



## Request for Proposal

Future of Forestry Think Tank Outcome – Wood  
Manufacturing and Bioeconomy

Posting Date: October 23, 2023

Closing Date: November 6, 2023

Tenders with the words "Future of Forestry Think Tank Outcome – Wood  
Manufacturing and Bioeconomy"  
will only be received via email to:  
[erobinson@quesnel.ca](mailto:erobinson@quesnel.ca)  
by 4:00 pm November 6, 2023

If you have any questions regarding this Request for Proposal please contact  
Erin Robinson, Forestry Initiatives Manager at [erobinson@quesnel.ca](mailto:erobinson@quesnel.ca)



## Future of Forestry Think Tank Outcome – Wood Manufacturing and Bioeconomy

### Background

As part of our ongoing Future of Forestry Think Tank process, the City of Quesnel's Forestry Initiatives Program is seeking a Consultant to carry out specific activities related to this process in the areas of wood manufacturing and bioeconomy. Please see more specific details below:

- 1) **Wood Manufacturing** - Densification of housing in Quesnel to respond to a growing demand, along with provincial demand for large construction projects (schools, hospitals, assisted living facilities) coupled with the lack of workforce to respond to these demands is driving the need for modular building practices and mass timber. A direct outcome of the 2023 Future of Forestry Think Tank Initiative, the City of Quesnel could be used as a hub for this type of construction. With a fully integrated manufacturing hub in Quesnel and the aforementioned local and provincial demands, potentially create a sufficient local market demand to entice the province (and possibly the federal government) to look at Quesnel as a pilot community for a new approach to wood-based manufacturing.
- 2) **Bioeconomy** - The City of Quesnel is participating in the Bioeconomy Development Zone Opportunity (BDO) project as a way to accelerate change in our forest sector and to drive innovation, especially in our local manufacturing capacity. The BDO Zone Initiative will help us ascertain the highest and best economic uses of the available forest fibre in our region so we can then focus our energies on incenting and attracting those specific biobased developers and investors to our community.

The City of Quesnel (CoQ) invites proposals for the following work:

1. Host a roundtable to explore the question of whether or not it is possible for a European-style modular manufacturing facility to be built in Quesnel.
2. Establish a road map including strategy for funding to advance Quesnel as a pilot community for a new approach to wood-based manufacturing.
3. Advance opportunities in the bioeconomy realm by participating in the BDO Zone initiative to ensure locally relevant information is included.



## CONDITIONS

### **SCOPE OF WORK**

- The successful proponent shall provide all necessary materials, equipment, labour, and supervision to accomplish the project.

### **DELIVERABLES**

- One large roundtable to explore the question of whether or not it is possible for a European-style modular manufacturing facility to be built in Quesnel.
- A final summary to “road-map” the initiatives for modular including strategy for funding to advance Quesnel as a pilot community for a new approach to wood-based manufacturing.
- Participate in BDO initiative by attending 5 meetings and assisting with final report.

### **DEMONSTRATED WORK EXPERIENCE**

- The consultant must demonstrate their company’s knowledge about the topics described in this RFP along with local and regional connections and knowledge of the local circumstances that will affect the outcomes of the initiatives.

### **INSURANCE and WCB STANDING**

The successful Consultant must provide proof of liability insurance in the amount of \$1 million and current WCB standing.

### **INDEMNIFICATION**

The successful Consultant by its acceptance of a negotiated agreement and purchase order, agrees to indemnify and hold harmless the City, its elected officials, agents and employees, from and against all loss or expense that may be incurred by the City, its officials, officers, employees and agents as a result of bodily injury, including death sustained by any person or persons, or on account of damage to property including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP and any negotiated agreement.

### **BUSINESS LICENSE**

The successful Consultant shall obtain a Business Licenses from the City of Quesnel Licensing Department at City Hall.



## TIMETABLE

The Contract must be completed by March 31, 2024.

## WORKPLAN AND TIMELINE

The successful proponent will need to outline their work plan and timeline for completing all deliverables.

## BUDGET

The successful proponent will provide a budget document to identify how funds will be directed towards actions required to complete the project in its entirety as outlined in Section 4 Deliverables of this document.

## PROPOSED SUBMISSIONS, SELECTION AND EVALUATION CRITERIA

The following format for proposal submissions is required:

- **Completed appendices:** (found at the end of this document)
- **Work Plan:** Detailed description of tasks
- **Timeline:** Proposed timeline of project
- **Explanation of experience:** A brief description of proponent's background and descriptions of similar relevant work completed.
- **Budget:** Proposed budget and proposed fee schedule tied to deliverables and timelines.

### Evaluation weighting:

Mandatory Criteria
The Proposal must be received at the closing location by the specified closing date and time.
The Proposal must be in English.
The Consultant must sign, accept, and return the Consultant Acceptance Form (Appendix A)

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Proposals meeting all the mandatory criteria will be further assessed against the following evaluation criteria.

Evaluation Criteria	Weight
Experience and Qualifications	50 points
Methodology	30 points
City's evaluation of value vs fee proposal	20 points
Maximum Total weighted Score	100 points



The evaluation team may select up to three top ranked Consultants for interviews. Alternatively, at the City's sole discretion, the City may by-pass the interview process if the top ranked Consultant clearly demonstrates its proposal is superior.

If interviewed by the City each Consultant should be prepared to demonstrate or otherwise substantiate any areas of Response, its own qualifications for services required, and any other area of interest relative to its Response.

Reference checks may also be conducted by the City.

Prior to Contract award, the Consultant must provide Confirmation of WorkSafe BC coverage. Confirmation of Required Insurance.

Prior to Contract award, the Consultant may be required to demonstrate financial stability. As such, the Consultant may be required to provide annual financial reports, or a set of financial statements prepared by an accountant and covering the last 2 (two) fiscal years.

The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Consultants without having any duty or obligation to advise any other Consultants or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Consultant as a result of such negotiations or modifications.

### **General Terms of this Request for Tender**

- a. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the City for a period of forty-five (45) calendar days from date of closing whether or not another Proposal has been accepted.
- b. The City reserves the right to cancel this RFP for any reason without any liability to any Consultant or to waive irregularities at its own discretion.
- c. The City is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews if held. Furthermore, the City shall not be responsible for any liabilities, cost,



loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.

- d. Consultants are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.
- e. The City may, in its absolute discretion, reject a proposal submitted by the Consultant, if the Consultant, or any officer or director of the Consultant is or has been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to any other Contract for works or services or any matter arising from the City's exercise of its powers, duties or functions.
- f. A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP, including the Proposal format and content requirements, may be rejected in whole or in part by the City at its sole discretion.
- g. Notwithstanding the foregoing or any other provision of this RFP, the City may in its sole discretion elect to retain for consideration Proposals which deviate either materially from the Proposal Format and Content Requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFP.
- h. The City may waive any non-compliance with the RFP, specifications, or any conditions of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are nonconforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.



- i. The City may choose, at its sole discretion, to proceed with all the components of the Work, none of the components or selected components of the Work.
- j. The City may accept or waive a minor and inconsequential irregularity where practicable to do so. The City may, as a condition of acceptance of the Proposal, request a Consultant to correct a minor and inconsequential irregularity with no change in the Proposal. The determination of what is or is not a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity, will be at the sole discretion of the City.
- k. These terms of reference and the accepted proposal documents will form part of the contract made with the Consultant. All proposals are subject to the provisions of the British Columbia Freedom of Information and Protection of Privacy Act.
- l. Only personnel listed in the successful proposal shall perform the work unless otherwise approved by the City.
- m. Any disputes will first be attempted to be resolved via frank and open negotiations. If negotiations are unsuccessful, the dispute will be referred to a mutually agreeable third-party mediator/arbitrator whose decision will be final and binding.
- n. Neither party will be responsible for carrying out their duties, nor will they be entitled to any compensation if events beyond their control occur. Examples of such events are, but, are not limited to, acts of God, labor disruptions, political decision delays, and protests.
- o. All Proposals will remain confidential, subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

### **Ownership of Proposals and Sole Use of Reports**

- p. All Proposals submitted, other than any Proposal withdrawn prior to the opening of Proposals or any late Proposals, become the property of City and will not be returned to Consultants.



- q. Any design, report and other material provided by the Consultant, or their sub-Consultants, will become the property of and for the sole use of the City.

### **Conflict of Interest**

- r. Consultants shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure. The City may reject a Proposal from any Consultant that the City judges would be in a conflict of interest if the Consultant is awarded a Contract. Failure to disclose or provide false or insufficient disclosure of the nature and extent of any relationship the Consultant may have with any employee, officer or director of the City shall be grounds for immediate termination of any Contract with the City, in the City's sole discretion, without further liability of notice.
- s. By submitting a Proposal, the Consultant warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Consultant, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

### **Confidentiality**

- t. Information about the City obtained by Consultants must not be disclosed unless prior written authorization is obtained from the City.
- u. The Consultant agrees that this obligation of confidentiality will survive the termination of the Contract between the Consultant and the City.

### **Relationship of the Parties**

- v. The Consultant and the City expressly acknowledge that they are independent entities and neither an agency, partnership nor employer-employee relationship is intended or created by submission of a proposal or subsequent contract.





### Information Disclaimer

- w. The City, including its Designated Representatives and its directors, officers, employees, agents, Consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to any Consultant pursuant to this RFP.
- x. The City makes no representation, warranty, or undertaking of with respect to this RFP and the City, its Designated Representatives and its directors, officers, employees, agents, Consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFP or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.
- y. While the City has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for the Consultant and is not necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Consultant from forming its own opinions and conclusions in respect of the matters addressed in the RFP.

### Freedom of Information and Protection of Privacy Act (BC)

- z. Consultant s should note that the City is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City's Consultants to protect all personal information acquired from the City in the course of providing any service to the City.

### Enquiries and Addenda

- aa. Enquiries regarding this Request for Proposal are to be directed to Erin Robinson, Forestry Initiatives Manager, City of Quesnel  
erobinson@quesnel.ca
- bb. The City, its agents and employees shall not be responsible for any information, instructions or suggestions given by way of oral or verbal communication.



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- cc. All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone.
- dd. Any and all changes to the RFP required before the proposal closing will be issued in the form of a written addendum and posted on the City of Quesnel website. It is the sole responsibility of potential Consultants to check the above websites to ensure that all available information has been received prior to submitting a Proposal. If addenda are issued, their receipt must be acknowledged by the Consultants in the appropriate section of the Form of Proposal.
- ee. The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- ff. The deadline for enquiries for this RFP is **4:00pm** local time on **November 6, 2023**. The City reserves the right not to respond to inquiries received after this deadline.
- gg. Each addendum will be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the City.

Name of Firm Bidding: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



### Appendix 1 - CONSULTANT INFORMATION

Company Name:

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Name of Owner/Principle:

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Type of Business:

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Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address:

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City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tax registration number: \_\_\_\_\_

#### **Other Information**

WCB number: \_\_\_\_\_ Is your company in good standing with  
WCB?    Yes    No

Public liability insurance carrier:

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Limit of insurance (*minimum \$1,000,000 per incident*):

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Is your company in good standings with insurance carrier? (*Attach copy*)

Yes     No

Does your company hold a current City of Quesnel business licence?

Yes     No

Are your employees trained and qualified to provide this service?

Yes     No

Does your company have a written safety program? (*Attach copy*)

Yes     No

Are there any extraordinary hazards relating to the service being provided?

Yes     No



## APPENDIX B – CONSULTANT BID PRICE

Deliverable	Total Proposed Cost
- One large roundtable to explore the question of whether or not it is possible for a European-style modular manufacturing facility to be built in Quesnel.	
- A final summary to “road-map” the initiatives for modular including strategy for funding to advance Quesnel as a pilot community for a new approach to wood-based manufacturing.	
- Advance opportunities in the bioeconomy realm by participating in the BDO Zone initiative including 5 meetings and assisting with report.	
<b>Total Bid</b>	