



## Request for Proposals

for use of the

Squamish Sport Legacy Trust Funds

**July 2010**

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## **SUMMARY OF KEY INFORMATION**

**RFP TITLE:** Request for Proposals for Use of Squamish Sports Legacy Trust Funds

**DISTRICT'S REPRESENTATIVE:** Robin Arthurs, General Manager  
Corporate Services  
District of Squamish  
Box 310, 37955 Second Avenue,  
Squamish, B.C. V8B 0A3  
Facsimile: (604) 892-1083

**(for inquiries and  
clarification of RFP)**

**FINAL TIME AND DATE FOR RECEIPT OF PROPOSAL:**

3:00 p.m. local time, Thursday, September 30, 2010

**ADDRESS FOR PROPOSAL SUBMISSIONS:**

General Manager Corporate Services  
District of Squamish  
Box 310, 37955 Second Avenue,  
Squamish, B.C. V8B 0A3

**Proponents must read the entire RFP document for full details and requirements.**

**THE DISTRICT RESERVES THE RIGHT TO CANCEL THIS CALL FOR PROPOSALS  
AT ANY TIME BEFORE OR AFTER THE CLOSING DATE AND TIME HAS PASSED,  
AND HAS THE PREROGATIVE TO ACCEPT, CONSIDER OR REJECT ANY  
PROPOSAL.**

## PART A – PROPOSAL DETAILS

### 1. PURPOSE

The purpose of this Request for Proposals (“RFP”) is to solicit the best overall proposals for the use, either in part or in whole, of the \$750,000 “Squamish Sports Legacy Trust Fund” (“the Funds”). The Vancouver Olympic Organizing Committee (VanOc) provided the funds to the community of Squamish in support of community sport and recreation facilities in the District. The Squamish sport legacy trust recognizes the past, current and future support, time and resources that Squamish provided the 2010 Games in the Sea to Sky region.

Proposals do not necessarily need to be proponent built. The District is open to receiving project ideas that may be constructed by the District.

This is NOT a tender call. Any proposals submitted pursuant to this RFP shall not be offers to contract for the provision of any of the services outlined herein, but shall only be used to identify a Preferred Project (s) that Council of the District of Squamish may choose to contribute the Funds.

## PROPOSAL DETAILS

### 2. BACKGROUND

#### 2.1 The District of Squamish

The District of Squamish is located at the top of Howe Sound, along Highway 99, in Southern British Columbia’s Sea to Sky Corridor. The municipality is the largest municipality in the Corridor, and is home to approximately 17,000 people, with the population of the greater Squamish area currently topping 25,000.

Squamish is the second youngest community in the Province, with an average mean age of 36.

Our community boasts all of the benefits of small town living – a strong sense of community, affordable housing, security and an inviting character. Yet, within a 45-minute drive north or south, you can be in either an internationally acclaimed resort or the largest urban area in Western Canada.

The same physical attributes that make Squamish the “Outdoor Recreation Capital of Canada” create some interesting development opportunities. Howe Sound and the numerous lakes and rivers provide wonderful opportunities for diving, windsurfing, kite boarding, swimming, boating and fishing. Biking, hiking, birding, rock climbing and mountaineering in the mountains, valley trails, an estuary, and world-class ball fields provide diverse opportunities for outdoors enthusiasts year-round. Squamish is a community of unparalleled scenic wonder, lifestyle advantages, business opportunities and outdoor recreation.

Squamish is the service and distribution centre of the Sea to Sky Corridor, with rail and a deep sea port, complimented by growing service, tourism and knowledge-based industries. The tourist sector continues to thrive and grow with an ever-increasing demand for outdoor recreation, spectacular natural environment, ideal location and unique attractions such as the West Coast Railway Heritage Park and the Stawamus Chief.

More information about Squamish and the surrounding area can be accessed via our websites at [www.squamish.ca](http://www.squamish.ca) or [www.businesssquamish.com](http://www.businesssquamish.com) or [www.tourismsquamish.com](http://www.tourismsquamish.com) and the links found there.

### **3. SCOPE OF PROPOSALS**

#### **3.1 Scope of Project**

The Proponent will provide to Council proposals for the use of Sports Legacy Funds including:

- A. Description of project including current and future community benefit
- B. Complete budget and business plan
- C. Examples of successful projects in other municipalities, if applicable
- D. For community sport groups or societies, demonstration of membership, financial statements, and community contributions
- E. Indication of District involvement upon completion of project
- F. Detailed costing of potential future District costs associated with the project (maintenance capital replacement, etc.) of the project
- G. Commitment to District recognition
- H. Commitment to adhering to municipal bylaws and permitting regulations related to any construction related to the project

### **4. REQUIRED SUBMISSION CONTENT**

In order to receive responses in a uniform format and to enable the fair evaluation of proposals received, Proponents should structure Item 2 identified on the *Proposal Submission Format* (Appendix A to this RFP) in the order outlined below, and provide the requested information, identifying each section by number.

Please provide:

**4.1 Name and Address of Proponent**

The corporate/society/organization/individual applicant's name, street address, mailing address, telephone number, fax number and e-mail address, and any branch locations or affiliates that may be applicable.

**4.2 Proponent Overview**

An overview of the Proponent organization, if applicable, including its size, years in existence, and membership details.

**4.3 Detailed Description of Project**

A detailed description of the project will be required. Reference and describe in detail scope of the project listed above in Clause 3, including a time line identifying milestones for the completion of each phase of the project, if applicable. Reference and describe community benefit, specific sector of the community targeted (eg Seniors, youth, soccer players, etc.). Provide detailed description of assistance or involvement, if any, the District would be expected to provide (eg. annual or ongoing maintenance, staff time, etc.).

List and describe items that the District would be expected to provide toward completion of the project.

**4.6 Detailed Budget and Business Plan**

Provide a detailed breakdown of anticipated cost of project, scope of work, volunteer contributions (if necessary) auditing processes, benchmarking, and future ongoing costs.

**4.7 Additional Information**

Any additional information that the Proponent wishes the District to consider in the evaluation of its proposal.

**4.8 Timeline**

Anticipated timeline for completion of the project: Please provide anticipated date the project will be concluded.

## **PART B - ADMINISTRATION**

### **5. GENERAL TERMS AND CONDITIONS:**

#### **5.1 District Representative**

Only the General Manager of Corporate Services, or her delegate, (the "District's Representative") is authorized to communicate and otherwise deal with Proponents. The District's Representative will answer all questions in writing and will provide a copy of all questions and their answers to each Proponent who has returned a Receipt Confirmation Form.

#### **5.2 Right to Cancel RFP and/or to Accept Proposals**

This RFP is solely a request for proposals for use of the Squamish Sport Legacy Trust Funds. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. Submission of a proposal by any Proponent and its subsequent receipt by the District does not represent a commitment on the part of the District to proceed further with any Proponent.

No contractual or other legal obligations or relationship between the District and any other person can or will be created prior to the termination of this RFP process, or otherwise, except in a written contract executed by authorized signatories of the District.

The District is entitled to cancel this RFP at any time by addendum issued to the Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

In considering any proposals delivered in response to this RFP, the District reserves the absolute and unfettered discretion to assess, accept or reject any or all proposals.

The District may require clarification after the dates and times set out in this RFP from any one or more of the Proponents in respect of proposals submitted.

The District may communicate with, meet with, or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the proposal requirements outlined herein.

#### **5.3 Confidentiality of Proposals**

The District intends to make these proposals public, except where prohibited under the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165. If a Proponent considers that any part of its proposal is proprietary, including by reason of protection by copyright, the proposal must clearly identify those portions considered proprietary.

#### **5.4 Waiver of Liability for Errors**

The District has used considerable efforts to ensure an accurate representation of information being requested in this RFP. However, the District accepts no responsibility for the accuracy or completeness of this RFP (including any schedules, appendices or addenda) and no representation or warranty, express or implied, is made or given by the District with respect to the accuracy or completeness of the RFP (including any schedules, appendices or addenda).

#### **5.5 Proponent's Risk and Warranty**

Each proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees or consultants (including the District's Representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP is that of each proponent.

#### **5.6 Confidentiality of District Information**

This RFP is the property of the District and is not to be copied or distributed without prior approval of the District Representative referred to in section 5.1.

Any information acquired about the District by a proponent during this process must not be disclosed unless authorized by the District, and this obligation will survive the termination of this RFP process. The awarding of any contract or the reaching of any agreement for the provision of services to the District will not permit any Proponent to advertise a relationship with the District without the District's prior authorization.

## **6. SUBMISSION OF PROPOSALS**

### **6.1 Time and Date for Receipt of Proposals**

Three (3) complete copies of each proposal (no 3 ring binders please) plus one loose, single-sided copy for copying, together in a sealed single envelope clearly marked as described in 6.2, must be received by the District before **3:00 p.m.** local time, on September 30, 2010 addressed to:

General Manager of Corporate Services  
District of Squamish  
Box 310, 37955 Second Avenue  
Squamish, B.C. V8B 0A3

Proposals received after the time and date specified will be rejected as being invalid and will be returned unopened to the Proponent courier collect.

All proposals and subsequent information or material received shall become the property of the District and shall not be returned. The District reserves the right to make extra copies of the proposals for use during the selection process only.

### **6.2 Submission Format**

All proposals must be submitted to the District in hard copy form outlined in Appendix A to this RFP. Electronic submissions must be approved by the General Manager of Corporate Services prior to receipt to ensure compatible applications/software are available for viewing the proposal.

Envelopes containing submitted proposals should be clearly marked "CONFIDENTIAL" with the full name and address of the Proponent, the RFP title, and the closing date and time noted in section 6.1 of this RFP.

### **6.3 No Amendments to Proposals After Submission**

A Proponent shall not be permitted to change the wording or contents of a proposal after submission to the District, unless requested to do so by the District for the purpose of clarification.

### **6.4 Withdrawal of Proposals**

Any Proponent may withdraw its proposal, either personally or by written request to the District Representative, at any time prior to the scheduled closing date and time noted in this RFP.

## **7. EVALUATION**

### **7.1 Evaluation**

Proposals will be reviewed and evaluated by Council members. Proponents may be invited to give written or oral presentations and/or to participate in interviews. Council will determine allocation of funding. Council may request advice or information from staff on specific aspects of applications and refer the same to staff for evaluation.

### **7.2 Evaluation Criteria**

Proposals will be evaluated based upon, but not limited to, in no particular order:

- Compliance with the RFP document, including provision of all information requested in section 4 the RFP;
- Demonstrated long-term benefit to sport in the community;
- Potential number of people who will benefit;
- Ability to attract a high number of users/participants/viewers;
- Ability to attract adult interest;
- Ability to attract new youth interest (eg. a launch pad for youth in sport);
- Economic benefit to the community
- Opportunities to leverage monies or match funds via grants or other sources
- Demonstrated operational viability/ongoing sustainability.

## **8. SELECTION OF PROJECT OR PROPOSAL**

### **8.1 Preferred Proponent**

The District may select one or more Preferred Proponents as a result of this RFP process. Proponents must commit to undertake the project as described in their RFP in good faith with the District if chosen.

### **8.2 Agreement for Project**

The District may, at its sole discretion, enter into a written agreement with any one or more of the Proponents for a Sports Legacy project as a result of this RFP. There shall be no agreement, and no Proponent shall acquire any legal or equitable rights or privileges with respect to this RFP or the project in question, until the signing authorities of the Proponent and of the District have duly executed such a written agreement.

Any response to this RFP may become part of any contract entered into with a successful proponent.

### **8.3 Compliance with Laws**

Proponents are solely responsible for complying with all applicable Federal, Provincial or Municipal legal requirements including requirement of or for any permits, licenses, fees, taxes or other legal requirements that would ordinarily be required for the implementation or operation of the service.

# **APPENDIX A**

## **Proposal Submission Format**

Please submit each copy of your proposal in the following format:

**1. Title Page:**

Showing RFP title, Proponent's name and address, closing date and time, and Proponent's contact person and telephone number.

**2. Proposal:**

Include ALL information requested in Sections 3 and 4 of the RFP.

**3. Appendices:**

Any attached brochures, pictures, drawings or the like.

# APPENDIX A

## Receipt Confirmation Form – District of Squamish RFP

Please complete this form and return WITHIN 5 WORKING DAYS via facsimile to:

Robin Arthurs, General Manager  
Corporate Services  
District of Squamish  
Box 310, 37955 Second Avenue,  
Squamish, B.C. V8B 0A3

Facsimile: (604) 892-1083

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PROPONENT FIRM'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CONTACT NAME AND POSITION: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

---

I/We have received a copy of the above noted RFP.

I/We will not be submitting a proposal.

I/We will be preparing a proposal for submission and I/We authorize the District's Representative to send any further correspondence concerning this RFP via:

Facsimile: \_\_\_\_\_ Courier Collect: \_\_\_\_\_

I/We understand that whether or not I/we submit a proposal my/our status as a potential supplier of goods or services to the District of Squamish in the future (other than goods or services supplied pursuant to any contract for service which results from this RFP process) will not be affected.

\_\_\_\_\_  
AUTHORIZED SIGNATORY

\_\_\_\_\_  
DATE