



Request for Proposal

Cold Storage Facility Pitch Package & Feasibility Study

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Issued by:

Lillooet Agriculture & Food Society (LAFS)

Representative:

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1. Introduction & Background

The Lillooet Agriculture & Food Society, a non-profit society supporting local farmers, ranchers and growers, needs a COLD STORAGE FACILITY PITCH PACKAGE AND FEASIBILITY STUDY (COLD STORAGE STUDY) and is accepting proposals in response to this Request for Proposal (this "RFP," or this "Request for Proposal") to find a qualified source to provide a COLD STORAGE FACILITY PITCH PACKAGE/FEASIBILITY STUDY. Our goal with the COLD STORAGE STUDY is to:

1. Determine the economic viability of a cold/dry storage facility in Lillooet
2. Evaluate the market and assess the financial feasibility
3. Research and recommend partnerships, land acquisition/lease and optimal size
4. Gather Input from St'át'imc Bands as to their interest in partnership/use of the facility
5. Create a list of recommendations for next steps
6. Create a pitch package to present to potential investors/partners

The objective of this Request for Proposal is to locate a contractor or professional that will provide the best overall report to the LILLOOET AGRICULTURE & FOOD SOCIETY. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

2. Submission Guidelines & Requirements

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

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than **September 5, 2019**.
3. Bidders must list projects that are similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal must be provided that is not more than 2 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the Lillooet Agriculture & Food Society decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
8. Proposals must be received prior to **September 5, 2019** to be considered.
9. Proposals must remain valid for a period of 30 days.
10. The Lillooet Agriculture & Food Society anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms.

3. **Project Description**

The purpose & definition of this project are as follows:

The Lillooet Agriculture and Food Society has identified the need for a large cold/dry storage facility. The COLD STORAGE STUDY will determine the economic viability of building such a facility here in Lillooet. Currently, there is insufficient cold/dry storage space in Lillooet and the surrounding area to meet the needs of the local growers and producers. Farmers and businesses in Lillooet are storing their goods on an ad hoc basis, wherever they can find suitable space in the region. Several farm businesses have expressed interest in having access to a local storage facility.

The study will evaluate the local market and assess the financial feasibility of building a cold/dry storage facility in Lillooet. It will also include recommendations on the type of business structure (coop, partnership or corporation), on land acquisition/lease locations, optimal size of the facility, and potential partners.

The study will also include a pitch package section destined to potential investors and partners, which will succinctly describe the business opportunity and scope of the cold/dry storage.

4. **Project Scope**

Acceptance of the work is contingent to the following acceptance criteria:

Completion of a pitch package and feasibility study to establish a local cold/dry storage facility for the Lillooet region. Study components to include:

- An inventory of existing facilities
- Identification of potential storage facility sites with recommendations
- An inventory of goods produced needing cold/dry storage in the area
- A detailed description of community & St'at'imc support with potential partnership opportunities
- Description of possible business structures with recommendations
- Market research including consumer information
- Identification of direct and indirect employment and new business opportunities
- Identification of available expertise and training needs for the storage facility
- Identification of regulatory framework and licensing requirements
- Financial overview using market analysis with financing and funding sources identified
- A description of opportunities and barriers specific to the region
- A list of recommendations including a business plan outline as part of the report
- A pitch package section that succinctly describes the business opportunity destined to potential investors and partners

5. **RFP & Project Timelines**

The Request for Proposal timeline is as follows:

Request for Proposal Response Due Date	September 5, 2019
Selection of Top Bidders	September 12, 2019
Start of Negotiation	September 19, 2019
Contract Award / Notification to Unsuccessful Bidders	September 26, 2019

The need-date for project completion (including invoices) is December 10, 2019. Bidders may propose an earlier date.

6. **Budget**

Lillooet Agriculture & Food Society's budget for the project is \$10,000.

7. **Evaluation Factors**

LILLOOET AGRICULTURE & FOOD SOCIETY 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. Technical expertise/experience of bidder and bidder's staff
5. Relevant References

LILLOOET AGRICULTURE & FOOD SOCIETY reserves the right to award to the bidder that presents the best value to the LILLOOET AGRICULTURE & FOOD SOCIETY as determined solely by the LILLOOET AGRICULTURE & FOOD SOCIETY in its absolute discretion. Only those applicants being considered will be contacted by September 12, 2019.