



The Corporation of the Village of Clinton  
1423 Cariboo Hwy. PO Box 309  
Clinton, B.C. V0K 1K0  
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## VILLAGE OF CLINTON REQUEST FOR PROPOSAL

R.F.P. No. 2018-01

## DEVELOPMENT OF A 5 Year Economic Development Plan

### **1. LOCATION**

The Village of Clinton is located on Highway 97, 40 kilometers north of the junction of the Trans Canada Highway 1 at Cache Creek.

Clinton is a small friendly community close to larger centers, but offering a life of quiet living in one of the most pristine natural environments in the world. Clinton and its surrounding area have the opportunity to become prime attractions for the residents, businesses and investors.

As a midway between Vancouver and Prince George, Clinton serves as a centre providing amenities to both its own residents and the travelling public. Clinton's economic base is driven by the forest industry with other important employment sectors being ranching, retail trade and tourism. The entire region is experiencing a growth in the tourism industry and Clinton frequently welcomes not only visitors from North America, but from around the world.

Clinton abounds with outdoor recreation opportunities, fully serviced residential and commercial properties and, most important of all, a community prepared to encourage new business enterprise.

### **2. BACKGROUND.**

The Village has taken on Economic Development as an administrative function and wishes to develop a long term 5 Year Economic Development Plan that includes a First Impressions Audit. The Village of Clinton and surrounding area's major economic drivers are natural resources (forestry) and tourism sectors. The development of a plan that identifies short, mid and long term goals will enable the Village to diversify Clinton's economy and achieve sustainability goals.

#### **2.1 PURPOSE OF REQUIREMENT**

The Village is seeking Requests for Proposal (RFP) from potential consultants with a suitable skill-set to develop the 5 Year Economic Development Plan for the Village of Clinton.

### **3. 5 YEAR ECONOMIC DEVELOPMENT PLAN DESCRIPTION**

The Village of Clinton wishes to develop a 5 Year Economic Development Plan that includes a First Impressions Audit, clearly identifies short, mid and long term goals, defines strategies to attract and retain business and increase the business community tax base. The process should include: a review of existing and previous work, economic overview, retail analysis, key stakeholder and public input, SWOT analysis,

# 5 Year Economic Development Plan RFP

targeted industry analysis and clearly define an action plan and performance measures. Currently the Village has one major employer this plan should identify strategies to move Clinton from a community with a single major employer to one with diverse opportunities. The project will be managed by a Working Group that is established by Council.

## 3.1 TIME FRAME

To be eligible, completed proposals must be submitted via email or in sealed envelopes to:

[cdc@village.clinton.bc.ca](mailto:cdc@village.clinton.bc.ca)

or

Village of Clinton

Attn: Daniela Dyck

Community Development Coordinator

1423 Cariboo Hwy. (PO Box 309)

Clinton, BC, V0K 1K0

Completed proposals must, be received by 3:00 pm Pacific Standard Time on May 31, 2018

## 3.2 BUDGET

Respondents must provide a list of all projected costs, including but not limited to first impressions audit, feasibility studies, gap analysis, plan development and community meetings as well as meetings with the Working Group.

## 3.3 SCOPE OF SERVICES

Respondents to this RFP may use this as a baseline but should develop their own Scope of Services including deliverables and milestone based on project understanding echoing the Village of Clinton OCP and Sustainability Plan as well as past experience from similar projects. The Village will be open-minded regarding operations that can achieve the best results.

## 4. SUBMISSION REQUIREMENTS

### 4.1 REQUIRED CONTENTS

Firms responding to this RFP should present the requested information in the below listed format.

A Request for Proposal is not a binding proposal on the Village or the Contractor. If the Village opts to enter into an agreement with any Contractor, additional terms and conditions or requirements may be agreed to. The Village of Clinton or its agents will not accept any responsibility for costs or expenses incurred in replying to this RFP.

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## 4.2 CORPORATE PROFILE

Provide a complete and brief overview of your company.

- Company history
- Principal Officers
- Economic Development Plan composition experience
- Current staffing and functional resources

## 5. SELECTION CRITERIA AND EVALUATION

Proposals will be assessed by the Village of Clinton, and evaluations will be based on the following criteria:

- Experience related to the development of similar projects.
- Methodology – a work plan including the proposed method of accomplishing the required deliverables, including timeline for completion.
- A detailed outline of the total cost to complete the work including taxes and disbursements with associated timelines.
- References (at least 3) from previous clients including specific contacts and phone numbers.

During the evaluation process, proponents may be invited to give a presentation or participate in interviews with Village staff.

The Village may request additional clarification or information as part of the evaluation process.

The Village of Clinton reserves the right to consider any request for proposal, in whole or in part unless otherwise stipulated.

## 6. GENERAL INFORMATION

### 6.1 BUSINESS LICENSE AND LIABILITY INSURANCE

The contractor will be required to obtain a Village of Clinton business license and provide general liability insurance in an amount not less than \$3,000,000.

### 6.2 WORKERS COMPENSATION BOARD CLEARANCE

The contractor will be required to provide a current Workers' Compensation Board Clearance Letter.

# 5 Year Economic Development Plan RFP

## 6.3 ENQUIRIES

For further information regarding this proposal contact:

Daniela Dyck, Community Development Coordinator  
Phone: 250-459-2261 or email at [cdc@village.clinton.bc.ca](mailto:cdc@village.clinton.bc.ca)

## 6.4 OBLIGATION TO AWARD

Publication of this RFP and the resultant receipt of any submission does not imply a reciprocal obligation on the part of the Village of Clinton to award the work to any of the proponents.

This project is subject to grant funding approval, if funding is not secured, the Village will not move forward nor accept any submitted proposal.

The Village of Clinton reserves the right to cancel this RFP for any reason without liability to any proponent, or to waive irregularities at their discretion.

The Village of Clinton reserves the right to reject any Proposals received, to negotiate with any firm submitting a Proposal and to accept the proposal deemed most favorable in the interests of the Village of Clinton.

## 6.5 FREEDOM OF INFORMATION

The Village is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interest, the Village cannot guarantee that any information provided will be held in the strictest confidence.

## 6.6 INSTRUCTION TO INTERESTED PARTIES

Request for Proposal, rather than tenders or proposals, have been requested in order to afford the proponents a more flexible opportunity to employ their expertise and innovation and thereby satisfy the Village's needs in a more cost-effective manner. Submissions should be based on these instructions.

## 6.7 ERRORS, OMISSIONS, AND CLARIFICATIONS

All requests for clarification relating to the RFP or identification of any errors in the RFP must be directed to Daniela Dyck at [cdc@village.clinton.bc.ca](mailto:cdc@village.clinton.bc.ca).

## 6.8 LATE SUBMISSIONS

Late submissions will not be accepted and will be returned to the proponent.

## 6.9 SIGNED SUBMISSIONS

The submission must be signed by a person authorized to sign on behalf of the contractor.