

Request for Proposal

Making Chá7elkwnech (Gambier Island) more livable

May 2023 - May 2025

Issued by: Gambier Island Community Association

Proposal Deadline: July 4th, 2023

All inquiries regarding this RFP should be directed in writing to:
gambierredip@gmail.com

The Proponent is encouraged to submit inquiries at an early date and at least 2 days before the deadline.

With funding from the Province of British Columbia's Rural Economic Diversification and Infrastructure Program (REDIP), the Gambier Island Community Association (GICA) is accepting proposals in response to this RFP in order to find a qualified third-party consultant to conduct a community assessment of the island, which will include:

1. Developing and conducting a survey of island residents and property owners relating to community-identified priorities for the island;
2. Compiling a report outlining the results of the survey;
3. Participating and assisting in a community consultation session;
4. Assessing community resources in relation to issues identified in the survey;
5. Developing a methodology for GICA to apply to identified issues in order to transparently select where future efforts under the GICA REDIP project and elsewhere are applied.

Gambier Island has a year-round population of about 150 residents, increasing to approximately 600 throughout the summer. The majority of residents are located on the island's south west peninsula, which is served by passenger ferry service from Langdale to the New Brighton dock. There are also several off-grid communities on other parts of the island, with boat-access only.

Gambier Island is a summertime recreation, hiking and camping destination, particularly for Vancouver residents: thousands of youth from the Lower Mainland attend three separate boat-access-only summer camps on the island annually; the Centre Bay Yacht Station serves boaters in the Howe Sound area with amenities required for their on-water activities; SCUBA divers come to Halkett Bay Marine Provincial Park to explore the wreck of the HCMS Annapolis; and day-hikers and overnight backpackers are drawn to the quiet shores of Gambier Lake. Tourists must bring their own forms of sustenance and all other consumables, as Gambier Island has no regularly operating commercial businesses.

Due to unique geography and accessibility, Gambier Island has struggled to develop the infrastructure and other resources necessary to improve the quality of life of its residents. Through this survey, GICA plans to identify the issues that the community feels would make Gambier Island more liveable. Future stages of the GICA REDIP project will develop a set of plans for GICA to implement to address many of the issues identified in our survey.

Submission Guidelines & Requirements

The proponent should submit its proposal on or before **noon** local time on **July 4th, 2023** by emailing its proposal to **gambierredip@gmail.com**.

The following submission guidelines & requirements apply to this Request for Proposal:

1. Prior experience in creating and conducting surveys and community assessments and engagement is required. Interested parties must list relevant prior work experience. Experience working in remote and/or island communities is a plus.
2. The proposal provided should include an overview and schedule of the proposed work as well as who would be performing it. (NOTE that seasonal activity on Gambier Island necessitates the survey being launched by **September 1st, 2023**).

3. We expect our survey to be conducted digitally, please address how the survey would approach the unique elements of a remote, boat-access-only community in your proposal.
4. Provide a cost break-down for this project (hourly rates, estimated hours to complete this project etc.).
5. Proposals must be received prior to **July 4th at noon** to be considered.

Publicity

The Proponent should not make any public releases or announcements or issue any advertising pertaining to this RFP or the proponent's involvement with this RFP without written consent from GICA.

Confidentiality

The Recipient will keep all Confidential Information strictly confidential and will not without the prior written consent of GICA, which may be unreasonably withheld, disclose, or allow any of its Representatives to disclose, in any manner whatsoever, in whole or in part, or use, or allow any of its Representatives to use, directly or indirectly, the Confidential Information for any purpose other than the Permitted Purposes.

Project Description

The purpose of the overall GICA REDIP project is as follows:

Phase 1: Community assessment and engagement

Phase 2: Develop plans to address identified issues

Phase 3: Begin implementation of developed plans

The description of the project is as follows:

Our project will work with the Gambier Island community as well as consult with the Sk̓wx̓wú7mesh Úxwumixw (Squamish Nation) to provide the Gambier Island Community Association (GICA) with a strong understanding of what Gambier Islanders feel would make the island a more liveable place as well as make for a resilient community.

Project Scope

The scope of the project entails creating and conducting a survey to assess the priorities, issues, needs etc. of the Gambier Island community. After the survey has been conducted, a report will need to be written detailing the results and highlighting the key issues that come up.

The chosen consultant will be responsible for creating and conducting at least one survey to the Gambier community as well as writing reports, attending meetings, public consultations and collaborating with GICA members as well as working closely with the Project Coordinator for this project and the Oversight Committee.

Project Timeline

Proposals due	July 4th, 2023
Selection of top applicant	July 10th, 2023
Project start date	ASAP
Survey created and launched	September 1st, 2023
Project end date	January 1st, 2024

Budget

Budget for consulting services (surveys, reports etc.): up to \$25,000

NOTE that GICA is a small non-profit with few resources. While we have budgeted up to the above listed amount for all aspects of this project, we hope to select a competitive bid of less than this amount, allowing us to reallocate funds to Phase 3 (implementation) of our REDIP project.

Evaluation Factors

To assist in evaluation of the Proposal, in addition to the information submitted in response to the requirements, at its discretion GICA may:

- a. Seek clarification or additional information from the Proponent with respect to any aspect of its Proposal and consider such additional information in the evaluation of the Proposal;
- b. Request interviews with the Proponent to obtain clarification of its Proposal and consider any information received from any interviews in the evaluation of the proposal; and/or
- c. Conduct such internal or external reference checks and background investigations as the GICA may consider necessary (GICA may check with any reference, whether or not the reference is listed in a Proposal) and consider any relevant information from such references and background investigations in the evaluation of the Proposal.

GICA will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost
5. Technical expertise/experience of the proponent and their staff
6. Availability of the consultant