



Contract 3773P

Consulting Services for Tall Ships Challenge 2011 - Operational Plan

1. Introduction

The City of Richmond proposes to engage the services of a Consultant (the “Consultant”) to prepare an operational plan (the “Operational Plan”) for the Tall Ships Challenge 2011.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Four (4) copies of proposals marked “**Consulting Services 2011 Tall Ships Challenge - Operational Plan Contract 3773P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 12:00 Noon, Friday, October 16. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating

in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

The City reserves the right to accept or reject all or part of any Proposal including, but not limited to, the right to request a change of a specific individual sub-consultant(s) or sub-consulting firm(s) and/or to substitute or add individual team members.

The Proponent shall not change, or substitute any proposed team member or proposed sub-consultant without the express written consent of the City.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Sumita Dosanjh

Telephone: 604-276-4097

Buyer II - Contracting Specialist

E-mail: purchasing@richmond.ca

Purchasing Department

City of Richmond

3.2 Technical clarification shall be directed to:

Technical

Bryan Klassen

Telephone: 604-718-8044

Site Supervisor

E-mail: bklassen@richmond.ca

Britannia Heritage Shipyard

City of Richmond

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

The Tall Ships Festival held in Richmond in 2002 was a resounding success with an estimate of over 400,000 people taking in the activities over the 5-day event. Given the infrastructure development and extensive learning that occurred, it was anticipated that Richmond would seek to host Tall Ships again at a future date.

In March 2007, staff were given direction “to prepare and bring to Council, a Major Events Plan and make recommendations on signature events that are best suited for Richmond.” On April 10, 2007, the 2007 – 2012 Major Events Plan was approved, with a Tall Ships Festival as one of the major significant events to be pursued.

The American Sail Training Association (“ASTA”) is the organizing body for the Tall Ships Challenge 2011. ASTA has been working on a program that involves several other potential events on the west coast of Canada/USA and has developed a provisional schedule that includes Richmond as a host port in June 2011.

5. Project Objectives

The Operational Plan shall provide information to a variety of event stakeholders to assist in the delivery of a successful event in 2011. Key components of the Plan shall include event requirements, organizational structure recommendations, financial considerations and identification of key milestones.

6. Project Scope

The Consultant shall develop a detailed Operational Plan which considers the City’s goals and objectives for major events as detailed in the 2007 – 2012 Major Events Plan and the goals and objectives of key stakeholders including the Britannia Heritage Shipyard Society, the Steveston Community Association, the Steveston Harbour Authority, others as identified through the planning process, and the minimum standards identified by ASTA . Consulting with both City and identified stakeholders will be key to successfully developing the operational plan.

The following table identifies the major components that the Operational Plan shall include. The general scope of work is as follows however, Consultants are encouraged to identify areas where value can be added or alternate approaches considered.

Table 1: Operational Plan Scope

Component	Description	Desired Outcome
Background and History	<ul style="list-style-type: none"> Information regarding previous Tall Ships events in Richmond and elsewhere Strategic implications of hosting the event with reference to both the City, local stakeholders and other levels of government as applicable 	Context for the event which allows all stakeholders including potential sponsors to clearly understand the scope of the event.
Strategic Direction	<ul style="list-style-type: none"> Core strategic direction(s) Event objectives from the viewpoint of various stakeholders Benefits of hosting the event including economic and social impacts 	Clear and concise direction in order to facilitate stakeholders working towards a common goal.
Event Requirements	<ul style="list-style-type: none"> Volunteer requirements Accommodation requirements Facility requirements Communication infrastructure Security – including anticipated policing resources Transportation 	Stakeholders clearly understand the resources required to successfully host the event.

	<ul style="list-style-type: none"> • Other 	
Ethics and Good Practice	Description of the ethical framework within which the event is set.	All stakeholders are able to articulate the ethical framework of the event.
Organizational Structure	<ul style="list-style-type: none"> • Description of the overall structure of the event including relationships between the City and other stakeholders as well as any contractual arrangements that exist or might be required. • Recommendations as to the appropriate management, committee and organizational structures for the event. • Identification of key roles and responsibilities and required expertise. 	Roles and responsibilities of the City and other stakeholders are clear and relationship structure is effective.
Marketing & Communications Strategy	Identification of how the profile of the event is to be addressed through marketing and public relations. Identification of target markets.	A media brief is available to support the creation of a marketing and communications plan.
Financial Considerations	<ul style="list-style-type: none"> • Expected income and expenditures for the event • Identification of sources of funding including partnership funding analysis • Cash flow analysis • Reporting procedures for budgetary control • Return on investment analysis 	All stakeholders are aware of the financial impact to successfully host the event.
Risk Analysis	Overview of potential areas of risk and identification of ways to mitigate risk including contingency planning.	All stakeholders are aware of potential risks and can determine level of comfort with these risks.
Performance Measures	Identification of key performance criteria and the action program for monitoring performance measures.	Tools to successfully monitor event performance for event monitoring and reporting to key stakeholders and sponsors during event and post event.
Timeline / Critical Path	Identification of key milestones.	Clearly identified timelines to ensure all stakeholders are aware of timelines to prevent omission of critical path elements.

7. Project Outcomes

A comprehensive document outlining the Operational Plan for the Tall Ships Festival in 2011 in order to allow the City and other stakeholders to identify and assign appropriate levels of resources to commence event planning and seek funding no later than December 31st 2009.

8. Consultant Responsibilities

- Outline the process and schedule for completion of the Operational Plan, including proposed consultation with stakeholders.
- Undertake completion of the Operational Plan according to agreed upon process and schedule.
- Attend client meetings as required.
- Submission of final report in both hard copy (4 copies) and electronic format (digital format and PDF suitable for website posting).

9. City Provided Items

- Access to existing resources and documents.
- A staff team to work with consultants.
- Stakeholder and other community contacts as required.
- Review of draft reports.
- Meeting space.

10. Budget

A budget of \$30,000 Canadian, including all applicable taxes, has been assigned to this project, including the final reports and all associated costs.

11. Project Schedule

The project is to be completed by December 31st 2009, with work commencing as soon as possible in October 2009. A detailed project schedule is to be submitted with the proposal.

12. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of relevant consulting experience.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task , and

how the tasks achieve the project objectives/outcomes. This section should be clearly laid out, with each task succinctly described, and deliverables/outcomes associated with each task identified.

- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project. Please provide specific examples of relevant experience. The experience and project list should be specific to each person on the team, rather than their firm’s experience. Resumes should be included.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, eg., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed. The fee schedule should be submitted in the following format:

Hourly Rates	
Project Member 1	\$
Project Member 3	\$
Project Member 3	\$

Professional Fees and Expense Allocation					
<i>Detail Task</i>	<i>Project Member 1</i>	<i>Project Member 2</i>	<i>Project Member 3</i>	<i>Expenses</i>	<i>Total</i>

Professional Time Allocation				
<i>Detail Task</i>	<i>Project Member 1 Hours</i>	<i>Project Member 2 Hours</i>	<i>Project Member 3 Hours</i>	<i>Total</i>

Total	
Total Professional Fees	\$
Estimated disbursements (expenses)	\$
Subtotal Fees and Disbursements	\$
Estimated GST (5%)	\$
Total Fees, Disbursements and Taxes	\$

- A minimum of three (3) client references from projects of a similar size and scope.

13. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

14. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Approach to Stakeholder Involvement
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables
- Value for Money

- References
- Interview (if required)



City of Richmond
Business & Financial Services Department

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.
3773P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	



This Agreement dated the ☼ day of October, 2009, at the City of Richmond, in the Province of British Columbia

Between:

City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1

(the "City")

And:

☼

(the "Consultant")

Whereas:

- A. The City requires consulting services for the 2011 Tall Ships Operational Plan (the "Project");
- B. The City requires a Consultant for the Project;
- C. The City issued a Request for Proposal 3773P for the Project;
- D. The Consultant is willing and prepared to deliver the Project;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

1. Responsibilities and Duties

1.1. The Consultant shall be responsible for the following as per Request for Proposal 3773P and the Consultant's submission dated ☼.

- a) ☼
- b) ☼
- c) ☼
- d) ☼
- e) ☼

- 1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

2. Compensation

- 2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$ⓧ plus GST per ⓧ for the duration of the term of this agreement, but total amount of payments not to exceed \$ⓧ plus GST.
- 2.2. Once per month, commencing no sooner than ⓧ, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ⓧ (the "Statement of Account").
- 2.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.
- 2.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.
- 2.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

3. Performance Standards

- 3.1. The Consultant is responsible for meeting the following ⓧ targets:
ⓧ
- 3.2. The Consultant agrees to comply with following project deadlines:
ⓧ
- 3.3. The Consultant shall prepare a report to the City on a monthly basis indicating ⓧ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

4. Benefits

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

5. Independent Contractor

- 5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

6. Assignment And Subcontracting

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.


7. Indemnity

- 7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

8. Insurance

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
- a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
 - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

9. Representation

- 9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the .

10. Ownership of Products

- 10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

11. Confidentiality

- 11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

12. Related Companies

- 12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or

the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

13. Term

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the “Expiration Date”), or such later date as may be mutually agreed upon.

14. Termination

14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks’ written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

15. Notices

15.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

16. Feminine/Masculine

16.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

17. General

17.1. This Agreement may be amended upon mutual agreement of the parties in writing.

17.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

17.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

Consultant

City of Richmond