

Request for Proposal



MCLEAN MILL VISITOR SERVICES

5633 SMITH ROAD

THE CITY OF PORT ALBERNI • 4850 ARGYLE ST.
PORT ALBERNI, BC V9Y 1V8

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Table of Contents

1. INTRODUCTION

1.1 SUMMARY OF KEY INFORMATION.....2
1.2 OUR COMMUNITY.....3
1.3 OUR OBJECTIVES FOR ISSUING THE RFP.....3

2. SITE DESCRIPTION

2.1 DESCRIPTION OF PROPERTY.....4

3. FORMAT OF PROPOSALS

3.1. OWNER REPRESENTATIVE.....5
3.2. SUBMISSION REQUIREMENTS.....5

4. EVALUATION PROCESS

4.1 EVALUATION PROCESS.....6
4.2 EVALUATION CRITERIA.....6
4.3 WEIGHTING OF CRITERIA.....7
4.4 SELECTION OF PREFERRED PROPOSAL.....7

5. GENERAL CONDITIONS

5.1 QUESTIONS ABOUT THE REQUEST FOR PROPOSAL.....8
5.2 REQUEST FOR PROPOSALS CLARIFICATION.....8
5.3 PROPONENT REPRESENTATIVE.....8
5.4 ACCESS TO PREMISES.....8
5.5 DEADLINE FOR SUBMISSIONS.....9
5.6 LEGAL RELATIONSHIP.....9
5.7 CONFIDENTIALITY OF PROPOSALS.....9
5.8 PROPRIETARY INFORMATION.....9
5.9 RESPONSIBILITY OR LIABILITY.....10
5.10 COMPLIANCE WITH REGULATIONS.....10
5.11 SUMMARIZED SCHEDULE10

6. TERMS OF AGREEMENT

6.1 FURTHER PROCESS LEADING TO CONTRACT.....11
6.2 GENERAL CONDITIONS.....11

7. APPENDICES

7.1 LOCATION MAP.....12
7.2 SITE MAP13

1. Introduction

1.1. SUMMARY OF KEY INFORMATION

RFP Title:

RFP #027-19: McLean Mill Visitor Services

Contract Person:

Davina Hartwell, City Clerk

Telephone: 250.720.2810

Fax: 250.723.1003

e-mail: davina_hartwell@portalberni.ca

Submission Documents:

One (1) hard copy of the proposal, bound form (with any architectural renderings, plans or sketches in a form no larger than 11" x 17" paper) and one (1) complete copy of the proposal in electronic "PDF" form.

Submission Deadline:

4:00 PM on Thursday, October 31, 2019

Submission Location:

City of Port Alberni

4850 Argyle Street, Port Alberni, BC

V9Y 1V8

Delivery Hours:

Deliveries will be accepted at the submission location on weekdays (excluding Statutory Holidays) from 8:30 AM to 4:30 PM (local time).

HERE'S WHAT YOU NEED TO KNOW ABOUT PORT ALBERNI AND OUR COMMUNITY

1.2. OUR COMMUNITY

The City of Port Alberni is located on the un-ceded traditional territories of the Hupačasath and the Tseshahṭ (č išaaʔath) First Nations. These two Nuuchahnulth nations, each with their own territories, both historically relied upon the salmon runs of the Somass River. Their distinct societies were built on the relationship between place, resources, and people, reflected in the spiritual, ceremonial, and artistic elements of their cultures.

Port Alberni is a community of 17,500 people located on the Alberni Inlet and is connected to the rest of Vancouver Island by Highway 4 which runs east and west. Every year, approximately 1 million people travel Highway 4 on their way to and from Tofino, Ucluelet and the Pacific Rim National Park (Long Beach).

The location of Port Alberni at the head of Alberni Inlet gives it a strategic position historically and today. The long narrow fjord reaches almost forty miles inland from Barkley Sound on the Pacific Coast.



Approximately 20% of the community's labour force works in the forest industry. A small marine industry serves the commercial and sport fishing fleets and the aquaculture industry. The city is diversifying into other sectors of the economy including tourism, post-secondary education, healthcare, indigenous administration, aerospace, technology, the retirement industry and the arts. Major employers include Western Forest Products, Island Health, School District 70, Catalyst Paper Excellence, and the Coulson Group of Companies.

Over the last 5 years a significant number of investments in the community totaling more than \$100 million have been made by the School District, the Port Alberni Port Authority, several First Nations, many private sector companies and the City.

Port Alberni has also experienced an influx of new residents and inquiries about the community who are seeking out the Alberni Valley as a desirable place to live. The community is shifting focus to new types of development opportunities.

1.3. OUR OBJECTIVES FOR ISSUING THE RFP

- To engage a proponent in operating the visitor centre and gift shop, providing food services and managing events, while the City retains ownership of the land for public use, for the purposes of:
 - Preserving the McLean Mill National Historic Site and its associated historic assets
 - Increasing the number of people who interact with and experience the heritage values of the site, and enhancing the quality of that experience



2. Site Description

2.1. THE PROPERTY

McLean Mill National Historic Site is a rare, surviving example of an early- to mid-20th-century logging and lumber operation in British Columbia. Established in 1925 by Robert Bartlett McLean, his wife Cora and their three sons, it continued as a family-run operation until 1965. Built resources at the site were constructed of local materials by the McLean family and their workers. The deliberate creation of zones of activity is still plainly visible.

Initially, most of the orders for R.B. McLean lumber were obtained from North American wholesalers and the firm shipped its lumber to eastern North America by rail. R.B. McLean also sold direct to local retailers and the mill's lumber was used in the construction of many of the houses going up during the Port Alberni building boom of the 1930s. The firm employed up to 40 people and before the 1950s the work site was sufficiently remote from Port Alberni to warrant providing room and board to the employees. As many employees, including the McLeans, came with families, this led to houses being built and eventually a one-room school for the various children.

McLean Mill was designated a National Historic Site of Canada in 1989, and is a former sawmill and logging operation located on 13 hectares of forested land. The property boasts some 35 structures, including a wide variety of wooden garages, storage structures and outbuildings, a cluster of wooden residences and administrative buildings, and a rail line. Landscape features include outdoor areas for processing and storage of lumber, and a mill pond.

Key elements that relate to the heritage character of McLean Mill include the utilitarian design and materials of structures at the site as illustrated in the wood construction of buildings, including heavy timber construction, light frame construction, vertical and horizontal weather-board siding, and wood-shingle and corrugated-metal roofing.

3. Format of Proposals

3.1. OWNER REPRESENTATIVE

The City Clerk, as the City of Port Alberni (Owner) representative is authorized to communicate and officially deal with proponents and all proponents must communicate and deal with that person only. The City Clerk is:

Davina Hartwell, City Clerk

City of Port Alberni

4850 Argyle Street

Port Alberni, BC V9Y 1V8

Telephone: 250.720.2810

Fax: 250.723.1003

e-mail: davina_hartwell@portalberni.ca

The Owner representative may involve other City Managers and staff in meetings and discussions with proponents and in evaluations of submissions received. Proposals and their evaluations will be considered by City Council.

3.2. SUBMISSION REQUIREMENTS

Proposals must be submitted in the format described below, and must contain all of the information required by this RFP to help facilitate comparison and evaluation of the proposals received.

- **Proponent Identification** (description of owners, members, firms or individuals, to be involved in the proposed operation along with the proposed legal structure).
- **Details of the Qualifications and Experience of the Proponents**
- **Proposed Business/Operation Plan**, including projections of visitors, revenues and net revenues
- **Proposed Improvement Plans**, if any
- **Evidence of Financing Capacity**
- **Specific Requests of the City of Port Alberni Being Made by the Proponent**

Proposals should be well organized and written in a concise, clear, complete and legible manner. One (1) hard copy, in a form no larger than 11" x 17" paper) and one (1) complete copy of the proposal in electronic "PDF" form must be submitted to the Owner's representative.

Proposals will be received by the Owner's representative before and up to **4:00 PM on Thursday, October 31, 2019**. Any proposal received after this date and time may or may not be considered, which will be determined at the City of Port Alberni's discretion.



4. Evaluation Process

4.1. EVALUATION PROCESS

Prior to consideration by City Council all proposals submitted in response to this RFP will be evaluated by a team of City Managers and staff. All criteria considered by the evaluation team will be applied evenly and fairly to all Proposals. The successful proponent will:

- Have proven education, skills and recent experience in the tourism and/or heritage sectors
- Have demonstrated the ability to produce high quality and innovative offerings that incorporate the following:
 - Acknowledgement of history and value that a National Historic Site encompasses
 - Sustainability
 - High quality offerings
 - Unique offerings that inspire continued use and enjoyment of the site
- Have demonstrated that they have knowledge of the values of the community reflected within the proposal
- Have demonstrated the need for the type of project being proposed
- Have offered a fair price for the proposed services

4.2. EVALUATION CRITERIA

The following list of criteria will be used by the evaluation team, and will be applied evenly and fairly to all proposals:

- Extent to which the proposal demonstrates support for preservation of the McLean Mill National Historic Site
- Demonstrated ability to maximize the number of people experiencing the historic site and the quality of visitor experiences
- Comprehensiveness of the proposal
- Evidence of the proponent's ability to succeed, based on completion of similar projects

4.3. WEIGHTING OF CRITERIA

The evaluation team may give such weight to the evaluation criteria as it sees fit. The evaluation team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one proponent's proposal to another proponent's proposal. The evaluation criteria may be revised by the City at any time without notice to proponents.

4.4. SELECTION OF PREFERRED PROPOSAL

Selection of the preferred proposal will be the decision of City Council. A proposal deemed at Council's sole discretion to be the most advantageous to the City of Port Alberni may be selected. The City, at its sole discretion, may choose to negotiate with one (or more) proponents with the intent of achieving a greater public benefit for the community. City Council, at its sole discretion, may choose to reject all proposals.



Photo: www.mcleanmill.ca

5. General Conditions

5.1. QUESTIONS ABOUT THE REQUEST FOR PROPOSAL

If a proponent has any questions about the content of this RFP, or about any matters relating to it (including as to any clarification, errors or omissions of or in this RFP), the question must be directed in writing, and not verbally, to Davina Hartwell at the contact address set out in Section 6.2.3. before **4:00 pm (local time) on Friday, October 4, 2019.**

5.2. REQUEST FOR PROPOSAL CLARIFICATION

The Owner's representative will answer all questions in writing, and will provide a copy of all questions and answers, to each of the proponents who have received copies of this RFP (unless they have specifically advised the Owner's representative they do not intend to submit a response to the RFP), and proponents who have expressed interest in the RFP, no later than **Friday, October 11, 2019.**

5.3. PROPONENT REPRESENTATIVE

Each proponent must advise Davina Hartwell (by email and by letter) of the name, business address, email address, telephone and fax number for an individual who is designated as the proponent's representative for the purposes of this RFP. This will be the only person authorized to communicate with the City for the purposes of this RFP. If the proponent fails to provide Davina Hartwell the name of their representative, the Owner assumes no responsibility for providing RFP clarifications.



5.4. ACCESS TO THE PREMISES

Any proponent may visit the property by themselves at any time. If the proponent wishes to visit the site with designated City Staff they can do so by making an appointment with the City's representative Davina Hartwell. Any questions asked and any answers provided will be noted and shared with all other proponents who have expressed interest in the site.



5.5. DEADLINE FOR SUBMISSIONS

Proposal submissions will be accepted until **4:00 PM Thursday, October 31, 2019.**

5.6. LEGAL RELATIONSHIP CREATED BY NATURE OF THIS REQUEST FOR PROPOSAL

This RFP, any submitted questions, and/or proposals received do not create a legal relationship between the Owner and a proponent. The RFP is an invitation to make an offer to provide services at the site. If the Owner decides upon receipt and review of proposals to explore, negotiate or otherwise interact with any proponents, it may do so, and until a written offer is made and accepted under the seal of the Owner, by resolution of its Council, no contractual relationship of any kind will exist.

In considering any proposals received the Owner may ultimately decide to contract with one or more of the proponents, or with none of the proponents. This decision will be at its unfettered discretion, and as it considers desirable.

This RFP does not impose on the Owner any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Owner is expressly permitted or required by this RFP to “act reasonably”, the Owner is entitled to act in its sole, absolute and unfettered discretion.

5.7. CONFIDENTIALITY OF PROPOSALS

The Owner is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). That Act creates a right of access to records in the custody or under the control of the Owner, subject to the specific exceptions in the right set out in the Act. The Owner will receive all proposals submitted in response to this RFP in confidence, including for the purposes of S.21 of the Act. Because of the right of access to information created by that Act, the Owner does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act.

5.8. PROPRIETARY INFORMATION

If a Proponent considers that any part of its proposal is proprietary, including by reason of it being copyright, the proposal must clearly identify any portion of it that is considered proprietary.

All documents and other records in the custody of or under the control of the City are subject to the FOIPPA and other applicable legislation. Except as expressly stated in this RFP and subject to the FOIPPA and other applicable legislation, all documents and other records submitted in response to this RFP will be considered confidential.

Proponents are responsible for ensuring that in preparing and submitting a response to the RFP that it has complied with all applicable laws and regulations.

5.9. RESPONSIBILITY OR LIABILITY

The Owner accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or verbal information communicated or made available for inspection by the Owner (including through the Owner’s representative of any other individual) and no representation or warranty, either expressed or implied, is made or given by the Owner with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on the RFP or any other such information as is described in this paragraph is solely that of each proponent.

Each proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting and other advice with respect to the contents of the RFP or any such information as is described in this paragraph. Each proponent who submits a proposal to the Owner is deemed to have released the Owner from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of the RFP or any such information as it described in this paragraph.

Each proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP and to prepare and submit its proposal.

5.10. COMPLIANCE WITH REGULATIONS

The successful proponent(s) will be responsible for complying with all municipal, provincial, and federal statutes, regulations, bylaws, and permits.

5.11. SUMMARIZED SCHEDULE

The table below summarizes the schedule of events which are key to this process. Every effort will be made by the City to adhere to this schedule, and any schedule adjustments made will be communicated.

Monday, Sept. 23, 2019	Request for Proposal Issued
Friday, Oct. 4, 2019	Deadline for Respondents to Submit Questions in Writing
Friday, Oct. 11, 2019	Deadline for Owner to Issue Written Responses to Questions
Thursday, Oct. 31, 2019	Deadline for Proposals to be Submitted
Please note: Unsuccessful proponents will be notified as soon as possible, and no later than March 31, 2020, following a decision by the City.	

6. Terms of Agreement

6.1. FURTHER PROCESS LEADING TO CONTRACT

The Owner may negotiate with, and invite further offers from, any of the proponents whose proposals best meet the objectives of the City. Acceptance by a proponent or proponents in writing of that offer according to its terms will create legal relations.

6.2. GENERAL CONDITIONS

6.2.1. The site and respective buildings are offered “as is” and the City makes no representation and will take no responsibility with respect to the condition of the property. Any capital improvements desired by the proponent should be clearly outlined within the proposal.

6.2.2. All proponents are advised that an agreement will not be signed until and unless:

The successful proponent submits, within four weeks of the City’s acceptance of the offer, a Letter of Commitment from a recognized financial institution acceptable to the City. This letter shall confirm that the proponent has funds necessary or has approval for borrowing funds necessary, to carry the proposed development and operation through to completion.

6.2.3. All submissions should be clearly marked as follows:

“Response to Request for Proposal #027-19 McLean Mill Visitor Services” and should be directed to:

Davina Hartwell, City Clerk

City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8
Telephone: 250.720.2810
Fax: 250.723.1003
e-mail: davina_hartwell@portalberni.ca

6.2.4. The City of Port Alberni reserves to right to reject or negotiate any or all offers.

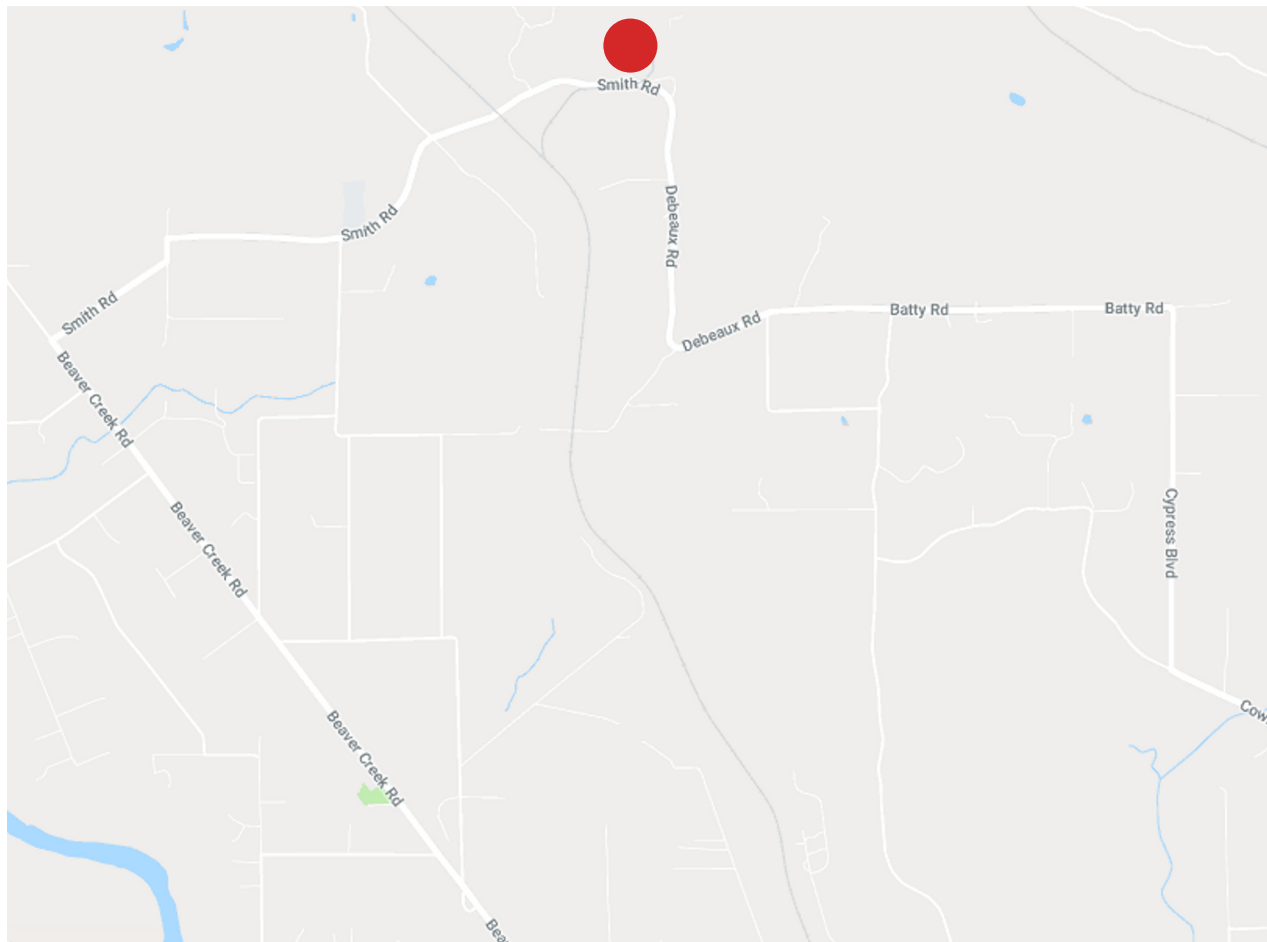
7. Appendices:

- 7.1. Location Map
- 7.2. Site Map

**IMAGINE THE FUTURE OF
MCLEAN MILL NATIONAL
HISTORIC SITE
IN PORT ALBERNI.**

WHAT DO YOU SEE?

7.1. LOCATION MAP



7.2. SITE MAP

