

Request for Proposal



“Development Consultant Services”

RFP # 2021-1002

Issue Date: November 22, 2021

Closing Date: December 15, 2021 @ 4:00pm PST

Summary

Request for Proposal: “Development Consultant Services”

Métis Nation British Columbia (MNBC) is seeking a vendor to provide “Development Consultant Services”. This RFP contains the terms and conditions governing the RFP, high-level scope of services covered by the RFP, overall RFP process, instructions on how to respond, submission deadlines, and official contacts for questions and clarifications.



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RFP Submission and Clarifications

Instructions for Submission

Please follow the Proposal Guidelines / Response Format detailed in Section 4.0. Ensure that a person authorized to sign on behalf of the Proponent completes and signs **Appendix A Proponent RFP Response Form** leaving the rest of that page otherwise unaltered and include the originally-signed and completed page as the cover page of your submission package.

Proponents may submit one (1) electronic copy of the Proposal in Microsoft Word Document (docx) or Adobe Portable Document File (PDF) format by email marked in the subject line with the RFP name, "Development Consultant Services" and RFP number "2021-1002" and send to the following email address:

kbourdeau@MNBC.ca

Proposal Submissions must be received by MNBC by December 15, 2021 @ 4:00PM PST

MNBC will reply acknowledging receipt. It is the Proponent's responsibility to ensure that MNBC has received their Proposal.

Please do not submit any individual file larger than 20MB by email.

Proponents who have not been contacted by end of business day on January 14, 2022, have not been short listed.

Clarifications

Please direct all written enquiries related to this RFP including any requests for information, questions, and clarification, to the MNBC contact email below. All questions and enquiries are to be submitted no less than three (3) working days before RFP closing date. **Do not direct questions or inquiries to any other MNBC personnel. At MNBC's sole discretion this action may disqualify a proponent from the RFP process.** All enquiries and responses will be recorded and may be shared and distributed to all Proponents at MNBC's option. Please include the RFP name and RFP number in the subject line.

RFP Enquiries: **Name: Ken Bourdeau**
Title: Manager of Social Infrastructure Development
Email: kbourdeau@mnbc.ca

1.0 Background and Scope

Métis Nation British Columbia herein referred to as “MNBC”.

MNBC is seeking a vendor to provide “Development Consultant Services”. The vendor(s) selected in this RFP process will become a strategic business partner to MNBC as the organization continues to grow and deliver upon its mandate to develop and enhance opportunities for Métis communities by implementing culturally relevant social and economic programs and services.

MNBC represents nearly 90,000 Métis people in BC. More than 20,000 of which are registered MNBC citizens. We are recognized by the Métis National Council (MNC), Province of British Columbia, and the Government of Canada, as the Governing Nation for Métis in BC.

1.1. Scope

MNBC’s Ministry of Housing and Homelessness has an ambitious plan to build Métis centres across BC. Consultation with MNBC citizens and local Chartered Communities will ensure each project will respond to the unique needs of our local communities; however, it’s expected that each project will include below-market rental housing, daycare space and office space at minimum.

Our Surrey project will also include a new purpose build headquarters, including space for the MNBC Governing Assembly, Senate, MNBC office space, office space for local Chartered Communities, cultural gathering space, daycare space and housing across the housing continuum from below-market and market rate rentals to below-market and market-rate ownership units. See Section 4.1 for a list of development sites.

The scope of work for this RFP is to provide Development Consultant Services to MNBC for the entire development process. This includes:

- Pre-development Work, including:
 - Feasibility Studies and Local Needs Analysis
 - Proforma Services
 - Funding and Financing Support Management
 - Procurement and Contract Management
 - Design Work Coordination
 - Project Scheduling
- Development Phase, including:
 - Municipal and Provincial Development Approvals
 - Proforma Services
 - Funding and Financing Support Management
 - Procurement and Contract management
 - Design Work Coordination
 - Project Scheduling
- Construction Phase, including:
 - Municipal and Provincial Development Approvals
 - Procurement and Contract management
 - Funding and Financing Monitoring and Reporting
 - Course of construction and wrap-up liability insurance coordination
 - On-Site Services and Utilities Coordination
 - Building operations and start-up planning
- Post-development, including:
 - Project close out and building handover

1.2 Out of Scope

As outlined in Section 1.1, this RFP is related to Development Consultant Services only and does not include any other services, including, but not limited to architectural, engineering, contractor, builder or any other services. In accordance with funding partner requirements these services will be procured through a separate RFP process.

2.0 Terms and Conditions

- 2.1. This RFP is an inquiry and Request for Proposal only and does not imply any commitment by MNBC to select any vendor or to purchase any products or services.
- 2.2. This RFP should not be considered as authorization to perform any billable work. Any work performed by the Proponent in order to prepare a RFP response is done free of charge to MNBC.
- 2.3. MNBC reserves the right to respond only to the Proponent(s) it chooses to proceed with further in the RFP process.
- 2.4. MNBC reserves the right to, at its sole discretion, to issue a "Request for Additional Information" (RAFI), re-issue a modified RFP, cancel the RFP or collapse the RFP process and proceed directly to contract negotiations with any vendor it sees fit.
- 2.5. At any given point in the RFP process, MNBC reserves the right to accept late vendor responses where it sees fit
- 2.6. Should MNBC deem a Non-Disclosure Agreement (NDA) necessary to proceed with the RFP, MNBC reserves the right to request vendors to sign a NDA. Refusal to commit to a requested NDA may disqualify that vendor from the RFP process.
- 2.7. MNBC reserves the right to use third party consultants at any stage of the RFP process to assist MNBC with the vendor selection and proposal evaluation. Third party consultants are required to sign a Non-Disclosure Agreement to ensure that information from both MNBC and the Proponent's proposal are used solely for the purpose of the RFP.
- 2.8. All information related to the evaluation of the received proposals are considered confidential.
- 2.9. MNBC reserves the right to reject any Proponent's response without disclosing any reason or cause.
- 2.10. Any information about MNBC discovered by the Proponent or provided to the proponent through this RFP process is considered confidential and therefore the Proponent must not disclosed such information to any person or entity except for those MNBC employees involved in the RFP process.

3.0 RFP Process

- 3.1. Proponents' proposal submission must be received by the closing date and time specified on the cover of this RFP.
- 3.2. Based on the responses received for the RFP, MNBC may:
 - Decide not to proceed with the project, work, product or solution;
 - Decide to defer the project, work, product or solution;
 - Request further information by issuing a "Request For Additional Information" (RFAI);
 - Develop and Re-issue a revised Request for Proposal (RFP); or
 - Shortlist one (1) or several Proponents to formally present their proposal to the MNBC's appointed Vendor Selection Committee;
 - Negotiate a contract directly with a Proponent; or
 - Break up the scope of the RFP and award individual contracts for different parts of the project, work, product, or solution.
- 3.3. After the RFP submissions are evaluated, MNBC may request the short-listed Proponent(s) to provide presentations and take MNBC through a deep dive of their proposals. Only short-listed Proponent(s) will be notified and invited to present, and they will be informed of the deep dive parameters, specific time, date and location for their presentation. All costs incurred in the preparation of the responses and the presentation, including all travel costs, are the responsibility of the Proponent(s) and are not billable to MNBC. MNBC reserves the right not to continue with Proponent(s) who are not available for a presentation.
- 3.4. Final selection of any Proponent's solution is subject to reference checks and financial review under the sole opinion of MNBC.
- 3.5. MNBC reserves all rights defined herein Section 2, Terms and Conditions, as deemed in the best interest of MNBC.
- 3.6. Instructions for Submission
 - Proponents may submit one (1) electronic copy of the Proposal in Microsoft Word Document (docx) or Adobe Portable Document File (PDF) format by email marked in the subject line with the RFP name and number and sent to the email address specified on the cover of this RFP.
 - MNBC will reply acknowledging receipt. It is the Proponent's responsibility to ensure that MNBC has received their Proposal.
 - Please do not submit a file larger than 20MB by e-mail.
 - Proponents who have not been contacted by end of business day on January 14, 2022, have not been short listed.
 - Refer to Clarifications and Inquiries instructions on Page 4.

4.0 Proposal Guidelines / Response Format

While Proponents are invited to highlight any other approaches and other deliverables that may achieve MNBC's goals reflected in this RFP, it is mandatory that all proposal submissions include the following minimum information in your response.

4.1. Options for Scope of Services:

MNBC is seeking development consultant services for the following sites:

-Site 1: 9904 & 9912 94 Street, Fort St. John, BC.

-Site 2: 3656 Raymond Street South, Saanich, BC.

-Site 3: 2812 Tetrault Street, Terrace, BC.

-Site 4: 11479 125a Street, Surrey, BC.

Please indicate in Appendix A which development sites your proposal includes.

Note: Currently, MNBC is looking for development consultant services for the four sites listed above. As MNBC's property portfolio continues to grow, other properties may be added to the list in the near future. In Appendix A please indicate other areas of the province your firm is willing, or unwilling, to work in.

4.2. Response Format

Please format your proposal in the following manner:

- Enclose a completed and signed copy of **Appendix A: Proponent RFP Response Form AS THE COVER PAGE** of your submission package.
- Ensure that you indicate which development sites are part of your proposal.
- Provide your response in the same sequence of topics as listed below (**see section 4.3**).
- Provide a Table of Contents for your submission.
- Include your company profile which includes an introductory overview of your company background and profile within the housing industry, while highlighting your products and services offerings.
- State if there are any potential areas of conflict of interest that may exist if MNBC were to engage in any business dealings with your firm. Note any existing contacts or previous business dealings you have with MNBC.
- Provide at a minimum three (3) references of successful projects your organization has completed in the past three (5) years, that are similar in scope, size and value to MNBC's requirements. Please provide contact information and detailed description of each of the projects/implementation used in your references.
- Attach to your submission a list of three (3) references as per **Appendix B Recommended format for List of References**.

4.3. Company Profile and Overview

Within your Company Profile and Overview:

- Describe your company size and whether your company is non-profit or for-profit and whether it is a subsidiary of, or affiliated with, a corporate or holding company.
- Provide your company's total revenue and operating profit for last two fiscal years.
- Describe how many years has your organization been in the Development Consultant business under its present name, and any former names your company operated under.
- Provide an overview of your client base in British Columbia.

- Provide evidence of relevant experience by including a brief description of your company's Implementation and Operational Team. Provide information and example resumes showing the qualifications and experience of team members who will be deployed to work on development consultant services.
- Describe if there are any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? If yes, please provide the details.

4.4. Costs of Development Consultant Services

Provide your pricing model for MNBC's Development Consultant Services. Breakdown costs for ongoing support and administration services vs. costs for one-time implementation. Your cost breakdown should be presented in a table that clearly identifies all costs to MNBC, including taxes. The quote should include:

- All costs, including applicable taxes;
- One-time Implementation Fees; Roles and Hourly Rates; Fixed Price or Time & Materials
- Ongoing Monthly/Annual Fees;
- Fee Schedule for any Optional Services.

At this time, it's expected that funding for these projects will come from three sources:

- BC Housing and/or CMHC funding;
- Government of BC and Government of Canada funding, such as the New Spaces Fund; and
- MNBC own source funding.

Proposals that demonstrate extensive experience with the following will score higher:

- Experience with BC Housing's Development Consultant fee schedule; and
- Experience with complex funding models from multiple sources.

5.0 Evaluation Guidelines

Evaluation and short-listing of Proponent(s) will be based on the following weighed evaluation criteria:

Clarity and quality of proposal	5%
Company profile and overview	5%
Demonstration of Competencies: The consultant team members must have the Technical Knowledge, Skills and Attributes that are considered appropriate for Development Consultant work with non-profit and government housing organizations.	40%
The consultant team members must have the experience, knowledge and/or awareness of Indigenous housing development issues. Those teams that understand the historical and contemporary contributions made by Métis in BC will score higher in this category. Pursuant to Section 41 of the Human Rights Code, preference may be given to proponents who have key staff who self-identify as Indigenous (First Nation, Métis or Inuit).	30%
Fees	20%
TOTAL	100%

Appendix A: Proponent RFP Response Form (RFP# 2021-1002)

(To be completed by the Proponent and included as the "RFP Cover Page" of the Proposal)

The enclosed Proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this Proposal we agree to all terms and conditions of this RFP and agree that any inconsistencies in our Proposal will not be considered. We have carefully read and examined all sections of the RFP including the Administrative Section and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by the statements and representations made in our Proposal and we understand that nothing in the RFP should be construed as binding on MNBC.

Signature of Authorized Representative:	Date:
Printed Name of Authorized Representative:	Title of Authorized Representative:
Email of Authorized Representative:	Phone Number of Authorized Representative:
Legal Business Name of Proponent:	Other names under which the Proponent may operate:
Address of Proponent:	City:
Province:	Postal Code
Name of Contact Person for this response submission:	Title of Contact Person for this response submission:
Email of Contact Person for this response submission:	Phone Number of Contact Person for this response submission:
<input type="checkbox"/> References Enclosed as per recommended format in RFP Appendix B	
Our firm is submitting a response to: <ul style="list-style-type: none"> <input type="checkbox"/> 9904/9912 94 Street, Fort St. John <input type="checkbox"/> 3656 Raymond Street South, Saanich <input type="checkbox"/> 11479 125a Street, Surrey <input type="checkbox"/> 2218 Tetrault Street, Terrace <input type="checkbox"/> Other Development Consultant Services opportunities. Please indicate other areas of the Province your firm is willing, or unwilling, to work in: <hr/> <hr/>	

Appendix B: Recommended format for List of References

Please provide three (3) successful projects your organization has completed in the past three (5) years, that are similar in scope, size, and value to MNBC’s requirements.

MNBC reserves the right to contact the references to confirm the nature of the work provided by a Proponent and to obtain additional references regarding the Proponent’s performance. MNBC will not enter into a contract with any Proponent whose references, in MNBC’s sole opinion, are found to be unsatisfactory.

ONLY USE CANADIAN COMPANIES AS REFERENCES.

Proponents Company Name: _____

REFERENCE 1	
Company Name:	
Address:	
Contact Name:	
Relation with Proponent:	
Phone Number:	
Brief Description of Project:	
REFERENCE 2	
Company Name:	
Address:	
Contact Name:	
Relation with Proponent	
Phone Number:	
Brief Description of Project:	
REFERENCE 3	
Company Name:	
Address:	
Contact Name:	
Relation with Proponent:	
Phone Number:	
Brief Description of Project:	