

**BC Power Sports Coalition
REQUEST FOR PROPOSALS
for the
Development of a Trails
Best Practices Guideline**

RFP # 2301 – 001

DATE: December 1, 2022

UPDATED December 9th, 2022

The information contained in this RFP is confidential and proprietary to BC Power Sports Coalition

**Request for Proposals
for
Workplan Development Services**

(RFP # 2301-001)

A. PROFILE

- 1.1 We are the BC Provincial Recreation Power Sports Federations (BCPSC) consisting of the BC Off-Road Motorcycle Association (BCORMA), BC Snowmobile Federation (BCSF) and the Quad Riders Association of BC (ATVBC), working on behalf of the province to advance our sports.

Our mandate is as follows:

- Present BC's Power Sports recreation sector as a strong and unified voice to Government
- Keep current of Legislation, Regulations, and Policy that affect ORV recreation in British Columbia
- Negotiate with Government and Industry to preserve and grow opportunities for BC Back-Country Power Sports Recreation
- Work to grow and strengthen BC's multi-use Trails Community

B. PROCUREMENT PROCESS

- 1.1 BCPSC invites service suppliers (Proponent(s)) to submit a proposal for the provision of services in accordance with the Scope of Services as outlined in Schedule "A" attached (the "Proposal") to this Request for Proposals (RFP).
- 1.2 Proponent must submit all information requested in the accompanying Schedules that follow these instructions.

Note: Names of Proponents will not be disclosed and BCPSC reserves the right to add or remove Proponents at its sole discretion.

C. SCHEDULE

- 1.1 BCPSC' anticipated RFP schedule is as follows:

Date	Milestone
Dec 1, 2022	RFP issued to prospective Proponents
Jan 15, 2023	Confirmation of intent to propose due
Jan 31, 2023	Proposals due
Week of Feb 13, 2023	Proponent Presentations to BCPSC (optional)
On or about March 1, 2023	Proponent selected and contract awarded

- 1.2 BCPSC reserves the right to modify this schedule at any time and for any reason, in its sole discretion.

D. INSTRUCTIONS TO PROPONENTS

- 1.1 Proponents are requested to submit a Proposal for the requirements identified in Schedule “A” attached.
- 1.2 Proposals may be submitted by email format.
- 1.2.1 Email packages must include all required documents in one email addressed with the subject line: “Request for Proposals (RFP #2301-001) for “Services” and can be emailed to projects@bcpsc.ca. All email submissions received after the deadline will not be opened or considered.
- 1.3 Proposals will be received by BCPSC until **January 31st, 2023, at 1700 hours Pacific Time** (“Closing Time”) and then privately opened.
- 1.4 Requests for information must only be directed to to the attention of Kristin Parsons, (Telephone: 604.832.6361, Email: projects@bcpsc.ca)
- 1.4.1 Information obtained from any other source is not official, may not be accurate and should not be relied upon.
- 1.5 After the initial evaluation of the Proponents’ responses, BCPSC may, at its sole option, create a short-list of Proponents and may request that short-listed Proponents make an oral presentation. Such presentations shall be made at the cost of the Proponent.
- 1.6 The BCPSC RFP process is not open to the public.
- 1.7 The Proponent hereby acknowledges that:

BCPSC shall have the right to reject any or all Proposals for any reason, or to accept any Proposal which BCPSC, in its sole, unrestricted discretion, deems most advantageous to it. The lowest priced, or any, Proposal will not necessarily be accepted and BCPSC shall have the unrestricted right to:

 - a. in the event it only receives informal, non-conforming or qualified Proposals with respect to this RFP, accept any such Proposal; or
 - b. reject a Proposal that is the lowest price if it is the only Proposal received
 - c. BCPSC shall not at any time have any obligation to deal exclusively with the Proponents. BCPSC expressly reserves its rights, in its sole discretion, to seek a Proposal regarding the subject matter hereof, from any person whomsoever and at any time.
- 1.7 Proponents must provide a statement providing a full and complete disclosure of:
 - any personal relationship to any member of BCPSC who makes recommendations concerning the award of the services or works contemplated in the RFP or of any member of BCPSC with any direct, or indirect pecuniary interest, ownership, or directorship with respect to the Proponent; and

**Request for Proposals
for
Workplan Development Services**

(RFP # 2301-001)

- any business relationship, monetary or other support of BCPSC through any of its sites or with respect to any of its members. BCPSC reserves the absolute right to eliminate any Proposal or terminate any resulting Contract for failure to disclose the information required in this section 1.7.
- 1.8 Proposals submitted must remain valid for a period of not less than ninety (90) calendar days. The 90-day acceptance period may be extended at BCPSC' request to one or more Proponents and is subject to the Proponents' written consent to the extension.
- 1.9 This RFP is governed by, and all disputes arising under or in connection with this RFP shall be resolved in accordance with, the laws of the Province of British Columbia and the federal laws of Canada applicable therein, without regard to any conflicts of law principles to the contrary. The venue for any claims arising under this RFP or any resulting contract will be the courts located in Vancouver, British Columbia. The parties' consent to the exclusive jurisdiction of such courts and expressly waive any objection or defense based on lack of personal jurisdiction or venue.
- 1.10 This Request for Proposals is the property of BCPSC and is not to be disclosed, reproduced, or distributed without the prior written consent of BCPSC. Copyright and all related rights are expressly asserted and reserved.
- 1.11 BCPSC shall not be under any obligation to return or save either the original or any copies of any Proponent's Proposal, and all Documents submitted to BCPSC, whether original or copies, shall be kept or disposed of by BCPSC.
- 1.12 All publicity, in relation to this RFP or any resulting contract, shall be coordinated with BCPSC, and is subject to the prior approval of BCPSC. The use of the BCPSC' name in any form by a Proponent without express written consent of BCPSC is forbidden.
- 1.13 In no event will BCPSC be responsible for the costs of preparation and submission of Proposals.

SCHEDULE “A” – SCOPE OF SERVICES

Preamble:

The BC Power Sports Coalition (BCPSC) has obtained initial funding to work towards the creation of a BCPSC Best Practices Guide for ORV Trail Infrastructure in BC similar to the [\(Whistler Mountain Biking Trail Guide\)](#) and [NOHVCC Great Trails Guide](#). The purpose would be to establish benchmarks in all aspects of BC ORV Trails development and stewardship that the members of BCPSC can follow to ensure a smoother process when dealing with applications for trail maintenance and building agreements with Governments and First Nations.

Our collective member ORV clubs are frequently volunteering their time and resources to complete all this work on the ground, yet at every turn they are being asked to reinvent the wheel with each new application for trails or shelters. This project is intended to streamline applications, clarify expectations, and create quality investments in our infrastructure.

The BCSPC Trail Infrastructure Guidelines will provide the best practices benchmarks for trail stewards and clubs that are preparing to build or maintain trails infrastructure (ex: trails, shelters). Recreational Sites and Trails BC Branch of the Ministry of Environment and Climate Change Strategy (RSTBC) and First Nations land managers would know what is being done, how it is being done and that it will be done to current best practices. It would also provide the ORV stewards and clubs with a clear understanding of the minimum expected best practices that should be met, further aiding their planning and budgeting. It would provide consistency in the completion of projects.

The plan is to work with ORV Trail Stewards, Governments and First Nations to draft this document to ensure that the living document reflects the needs and perspectives of all parties. This work is a tool to improve back-country ORV trail infrastructure and is not intended to be a prescriptive policy statement or series of rigid requirements for new or existing infrastructure. Rather a new set of best practices to aim for when we are creating new trails, new shelters, or improving existing ones with the understanding that every project and ecological system has its own unique needs for sustainability.

Objectives and Approach

This is a joint project being applied for by the BC Off-Road Motorcycle Association (BCORMA), the BC Snowmobile Federation (BCSF), and the Quad Riders Association of BC(ATVBC) working together as the BC Power Sports Coalition (BCPSC).

The final goal is to create a BCPSC Best Practices Guide for off-road vehicle trails infrastructure in BC, supported by the ORV Sector, Recreation Sites & Trails BC, and First Nation Land Managers. The vision is that the guide will be a living document that reflects current best practices in guiding BC ORV trail stewardship. This will be a multi-year project managed by the members of the BC Power Sports Coalition and facilitated by an outside contractor specializing in similar projects.

Proponents are invited to submit a Proposal to provide services that will assist BCPSC in the creation of a viable workplan and be capable of conducting the work required to complete the plan, which will incorporate the requirements (the “Deliverables”) listed herein:

- Phase 1 – Project scope, research, RFP development, workplan outline
- Phase II – Roll out of workplan, BC ORV Trail Guidelines Development

**Request for Proposals
for
Workplan Development Services**

(RFP # 2301-001)

In 2022, the BCPSC completed a scoping and jurisdictional scan to outline the role of BCPSC and RSTBC within this project and potential responsibilities of the project lead. From this group session a preliminary list of project goals and anticipated outcomes was developed that helped form this request for proposals.

It is envisioned that for early 2023, the BCPSC will:

- Complete a review of the RFPs received and further refinement of the contract deliverables with feedback provided by RSTBC.
- Complete the selection of a contractor/company to become the Project Lead.

The Project Lead work for Phase 1 is anticipated to begin as of March 1st, 2023 include the following:

1. Project Lead to facilitate a session with the BCPSC to gather desired outcomes, stakeholders, and input required.
2. Project Lead to draft a preliminary scoping and jurisdictional scan report to address our initial input and desired outcomes for BC ORV trails to be delivered to BCPSC by Aug 1st, 2023
3. RSTBC and BCPSC review draft report to refine the expected work plan by Oct 1st, 2023
4. Project Lead to create a full project work plan that includes deliverables, timelines, budgets, and forecasts. This will provide the basis of future funding applications and partners required for the project. Final report due Nov 1st. 2023.

Other Requirements

1. Approach and Project Management

Describe your project management methodology from planning, development, and follow-up to ensure delivery of quality services on time and on budget.

Outline the timeline you would recommend for implementation of your plan as described.

2. Experience

Describe your company, its size, location, and core services including its specialties., differentiators (what sets you apart from the competition in your industry?) and value proposition.

Please provide any other information on your company that might be relevant to BCPSC's decision-making process.

3. Other Requirements

Please provide 3 relevant references that BCPSC could contact, for whom you are providing or have provided similar services.

SCHEDULE “B” – PRICING

Preamble

BCPSC is seeking a best value proposition from the successful Proponent, and while BCPSC is cognizant of Proponent’s need to be fairly compensated for all work performed, BCPSC expects that any fee structure proposed will be reasonable, competitive, and reflective of who BCPSC is, and its size.

Engagement Fees

1. Based on the Preamble please provide a detailed budget that encompasses all aspects of the services to be provided by you. Specify any exceptions to flat rate, i.e., hourly rates.
2. Please note that out of pocket expenses will be paid at cost by BCPSC. All requests for payment of such expenses must be accompanied by the applicable receipts.
3. Please list what services are included in the base price for this project.
4. Please identify any additional costs that you anticipate may arise in the performance of the Services.

Optional Services – Proponents are also expected to provide detailed cost breakdowns for optional products and services that could be offered by the Proponent.