



## Kicking Horse River Access Feasibility Study

# Request for Proposals

White water rafting on the lower Kicking Horse River is a nearly 40 year old world class commercial activity that forms a fundamental and identifying component of the Golden area's prominent tourism industry within a provincially designated *Resort Region*.

Recent events have placed the traditional and exclusively located access point to the lower river for the commercial and public rafting and kayaking sectors in jeopardy. The result is now grave uncertainty for the ability of this economically critical and regionally branded tourism product's to be resurrected and offered to the over 30,000 international clients that have typically experienced the Kicking Horse River every year.

Proposals are being sought from qualified consultants to undertake an effective consultation and analysis process to explore options for a pragmatic, cost-effective, permanent solution for access to the lower Kicking Horse River canyon including a detailed budget and milestones to achieve it.

The RFP Information Package may be found at <http://www.golden.ca/Town-Hall/Bids-and-Tenders.aspx> or in hardcopy at Golden Town Hall.

Proposals will be received until 2:00 pm, Mountain Standard Time, Friday, July 15<sup>th</sup>, 2016 at the address below by hand, post, or email attention to:

Jon Wilsgard, Chief Administrative Officer  
Town of Golden – Kicking Horse River Access Feasibility Study  
810 9<sup>th</sup> Avenue South, Box 350, Golden, British Columbia V0A 1H0  
Tel: 250.344.0155 Email: [cao@golden.ca](mailto:cao@golden.ca)

Late proposals will not be accepted.

Proposals must be submitted in accordance with the terms and conditions specified in the information package.  
Any proposal will not necessarily be accepted.

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## **PART A: REQUIREMENTS**

### **1. PROJECT DESCRIPTION**

White-water rafting in the Kicking Horse River is a major tourism and economic driver in the Golden, BC area, attracting an estimated 40,000 visitors annually; 15,000 who specifically raft the Lower Canyon.

In early 2016, CP Rail notified rafting companies in Golden that they would no longer be able to access the lower canyon Kicking Horse River put-in in order to meet Transport Canada's 2014 "Grade Crossing Regulations" for safety management of federally regulated grade crossings.

Project development support is required to identify and plan for a project to address long-term access to the lower Kicking Horse Canyon. Rafting companies have identified some options and the next steps are for technical and financial feasibility to be assessed with input from experts and stakeholders (e.g. provincial/federal governments, CP Rail).

The Town of Golden is seeking to support the rafting companies and overall local tourism sector by investigating the feasibility of alternate access options to the Lower Kicking Horse River.

The purpose of the project is to explore options for long-term access for the river rafting sector in Golden to the Kicking Horse River's lower canyon.

The Town of Golden will complete a feasibility study to achieve the following objectives:

- Engage the commercial river rafting sector and stakeholders in Golden to explore options for long-term access to the lower Kicking Horse Canyon;
- Conduct technical and financial feasibility assessments with input from a team of experts (Town of Golden, river rafting association, Ministry of Transportation & Infrastructure, Ministry of Jobs, Tourism & Skills Training) and other stakeholders;
- Identify a feasible access plan (based on the above) for the Lower Kicking Horse Canyon; and,
- Outline a work plan for the preferred access option, detailed budget and specific project milestones towards achieving river access over the long-term.

The successful proponent for this RFP will be contracted to deliver the following:

- Create and deliver a stakeholder engagement process by August 31, 2016;

- Conduct technical and financial feasibility assessments with input from a team of experts (i.e. Town of Golden, river rafting association, Ministry of Transportation & Infrastructure, Ministry of Jobs, Tourism & Skills Training) and key stakeholders (e.g. other river recreation groups, federal government, CP Rail) by September 16, 2016;
- Identify a feasible access plan (based on the above) for the Lower Kicking Horse Canyon by October 14, 2016; and,
- Outline a work plan for the preferred access option, detailed budget and specific project milestones towards achieving river access over the long-term by October 31, 2016.

The final access option is expected to bear elements of practicality, pragmatism, and cost-effectiveness, having the support to the full extent possible by all stakeholders with a realistic time frame for achievement.

The Town's ideal frontrunner is a consultant having experience in facilitating engagement processes between governments and industry, knowledge of provincial government protocols, and at least a rudimentary and technical understanding of civil and hydrological engineering capabilities.

While exploration and analysis of options, including a final solution will require a level of technical and engineering estimation and acumen, technical and engineering guidance and assistance for the project from the Ministry of Transportation and Infrastructure will be available during the project term.

### **2. TIMING, MAJOR MILESTONES, AND REPORTING REQUIREMENTS**

Anticipated major milestones – subject to change:

<u>On or about</u>	<u>Milestone</u>
• August 31 <sup>st</sup>	Complete stakeholder process
• September 16 <sup>th</sup>	Report on assessments
• October 14 <sup>th</sup>	Preferred solution
• October 31 <sup>st</sup>	Final Report

### **3. PROPONENT QUALIFICATIONS**

All proponents must demonstrate a proven ability and record in the services required in this RFP.

### **4. RISK MANAGEMENT REQUIREMENTS**

Evidence of appropriate professional/corporate insurance will be required prior to the leading candidate being accepted.

## 5. CONTRACT PRICING AND PAYMENT

The value of all Evaluations will be based upon the *Lowest Price per Point* method, wherein the grand total evaluation points of each short listed proposal are divided into the proposal price to obtain a price per point. **The budget for this project is \$45,000.**

The Town of Golden gratefully acknowledges the financial support of the Province of British Columbia through the Ministry of Jobs Tourism and Skills Training and Minister Responsible for Labour.

## 6. OTHER TERMS AND CONDITIONS

Proponents shall include in their proposal the names and resumes of key personnel they will assign to the project. Resumes shall indicate each individual's employment history, years of experience, education/training, and relevant skills.

considered to be integral to the RFP and having the same effect as if part of the original RFP.

### 1.4 Ownership of Proposals

All proposals submitted, other than any proposal withdrawn prior to the opening of proposals or any late proposal, become the property of the Town and will not be returned to proponents. The successful proponent will be required under the contract to assign copyright of the proposal and all material produced during the project to the Town.

### 1.5 Freedom of Information

All proposals are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

### 1.6 Conflict of Interest

Prospective proponents are not eligible to submit a proposal if current or past corporate or other interests of the proponent, or of any of the proponent's subcontractors to be engaged in this project, give rise, in the sole opinion of the Town, to a conflict of interest in connection with this project.

Acceptance of a proposal submitted in response to this RFP will preclude the successful proponent, and any subcontractor to be engaged on this project, from participating as a proponent on subsequent project phases where, in the sole opinion of the Town, a conflict of interest may arise.

### 1.7 Proponent Responsibility

While the Town has made every effort to ensure an accurate representation of information in the RFP, proponents must conduct their own investigations into the material facts affecting the anticipated contract. Nothing in this RFP is intended to relieve a proponent from forming their own opinions and conclusions in respect of this RFP.

### 1.8 Acceptance of Terms

Proposals are submitted and accepted on the basis that proponents have read and agree to all the terms and conditions of this RFP. Proposals which include any condition or modification to the terms and conditions of this RFP may be rejected.

### 1.9 Form of Agreement

A pro forma, specimen contract will be expected to be entered into should a contract be awarded as a result of this RFP. An accepted proposal may form part of this contract.

### 1.10 Funding Limitation

Notwithstanding any other provision of this RFP, the contract contemplated by this RFP and the financial obligations of the Town pursuant to that contract are

# PART B: ADMINISTRATION

## 1. GENERAL INFORMATION

### 1.1 Purpose

The purpose of this Request for Proposals (RFP) is to inform firms, societies, and individuals of a contract requirement/business opportunity with the Town of Golden ("the Town"), and to solicit detailed proposals from interested and qualified parties ("proponents") setting out one or more means by which the stated goals, objectives and other requirements of the RFP may be best met.

### 1.2 Identification

This Request for Proposals includes:

- The Request for Proposals notice (the "Notice");
- Part A: Requirements ("Part A");
- Part B: Administration ("Part B");
- Part C: Attachments ("Part C").

It is the responsibility of proponents to ensure that they have all the components of the RFP package, including all attachments and subsequent addenda.

References to the RFP in the Notice, in any Part, or in any attachment are references to the RFP in its entirety.

Proponents are advised to read the RFP thoroughly and respond appropriately to the entire RFP. An incomplete proposal may be rejected.

### 1.3 Changes to the RFP

Changes by the Town to the RFP will be made in the form of written addenda or of re-issued documents which will be available at least four working days prior to the RFP closing date. All addenda shall be

subject to the availability of funds and the determination by the Town of a reasonable contract price proposal.

## **2. PREPARATION AND SUBMISSION**

### **2.1 Proponent's Conference**

A proponent's conference will NOT be held for the purposes of this RFP.

### **2.2 Inquiries**

Inquiries must be directed only to the Town Contact specified in the Notice. The Town Contact may require that an inquiry be submitted in writing.

Inquiries and responses may be distributed to all proponents at the Town's option.

Inquiries will not be received after 12 p.m. local time, Friday, July 15<sup>th</sup>, 2016.

### **2.3 Proposal Outline**

All copies of the proposal must conform to the proposal outline provided in the attachment to this RFP. Failure to follow the prescribed outline may result in a reduction in evaluation points or may be cause for rejection. If alternative solutions are offered, submit the information in the same format using subheadings to identify alternatives.

### **2.4 Proposal Price**

Proponents are solely responsible for their own expenses in preparing a proposal, including expenses related to conducting negotiations with the Town.

The price provided in the proposal shall be in Canadian dollars and shall not be increased or decreased after the submission deadline, except as provided for in section 3.1.

The price shall be submitted in a separate envelope from the management and technical sections of the proposal, and in the manner specified in Parts B and C of this RFP.

### **2.5 Cooperating Firms / Subcontractors**

Where two or more independent firms are cooperating in the submission of a proposal, the proposal shall be submitted in the name of one firm that shall be considered by the Town to be the prime contractor. Firms other than the prime contractor shall be identified in the proposal as subcontractors. The proposal must identify all subcontractors, their qualifications, and their respective roles in the project.

### **2.6 Submission**

If submitted by post, three complete copies of the proposal must be received at the location and before the time specified in the Notice. Proposals must be submitted in envelopes clearly marked with the name

and address of the proponent and the words, "**Kicking Horse River Access Feasibility Study RFP**" on the envelope. The proposal price shall be submitted in a separate envelope marked, "Proposal Price". All envelopes should be sealed.

If submitted via email, the proposal and the proposal price must be submitted separately. Proponents are solely responsible for timely delivery of their proposals to the Town location specified. Late proposals will be returned unopened.

### **2.7 Amendments**

Amendments to the proposal may be made prior to the closing date and time. Amendments:

- must be submitted in writing;
- must be in accordance with all RFP requirements;
- shall be submitted in a sealed envelope, by email, or facsimile, which clearly identifies the proposal being amended;
- any Proposal Price amendment should be stated in the form of an increase or decrease to the bid price by a percentage, without disclosing the original price;
- must be signed by an authorized official of the firm, preferably by the same person signing the original submission.

The proponent is solely responsible for the timely delivery of amendments.

### **2.8 Withdrawal**

Unless specified in Part B as irrevocable, a proposal may be withdrawn by submitting a written request to withdraw to the Town Contact identified in the Notice. Facsimile transmission of a request to withdraw is acceptable. A proposal withdrawn after the closing date and time cannot be resubmitted.

## **3. EVALUATION AND AWARD**

### **3.1 Contract Award**

The Town reserves the right to:

- award portions of the project to different proponents through separate contracts;
- accept proposals in whole or in part, with or without negotiation;
- refuse award of the contract to a proponent the Town judges to be fully or over committed on other projects;
- refuse award of the contract to a proponent where, in the Town's sole opinion, the proposal does not represent fair value;
- refuse award of the contract to a proponent where, in the Town's sole opinion, the price is considered too low to properly perform the contract; and

- in the case of a sole proposal being received, either:
  - a) cancel the RFP, return the proposal unopened to the proponent, and re-solicit proposals for better response with or without any change being made to the RFP; or
  - b) open the proposal without reference to the proponent, and, if such proposal does not merit contract award under the terms and conditions of this RFP, cancel the RFP and re-solicit proposals with or without any change being made to the RFP.
  - c) Accept the proposal as submitted.

### 3.2 Opening of Proposals

Technical and management sections of the proposals are normally opened on or shortly after the closing time and date. To avoid the potential for price bias in the evaluation of proposals, the price amounts are not considered until after the evaluation of the technical and management sections of proposals is completed, or as otherwise provided for in section 3.5.

Proposal opening and evaluation is not open to the public.

### 3.3 Mandatory Requirements

Proponents are cautioned to carefully read the mandatory requirements specified in the RFP and respond appropriately. A “mandatory” is an item of information that must be submitted as part of a proposal as proof of eligibility, or may apply to required attendance at a site viewing or proponent’s conference.

**Proposals not meeting all mandatory requirements of the RFP will be rejected without further consideration.**

### 3.4 Evaluation of the Technical and Management Sections of Proposals

The technical and management sections of proposals will be evaluated in accordance with the Proposal Evaluation Form attached to this RFP. Proposals must achieve the minimum evaluation points specified in the Proposal Evaluation Form in order to be placed on a shortlist for further consideration.

### 3.5 Clarification

Notwithstanding that a presentation/interview process has not been indicated in the Proposal Evaluation Form, at the Town’s sole discretion, one or more proponents may be asked to provide additional clarification respecting their proposals, or to address areas where the Town clarifies its needs.

### 3.6 Evaluation of the Proposal Price

Price amounts of only those proposals on the shortlist shall be evaluated in accordance with the method indicated on the Proposal Evaluation Form. The

proponent selected according to the method in use shall be the “frontrunner”.

### 3.7 Frontrunner Notification

The frontrunner shall be notified in writing of his/her status. Verbal notification shall also be given, where possible.

### 3.8 Suitability of the Frontrunner

The frontrunner may be interviewed and/or the Town may conduct such independent reference checks or verifications as are deemed necessary by it, to clarify, test, or verify information contained in the proposal and to confirm the suitability of the frontrunner. If the frontrunner is deemed unsuitable by the Town, or if the proposal is found to contain errors, omissions or misrepresentations of a serious nature, the originally selected frontrunner may be rejected and another proponent selected as the frontrunner according to the evaluation format, or the Town may choose to terminate the RFP process and not enter into a contract with any of the proponents.

The Town may interview key persons to assess their scientific, technical or managerial abilities and to determine if they would be adequate for the proper performance of the proposed contract.

### 3.9 Contract Execution

Following the notification to a frontrunner of acceptance of his/her proposal, the Town shall complete as appropriate the specimen contract attached to this RFP and forward the contract to the frontrunner for execution. The Town reserves the right to modify the contract as necessary to be commensurate with the proposal or to recognize any new matter which may have arisen since the commencement of the RFP process.

The frontrunner must complete and return the contract within the time period specified in the letter forwarding the contract for signature. Failure to do so may result in cancellation of the award.

## 4. SUMMARY OF CAUSES FOR REJECTION OF A PROPOSAL

A proposal **will** be rejected for the following reasons:

1. failure to include a specified “mandatory”;
2. failure to achieve the required minimum scores in the evaluation;
3. failure to stay within the budget (if) stipulated;
4. the proposal contains errors, omissions or misrepresentations which, in the sole opinion of the Town, are of a serious nature;
5. the proponent is deemed unsuitable by the Town;

6. in the sole opinion of the Town, a proponent conflict of interest exists in connection with the project;
7. a proposal is submitted after the closing date and time; and,
8. other reasons specified in Part B of the RFP.

A proposal **may** be rejected for the following reasons:

1. failure to negotiate a contract with the frontrunner within seven days of notification;
2. failure to return a duly executed contract within the time specified;
3. failure to follow the required outline;
4. the proposal is incomplete;
5. the proposal includes a condition contrary to the terms and conditions of the RFP;
6. the proponent and the Town are in judicial proceedings with each other;
7. technical/performance requirements specified in the RFP are not met;
8. the proposal specifies a pricing or a basis of payment which differs from that specified in the RFP; or
9. other reasons specified in Part B of the RFP.

# REQUIRED PROPOSAL OUTLINE

***Proponent Instructions:***

***The proposal must contain the following elements. Be sure to address all the requirements of the RFP. This outline is not intended as a guide to, nor does it replace, the requirements of the RFP.***

**TITLE PAGE**

Show the RFP name, submission closing date, proponent name, address, telephone number, email address and the name of the proponent contact person.

**LETTER OF INTRODUCTION**

One page, introducing the firm and the proposal, signed by the person(s) authorized to sign on behalf of, and bind the firm to, statements made in the proposal.

**TECHNICAL PROPOSAL**

Indicate your understanding of the key requirements of the project and the methodology you will use in undertaking the project. Indicate timelines, milestones and products to be delivered. If subcontractors are being used, clearly indicate the role of each in the delivery of the project. **Be sure to address all the requirements and specifications contained in the RFP.**

**MANAGEMENT PROPOSAL**

Indicate the firm's qualifications for the project, including past projects having similar requirements to the one being bid upon. Summarize the qualifications of key staff and how these staff will be organized and supervised on the project. If subcontractors are being used, include the same information for each of them.

**Be sure to include all mandatory items as required in the RFP.** Failure to do so will result in the proposal receiving no further consideration.

**PROPOSAL PRICE** (submitted separately)

It is the practice of the Town to evaluate the technical and management proposals without deference to proponent prices. This avoids any possible perception of price-related bias in the evaluation. To make this manner of evaluation possible, submit the Price proposal in a separate envelope from the remainder of the proposal.

**The Proposal Price shall be made in accordance with the requirements of the RFP – see Part A, section 6.**

**ATTACHMENTS**

Attach any additional information such as company brochures, a list of previous projects undertaken by the firm, personnel resumes, etc.



# PROPOSAL EVALUATION

PROJECT	CONTRACTOR IDENTIFICATION
PROJECT NAME: RCMFCS	A
PROJECT NUMBER: 2320-20	B
CONTRACT NUMBER:	C
NATURE OF WORK: KHR Access Study	D
LOCATED AT: Town of Golden	E

OPENING AND COMPLIANCE	A	B	C	D	E
<ul style="list-style-type: none"> <li>Late, Withdrawn, Unsolicited</li> <li>All Mandatories Submitted with Proposal</li> </ul>					
ACCEPTED FOR EVALUATION (Yes/No)					
PROPOSALS OPENED AT _____ A.M./P.M. ON THE _____ DAY OF _____ 20____.					
WITNESSES: _____					

PROPOSAL EVALUATION	ONLY ACCEPTED PROPOSALS CONSIDERED										
	Max Points	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
<b>TECHNICAL</b>	---	A		B		C		D		E	
<ul style="list-style-type: none"> <li>RFP Objectives Met</li> <li>Methodology</li> <li>Scheduling</li> <li>Equipment/Technology</li> <li>Value Added Additional Services</li> <li>Clarity of Proposal</li> </ul>	15 15 10 10 5 5										
<b>(1) Subtotal Points: Min = 40      Max = 60</b>		XXX		XXX		XXX		XXX		XXX	
<b>MANAGEMENT</b>	---	A		B		C		D		E	
<ul style="list-style-type: none"> <li>Proponent Experience/Relevance to Project</li> <li>Project Supervision/Management</li> <li>References</li> </ul>	20 15 5										
<b>(2) Subtotal Points: Min = 30      Max = 40</b>		XXX		XXX		XXX		XXX		XXX	
<b>(3) GRAND TOTAL (1) + (2)      Max = 100</b>		XXX		XXX		XXX		XXX		XXX	
<b>SHORTLISTED</b> Each subtotal point score must equal or exceed the minimum required score in line (1) (2) and (3) (Enter 'Yes' or 'No')											

TOWN DIVIDEND EVALUATION	ONLY SHORTLISTED PROPOSALS CONSIDERED
<input type="checkbox"/> Highest Value (lowest price) Per Point: Front-runner has highest price per point in line (5) below	← <i>Evaluation System to be Used</i>
<b>(4) Price Proposal</b>	XXX      XXX      XXX      XXX      XXX
<b>(5) Value Per Point (4) / (3)</b>	XXX      XXX      XXX      XXX      XXX
<b>FRONTRUNNER</b> (Mark with an 'X')	

RECOMMENDATIONS	SIGNATURES:
	_____ _____ _____ _____
	EVALUATION TEAM CHAIRPERSON

AWARD	SIGNATURE OF AUTHORIZED SPENDING AUTHORITY:	DATE:
PROPOSAL _____ ACCEPTED (A,B, or C, ETC.)		

<b>TECHNICAL EVALUATION</b>	
<b>Term</b>	<b>The award of evaluation points is based upon the degree to which the proposal:</b>
<b>RFP Objectives Met</b>	1. addresses the objectives stated in the RFP. 2. demonstrates an understanding of the role of Proponent and responsibilities.
<b>Methodology</b>	3. methodology is suitable towards achieving the project objectives. 4. demonstrates an up-to-date approach. 5. demonstrates a level of effort and dedication (days or hours of managerial, professional and technical staff time) that is adequate to deliver what is proposed.
<b>Scheduling</b>	6. complies with project timing requirements stated in the RFP. 7. provides adequate allowance for problems/delays. 8. provides a realistic timetable.
<b>Equipment/ Technology</b>	9. demonstrates the application of adequate and suitable equipment.
<b>Value Added Additional Services</b>	10. demonstrates that the proposed plan meets the Town's requirements. 11. provides for flexibility and understanding of small community services and assistance 12. demonstrates innovation, proactive business and service thinking, and enthusiasm
<b>Clarity of Proposal</b>	13. is clear, concise, logical, and well-written.

**MANAGEMENT EVALUATION**

<b>Term</b>	<b>The award of evaluation points is based upon the degree to which the proposal:</b>
<b>Proponent Experience/ Relevance</b>	1. demonstrates that the proponent has achieved other business/career successes that will positively influence this position.
<b>Supervision/ Management</b>	2. indicates that the firm will apply an adequate and meaningful level of supervision and dedication.
<b>References</b>	3. provides references which confirm the proponent's abilities have been demonstrated.

**MINIMUM EVALUATION POINTS REQUIREMENT**

Proposals must achieve the specified minimum evaluation points in **each of** the technical and management evaluations to be considered further in the evaluation and award process. Proposals that meet or exceed **all** minimum values are classified as "shortlisted" proposals.

**PRICE PROPOSAL EVALUATION**

<b>Highest Value (lowest price) Per Point Method</b>	The total evaluation points of the technical, management, and presentation/interview sections of each shortlisted proposal are divided by the Price Proposal amount to obtain a value per point. The contract may be awarded to the proponent having the proposal with the highest value per point.
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If two proposals are identically scored having the same value per point, the contract will be awarded based on the lower Proposal Price amount.

If both proposals are still equal, then the contract may be awarded based on further evaluation criteria as determined by the Town.