



REQUEST FOR PROPOSAL
RFP No. 2024-0401

Tourism Economic Development Plan
April 15, 2024

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REQUEST FOR PROPOSAL
Village of Lytton

Tourism Economic Development Plan

1. DEFINITIONS

Words and phrases used in this *Request for Proposal (RFP)*, appendices, schedules, and or any addenda are outlined below.

Term	Definition
Addendum or Addenda	Change(s) to this <i>RFP</i> communicated pursuant to this <i>RFP</i>
Agreement	An <i>Agreement(s)</i> between the <i>Village</i> and the <i>Consultant(s)</i> for the <i>Work</i> identified in this <i>RFP</i> and all attached Appendices and Schedules. Any <i>Agreement</i> entered into by the <i>Village</i> and the <i>Preferred Proponent</i> will be as negotiated between the two parties.
Consultant(s)	The <i>Proponent</i> who enters into an <i>Agreement</i> pursuant to this <i>RFP</i>
Contracting Services	At a minimum, the services described in 2.1
Evaluation Committee	A committee of <i>Village</i> personnel and, at the <i>Village's</i> discretion, one or more third parties who will evaluate the <i>Proposals</i>
Evaluation Criteria	Criteria for the evaluation of the <i>Proposals</i> as set out in Section 5
Preferred Proponent	The <i>Proponent</i> , if any, selected by the <i>Village</i> to negotiate an <i>Agreement</i> for the <i>Contracting Services</i>
Project Budget	Maximum of \$60,000
Proponent	Any legal entity, including a person, company firm, or consortium, which submits a <i>Proposal</i>
Proposal	A <i>Proponent's</i> submission pursuant to this <i>RFP</i>
Proposal Closing Time	12:00 PM PST
Proposal Closing Date	May 6, 2024
Proposal Price	As per Section 4.11 of this <i>RFP</i>
Proposal Submission Email Address	cao@lytton.ca
RFP	Request for Proposal

Term	Definition
Submission Requirements	Requirements set out by the <i>Village</i> in Section 6 that should be included in a <i>Proposal</i>
Village	The Village of Lytton
Work	As per Section 2

Defined terms in this *RFP* are both capitalized and italicized.

2. PROJECT OVERVIEW

2.1. Overview

The Village of Lytton is located at the confluence of the Thompson and Fraser Rivers and the junction of Highway 12 (65 kilometres south of Lillooet) and the Trans-Canada Highway 1 (109 kilometres north of Hope). The Village is located in one of the longest continuously inhabited areas in North America on the Traditional Territory of the Nlaka’pamux people. The Village is located on the Trans-Canada Highway which was replaced as the main route from Vancouver to Kamloops by the Coquihalla Highway in 1987.

The Village of Lytton is the local government responsible for providing municipal services such as water, wastewater treatment, and public utilities; planning, building and development; bylaws and enforcement; fire rescue; legislative services; financial services; recreation and parks; and communications.

Lytton is rebuilding after the Lytton Creek Fire of June 30, 2021, which destroyed over 90 per cent of the *Village*. Before the fire, the *Village* had a population of 210 according to the 2021 Statistics Canada Census. Approximately 2,500 people live in the surrounding regional district and the neighbouring Nlaka’pamux communities.

The *Village’s* current website (www.lytton.ca) was launched in 2021 before the Lytton Creek Fire. It is the main repository for information about municipal programs, projects, and services. The website is currently undergoing a re-design and will include visitor information in the future.

In 2022 / 23, the *Village* commissioned an Economic Recovery Plan prepared by O’Leary and Associates (attached here for reference). The Economic Recovery Plan included short, medium and long term strategies to assist the *Village* in rebuilding the economy that existed at the time of the fire, and build economic opportunity in the future. Under the long-term strategy ‘Attract new businesses to town’ many tourism related businesses are identified.

The Village has had discussions with Destination BC, Vancouver Coast and Mountains (VCM) regarding the tourism potential of the area and a need to attract operators and visitors to enjoy the natural assets. The rivers, mountains and surrounding natural beauty combined with the deep indigenous culture make for an attractive destination. VCM have extensive research on tourism trends and intentions in the area.

The Village is seeking a Consultant to work with VCM to develop a plan for Lytton and the surrounding area. The plan will utilize the research available contrasted with the natural assets and identify current tourism products that have the potential to build a tourism industry in the area.

Specifically, the Village is looking for the following to be included in the plan:

- Identification of tourism products that could be developed in the Lytton area, given the local terrain and culture;
- Identification of visitors who may have a tendency to visit Lytton for those products;

- Quantification of the economic opportunity that could be used to attract operators to the area.

Consultation with the local First Nation will be critical to understand the potential for indigenous tourism and to ensure they are fully represented in the plan developed.

There is limited tourist accommodation in the area as all of the hotel / motel rooms were lost in the fire. This is currently a key constraint to developing the sector; however, there is potential to attract hotel operators to the area.

GENERAL INFORMATION

3.1 Invitation

This *RFP* is issued by the Village of Lytton. The *Village* invites *Proposals*, through this *RFP*, to develop a tourism economic development plan.

This RFP will be of interest to consultants with experience in developing tourism economic development plans for relatively remote locations.

3.2 Contract

Following successful negotiations between the *Preferred Proponent* and the *Village*, the *Preferred Proponent* will be required to execute a standard consulting *Agreement*.

The *Proponent* is to consider each of the documents outlined in "Schedule 1" of the *Agreement* when preparing their *Proposal*.

3.3 Request for Proposal Schedule

Action	Date
<i>RFP</i> release	April 15, 2024
Last date the <i>Village</i> may consider written inquiries	April 25, 2024
<i>RFP Closing Time</i> as per the definition	May 6, 2024 12:00 pm PST
Commencement of negotiations and selection of the <i>Preferred Proponent</i> , leading to a completed <i>Agreement</i>	May 15, 2024

3. PROJECT TIMING

The proposed timing for the project is to begin the plan as soon as possible and complete the draft by September 30, 2024.

This will be discussed and confirmed with the *Preferred Proponent*.

4. INSTRUCTIONS TO PROPONENTS

1. All questions and requests for clarification relating to the *RFP* process and / or identification of any errors or omissions in the *RFP* documents should be directed, in writing (via email), to:

Diane Mombourquette, CAO, Village of Lytton
cao@lytton.ca

Information about this *RFP* from any other source is not official and should not be relied on. Inquiries and responses may be recorded and may, at the *Village's* discretion, be retained in confidence or distributed to all other *Proponents*.

2. The *Village* may explain, interpret, clarify, change, amend, or correct this *RFP* by issuing an *Addendum* or *Addenda* to *Proponents*. *Addenda* will be in writing and may be sent by the same medium used to distribute the *RFP*. The relevant content of all *Addenda* issued by the *Village* will be incorporated into and become part of the *RFP* documents. A *Proponent* is solely responsible to ensure that it has received a complete *RFP* as listed in the Table of Contents and a copy of any *Addenda*. Submission of a *Proposal* constitutes a representation by a *Proponent* that it has verified receipt of a complete *RFP*, including any *Addenda*. Each *Proposal* will be deemed to be made on the basis of the entire *RFP* and any *Addenda*.
3. Proposals shall be submitted as single file and a single email to the Contact Person. The e-mail shall contain a PDF attachment of the Proposal as appropriate and the body of the e-mail shall clearly indicate the name, e-mail address and phone number of the Proponent. Email file size not to exceed 20 MB.

The subject line shall clearly read:

"RFP 2024-0401 Tourism Economic Development Plan"

Electronic submissions not clearly marked may not be accepted at the sole discretion of the *Village* and may be returned to the Proponent.

All permitted email communications with the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the contact person's electronic equipment.

The responsibility for delivering the Proposal to the *Village* on or before the specified date and time will be solely and strictly the responsibility of the Proponent. The *Village* will in no way be responsible for delays caused by network failure or a delay caused by any other occurrence.

No faxed or hardcopy submissions will be accepted.

4. Proposals should clearly identify the *Proponent* and whether it is an individual, a corporation, a partnership, or a consortium, including the legal entity that will execute an *Agreement*.
5. This is an *RFP* and is not a tender call or a request for binding offers. This *RFP* is a non-binding invitation to submit. It is not an offer. The *Village* does not intend for this *RFP* to create any obligations between the *Village* and any *Proponent* and no contractual, tort, or other legal obligation of any kind is created or imposed on the *Village* by this *RFP* or by the submission of any *Proposal* or by consideration of, or failure or refusal to consider, any *Proposal* by the *Village*. No contractual or other legal obligations will be created between the *Village* and any *Proponent* until and unless a written *Agreement* is executed between the *Village* and a *Proponent* for the provision of the *Contracting Services*. The contents of these *RFP* are statements of the *Village's* intentions only and are not promises, contractually binding or otherwise, on the part of the *Village*. The use of mandatory or prescriptive language in this *RFP* in relation to future acts of the *Village* is intended only to describe the *Village's* present intention, is not intended to express contractual intention, and if relied upon by a *Proponent* is relied upon at that *Proponent's* own risk. Without limiting the generality of the foregoing, the *Village* is in no way obligated to select any *Proponent* for inclusion in any call for tenders with respect to the above project. If there is anything in this *RFP* that is inconsistent with this paragraph, this paragraph prevails.

6. Any *Proponent*, or other party, by responding to this *RFP* will be solely responsible for its own expenses and bears the sole risk and liability for any expense, damage, loss, or liability incurred by it, including loss of opportunity and loss of profits or potential profits, in connection with its consideration of and response to this *RFP*. By submitting a *Proposal*, the *Proponent* absolutely waives any right, or cause of action against the *Village*, its officers, directors, employees, or agents by reason of the *Village's* failure to accept the *Proposal* submitted by the *Proponent*, whether such right or cause of action arises in contract, negligence, bad faith, or otherwise.
7. All *Proponents* and any other person(s) who through this *RFP* process gains access to confidential financial information of the *Village* are required to keep strictly confidential all information that 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 *Agreement* that may arise out of this *RFP* process. Information pertaining to the *Village* obtained by the *Proponent* as a result of participation in this process is confidential and must not be disclosed without prior, written authorization from the *Village*.
8. The *Proponent* acknowledges and agrees that the submission of the *Proposal* documents by the *Proponent* is subject to the *Freedom of Information and Protection of Privacy Act* and, as such, the *Village* may be required to disclose any or all of the contents of the *Proposal* package under such *Act*. The *Proponent* acknowledges that the intention of the *Village* is to post all *Proposals* received on BC Bid as required and agrees to their *Proposal* being posted.
9. Unless otherwise expressly specified by the *Village*, any additional information ("Reference Information") made available by the *Village* to *Proponents* prior to the *Proposal Closing Time* is not intended to be included as part of the contract documents. Such additional information is made available only for the assistance of *Proponents* who are to make their own judgment about its reliability, accuracy, completeness and relevance to the *Contract*, and neither the *Village* nor any representative of the *Village* gives any guarantee or representation that the additional information is reliable, accurate, complete or relevant.
10. The *Proponent*, either personally or through a representative, is responsible to familiarize themselves with the *Village* before submitting a *Proposal*. A *Proponent* has full responsibility to be familiar with and make allowance in the *Proposal* for all conditions at the *Village* that might affect the *Proposal*, including any information regarding access to system information made available by the *Village* including the location, weather and access.
11. The *Proposal Price* is to represent the entire cost excluding *GST* to the *Village* of the complete *Work* based on the estimated time to complete the report. Any travel expenses, disbursements or other charges anticipated are to be included in the *Proposal Price*.

The *Proposal Price* is to cover all taxes and assessments of any kind payable with respect to the *Work* but not include *GST*.
12. *Proponents* including their key individuals, and their respective directors, officers, employees, consultants, agents, advisors and representatives will not engage in any form of political or other lobbying whatsoever in relation to this *RFP*, or the evaluation process, including for the purpose of influencing the outcome of the evaluation process. Further, no such person other than as expressly contemplated in the *RFP* will attempt to communicate in relation to this *RFP*, or the evaluation process, directly or indirectly, with any representative of the *Village*, or any member of the *Village Council* for the purpose of:

1. Commenting on, or attempting to influence views on, the merits of the *Proponent's Proposal*, or in any relation to *Proposals* of any *Proponents*;
2. Influencing, or attempting to influence, the evaluation and ranking of the *Proposals*, the selection of the *Preferred Proponent*, or any negotiations with the *Preferred Proponent*;
3. Promoting the *Proponent* or its interests in the *Contracting Services*;
4. Commenting on or criticizing aspects of this *RFP*, the evaluation process, including in a manner which may give the *Proponent* a competitive or other advantage over other *Proponents*; and
5. Criticizing the *Proposals* of other *Proponents*.

Failure to comply with this requirement may result in the *Village* no longer considering the *Proposal*.

13. The *Proponent* is solely responsible for any and all costs and expenses incurred by it in preparing this submission.
14. The *Village* reserves the right to review similar work completed by the *Proponent* or proposed project team that may or may not be referenced in the *Proponent's Proposal*.
15. The *Proponent* has provided truthful and accurate information in this *Proposal*. If the *Village* determines that any of the information provided within the *Proposal* is inaccurate or otherwise provided falsely, the *Proponent* may no longer be considered for the projects described within these documents or any future work for the *Village*.

5. **EVALUATION PROCESS AND CRITERIA**

1. The *Village*, in its absolute and sole discretion, and according to its own judgment of its best interest, having regard for the greatest value that can be obtained on overall quality, service, and price, reserves the full right to reject any or all *Proposals* or alternative *Proposals* for any reason whatsoever and continue its evaluation of one or more of the other *Proposals*.
2. The *Village* retains a separate right to waive irregularities of a minor or technical nature. This right does not, in any way, waive the requirement of the *Proponents* to submit a *Proposal* in proper form as required by the *RFP*.
3. The *Proposals* will be evaluated by an evaluation team comprised of representatives from the *Village*.
4. The *Village* may utilize the input and opinions of any third parties as it is deemed appropriate in its absolute discretion to assist the *Village* in its evaluation of the *Proposal*.
5. Throughout the evaluation of the *Proposals*, the *Village*, in its sole discretion, may request additional written clarifications and or supplemental information from selected *Proponents*, as it deems appropriate, to more thoroughly evaluate the *Proposals*.
6. The evaluation team will review and score criterion 1 through 4. The evaluation team, may request additional or clarifying information from a *Proponent*, as permitted by Section 7 of this *RFP*.
7. Individual *Proponent* scores will be multiplied against the maximum point value for each point criterion outlined in Table 5.1.

Table 5.1

Criterion (#)	Rated Criteria Category	Max Point Value
1	Relevant Experience	30
2	Project Plan	30
3	Project Team	20
4	Proposal Price	20

8. Only Proponents attaining a minimum total score of 56 points (70%) for criteria 1 through 3 will be considered.
9. Proponents will be awarded points for price based on the number of proposals received and their position in the price ranking.
10. The *Proponent* that has the highest overall score will be noted as the *Preferred Proponent* and may be asked to enter into negotiations with the Village. The decision of the *Village* in all matters relating to the evaluation of a *Proposal* will be final. The *Village* reserves the right to not proceed with any of the *Proposals* received.
11. In the event that a single *Proposal* is received, the *Village* reserves the unfettered right to determine the next step, which may include but not be limited to collapsing or re-issuing this *RFP*, negotiate with the sole *Proponent*, or pursue a different selection process altogether.

6. **SUBMISSION REQUIREMENTS**

1. Introduction

This section outlines information the *Proponent* should provide in its *Proposal*. Failure to provide all the information may result in the *Village* deciding to exclude the *Proposal* from the evaluation process.

2. Proposal Organization

Respondents shall supply all information requested on the submission forms, a sample of which is supplied in Appendix E. The entire *Submission* must be completed using the forms supplied. The forms are available to download from BC Bid in a writable Microsoft Word document. **Only information provided on the supplied forms will be considered.**

- Form A – Submission Cover Sheet
- Form B – Relevant Experience
- Form C – Project Plan
- Form D – Project Team
- Form E – Pricing

3. Form Templates

Form A – Submission Cover Sheet

Complete all information requested in Form A. Failure to do so may result in the *Village* deciding to exclude the *Proposal* from the evaluation process.

Form B – Relevant Experience

This section of the *Proposal* outlines the *Proponent's* recent (preferably within the last 5 years) and relevant experience with projects, ideally from similar communities in BC.

The *Proponent* should provide a brief description of each project and explain why the project listed is relevant to the *Work* described in this *RFP*.

Proponents may submit up to a maximum of two (2) additional examples of recent projects completed, attached to the submission.

Form C – Project Plan

The purpose of the Project Plan is to demonstrate to the *Village* that the *Proponent* can visualize what they are going to do and understands the sequence of the *Work*. The Project Plan should be developed around fulfilling the *Village's* requirements within the known project constraints, requirements and expectations as described in this *RFP*.

The Project Plan should include a description of the general approach and methodology that the *Proponent* would undertake in providing the services required for this project, as well as examples of how this approach and methodology has been successfully implemented in the past.

The Project Plan should include a schedule that describes how the *Proponent* will meet the *Village's* needs as set forth in this *RFP*. This should reflect the major milestones of the project, including presentations and engagement opportunities with Council, Lytton Chamber of Commerce, local community and neighbouring First Nations.

List all *Subcontractors* and their relevant roles to be engaged by the *Proponent* for the completion of the *Work*. These *Subcontractors* are to be used by the *Proponent* for the duration of the *Work* unless otherwise approved by the *Village*.

Form D – Project Team

This form requests information on the critical project team, including the Lead Consultant. The Lead Consultant to be employed by the *Proponent* for the duration of the *Work*.

Form D allows for other relevant information. This portion of the form can be used to identify additional training and experience of the team.

Form E – Pricing

The total price that will be charged to the *Village* for completion of the *Work* is to be outlined on Form E in sufficient detail to allow the *Village* to understand the components.

7. VILLAGE DISCRETION

In addition to any other discretion set forth in this *RFP*, the *Village* reserves the right, without limitation, in its sole and unfettered discretion, to:

1. Not consider any *Proposal* from a *Proponent* who appears not to have the requisite experience or financial capability;

2. Not consider any *Proposal* that lacks required information or is otherwise incomplete;
3. Accept items in a *Proposal* that are in variance with the specific *RFP* requirements;
4. Require clarification or additional information where a *Proposal* is unclear, or allow rectification of defects;
5. Reject any *Proposal* prior to discussion with the *Proponent*;
6. Not consider any *Proposal* that in the *Village's* opinion does not warrant detailed evaluation or is not in the best interests of the *Village*;
7. Communicate with any *Proponent*;
8. Raise new issues in negotiation that were not mentioned in the *RFP* or in a *Proposal*;
9. Discontinue negotiations with the *Preferred Proponent* or any backup *Proponent* at any time if the *Village* concludes that it is unlikely that an *Agreement* for the Project will be entered into within 10 days of the selection of the *Preferred Proponent* or such other period acceptable to the *Village*, or that such *Proponent* is not working diligently to achieve an *Agreement* or otherwise;
10. Not consider any or all *Proposals* without any obligation or any compensation or reimbursement to the *Proponents*;
11. Extend, abridge, modify, or discontinue the process contemplated by this *RFP*;
12. Determine, at any time, to withdraw some or all of the *Submission Requirements* from the process described in this *RFP*; and or
13. Discontinue this *RFP* for any reason whatsoever.

APPENDIX "A"

FORMS A-F

Form A – Submission Requirements

THE UNDERSIGNED PROPONENT (the "Proponent") has prepared this *Proposal* to the Village of Lytton (the "Village") for the role of *Consultant* for the *Work* described within these documents.

IN MAKING THIS *PROPOSAL*, THE *PROPONENT* ACKNOWLEDGES AND AGREES AS FOLLOWS:

- 1. WE, THE UNDERSIGNED:
 - a. Have received and carefully reviewed all of the Request for *Proposal (RFP) Documents* including the following Addenda:

Click here to enter text.

-
- b. By submitting a *Proposal*, a *Proponent* acknowledges that it has read and understood the requirements of this *RFP*. A *Proponent* is solely responsible for investigating and satisfying itself on every aspect of the *Contracting Services*, including without limitation, the application of the *Contracting Services* to the project. By submitting a *Proposal*, a *Proponent* will be deemed to have satisfied itself on all such matters.

- 2. OUR ADDRESS is as follows:

Click here to enter text.

Phone: Click here to enter text.

Attention: Click here to enter text.

Date: Click here to enter text. day of Click here to enter text. 20 .

The Entity *legally entitled to enter into an Agreement*:

Click here to enter text.

(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP, ENTITY OR INDIVIDUAL)

(AUTHORIZED SIGNATORY)

(AUTHORIZED SIGNATORY)

Form A – Submission Requirements

Proponent: Click here to enter text.

Email: Click here to enter text.

Address: Click here to enter text.

Click here to enter text.

Click here to enter text.

SIGNED, this Click here to enter text.

Telephone: Click here to enter text.

X

X

(Signature of Authorized Signatory for *Proponent*)

Proponent may use a digital signature or print, sign, and scan Form A.

Form B – Relevant Experience

Project 1	Project	Click here to enter text.	Project Value:	Click here to enter
	Project Role:	i.e. General or Subcontractor	Start / End:	Start to End
	Owner & Contact Name: Click or tap here to enter text.			
	Project Manager: Click or tap here to enter text.			
	Consultant and Contact Name: Click or tap here to enter text.			
	Project Description: Click here to enter text.			
	Why is this project experience relevant to the work described in these documents? Click here to enter text.			
Project 2	Project	Click here to enter text.	Project Value:	Click here to enter
	Project Role:	Click here to enter text.	Start / End:	Start to End
	Owner & Contact Name: Click or tap here to enter text.			
	Project Manager: Click or tap here to enter text.			
	Consultant and Contact Name: Click or tap here to enter text.			
	Project Description: Click here to enter text.			
	Why is this project experience relevant to the work described in these documents? Click here to enter text.			

Form C – Project Plan

Project Plan (including Schedule): [Click here to enter text.](#)

Proposed Sub-Contractors & Role: [Click here to enter text.](#)

Form D – Project Team

Lead Consultant	Lead Consultant's Name: Click here to enter text.		
	Years of Experience: Click here to enter text.	Years as a Consultant: Click here to enter text.	
	Project 1	Project Name: Click here to enter text.	Start and End Dates: Start to End
		Value of Work: Click here to enter text.	Project Role: Click here to enter text.
		Owner: Click here to enter text.	Owner Contact: Click here to enter text.
		Description of Work: Click here to enter text.	
		Why is this project experience relevant to the work described in these documents? Click here to enter text.	
	Project 2	Project Name: Click here to enter text.	Start and End Dates: Start to End
		Value of Work: Click here to enter text.	Project Role: Click here to enter text.
		Owner: Click here to enter text.	Owner Contact: Click here to enter text.
		Description of Work: Click here to enter text.	
		Why is this project experience relevant to the work described in these documents? Click here to enter text.	

Form D – Project Team

Consultant	Consultant's Name: Click here to enter text.		
	Years of Experience: Click here to enter text.	Years as Consultant: Click here to enter text.	
	Project 1	Project Name: Click here to enter text.	Start and End Dates: Start to End
		Value of Work: Click here to enter text.	Project Role: Click here to enter text.
		Owner: Click here to enter text.	Owner Contact: Click here to enter text.
		Description of Work: Click here to enter text.	
	Why is this project experience relevant to the work described in these documents? Click here to enter text.		
	Project 2	Project Name: Click here to enter text.	Start and End Dates: Start to End
		Value of Work: Click here to enter text.	Project Role: Click here to enter text.
		Owner: Click here to enter text.	Owner Contact: Click here to enter text.
Description of Work: Click here to enter text.			
Why is this project experience relevant to the work described in these documents? Click here to enter text.			

Form E – Pricing

Please include all relevant sections of pricing, functions completed, total dollars estimated in the table below.

Personnel	Function	Hours Anticipated	Rate	Extended
Total Consultant Fees				
Anticipated Disbursements				
Total Proposal Cost				