



REQUEST FOR PROPOSALS

Truth and Reconciliation Plan 2024

District of Port Edward

Closing Date: May 3, 2024

1. RFP Details and Contact Information

Copies of the Request for Proposal (RFP) may be downloaded from the District of Port Edward website at www.portedward.ca or online at Civic Info or BC Bid. The District contact for this proposal is Todd Francis, CAO by email at cao@portedward.ca or telephone 250-628-3667. All inquiries regarding this RFP shall be directed to this person only.

The RFP closing date and time is Friday, May 3rd, 2024 at 4:00 PM PST. By this time two paper copies of the proposal must be received at the District office 770 Pacific Avenue, Port Edward BC V0V 1G0 along with one digital copy on a memory stick in the dropped off/couriered package. Support documents to assist in the preparation of RFP responses are available and can be requested by interested applicants by emailing info@portedward.ca

The District may issue clarification publicly regarding inquiries it received in response to this RFP.

2. About Port Edward

Port Edward's annual budget is between \$3-4M. The current population is approximately 466 (based on the last census) and the community has a fairly compact townsite located along Porpoise Harbour. The District's motto is "Clean, Neat and Green," referencing the expansive green spaces and parks, as well as our state-of-the-art water and sewer systems which we consider to be a great asset (particularly for a town of our size). The District has recently completed Corporate Strategic Planning and is undergoing an update to the Official Community Plan. Council is prioritizing both residential and commercial development which will be strongly articulated in the Strategic Plan and OCP when they are publicly released.

The District of Port Edward, nestled in the picturesque landscape of British Columbia, is a vibrant community known for its unique blend of natural beauty and industrial activity. Situated along the northern coast of British Columbia, this small district boasts stunning waterfront views and a rich maritime history. The community has a close-knit atmosphere, fostering a strong sense of belonging among its residents.

The local economy of Port Edward is closely tied to its strategic location and proximity to the bustling port city of Prince Rupert. With a focus on industries such as shipping, forestry, and fishing, Port Edward plays a crucial role in the region's economic landscape. The district serves as a gateway to international trade, with its well-connected transportation infrastructure supporting the efficient movement of goods between the Pacific Northwest and global markets.

In addition to its economic significance, Port Edward offers residents and visitors a range of recreational opportunities, including hiking, fishing, and wildlife exploration. The District's welcoming community spirit, combined with its economic vitality and access to the nearby Prince Rupert, makes Port Edward an appealing destination for those seeking a harmonious balance between industry and natural beauty.

3. RFP Purpose

The purpose of this Request for Proposal (RFP) is to engage, partner, and develop meaningful relationships with First Nation groups in the Port Edward and Prince Rupert area as part of a comprehensive Truth and Reconciliation initiative. The project aims to identify and acknowledge the specific First Nation groups, their territories, and foster collaboration with local communities to promote understanding, healing, and reconciliation.

4. Scope of Work and Contract Objectives

Project Objectives

First Nation Identification

- Research and identify the specific First Nation groups in the Port Edward and Prince Rupert area.
- Compile a comprehensive list of First Nation territories and lands within the project scope.

Stakeholder Engagement

- Develop a stakeholder engagement plan that includes the First Nation groups, Prince Rupert municipality, and any other relevant communities.
- Establish communication channels and protocols for effective engagement with each stakeholder group.

Consultation Process

- Design and implement a culturally sensitive and inclusive consultation process with First Nation groups to gather their perspectives, concerns, and aspirations.
- Facilitate open dialogues to ensure the active participation of community members in shaping the reconciliation process.

Cultural Sensitivity Training

- Provide cultural sensitivity training for project team members to ensure respectful and informed interactions with First Nation communities.
- Collaborate with local cultural experts to develop and deliver training programs.

Community Outreach

- Develop and execute a comprehensive community outreach strategy to involve local residents and organizations in the reconciliation process.
- Organize town hall meetings, workshops, and information sessions to foster understanding and support for the initiative.

Documentation and Reporting

- Compile detailed documentation of First Nation consultations, including key findings, feedback, and recommendations.
- Prepare regular progress reports for stakeholders, summarizing achievements, challenges, and next steps.

Collaborative Action Plan

- Work collaboratively with First Nation groups, Prince Rupert municipality, and other communities to formulate a joint action plan for truth and reconciliation.
- Identify specific initiatives and projects that contribute to the overall reconciliation goals.

5. Proposal Submission Requirements

Interested parties are invited to submit proposals that include:

- Detailed project plan outlining methodologies, timelines, and deliverables.
- Qualifications and experience of the project team members.
- Budget breakdown with a clear allocation of funds for each project phase
- References from previous similar projects

6. Proposal Criteria and Evaluation

Proposals will be evaluated based on:

- Experience and expertise in truth and reconciliation initiatives.
- Demonstrated cultural competency and sensitivity.
- Clarity and feasibility of the proposed project plan.
- Budgetary considerations, including recommendations for immediate and future grant related funding.

This scope of work aims to provide a framework for prospective bidders to contribute to the important process of truth and reconciliation in the Port Edward and Prince Rupert area.

Required sections of the application/proposal are:

1	Cover letter	Signed by authorized person to bind the organization. Provide overview of the company and executive summary of the project team and approach. Reference how your firm and team will orient themselves to the organization and our priorities within the first 30 days after contract award.
2	Proponent firm and team expertise	Describe expertise in required areas, local knowledge and experience. Detail your firm and team and their approach to the work as well as experience in the municipal environment. Please indicate each team member's office location. Preference will be given to those with senior, local staff. Also, please include resumes for all key team members.
3	Fee structure	A detailed list of consulting fees broken down.
4	Safety	Review company safety practices and track record.
5	References	Highlight past performance of the firm and its key staff who will be assigned to this contract. Identify past contracts and projects and list at least three references, preferably all municipalities.

The Evaluation Matrix is as follows:

Evaluation Category	Score
Project understanding, clarity and consulting approach	20
Firm experience and references	20
Team member expertise, roles, availability and references	25
Value for service (fees)	15
Municipal experience	10
Demonstrated innovative capability	5
Value added elements	5

7. Conflict of Interest

Proposals may not be evaluated if the applicant has any current or past interests that present a conflict of interest. Respondents by submitting a proposal warrant to the best of their knowledge that no actual or potential conflict of interest exists.

8. Liability Insurance

If successful, the applicant will provide confirmation of liability insurance of a minimum of 2 million dollars, naming the District.