



**Village of McBride**  
**Request for Proposals McB2017-01**  
**McBride Economic Development Action Plan**  
**2018-2022**

## **1. Introduction**

The Village of McBride is inviting proposals from qualified consultants to develop a comprehensive 5-year Economic Development Action Plan (EDAP) for the Village of McBride (VOM). The consultant will act as facilitator and project manager for the completion of an updated and modernized EDAP aimed at fostering community economic development in and around McBride.

## **2. Project Deliverables**

The consultant will:

- a. Directly engage the local business community, Chamber of Commerce, local and regional governments, residents, tourism bodies, community groups (including but not limited to the Ozalenka Alpine Club, BC Backcountry Horseman's Association, Robson Valley Mountain Biking Association, Big Country Snowmobile Club, etc.), McBride Community Forest Corporation and the VOM Economic Development Office in the design/content of new EDAP;
- b. Ensure that the updated EDAP includes the industrial
- c. Place the EDAP in the context of regional, national and global trends;
- d. Ensure the EDAP includes the industrial, agricultural, commercial, resource and tourism sectors as well as opportunities for diversification related to education, health care, housing, green/alternative energy and others ;
- e. Identify 3-5 key economic development initiatives that are consistent with the VOM's Vision and Mission, the VOM's Official Community Plan and community/business input and develop detailed strategic plans for implementation of these initiatives within the next 2 years (including CASE Pocket Housing concept); and,
- f. Produce a draft EDAP (electronic and hard copy) to present to VOM Council for review prior to delivering the final EDAP (electronic and hard copy).

### 3. Qualifications

Qualified consultants must have a proven track record of community engagement and economic plan development. Necessary skills include public relations, facilitation, excellent oral and written communication, project management, research and strategic planning. The Village of McBride expects the consultant to work closely with the Community Economic Development Coordinator (CEDC) for the duration of the project. The consultant will not only use “best practices” in the development of the EDAP but also consider a range of strategies that meet the unique needs of our small rural and remote community. The respondent proposal should be no longer than 10-pages in length and include:

- Scope of work along with detailed work plan and timelines
- 2 professional references for similar work completed in the last 5-years
- Proposed Budget net of GST

### 4. Timelines and submission

November 30, 2017	Deadline for Proposal Submission
December 7, 2017	Contract Award Date
December 8, 2017 – February 1, 2018	Community Consultation
February 13, 2018	Submission/presentation DRAFT EDAP
March 13, 2018	Submission/presentation FINAL EDAP

Interested consultants are asked to submit their proposal either in hard copy or electronically by 4:00pm, Thursday, November 30, 2017 to:

Karen Dubé  
Community Economic Development Coordinator  
Village of McBride  
PO Box 519, 100 Robson Centre  
McBride, BC V0J2E0  
Email: [edo@mcbride.ca](mailto:edo@mcbride.ca)

All submissions must be clearly marked “Request for Proposal McB2017-01”

The Village reserves the right to accept or reject any or all Proposals either whole or in part at any time, or waive formalities in, or accept a Proposal either whole or in part which is deemed most favourable in the interest of the Village. The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

## **5. Background and Relevant Documents**

Founded in 1913 as Mile 90 of the Grand Trunk Pacific Railway, McBride is a small, vibrant community situated along the Yellowhead Highway 16 between Jasper and Prince George. McBride is a picturesque community surrounded by the Rocky and Cariboo Mountains with rich farmland lining the Valley bottom. The area's varied terrain ensures incredible hiking, camping, hunting and bird watching during warmer months, and cross-country skiing and snowmobiling in winter. The railroad, forestry, tourism, agriculture and small business all contribute to the local economy in this rural community of 630, serving a greater population of ~1700.

The Village of McBride last updated its Economic Development Action Plan for 2010-2015 and the community and local economy has seen many changes and challenges since 2010. The Village of McBride intends to hire a consultant to act as facilitator and project manager for the development of an updated Economic Development Action Plan.

Documents relevant to this RFP include:

- McBride Economic Development Action Plan 2010-2015 – Update
- McBride Investment Ready Community Profile 2012
- Annual Report for the year ending December 31, 2016
- CASE Feasibility Study

These documents are available on the Village of McBride website:

<http://mcbride.ca/business/economic-development-office>

## **6. Ownership of Proposals**

All Proposals and subsequent information materials shall become the property of the Village of McBride after closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the Freedom of Information and Protection of Privacy Act. This Request for Proposal and all associated documentation is the property of the Village of McBride and shall not be copied or distributed without prior written approval from the VOM.