



Request for Proposal

Issue Date: November 15, 2016

PROJECT: **Economic Readiness Assessment**

LOCATION: **Town of Lake Cowichan**

OVERVIEW: The Town of Lake Cowichan is inviting qualified firms or individuals to submit proposals for the development of an Economic Readiness Assessment. This Request for Proposal (RFP) provides a background brief, project summary, list of deliverables, submission requirements and selection criteria.

BACKGROUND: The Town has initiated and partnered in several major public infrastructure improvement projects including a new public library, town square, 'wayfinding' signage, downtown street landscaping, new pedestrian crossings, and upgraded sanitary sewage treatment lagoons.

The recent openings of the nearby Lake Town Ranch music festival venue and the Cowichan Valley Motor Park have increased exposure of the Town and the surrounding region to a broader market. The Town recognizes the potential for working in partnership with others in the Cowichan Lake area to create new economic development opportunities.

PROJECT SUMMARY: The Town has been awarded a grant from the BC Rural Dividend Program to undertake an **Economic Readiness Assessment**. This assessment is a foundational step in providing direction to the Town and its partners in the Cowichan Lake area for a larger collaborative project. The Cowichan Lake area is linked to a wide variety of potential economic development initiatives related to business retention and expansion that could be the focal point for this assessment study.



Desired outcomes for the study include:

- 1) The identification of new or enhanced partnerships that can be leveraged for additional funding and shared costs.
- 2) The identification of memorandums of understanding or agreements that lead to positive economic outcomes for current and future projects.
- 3) The identification of business investment opportunities that could arise as a result of expanded partnerships in the Cowichan Lake area.

PROJECT DELIVERABLES:

- 1) Convene and facilitate a **focus group** with Town and Regional stakeholders and Lake Cowichan First Nations to identify shared values and competitive advantages within the region.
- 2) Identify **partnerships** to leverage grant funding and cash contributions through the completion of a **Stakeholder Interview Process**.
- 3) Specify beneficial **memorandums of understandings (MOU)** or agreements that could be developed to support future projects.
- 4) Identify how new projects could attract **targeted business investors**.
- 5) Draft findings and recommendations through a ***project report***.

The successful consultant will be issued key background reports and a list of suggested stakeholder interview contacts.

SUBMISSION CONTENT:

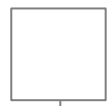
Proposals shall respond to the information contained within this RFP document and should include the following:

Proposed Work Program

The work program shall specifically outline tasks and deliverables.

Proposed Schedule

The schedule should provide detailed cost estimates for project components and include a timeline estimate for the deliverables. It is anticipated that the project should be initiated by December 15, 2016 and completed by no later than March 15, 2017.



Consultant Qualifications

This community seeks a firm or individual with experience in developing economic development strategies and community/stakeholder consultation experience.

The submission shall provide the following details:

- Consultant (s) name, address, email and brief description of relevant qualifications and capabilities (not to exceed one page);
- Three references from clients for comparable work undertaken;
- A summary of professional experience in completing projects of a similar nature and subject matter which details the project outcomes; and
- Examples of projects where the consultant's report resulted in the implementation of recommendations or new funding and investment.

Budget

The proposals shall provide the following budgetary details:

- Itemized costs for completing all tasks and deliverables; and
- Estimation of all expenses and taxes, including travel.

EVALUATION CRITERIA:

During the evaluation process any or all of the firms may be invited for a telephone interview at their own expense. Consultants will be evaluated specifically on:

- Quality of the proposal;
- Responsiveness to the requirements of the RFP;
- Qualifications and relevant experience;
- Understanding of the project;
- Quality of work experience; and
- Proposed budget and ability to complete the work.

All materials submitted regarding this RFP and deliverables from the subsequent contract with the successful consultant will become the property of the Town. The Town is not liable for any costs incurred by entities prior to the award and execution of the contract to the successful proponent.

The Town reserves the right to reject any or all submissions and reserves the right to award any proportion of any submission if it is deemed in the best interest of the project and the Town.

**SUBMISSION
REQUIREMENTS:**

The Town of Lake Cowichan shall receive the proposals no later than **4 pm on Thursday, December 1st 2016 as** either one hard copy (delivered) or one digital copy (if by email).

Proposals and inquiries shall be addressed to:
Joseph A. Fernandez, Chief Administrative Officer
Town of Lake Cowichan
P.O. Box 860,
39 South Shore Road
Lake Cowichan BC V0R 2G0
Email: jfernandez@lakecowichan.ca

