Schedule	20	<ul style="list-style-type: none"> • Format, clarity and quality of proposed work plan and schedule detailed by major part and each key task • Realistic timeline and ability to meet deadlines • Anticipation of seasonal delays and information feedback requirements
Fees	20	<ul style="list-style-type: none"> • Costing of each major part and key task to complete the Project

Maximum Total Score = 100

5.0 GENERAL INSTRUCTIONS

5.1 No Contractual Obligations from RFP (No "Contract A")

This is a request of proposals, and not a call for tenders or bids or a request for offers of any kind. The Regional District does not intend to enter into contractual relations as a result of the issuance of this RFP or by requesting proposals and no contractual obligations whatsoever will arise between the Regional District and any proponent upon the submission of a proposal. The only contract that may arise in connection with this RFP is the contract that may be executed by the



Regional District and a proponent for the provision of the services contemplated by this RFP, following the selection by the Regional District of a successful proponent, if any.

5.2 Review and Interpretation of RFP documents

Each proponent will be solely responsible for examining all the RFP documents, including any addenda issued during the RFP period and for independently informing itself with respect to any and all information contained therein, and any and all conditions that may in any way affect the proposal, before the proposal is submitted.

Each proponent will review all RFP documents and will promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request will be submitted to the Regional District's Representative in writing, electronically or otherwise, no later than 2:00 PM, five (5) days before the closing date.

The Regional District may share, with all proponents, all questions and answers related to this proposal call.

Where the Regional District considers that such a request requires a change or a clarification to the requirements of the RFP, the Regional District will prepare and issue an Addendum to this RFP.

Proponents must demonstrate in their proposal that they have a clear understanding of the RFP requirements. Proponents need to articulate their proposals, intentions and expectations indicating how they will fulfill the requirements of the RFP and what services they will provide. Proposals must include the names, positions, and qualifications of staff members and any other resource staff pertinent to this proposal.

5.3 Addenda

Written addenda issued by the Regional District will be the only means of varying, clarifying or otherwise changing any of the information contained in this RFP. The Regional District may issue addenda up to the RFP closing date and time. Furthermore, the Regional District may, by issuing an Addendum, change the date set for submitting proposals, including if the Regional District considers that more time is necessary to enable proponents to revise their proposals for any reason.

5.4 Preparation of Proposals

Each proponent shall be solely liable for all costs incurred in the preparation of a proposal in response to this RFP. The Regional District shall not be held accountable for any such costs, however incurred. Each proponent will submit a proposal signed by an authorized representative of the proponent.

Incomplete Proposals

The Regional District may choose not to consider a proposal that is unclear, is not completed in accordance with the requirements set out in this RFP or does not contain all required information. If the Regional District elects to retain such a proposal for consideration, the Regional District may request clarification or additional information or submissions from the applicable proponent.



5.5 Negotiation

As part of this RFP process, the Regional District may choose to negotiate with one or more proponents with respect to any aspect of this RFP, the contents of a proposal or the terms of any contract to be entered into for the project.

5.6 Successful Proponent & Contract

If the Regional District selects a proposal, it is expected that the proponent and the Regional District would enter into and execute a written contract for the proponent to provide the services contemplated by this RFP and that the contract would incorporate by reference some or all of this RFP, any Addenda, the contents of the proposal and the results of any negotiations.

If a form of contract is attached to this RFP, it is anticipated that this would form the basis for the contract to be executed by the successful proponent and the Regional District. Otherwise, the Regional District will present a form of contract at some point during the RFP evaluation and selection process.

5.7 Form of Agreement

If the Regional District and a proponent enter into a contract for the performance of some or all of the services contemplated under this RFP, it is anticipated that the following clauses would be included in that contract:

Proponent's Risk and Warranty

(a) The Consultant will indemnify and save harmless the Regional District, its elected and appointed officers, its employees, agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the Regional District may sustain, incur, suffer or be put to at time either before, or after the termination of the contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Consultant or of any agent, employee, officer, director or sub-contractor of the Consultant pursuant to this contract, excepting always liability arising out of the independent negligent act of the Regional District.

Laws of British Columbia

(b) The Consultant will comply with the laws of British Columbia (including applicable Peace River Regional District Bylaws) applicable to the project. The Consultant shall strictly comply with the current Occupational Health and Safety Regulations and Workers Compensation Act of WorkSafeBC and remain in good standing under the Act. Other applicable federal, provincial and local regulations or policies concerning the health and safety of workers and the general public shall also be followed.

5.8 Conflict of Interest

Proponents are to include, with their proposal, and at any subsequent time where requested to do so by the Regional District, full details of any financial or personal relationship or affiliation between the proponent, or any of its officers or employees or proposed subcontractors, and the Regional District, or any of the Regional District's respective elected or appointed officials, officers and employees, and shall promptly advise the Regional District of any change to the foregoing from time to time.

5.9 Freedom of Information and Protection of Privacy



Proponents are advised that the Regional District is subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act and that the Regional District may be required to disclose all or part of a proposal. A proponent may stipulate that trade secrets included in their proposal are supplied in confidence and the release of which could significantly harm their competitive position, however, the Regional District's disclosure obligations will be governed by the Freedom of Information and Protection of Privacy Act and proponents are advised to review that Act for further information.

5.10 Liability for Errors

While the Regional District has expended considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

5.11 Confidentiality

Any proponent and any other person who, through this RFP process, gains access to confidential information of the District is required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFP process.

5.12 Ownership of Documents

All proposals and other documents and materials submitted in response to this RFP shall become the property of the Regional District.

5.13 Intent to Submit Proposal

All proponents are asked to complete the form attached as Appendix A, as a means of providing contact information for receipt of Addenda or other information pertaining to this RFP. This form should be returned to the Regional District no later than three (3) working days following the date of issue of the RFP package received or picked up by the proponent. Failure to return this form may result in a proponent not receiving important information about this RFP.



APPENDIX – A

INTENT TO SUBMIT PROPOSAL FOR:

North Peace Horticulture Business Case Development

Please complete this form and return immediately to:

Jennifer Moore
Regional Economic Development Officer
North Peace Economic Development Commission
Peace River Regional District
9505 100th Street
Fort St John, BC V1G 4N4
Telephone: 250.785.5969
Fax: 250.785.1125
Email: invest@npedc.ca

Failure to return this form may result in no further communication regarding this Request for Proposal.

	PLEASE PRINT
Company Name:	
Address:	
Contact:	
Telephone:	
Fax:	
E-mail	

I have received a copy of the above noted Request for Proposal.

- Yes, I intend to respond to this Request for Proposal.
- No, I will not be responding to this Request for Proposal.

I understand that if I do not submit a response, this will not affect our Company's status as a potential supplier in the future.

Name:	Signature:
Title:	Date: