

ADDENDUM NO. 1  
To the  
R.F.P. Document  
for  
VILLAGE OF CLINTON  
REQUEST FOR PROPOSAL  
**5 YEAR ECONOMIC DEVELOPMENT PLAN**  
RFP No. 2018-01

To All Bidders:

The following change, additions and/or deletions are hereby made part of the Request for Proposal documents for the “Village of Clinton – 5 Year Economic Development Plan” and complete if the same were fully set forth therein.

**NOTE TO BIDDERS:**

**SECTION 3 - ADDITION**

**3.0.1 DELIVERABLES**

In considering the information provided in this Request for Proposal, respondents shall complete the tasks and provide deliverables as follows:

1. Create a situational analysis including opportunities and challenges based on the environment that currently exists within the Village. This is expected to include discussions with Council, Senior Management, Economic Development Working Group, Planning and Development Personnel and the Community Development Officer.
2. Review and analyze existing demographic and socio-economic data, labour force characteristics and other key economic data.
3. Undertake a First Impressions Audit study as part of the overall Economic Development Strategy.
4. Undertake a Business Retention & Expansion study as part of the overall Economic Development Strategy.
5. Undertake a Business Investment & Attraction study as part of the overall Economic Development Strategy.



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The Corporation of the Village of Clinton  
1423 Cariboo Hwy. PO Box 309  
Clinton, B.C. V0K 1K0  
TELEPHONE: 250-459-2261  
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Email: [admin@village.clinton.bc.ca](mailto:admin@village.clinton.bc.ca)

6. Prepare key demographic trends and forecasts, social factors, economic factors and financial indicators for inclusion in the Strategy. This task should include preparation of market study of the Municipality's target sectors, as well as a community profile.
7. Identify the regions assets and competitive advantages, with proposed activities and programs, to incorporate these into the overall Economic Development Strategy. This task should include a SWOT analysis of the Village.
8. Engagement of the local First Nations through independent consultation to identify and understand how as a region we can work collaboratively to compliment growing together and incorporate these into the overall strategy.
9. Review and analyze local bylaws, policies, processes and regulations to provide recommendation on making adjustments, where necessary and appropriate, to support sustainable economic growth and diversification.
10. Economic Development Strategy is to contain an action plan to implement objectives and goals set forth in the Strategy as well as performance measures with timelines to evaluate whether, and to what extent, plan goals and objectives have been or are being met.
11. The Consultant will submit twelve (12) bound copies of the final Economic Development Strategy and an electronic PDF version on or before September 30, 2018 along with all invoices. In addition, an executive summary and PowerPoint Presentation of the final report in electronic version will also be submitted and the consultant will be required to present the overall strategy to the Village of Clinton Council, tentatively scheduled for October 10, 2018.

### **SECTION 3.1 - REPLACE TIME FRAME**

To be eligible, completed proposals must be submitted via email or in sealed envelopes to:  
[cao@village.clinton.bc.ca](mailto:cao@village.clinton.bc.ca)

or

Village of Clinton  
Attn:Monika Schittek  
Chief Administrative Officer  
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

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**SECTION 4.1 – REPLACE  
REQUIRED CONTENTS:**

1. All proponents are required to provide the following information (in order) with their submissions:
2. Cover Letter - A cover letter is to be signed by an officer of the company authorized to execute a contract with the Municipality.
3. Consultant Qualifications -This section shall describe the areas of expertise of current permanent staff whether a sole proprietor or individuals on a team and the scope of services that can be provided by the firm without the services of contractors under the consultant's direction.
4. Key Personnel - Include a proposed project management structure. Identify the key contact for the project and all personnel, if applicable, who will be assigned to work on this project, including a description of their abilities, qualifications and experience. Include resumes for all key individuals. There can be no change of key personnel once the proposal is submitted without the prior written approval of the Municipality.
5. Subcontractors - Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. The Municipality reserves the right to approve or reject all consultants or internal staff performing consulting services, proposed by the consultant during or after the consultant review and selection process.
6. Project Work Plan - A description of project understanding, detailed work approach and methodology will be identified. The work plan should list specific tasks and any specific considerations, options or alternatives.
7. Project Schedule - Propose a timeline for completion for the strategy including start date, milestones and target date of completion. Any assumptions regarding turnaround time for Municipal Council or staff review should be clearly noted.
8. Budget - Provide a detailed fee proposal by task for the services identified in the deliverables of this proposal. Identify sub-tasks and the respective cost in your fee proposal, as necessary. This section of your proposal shall include a professional fee schedule (hourly fee chart) for the consultant (and if applicable the consultant's personnel) and the subcontractor's key personnel identified above who would be working on this project.



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Hourly fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the Municipality's insurance requirements. Identify the fee that will be charged for additional public or Municipal Council meetings not identified in the scope of services provided here.

9. References - A list of projects completed by the proposer under which services similar to those required by this RFP were performed shall be listed in your proposal. An emphasis should be placed on projects undertaken within the last five (5) years and if those projects undertaken for public agencies were located in similar sized communities. Include a brief description of the services, dates the services were provided and name and telephone number or references familiar with the services provided.

Electronic proposals shall be submitted to the point of contact listed, no later than 3:00 p.m. PST on Thursday May 31, 2018. Submissions received after this time will be returned to the sender.

The Village reserves the right to cancel this RFP for any reason without any liability to any proponent or to waive irregularities at their own discretion. Proposals may be withdrawn by written notice only provided such notice is received at the Village of Clinton prior to the date/time set as the closing time for receiving proposals. Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential and are subject to the Freedom of Information and Protection of Privacy Act (FOIPP).

## **SECTION 5 - REPLACE**

### **SELECTION CRITERIA AND EVALUATION:**

The Village of Clinton's Economic Development working group will initially review and evaluate each proposal received to determine the proposer's ability to meet the requirements of the Village. The evaluation criteria (described in the chart below) will be the basis for evaluation and such criteria shall be evaluated at the Village's sole discretion.

The Village of Clinton may request additional information or clarification of proposals and hereby reserves the right to evaluate, at its sole discretion, the extent to which each proposal compares to the stated criteria to select the particular response to this RFP that it believes will best-serve its requirements.

The evaluation criteria in the following table are intended to be the basis by which each proposal will be evaluated, measured and ranked. The recommendation of the Economic Development



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working group to Village of Clinton Council shall be based on the results of evaluations using these criteria:

<b>CRITERIA</b>	<b>MAXIMUM SCORE</b>
The proposal demonstrates a thorough understanding of the project and demonstrated knowledge & experience respecting rural economic development	<b>20</b>
Project methodology, including planning principles, approaches being taken and level of interaction	<b>20</b>
Proposed work plan and detailed timeline	<b>20</b>
Overall quality of the proposal (layout, readability, adherence to bid format requirements etc.)	<b>10</b>
Consideration of the price of the services solicited by this RFP. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to the other proposers.	<b>20</b>
Reference follow-up	<b>10</b>