**Request for Proposals**

**Project:** Columbia River Treaty Heritage Project Implementation

**Location:** Kootenay-Rockies/Columbia River Basin

**Issue Date:** December 3rd, 2020

**Closing Time:** Proposal must be received before 11:00 PM Pacific Time on January 24th, 2021

**CONTACT PERSON:**

All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, via email, to the following person. Please note: Inquires will only be answered between December 3rd and December 18th, 2020 and January 6th to January 24th, 2021. Information obtained from any other source is not official and should not be relied upon. Inquiries and any responses will be recorded and may be distributed to all Proponents at the Solicitor’s option. ***Email:* Ingrid.Strauss@gov.bc.ca**

 **DELIVERY OF PROPOSALS:**

|  |
| --- |
| Proposals must be delivered by e-mail. One complete electronic proposal, in a Microsoft Office compatible format, must be received at the following closing location: ***Email:* Ingrid.Strauss@gov.bc.ca** |
| **PROPONENTS’ MEETING:**  |
| A Proponents’ meeting will not be held. |

**PROPONENT SECTION:**

|  |
| --- |
| **ALL PROPOSALS MUST BE EMAILED**. All parts of the Proponent Section (below) must be completed and submitted as part of your proposal. **CONFIRMATION OF PROPONENT’S INTENT TO BE BOUND: The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the entire Request for Proposals and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal**. |
| *Signature of Authorized Representative:* | *Legal Name of Proponent:* |
| *Printed Name of Authorized Representative:* | *Address of Proponent:* |
| *Title:* |
| *Date:*  | *Authorized Representative phone or email address:* |

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1. **The Project**

**Columbia River Treaty Heritage Project Description**

The Columbia River Treaty Heritage Project proposes a branded heritage touring route linking a series of commemorative elements, including interpretive signage, at key locations in the Columbia Basin that will convey the stories of impact and loss to Indigenous and non-Indigenous people and communities as a result of the Columbia River Treaty. The heritage touring route will be supported with promotional materials, social media, and a marketing program.

The CRT Heritage Project is expected to be a multi-year project, in which the first year is expected to be devoted to engagement, design, content development and securing approvals and funding, while the second and following years will involve creating, placing, launching and supporting the touring route and its new facilities. This Request for Proposals (RFP) is for Phase 1. Phase 1 is expected to include the development of commemorative elements in approximately four to five Indigenous and four to five non-Indigenous communities or locations of interest. These initial commemorative elements are expected to delineate the north, south, east and west points of the touring route. Phase 1 is also expected to include the development of a virtual map of inventory and mapped locations of all the CRT Heritage locations, signs, interpretive elements, museums or other features including those that currently exist. Alternatively this information could be added to the existing Columbia Basin Region Heritage Places on the Heritage BC website (For example see <https://heritagebc.ca/cultural-maps/>).

The CRT Heritage Project’s Indigenous content will be led by the Indigenous Nations whose traditional territories include areas of the Columbia Basin: Ktunaxa, Secwepemc/Shuswap, Sinixt and Syilx/Okanagan Nations. Development of commemorative elements will include individual and collaborative contributions of the four Indigenous Nations.

Commemorative elements will be determined by communities and may include but are not limited to signage, kiosk, mural, heritage garden, pathways with interpretive panels, event, or exhibit.

**Columbia River Treaty Background**

The Columbia River Treaty, ratified in 1964, was created to manage flood risk and enable hydropower generation on the Columbia River. Four dams were built as part of the Treaty: the Duncan, Hugh L. Keenleyside and Mica dams in British Columbia and the Libby Dam in Montana, U.S.

The Treaty dams vastly reduced flood risk in British Columbia and the U.S. They also enabled the construction of hydroelectric projects that provide approximately half of the potential generation in the Province, as well as providing for significantly more electricity production at U.S. hydroelectric facilities.

The filling of these dams’ reservoirs flooded large sections of fertile valley bottom land and ecosystems and resulted in the displacement of over 2,000 people. Indigenous and public consultation and mitigation at the time could be considered inadequate to non-existent by today’s standards, and feelings of hurt and loss remain to this day.

In 2011 the Province initiated a review of the Treaty leading, in 2014, to a decision to continue the Treaty and seek improvements within its existing framework. In 2017 the Province began negotiations with the U.S. The negotiation process in currently ongoing. The Province is committed to ensuring that, as Canada and the U.S. seek to modernize the Treaty, the people of the Basin are meaningfully consulted, kept informed, and see their input reflected.

**Columbia River Treaty Heritage Project Purpose**

The project purpose is to address Columbia Basin residents’ request for formal acknowledgement of the impacts to people, communities and the environment arising from the implementation of the Columbia River Treaty. The project provides a mechanism to convey information/stories of the Columbia River Treaty and its impact on the Columbia Basin region and ensures the significance of key places and events are visible, preserved and magnified. The project will promote and integrate existing Columbia River Treaty related heritage assets such as museum displays, historical buildings and heritage plaques as part of a broader regional story. Through the touring route, communities will be able to leverage heritage, cultural and other assets to attract Basin residents and visitors to the region and stimulate tourism-related economic activity.

Indigenous Nation participation in the project is an opportunity to not only acknowledge the little-known history of the impacts of the Treaty on Indigenous peoples and communities but to also support sharing broader information of the history, culture and language of the Indigenous Nations whose traditional territories include the Columbia Basin.

**Project Timeline**

This RFP is for Phase 1 of the project, expected to be completed over two years. If there is community interest/demand and if further funding can be secured, the project will continue beyond two years. Following a project implementation review in year two, the successful Proponent may be offered a contract renewal or may be asked to assist in establishing a Columbia Basin not-for-profit society or other organization to continue the project.

**Project Status**

Under the Columbia River Treaty Heritage Project Steering Committee’s guidance, a detailed project plan for the Columbia River Treaty Heritage Project was completed in May 2020 by Denise Cook Design team and is provided as Appendix B of this RFP package.

**Columbia River Treaty Heritage Steering Committee**

The Steering Committee, formed in August 2019, includes representatives from Kootenay Rockies Tourism Association, Revelstoke Museum, Ktunaxa Nation, Secwepemc/Shuswap Nation, Syilx/Okanangan Nation, Sinixt/Arrow Lakes Division of the Confederated Tribes of the Colville Reservation, Columbia River Treaty Local Governments’ Committee, and Government of BC (Heritage, Tourism, Regional Economic Operations, and Columbia River Treaty branches).

The Steering Committee:

* Provides strategic direction, project guidance and has a shared role in decision making;
* Facilitates connections, including with potential funders;
* Assists with funding and other applications and reports to funding programs.

**Kootenay Rockies Tourism Association (KRT) is the administrator and fiscal agent for this procurement.**

*KRT Fiscal Agent Responsibilities*

* Contract signatory and manager for this RFP;
* Receive and disperse grant money;
* Provide financial statements/reports to funding organizations and Steering Committee;
* Participates in Steering Committee meetings.
1. **Definitions**

Throughout this Request for Proposal (“**RFP**”), the following definitions will be used:

1. “Contract” means a written contract executed by KRT and the Contractor as a result of the RFP process and subsequent processes;
2. “Contractor” means a Qualified Respondent who is the successful Proponent who enters into a Contract with KRT;
3. “KRT” means Kootenay Rockies Tourism Association;
4. “Qualified Respondent” means a Respondent possessing the qualifications described in this RFP;
5. “Proponent” means a person or entity with the legal capacity to contract;
6. “Respondent” means an individual or a company that submits, or intends to submit, a Response;
7. “Response” means a statement of qualifications submitted in reply to this RFP; and
8. “RFP” means the process described in this Request for Proposals.
9. **Request for Proposals**

The RFP should not be construed as an agreement to purchase any goods or services and does not commit the Steering Committee or KRT in any way to award a contract or contracts.

The Steering Committee and KRT reserve the right to a) not award any contract, b) reduce the scope of the project or c) issue contract(s) for the full project.

**3.1 Purpose**

* Through this RFP process the Steering Committee intends to review proposals, evaluate and award one or more contracts.
* Contract(s), if any, will be awarded through KRT.

**3.2 Enquiries**

All enquiries related to this RFP are to be directed, in writing, to the contact person at the email address on the front cover of this RFP. Information obtained from any other source is not official and should not be relied upon.

**3.3 Closing Date**

One electronic copy of each response must be received before 22:00 on January 24th 2021 at the e-mail address on the front cover of this RFP.

**3.4 Late Responses**

A 24-hour extension may be provided if an extension request is made to the email address on the front cover of this RFP 48 hours in advance of the Closing Date.

**3.5 Review Committee**

The review committee is expected to include the following representatives:

* 1 representative from KRT
* 1 representative from Revelstoke Museum
* 1 representative from Ktunaxa Nation
* 1 representative from Syilx/Okanagan Nation
* 1 representative from Shuswap/Secwepemc Nation
* 1 representative from Sinixt Nation/ Arrow Lakes Division of the Confederated Tribes of the Colville Reservation
* 1 representative from Columbia River Treaty Local Governments Committee
* 1 or more representatives from the Government of BC

**3.6 Review and Selection**

This RFP will be used for a selection process for this project. If multiple responses meet all criteria, interviews may be scheduled to complete selection.

The Evaluation Criteria are in Section 5.

**3.7 Response Submissions**

The response must be submitted electronically to the contact person at the email address on the front cover of this RFP. Responses should be clearly marked with the name and address of the respondent and the project title.

**3.8 Changes to Response Wording**

The Respondent will not change the wording of its Response after the closing date and time specified on the front cover of this RFP and no words or comments will be added to the Response unless requested by the Review Committee for purposes of clarification.

**3.9 Respondent Expenses**

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Steering Committee, if any. Neither the Steering Committee nor KRT will be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

**3.10 Acceptance of Responses**

The RFP is not a binding agreement to purchase goods or services. KRT is not bound to enter into a Contract with any Qualified Respondent. Responses to an RFP are assessed considering the Evaluation Criteria in Section 5 and, if chosen for the shortlist, may be contacted for further discussion.

**3.11 Modification of Terms**

The Steering Committee reserves the right to modify the terms of this RFP at any time at its sole discretion. This includes the right to cancel this RFP at any time for any reason.

1. **Services**

The Columbia River Treaty Heritage Project Steering Committee (Steering Committee) is seeking an entity that will oversee the implementation of Phase 1 of the Columbia River Treaty Heritage Project Plan (See Appendix B), including hiring specialist staff as required and managing support and funding for community projects.

The Qualified Respondents will be required to perform, and be responsible for, the following services if they are selected following the RFP process. For more information on the project and deliverables please see the Columbia River Treaty Heritage Project Plan’s Appendix A: Request for Proposals: Design and Maintenance Requirements.

*Administrative Oversight*

* Develop an initial detailed workplan, in consultation with the Steering Committee.
* Co-develop MOU with Steering Committee.
* Meetings/consultation with key project partners.
* Manage the hiring process and provide supervision for specialists, contractors, research assistant.
* Report to the Steering Committee and participate in Steering Committee meetings (ex officio).
* Lead preparation of applications to funding programs.
* Report to funding programs as required.

*Fiscal Agent Responsibilities*

* Receive grant money and other funds.
* Pay/hire specialists and other staff as needed.
* Provide grant money to communities/contractors for commemorative projects.
* Provide grant money to Indigenous Nations for historical research and story development.
* Provide grant money to Indigenous Nations/contractors commemorative projects.
* Provide financial statements to Steering Committee and funding organizations.
* Contract manager for research and community projects.

*Project implementation*

*Indigenous Projects*

* Coordinate content and commemorative element development for Indigenous communities or locations of interest.
	+ Work with the Steering Committee and the Indigenous Nations to identify a range of options for communities or locations of interest to be part of the heritage touring route.
	+ Facilitate meetings with the Indigenous Nations to decide upon community or location of interest and scope the project for each.
	+ Provide the Indigenous Nations’ project teams with the project scope, timeline and budget and provide support as needed as each Nation individualizes research on their history/story for each community or location of interest, including support as needed to format the history/story for the touring public.
	+ Provide payments and oversight/coordination of the research projects.
	+ Facilitate meetings with the Indigenous Nations on the form of the commemorative element and individual and collaborative contributions.
	+ Support hiring and supervise the design and build contractor as needed.
	+ Facilitate construction funding including from the CRT Heritage Project (up to $20,000).
	+ Assist Indigenous Nations, as needed, in preparing applications to other sources of funding for Indigenous heritage and tourism projects.

*Non-Indigenous Projects*

* Coordinate content and commemorative elements for non-Indigenous communities or locations of interest.
	+ Communities/locations will be selected in consultation with the Steering Committee and other heritage and/or tourism stakeholders.
	+ Identify and work with community lead person/organization.
	+ Assist the community to identify the story they want to commemorate – possibly by facilitating a series of meetings – and assist the community to format the story for the touring public and for compatibility to the commemorative element the community selects.
	+ Advise the community on carrying out infrastructure development and facilitate funding including from the CRT Heritage Project (up to $20,000).
	+ Assist community, as needed, with hiring and supervision of a design and build contractor.
	+ Assist community, as needed, with applications to other funding sources.

*General Project Management*

* Develop an overall brand; ensure consistency across locations and commemorative elements.
* Work with Kootenay Rockies Tourism Association (KRT) to develop and implement a marketing plan for the CRT Heritage touring route.
* Communicate/coordinate with existing facilities that could be added to the touring route – e.g. Visitor Centres at Revelstoke Dam and Hugh Keenleyside Dam, Columbia Power Corporation’s Beaver Creek Park arbour, as well as Revelstoke, Touchstones, Trail and Valemount Museums.
* Communicate/coordinate with local authorities regarding commemorative elements and facilitate acquisition of permissions/permits/authorizations.
* Communicate/coordinate with potential partners such as BC Parks.
1. **Contract Amount**
* **$150,000** (all inclusive) is the maximum value of the contract to carry out operational activities to implement the project described in this RFP.
* Partnerships are under development for additional project funds. This funding is expected to cover expenses associated with the commemorative projects described in this RFP. The successful Qualified Respondent will be part of developing the partnerships.
1. **Evaluation Criteria**

The criteria below will be used by the review committee to produce a shortlist for interviews or to directly select a successful candidate.

*Skills and Abilities*

* Heritage research skills including ability to summarize and share research findings in communication materials suitable for the travelling public and youth;
* Design and interpretive planning skills
* Visual identity, brand development and communications
* Strong interpersonal skills that enable respectful, positive and productive interaction with stakeholders including Steering Committee, funders, Indigenous Nations, local governments and community organizations;
* Strong grant writing skills;
* Strong project management skills;
* Fiscal management skills, including preparing financial statements and managing contracts;
* Community engagement skills;
* Ability to coordinate and facilitate multi-stakeholder interactions;
* Ability to comply with requests from funding agencies for audited financial statements (paid for by funder).

*Experience and Education*

* Experience working in partnership with Columbia Basin Indigenous Nations on heritage and/or cultural projects
* Experience with community-based heritage or heritage tourism projects.
* Experience working with communities on developing tourism opportunities;
* Experience working on projects in the Columbia Basin.
* Experience working with communities on sensitive projects
* Experience partnering on projects with provincial or federal government agencies such as BC Parks, Parks Canada or Ministry of Transportation;
* Project management experience leading heritage or heritage tourism projects of similar scope within a set timeline and budget;
* Experience preparing business plans and budgets for community projects and/or commemorative infrastructure projects;
* Knowledge of local government requirements for building commemorative infrastructure;
* Experience including youth and under-represented groups in heritage or tourism projects.
1. **Submission Requirements**

**7.1 Proposal Format**

The following format, sequence, and instructions should be followed in order to provide consistency in Responses. All pages should be consecutively numbered.

1. The Response should be a maximum of 10 pages, including all appendices, CVs, and cover page.
2. An unaltered and completed Request for Proposals cover page, including completed Proponent Section as per instructions contained in this document
3. Table of contents including page numbers
4. The body of the proposal, including pricing, i.e. the Response

**7.2 Elements of Response**

In order to receive full consideration during evaluation, proposals should include the following:

* Completion of a Table of Qualifications listing the RFP’s Evaluation Criteria requirements in Column 1 and in Column 2 providing a detailed description of how the Respondent meets those requirements or if the Respondent does not have this requirement, describe how this will be addressed or leave the cell blank. See Appendix A for example of Table of Qualifications.
* CV/biography including relevant education, experience and professional credentials for personnel likely to participate in the project. Also clearly identify which personnel will be undertaking each element of the project.
* Project budget/pricing showing anticipated work hours, billing rates and total project costs inclusive of taxes. The budget description should also break out budget details by deliverable.
* Provide a high level/preliminary draft work plan describing how the project will be accomplished (including timeline) and outlining the process for outreach and community engagement, how it will be done, and what will be achieved. Note any constraints that may impact your ability to execute the project in a manner consistent with the timing outlined in this RFP.
* Provide the names and contact information of at least two references who can speak to the Respondent’s relevant experience.

**Appendix A: Table of Qualifications**

**Table of Qualifications: Respondent Name**

|  |  |
| --- | --- |
| Skill/Ability/Experience/Education | Detailed Description of How Respondent Meets Requirement |
| Grant writing skills |  |
| Project management skills |  |
| Fiscal management skills |  |
| Community engagement skills |  |
| Ability to coordinate/facilitate multi-stakeholder interaction |  |
| Heritage research skills |  |
| Ability to prepare communication materials with heritage information |  |
| Experience with Columbia Basin Indigenous Nations on heritage and/or cultural projects |  |
| Experience with community-based heritage or heritage tourism projects |  |
| Experience developing community tourism opportunities |  |
| Experience with Columbia Basin projects |  |
| Experience with community projects of a sensitive nature |  |
| Experience partnering on projects with government agencies |  |
| Project management experience leading similar heritage or heritage tourism projects |  |
| Experience preparing business plans and budgets for community projects |  |
| Knowledge of local government building requirements  |  |
| Experience including youth and under-represented groups in projects |  |

**Appendix B: Columbia River Treaty Heritage Project Plan 15 May 2020**

See Separate Document.